



**WASHINGTON**  
STATE ASSOCIATION

# **Officer Candidate Guide**

## **2023-2024**

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## LETTER TO ADVISERS

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 complete the responsibilities outlined on the next page.

By signing the forms included in this packet, you are making a commitment to your candidate/state officer and Washington FCCLA. Training and directing state officers is 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

Trent Misak, Executive Director  
Washington FCCLA

## STATE OFFICER ADVISER RESPONSIBILITIES

- Serve in an advisory capacity to the state executive council attending advisory board meetings. The relationship of state officer and adviser is vital for the success of state FCCLA leadership. A state officer candidate should only be run with the intent that the adviser will be a part of team serving in the same position on the advisory board as the student officer during the duration of the officer's term.
- Serve as a member of the advisory board and attend all meetings both virtual (as needed) and in-person. In-person meetings include May Officer Retreat, Winter Planning meeting, and State Leadership Conference.
- With executive council recommend policies and procedures to Board of Directors.
- Serve as a liaison between state association and local chapters. Encourage advisers and members in region to communicate their ideas to state and association.
- Keep other advisory board members in your region and State Staff informed of regional activities, decisions, and concerns.
- Coordinate transportation for state officers. See that travel plans are submitted by deadline date.
- Read all correspondence carefully; see that all forms are returned promptly.
- Read all state officer correspondence that state officer received from state office, Executive Council Coordinator, and/or other state officers.
- Read and assist with preparation of all documents that are generated for fulfilling office responsibilities — check spelling, format, tone, and accuracy of content... EDIT
- Discuss assignments, responsibilities, and deadline dates with parents and school administrators. Keep all informed of the officer's accomplishments.
- Provide assistance as needed to clarify responsibilities, identify resources, and make plans for completing tasks.
- Follow through; check progress and evaluate.
- Review Honor Code Criteria and complete ratings throughout the year
- Complete trimesters/semester grade check. Officers must maintain a 2.5 GPA.
- Establish communication system with your officer that ensures frequent interaction. We recommend a weekly scheduled meeting time.
- Assist with planning and implementation of all regional events. Serve as partner and coach for these activities. Support officer and take the lead when appropriate to ensure events go smoothly. Enlist the involvement of other FCCLA chapters in the planning and implementation of regional events. Coach and model leadership and collaboration within the region. Request and accept assistance of experienced regional leaders.
- Attend regional planning meetings, regional leadership meetings, and other meetings, as necessary.
- Keep the state staff informed of officer needs, concerns, and plans.
- Follow financial guidelines as outlined by the state office for regional events.
- Assist officer in organizing and recording regional financial activity, preparing deposits, and preparing requests for payment/reimbursement.

Deadline: February 2, 2024 at 11:59 PM PST

Application and information: <https://wa-fccla.org/run-for-state-office/>

- Assist officer in planning and preparing financial and meeting reports electronically.
- Assist state officer in planning, preparing and rehearsing for sessions at State and National Leadership Conferences.
- Support state officer in planning and preparing all group presentations.

Deadline: February 2, 2024 at 11:59 PM PST

Application and information: <https://wa-fccla.org/run-for-state-office/>

## **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 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 State Staff 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.

State staff and the current Washington FCCLA State officers will host two (2) optional interest meetings via Zoom 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 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 to our staff 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:**

- Monday, December 18, 2023 @ 4:00 pm PST
- Wednesday, January 10, 2024 @ 7:00 pm PST
- Link to zoom interest meeting: <https://leadable.info/WAFCCLASOC>

**All Officer candidate applications are Due by February 2, 2024, by 11:59 pm PST.**

Deadline: February 2, 2024 at 11:59 PM PST

Application and information: <https://wa-fccla.org/run-for-state-office/>

## STATE & NATIONAL OFFICER CANDIDATE ELIGIBILITY & POLICIES

### ELIGIBILITY:

1. Active membership in an affiliated chapter for one school year prior to assuming official duties.
2. Completion of one family and consumer sciences education course
3. Completion of two (2) Power of One projects
4. Completion of STEP one
5. Cumulative grade point average of 2.5 (4.00 scale) or higher at the time of application.
6. Complete and submit all forms by the published deadline and submit with their completed application.
7. If seeking national candidacy, a candidate must meet the guidelines as outlined by the national office.

### POLICIES:

1. Each chapter may submit up to two (2) State Officer Candidate Nomination Packets– one (1) candidate for state office (at-large) as well as one candidate for state vice president of the region. Chapters may also submit up to one (1) National Officer Candidate Nomination Packet.
2. Each candidate must:
  - a. Be a registered attendee for the State Leadership Conference by the published registration deadline.
  - b. Attend State Leadership Conference
  - c. Maintain a GPA of 2.5 (4.00 scale) or greater throughout their term of office if elected.
  - d. Follow all election guidelines.
3. Chapter adviser should assist with the upload of all forms to Washington FCCLA.
4. 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 February 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

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5. 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.
6. A cover letter and resume sent to the chapters in the region 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.
7. All At-Large positions will be filled (if there are enough qualified and interested candidates). Vacant At-Large positions will be filled using an appointment process outlined in the Washington FCCLA Bylaws.

Deadline: February 2, 2024 at 11:59 PM PST

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## STATE OFFICER CANDIDATE ELECTION PROCESS

There are three phases leading to the election of a Washington FCCLA State Officer: (I) Nomination, (II) Examination and Interview, and (III) Election.

### (I) NOMINATION:

- Review this packet in its entirety and comply with the stated guidelines and requirements.
  
- Determine what office the student candidate is seeking:
  - a. Regional Vice President
  - b. At-Large Candidate:
    - i. State President
    - ii. State Secretary
    - iii. Vice President of Finance
    - iv. Vice President of Community Service
    - v. Vice President of Competitive Events
    - vi. Vice President of Parliamentary Law
    - vii. Vice President of National Programs
    - viii. Vice President of Membership
    - ix. Vice President of Recognition
    - x. Vice President of Public Relations
  - c. National Officer Candidate
  
- Print and complete or obtain the following forms (including necessary signatures):**
  - State/National Officer Candidate Nomination Form
  - State Officer Candidate Agreement Information Sheet
  - State Officer Conduct Agreement
  - State Officer Travel Form
  - School Administration Statement of Support
  - Current Transcript
  - Three (3) Letters of Recommendation (Adviser, Administrator, Community Leader)
  - A Complete Resume
- Complete and submit:
  - State/National Officer Candidate Application
  - Submit all completed forms as outlined above.

Deadline: February 2, 2024 at 11:59 PM PST

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## **(II) EXAMINATION & INTERVIEW:**

- All state officer candidates will attend a candidate briefing session. The time and location will be in the published conference agenda. During this session candidates will:
  - Take a FCCLA knowledge test
  - Participate in a panel interview
  - Rehearsal for Opening General Session

## **(III) ELECTION:**

### **PRIOR TO STATE LEADERSHIP CONFERENCE:**

- A cover letter and resume may be sent to the chapters in the region before the state meeting,
- Prepare a presentation board illustrating candidate qualifications for the regional meeting at state conference.
  - No larger than 3' x 2'
  - The display should be self-explanatory and may include posters, collages, a resume, or projects that demonstrate skill and competence.
  - This board may include both FCCLA and other experience.
  - Please bring an easel to display board on.
  - At-Large candidate if elected, will bring presentation board to the selection meeting
  - Officer candidates may have their presentation board at Regional STAR Events.
- Prepare a 20 second introductory commercial about the state theme
- Prepare a two (2) minute speech addressing the specified topic;
- Prepare a response to each of the following questions. You will be asked one (1) fact and one (1) opinion during the Regional Meeting
  - Fact: Name all four (4) Career Pathways in FCCLA
  - Fact: Which FCCLA national program helps young people explore, understand, and appreciate diverse aspects of families and family life.
  - Opinion: Washington FCCLA is starting an Alumni & Associates group, what ideas do you have to engage former FCCLA members?
  - Opinion: Which of the eight (8) national programs do you believe is the most essential for members today and why?

### **AT STATE LEADERSHIP CONFERENCE:**

- Opening General Session:
  - Present twenty (20) second introductory commercial about the state theme
- Regional Meeting (following Opening General Session)

Deadline: February 2, 2024 at 11:59 PM PST

Application and information: <https://wa-fccla.org/run-for-state-office/>

- Present two (2) minute speech based on specified topic
- Participate in candidate meet and greet. Candidates will display their presentation board and have the opportunity to respond to questions from the delegates as they informally review the displays and discuss qualifications.
- Respond to a fact and opinion question
- Respond to an impromptu question (provided to the region immediately prior to regional meeting). **Impromptu questions are designed to test your ability to respond spontaneously and will further demonstrate your knowledge of FCCLA and your thoughts about leadership.**

#### **ADDITIONAL STATE CONFERENCE ACTIVITIES:**

- Advisers and officer candidates must report to the conference headquarters at the specified time (will be provided during candidate briefing) 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.
- If elected (Thursday activities):
  - Participate in the incoming and retiring officer breakfast. See conference program for time and location.
  - Participate in Officer Leadership Training. See conference program for time and location.
    - i. Officers will determine named officers' positions.
      - 1. 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.
    - ii. Lunch will be provided for the officers during this training.
    - iii. State Officers will work on their state Program of Work goals in the afternoon.
  - Participate in installation practice (time and location will be provided onsite)

**NOTE:** Advisers to newly elected state officers will meet for Adviser training. The time and location will be in the published conference agenda.

#### **2024 State Officer Candidate Speech Topic:**

**Our theme this year is “The Ultimate Journey: Discover the Possibilities”. How has FCCLA provided you with new possibilities and opportunities?**

Deadline: February 2, 2024 at 11:59 PM PST

Application and information: <https://wa-fccla.org/run-for-state-office/>

## NATIONAL OFFICER CANDIDATE PROCESS

### Nomination

- Review all information provided by the national office regarding running for national office. <https://fcclainc.org/lead/national-officers/national-officer-election-information>
- Complete or obtain the following:
  - State/National Officer Candidate Nomination Form
  - Current Transcript
  - Cover letter
  - Resume
  - Recommendation letter from chapter adviser
- Complete and submit:
  - State/National Officer Candidate Application
  - Submit all completed items as outlined above.

### Election

- PRIOR TO STATE LEADERSHIP CONFERENCE:**
  - The supplied cover letter and resume will be provided to all chapters prior to State Leadership Conference.
  - Prepare a presentation board illustrating candidate qualifications which will be displayed at the registration desk throughout the conference.
    - No larger than 3' x 2'
    - The display should be self-explanatory and may include posters, collages, a resume, or projects that demonstrate skill and competence.
    - This board may include both FCCLA and other experience.
    - Please bring an easel to display board on.
  - Prepare a 20 second introductory commercial about the state theme
  - Prepare a two (2) minute speech addressing the specified topic;
  - Prepare a response to each of the following questions. You will be asked one (1) fact and one (1) opinion during the Business Session
    - Fact: What FCCLA initiative encourages members to plan, prepare, and share healthy meals for their families.
    - Fact: What were the first 3 STAR Events introduced in 1983?
    - Opinion: National FCCLA has proposed an update for the eight (8) purposes of the organization. Do you think these changes should be made? Why or why not?
    - Opinion: National FCCLA has over 237,000 diverse members, how can FCCLA continue to meet the needs of members to allow them to feel welcome and included?

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**AT STATE LEADERSHIP CONFERENCE:**

- Opening General Session:
  - Present twenty (20) second introductory commercial about the state theme
- Business Meeting
  - Present two (2) minute speech based on specified topic
  - Respond to a fact and opinion question
  - Respond to an impromptu question. **Impromptu questions are designed to test your ability to respond spontaneously and will further demonstrate your knowledge of FCCLA and your thoughts about leadership.**

**Additional State Conference Activities**

- All candidates will attend a candidate briefing session. The time and location will be in the published conference agenda. During this session candidates will:
  - Rehearsal for Opening General Session
- If elected (Thursday activities):
  - Participate in the incoming and retiring officer breakfast. See conference program for time and location.
  - Participate in Officer Leadership Training. See conference program for time and location.
    - i. Lunch will be provided for the officers during this training.
  - Participate in installation practice (time and location will be provided onsite)

**NOTE:** Advisers to newly elected state officers will meet for Adviser training. The time and location will be in the published conference agenda.

**2024 National Officer Candidate Speech Topic:**

**Our theme this year is “The Ultimate Journey: Discover the Possibilities”. How has FCCLA provided you with new possibilities and opportunities?**

Deadline: February 2, 2024 at 11:59 PM PST

Application and information: <https://wa-fccla.org/run-for-state-office/>

## STATE OFFICER JOB DESCRIPTIONS

### All Officers

- 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.
  - Be responsible for completing assigned action items in the Accountability Chart.
- Attend all state officer meetings.
  - A list of required events for the year is included in this guide.
  - Officers are also expected to take part in monthly or biweekly conference calls, on a date to be determined by the State Officer Team
  - 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 State Staff.
- Officers attending the 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 national conferences, such as the National Fall Meeting, and Capitol Leadership even though they are not required events.
- Communicate with chapter adviser, 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 report electronically to State Staff regarding his/her progress related to the Washington State Program of Work by the 5th of each month.
- Advocate for Washington FCCLA by giving a presentation to 1-2 organizations that could provide financial/donations to support the state organization.
- 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 Staff.
- Work with the advisory board to
  - consider long-term procedures as they affect the annual Program of Work and to decide jointly upon short-term procedures.
  - determine the procedure for electing state officers.
- Attend all Regional functions. When there are two officers in the region, State Vice President is in charge at Fall Conference, At Large Officers assist. Then at Regional STAR Events the Named Officer is in charge and the State Vice President assist.
- Prepare a Program of Work board for display at the State Leadership Conference.

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### **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 one week of the meeting.
- Create and distribute the monthly Red Report newsletter.
- 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.
- Organize and carry out Regional STAR Events.

### **Vice President of Finance**

- 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.

### **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.

Deadline: February 2, 2024 at 11:59 PM PST

Application and information: <https://wa-fccla.org/run-for-state-office/>

### **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.
- Assist at State STAR Event Competition in tasks assigned by Competitive Event Coordinator.
- Organize and carry out Regional STAR Events.

### **Vice President of Programs**

- Provide leadership in planning and implementing the organization's national programs.
- 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.
- Submit news articles to professional organizations, local and state-wide media.
- Work with state staff to select attendee gifts for State Leadership Conference.
- Organize and carry out Regional STAR Events.

### **Vice President of Recognition**

- Establish and carry out 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 recognition session.
- Recognize advisers during adviser session at State Leadership Conference.
- Organize and carry out Regional STAR Events.

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### **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.
- 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.
- Serve as a resource for chapters in region.

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## UNIFORM & CLOTHING REQUIREMENTS

Officers and officer candidates are expected to follow a standard dress code at all official activities.

**STATE OFFICER CANDIDATES:** During the election process, candidates are expected to be in FCCLA official attire including the FCCLA blazer.

- FCCLA red blazer\*
- Professional shirt
- Neckwear options can include neckwear from the official emblematic supplier, black or red tie, black or red bow tie, a single strand of pearls, red black, and/or white scarf, or no neckwear
- Black bottoms (slacks, skirt, sheath dress)
- Plain black dress shoes or pumps (no patent leather, suede, buckles, or bows)
- Installation: Formal Attire (specific color not required)

\*Some previous officers may be willing to sell their blazers at a reduced price, or you may be able to borrow one from a neighboring chapter.

**STATE OFFICER UNIFORMS:** Upon election, each officer will be expected to obtain the appropriate full uniform.

- FCCLA red blazer
- Black sheath dress with skin-tone nylons
- Black dress slacks with black socks
- Professional long sleeve white shirt with a pointed collar (oxford-style, with a button at the collar, suitable for a tie)
- FCCLA tie or FCCLA ascot
- Plain black dress shoes or pumps (no patent leather, suede, buckles, or bows)
- SLC Additional Attire: Red formal dress or tux/suit
- Business Casual attire: Button up shirt and/or polo

The state office will make arrangements for purchasing components of the business casual state officer uniform for all state officers following state conference.

### UNIFORM RESOURCE LINKS:

Blazer: <https://fccla.mybrightsites.com/pages/7985>

Necktie: <https://fccla.mybrightsites.com/products/Necktie>

Ascot: <https://fccla.mybrightsites.com/products/Ascot>

Button Up, Sheath Dress, Dress Shirt, Skirt options from Everybody Uniforms\*\*:  
<https://fccla.everybodyuniforms.com/product-category/fccla/>

Amazon options for dress, pants, button ups, shoes, and pearls\*\*:  
[https://www.amazon.com/hz/wishlist/ls/1XGT0WXEEGNOH?ref=wl\\_share](https://www.amazon.com/hz/wishlist/ls/1XGT0WXEEGNOH?ref=wl_share)

\*\*Candidates are not required to purchase these exact items; this is just a link to acceptable and affordable options.

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## CALENDAR OF EVENTS

- State Leadership Conference (REQUIRED)
  - Date: March 5-8, 2024
  - Location: Spokane
  
- Bi-Weekly or Monthly Meetings (REQUIRED)
  - Date: Determined based on officer and staff schedules
  - Location: Virtual
  
- Board of Directors Meetings (REQUIRED-CONDITIONAL)
  - Required for President and Vice President of Finance
  - Meetings will be set by the Board of Directors in the Summer of 2024. Typically 1-2 in-person meetings that coincide with WA ACTE and the Winter Planning Meeting. Any additional meetings will be virtual.
  
- State Officer Leadership Training (SOLT) (REQUIRED)
  - Training with all WA CTSO officers
  - Date: May 19-22, 2024
  - Location: Tacoma
  
- National Leadership Conference (REQUIRED)
  - Date: June 29 - July 3, 2024
  - Location: Seattle, WA
  
- Washington ACTE (Optional)
  - Participation limited based on budget
  - Date: August 3-7, 2024
  - Location: Spokane
  
- Fall Regional Leadership Meeting (REQUIRED)
  - Determined individually by region
  
- Washington Family and Consumer Sciences Educators Conference (Optional)
  - Participation limited based on budget
  - Date: October 27 - 29, 2024
  - Location: Wenatchee
  
- Winter Executive Council Retreat (REQUIRED)
  - Date: November 12-13, 2024
  - Location: Spokane

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- CTSO Advocacy Day (Optional)
  - Participation limited based on budget
  - Date: TBD by WA CTSO Directors (typically end of January)
  - Location: Olympia
  
- Regional STAR Events (REQUIRED)
  - Determined individually by region
  
- Spring Executive Council and State Leadership Conference (REQUIRED)
  - Date: March 3-7, 2025
  - Location: Spokane

Deadline: February 2, 2024 at 11:59 PM PST

Application and information: <https://wa-fccla.org/run-for-state-office/>

## 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.

### **Submission Deadline: February 2, 2024, by 11:59 PM PST**

Upload forms through the State/National Officer Candidate Application Form on the Washington FCCLA website. Navigate to "Students" and "Run for State Office". <https://wa-fccla.org/run-for-state-office/>

#### Required Forms:

- State/National Officer Candidate Application\*
- State/National Officer Candidate Nomination Form
- State Officer Candidate Agreement Information Sheet
- State Officer Conduct Agreement
- State Officer Travel Form
- School Administration Statement of Support
- Current Transcript
- Three (3) Letters of Recommendation (Adviser, Administrator, Community Leader)
- Resume

\*Online application

Deadline: February 2, 2024 at 11:59 PM PST

Application and information: <https://wa-fccla.org/run-for-state-office/>

## NATIONAL OFFICER CANDIDATE FORMS

The following information 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.

### **Submission Deadline: February 2, 2024, by 11:59 PM PST**

Upload forms through the State/National Officer Candidate Application Form on the Washington FCCLA website. Navigate to "Students" and "Run for State Office". <https://wa-fccla.org/run-for-state-office/>

### Required Forms:

- State/National Officer Candidate Application\*
- State/National Officer Candidate Nomination Form
- Current Transcript
- Cover letter
- Resume
- Recommendation letter from chapter adviser

\*Online application

Deadline: February 2, 2024 at 11:59 PM PST

Application and information: <https://wa-fccla.org/run-for-state-office/>

## RESUME INFORMATION

The candidate will submit a resume listing the information below. Candidates must keep the resume to no more than two (2) pages. This resume along with a cover letter may be sent to chapters in the region prior to State Leadership Conference. For National Officer Candidates the cover letter and resume will be placed on the Washington FCCLA Website for chapters and Voting Delegates to view. A sample is found 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

Deadline: February 2, 2024 at 11:59 PM PST

Application and information: <https://wa-fccla.org/run-for-state-office/>

## 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 and one (1) national officer. 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 a similar process as State Officer Candidates. State Staff 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



# STATE/NATIONAL OFFICER CANDIDATE APPLICATION SAMPLE

*All responses to questions will be completed as part of the online application.*

## **STUDENT INFORMATION:**

Name:

Email Address:

Cell Number:

Home Address:

Year in School:

Years as an FCCLA Member:

## **PARENT/GUARDIAN INFORMATION**

Name:

Home Phone Number:

Cell Phone Number:

Home Address:

Primary Email Address:

Secondary Email Address (optional):

## **ADVISER/SCHOOL/CHAPTER INFORMATION:**

School Name:

School Phone Number:

School Address:

Washington FCCLA Chapter Name:

Adviser Name:

Adviser Cell Phone Number:

Adviser Office Number:

Adviser Email Address:

Region:

## **STATE & NATIONAL OFFICER APPLICATION INFORMATION**

Position Seeking (choose one): Regional Vice President; At-Large; National Officer Candidate

Current GPA:

Deadline: February 2, 2024 at 11:59 PM PST

Application and information: <https://wa-fccla.org/run-for-state-office/>

## **STATE OFFICER CANDIDATE Q & A**

*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?

Deadline: February 2, 2024 at 11:59 PM PST

Application and information: <https://wa-fccla.org/run-for-state-office/>

## STATE 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 the 2024 National Leadership Conference, 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 State Staff, 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 Fall Conference 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 2024 National Leadership Conference will be a required event of the State Officer Team due to the conference being in Seattle, WA. Financial assistance will be available on a needs basis for state officers.

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

1. Authorize state officer to visit Washington schools and participate in all Washington FCCLA 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.

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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.

**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 State Staff.
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 scale) or at the time of application.
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. Understand that the local adviser to a state officer is a member of the state Advisory Board and expected to attend required meetings.

_____	_____	_____
Candidate Signature	Candidate Name, Printed	Date
_____	_____	_____
Chapter Adviser Signature	Chapter Adviser, Printed	Date
_____	_____	_____
Parent/Guardian Signature	Parent/Guardian, Printed	Date
_____	_____	_____
School Administrator Signature	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.

## STATE OFFICER 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. Violations of this conduct code will not be tolerated and may result in disqualification or removal from office, being sent home at the individual parent and/or guardian expense, 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.

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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 staff, 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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## STATE 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

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## SCHOOL ADMINISTRATION STATEMENT OF SUPPORT

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 Office of Superintendent of Public Instruction as an intra-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 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 Washington Office of Superintendent of Public Instruction and Washington FCCLA to ensure the success of the above-named student's leadership, academic, and career pursuits while serving as a State Officer.

I understand that the local adviser is the primary chaperone for the state officer and will accompany the officer to all FCCLA state officer functions. The adviser will also serve on the Washington FCCLA State Advisory Board. The school agrees to support the adviser in this leadership role (providing substitute teacher, travel). The district will assume responsibility of any expenses related to additional chaperone if required by the district.

AUTHORIZED BY:

Chapter Adviser Signature	Chapter Adviser, Printed	Date
School Administrator Signature	School Administrator, Printed	Date

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