WashingtonFamily, Career



and Community Leaders of America

Washington FCCLA

PO Box 1440

Owasso, OK 74055

**Office Selection Letter/Form**

To: Washington State FCCLA State Officer Candidates

From: Kathy Hahn, Washington State FCCLA Adviser

Date: May 2021

RE: State Vice President of a Region Candidate Application Packet

Who: Regions 1, 2, 4, 6, and 9 –State Vice President of the Region needed.

Congratulations on deciding to run for State Vice President of a Region position for Washington Family, Career, and Community Leaders of America!

Remember the decision to become a candidate is a very important one. However, along with this wonderful opportunity comes the responsibility of leading FCCLA in the great state of Washington. You will be a role model for many people. School is important – but with your obligations you will have, there will be times you will miss school so plan ahead and demonstrate leadership by working with your teachers in advance of your absences.

I would like you to go over the **2021-2022 Washington FCCLA State Vice President of a Region Officer** **Candidate Informational Packet** along with this **2021-2022 Washington FCCLA State Vice President of a Region Officer Candidate Application Packet** with your family, chapter adviser, and your school principal and administration. You will want to carefully read the responsibilities and expectations required of Washington FCCLA State Officers and their advisers.

Complete the following application materials, making sure to answer the questions in detail, ask for your letter of recommendations early, and obtain the correct signatures on the Code of Conduct. Use the provided checkoff list to make sure you have everything completed for your application and then email your entire application to the state adviser. I will send you an email in return after reviewing your application to let you know if you have been accepted as a candidate and to let you know you have a complete application turned in.

Again, congratulations on your decision to run for state office, look for a future email regarding your application acceptance.

*Washington FCCLA is jointly sponsored and managed by the Office of Superintendent of Public Instruction, the WA FCCLA Board of Directors, and TRI Leadership, with support from local Washington School Districts.*

**2021-2022 FCCLA STATE OFFICER**

**\_XXXXX\_State Vice President CANDIDATE**

* **Region \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Candidate Information** | | | | | | | | | | | | | | | |
| **Candidate’s Name** | | | | |  | | | | | | | | | | |
| **Parent or Guardian’s Name** | | | | |  | | | | | | | | | | |
| **Parent or Guardian’s Phone Number** | | | | |  | | | | | | | | | | |
| **Parent or Guardian’s E-Mail Address** | | | | |  | | | | | | | | | | |
| **Birthday** | | |  | | **Age** | | | | **Grade**  **(next year)** | | | | |  | |
| **Home Address** | | | | | |  | | | | | | | | | |
| **City** | |  | | | | **Zip code** | | | |  | | | | | |
| **Candidate’s**  **Cell Phone Number** | | | | | |  | | | | | | | | | |
| **Candidate’s Email** | | | | | |  | | | | | | | | | |
| **Candidate’s Cum. GPA**  **\*\* Provide transcript\*\*** | | | | | |  | | | | | | | | | |
| **Chapter Information** | | | | | | | | | | | | | | | |
| **Chapter/School** | | | | | |  | | | | | | | | | |
| **Chapter Adviser** | | | | | |  | | | | | | | | | |
| **Chapter Adviser email** | | | | | |  | | | | | | | | | |
| **Chapter Adviser phone #** | | | | | |  | | | | | | | | | |
| **Principal** | | | | | |  | | | | | | | | | |
| **Principal email address** | | | | | |  | | | | | | | | | |
| **School phone #** | | | | | |  | | | | | | | | | |
| **Family and Consumer Sciences Classes** | | | | | | | | | | | | | | | |
| List all the Family and Consumer Sciences classes you have taken, and the year completed. Candidate must have a minimum of ***.5*** credits of Family and Consumer Sciences classes by February 1st of the current year, and a minimum of a 2.5 GPA. ***A copy of your transcript with classes highlighted is required to be included with your application. If you took FCS classes in 6th-8th grade include that transcript or verification of grade(s) earned.*** | | | | | | | | | | | | | | | |
| **FCS Classes** | | | | | | | | **Year Taken** | | | | | | | **Grade** |
|  | | | | | | | |  | | | | | | |  |
|  | | | | | | | |  | | | | | | |  |
|  | | | | | | | |  | | | | | | |  |
|  | | | | | | | |  | | | | | | |  |
|  | | | | | | | |  | | | | | | |  |
|  | | | | | | | |  | | | | | | |  |
|  | | | | | | | |  | | | | | | |  |
|  | | | | | | | |  | | | | | | |  |
| **All candidates must be a State and National affiliated member by *January 15th* of the current school year to apply.** | | | | | | | | | | | | | | | |
| **How many years have you been an active FCCLA member? (including current school year)** | | | | | | | | | | | | |  | | |
| **Include a copy of your chapter affiliation form with your name highlighted.** | | | | | | | | | | | | | | | |
|  | | | | | | |  |
| **Local FCCLA Chapter Involvement** | | | | | | | | | | | | | | | |
| **Describe your involvement in your FCCLA school chapter…offices held, projects participated in, etc.:** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **Which of the following state/national activities have you participated?** | | | | | | | | | | | | | | | |
| **#** | **Meeting** | | | | | | | | | | | **Year(s)** | | | |
| 1 | National Leadership Conference | | | | | | | | | | |  | | | |
| 2 | Cluster/National Fall Conference | | | | | | | | | | |  | | | |
| 3 | STAR Event at Regional STAR Event Competition | | | | | | | | | | |  | | | |
| 4 | STAR Event at State Conference | | | | | | | | | | |  | | | |
| 5 | STAR Event at National Leadership Conference | | | | | | | | | | |  | | | |
| 6 | Advocacy Day | | | | | | | | | | |  | | | |
| 7 | Power of One: Better You | | | | | | | | | | |  | | | |
| 8 | Power of One: Family Ties | | | | | | | | | | |  | | | |
| 9 | Power of One: Working on Working | | | | | | | | | | |  | | | |
| 10 | Power of One: Take the Lead | | | | | | | | | | |  | | | |
| 11 | Power of One: Speak out for FCCLA | | | | | | | | | | |  | | | |
| 12 | Step One | | | | | | | | | | |  | | | |
|  |  | | | | | | | | | | |  | | | |
| **#** | **Participated in which National FCCLA Programs?** | | | | | | | | | | | **Year** | | | |
| 1 | Career Connections | | | | | | | | | | |  | | | |
| 2 | Community Service | | | | | | | | | | |  | | | |
| 3 | FACTS | | | | | | | | | | |  | | | |
| 4 | Families First | | | | | | | | | | |  | | | |
| 5 | Financial Fitness | | | | | | | | | | |  | | | |
| 6 | Power of One | | | | | | | | | | |  | | | |
| 7 | STAND UP | | | | | | | | | | |  | | | |
| 8 | Student Body | | | | | | | | | | |  | | | |
|  |  | | | | | | | | | | |  | | | |
|  | National Outreach Project | | | | | | | | | | |  | | | |
| **School and Community Participation** | | | | | | | | | | | | | | | | |
| List your participation in other school and community activities besides FCCLA (include major activities, organizations you belong to, offices held, and awards or honors received.) | | | | | | | | | | | | | | | | |
| **Community Activities** | | | | **School Activities** | | | | | | | **Offices Held and Honors Received** | | | | | |
|  | | | |  | | | | | | |  | | | | | |
|  | | | |  | | | | | | |  | | | | | |
|  | | | |  | | | | | | |  | | | | | |
|  | | | |  | | | | | | |  | | | | | |
|  | | | |  | | | | | | |  | | | | | |
|  | | | |  | | | | | | |  | | | | | |
|  | | | |  | | | | | | |  | | | | | |

|  |
| --- |
| **Short Answer** |
| Use only the space provided. Write one paragraph for each of the three topics below: |
| **FCCLA has helped me become the person I am today because—** |
|  |
| **The qualities I feel I have that will help me be a leader in Family, Career and Community Leaders of America--** |
|  |
| **The three most important qualities of an effective leader are\_\_\_\_\_\_\_\_\_\_\_ because:** |
|  |

# **Advisers to State Officers**

**Advisers to State Officers**. The local advisers from each region serving on the state advisory board shall serve as regional advisers and assist their officers in fulfilling their duties.

What this means:

As an adviser to a state officer, you too will serve in a role on the Washington State Advisory Board. You also agree to:

* Help your officer fulfill the duties of his/her office.
* Meet regularly with your state officer regarding progress toward regional and state goals and responsibilities.
* Travel with your state officer.
* Participate, as an active member, of the Washington FCCLA Advisory Board, and complete related committee assignments.
* Help plan and implement the Region’s Fall Conference (Adviser to State Vice-President) and Regional STAR Events (Adviser to At-Large Officer).
* Help plan and implement the State Leadership Conference.
* Provide guidance to FCCLA Advisers within the Region.
* Evaluate the commitment and work of your state officer.
* Complete special assignments based on your student’s office.
* When your officer is the only officer in your Region and they resign or must leave their office, you still hold a vital leadership role and are expected to attend any remaining Executive Council Meetings.

WA-FCCLA State Officer/ Candidate Code of Conduct Agreement



As an FCCLA State officer/officer candidate, I understand my behavior at all times should reflect credit to my family, my state, the national organization, and myself. *Although the official assumption of an office begins following election, once I choose to run for an office, I agree to abide by the following conduct guidelines. I understand that the term of office is an entire calendar year (from one State Leadership Conference through the next) including the summer months and all school holidays.*

**Therefore, I will:**

* Not consume, use, distribute or have in my possession drugs, alcohol, paraphernalia, or illegal substances.
* Not break any civil/criminal law.
* Fulfill all state officer responsibilities, including rearranging my schedule and activities to attend required meetings/conferences in full.
* Follow all local school rules.
* Behave in a manner befitting a State Officer and leader.
* Maintain a minimum cumulative 2.5 GPA.

**I understand not abiding by the above results in loss of Office**

I also understand the following expectations, therefore I will:

**Related to my office:**

* Make the office to which I am elected first priority this year. I will arrange consistent meeting times with my local adviser to complete duties related to my office and honor timelines established for regional and state responsibilities.
* Fulfill the duties of my specific office and the general duties of state officers, as described in the handbook under the direction of my local adviser.
* Come prepared to all executive council meetings and other functions.
* Maintain active participation in my local chapter.
* Maintain professional behavior/conduct myself as a leader. As a State Officer, I am a visible role model; my behavior should be an example for the entire FCCLA membership. It is always important to be aware of this visibility, not only during official FCCLA events.
* Dress according to FCCLA Dress Code, as I reflect the image of FCCLA (refer to Handbook).
* Comply will all policies of the association.
* Share public information appropriately. Information included on personal Web pages and social networking sites (Facebook, Instagram, Snapchat, Twitter, Tik Tok, etc.) must be consistent with the Mission and Purposes of FCCLA. This includes, but is not limited to, links, photos, videos, chat rooms, screen names, comments, likes and blogs.
* Give permission to be photographed and published.

**Related to my behavior at meetings/conferences:**

* Always inform adviser and/or chapter adult of my location.
* Participate in conference general sessions and workshops indicated on the program.
* Use all electronic devices, including cell phones, in an appropriate manner, including keeping them on privacy mode and not communicating during scheduled sessions and workshops.
* Respect hotel/convention center employees, guests, the community, and personal property.
* Respect hotel/convention/meeting property. If an officer is found responsible for stealing or vandalism, the officer and his/her parents or guardian will be expected to pay all damages. This includes the removal of items from hotels.
* Minimize noise in all public areas and hotel rooms, including TV’s and other forms of media, particularly after established curfew times.
* Meet with people, other than roommates, only in public places.
* Respect the dignity and privacy of roommates as well as all other event participants.
* Maintain professional relationships: recognizing that inappropriate physical contact with other members or students is not acceptable. Refrain from demonstrating public displays of affection.
* Remain in assigned room after curfew.

**Officer Candidate Agreement**

I understand that failure to comply with the above expectations may result in loss of privileges/other disciplinary action as determined by my local and/or state adviser. School rules supersede all Washington FCCLA rules. These rules apply to local, regional, state and nationally sponsored FCCLA events.

Candidate’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We have read the preceding information and reviewed the officer expectations and calendar of events and we approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as a candidate for an FCCLA state office. We are aware of the duties and responsibilities, including travel, if the candidate is elected to office and will support his/her participation in all FCCLA events.

Chapter Adviser’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s or Superintendent’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CTE Director’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s or Guardian’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Signatures required for Middle School 9th Grade Candidates:**

High School Chapter Adviser’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

High School Principal’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Adviser/District Agreement**

**We agree that:**

* The local adviser is the primary chaperone for the elected state officer and will accompany the elected state officer to all FCCLA state officer functions.
* The local adviser will serve on the FCCLA State Advisory Board. As a member of the WA-FCCLA State Advisory Board, we understand that the adviser to a state officer also holds a leadership position in the FCCLA region and state. We agree to support the adviser in this leadership role (substitute teacher, travel).
* The district will assume responsibility for any expenses related to an additional chaperone, should the district require one, when the adviser and officer are of opposite genders.

Chapter Adviser’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s or Superintendent’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CTE Director’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Responsibilities/Obligations

WA-FCCLA State Officers

Completion of this application signals your willingness to commit your time to FCCLA and to uphold behavior expectations appropriate for a State Officer of FCCLA! If elected, the candidate is **REQUIRED** to attend assigned meetings/conferences and leadership training on in the Washington State Officer Candidate Informational Packet. *Members who cannot commit to attending the meetings identified should reconsider whether this is a good time to run for a state office.* The elected officer should plan to have a designated time in his/her schedule to meet with the local adviser **each** school day. **Individuals who do not attend the assigned required meetings/conferences may be asked to relinquish their office.**

FCCLA State Officers represent not only the state, but also their region, school, family, community, and chapter. Therefore, they should always maintain professional conduct and follow the Washington FCCLA Code of Conduct. **Individuals will lose their office if they are caught with (or using) illegal substances, and/or breaking any civil or criminal law(s).**

Violations of other Code of Conduct rules will result in a written warning from state staff and a supplementary state officer contract addressing the Code of Conduct infraction(s). The Code of Conduct obligations will be reviewed, and the student will sign the supplementary state officer contract. Any further violation(s) will result in the removal from office at the discretion of state staff.

State Officers are reimbursed for at least part of travel and housing expenditures for executive council meetings and the annual State Leadership Conference. All other expenses (i.e. meals and uniform) are the responsibility of each officer.

An officer must maintain a minimum cumulative 2.5 Grade Point Average (GPA). Advisers will be responsible for requesting a grade status report at the end of each grading period. Officers with a grading period GPA less than 2.5 will have one grading period to be in good standing or relinquish their office. At the end of any grading period, they must be in good standing or be put on probation for one grading period.

**All application materials must be sent electronically in PDF format to State Adviser or before the due date of June 1st .**



Responsibilities/Obligations

***Advisers to*** and ***Schools/Districts of***

WA-FCCLA State Officers

The FCCLA State Officer requires the support of her/his adviser, school and school district. The state officer needs to attend all the required meetings throughout his/her time in office. School districts and advisers commit to support their officers and help them fulfill their duties. ***Individual officers who do not attend the assigned required meetings/conferences may be asked to relinquish their office*.**

The Adviser to a State Officer holds an important leadership role in the state. In addition to coaching the state officer for the completion of assigned and assumed duties, she/he provides adult leadership for both regional and state FCCLA activities. Instruction for the assumption of these duties is provided at executive council meetings and state and national leadership conferences. When there is only one State Officer in the Region and that Officer resigns or leaves their office, the Adviser still holds a vital leadership role and is expected to attend the remaining Executive Council Meetings.

The school and school district provide support for both of these leadership roles helping ensure that both the officer and adviser are able to travel to FCCLA events, supporting each in the time needed to complete leadership responsibilities, and when a district requires an additional chaperone due to gender differences between officer and adviser, providing both a chaperone and financial support for that chaperone.

Many travel, housing, and meal expenses for advisers to state officers are covered by WA-FCCLA for executive council meetings and the annual State Leadership Conference. All other expenses (i.e. meals while traveling to an event) are the responsibility of each district.

**All application materials must be sent electronically in PDF format to State Adviser on or before the due date of June 1st.**



**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FCCLA State Officer Application Checklist**

Here is a checklist for completing the WA-FCCLA State Officer Application process.

**E-mail the following materials in PDF format to the State Adviser and State Officer in charge of elections for your region:**

**\_\_\_\_\_\_\_** Completed application form

**\_\_\_\_\_\_\_** A wallet size photograph

**\_\_\_\_\_\_\_** Attached a current copy of transcript to the application (must have a 2.5 cumulative G.P.A. at the time of this application).

**\_\_\_\_\_\_\_** Signed the Code of Conduct Forms

**\_\_\_\_\_\_\_** Included two recommendations from: (which address your leadership, citizenship, scholarship, and maturity level)

* School administrator (required)
* Employer, youth group or community leader, or teacher

**\_\_\_\_\_\_\_** Affiliation I will check national portal to determine membership.

**\_\_\_\_\_\_\_** Put all required meeting dates on your calendar for the upcoming year and plan other activities around those dates. Officers must attend assigned required meetings/conferences or may be asked to relinquish their office.

**\_\_\_\_\_\_\_** Study basic FCCLA facts**.**

**\_\_\_\_\_\_\_** Make sure you have the appropriate FCCLA dress.

**\_\_\_\_\_\_\_** E-mailed and received by State Adviser by June 1.