

STATE OFFICER CANDIDATE PROCEDURE

Colorado State Officer Candidate Qualifications:

1. Must be an affiliated member of a local chapter or be a prospective member submitting a promissory commitment to become an affiliated member.
2. Must be a current freshman, sophomore or junior.
3. Must currently have and maintain an academic 2.5 GPA or better based on the last grading period.
4. Must have demonstrated a leadership role at the local, district or community level (leadership role – chairperson of a committee, officer of a class organization, at work or in the community).
5. Must display basic knowledge about the career and technical student organization of FCCLA and Family and Consumer Sciences (a written exam will be required at the District Winter Conference).
6. Must not be running for State Office in any other Career and Technical Student Organization.
7. Must secure support from parent/guardian(s), local adviser, school administrator, and District Consultant.

STEP ONE

Complete the following necessary paperwork and submit all required materials upon approval at https://cccs-forms.formstack.com/forms/sec_application by February 15.

1. A State Officer Candidate Application Form
2. Candidate headshot
3. One-page resume
4. Responsibility and Qualifications Signature Sheet with all required signatures
5. Three LETTERS OF RECOMMENDATION (one must be from your FCCLA Chapter Adviser)

STEP TWO

At District's Winter Conference or designated time and location, candidates will be interviewed and screened by a District Interviewing Panel and be required to complete:

1. One-minute introduction of self to attendees using a prop.
2. Individual presentation to District Interview Panel as required at State Leadership Conference.
3. Recite the FCCLA Creed.
4. **Take the FCCLA Knowledge Exam and written assignment and score at least 80 percent in order to continue.** For the written assignment, candidates may bring whiteout, additional paper and a dictionary. This assignment will be evaluated on the following points:
 - Neat and legible
 - Covers pertinent information
 - Clearly written
 - Spelling
 - Correct English grammar and style

STEP THREE

Applicants must receive 80 percent or higher on their knowledge exam to be considered as an officer candidate. **Applicants will receive official notification of State Officer Candidacy and be invited to be a part of the State Officer Selection process by March 1.**

STATE OFFICER CANDIDATE PROCEDURE CONTINUED

STEP FOUR

Candidates selected to go on to the State Interview Panel will proceed through the interview process at the State Leadership Conference and complete:

1. State Officer Candidate and Interview Panel Orientation

At the State Leadership Conference, State Officer Candidates and Interview Panelists will meet to go over logistics for the officer selection procedure. This is an information-only meeting and is not part of the selection process.

2. Fishbowl Activity

Candidates may be assigned to a group of three or four to develop a 15 - 20 minute team presentation. Candidates may be assigned to a whole group presentation/task. The presentation/task is up to the discretion of the interview panel. Candidates will also engage in leadership development activity as a group and individual during this activity.

3. Introduction to Conference Delegation (Prop Speech)

Candidates will introduce themselves to the entire delegation at the Opening Session. The introduction will be a one-minute presentation with a prop. The subject will be free choice of the candidate. If speeches run beyond one minute, points will be deducted but candidates will be allowed to finish. The evaluation will be based on:

- A. Preparedness
- B. Creativity
- C. Volume and clarity

4. Interview with State Panel – time will be assigned at orientation and will include:

A. Memorization of Creed

State Officer Candidates will be required to recite the FCCLA Creed. Candidates will be evaluated on how well they have the Creed memorized and if they speak clearly and not too fast.

B. Individual Presentation

Organize a 2-3 minute about yourself covering the topics below. Points will be deducted if not within required time limit. This speech should be memorized. Note cards will be allowed. Topics to include in the presentation (in any order):

- The contributions you have made to FCCLA and what you think you can contribute to the Colorado Association as a State Officer.
- Relate why you would like to become a State FCCLA Officer.
- Describe your participation in your chapter FCCLA activities and other school or community organizations.
- Describe why Family and Consumer Sciences is important to you.

C. Oral Interview

Candidates will be asked six questions that consisting of the following:

- 1 Personality Question
- 2 Situational Response Questions
- 1 Parliamentary Procedure Question
- 1 Resume Based Question
- 1 Follow Up Question Based On Interview

STATE OFFICER CANDIDATE PROCEDURE CONTINUED

Dress Code for State Officer Candidates

- Officer candidates are to look professional throughout the entire conference unless otherwise stated.
- During both the prop speech on stage and the interview, only business attire will be allowed, no costumes of any sort will be acceptable. Candidates may not wear their props.
- Business attire is classified as a business suit or attire. Exceptions will be made for candidates who wear a dress shirt, tie/ascot and slacks without a jacket/blazer.
- For "Officer Reflections" casual attire (jeans and FCCLA t-shirt).
- For installation, candidates should wear business attire.
- Appearance should be neat and appropriate for a business setting.

Candidates Disqualifications

1. Being late to any Officer Candidate Meeting may result in immediate disqualification. Candidates must be aware from the onset that promptness is important!
2. Violation of Policies and Disciplinary Procedures results in immediate disqualification.

STEP FIVE

New State Officers are announced at the State Leadership Conference and these officers must attend the Installation Ceremony at the Closing General Session. **If a student is elected as a State Officer, as a member of the Executive Council, they are required to attend the following:**

1. State Officer Orientation: May 9, 2019
2. Summer State Advisory Board Meeting: 2 days in June 2019
3. FCCLA State Officer Leadership Training: 3 days in June 2019
4. OPTIONAL – National Leadership Conference: June 30 – July 4, 2019
5. Fall Officer Regroup: 1 day in September 2019
6. Officer Trainings: 2 - one day events in August and September/October 2019
7. OPTIONAL – Capitol Leadership: September 29 – October 2, 2019
8. One "home" District Conference is required
9. Fall State Advisory Board Meeting: 2 days in October/ November 2019
10. Cluster Meeting required when in state, optional when out-of-state: 3 days, November 2019
11. Script writing: 2 days (not all officers are involved) in January 2020
12. Spring Officer Regroup: 2 days in February 2020
13. Annual State Leadership Conference: April 7 – 11, 2020

STATE OFFICER CANDIDATE PROCEDURE CONTINUED

State Officer Financial Responsibilities to be assumed by:

1. State Association:
 - A. Reasonable expenses for room and meals while attending state-required meetings.
 - B. Weekly Registration and State Officer Training for the National Leadership Conference.
 - C. Expenses for personal use will not be approved.
 - D. Official red jacket and official ascot/tie will be provided for each officer.

2. Chapters:
 - A. Chapters and/or districts inviting State Officers to appear on programs may be responsible for any expenses incurred for travel, room and/or meals.
 - B. Affiliation dues for the current year for the state officer.
 - C. Two community outreach visits per officer may be covered by the State Association.

3. Individual:
 - A. Officers are responsible for purchase of their individual uniforms. The following are approximate costs:

Items
Black Pants - \$25-50
White Oxford - \$25-50
FCCLA Cardigan - \$30
Black shoes
Hose or socks
 - B. Each officer will assume expenses for the National Leadership Meeting and Cluster Meeting (when not in Colorado.)

RESPONSIBILITY AND QUALIFICATION SIGNATURE SHEET

STUDENT: If elected, I agree that FCCLA will be my number one priority and I know it is my responsibility to perform to my very utmost and to place this obligation above school activities, keeping in mind that I must maintain a satisfactory scholastic average. It is my responsibility to attend all required meetings. In the event that I graduate prior to completing my term in office, I agree to put forth every effort to fulfill my duties of this office. I have also read and understand the Colorado FCCLA Bylaws and the Policies and Disciplinary Procedures for Colorado FCCLA State Officers. I also understand that the information that I have submitted will be shared with the State and District Interviewing Panels.

APPLICANT SIGNATURE**DATE**

PARENT(S): Your son or daughter is applying for State Officer consideration. It is an honor and a great responsibility for a student to be an FCCLA State Officer. This will require your support financially, emotionally, physically, and in general, total parental backing.

Yes, I/we am/are willing to accept these responsibilities and support my/our son or daughter for a State Office. I have read and understand the Colorado FCCLA Bylaws and the policies and disciplinary procedures for FCCLA State Officers. I/we also understand that the information my daughter or son has submitted will be shared with the state and District Interviewing Panels.

PARENT(S) SIGNATURE(S)**DATE**

ADVISERS: Your signature is verification of the qualifications of this candidate. Your assistance is required in completing all duties assigned to your State Officer during her/his term of office.

Yes, I am willing to accept the responsibilities of a Local Adviser to a State Officer and will give my total support to the student during her/his term of office, **including monitoring grade eligibility prior to required meetings**. I have read and understand the Colorado FCCLA Bylaws and the Policies and Disciplinary Procedures for FCCLA State Officers.

LOCAL ADVISER SIGNATURE**DATE**

SCHOOL ADMINISTRATOR: Your signature is verification of the qualifications of this candidate and of your continued support of this student during her/his term of office.

Currently, Colorado has a State Officer Adviser Team comprised of three female FCCLA Advisers. Should my school district require a male chaperone for male candidates (officers), I understand my school district will be required to cover the expenses for the male chaperone. I HAVE READ AND UNDERSTAND THE COLORADO FCCLA BYLAWS AND THE POLICIES AND DISCIPLINARY PROCEDURES FOR FCCLA STATE OFFICERS.

SCHOOL ADMINISTRATOR SIGNATURE**DATE**

DISTRICT CONSULTANT: Your signature is verification of this candidate and that all State Officer selection procedures have been followed. I HAVE READ AND UNDERSTAND THE COLORADO FCCLA BYLAWS AND THE POLICIES AND DISCIPLINARY PROCEDURES FOR FCCLA STATE OFFICERS.

DISTRICT CONSULTANT SIGNATURE**DATE**