FCCLA WASHINGTON

STATE OFFICER CANDIDATE GUIDE

2027 ELECTIONS

WASHINGTON FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA

TABLE OF CONTENTS/ CONTACT INFORMATION

Letter to Advisers....3
State Officer Adviser Responsibilities....4
Is Running for State Office Right for Me?....6
State Officer Job Descriptions....7
State Officer Candidate Eligibility and Policies....10
State Officer Candidate Election Process....11
Uniform & Clothing Requirements....14
Calendar of Events....15
State Officer Candidate Forms....17

ELECTIONS STAFF CONTACT

Austin Dedmon
Executive Council Coordinator
E: coach@officer.wa-fccla.org
P: 580-495-8089

ALL OFFICER CANDIDATE APPLICATIONS ARE DUE BY:

JANUARY 20, 2027, BY 11:59 PM PST

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 two pages.

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,

Austin Dedmon
Executive Council Coordinator
Washington FCCLA State Staff

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.

STATE OFFICER ADVISER RESPONSIBILITIES

- 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, and preparing requests for payment/reimbursement.
- 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.

IS RUNNING FOR STATE OFFICE RIGHT FOR ME?

We are so excited that you are considering running for a position on the 2027-2028 Washington FCCLA State Executive Council! 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. We encourage you to review the attached job descriptions for each office found on the next two pages.

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 an optional interest meeting 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!

State Officer Candidate Interest Meeting:

- Wednesday, November 18, 2026 @ 7:00 pm PST
- A recording will be available for those unable to attend.
- Link to zoom interest meeting: https://leadable.info/wafcclasoc26

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. National Leadership Conference is not required but officers will receive reimbursement for some registration costs..
- Officers are also encouraged to attend all other national conferences, such as the National Fall Leadership Institute, 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.

STATE OFFICER JOB DESCRIPTIONS

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.

STATE OFFICER JOB DESCRIPTIONS

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 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 recognition session.
- 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.
- 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 and the Spring Regional Meeting held at State Leadership Conference.
- Assist in implementing the state program of work and serve as a resource for chapters in region.

COPYRIGHT WASHINGTON FCCLA 2026

STATE 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 prior to assuming official duties.
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.

POLICIES:

- 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.

- 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.

- Chapter adviser should assist with the upload of all forms to Washington FCCLA.

- Election of officers will be held during the state leadership conference in the spring. Each chapter shall be entitled to one voting delegate for the purposes of electing the State Executive Council.

- **CAMPAIGNING:** A cover letter and resume sent to the chapters in the region before the State Leadership Conference, and distribution of your candidate flyer by State Staff, are the **ONLY** campaign advertisements permitted. **The use of social media to advance your candidacy and ask chapters for their vote is prohibited**. Candidates **are permitted** to announce they are seeking office via social media. Buttons, banners, flyers, gifts and similar items will be considered violations of the campaign policies. Individuals found to be in violation of campaign advertisement policies will be disqualified.

- 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 Policies and Procedures.

- If Region State Vice President positions are not filled following the election process at State Leadership Conference, the Executive Council Coordinator and State Staff may re-open applications and conduct an appointment process consistent with state policy to ensure all regions are represented.

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 state guidelines and requirements.**

- **Determine what office the student candidate is seeking:**
  - Regional State Vice President
  - At-Large Office
    - State President *Serves on the State Board of Directors.
    - State Secretary
    - Vice President of Finance *Serves on the State Board of Directors.
    - Vice President of Community Service
    - Vice President of Competitive Events
    - Vice President of Parliamentary Law
    - Vice President of Programs
    - Vice President of Membership
    - Vice President of Recognition
    - Vice President of Public Relations

- **Print and Complete or obtain the following forms (including necessary signatures):**
  - State 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/Teacher (not FCS teacher)
  - A Complete Resume
  - State Officer Candidate Flyer

- **Complete and Submit:**
  - State Officer Candidate Application
  - Submit all completed forms as outlined above.

STATE OFFICER CANDIDATE ELECTION PROCESS

(II) EXAMINATION & INTERVIEW:

- **All state officer candidates will take part in a panel interview and complete a FCCLA Knowledge Test prior to the 2027 State Leadership Conference.**
- Panel interviews will be conducted on Zoom with all confirmed candidates after the nomination period has closed.
  - All candidates will receive further instructions from State Staff on how to schedule their panel interview.
- The Washington FCCLA Knowledge Test will be completed and proctored utilizing the ClassMarker platform.
  - All candidates will receive further instructions from State Staff on how to access ClassMarker.
  - The testing window will be 1 week and will be communicated by State Staff following the close of the application window. A study guide is publicly available on our website.

(III) ELECTION:

- **PRIOR TO STATE LEADERSHIP CONFERENCE:**
  - A cover letter and resume may be sent to the chapters in the region before the State Leadership Conference.
  - Prepare a flyer illustrating candidate qualifications for the regional meeting at the State Leadership Conference.
    - No larger than 8.5" x 11"
    - The flyer may include experience in and outside of FCCLA, pictures, information about past projects, etc.
    - An example flyer can be found on the Run for Office page of the state website.
    - **A copy of the flyer must be submitted with your application.**
  - Prepare a two (2) minute speech addressing the following speech topic:
    - Our theme this year is Where Leaders Are Made: Find Your Voice. Describe how you will continue to empower FCCLA Members to use their voices to inspire change, advocate for others, and make a lasting impact in their schools, communities, and beyond.
  - 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:** What are the five steps of the FCCLA Planning Process?
    - **Fact:** What is the name of the FCCLA National Program that helps members explore careers and develop skills for the workplace?
    - **Opinion:** What do you believe is the biggest challenge facing student leaders today, and how can FCCLA help members overcome it?
    - **Opinion:** How would you encourage chapters with limited resources or small memberships to become more involved in FCCLA activities?

STATE OFFICER CANDIDATE ELECTION PROCESS

- **AT STATE LEADERSHIP CONFERENCE:**
  - Opening General Session:
    - Candidates will be introduce themselves on stage (Name, Chapter, Region).
  - Regional Meeting (following Opening General Session)
    - Present two (2) minute speech based on specified speech topic.
    - Participate in candidate meet and greet. Each chapter will receive a copy of your candidate flyer,
    - Respond to a fact and opinion question.
    - Respond to an impromptu question (provided to the region immediately prior to regional meeting). **Impromptu questions and 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 an election results letter. The letters will announce the results of the balloting process and should be opened in a private area with just the advisers and the officer candidate present.
  - If elected:
    - Participate in the incoming and retiring officer social.
    - Participate in Officer Leadership Training
      - Officers will determine named officers' positions.
        - At-Large State Officers will need to be prepared to answer questions related to their qualifications and why they are seeking specific office positions.
      - Lunch will be provided for the officers during this training.
      - State Officers will receive a presentation regarding the code of conduct, handbook, and best practices, as well as information about the coming year.
    - Participate in installation practice. **Installation will be on Thursday evening at the Recognition Session.**

*** A detailed schedule with times and locations for all of the items above will be sent to candidates before the State Leadership Conference.**

NOTE: **Advisers to newly elected state officers will meet for Advisory Board Training. The time and location will be sent before the State Leadership Conference.**

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: Official Dress

*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)
- 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 Uniforms Today**:
- https://fccla.uniformstoday.com/
- Amazon options for dress, pants, button ups, shoes, and pearls**: 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.

CALENDAR OF EVENTS

- **State Leadership Conference (REQUIRED)**
  - Date: March 2-5, 2027
  - 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 2027. Typically 1-2 in-person meetings that coincide with WA ACTE and the Winter Executive Council Retreat. Any additional meetings will be virtual.

- **State Officer Leadership Training (SOLT) (REQUIRED)**
  - Date: May 17-19, 2027
  - Location: TBD

- **National Leadership Conference (Optional) – Some registration cost covered.**
  - Date: June 22-26, 2027
  - Location: San Antonio, TX

- **Washington ACTE (Optional)**
  - Participation limited based on budget
  - Date: August 1-4, 2027
  - 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 17-18, 2027
  - Location: Centralia

- **Winter Executive Council Retreat (REQUIRED)**
  - Date: November TBD
  - Location: TBD

CALENDAR OF EVENTS

- **CTSO Advocacy Day (Optional)**
  - Participation limited based on budget
  - Date: January 27, 2028
  - Location: Olympia

- **Regional STAR Events (REQUIRED)**
  - Determined individually by region

- **Spring Executive Council Meeting and State Leadership Conference (REQUIRED)**
  - Tent. Date: February 27-March 3, 2027
  - Location: Spokane

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: January 20, 2027, by 11:59 PM PST
Upload forms through the State/National Officer Candidate Application Form on the Washington FCCLA website. Navigate to "Lead" and "Run for Office".
https://wa-fccla.org/run-for-state-office/

Required Items:

- State Officer Candidate Application (Online Form)
- State Officer Candidate Nomination Form
- State Officer Candidate Agreement
- State Officer Conduct Agreement
- State Officer Travel Form
- School Administration Statement of Support
- Current Transcript
- Three (3) Letters of Recommendation (Adviser, Administrator, Community Leader/Teacher)
- Resume
- Officer Candidate Flyer

STATE 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 office.

Running for office entails running either At-Large or for State 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 Programs, and Vice President of Public Relations.

CANDIDATE NAME	AT-LARGE CANDIDATE	REGION VICE PRESIDENT CANDIDATE

Chapter Adviser Signature Date

STATE OFFICER CANDIDATE AGREEMENT

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 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 Leadership Conference, National Fall Leadership Institute 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, they 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 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.

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.

*If a candidate is advancing from a middle school to high school, the School Administration Statement of Support must be signed by a high school administrator.

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.
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 State Advisory Board. 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.

_____	_____	_____
Candidate Signature	**Candidate Name, Printed**	**Date**
_____	_____	_____
Parent/Guardian Signature	**Parent/Guardian, Printed**	**Date**

FORM REVISED: OCTOBER 2025

WASHINGTON FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA

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. Please mark below if any items are allowable by your district. If not, leave blank.

____ 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

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**

*If a candidate is advancing from a middle school to high school, the School Administration Statement of Support must be signed by a high school administrator.

FORM REVISED: OCTOBER 2025

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.

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 Completed (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
- FCCLA Leadership
  - Committees
  - Local Office(s)
  - Region Office
  - State Office
- FCCLA Events/Conferences
  - Region Fall Leadership Conference
  - National Fall Leadership Institute / Virtual Leadership Experience
  - Region/Culinary STAR Events
  - State Leadership Conference
  - National Leadership Conference

WASHINGTON FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA

PO BOX 1440, OWASSO, OK 74055
WWW.WA-FCCLA.ORG | OFFICE: 360-338-7721