



**WASHINGTON**  
STATE ASSOCIATION

# **Officer Candidate Guide**

## **2022-2023**

Washington FCCLA Chapter Advisers:

The Washington FCCLA State Officer Program provides tremendous opportunities for students to gain new leadership skills, learn critical thinking, improve their planning and organizational skills, become stronger speakers, demonstrate initiative, and much more. Holding a State Officer Position is a unique and valuable experience that we are excited to share with your students!

Along with the considerable benefits that come with being a State Officer, **there are important responsibilities that officers take on**; and we need your help to ensure that students who plan to run for state office are aware of these responsibilities. If elected, both you and they will ensure that those responsibilities are fulfilled.

As an adviser with a candidate and (if elected) a State Officer, the expectation is that you will:

- Assist your candidate with completing all required aspects of the State Officer Candidate Application.
- Make a personal commitment to cooperate with the State Executive Council Coordinator to ensure that your State Officer fulfills all of his/her state officer responsibilities, including responsibilities for non-mandatory events.
- Serve as an ongoing mentor to your state officer.
- Arrange additional time to work with your state officer.
- Review with your state officer the State Officer Team Accountability Chart and Program of Work to ensure that they are on track and up-to-date on all assignments.
- Assist with travel arrangements, traveling with your officer when necessary.
- Edit and review materials and communication before officers submit and distribute them.
- Provide your officer with workspace supplies, telephone access, email access, and any necessary financial support when appropriate.
- Assist with the ongoing training of officers.
- Work with the state staff to ensure your officer has the best experience possible serving Washington FCCLA.

By signing the forms included in this packet, you are making a commitment to your candidate/state officer and Washington FCCLA. Training and directing our state officers are a team effort, and it is essential that the officer's adviser be a part of that team.

Thank you for encouraging your student to step forward and to seek a position as a Washington FCCLA State Officer.

Sincerely,

Donna Taylor, State Adviser  
Washington FCCLA

Mackenzie White, State Executive Council Coordinator  
Washington FCCLA

# IS RUNNING FOR STATE OFFICE RIGHT FOR ME?

## Is Running for Washington FCCLA State Office Right for Me?

We are so excited that you are considering running for a Washington FCCLA State Officer position! The opportunities provided to state officers are very important and many of our state officer alumni count their time as an officer as a pivotal experience in their lives. Along with the opportunities and benefits of being an officer come many responsibilities. The state staff, including the Executive Council Coordinator Mackenzie White will be by your side all year to help you balance personal, academic, and officer life - but be sure that you carefully consider your decision to run for state office and what it requires.

The time that State Officers will have to commit to FCCLA each week will vary based on projects and events each month. Prior to state officer meetings, conferences, and FCCLA events, the amount of time required tends to spike as officers finalize preparations and polish up projects. Now remember: your academics are always your #1 priority, but you are expected to stay on top of your FCCLA projects as well.

If you are elected, you will be required to attend conferences, officer meetings, and FCCLA events throughout the year. You will not be allowed to leave early, come late, or miss any parts of these events (except in the case of an extreme emergency). If an emergency or unavoidable conflict does occur, you will be expected to communicate with your State Officer Coach in a timely manner to discuss options. Although big football games, dances, and sports can be fun, it is expected that these obligations fall second to any FCCLA required event.

Mackenzie and the current Washington FCCLA State officers will host 2 interest meetings via Zoom in which our staff and officers will be present to answer any questions that you may have about the application requirements, commitments, election process, or anything else that you may have questions about.

If you are willing to take on the challenge and unlock your power in the coming year, running for Washington FCCLA state office is for you! It's perfectly fine to be nervous or apprehensive about running for office, so feel free to reach out our Washington FCCLA State Executive Council Coordinator, Mackenzie White, to see if running for state office is right for you. If you decide to run for office, be assured that holding state office will not only be one of the most memorable experiences of your life, but also one that will actively prepare you for professional life after high school, no matter what field you choose to work in. We are excited for your journey and look forward to an incredible year!

### **Dates for State Officer Position Interest Meetings:**

- January 16<sup>th</sup>, 2023 @ 4:30pm PST
- January 24<sup>th</sup>, 2023 @ 4:30pm PST
- Link to zoom interest meeting: <https://leadable.info/WAFCCLASOC>

**All State Officer Position Applications are Due by February 15<sup>th</sup>, 2023, by 5:00pm PST.**

# STATE/NATIONAL OFFICER CANDIDATE INFORMATION

## STATE & NATIONAL OFFICER CANDIDATE PROCEDURES

These forms will be used to nominate candidates to run for state office or to be selected to represent Washington as a National Officer Candidate. Before completing these forms, each candidate must determine if they are eligible.

### ELIGIBILITY

1. To attend the State Leadership Conference, a candidate must be an affiliated, active member in good standing of Washington FCCLA and National FCCLA by February 1<sup>st</sup>, 2023.
2. A candidate must have completed 2 Power of One modules and Step One before running for state office. A candidate for national office should be a current or former state officer.
3. A candidate must have earned a GPA of 2.5 (4.00 scale) or higher for the term preceding running for office and must maintain a GPA of 2.5 or greater throughout their term of office if elected. Candidates must also have a minimum of 0.5 credits of Family and Consumer Sciences classes by February 1<sup>st</sup> of the current year.
4. Each candidate must complete and submit all forms listed below prior to the deadline and attach appropriately to their completed application, attend State Leadership Conference, attend the candidate briefing session, deliver a campaign speech, take a FCCLA knowledge test, participate in a panel interview, and follow all election guidelines. The chapter adviser is the only person authorized to initiate state officer candidate proceedings. There are three phases leading to the election of a Washington FCCLA State Officer of the High School Division: (I) Nomination, (II) Examination and Interview, and (III) Election.

1. **Complete the following forms including necessary signatures** (All of these forms are included in this packet):
  - State and National Officer Candidate Application
  - State and National Officer Candidate Nomination Forms
  - State and National Officer Candidate Agreement
  - State and National Officer Conduct Agreement
  - State and National Officer Travel Form
  - Administration Statement of Support
  - Medical Authorization Form
  - Current Transcript
  - Three (3) Letters of Recommendation (Adviser, Administrator, Community Leader)
  - A Complete Resume
2. Review this packet in its entirety and comply with the stated guidelines and requirements.
3. Adviser must sign the State Officer Candidate Notification.
4. Adviser must assist with the upload of all forms to Washington FCCLA.

# STATE/NATIONAL OFFICER CANDIDATE INFORMATION

## STATE OFFICER CANDIDATE APPLICATION DEADLINE

**February 15, 2023 by 5:00 p.m. PST.**

Scan & upload all forms through the State Officer Candidate Application on the State Officer page of the Washington FCCLA website under the State Officer Application tab.

## ELECTED OFFICES

- State President
- State Secretary
- Vice President of Finance
- Vice President of Community Service
- Vice President of Competitive Events
- Vice President of Parliamentary Law
- Vice President of National Programs
- Vice President of Membership
- Vice President of Recognition
- Vice President of Public Relations

## NOMINATION

1. It is the **officer candidate's responsibility** to have the nomination forms completed and returned to Washington FCCLA by the deadline stated in this application. The forms in this packet constitute the nomination forms required. Each chapter may submit up to two (2) State Officer Candidate Nomination Packets and/or National Officer Candidate Nomination Packets – one (1) candidate for state office (at-large) as well as one candidate for state vice president of the region.
2. The forms which must be completed and uploaded on or before the deadline are:
  - State and National Officer Candidate Application
  - State and National Officer Candidate Nomination Forms
  - State and National Officer Candidate Agreement
  - State and National Officer Conduct Agreement
  - Student Travel Form
  - Administration Statement of Support
  - Medical Authorization Form
  - Current Transcript
  - Three (3) Letters of Recommendation (Adviser, Administrator, Community Leader)
  - A Complete Resume

# STATE/NATIONAL OFFICER CANDIDATE INFORMATION

## STATE AND NATIONAL OFFICER CANDIDATE ELECTION PROCESS

1. Election of officers will be held during the state leadership conference in the spring. Voting delegates from each chapter will cast the number of votes to which the chapter is entitled according to the scale of votes per membership listed in the Bylaws. The number of votes to which your chapter is entitled will be based on the number of members affiliated by March 1. Each chapter shall be entitled to at least one voting delegate for the first 25 members and an additional voting delegate for each 25 members or portion thereof with a maximum of ten voting delegates.

1 to 25 members = 1 vote  
26 to 50 active members = 2 votes  
51 to 75 active members = 3 votes  
76 to 100 active members = 4 votes  
101 to 150 active members = 5 votes  
151 or more active members = 6 votes

2. Chapters affiliated through the middle level program will be assumed to have 50 members and therefore two voting delegates. A formula of “500/# of programs (assumed one program per school) involved equals # of members” will determine the number of voting delegates for chapters affiliated through the urban affiliation. A cover letter and resume sent to the chapters before the state meeting, and a presentation board for the regional meeting, are the **ONLY** campaign advertisements permitted. Buttons, banners, flyers, gifts and similar items will be considered violations of the campaign policies. Officer candidates may have their presentation board at Regional STAR Events. Individuals found to be in violation of campaign advertisement policies will be disqualified. All candidates should be prepared to present a 20 second introductory commercial about the state theme in front of all delegates; give a two-minute presentation about the state theme, present their boards, and respond to a fact/opinion question and an impromptu question to individuals from their region delegates at the state meeting. **The state officer election will take place after the General Business Session of the State Leadership Conference. National Officer candidates should be prepared to give their two-minute speech and to answer a fact/opinion question and an impromptu question during the General Business Session of the State Leadership Conference. The National Officer candidate will be voted on by the entire delegation.**
3. During State Leadership Conference, all candidates will attend networking session. The time and place will be in the printed program. It is planned for 2:00 pm- there will be networking and leadership skill training. At-Large Officer candidates will be called out for a 10-minute interview during this session – once the interview is complete, they will return to the networking.
4. State Leadership Conference opening session, all candidates will present their **20-second** introductory commercial. Following the opening session, be prepared to participate in the **candidate fair at your Spring Regional Meeting**. Candidates will display their presentation boards and have the opportunity to respond to questions from the delegates as they informally review the displays and discuss qualifications.

# STATE/NATIONAL OFFICER CANDIDATE INFORMATION

5. During the Spring Regional meeting, give your two-minute presentation on this year's theme. You will be asked one fact and one opinion question from those listed above. You will also be asked one impromptu question (given to the regions by the State Officer Coach). **Impromptu questions are designed to test your ability to respond spontaneously and will further demonstrate your knowledge of FCCLA and your thoughts about leadership.**
6. Advisers to officer candidates must report to the STAR Events headquarters at 10:00 p.m. to pick up the letters to officer candidates. The letters will announce the results of the balloting process and should be opened in a private area with just the adviser and the officer candidate present.
7. The following day, Newly elected state officers will meet with outgoing state officers for breakfast in the conference center. See conference program for time and room.
8. Newly elected state officers will meet in the morning to determine named officers' positions. The time and place will be in the printed program. At-Large State Officers will need to bring their presentation board, 2-minute speech, and answers to the three offices you are interested in into this training. Lunch will be provided for the officers during this training.
9. State Officers will work on their state Program of Work goals in the afternoon. Advisers to state officers will meet for Adviser training. The time and place will be in the printed program. – The approximate time will be 1:00 pm – 3:00 pm.
10. On Friday, there will be installation practice. After the State Conference has concluded, there will be an informational meeting with the time to be determined.

## **2023 State Officer Candidate Speech Topic:**

**Our theme this year is “incREDible: Unlock Your Power”. How has FCCLA pushed YOU to unlock your own individual power and reach your full potential?**

# STATE/NATIONAL OFFICER CANDIDATE INFORMATION

## STATE OFFICER JOB DESCRIPTIONS

### All Officers

- Attend all state officer meetings from start to finish. For virtual meetings, cameras should be on and microphones should be unmuted unless there is a circumstance discussed prior with the State Officer Coach.
- Submit signed and properly completed State Officer Travel Form, found in the State Officer Handbook, at minimum one (1) week prior to all state officer meetings and conferences.
- Plan the Program of Work as a team for the members of Washington FCCLA and work to achieve the goals and objectives set in the Program of Work.
- Attend all state officer meetings
  - A list of required events for the year will be released to candidates, guardians, and advisers as soon as dates are finalized.
  - Officers are also expected to take part in monthly or biweekly conference calls, on a date to be determined by the State Officer Team
- Officers attending National Leadership Conference will be required to attend all State Meetings as well as previously scheduled state officer meetings.
- Officers are also encouraged to attend all other conferences, such as National Leadership Conference, National Fall Meeting, and Capitol Leadership even though they are not required events.
- Communicate with the State President, State Adviser, Executive Director, State Officer Coach, and other appropriate parties on a regular basis.
- Check and process all state officer related email daily.
- Submit a monthly report accounting for FCCLA activities and participation.
- Assist with the FCCLA Annual Report.
- Keep a notebook of all activities during term in office, including event reflections (notebook will be provided by your State Officer Coach).
- Work to spread visibility and reach of Washington FCCLA among the business community and state and federal government. Promote FCCLA to Washington business and industry.
- Work to recruit new chapters and new members. Promote FCCLA to Family and Consumer Sciences students and teachers.
- Support chapter adviser's efforts to implement the FCCLA program.
- Be an active and involved participant in your local chapter.
- Encourage FCCLA members to run for state office.
- Make visits to local chapters to discuss FCCLA and encourage further participation in state and national FCCLA programs. All visits must be approved by State Adviser.
- Be responsible for completing assigned action items in the Accountability Chart.



# STATE/NATIONAL OFFICER CANDIDATE INFORMATION

## **President**

- Preside over all of business meeting
- Appoint the chairperson and members of special committees not otherwise designated in the bylaws
- Promote state and/or national projects
- Be an (ex officio) member of all committees
- Serve as a member of the Washington FCCLA Board of Directors
- Represent the organization at a variety of events as assigned
- Organize and carry out Regional STAR Events

## **State Secretary**

- Keep minutes of the state and executive council meetings
- Finalize and distribute minutes to executive and advisory board members within three weeks of the meeting
- Create Fall Program of Work Newsletter from paragraphs submitted from all officers and distributed to chapters
- Assist the Vice President of Programs in securing workshop leaders for State Leadership Conference
- Organize and carry out Regional STAR Events

## **Vice President of Parliamentary Law**

- Maintain order during meetings of the state executive council
- Assist in conducting the meeting when amendments to the bylaws and other business of the organization are presented to the voting delegates
- Assume the responsibility of the president in the absence of the president
- Complete basic Parliamentary Procedure training as specified
- Provide parliamentary law training to state officers
- Organize and carry out Regional STAR Events

## **Vice President of Finance**

- Review the records of receipts and disbursements submitted by the executive director and/or state adviser
- Shall submit the executive council needs for the proposed budget for the coming year
- Report the financial status of the organization to the delegates assembled at the State Leadership Conference
- Promote and be the resource for the Financial Fitness National Program
- Serve as a member of the Washington FCCLA Board of Directors
- Recognize Financial Fitness Awards at State Leadership Conference
- Organize and carry out Regional STAR Events

# STATE/NATIONAL OFFICER CANDIDATE INFORMATION

## **Vice President of Community Service**

- Determine the focus for Washington State Community Service
- Provide leadership for planning and implementing the state community service project
- Promote and be a resource for Community Service National Program
- Recognize Community Service National Program Awards at State Leadership Conference
- Organize and carry out Regional STAR Events

## **Vice President of Competitive Events**

- Provide leadership in planning and implementing the organization's Competitive Events
- Facilitate regional STAR Events trainings
- Create promotional materials for increasing involvement in Competitive Events
- Maintain STAR Event Medal Award Boards
- Assist at State STAR Event Competition in tasks assigned by STAR Event Coordinator
- Organize and carry out Regional STAR Events

## **Vice President of Programs**

- Provide leadership in planning and implementing the organization's national programs
- Prepare Slide show about national leadership conference and programs to present at the Washington ACTE Conference.
- Secure workshop leaders for State Leadership Conference
- Promote state chapters' participation in applying for National Program Awards
- Recognize chapter and individual accomplishments in cooperation with other officers
- Organize and carry out Regional STAR Events

## **Vice President of Public Relations**

- Provide leadership in planning an organizational public relations campaign (examples: social media, press releases, newsletters, radio/TV spots, etc.)
- Assist chapters in promoting FCCLA through the media
- Create display board for WA-ACTE summer conference and legislative days
- Submit news articles to professional organizations, local and state-wide media
- Work with State Adviser to order FCCLA merchandise for members and advisers to purchase at State Leadership Conference
- Take pictures at the State Leadership Conference for end of meeting slide show
- Organize and carry out Regional STAR Events

# STATE/NATIONAL OFFICER CANDIDATE INFORMATION

## **Vice President of Recognition**

- Establish and carryout a unique recognition activity for the year based on FCCLA purposes and programs
- Promote multiple recognition ideas for member and chapter accomplishments
- Recognize chapter and individual accomplishments in cooperation with other officers
- Promote and recognize Five Power of One national award winners at state leadership conference
- Create slide show of state officers for banquet
- Recognize advisers during adviser session at State Leadership Conference
- Organize and carry out Regional STAR Events

## **Vice President of Membership**

- Provide leadership in planning an organizational membership campaign
- Set and communicate state membership goals
- Create interest and awareness in national membership campaign activities for use at the chapter level
- Serve as a resource to new chapters
- Promote the use of Step One
- Recognize outstanding membership
- Report to the delegates assembled at the State Leadership Conference the membership status of the organization
- Organize and carry out Regional STAR Events

## **Vice Presidents of the Regions**

- Serve as a member of the state leadership team
- Plan and implement Fall Leadership Meeting
- Plan and implement Spring Regional Meeting held at State Leadership Conference
- Assist in implementing the state program of work

## State Officer Candidate Forms

The forms on the following pages must be submitted for a candidate's application to be complete. Incomplete packets will result in the disqualification of the candidate. Please ensure that all requested information is provided and that each form is complete and contains all requested signatures.

### **Forms Deadline: February 15, 2023, by 5:00 PM PST**

Upload forms through the State Officer Candidate Application Form on the State Officers page of the Washington FCCLA website, [Washington FCCLA](#), under "Run for State Office".

#### Required Forms:

1. State and National Officer Candidate Application
2. State and National Officer Candidate Nomination Form\*
3. State and National Office Candidate Agreement\*
4. State and National Officer Conduct Agreement\*
5. State and National Office Candidate Travel Form\*
6. Administration Statement of Support\*
7. Medical Authorization Form\*
8. Current Transcript\*
9. Three (3) Letters of Recommendation (Adviser, School Administrator, Community Leader) \*
10. A Completed Resume\*

\*Forms marked with the asterisk will need to be uploaded on our website via the State Officer Candidate Application Form found at [Washington FCCLA](#).

# OFFICER CANDIDATE NOMINATION FORM

For this section, the candidate will submit a two-page resume listing the information below. Candidates must keep the resume to three pages. This three-page resume will be placed on the Washington FCCLA Website for chapters and Voting Delegates to view. A template for this section is located in this guide.

## Information needed for the resume:

- Candidate's picture
- Candidate's school and grade
- Family and Consumer Sciences and related courses and grade levels when taken.
- FCCLA Projects
- National Programs (with a brief description)
  - Power of One Units (A Better You, Family Ties, Take the Lead, Working on Working, Speak Out for FCCLA)
  - Career Connection
  - Families Acting for Community Traffic Safety (FACTS)
  - Families First
  - Financial Fitness
  - Community Service
  - Stand Up
  - Student Body
- State Projects
- Competitions
  - STAR Events
  - STATE Events
  - National Fall Conference Events
- FCCLA Leadership
  - Committees
  - Local Office(s)
  - Region Office
  - State Office
- FCCLA Events/Conferences
  - Fall Leadership Conference
  - National Fall Conference / Virtual Leadership Experience
  - Region/Culinary STAR Events
  - State Leadership Conference
  - National Leadership Conference

# OFFICER CANDIDATE NOMINATION FORM

Please **UPLOAD** this form via the State Officer Candidate Application Form on the [Washington FCCLA website](#).

## STATE/NATIONAL OFFICER CANDIDATE NOMINATION FORM

**Chapter:** \_\_\_\_\_

Please list the name(s) of each candidate being nominated from your chapter. Note that each chapter is allowed to have two (2) state officers serve during each term. Only ONE copy of this form should be filled out for each chapter and should include the names of all students from the chapter who are running for state or national office.

Running for office entails running either At-Large or for Vice President of the Region. Once elected, the team will decide upon offices for President, State Secretary, Vice President of Finance, Vice President of Community Service, Vice President of Competitive Events, Vice President of Recognition, Vice President of Membership, Vice President of Parliamentary Law, Vice President of National Programs, and Vice President of Public Relations.

National Officer Candidates follow the same election process as State Officer Candidates. The Board of Directors will conduct a final certification process following the elections.

Candidate Name	Please indicate with an X in the appropriate column below the type of office each candidate is seeking.		
	STATE OFFICER AT LARGE CANDIDATE	STATE OFFICER VICE PRESIDENT CANDIDATE	NATIONAL OFFICER CANDIDATE

\_\_\_\_\_  
Chapter Adviser Signature

\_\_\_\_\_  
Date

All forms must be received by 5 p.m. February 15, 2023. Please upload forms through the State Officer Candidate Application Form available on the [Washington FCCLA website](#).

# STATE/NATIONAL OFFICER CANDIDATE INFORMATION

*THIS FORM IS FOR REFERENCE ONLY. Information for this form will be completed on the State Officer Candidate Application Form on the [Washington FCCLA website](#).*

## STATE/NATIONAL OFFICER CANDIDATE INFORMATION SHEET

PAGE 1

### STUDENT INFORMATION

Please type or print to ensure all data can be read easily

Student's LEGAL Name (First, Middle and Last Name – NO NICKNAMES):	Top 2 referred Offices:
Student's Name as should be listed in official publications, name badges, etc.:	Number of Years in FCCLA:
Date of Birth (Necessary for booking flights per TSA Regulations):	Student Cell Number:
Student's Email Address:	Year in School (e.g., Sophomore):
Home Street Address:	Home City & ZIP Code:

**Please Note:** If not elected to the office listed above, would you like your application materials submitted to the newly elected officer team for consideration in filling any vacant positions?

If so, sign here: \_\_\_\_\_

Please list your GPA, reflecting the school term previous to your running for office. National Officer Candidates must provide a cumulative GPA reflecting the three (3) previous semesters. Your current transcript will be used to verify your GPA.

Student GPA: \_\_\_\_\_

# STATE/NATIONAL OFFICER CANDIDATE INFORMATION

THIS FORM IS FOR REFERENCE ONLY. Information for this form will be completed on the State Officer Candidate Application Form on the [Washington FCCLA](http://www.washingtonfccla.org) website.

## STATE/NATIONAL OFFICER CANDIDATE INFORMATION SHEET

PAGE 2

### PARENT/GUARDIAN INFORMATION

*(Complete this section if student is under the age of 18)*

Please type or print to ensure all data can be read easily

Parent/Guardian's Name (First and Last):	Parent/Guardian's Cell Number:
Parent/Guardian's Name (First and Last):	Parent/Guardian's Cell Number:
Parent/Guardian's Home Address:	Home City & ZIP Code:
Parent/Guardian's Email Address:	Parent/Guardian's Home Phone Number:

### ADVISER/SCHOOL/CHAPTER INFORMATION

Please type or print to ensure all data can be read easily

School Name:	
Adviser Name (First and Last):	Adviser Office Number:
Adviser Email Address:	Adviser Cell Number:
School Street Address:	City & ZIP Code:
School Phone:	School FAX Number:

Region: \_\_\_\_\_



# STATE/NATIONAL OFFICER CANDIDATE Q&A

*THIS FORM IS FOR REFERENCE ONLY. Information for this form will be completed on the State Officer Candidate Application Form on the [Washington FCCLA website](#).*

## STATE OFFICER CANDIDATE Q & A

*Your answers will be reproduced and will be distributed to State Staff prior to the State Officer Elections for their use in evaluating your qualifications. Be sure to answer all questions completely, but concisely (100 words or fewer per question).*

1. Specifically describe why you wish to become a Washington FCCLA State Officer.
2. What qualifications do you have that will make you an excellent state officer?
3. What are the benefits of FCCLA that have inspired you as a member?
4. What is your vision for the future of Washington FCCLA, and how will you make this vision happen?
5. Do you have any other time commitments that may challenge your ability to complete your state officer duties and how do you plan to balance these responsibilities?

# STATE/NATIONAL OFFICER CANDIDATE AGREEMENT

## STATE & NATIONAL OFFICER CANDIDATE AGREEMENT INFORMATION SHEET

### Purpose:

Becoming a Washington FCCLA State Officer requires a commitment on the part of all parties concerned. To make that commitment, each party must understand the responsibility to this leadership training experience. For a candidate to be eligible for office, all parties indicated **must** sign this agreement.

State Officer Candidates should understand that, if elected, attendance at all state officer meetings and activities is required. Failure to attend any of these meetings will result in their removal from office, except for emergencies/unsafe traveling conditions. It should also be understood that an officer may be removed from office if he/she fails to comply with state officer responsibilities/assignments, for failure to participate in activities, and for conduct which would reflect negatively on Washington FCCLA or the State Officer Team.

### If elected, the candidate agrees to:

1. Perform to the best of his/her ability the duties of the elected office.
2. Maintain an un-weighted GPA of 2.5 or better based on a 4.0 scale during their term of office.
3. Attend and participate in **ALL** activities scheduled by the Washington Association of FCCLA including, but not limited to state officer meetings, state officer training, and conferences and attest that, "I fully understand the responsibilities and obligations of the position I seek; and, if elected, will carry them out to the very best of my ability. I further understand that if, in the opinion of the majority of the Management Team and State Adviser, I fail to fulfill my responsibilities and obligations of office, and/or I violate the Washington FCCLA Student Code of Conduct, I can be removed from office."

State officers are strongly encouraged, but not required, to attend the following conferences: **National Leadership Conference, National Cluster Meeting, and Capitol Leadership.**

Washington FCCLA will pay all expenses for required activities. Please note that while Washington FCCLA pays most travel expenses, some extra expenses will be the responsibility of each state officer (meals during travel to and from meetings and personal spending money). If an officer attends any of the national sponsored conferences, he/she will be expected to fully participate in all conference activities as instructed by State Staff.

### The Parent(s)/Guardian(s) Agree To:

1. Authorize state officer to visit Washington schools and participate in all Washington FCCLA chapter activities, state officer meetings, and other official officer duties for the purpose of conducting official FCCLA state officer business.
2. Encourage the state officer to take full benefit of the leadership development experience.
3. Authorize the state officer's name/likeness in publications, productions, promotions, and on websites for informational, promotional, and other related purposes without further consideration.

# STATE/NATIONAL OFFICER CANDIDATE AGREEMENT

Please **UPLOAD** this form via the State Officer Candidate Application Form on the [Washington FCCLA website](#).

## STATE & NATIONAL OFFICER CANDIDATE AGREEMENT SIGNATURE FORM

Adviser(s) and All School Officials Listed Below Agree To:

1. Recommend for state office only those candidates who are qualified. (See qualification information provided.)
2. Host meetings, when possible, of the state officers upon request of the Executive Director.
3. Ensure the candidate's attendance at all required Washington FCCLA activities.
4. Permit the candidate to visit Washington schools and participate in FCCLA chapter activities for the purpose of conducting official FCCLA state officer business.
5. Certify that the candidate has earned a GPA of 2.5 (4.0 base) or better for the term preceding the election and that officer maintains this during their term of office.
6. Read the State Officer Candidate Agreement and State Officer Code of Conduct Agreement and discuss its implications with the student.
7. Host an affiliated FCCLA chapter at your school.
8. Participate in the Washington State Executive Council (the local adviser to a state officer is a member of the state Advisory Board).

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Candidate Name, Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chapter Adviser Signature

\_\_\_\_\_  
Chapter Adviser, Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian, Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
High School Administrator Signature

\_\_\_\_\_  
High School Administrator, Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletic Coach(es) Signature

\_\_\_\_\_  
Athletic Coach(es), Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Candidate Employer(s) Signature

\_\_\_\_\_  
Candidate Employer(s), Printed

\_\_\_\_\_  
Date

If you change schools, jobs and/or sports at any time during your state officer year and signatures above are not complete and current; this document must be signed again and resubmitted to Washington FCCLA.

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

Phone: 360-338-7721 wa-fccla.org | [www.facebook.com/washingtonfccla](http://www.facebook.com/washingtonfccla) | [@washingtonfccla](https://twitter.com/washingtonfccla)

# STATE/NATIONAL OFFICER CONDUCT AGREEMENT

Please **UPLOAD** this form via the *State Officer Candidate Application Form* on the [Washington FCCLA website](#).

## STATE & NATIONAL OFFICER CONDUCT AGREEMENT

FCCLA and related programs offer training to students with career objectives in the fields of human sciences, fashion design, culinary, business, and many other fields. Because individual conduct and appearance is an aspect of this training, it becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times. Violations of this conduct code will not be tolerated and may result in disqualification from competition, being sent home at the individual parent and/or guardian expense, removal from FCCLA office, forfeiture of awards, suspension from future FCCLA activities, and/or other appropriate measures.

1. Participants must abide by all rules and regulations of FCCLA, appropriate school district policies, and applicable laws and ordinances from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
2. There shall be no defacing or stealing of property. Any damages to any property or furnishing must be paid or replaced by the individual or chapter involved. Violators may be referred to the police and sent home.
3. No narcotics in any form shall be possessed or used by participants at any time, under any circumstances. Violators will be referred to the school administrator, police authorities and sent home.
4. No alcoholic beverages shall be possessed or used by participants at any time, under any circumstances. Violators will be referred to the school administrator, police authorities and sent home.
5. Possession of weapons and/or any action causing bodily harm or fear of life will not be tolerated. Violators will be referred to the school administrator, police authorities and sent home.
6. Student use of tobacco products will not be permitted from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
7. Officers will fully participate in all conference general sessions (such as opening and awards) and assigned activities as instructed by State Staff. (Including workshops, competitive events, meetings, etc.)
8. Participants should keep their adult advisers informed of their activities and whereabouts at all times. Identification badges are to be worn at all appropriate times.
9. Students of the opposite sex shall not be permitted to be in the same room unless the door is fully open so that someone in the hall may have a clear view into the room or the adviser is present.
10. Inappropriate sexual conduct and/or behavior is prohibited
11. The dress code will be followed at all times.
12. Participants in the presence, and/or having direct knowledge (not hearsay or rumor) of conduct violations must immediately separate themselves from the situation and report the violation to their adviser. Failure to do so will be viewed as the equivalent to participating in the transgression.
13. Minimum penalties for violations of this conduct code may be imposed at the discretion of the adviser, state management team, and/or the Board of Advisers. Additional penalties may also be imposed at the discretion of the chapter adviser and/or school officials according to individual school district policies and guidelines.

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Student Signature

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Date

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Parent/Guardian Signature

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Date

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

Phone: 360-338-7721 wa-fccla.org | www.facebook.com/washingtonfccla | @washingtonfccla

# STATE/NATIONAL OFFICER TRAVEL FORM

Please **UPLOAD** this form via the State Officer Candidate Application Form on the [Washington FCCLA website](#).

## STATE & NATIONAL OFFICER TRAVEL FORM

Event or Meeting Description: **All State Officer Responsibilities during Term in Office**

Student Name: \_\_\_\_\_ Phone: \_\_\_\_\_

School Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**All students must adhere to their local school district's student transportation policy and procedures. Please attach a copy of the district policy and forms pertaining to student travel for this event and complete the form below. All travel must be pre-approved before each event.**

\_\_\_\_ The above-named student may drive herself/himself to the above function as part of her/his official responsibilities. All travel must be pre-approved before each event by the State Director.

\_\_\_\_ The above-named student will be allowed to ride with representatives of the state association or its agents/contractors to get to or during the above function as part of her/his official responsibilities.

By signing below the parties agree to abide by all policies and information included this form:

As a school district official, my signature below verifies that the above modes of transportation are not in violation of the \_\_\_\_\_ School District student transportation policy.

\_\_\_\_\_  
School Administrator Signature

\_\_\_\_\_  
Date

I agree to adhere to the above-named school transportation policy and modes of transportation.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I agree to allow my child to use the above-named mode(s) of transportation and give permission for my child to attend this meeting.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# ADMINISTRATION STATEMENT OF SUPPORT

Please **UPLOAD** this form via the *State Officer Candidate Application Form* on the [Washington FCCLA website](#).

## School Administration Statement of Support Washington FCCLA State Officer Candidate Application

*Candidates need to secure the official endorsement of their FCCLA chapter adviser and school administrator as an officially supported state officer candidate.*

I understand that **FCCLA** is a national and state sponsored organization officially endorsed by the U.S. Department of Education and sponsored by the Washington Department of Education as a co-curricular, integral part of Family and Consumer Sciences instruction and program.

I understand that \_\_\_\_\_ (candidate name) has been officially endorsed by our school's FCCLA chapter, our FCCLA chapter adviser, and his/her parents/guardians to seek Washington FCCLA State Office.

I understand that if the above-named student is elected to serve as a State Officer that he/she will be required to attend meetings, leadership conferences, and education activities that occur during the regular instructional period.

Our school agrees to maintain an active local FCCLA chapter and chapter adviser/Family and Consumer Sciences teacher during the above-named student's term of service as a Washington FCCLA State Officer.

Our school agrees to support the above-named student's duties and responsibilities as a Washington FCCLA State Officer including approval of absences and providing chaperone(s) for Department of Education or Washington FCCLA official functions. We also understand that it is the local chapter's responsibility to comply with any school district policies and practices regarding a state officer's participation in Washington FCCLA official functions.

I understand that serving as a Washington FCCLA State Officer is a position of high honor and important responsibility to our school, community, and the citizens of Washington. Our school pledges to work in partnership with the Washington Department of Education and Washington FCCLA to ensure the success of the above-named student's leadership, academic, and career pursuits while serving as a State Officer.

AUTHORIZED BY:

\_\_\_\_\_  
Print Name of Administrator

\_\_\_\_\_  
Print Name of Adviser

\_\_\_\_\_  
Print Title of Administrator

\_\_\_\_\_  
Print Title of Adviser

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Signature of FCCLA Adviser

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

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# STATE/NATIONAL OFFICER MEDICAL FORM

Please **UPLOAD** this form via the State Officer Candidate Application Form on the [Washington FCCLA website](#).

## State Officer Emergency Medical Treatment AND Authorization Form

Name of Student: _____	Date: _____
Home Address: _____	Home Phone: _____
Parent/Guardian Daytime Phone Number: _____	Evening Number: _____
Name of High School: _____	School Phone: _____
Name of Activity: <b>All FCCLA Sponsored Activities – March 2023-March 2024</b>	

This is to certify that *the above-named student* has my permission to attend all FCCLA sponsored activities during the above dates. I also do hereby, on the behalf of *the above-named student* absolve and release the school officials, the FCCLA chapter advisers and the FCCLA staff from any claims for personal injuries/damages/illness which might be sustained while he/she is in route to and from or during the FCCLA sponsored activity.

I authorize the above-named adviser or FCCLA staff to secure the services of a doctor or hospital for the *above named student*. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

My student and I have read and agree to abide by the Washington FCCLA State Officer Conduct Agreement. I also agree that the school officials, the FCCLA chapter advisers, and the state FCCLA staff have the right to send my student home from the activity at my expense, provided that in their opinion the seriousness of the violation warrants it.

### Medical Information

Known allergies (drug or natural) \_\_\_\_\_

Is student on special medication? (If so, please list) \_\_\_\_\_

Does student have a history of: heart condition asthma Epilepsy Diabetes

Does your student have any physical restrictions or other conditions that should be known?  
(If so, please list) \_\_\_\_\_

Student's Date of Birth: \_\_\_\_\_

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chapter Adviser Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# UNIFORM INFORMATION

**THIS FORM IS FOR REFERENCE ONLY. Information for this form will be completed on the State Officer Candidate Application Form on the [Washington FCCLA website](#).**

The State Adviser will make arrangements for purchasing components of the Business Casual state officer uniform for all state officers. Please complete the following size chart so that we may order your uniform. To ensure the best fitting, most comfortable, and best-looking attire, **please have your measurements done by a professional** to prevent delays in ordering and securing uniforms in a timely fashion.

---

**Student Name**

<p><b><u>SKIRT/PANT SIZE</u></b>  <i>Circle your preferred skirt/pant style that most commonly fits your physique</i></p> <p>Petite   Regular   Long</p> <p>Indicate your size (#) _____</p>	<p><b><u>PANT SIZE</u></b>  <i>Indicate waist and length below</i></p> <p>Waist (#) _____</p> <p>Length (#) _____</p>
<p><b><u>POLO SHIRT</u></b></p> <p>Small   Medium   Large   XL   XXL   XXXL</p>	



# RESUME

Insert Headshot Here



**Candidate Name:**

**Candidate School/Grade Level**

## Section II – FCCLA Resume

Power of One Units	Date(s) Completed	Brief Description of Project(s)
A Better You		
Family Ties		
Working on Working		
Take the Lead		
Speak Out for FCCLA		
National Program	Date(s) Completed	Brief Description of Project(s)
Career Connection		
Community Service		
Families Acting for Community Traffic Safety (FACTS)		
Families First		
Financial Fitness		
Stand Up		

# RESUME

<b>Student Body</b>		
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Leadership Positions Held	Years Served	Brief Description of Responsibilities
Competitions	Date(s) Completed	Event(s) Entered and Placement
STAR Events		
Event		Date(s) and Sessions Attended
National Capitol Leadership		
Fall Leadership Conference		
National Fall Conference		
State Leadership Meeting		
National Leadership Conference		
List of Family and Consumer Sciences, Culinary, Education or related occupation courses and grade level taken		

# RESUME

## Candidate Name

Candidate School – Grade Level

### Section III – Family and Consumer Sciences and Other Accomplishments/Honors

List other contributions made to local Family and Consumer Sciences program

List contributions to your school

List contributions to your community

List major honors and awards received

# STUDY GUIDE

## **2022-2023 State Officer Knowledge Test Study Guide**

This study guide is designed to prepare State Officer Candidates for the Knowledge Test portion of the State Officer Election process! The purpose of the knowledge test is to ensure that the student who will lead our organization have a general understanding of the history, purposes, and current events taking place in the world of FCCLA in Washington, and beyond. Please use resources such as the National FCCLA website ([www.fcclainc.org](http://www.fcclainc.org)), Washington FCCLA website ([www.wa-fccla.org](http://www.wa-fccla.org)), Google, and any other classroom resources that will assist you in getting the correct answers to the study questions!

State Officer Candidates should make a score of 75% or higher to continue on with the election process.

If a candidate has an IEP or any other disability which would prohibit them from taking a written exam, please reach out to the State Staff for alternate testing or study guide formatting options. We wish you the best of luck!

**Happy Studying!**

# STUDY GUIDE

## 2022-2023 State Officer Knowledge Test Study Guide

- 1.) Who is the legal governing board of Family, Career and Community Leaders of America?
- 2.) Which two organizations endorse Family, Career and Community Leaders of America?
- 3.) What is the FCCLA tagline, and when was it introduced?
- 4.) What are the four national FCCLA regions?
- 5.) What is the mission of FCCLA?
- 6.) What is FCCLA?
- 7.) What is the planning process?
- 8.) What are the eight purposes of FCCLA?
- 9.) Who is the current executive director of FCCLA?
- 10.) What are bylaws?
- 11.) What does the FCCLA emblem represent?
- 12.) What are the official FCCLA colors and what do they represent?
- 13.) What is the FCCLA flower and what does it represent?
- 14.) What is the FCCLA motto?
- 15.) What is the FCCLA Creed?
- 16.) Who is considered one of the most influential leaders in the founding of Future Homemakers of America?
- 17.) When and where was Future Homemakers of America founded?
- 18.) What is the name of the organization's magazine, and when was it first published?
- 19.) What is the organization's central focus?
- 20.) When did the Future Homemakers of America and the New Homemakers of America merge?

# STUDY GUIDE

- 21.) When and where was the name of the organization changed to Family, Career and Community Leaders of America?
- 22.) What is the URL address for the National FCCLA website?
- 23.) What is the URL address for the Washington FCCLA website?
- 24.) What is the meaning of the acronym STAR in STAR Events?
- 25.) What are all 8 national programs?
- 26.) What is Career Connection? What are the 4 units of Career Connection?
- 27.) What is the Community Service national program? What are the 3 units of the Community Service national program?
- 28.) What is the meaning of the acronym for the FACTS national program?
- 29.) What is the FACTS national program? What are the 3 topic areas of FACTS?
- 30.) What is Families First? What are the 5 units of Families First?
- 31.) What is Financial Fitness? What are the 4 units of Financial Fitness?
- 32.) What is Student Body? What are the 4 topic areas of Student Body?
- 33.) What is Stand Up? What are the 3 units of Stand Up?
- 34.) What is Power of One? What are the 5 units of Power of One?
- 35.) Which partners fund the FCCLA Japanese Exchange Program?
- 36.) What are the 3 R's of Membership?
- 37.) Who is the current Washington FCCLA State Adviser?
- 38.) Who is the current Washington FCCLA State President?
- 39.) Who is the current Washington FCCLA Executive Council Coordinator?
- 40.) The 2023 FCCLA National Leadership Conference will be held in what city?