

## STATE OFFICER SELECTION OVERVIEW

### District Consultant Information

- Checklist
- State Officer Nomination Form
- Student Application for State Interview Panelist Form
- Interview Panelist Knowledge Exam
- State Officer Candidate Knowledge Exam

**NOTE:** Study Guides for both Interview Panelists and State Officer Candidates are also on the [State Conference Page](#) on the Colorado FCCLA website.

### Student Candidate Information

- State Officer Candidate Guidelines, Steps, and Requirements
- State Officer Candidate Application Link
  - Application must be submitted by the Candidate via the link with corresponding file uploads by 5pm MST on February 15.
- Responsibility and Qualification Signature Sheet
- State Officer Candidate Study Guide

#### Please Note

State Officer Candidates are **NOT** permitted to participate in any competitive event at the State Leadership Conference.

Interview Panelist members are **NOT** permitted to participate in any competitive event at the State Leadership Conference.

## DISTRICT CONSULTANT CHECKLIST

One District Consultant /Co-consultant and one school administrator is required to be part of the State FCCLA Interviewing Panel for State Officer Selection. The assignment is based on the following rotation:

Year	District Consultant
2023	San Luis Valley District
2024	Scenic Country District
2025	Spanish Peaks District
2026	Arkansas Valley District
2027	Mountain Shadows District
2028	Mountain View District
2029	Northeastern Plains District
2030	Northern District
2031	Pine Meadows District
2032	San Juan Basin District

Year	Administrator
2023	Mountain View District
2024	Northeastern Plains District
2025	Northern District
2026	Pine Meadows District
2027	San Juan Basin District
2028	San Luis Valley District
2029	Scenic Country District
2030	Spanish Peaks District
2031	Arkansas Valley District
2032	Mountain Shadows District

- Set a deadline for return of applications to you (allow sufficient time to process the applications and schedule times for interviews).
- Review, check for completeness, and sign off on all necessary paperwork for State Officer Candidates.
  - Candidate must be a current freshman, sophomore or junior
  - Candidate must have an academic grade point average of 2.5 or better
  - Candidate must be an affiliated FCCLA member
  - Candidate has demonstrated a leadership role at the local, district, or community level
- Determine Interview Panel Members for your District Interview Panel and schedule times for interviews. The District Interviewing Panel may consist of:
  - 3 to 5 advisers representing different chapters (may be selected on a rotating basis)
  - Current State Officer not applying for another term as State Officer Past State Officer
  - An adult representing the business community or an administrator from a school in your district
  - An upper classman who has attended at least one State Leadership Conference
- Schedule one-hour time frame for the exam:**
  - Exam will be taken online
  - District Consultant or their designee will administer the exam at the designated time
  - All officer candidates from the district will take the exam at the same time
  - The exam may be taken only **one** time
  - Time allotted shall be **one hour (if needed, more time may be allotted per IEP or 504)**

## DISTRICT CONSULTANT CHECKLIST CONTINUED

- Communicate in advance to advisers and candidates of their time for interview and exam. At Winter District Conference/ Meeting, each State Officer Candidate must:
  - Introduce themselves in front of district delegation
  - Introduce themselves to District Interviewing Panel and present a brief (2-3 minute) talk about themselves and qualifications for State Office
  - Answer general questions asked by the District Interviewing Panel
- Tally District Panel's scores and complete the State Officer Nomination Form according to Colorado FCCLA Bylaws:
  - A maximum of three candidates plus one alternate candidate from each district for FCCLA State Office shall be forwarded to the State Adviser by February 15.
  - There may be two officer candidates from each member chapter.
    - The alternate candidate may be from any member chapter including those with a candidate.
  - The three nominations and alternate can be from any combination of comprehensive and occupational chapters.
  - In the event of fewer than thirty State Officer Candidates, qualified alternates will be notified prior to the State Conference of their eligibility to be a State Officer Candidate.
- Administer State Officer Interview Panel Member Knowledge Exam.** Candidates for the Interview Panel can take the exam more than once, but must earn the required 80% in order to be a member of the State Interview Panel. Each candidate for the Interview. Each District must select only one Interview Panel Member to send on to the State Interview Panel.
- Email State Officer Nomination, State Officer Interview Panel Member Knowledge Exam, and the State Officer Candidate Knowledge Exam to [jordan.sveen@cccs.edu](mailto:jordan.sveen@cccs.edu) by February 15.

## STATE OFFICER CANDIDATE NOMINATION FORM

DEADLINE DATE: **RECEIVED BY FEBRUARY 15**

DISTRICT \_\_\_\_\_

CONSULTANT \_\_\_\_\_

### A. STUDENTS SELECTED AS CANDIDATES FOR FCCLA STATE OFFICERS

- A maximum of three candidates plus one alternate candidate from each district for FCCLA State Office shall be forwarded to the State Adviser by the established deadline date.
- There may be two officer candidates from each member chapter. The alternate candidate may be from any member chapter including those with a candidate.
- The three candidates and alternate can be from any combination of comprehensive and occupational chapters.
- In the event of fewer than thirty State Officer Candidates, qualified alternates will be notified prior to the State Conference of their eligibility to be a State Officer Candidate.

**Please print:**

Candidate #1:

Name	Chapter
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Candidate #2:

Name	Chapter
------	---------

Candidate #3:

Name	Chapter
------	---------

Alternate:

Name	Chapter
------	---------

### B. DISTRICT INTERVIEW PANEL MEMBERS

Name	Organization	Signature
Name	Chapter	Signature
Name	Chapter	Signature
Name	Chapter	Signature
Name	Chapter	Signature
Name	Chapter	Signature

C.

\_\_\_\_\_  
District Consultant Signature

\_\_\_\_\_  
Date

## 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.
8. Must not be competing in a STAR Event

### STEP ONE

Complete the following necessary paperwork and submit all required materials upon approval at [https://cccs-forms.formstack.com/forms/sec\\_application](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.**

### STEP THREE

**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 11 2023
2. Summer State Advisory Board Meeting: 2 days in June 2023
3. FCCLA State Officer Leadership Training: 3 days in June 2023
4. CTSO Officer Training: 3 days in June or July 2023
5. National Leadership Conference: July 2 – July 6, 2023
6. CTSO Kickoff Officer Trainings: 2 - one day events in August and September/October 2023
7. Fall Officer Regroup: 2 days in September/October 2023
8. OPTIONAL – Capitol Leadership: October/November 2023
9. All "home" District Conference is required
10. Fall State Advisory Board Meeting: 2 days October 2023
11. FCS Career Day: 1-2 days, November 2023
12. Script writing: 2 days (not all officers are involved) in January 2024
13. Spring Officer Regroup: 2 days in February 2024
14. Annual State Leadership Conference: April 3-6, 2024

\*specific dates are subject to change

## 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 Dress - \$60
Slack Skirt - \$45
Black shoes
Hose or socks

- B. Each officer will assume expenses for the National Leadership Meeting, Capitol 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.

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**APPLICANT SIGNATURE**

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**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.

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

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**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.

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**LOCAL ADVISER SIGNATURE**

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**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.

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**SCHOOL ADMINISTRATOR SIGNATURE**

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**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.

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**DISTRICT CONSULTANT SIGNATURE**

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**DATE**

## STATE OFFICER STUDY GUIDE SUMMARY

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[FCCLA Mission](#)

[FCCLA Purposes](#)

[FCCLA Creed](#)

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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 160,632 members in 5,323 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 2017 – 2018 year, Colorado had 2,476 members in 131 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?

### Colorado FCCLA Governance

12 state officers are elected by the state interview panel at the annual State Leadership Conference to make up the State Executive Council. The Colorado FCCLA Board of Directors is composed of adult representatives from education and business and three youth representatives. The State Advisory Board is comprised of the District Consultants for each district, the State Executive Council, and other representatives.

## 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).

### Colorado Staff

The Colorado FCCLA State Adviser receives direction from the Colorado FCCLA Board of Directors and guidance from the State Advisory Board to carry out programs, communications, membership services, and financial management. The Colorado FCCLA State Adviser is an employee of the Colorado Community College System Office of Career and Technical Education and not Colorado FCCLA.

### 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 2022 Fall Leadership Conference will be held November 11-13, 2022 in Columbus, OH.

The 2023 National Leadership Conference will be July 2 – July 6, 2023 in Denver, CO.

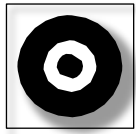
## STATE OFFICER STUDY GUIDE CONTINUED

### State Meetings

The Colorado FCCLA State Leadership Conference will be held April 6-8, 2023 at the Sheraton Downtown Denver 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:



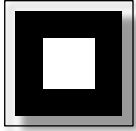
#### Identify Concerns

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



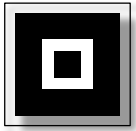
#### Set a Goal

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



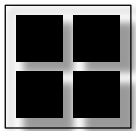
#### Form a Plan

- 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 students to learn more about themselves, the workplace, and careers so that they can put themselves on the pathway to future success.



**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.



**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.



**Stand Up** is a program that empowers youth to develop, plan, carry out, and evaluate advocacy activities to improve the quality of life in their communities.



**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.

- Baking and Pastry
- Career Investigation
- Chapter in Review Display
- Chapter in Review Portfolio
- Chapter Service Project Display
- Chapter Service Project Portfolio
- Culinary Arts
- Culinary Math Management
- Digital Stories for Change (Online Event)
- Early Childhood Education
- Entrepreneurship
- Event Management
- Fashion Construction
- Fashion Design
- FCCLA Chapter Website (Online Event)
- Focus on Children
- Food Innovations
- Hospitality, Tourism, and Recreation
- Interior Design
- Interpersonal Communication
- Instructional Video Design (Online Event)
- Job Interview
- Leadership
- National Programs in Action
- Nutrition and Wellness
- Parliamentary Procedure
- Professional Presentation
- Promote and Publicize FCCLA!
- Public Policy Advocate
- Repurpose and Redesign
- Say Yes to FCS Education
- Sports Nutrition
- Sustainability Challenge
- Teach and Train

### Colorado State Competitive Events

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

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

### Educators Rising Competitive Events

Colorado FCCLA will offer the following Educators Rising competitive events with the eligibility for qualifiers to continue on to the Educators Rising National Conference:

- Children's Literature K-3
- Children's Literature Pre-K
- Creative Lecture (TED Talk)
- Ethical Dilemma
- Exploring Education Administration Careers
- Exploring Non-Core Subject Teaching Careers
- Exploring Support Services Careers
- Impromptu Lesson
- Impromptu Speaking
- Inside Our Schools Presentation
- Job Interview
- Lesson Planning & Delivery
- Public Speaking
- Researching Learning Challenges



## 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
- Programs
- Vice President of Events
- Vice President of Finance
- Vice President of Membership
- 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, 2021

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 Evaluation Form

	0 Points	1 Point	2 Points	3 points	Score
<b>State Officer Image</b>					<b>Total Possible Points 9</b>
Professional Appearance	Candidate did not participate in interview	Non-professional appearance, posture, or grooming	Neat appearance, posture, and grooming	Professional appearance, posture and grooming.	
Grammar/Word Usage/Pronunciation	More than 5 grammatical and pronunciation errors	3-5 grammatical and pronunciation errors	1-2 grammatical and pronunciation errors	No noticeable grammatical and pronunciation errors	
Punctual	Did not participate in interview process	Arrived more than 5 minutes late for any portion of the interview process	Arrived on-time for all parts of interview process	Arrived ahead of assigned times for all parts of interview process	
<b>Prop Speech Introduction</b>					<b>Total Possible Points 9</b>
Delivery	No prop speech was given	Prop speech did not flow smoothly or was rapidly presented or inaudible or showed nerves	Prop speech was clearly presented with few nervous behaviors and had an introduction	Prop speech was presented with confidence, was clearly presented and had an attention-getting introduction	
Creative	No prop was used	Prop was appropriate but not creative or less than 3 correlations between prop and candidate given.	Prop was creative and appropriate with 3-5 correlations between prop and candidate given	Prop was unique, creative, and appropriate with more than 5 correlations between prop and candidate given	
Prepared	No prop speech was given	Introduction was under 40 seconds, demonstrated little evidence of prior preparation or notecards were used	Introduction was 40-50 seconds or over 70 seconds, demonstrated some evidence of preparation or was partially memorized	Introduction was between 50 and 70 seconds, demonstrated evidence of preparation and was memorized	
<b>Application</b>					<b>Total Possible Points 17</b>
Components	No application turned in	1 point for each of these components: <u>Completed application</u> <u>Submitted by Deadline</u> <u>Cover Page</u> <u>One page resume</u> <u>Recommendation Letter #1</u> <u>Recommendation Letter #2</u> <u>Recommendation Letter #3</u> <u>Signature page</u>			
Communication Skills	No application turned in	Disorganized and inappropriate business format used or more than 2 mistakes in grammar and spelling or inappropriate colors, font style and size exist	Organized and appropriate business format used but 1-2 mistakes in grammar and spelling or inappropriate colors, font style and size exist	Well-organized and appropriate business format used with appropriate colors, font style and size, and correct grammar and spelling	
Support Materials	No application turned in	Ability to serve is not well supported by letters of recommendation or not well demonstrated by resume	Ability to serve is somewhat supported by letters of recommendation or somewhat demonstrated by resume	Ability to serve is well supported by letters of recommendation and demonstrated by resume	
Leadership Roles	No leadership role is exhibited	One leadership role is stated but not of high quality	One leadership role is exhibited and is of high quality	More than one leadership role is exhibited and is of high quality	

<b>Fishbowl</b>				<b>Total Possible Points</b>	
				<b>9</b>	
Teamwork and cooperation	Did not exhibit teamwork or cooperation skills.	Exhibited some teamwork and cooperation skills.	Exhibited teamwork and cooperation skills.	Exhibited teamwork and cooperation skills to create positive and collaborative atmosphere.	
Participation	Did not participate in fishbowl activities.	Participated in fishbowl activities with some hesitation or exhibited dominance or ignored others' contributions.	Participated in all aspects of fishbowl activities and recognized others' contributions.	Enthusiastically participated in all aspects of fishbowl activities, recognized others' contributions and showed respect for all members.	
Leadership	Did not participate in fishbowl activities.	Exhibited some leadership skills.	Exhibited leadership skills to accomplish the tasks.	Exhibited leadership skills to enhance team's ability to accomplish the tasks and brought out the best in everyone.	
<b>Individual Presentation</b>				<b>Total Possible Points</b>	
				<b>18</b>	
Delivery	No individual presentation was given	Individual presentation did not flow smoothly or was rapidly presented or inaudible or showed nerves	Individual presentation was clearly presented with few nervous behaviors and had an introduction and conclusion	Individual presentation was presented with confidence, was clearly presented and had an attention-getting introduction and meaningful conclusion	
Covers all points	No individual presentation was given	Individual presentation answered less than two required topics or did not adequately explain the topics.	Individual presentation answered two required topics effectively or minimally answered three topics.	Individual presentation answered the three required topics effectively and seamlessly.	
Prepared	No individual presentation was given	Presentation was under 2 minutes, demonstrated little evidence of prior preparation or notecards were used	Presentation was under 2 minutes or over 3 minutes, demonstrated some evidence of preparation or was partially memorized	Presentation was between 2 and 3 minutes, demonstrated evidence of preparation and was memorized	
Creative	No individual presentation was given	Presentation used a prop or was not professional or lacked creativity.	Presentation used no props, was professional but was not creative.	Presentation used no props, was unique, creative, and professional.	
<b>Knowledge Test</b>				<b>Total Possible Points</b>	
				<b>6</b>	
Test Essay Question	No Test	Essay prompts were not answered or essay prompts were routinely answered.	Essay prompts were thoughtfully and completely answered.	Essay prompts were thoughtfully and completely answered with original ideas.	
Test Score	Test score was under 60.	Test score was 60-79 points..	Test score was 80-89 points.	Test score was 90 points and above.	
<b>Creed</b>				<b>Total Possible Points</b>	
				<b>6</b>	
Memorization	Creed was not said.	Creed was said but not memorized or the creed was said with more than 3 mistakes.	Creed was memorized but was said with 1-3 mistakes	Creed was memorized and said without any mistakes.	
Delivery	Creed was not said.	Creed did not flow smoothly or was rapidly presented or inaudible or showed nerves	Creed was clearly presented with few nervous behaviors or presented without clarity and meaningfulness.	Creed was presented with confidence, was clearly and meaningfully presented.	

Interview				Total Possible Points 21	
Leadership Question	Candidate did not participate in interview or did not answer question	Question was partially answered.	Question was answered but without expansion or examples.	Question was answered with thought and effective expansions or examples.	
Situation Question	Candidate did not participate in interview or did not answer question	Question was partially answered.	Question was answered but without expansion or examples.	Question was answered with thought and effective expansions or examples.	
Parliamentary Procedure Question	Candidate did not participate in interview or did not answer question	Question was answered incorrectly	Question was answered partially correct or required lengthy thought to answer	Question was answered accurately and without hesitation	
Follow Up Questions	Candidate did not participate in interview or did not answer questions	Questions were partially answered or did not clarify or expand previously given information.	Answers to questions partially clarified or expanded on previously given information.	Questions were answered to clarify and expand on previously given information.	
Body Language	Candidate did not participate in interview	Gestures, posture, or mannerisms were distracting or eye contact was inconsistent.	Gestures, posture, mannerisms and eye contact were appropriately used during interview.	Gestures, posture, mannerisms and eye contact contributed to a positive interview.	
Responses to Questions	Candidate did not participate in interview	Candidate did not answer some questions.	Candidate responded to all questions but without accuracy of ease.	Candidate responded to questions with accuracy and without hesitation.	
Communication Skills	Candidate did not participate in interview	Candidate briefly answered questions or answered questions well but displayed signs of nervousness.	Candidate answered questions and related to interviewers well.	Candidate was poised, confident, personable, related well to interviewers, and answered questions clearly and effectively.	
			<b>Total Points</b>	<b>Possible - 95</b>	

**Evaluator Comments:** Please provide specific feedback on any rubric item on which took points off. Include two strengths and two opportunities for improvement