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## STATE OFFICER STUDY GUIDE

### WHAT IS FCCLA?

FCCLA is a nonprofit, national Career and Technical Student Organization for young men and women in Family and Consumer Sciences education in schools through grade 12. It is a dynamic and effective national student organization with a central focus on the family that helps its members become strong leaders in their families, careers and communities. FCCLA makes an important difference in the lives of youth and their families, schools, workplaces and communities.

### BRIEF FCCLA HISTORY TIMELINE

#### June 1945

Future Homemakers of America founded at a national convention in Chicago, Illinois.

#### January 28, 1946

The Colorado Association of Future Homemakers of America is granted the 17<sup>th</sup> state charter.

#### July 1948

The first national convention in was held in Kansas City, Missouri.

#### July 1999

The name of the organization changed from FHA/HERO to Family, Career and Community Leaders of America or FCCLA in July 1999.

### BASIC FCCLA INFORMATION

#### Mission Statement

Our mission is to promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through:

- Character Development
- Creative and Critical Thinking
- Interpersonal Communication
- Practical Knowledge
- Career Preparation

#### Purposes

1. To provide opportunities for personal development and preparation for adult life
2. To strengthen the function of the family as a basic unit of society
3. To encourage democracy through cooperative action in the home and community
4. To encourage individual and group involvement in helping achieve global cooperation and harmony
5. To promote greater understanding between youth and adults
6. To provide opportunities for making decisions and for assuming responsibilities
7. To prepare for the multiple roles of men and women in today's society
8. To promote Family and Consumer Sciences and related occupations

## STATE OFFICER STUDY GUIDE CONTINUED

### Creed

We are the Family, Career and Community Leaders of America. We face the future with warm courage and high hope. For we have the clear consciousness of seeking old and precious values. For we are the builders of homes, homes for America's future, homes where living will be the expression of everything that is good and fair, homes where truth and love and security and faith will be realities, not dreams. We are the Family, Career and Community Leaders of America. We face the future with warm courage and high hope.

### Motto

Toward New Horizons

### Program Emphasis

FCCLA is the only in-school student organization with the family as its central focus. FCCLA is a Career and Technical Student Organization that functions as an integral part of the Family and Consumer Sciences education curriculum and operates within the school system, and it provides opportunities for active student participation at local, state, and national levels.

### Membership

FCCLA has a national membership of 164,078 members in 5,356 chapters. There are 52 state associations including Puerto Rico and the Virgin Islands. Since its founding, FCCLA has involved more than nine million youth. Former members are eligible to become members of Alumni & Associates. Members affiliate on the national level as Occupational or Comprehensive members, which is determined by their current or previous enrollment in Family and Consumer Sciences coursework. In the 2016 – 2017 year, Colorado had 2,472 members in 136 chapters.

An FCCLA member must be currently enrolled or have been enrolled in a Family and Consumer Sciences course.

The [“Go for the Red” membership campaign](#) is FCCLA’s most precious commodity that focuses on the 3 R’s of membership:

- Recruit members
- Retain members
- Recognize members

There are four National FCCLA regions. Colorado is part of the Pacific FCCLA region.

There are 10 geographic [FCCLA membership districts](#) in Colorado. Which are you from?

### National Governance

Ten national officers (students) are elected by voting delegates at the annual National Leadership Conference and together make up the National Executive Council. The National Board of Directors is composed of adult representatives from education and business and four youth representatives. State associations and local chapters elect their own youth officers.



## STATE OFFICER STUDY GUIDE CONTINUED

### **Financial and Cooperative Support**

FCCLA is supported primarily by student membership dues. Additional funds are raised from individuals, corporations, and foundations. FCCLA is endorsed by the U.S. Department of Education (Office of Career, Technical and Adult Education) and the American Association of Family and Consumer Sciences (AAFCS).

### **National Staff**

An executive director leads the organization and heads a national staff that gives direction to and carries out programs, communications, membership services, and financial management.

### **State Staff**

The Colorado FCCLA State Adviser leads the organization by carrying out programs, communications, membership services, and financial management.

### **National Publications**

Teen Times, the official magazine of FCCLA, is published quarterly during the school year and distributed to affiliated members.

- One (1) print edition
- Three (3) electronic issues

The national staff also publishes a variety of other resource materials for members and adult leaders.

### **State Publications**

Colorado Comments, the official newsletter of Colorado FCCLA, is written by the Colorado State Officers and is published once in the fall and once in the spring.

### **Official Flower**

The official flower is the red rose.

### **Official Colors**

The FCCLA colors are Red (PMS 185) and White. Red suggests strength, courage, and determination—personal qualities leading to happiness through a positive self-image. White symbolizes sincerity of purpose and integrity of action; qualities that will help individuals build a better tomorrow.

### **Official Pin**

The FCCLA Officer Pin is worn over the heart.

### **National Meetings**

The 2017 Cluster Meetings were held November 10 - 12, 2017 in Washington, DC and November 17 - 19, 2017 in Oklahoma City, Oklahoma.

The 2018 National Leadership Conference will be June 28 – July 3 6 in Atlanta, Georgia.

STATE OFFICER STUDY GUIDE CONTINUED

**State Meetings**

The Colorado FCCLA State Leadership Conference will be held April 5 - 7, 2018 at the Denver Tech Center Hotel in Denver, Colorado.

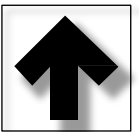
**FCCLA PLANNING PROCESS**

The FCCLA five-step planning process is the management tool to help members and advisers plan individual, group, and chapter projects and activities. You may be asked to problem solve using this procedure. You should be able to list and describe the steps of the Planning Process:



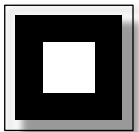
**Identify Concerns**

- Brainstorm concerns
- Evaluate listed concerns
- Narrow to one workable idea or concern



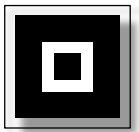
**Set a Goal**

- Get a clear mental picture of what you want to accomplish
- Write it down
- Evaluate it



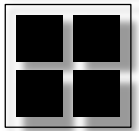
**Form a Plan**

- Plan how to achieve the goal
- Decide who, what, where, when, why, and how



**ACT**

- Carry out project



**Follow Up**

- Evaluate project
- Thank people involved
- Recognize participants

## National Programs

FCCLA national programs were developed to build and strengthen students' leadership skills.



**Career Connection** is a program that guides youth to link their options and skills for success in families, careers, and communities.



**Community Service** is a program that guides students to develop, plan, carry out, and evaluate service-learning projects that improve the quality of life in their communities.



**FACTS—Families Acting for Community Traffic Safety** is a national peer education program through which students strive to save lives through personal, vehicle, and road safety.



**Families First** is a national peer education program through which youth gain a better understanding of how families work and learn skills to become strong family members.



**Japanese Exchange** is a scholarship opportunity for FCCLA members to travel to Japan for four-to-six weeks as an exchange student.



**Financial Fitness** involves youth teaching one another how to earn, spend, save, and protect money wisely.



**Power of One** is a program that helps students find and use their personal power. Members set their own goals, work to achieve them, and enjoy the results.



**STOP the Violence—Students Taking On Prevention** is a program that empowers youth with attitudes, skills, and resources in order to recognize, report, and reduce youth violence.



**Student Body** is a peer education program that helps young people discover and practice how to be healthy, fit, real, and resilient.

## STATE OFFICER STUDY GUIDE CONTINUED

### STAR EVENTS

STAR events are national competitive events in which members are recognized for proficiency and achievement in chapter and individual projects, leadership skills and occupational preparation. STAR stands for Students Taking Action with Recognition. Be sure to know how many events there are and be able to name and describe at least three STAR Events.

#### Foundational Events

- Career Investigation
- Entrepreneurship
- Environmental Ambassador
- Focus on Children
- Illustrated Talk
- Interpersonal Communication
- Job Interview
- Leadership
- Life Event Planning
- Nutrition & Wellness
- Parliamentary Procedure
- Recycle and Redesign

#### Leadership Events

- Advocacy
- Chapter in Review Display
- Chapter in Review Portfolio
- Chapter Service Project Display
- Chapter Service Project Portfolio
- National Programs in Action
- Promote and Publicize FCCLA!

#### Career Preparation Events

- Applied Math for Culinary Management
- Culinary Arts
- Early Childhood Education
- Fashion Construction
- Fashion Design
- Food Innovations
- Hospitality, Tourism, and Recreation
- Interior Design
- Say Yes to FCS Education
- Sports Nutrition
- Teach and Train

### Online Events

- FCCLA Chapter Website
- Digital Stories for Change

### Colorado State Competitive Events

Know the names and procedures of five of the State Competitive Events.

- Baking and Pastry
- Cake Design
- Fashion Sketch
- Fashion Stylist
- Front of the House
- Get the Word Out
- Gourmet Food Savory Presentation
- Gourmet Food Sweet Presentation
- Habitat for Humanity Interior Design
- International Experience
- Knife Skills
- Thematic Table Setting

## STATE OFFICER STUDY GUIDE CONTINUED

### STATE OFFICER INFORMATION

Learn about the current [Colorado FCCLA State Officer Team](#).

Familiarize yourself with the offices and duties that include:

- President
- First Vice President
- Second Vice President
- Secretary
- Vice President of Comprehensive Programs
- Vice President of Events
- Vice President of Finance
- Vice President of Membership
- Vice President of Occupational Programs
- Vice President of Peer Education
- Vice President of Programs
- Vice President of Public Relations
- Vice President of Publications
- Vice President of Recognition
- State Representative

Be familiar with the State Officer Requirements listed in the Student Candidate Information.

Each year, the State Leadership Team develops a Program of Work (POW) that outlines goals for the year. Review the current [Program of Work theme](#).

### Sample Situational Questions

- As a State Officer, what new goals would you have for the upcoming year?
- If you sat next to the Governor of Colorado or a member of the Colorado State Board of Education, what would you tell him or her about Career and Technical Student Organizations and FCCLA?
- If you got on an elevator with a senator and you have 60 seconds to lobby for funding for FCCLA and other Career and Technical Student Organizations, what would you say?
- You have been asked to help with a project that is not of interest to you. How would you handle this situation?
- You were the FCCLA Chapter President and some of your members were dropping out. How would you handle this?
- Describe a difficult FCCLA situation in which you've been involved and tell how you resolved it?
- When does a leader become a follower?
- How could you involve your chapter in a worthwhile project?
- How would you get more people to join FCCLA?
- What will be your greatest strength as part of the State Officer Team?
- Thinking of a person who has influenced you in a positive way, how has this experience helped you to develop your leadership skills?
- Use three words to describe yourself. If your friend was here, what three words would she/he use to describe you and why?

### ADDITIONAL RESOURCES

FCCLA National Website: [www.fcclainc.org](http://www.fcclainc.org)

Colorado FCCLA Website: [www.fccla.cccs.edu](http://www.fccla.cccs.edu)





## BLOCK LETTER EXAMPLE

Your Street Address  
City, State Zip Code

December 1, 2017

Mr. / Mrs. / Ms. /Dr. First Name Last Name  
Title  
Company Name  
Company Street Address  
City, State Zip Code

Dear Mr. / Mrs. / Ms. /Dr. Last Name:

Ah, business letter format-there are block formats, and indented formats, and modified block formats . . . and who knows what others. To simplify matters, we're demonstrating the block format on this page, one of the two most common formats. For authoritative advice about all the variations, we highly recommend *The Gregg Reference Manual*, 9th ed. (New York: McGraw-Hill, 2001), a great reference tool for workplace communications.

When you use the block form to write a business letter, all the information is typed flush left, with one-inch margins all around. First provide your own address, then skip a line and provide the date, then skip one more line and provide the inside address of the party to whom the letter is addressed. If you are using letterhead that already provides your address, do not retype that information; just begin with the date. For formal letters, avoid abbreviations where possible.

Skip another line before the salutation, which should be followed by a colon. Then write the body of your letter as illustrated here, with no indentation at the beginnings of paragraphs. Skip lines between paragraphs.

After writing the body of the letter, type the closing, followed by a comma, leave 3 blank lines, then type your name and title (if applicable), all flush left. Sign the letter in the blank space above your typed name. Now doesn't that look professional?

Sincerely,

Your Name  
Your Title

*The Block Form. TT Writers 'Handbook.* The Univeristy of Wisconsin Madison, 2014. Web. 28 Oct. 2015.  
<[https://writing.wisc.edu/Handbook/BusLetter\\_Block.html](https://writing.wisc.edu/Handbook/BusLetter_Block.html)>

## STATE OFFICER STUDY GUIDE CONTINUED

### Parliamentary Procedure Basics

Robert's Rules of Order, Newly Revised is the authority in all questions of parliamentary procedure. Parliamentary procedure empowers all members and helps ensure more smoothly run meetings. The use of simple parliamentary procedure results in successful business meetings: everyone has an opportunity to voice opinions and vote, business gets done and the meetings are not long, boring and non-productive.

### Basic Principles

- Courtesy and justice for all
- One item of business at a time
- The minority must be heard
- The majority must prevail

### Basic Meeting Agenda

- Call to Order
- Reading of Minutes
- Treasurer's Report
- Committee Reports
- Unfinished Business
- New Business
- Adjournment

### Eight Steps to Making a Motion

1. Member rises and asks to speak by stating "Madame/ Mr. Chair?"
2. Waits for the chair's "recognition" or permission to speak
3. Makes a motion to bring an idea before the group for consideration by saying "I move that..." or "I move to..."
4. Another member Seconds the motion by saying "I second", or "I second the motion"
5. Chair states the motion
6. Chair calls for discussion
7. Chair takes the vote
8. Chair states the result

### Basic Motions

- **Privileged:** motions dealing with the rights or needs of the organization
  - Examples: Adjournment or raise a question of privilege
- **Subsidiary:** motions applied to other motions
  - Examples: Amend, lay on the table, stop debate, or refer to committee
- **Incidental:** motions that are related to the pending question
  - Examples: Point of order, request additional information, or verify vote accuracy

# Basic Vocabulary for Parliamentary Procedure

**Acclamation**—an oral or voice vote

**Affirmative**—“for” or “yes” vote

**Adjourn**—to end the meeting

**Agenda**—order of business for the meeting

**Amendment**—a change in or addition to the main motion; amendments can also be amended once

**Chair, Chairman, Chairperson**—person presiding at a meeting

**Debate**—discussion for or against the motion

**Division (or Division of the House)**—when a member disagrees with a voice vote and calls for a counted vote; does not require a second

**Gavel**—a tool for calling the meeting to order

**General (or Unanimous) Consent**—if there are no objections, passing a motion without debate or vote

**Majority**—over half of the votes cast; sometimes called simple majority, which is 50 percent plus 1

**Methods of Voting**—*Voice votes*: aye and no, general consent; *Roll call*: raising hand or standing; *Ballot*: secret ballot, usually written or recorded by voting machine

**Minority**—the smaller number; less than 50 percent

**Minutes**—written record of a meeting

**Main Motion**—an idea brought before the group for consideration; should be stated—“I move that...” or “I move to...”; must be acted on

**Parliamentarian**—one who has knowledge of parliamentary procedure and is skilled in its practice

**Pending**—has not been voted on; is still “on the floor”

**Plurality**—a larger vote than for any other candidate but not more than half the total votes cast; never elects unless a special rule has been made to that effect

**Point of Information**—to ask for clarification

**Point of Order**—to correct a breach of order or error in procedure

**Postpone**—puts off a motion until some future time

**Previous Question**—a call to end discussion and vote on the motion; a second is required

**Putting the Question**—when chair takes vote for and against a motion and announces the results

**Quorum**—minimum number of members that must be present to conduct the business of the meeting; usually a simple majority unless otherwise specified in the bylaws

**Second**—means another member supports motion

**Stating the Question**—chair restates the exact motion after the second and indicates it is open for debate

# STATE OFFICER CANDIDATE RATING SHEET

**Colorado FCCLA Association**

**Name of Candidate:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**District:** \_\_\_\_\_ **GPA:** \_\_\_\_\_

**Office Preference:** 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_

Indicate by marking the appropriate rating for each criteria statement	(5) Excellent	(4) Good	(3) Average	(2) Fair	(1) Needs Improvement
	<b>Points</b>	<b>Comments</b>			
<b>I. General Session Introduction-10 points</b> <ul style="list-style-type: none"> <li>• Speaks clearly and loudly</li> <li>• Prepared, memorized, creative</li> <li>• Between 50 seconds and 1 minute 10 seconds</li> </ul>					PROP SPEECH TIME: PROP:
<b>II. Application (must be typed)-15 points</b> <ul style="list-style-type: none"> <li>• Neatness</li> <li>• Complete</li> <li>• Writing skills (Correct grammar, spelling)</li> <li>• Quality of answers</li> <li>• Support materials/recommendations</li> <li>• Leadership role(s)</li> </ul>					
<b>III. Individual Presentation-20 points</b> <ul style="list-style-type: none"> <li>• Speaks clearly (not too fast)</li> <li>• Presentation organized (not confusing and prepared)</li> <li>• Presentation covers all points</li> <li>• Presented in given time span</li> <li>• Creativity</li> <li>• Memorization of Creed</li> </ul>					
<b>IV. Oral Interview-25 points</b> <ul style="list-style-type: none"> <li>• Ability to serve if elected</li> <li>• Leadership skills</li> <li>• Friendly, enthusiastic</li> <li>• Poise (attitude, self-confidence)</li> <li>• Communication skills</li> </ul>					
<b>V. Small Group Presentation-20 points</b> <ul style="list-style-type: none"> <li>• Teamwork and cooperation</li> <li>• Participation</li> <li>• Leadership qualities</li> </ul>					
<b>VI. Appearance-10 points</b> <ul style="list-style-type: none"> <li>• Grooming/neatness/appropriate dress</li> <li>• Poise/posture/courteous</li> <li>• Punctual (disqualified if late)</li> </ul>					

**Panel Member:** \_\_\_\_\_ **Score:** \_\_\_\_\_ / 100

**STUDENT CANDIDATES DO NOT RECEIVE THESE BACK SO WRITE ANYTHING AND EVERYTHING ON THEM TO HELP YOU RECALL THAT CANDIDATE! USE THE BACK IF NECESSARY.**