

STATE OFFICER HONOR RECOGNITION CRITERIA

 Officer Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rate the State Officer on a scale of 1 to 4 (with 4 as the highest score) in each of the following categories/criteria. Average rating of 3 in **all** major sections and final approval from the State Staff will result in receiving a State Officer with Honor Distinction at the FCCLA State Leadership Conference.

*1 -- Below Expectations 3 – Meets Expectations*

*2 -- Approaching Expectations 4 – Exceeds Expectations*

|  |  |  |  |
| --- | --- | --- | --- |
| **Rating** | **Duties** | **General Date** | **Place Checkmark if Completed** |
|  |  | Code of Conduct Upheld | All year |  |
|  |  |  |
|  |  | Proper Professional/Uniform Attire |  |  |
| * Local Functions (as applicable)
 |  |  |
| * Regional Functions
 | Sept/Oct |  |
| * Fall CTSO Leadership Training
 | September |  |
| * Executive Meetings
 | Nov/Mar |  |
| * State Functions
 | March |  |
|  |  |  |
|  |  | Paperwork—Done on Time |  |  |
| * Program of Work
 | May |  |
| * Summer Leadership Training Travel
 | June/July |  |
| * Workshop Proposal (if assigned)
 |  |  |
| * Winter Executive Travel
 | Oct/Nov |  |
| * Fall Regional Leadership Meeting Mailings
 | Sept/Oct |  |
| * Fall Regional Leadership Meeting Report
 | October |  |
| * Regional STAR Event Mailings
 | December |  |
| * Pictures— Banquet Slide Presentation
 | December |  |
| * Script—State Leadership Meeting
 | Jan/Feb |  |
| * Spring/State Meeting Travel
 | Feb/March |  |
| * Miscellaneous, as required
 |  |  |
|  |  |  |
|  |  | Spring/Fall Leadership Training |  |  |
| * Attendance
 | April/Sept |  |
| * Assigned Tasks Completed
 | April/Sept |  |
|  |  |  |
|  |  | Winter Executive Meeting – Named Officers |  |  |
| * Attendance
 | November |  |
| * Assigned Tasks Completed
 | Oct/Nov |  |
|  |  |  |
|  |  | Local |  |  |
| * Assigned tasks completed – local adviser checks
 |  |  |
| * Active participant in local chapter
 |  |  |
| * Attendance
 |  |  |
| * Assigned Tasks Performed
 |  |  |
|  |  | Regional |  |  |
| Fall Regional Leadership Meeting | October |  |
| * Pre-planning
 | Sept/Oct |  |
| * Attendance
 | October |  |
| * Assigned Tasks Completed
 | June-Oct |  |
|  |  |  |
| **STAR Events—Refer to STAR Events Management Manual** |  |  |
| * Pre-planning
 | December |  |
| * Attendance
 | January |  |
| * Assigned Tasks Completed
 | Dec/Jan |  |
|  |  |  |
|  |  | State Leadership Conference |  |  |
| * Pre-planning
 | Dec/Mar |  |
| * Attendance
 | March |  |
| * Assigned Tasks Completed
 | Dec/Mar |  |
|  |  |  |
| Spring Regional Meeting |  |  |
| * Pre-planning
 | Feb/Mar |  |
| * Attendance
 | March |  |
| * Assigned Tasks Completed
 | Feb/March |  |
|  |  |  |
|  |  | Duties of Individual Office |  |  |
| * Performed as per Bylaws
 | All Year |  |
| * Performed as assigned from Executive meetings and/or Standing Committees
 | All Year |  |
| * Completed 1-2 presentations about FCCLA to supportive organizations and/or businesses
 |  |  |
|  |  |  |
|  |  | National Conference—if applicable |  |  |
| * Uniform/Professional Attire
 | June/July |  |
| * Paperwork Completed
 | June/July |  |
| * Assigned Tasks Completed
 | May/July |  |
|  |  |  |

I recommend that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, State FCCLA Officer, receiving the following award:

 \_\_\_\_\_\_\_\_\_ State Officer with Honor

 \_\_\_\_\_\_\_\_\_ State Officer

Comments:

Signature of Local Adviser \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of State Adviser \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_