Washington State



# family, Career, and Community

# Leaders of America

Policies

Revised May 2019

Four Guiding Principles

for the FCCLA organization

1. Washington Family, Career, and Community Leaders promotes personal growth and leadership development through Family and Consumer Sciences Education.

2. 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 communications, practical knowledge, and career and technical preparation.

3. Within a supportive environment, the organization provides leadership skill development for members and advisers.

4. Fiscal decisions are based on providing for accomplishment of the executive board Program of Work. Both time and money are allocated to accomplish program of work goals.

#### POLICIES

### I. OFFICERS

 A. Elections

1. Nominations. Candidates for state office shall be nominated by the local chapters.

a. Each region shall elect one undesignated State Officer and one State Vice President.

b. Each chapter may submit no more than one candidate for each office. In the event there is a middle school candidate, who if elected would move to the high school, that candidate needs signed permission to run from the high school primary FCCLA adviser and school administrator.

c. Nominations from chapters shall be mailed to the state vice president of the region by a specified date.

2. Election procedures shall be determined by the executive council and advisory board. The candidate receiving the highest number of yes votes for the office shall be elected and shall assume office at the close of the annual state meeting.

3. The chair of the regional meeting (normally the State Vice President from that region) will vote only when a tie occurs during the election of the new State Officer.

4. Qualifications of candidates:

a. Active membership in an affiliated chapter for one school year prior to assuming official duties.

b. Completion of one Family and Consumer Sciences Education course.

1. Completion of two Power of One projects and STEP One.
2. An accumulative grade point average of 2.5 at the time of application.

B. Responsibilities

1. Representation of State Association at meetings.

a. Officers representing Washington FCCLA at non-official FCCLA functions may drive themselves if they have school district and parent approval; otherwise, they must be accompanied by an adult.

Officers traveling to official Washington FCCLA functions must be accompanied by an adult.

1. Expenses. Actual expenses of the officer representing Washington FCCLA at such meetings and the adult accompanying the officer shall be paid from the association or from funds available from the sponsoring agency when approved by the State Adviser. Officers invited to another region will have travel expenses paid for by the inviting region.

c. Officers must attend required meetings/conferences or may be asked to relinquish their office

2. Officers fulfilling duties:

a. Maintain professional conduct.

1. Obey civil and criminal laws.
2. Compliance with the code of conduct.
3. Attend required meetings. Officers must attend required meetings/conferences or will be asked to relinquish their offices.
	1. State Leadership Conference
		1. Election of all executive council members
		2. Determination of offices held by At-Large Officers
		3. Specific training for State Vice Presidents of the Regions and At-Large Officers
	2. All CTSO/May Leadership Meeting
		1. All executive council members attend
	3. National Leadership Conference
		1. All executive council members encouraged to attend
	4. Capitol Leadership
		1. All executive council members recommended to attend
		2. President will be partially supported by WA-FCCLA to attend
	5. Regional Leadership Meetings
		1. All executive council members attend
	6. November/Winter Executive Council Meeting
		1. Only At-Large Officers attend
	7. National Fall Conference
		1. All executive council members encouraged to attend
	8. Civic Engagement Day – Olympia
		1. At-Large Officers, highly encouraged
		2. State Vice Presidents of the Regions-if able to attend
	9. State Leadership Conference
		1. All executive council members arrive to begin on evening two days prior to conference opening

3. Honor system—The State Officer Honor Recognition Criteria will be used with State Officers for purposes of recognition. The Honor Criteria identify specific duties required for completion of the FCCLA Leadership Academy and will be used to demonstrate an officer’s achievement of such criteria. (See *The Ultimate Leader Handbook* -- Officer and State Officer & Adviser Handbook for specific information.)

C. Special Circumstances

1. Disciplinary Process for State Officers
2. Code of Conduct Offense – 1st Offense: dealt with at the State Adviser’s discretion.
3. Code of Conduct Offense – 2nd Offense: WA-FCCLA Advisory Board will determine if removal is necessary; decision should be based on the negative impact to the organization.
4. To replace an elected officer who was removed from office, refer to bylaws (Article IV, Section 4).
5. If there are not enough officer candidates to elect two officers in each region:
6. The State Vice-President will be responsible for re-contacting all chapters in the region with specific officer candidate information. These candidates must submit all materials to the State Vice-President Adviser by March 1 in order to be on the ballot.
7. If after the March 1 deadline, there is still no candidate for one position, but there are two candidates for the other position, then following elections the State Adviser may ask the runner-up candidate if they would be willing to fill the unfilled position.
8. If there is still a vacancy for the second office in the region, the

 State Officer Adviser would select one or two students to serve as

“officer-in-training”. The officer- in-training would not attend the May, November, or April executive council meetings. They will be recognized at the state meeting with a certificate of leadership.

d. The Named officer will lead the planning and implementation of regional meetings and events when a region lacks a State Vice President for the Region.

1. When there are no candidates for either position in a region there are two choices:
2. With permission of the local adviser, qualified member/s can volunteer to serve by completing the elections packet and being appointed by the State Adviser and the advisory board chair.
3. If no qualified member/s volunteer there will be no regional activities, unless the adults in that region assume the responsibilities of the officers at the regional level.

D. Officer Training

1. All State Officers participate in leadership and team development activities at the State Leadership Conference.

2. All State Officer are highly encouraged to participate in the FCCLA National Leadership Conference.

3. State Vice Presidents of the Regions

a. Participate in specific training offered at the State Leadership Conference.

b. Participate in May Executive Council Meeting and State Officer Training and prepare for Regional Fall and Spring Meetings.

d. Participate in spring Executive Council Meeting and State Leadership Conference.

3. At-Large State Officers

a. Participate in the May Executive Council training/joint CTSO training, typically held in the spring.

b. Participate in Winter Executive Council Meeting where they prepare for Regional STAR Events and State Leadership Conference.

b. Participate in Civic Engagement Day, highly recommended.

c. Participate in the Spring Executive Council Meeting and State Leadership Conference.

**II. ADVISORY BOARD**

A. Selection of advisory board members. Advisory board members are selected on the following basis:

1. A person responsible for Family, Career, and Consumer Sciences education, Office of Superintendent of Public Instruction, who shall serve as chairperson. This person shall appoint one adviser from the state to serve as chair in the absence of the OSPI person.
2. The State Adviser of Washington Family, Career, and Community Leaders of America.
3. A minimum of one Family, Career, and Consumer Sciences teacher- educator from each in-state university offering a Family, Career, and Consumer Sciences teacher preparation program.
4. Local advisers serving as advisers to State Officer in each of the state’s regions.
5. The President and Vice President of Finance of Washington Family, Career, and Community Leaders of America.
6. Persons-at-large to be designated by the advisory board as needed.
7. Advisers to advisers: Two are appointed prior to national meeting by the State Adviser and Advisory Board Chair. They will be experienced members of the board and planning to attend national meeting as the adviser-to-adviser representative. The adviser to advisers would provide a link to advisers and provide adviser training (particularly new adviser training) the following their year of appointment. They could also present an FCCLA update at summer conference the year of their appointment. This would be considered an honor and a prestigious position with recognition given at state meeting in the spring.
8. Responsibilities. The board provides adult support for the executive council in planning and carrying out activities of the Washington Association of Family, Career, and Community Leaders of America. They determine long-range policies and procedures including approving the budget for submittal to the executive council.

 C. Advisory Board members collaborate with the STAR Events Management

 Team. This team is under the direction of and provides assistance to the

 STAR Events coordinator and State Adviser.

### III. Events calendar—check current web site for specific dates

SEPTEMBER/OCTOBER

Regional meeting planning (optional)

Regional meeting

NOVEMBER/DECEMBER

Early affiliation dues, November 1

Fall Executive Leadership Meeting, November

Honorary membership nominations due November 1

Web site posting due to director of public relations

Officer Election packets sent to chapters

State Leadership Conference information sent to chapters

FEBRUARY

FCCLA week

FEBRUARY/MARCH

Five Power of One module recognition

National Program recognition

State Officer application

Scholarship application

Dues in at national headquarters to determine chapter votes/delegates for state leadership conference

STAR Event applications to Regional Adviser

State Leadership Conference registration, date determined by state

Accomplishment Ribbons application

MARCH/APRIL

Spring executive council, state leadership conference

Spring Regional meeting, chapter reports

APRIL/MAY

Executive Council and Advisory Board Meeting

National leadership conference fees

JULY/AUGUST

National Leadership Conference

## IV. INTERN POSITION

Purpose:To provide administrative career preparation opportunities for past national officer candidates and to increase management resources for conducting FCCLA regional, state, or national business. This individual will not serve on the FCCLA State Executive Council nor supplant any designated elected officer duties.

Qualifications:

* Administrative Interns must have completed the process of running for national office.
* Be endorsed by the State Staff team and have submitted a program of work for their activities in the year they would serve as an intern.

Duties:

Duties and tasks shall facilitate a variety of career options such as teaching, business administration, journalism, media, etc. They shall also address current concerns of Washington FCCLA. Possible duties are listed below but this is not an all-inclusive list.

* Act as an Administrative Intern to the State Association.
* Assist regions that have only one State Officer during a given year with planning/implementing regional activities such as regional meetings, STAR Events, etc. assuming travel time/costs are reasonable and approved by the State Adviser.
* In conjunction with State Advisers, seek out opportunities for ongoing funding for the State Association.

Process:

Position would be by application only. The decision would be that of the State Adviser. Application will include a statement as to how this would contribute to the educational plan and career path of the applicant. Interns might receive work-study employment or college credit in a variety of ways. Work could serve as a project for various classes. Secondary students might also use this as a career path project leading toward the culminating project required for graduation. They might also receive independent study credits at the secondary level or articulated credit at post-secondary institutions.

In addition to those listed above, intern assignments could range from creating and/or presenting workshops or workshop materials needed by others, conduct research, draft proposals, financial management, officer training, publications and PR and state meeting duties. Interns are expected to adhere to all rules and expectations that apply to State Officers. Collegiate status interns may travel alone.

## V. MEETINGS

A. Fall Regional meeting

1. Purposes:

a. To help members become acquainted with FCCLA.

b. To facilitate the exchange of FCCLA suggestions for strengthening chapters' program of work.

c. To provide opportunities for FCCLA members to become acquainted with each other.

d. To conduct official business.

2. Officers and advisers responsible for meeting: State Vice President of the Region, with assistance from Named State Officer, and State Officer Advisers.

3. Who may attend: Number decided by regional meeting planners.

B. Regional STAR Events

1. Purposes:

a. To provide the opportunity for all affiliated FCCLA members in that region to participate in STAR Events at the regional level.

b. To recognize the effort chapters have made to work toward the objectives in the program of work, particularly as presented in the STAR Events categories.

1. Officers and advisers responsible for meeting: Named State Officer in the Region, with assistance from State Vice President of the Region, and State Officer Advisers.

3. Who may attend: All members of the chapter delegation eligible to attend the meeting.

C. Spring Regional meeting (first night of state leadership conference)

1. Purposes:

a. To elect State Officers.

b. To recognize the effort chapters have made to work toward the objectives in the program of work.

Officers and advisers responsible for meeting: State Vice President of the Region, with assistance from Named State Officer, and State Officer Advisers.

3. Who may attend: All members of the chapter delegation eligible to attend the State Leadership Conference. Voting delegates will vote following a caucus with chapter members.

D. State Leadership Conference

1. Purposes:

a. To hear reports of officers and committee chairpersons.

b. To promote the Program of Work.

c. To select state STAR event participants for national leadership conference.

d. To give recognition to individuals and chapters.

e. To transact business as may come before the delegates.

f. To install new State Officers.

2. Officers and advisers responsible for the meeting: All State Officers, State Officer Advisers, Teacher Educators, Executive Director, and State Adviser.

3. Who may attend: A minimum of one delegate and one voting delegate from each chapter and other participants as determined by the executive council and advisory board. This specific information is published in the Chapter Advisers Manual.

E. National Leadership Conference

1. Purposes:

a. To promote FCCLA and Family and Consumer Sciences.

b. To promote National Program Projects.

c. To develop leadership skills.

d. To gather ideas for chapter projects and to elect National Officers.

f. To transact business of the organization.

1. Officer and advisers responsible. National Officers, National Advisory Board, and National Headquarters Staff.
2. Who may attend: State Officers and interested members of state chapters, including the state's representatives in STAR Events, may attend as per national guidelines. All delegates will be asked to complete a delegate form and submit the form to the State Adviser.

F. Capitol Leadership

1. The State President will be partially supported to attend the Capitol Leadership meeting annually.

a. The WA-FCCLA annual budget includes funds to pay the conference registration/housing for the State President. The State President will make a good faith effort to share housing to reduce the costs to the state association.

b. The State President is responsible for arranging for his/her travel to the Capitol Leadership Conference.

c. The State President and other officers attending Capitol Leadership Conference will be supervised by an approved adult leader.

STAR Events

1. Washington follows the National Competitive Events Guide for STAR Events Competition at Regional and State competitions.
2. Regional STAR Events Competition
	1. Chapters must attend a Regional STAR Events Competition. If they cannot attend a competition in their own Region, with state permission, they can register to attend a competition in a neighboring Region.
	2. If school (or district transportation) is cancelled due to weather on the day of Regional STAR Events Competition, that chapter will have a state-determined amount of time in which to hold a non-biased, alternative evaluation with adults serving as evaluators. Adult Evaluators could be FACSE teachers from nearby schools, school board members, FACSE advisory board members, building administrators.
	3. In cases of a Regional date change, when a school has an unresolvable conflict, the state can grant special permission for a chapter to hold a non-biased, alternative evaluation with adults serving as evaluators. Adult Evaluators could be FACSE teachers from nearby schools, school board members, FACSE advisory board members, building administrators.
	4. Competitors will be evaluated in the event in which they were registered.
	5. Only (Gold) Regional STAR Events ratings of 90 or above move on to State STAR Events.
3. State STAR Events Competition
	1. Chapters must be fully registered for State Leadership Conference in order to participate in State STAR Events.
	2. STAR Events Competition will be held on the State Leadership Conference designated day/s only. No make-up competitions after the official STAR Events competition allowed.
	3. WA-FCCLA highly recommends that all online STAR Events participants attend the State Leadership Conference to be recognized and prepare for National Leadership Conference.
	4. Only a (Gold) State STAR Events rating of 90 or above can be designated to move on to Nationals.
	5. The top scoring individual or team in each category/event will be the State-designated National Representative. Washington FCCLA will credit the STAR Event participant registration fee for the National Representative for National STAR Events.
	6. The second place individual or team in each category/event will also be considered a National Competitor in that event but will not receive financial assistance.
	7. If the top scoring individual or team cannot attend Nationals, the second-place team will become the State Designated National Representative if rated Gold and scoring 90 or above and receive financial assistance. The third-place team would move into the second-place National Competitor slot if rated Gold and scoring 90 or above.
	8. Chapters must verify with the STAR Events Coordinator their intent to attend and compete at National Leadership Conference within one week of State Leadership Conference.
	9. Once a chapter has relinquished its right to compete at the National Leadership Conference, the next qualified team will be notified. Once that next team has been invited to represent WA-FCCLA at the National Leadership Conference, that opportunity cannot be rescinded.

### VI. FINANCES

1. Expenses. Executive council and advisory board members’ expenses will be paid directly by WA-FCCLA or reimbursed as outlined below for incurred while performing office duties as designated by the State Adviser. Students and advisers are expected to travel together in groups.
2. Executive Council. Travel, some meals and housing expenses of executive council members will be reimbursed from or paid directly by the WA-FCCLA. All other expenses (i.e., meals, tips, phone calls, etc.) are the responsibility of the individual. Meeting information will specify organizational and personal expenses.
3. Executive council and advisory board meeting rooms. The cost of renting meeting rooms for executive council and advisory board meetings shall be paid by the state Family, Career, and Community Leaders of America funds.

3. National Leadership Conference. Expenses for officers and advisers attending the national meeting will be reimbursed on the following basis:

1. Officers. The state association shall pay an equal amount of the expenses of each of the State Officers’ expenses. The actual amount will depend on the financial resources of the state association.
2. Advisers. Expenses for advisers will be determined at the local level.
3. STAR Events Competitors. The first-place competitors representing the state association shall have their National Conference STAR Events registration fee paid by the state association. The actual amount will depend on the financial resources of the state association.

B. Fiscal Management

1. Regional. Money from the state Family, Career, and Community Leaders of America regional meeting funds may be used for educational purposes only. Any money collected as fees at any type of Regional Meeting shall be deposited to the WA-FCCLA account, to be credited to a Regional Account, or sent to the FCCLA state office to be deposited in an appropriate account of the state association. Originals of all deposit paperwork should be sent to the state FCCLA office. Copies should be kept in the region. It is expected that costs of running the region will balance.
2. Insurance. Members of the executive council and the advisory board shall be covered by accident insurance for official activities of the Washington Family, Career, and Community Leaders of America.

***Financial Review Form***

|  |  |  |
| --- | --- | --- |
| *Category* | *Concerns/Questions* | *Suggestions* |
| Financial Statement* Check for consistency
* Verify amount shown on check register is amount shown on statement
* Check reconciliation records
* Review of QuickBooks
* Double check against adopted budget
* Any outstanding questions?
 |  |  |
| Income* Verify flow through
* Accurately account for deposits
* Any outstanding questions?
 |  |  |
| Expenses* Verify legitimate expense
* Check for receipt of expenses
* Verify checks that have been written
1. Double signatures
2. Proper documentation
* Verify all bank statements provided
* Any outstanding questions?
 |  |  |
| Investments* Professionally managed
* Properly documented
 |  |  |

* We have reviewed the books and find them correct
* We have reviewed the books, identified problems/concerns and provided suggestions
* We have reviewed the books and found significant problems

Review Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Vice President of Finance* *Committee Member*

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 *Committee Member*

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Date of Review*

**VII. Membership**

1. Membership transfer. Members changing from one chapter to another, at any time during the school year, shall present their membership card to the new chapter as receipt for state and national dues.
2. Middle school and urban affiliation are options.
3. Professional Members – Annual dues are $35.00 paid directly to the state association.
4. Corporate Members – Annual Dues are paid directly to the state association as listed below. Corporate members can state specific purposes of their dues if they so wish.

Bronze - $250.00

Silver - $500.00

Gold - $1,000.00

Star - $10,000

1. Chapter transfer to another region. Special Permission must be obtained from the State Adviser.

**VIII**. **Recognition and Awards**

A. Scholarships

1. Washington Family, Career, and Community Leaders of America offers two-$1000 scholarships to active FCCLA members who have achieved academic excellence. There are three categories of scholarships offered:

1) Study Family, Career, and Consumer Sciences Education, or related occupation in the Family and Consumer Sciences Department (or equivalent) at one of Washington's accredited four‑year universities (Category I).

1. Enter a one- or two-year training program for a Family, Career, and Consumer Sciences related occupation in a Washington community and technical college (Category II).
2. Enter Family, Career, and Consumer Sciences Education as a major and be currently enrolled in a University in Washington. (Category III).

Adults from the advisory board will act as the selection committee.

In years where there are no qualifying applicants in one of the categories, then more than one scholarship may be awarded in another category.

The scholarships are awarded in the names of:

 (2005)\* Anita Worth Berry – Teacher, Whatcom County, 1945

 Laura E. McAdams – Teacher Educator, U of W (50’s & 60’s)

 Dean Velma Phillips – Dean, Home Economics, WSU (50’s & 60’s)

 Ailsie M. Stevenson – Teacher Educator, WSU – 50’s & 60’s

 Grace G. Granberg – Teacher Educator – U of W (50’s & 60’s)

The scholarships are awarded each year at the annual state meeting. Each one-$1000 scholarship is paid, over a two- year period, to the recipient.

 \* Year award presented in this name.

2. To be eligible for a FCCLA scholarship, an applicant must meet the following qualifications:

1. Have a grade point average of 3.0 or above.
2. Be an active member of a local chapter or have been an active member while in high school.

c. Plan to:

1) Study Family, Career, and Consumer Sciences Education, or related occupation in the Family and Consumer Sciences Department (or equivalent) at one of Washington's accredited four‑year universities (Category I).

1. Enter a one- or two-year training program for a Family, Career, and Consumer Sciences related occupation in a Washington community and technical college (Category II).
2. Enter Family, Career, and Consumer Sciences Education as a major and be currently enrolled in a University in Washington. (Category III).

Note: If there are no applicants intending to attend school in Washington State the scholarship may be awarded to an applicant planning to attend a school out of state.

Scholarships are paid out over two years, $500/year, paid to the appropriate university at the beginning of the academic year.

B. Recognition

1. National Program recognition
2. Power of One units recognition
3. Competitive Events recognition
4. Adviser Recognition – Master Adviser, Adviser Mentor, Adviser to State Officers, Adviser to Advisers, Honorary Membership, Years of Service, Spirit of Advising, FCCLA Adviser of the Year, and Integration of Core Academics.

**IX. Publications**

A. The Chapter Adviser Handbook is updated yearly and posted on the Washington Family, Career, and Community Leaders of America web site.

B. The Washington Family, Career, and Community Leaders of America web page will include the annual:

1. Theme, focus, and Program of Work.

2. Calendar.

3. Directory of State Officer and Advisers.

4. Directory of chapters.

5. Map of regions.

C. The State Officer and State Officer Adviser Manual and the Policies Manual will be updated yearly.

X. Records Retention

1. **FCCLA Record Retention Guidelines**

|  |  |  |  |
| --- | --- | --- | --- |
| ***FCCLA Record*** | ***Paper/Electronic*** | ***Retention Format*** | ***How Long to Keep*** |
| Financial | Bank Statements | Paper | Paper | 6 years |
| Copies of Checks written & documentation, including regional check requests | Paper | Paper | 6 years |
| Copies of checks received & invoices | Paper | Paper | 6 years |
| Copies of Deposit records, including regional deposits | Paper | Paper | 6 years |
| Reconciliation Statements | Paper | Paper | 6 years |
| Tax Forms | Paper | Paper | Forever |
| Membership | Membership Reports | Paper & Electronic | Electronic/ScannedSecure Space Online |  |
| Demographic Reports | Paper | Electronic/ScannedSecure Space Online |  |
| Demographic by School | Paper | Electronic/ScannedSecure Space Online |  |
| Lists of Member Names | Electronic | Electronic/Excel FileSecure Space Online |  |
| Recognition | Adult Recognition (Honorary Member, Master Adviser, Adviser Mentor) | Paper & Electronic | Electronic/ScannedSecure Space Online |  |
| List of Award Recipients | Electronic | ElectronicSecure Space Online |  |
| Scholarship Applications | Paper & Electronic | Electronic/ScannedSecure Space Online |  |
| 5 Power of One Applications | Paper & Electronic | Electronic/ScannedSecure Space Online |  |
| Competitive Events | State STAR Events results | Paper | Paper | Scan & Shred annually |
| National STAR Events team | Paper & Electronic | ElectronicSecure Space Online |  |
| National STAR Events results | Electronic | ElectronicSecure Space Online |  |
| State Officers | Applications for Office – all candidates | Paper | Paper/ScannedSecure Space Online | Paper – 1 yearElectronic - Forever |
| Fall Meeting Reports | Paper | Paper/ScannedRegional Section of Website | Paper – 1 yearScanned – 5 years |
| STAR Events Meeting Reports | Paper | Paper/ScannedRegional Section of Website | Paper – 1 yearScanned – 5 years |

1. **Procedures for Document Destruction:**

All WA-FCCLA documents that include student names and/or financial information shall be treated as confidential and shall be destroyed using the procedures of the host office or shredded by the Executive Director and/or his/her designee. A general log of documents that have been destroyed will be retained electronically and stored on a secure online space so that the record may be accessed by the Board of Directors, the Executive Director and/or the State Adviser as needed. Document destruction and disposal schedules may be altered should WA-FCCLA enter into litigation.

Format for General Document Destruction Log

|  |  |  |
| --- | --- | --- |
| Name of Document | Was Document Scanned and Stored Electronically? | Date of Destruction or Confidential Disposal |
|  |  |  |

**Family, Career and Community Leaders of America**

**Meeting Emergency and Crisis Policy**

*Updated May 2015*

**I. Introduction**

Though the likelihood and impact of crisis varies from event to event, we know that, in today’s world, the risk is always present.

The FCCLA Board of Directors believe that the following policy and procedures will make our participants more safe and our staff better prepared so that everyone may have an enjoyable time at our national meetings and conferences.

Unfortunate events can occur quickly and without warning, so planning is a crucial first step toward a calm and effective response.

All meeting participants should use this document to be completely prepared should an emergency or crisis occur. Together, we’ll continue to provide The Ultimate Leadership Experience.

**II. Emergency Contact Plan**

All meeting attendees are required to should submit emergency contact information as part of the meeting registration process. Conference personnel should have immediate access to this information as needed while on site and during the entire event.

**III. State Association Primary and Secondary Emergency Contacts**

Conference personnel should have on record a list of all primary and secondary emergency contacts for all state associations. This information should be requested and gathered from state associations as part of the meeting registration process. Conference personnel should have immediate access to this information as needed while on site and during the entire event.

**IV. Notifying Emergency Contacts**

Emergency contacts should be notified immediately – as soon as the situation is safe – should an emergency or crisis occur. As part of the registration process, all registrants should submit accurate emergency contact information. Conference personnel should have immediate access to contact information as needed while on site and during the entire event.

The Executive Director will guide the notification process, which could include phone calls, text messages, emails, information posted on the FCCLA website, or any other method of communication that he/she deems appropriate for the situation. All conference personnel should follow the directions of the Executive Director throughout the emergency notification process.

**V. Conference Evacuation Plan**

*Default Evacuations (Fire/Smoke Alarms)*

If you see fire or smell smoke, follow these guidelines to report the situation and exit the building:

* Remain calm. Conference facilities have sophisticated and efficient fire alarms and suppression systems and many exit doors.
* Call 911 and report the exact location of the fire if known (room number, aisle number, area description, etc.).
* When reporting a fire and no telephone is available, notify the nearest security officer or event staffer.
* Proceed calmly to the nearest emergency exit, and exit the building immediately.
* If there is an actual fire, an audible alarm will sound.
* Do not attempt to use elevators.
* Try to assist disabled or elderly persons who may need assistance exiting the building.
* Do not re-enter the building until instructed to do so by fire department or conference personnel.

*Discretionary Evacuations*

In the event of a crisis, you may need to evacuate the building. Should that become necessary, you would receive instructions about what to do and where to go by emergency and conference personnel. In such an instance, you should follow these instructions:

* Remain calm.
* Be attentive for instructions.
* Leave the facility through the nearest exit as instructed.
* Do not take time to retrieve personal property.
* If possible, assist elderly and disabled persons.
* Do not loiter or wait for others.
* Do not try to re-enter the building.
* Listen for the “all clear” signal before attempting to return to the building.

**VI. Emergency Procedures**

*Medical Emergency*

If you see an ill or injured person, one of the most important things you should do is request assistance in getting medical help. Medical personnel may be stationed at a first aid station located in your event area and can assist you immediately. If no personnel are stationed there, look for conference personnel or a house phone or use your cell phone to call 911.

Should a medical emergency occur, you should follow the guidelines below:

* Remain calm.
* Check for injuries.
* Do not move him/her, unless they are in danger.
* Call for help to get medical assistance immediately.
* Reassure the victim that help is on the way.
* Do not attempt to perform first aid or CPR unless you are trained and certified to do so.
* Stay with the individual until emergency personnel arrive.

*Bomb Threats*

Every bomb threat is treated as a serious matter. Most bomb threats are received by telephone. If you receive a bomb threat, keep the caller talking and get as many details as possible. This can provide important information that can help diffuse the situation and give clues to the location of a bomb.

In the event of a bomb threat, follow these instructions:

* Remain calm.
* Do not hang up on the caller. Attempt to keep the caller talking as long as possible so you can get as much information as you can.
* Listen for voice-identifying characteristics and background sounds.
* Try to remember the exact words used by the caller (e.g., location of device, explosion time, etc.).
* Try to write the conversation down.
* Have someone else call 911 and provide the dispatcher all important details.
* Follow the instructions of emergency responders.

*Suspicious Packages*

Should you encounter a suspicious package, follow these security guidelines to report the package and keep yourself and others safe:

* Do not touch or move the package.
* Alert conference personnel of the package.
* Note and share the location and general description of the package, explaining why you found the package suspicious.
* Follow the instructions of conference personnel.

*Severe Weather Events*

Weather can change quickly, and the best protection is to be aware of what’s happening by paying attention to severe weather alerts and news/weather outlets. Follow these guidelines for severe weather events.

Earthquake

If you are inside a building:

* Stay where you are until the shaking stops. Do not run outside. Do not get in a doorway, as this does not provide protection from falling or flying objects, and you may not be able to remain standing.
* Drop to the ground onto your hands and knees so the earthquake doesn’t knock you down.
* Cover your head and neck with your arms to protect yourself from falling debris.
* If you are in danger from falling objects, and you can move safely, crawl for additional cover under a sturdy desk or table.
* If there is low furniture or an interior wall or corner nearby, and the path is clear, these may also provide some additional cover.
* Stay away from glass, windows, outside doors and walls, and anything that could fall, such as light fixtures or furniture.
* Hold on to any sturdy covering so you can move with it until the shaking stops. Stay where you are until the shaking stops.

If you are outdoors when the shaking starts, move away from buildings, streetlights, and utility wires. Once in the open, drop to the ground, cover your head and neck, and remain as still as possible. Stay there until the shaking stops. This might not be possible in a city, so you may need to duck inside a building to avoid falling debris.

If you are in a moving vehicle, stop as quickly and safely as possible and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires. Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that the earthquake may have damaged.

Tornado

* Go the lowest building level. If there is no basement, go to the center of a small interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside.
* Get under a sturdy table and use your arms to protect your head and neck.
* Do not open windows.
* If you are not in a sturdy building, there is no single research-based recommendation for what last-resort action to take because many factors can affect your decision. Possible actions include:
	+ Immediately get into a vehicle, buckle your seat belt, and try to drive to the closest sturdy shelter. If your vehicle is hit by flying debris while you are driving, pull over and park.
	+ Take cover in a stationary vehicle. Put the seat belt on and cover your head with your arms and a blanket, coat, or other cushion if possible.
	+ Lie in an area noticeably lower than the level of the roadway and cover your head with your arms and a blanket, coat, or other cushion if possible.

Winter Weather and Storms

* Stay indoors during winter storms.
* Walk carefully on snowy, icy walkways.
* Dress properly for cold weather to prevent frostbite and hypothermia.
* Keep dry. Change wet clothing frequently to prevent a loss of body heat. Wet clothing loses all of its insulating value and transmits heat rapidly.
* Do not drive if the conditions are unsafe.

Thunderstorms and Lightning

* Use a battery-operated weather radio for updates from local officials.
* If needed, use flashlights, not candles.
* Avoid contact with corded phones and devices, including those plugged into electricity for recharging. Cordless and wireless phones not connected to wall outlets are OK to use.
* Avoid contact with electrical equipment or cords.
* Avoid contact with plumbing. Do not wash your hands or take a shower. Plumbing and bathroom fixtures can conduct electricity.
* Stay away from windows and doors, and stay off porches or balconies.
* Do not lie on concrete floors, and do not lean against concrete walls.
* Avoid natural lightning rods such as a tall, isolated tree in an open area.
* Avoid hilltops, open fields, the beach, or a boat on the water.
* Take shelter in a sturdy building. Avoid isolated sheds or other small structures in open areas.
* Avoid contact with anything metal.
* If you are driving, try to safely exit the roadway and park. Stay in the vehicle, and turn on the emergency flashers.

**VI. Lockdown Procedures**

In some circumstances, it will be safer for those in a room or building to remain inside. Should conference personnel determine the need for you to go under a lockdown, you should follow these guidelines to stay informed and protect yourself:

* Remain calm.
* Follow the instructions of conference personnel.
* Be attentive for instructions.
* Go into an interior room with few windows, if possible.
* Close the door and remain quiet.
* Barricade the door if materials are available.
* Assist any elderly or disabled persons.
* Do not try to leave the room or building.
* Stay in your assigned area.
* Listen for the “all clear” sign given by conference personnel before attempting to leave the room or building.

**VIII. Offsite Meeting Location**

Prior to any meeting or conference, national staff should designate an offsite meeting location. This offsite meeting location should be publicized in the programs of all national events.

**IX. Offsite Staff Operation Center**

Prior to any meeting or conference, national staff should designate an offsite staff operation center location. This offsite staff operation center location should be publicized in the programs of all national events.

**X. Continuity of Leadership**

Should the Executive Director of FCCLA be unable to perform his/her duties under the guidelines of this plan, the following leadership succession is in place.

Persons are listed in the order of succession with the first position listed being first in line, the second position listed being second in line, etc.

* Director of Finance
* Director of Conferences
* Director of Communications
* Director of Programs
* Director of Membership

**XI. Communicating the Plan**

Emergency contacts, evacuations plans, lockdown procedures, and the offsite meeting location should be included in the programs of all national events.

**XII. General Safety Tips**

*For Advisers:*

* Before traveling to the meeting, collect parental consent forms and emergency contact forms from students and bring these forms with to the event. Keep them handy by carrying them with you in a binder or folder.
* Take a digital photo of each student traveling with you to the meeting using your phone or camera. Have the photos readily available with you either on your phone or on a flash drive. In the unlikely event that a student becomes lost, the photos will help convention staff and local authorities to locate him or her.
* Remind your students of the general safety tips and emergency procedures included in this document.

*For Students:*

Hotel Safety

* Read the emergency instructions on the back of your hotel room door. Familiarize yourself with the fire escape route.
* Count the number of doors between your room and the nearest exit.
* Do not leave your door open, and always use the dead bolt.
* Do not open your hotel door to anyone you don’t know. Call the front desk to verify hotel staff, security guards, and others requesting entrance to your room.
* If you encounter questionable individuals, report them to the front desk.
* Do not say your room number in public.
* Do not leave valuables out in the open. Many hotels provide lock boxes for your security.
* Keep your room key with you at all times.

Parking Safety

* Always lock your car and/or bus doors.
* Do not leave valuables in view inside the car or bus.
* Do not store an extra key under the car/fender, etc.
* If you must lock valuables in your vehicle, hide them in the vehicle before you arrive at the parking lot/garage.

Public Transportation Safety

* Use call boxes or emergency intercoms that are available.
* Be aware of emergency exit and fire extinguisher locations.
* Keep your belongings with you at all times.
* Follow the instructions of drivers and conductors.

General Safety

* Go for the RED.
	+ R = React: Take information around you seriously. Pay attention.
	+ E = Evaluate: Judge the level of threat to your safety or the safety of others.
	+ D = Decide: Decide if you need to take immediate action or seek help.
* Do not wear FCCLA badges or nametags outside of FCCLA events.
* Travel in groups.
* Refrain from visiting with strangers.
* Make sure your adviser knows where you are.
* Be aware of what’s happening around you.
* Carry a cell phone. Make sure people closest to you know how to reach you. Make sure you know how to reach other members of your group, including chapter members, chaperones, and your adviser.
* Report emergencies immediately.
* Locate emergency exits and fire alarms.