

January 2017

**KENTUCKY ASSOCIATION  
FAMILY, CAREER AND COMMUNITY LEADERS  
OF AMERICA**

**EXECUTIVE COUNCIL HANDBOOK FOR  
KY STATE OFFICERS AND THEIR ADVISERS**



January 2017

## KENTUCKY FCCLA STATE STAFF

**Reeca Carver**, State FCCLA Adviser  
Family and Consumer Sciences  
Kentucky Department of Education  
300 Building, 5<sup>th</sup> Floor  
300 Sower Blvd  
Frankfort, KY 40601  
(502) 564-3472 ext. 4223  
FAX: (502)564-4800  
Internet: [reeca.carver@education.ky.gov](mailto:reeca.carver@education.ky.gov)

---

**Kayla Godbey**, State Chair FCCLA & FCS Supervisor  
**Kentucky Department of Education**  
300 Building, 5<sup>th</sup> Floor  
300 Sower Blvd.  
Frankfort, KY 40601  
(502) 564-3472 ext. 4206  
FAX: (502) 564-4800  
Internet: [kayla.godbey@education.ky.gov](mailto:kayla.godbey@education.ky.gov)

*Primarily responsible for: Family & Consumer Sciences Program, KATFACS organization*

---

**FOR CURRENT UPDATES ON Kentucky FCCLA PROGRAMS AND ACTIVITIES, CHECK THE WEB SITE AT: [www.ky-fccla.org](http://www.ky-fccla.org)**

---

## **Kentucky FCCLA State Executive Council Handbook**

### **TABLE OF CONTENTS**

Opening Ceremony and Closing Ceremony .....	2
Purposes, Mission, Motto, Emblem .....	3
Overview of National and State Programs.....	4
Duties and Responsibilities of Officers .....	7
Duties of State Officer Advisers .....	9
Performance Code for State Officers.....	12
Officer Uniform and Dress Code .....	13
Officer Expenses, Reports, Correspondence, and Speaking Tips .....	21
Official Visits, Officer Characteristics.....	22
Developing Business-Education Partnerships.....	23
Where Does the Money Go? .....	26
Sample Partnership Letters .....	28
Follow-up Checklist.....	31
Parliamentary Procedure .....	32
Pertinent Points in Parliamentary Procedure .....	32
Handling Motions and Amendments .....	33
Key Words in Parliamentary Procedure.....	34
How to Conduct a Meeting.....	35
What To Do When Your Year Is Over .....	36
Sample Letters.....	
To School Administrator.....	37
To Conference Speakers and Volunteers.....	38
Forms.....	39
State Officer's Guest List for State Conference Banquet.....	40
Banquet Guest Ticket Form.....	42
State Officer Monthly Progress Report Examples (Correct & Incorrect).....	43
State Officer Monthly Progress Report Form (Blank) .....	45
State Officer's Focus Planning Process Form .....	46
Educational Partners Record .....	47
Meeting Follow-Up Responsibilities & Committee Report Form .....	48
Hints & Tips for New Officer Sheet .....	50
State Officer Code of Conduct and Pledge.....(12-20) ...or (51-56)	
State Officer Election Process and Score Sheet.....	57

## **Family, Career & Community Leaders of America**

### ***Opening Ceremony***

- Chairperson:** *Give a rap with the gavel signaling members to stand, and say “We are the Family, Career and Community Leaders of America. Our mission is to promote personal growth and leadership development through family and consumer sciences education.”*
- Officers:** *“Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.”*
- Members:** *“As we work toward the accomplishment of our goals, we learn cooperation, take responsibility, develop leadership, and give service.”*
- Chairperson:** *“This meeting of the \_\_\_\_\_ (*Name of chapter*) \_\_\_\_\_ chapter of FCCLA is in session. You may be seated.*

### ***Closing Ceremony***

- Chairperson:** *Give a rap with the gavel signaling members to stand, and say “FCCLA members, we are challenged to accept the responsibility of making decisions that affect our lives today and the world tomorrow. Let us repeat our Creed.”*
- Members:** *We are the Family, Career and Community Leaders of America.  
We face the future with warm courage and high hope.  
  
For we have the clear consciousness of seeking old and precious values.  
For we are the builders of homes.  
Homes for America’s future.  
Homes where living will be the expression of everything that is good and fair.  
Homes where truth, and love, and security, and faith Will be realities, not dreams.  
  
We are the Family, Career and Community Leaders of America.  
We face the future with warm courage and high hope.*

- Chairperson:** *“This meeting of the \_\_\_\_\_ (*Name of chapter*) \_\_\_\_\_ chapter of FCCLA is adjourned.*

## **PURPOSES**

1. To provide opportunities for personal development and preparation for adult life.
2. To strengthen the function of the family as a basic unit of society.
3. To encourage democracy through cooperative action in the home and community.
4. To encourage individual and group involvement in helping achieve global cooperation and harmony.
5. To promote greater understanding between youth and adults.
6. To provide opportunities for making decisions and for assuming responsibilities.
7. To prepare for the multiple roles of men and women in today's society.
8. To promote family and consumer sciences and related occupations.

## **MISSION**

The mission of Family, Career and Community Leaders of America is to promote personal growth and leadership development through family and consumer sciences. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.

## **FCCLA MOTTO**

The motto, "Toward New Horizons," is a challenge to all members, officers, and advisers. It reminds us that our contributions to home life today will influence the kinds of homes we have tomorrow; and that the family life we have will influence the community and the world.

## **EMBLEM**

The emblem of the Family, Career and Community Leaders of America shows that FCCLA is a dynamic, active organization bound for the future. The dominant collegiate lettering articulates a focus on education and student leadership. The logo is red, the color of the rose, as a sign of strength. The swooping arrow arch is a common motif in today's designs and definitely embodies an active organization that moves toward new arenas.

## **CASE STATEMENT**

Use this statement for promoting the organization.

"Family, Career and Community Leaders of America is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work and societal issues through Family and Consumer Sciences Education."

## **OVERVIEW OF NATIONAL AND STATE PROGRAMS**

**Family, Career and Community Leaders of America, Inc.**

### **NATIONAL**

To implement a National FCCLA Program Young People use the five stages of FCCLA Program involvement concept which is an organizing tool – a way to think about the types of activities to complete when implementing a national program are 1. *Learn* about the program and related issues 2. *Investigate* specific needs, interests and concerns in the local program, school and community 3. *Work with Others* if possible 4. Plan and carry out *Projects* that address the identified local needs, interest, and concerns 5. *Evaluate, Share and Report* results.

**FCCLA Planning Process** is a process tool- a step by step procedure to turn interests/concerns into action where you: Identify Concerns, Set a Goal, Form a Plan, Act, Follow UP.

**Adviser Recognition Program:** Without capable adult leaders, students could not take advantage of the many opportunities offered through FCCLA. Being a good adviser takes special skills and a tremendous commitment of time and energy. This program seeks to reward outstanding local advisers--those who make significant contributions to the organization. Two levels of national and state recognition are awarded: Master Adviser and Adviser Mentor.

**Brand FCCLA:** These public relations materials and resources are designed to help FCCLA members and chapters get media coverage for project and activities, and make FCCLA a “brand name” in their schools and communities. The purpose of Brand FCCLA is to:

- Enhance the image, awareness, and understanding of FCCLA.
- To position FCCLA as the only student led organization with family as its central focus.
- To position FCCLA and FACS education as the link for learning "soft skills" needed for youth to succeed in life. Examples of these skills would be: decision making, creative and critical thinking, teamwork, intra- and interpersonal communication skills.
- To create a public perception that FCCLA has changed with the times and its programs and activities address the needs of the 21st century.

**Career Connection:** This program introduces members to a variety of career options, including those in family and consumer sciences. Members *Plug In* to careers, *Sign on* to the Career Connection, *Program* career steps, *Link Up* to Jobs, *Access* skills for career success and *Integrate* work and life in these six units.

**Community Service Award:** Every community needs concerned citizens to address the problems it faces. Chapters competing for the award identify a need and develop an innovative community service project to help.

**FACTS:** In partnership with the National Highway Traffic Safety Administration, Families Acting for Community Traffic Safety goals are to promote traffic safety; increase safety belt use; and reduce impaired driving. The project relates to one of the following three topic areas of Think Smart, Buckle UP, and Arrive Alive.

**Families First:** This program focuses on promoting strong families, strong leaders, and strong communities through peer education. Five units include: Families Today, You-Me-Us, Meet the Challenge, Balancing Family and Career, Parent Practise.

**Financial Fitness:** Are you ready to manage the million dollars you can expect to earn in your lifetime? Financial Fitness, a peer education program, helps teens learn to manage their finances. The five units include: Banking Basics, Cash Control, Making Money, Consumer Clout, and Financing your Future.

**Leadership Service in Action:** Helps young people build skills for family, career, and community roles; provides youth-centered learning experiences related to Family and Consumer Sciences education; and encourages young people to develop the positive character traits of trustworthiness, respect, responsibility, fairness, caring, and citizenship.

**Japanese Exchange Program:** Those members selected for this program spend six weeks with a Japanese family in the summer, visiting fascinating and beautiful sights while learning more about another culture. You must be a sophomore to apply for this opportunity.

**Power of One:** One person really can make a difference. This program recognizes members who identify goals and then act on their concerns. Each Power of One project fits in one of the five units: A Better You, Family Ties, Working on Working, Take the Lead, and Speak out for FCCLA.

**Competitive Events: Knowledge Bowl** -Family and Consumer Sciences Knowledge Bowl is a four-level, team competition that challenges students' knowledge of all aspects of Family and Consumer Sciences. ■Family, Career, & Community Studies ■Early Childhood & Human Development ■Food Sciences, Dietetics, & Nutrition ■Hospitality, Tourism, & Recreation ■Fashion & Housing Design

- **Contest-** Membership Recruitment Video, FCCLA Week Poster Design, Recycled Flag Contest, Leaders to Watch & **STAR Events--Students Taking Action with Recognition**--are competitive events recognizing members for proficiency and achievement in projects, leadership skills, and occupational preparation. There are a total of 16 event categories with Junior division for 5-9<sup>th</sup> grades, Senior division 10-12<sup>th</sup> grade and Occupational for those students currently enrolled in occupational Family and Consumer Sciences Coursework.

**Step One:** Fast, fun, and educational--Step One is an activity to help new members explore the organization, including the many opportunities available.

**STOP The Violence:** (Students Taking On Prevention) Learn to help peers recognize, reduce, and report potential violence.

**Student Body:** Teach your friends to eat right, be fit, and feel good about themselves by using positive peer pressure. The project relates to one of the following three topic areas of Eat Right, Be Fit, and Make Healthy Choices.

**Capital Leadership:** Open to all FCCLA members and advisers. Attendees have the opportunity to participate in public policy development and advocacy training; develop a state and local advocacy plan; meet with members of Congress and Federal officials and have the opportunity to explore the nation's capitol.

**Cluster Meeting:** This is an educational leadership training event sponsored by FCCLA that occurs in the fall at different locations across the United States each year.

**National Leadership Meeting:** This is annual meeting to bring all members nationally together to celebrate in their successes as members, advisers are recognized for their accomplishment, educational programs, leadership training, and STAR Events.

## **STATE Programs**

### **Kentucky Degrees Program:**

Recognition of chapter members for achieving goals to be awarded as:

- Jr. Degree that is represented by a Key.
- Chapter Degree that is represented by a Scroll.
- State Degree that is represented by a Torch

**Honor Roll Recognition:**

Chapter recognition for chapter program of work and activities that include an impact project for current school year. Points accumulated receive the following certificates awards:

- Bronze – 85-130 points
- Silver – 130-180 points
- Gold – 180-240 points

**Unite to Serve:**

This is a statewide project developed to unite Kentucky Career and Technical Student Organizations which include Family, Career and Community Leaders of America (FCCLA); FFA; Future Business Leaders of America (FBLA); Technology Student Association (TSA); Health Occupation Student Association (HOSA); Skills USA; and DECA. This will not only have camaraderie among the student organizations but also help to develop skills for students. There are three components, which include advocacy, literacy, and careers.

**STAR Events:** Kentucky members have the opportunity to demonstrate skill, leadership, and presentations at the annual state conference and are comprehensive chapter members. In addition to the comprehensive national events, students who are enrolled in a childcare or commercial food services course can enter in Culinary, Early Childhood and Job Interview. There is also a state category for Job Interview – Modified state events that do not compete at National level. Dues must be postmarked to national headquarters by February 15 in order to enter.

**State Leadership Conference:** This is an annual event for Regional and State officers and their advisers to attend in Hardinsburg, KY. This informs the leadership of their specific duties and plans for the year.

**Annual State Meeting:** Plan early to attend this action-packed conference held annually to bring together FCCLA members from across the state for educational programs, leadership training, STAR events, and many memories.

**DUTIES AND RESPONSIBILITIES OF OFFICERS**

***GENERAL, FOR ALL OFFICERS***

- Assist with membership recruitment and chapter development for the chapters in area
- Provide peer training and leadership to chapters and members

- Develop written proposals and oral presentations for building FCCLA partnerships with business/industry leading to financial support for the Kentucky Association
- Develop and implement state officer focus related to the duties of the office. Submit State Officer Focus Report Form (found elsewhere in this handbook) at each executive council meeting
- Chair state committees as designated by officer position
- Practice parliamentary procedure, presiding at meetings, public speaking, and written communication
- Attend State Executive Council meetings and preside at assigned sessions
- Attend the National Leadership Meeting and complete related duties as assigned
- Work closely with adviser for approval of all written correspondence, oral presentations, and officer project ideas; get final approval from the state adviser
- Keep your State Executive Council notebook up to date with copies of all designated information
- Adhere to all deadline dates for special responsibilities
- Accept the responsibility for selection of the State Executive Council goals and maintain an updated record of progress toward those goals and report at annual leadership conference

**PRESIDENT**

- Provide leadership to other state officers
- Preside over all business meetings of the Kentucky Association
- Complete the national State President's reports and, after approval by the state adviser, send to national FCCLA by the designated due date
- Monitor the process for selection of Honorary Membership, Distinguished Service Award, and the School Administrator Recognition program
- Appoint chairs of all state committees, after consultation with state staff; serve as an ex-officio member of all state committees
- Serve as the official spokesperson for the state association
- Serve on the Advisory Board and on board committees as assigned

**1<sup>st</sup> VICE-PRESIDENT**

- Assume the duties of the president in his/her absence
- Keep a written record of State Executive Council and Kentucky Association meetings
- Send minutes to the state adviser for approval within 10 days of all State Executive Council meetings and to the members of the State Executive Council within 20 days
- Collect all records pertaining to the work of state officers and committees and present these to the state adviser for the permanent records of the Kentucky Association
- Assist with the state recognition process for Power of One and State Degree completers
- Present a report on the activities of the State Executive Council during the annual Business Session

**VICE PRESIDENT OF COMMUNITY SERVICE**

- Implement and publicize all state and national programs related to service learning: (Community Service Award, FACTS, Unite to Serve and STOP the Violence)
- Manage recognition activities related to those programs

- Coordinate any statewide service learning projects
- Plan and implement a community service project for leadership camp

**VICE PRESIDENT OF FINANCE**

- Chair the State Scholarship Committee
- Present the report on the financial status of the association to delegates at the State Leadership Conference
- Assist chapters in fund raisers to donate to the scholarships
- Promote and publicize the state scholarships
- Serve on the State Advisory Board
- Help student with setting up and organizing scholarship committee

**VICE PRESIDENT OF INDIVIDUAL PROGRAMS**

- Implement and publicize the state programs (state degree) and national programs (Power of One & Japanese Exchange Program)
- Promote & publicize Kentucky's Degree program for Jr, Chapter and State Degrees and manage recognition activities for these programs.
- Manage recognition activities pertaining to state and national programs not assigned to other state officers
- Serve as Chair of the Achievement Committee

**VICE PRESIDENT OF MEMBERSHIP**

- Promote membership in the Kentucky Association of FCCLA
- Manage recognition activities related to membership: mailings to new chapters, membership awards, Master Advisers and Adviser Mentors
- Serve as Kentucky's representative on the National Membership Network, submitting national FCCLA reports by the designated due dates after approval by the state Adviser
- Present the membership report during the annual Business Session
- Serve as Chairperson of the Membership Committee including Honor Roll
- Manage the Honor Roll recognition session at state leadership conference

**VICE PRESIDENT OF PARLIAMENTARY LAW**

- Sustain parliamentary procedure throughout all State Executive Council meetings and the State Leadership and Recognition Conference
- Coordinates the process for installation of state officers
- Assist in recruiting the members of the State Nominating Committee
- Chair the state Bylaws Committee, & provide training in parliamentary procedure
- Lead the process for casting Kentucky's votes for national FCCLA officers and for national bylaws
- Have a working understanding of Roberts Rules of Order
- Work with bylaws updates as necessary

**VICE PRESIDENT OF PEER EDUCATION**

- Implement and publicize national programs (Student Body, Career Connection, Financial Fitness, Families First)
- Serve as Kentucky's representative on the national STOP the Violence Network

- Coordinate peer education activities
- Serve as Chair of the Programs Committee
- Manage recognition activities related to peer education

#### **VICE PRESIDENT OF PUBLIC RELATIONS**

- Contact a television station to play FCCLA PSA's
- Be responsible for the publicity of the association, including news releases for state meetings
- Help manage the website information with state adviser's approval
- Manage recognition of educational partnerships for the association
- Assemble an electronic newsletter for November and February to be placed on the web
- Serve as Kentucky's National Connection Team member

#### **VICE PRESIDENT OF STAR EVENTS**

- Meet with the STAR Events Task Force Committee and complete related assignments
- Assist in the implementation of STAR Events at the state level
- Promote and publicize the STAR Events
- Manage the state recognition activities related to STAR Events during the State and National Leadership Meeting

### **DUTIES OF STATE EXECUTIVE COUNCIL ADVISERS**

*"Give a man a fish and you feed him for a day; teach him how to fish and you feed him for a lifetime."*

The adviser to a state officer plays an important role in guiding the work of your officer throughout the year. Because this is a youth-centered organization, advisers must frequently remain in the background while allowing the officer to assume more leadership responsibilities. Since so many experiences will be new to our officers, you have a very special role to play--letting your student go to develop and grow as a leader and young adult, while still being there to provide support, encouragement, and guidance. The state officer and the adviser work cooperatively together in completing officer tasks and in advancing the mission of Family, Career and Community Leaders of America.

Advisers need to accompany and supervise officers on all official trips for meetings, presentations, or other functions where the officer is representing the Kentucky Association. When this is not possible, other arrangements need to be made and approved by the state adviser and school district for an adult to accompany the officer.

As a supportive adviser, you play a key role. Following are tips that may be helpful throughout the year:

#### **COMMUNICATIONS:**

- Establish a good relationship and talk about expectations of the officer, your role, state staff, and the state association.
- Be aware of commitments and encourage the officer to be prompt.
- Establish a friendly, supportive role with your officer.
- Realize it is the student's office and you serve in a consultant capacity.
- Work as a check system in making sure the officer keeps everyone informed.
- Encourage, double-check, help out, or take photos and enjoy a special relationship.

- Alert state staff to any conditions that may affect the officer's participation, such as problems with grades.
- Read the materials that come to you from the state office, including this handbook.
- Call or email if you have any questions.
- Establish good lines of communication with the state staff.

**SUPPORT:**

- Help the officer know who to contact at school to prepare for missing classes. Either make contacts or go with the officer.
- Working with the state staff as needed, discuss the importance of school attendance and the need to accompanied students on travels with student, parents, and administrators.
- Call the officer's parents or guardians to discuss the year ahead and to answer any questions they may have.
- Assist the officer with contacts with teachers, administrators, and counselors to help interpret responsibilities and potential absences from school.
- Assist the officer with planning class schedules at the beginning of the year.
- Assist the officer in balancing responsibilities of the office with other extracurricular activities and classes; keep in mind the school's master calendar. Remind officer of commitment to state organization when conflicts occur. Caution students not to over extend themselves thereby endangering their health or grades.

**TROUBLE SHOOTING:**

- If problems arise, discuss them immediately.
- Stressors common to state officers are: (1) missing school and keeping teachers happy; (2) changes in social life/keeping friends happy; and (3) maintaining grades and health while fulfilling officer responsibilities.
- Let officer know about problems that are critical. If discussions with the officer do not bring about a solution, outline the process to be followed in dealing with the issue.
- Ask questions before jumping to conclusions.

**MENTORING:**

- As a state officer adviser, a unique position and highly regarded by colleagues across the state. You will serve as part of the Adviser-to-Adviser network in Kentucky to recruit and assist new advisers.
- State officer advisers should work collaboratively to coordinate and implement in-service programs/workshops/presentations for teachers. These activities could be scheduled as a part of state conference or as a separate program in a local school.

**SPECIFIC ADVISER ASSIGNMENTS:**

- **Adviser to the state President** shall have the responsibility of:
  - monitoring the State Executive Council activities at the National Leadership Meeting.
  - assisting with state meeting rehearsals, state meetings, all individual officer assignments (voting delegate meetings, national teams, etc.), and any other SEC activity.
  - Serve on the State Advisory Board.
- **Adviser to the state Vice President of Parliamentary Law**
  - assist Kentucky's voting delegates during the National Leadership Meeting.

- assist the adviser to the president in monitoring State Executive Council activities.
  - Assist with business session at conference.
- **Adviser to the state 1<sup>st</sup> Vice President**
  - assist with state leadership banquet.
  - Arrange for special seating of guest.
  - Assist with the 1<sup>st</sup> Vice Presidents minutes and proof read them before the executive council meeting.
- **Adviser to the state Vice President of Individual Programs**
  - assist with the recognition session of Power of One and State Degrees.
- **Adviser to Vice President of STAR Events**
  - serve on the STAR event Task force.
  - serve as the Coordinator of STAR Events.
  - manage STAR Events activities during the state leadership conference.
- **Adviser to Vice President of Peer Education**
  - assist and supervise the special activity at the state leadership conference.
  - Help to set up Spot Light on "STAR Events" and concurrent sessions.
- **Adviser to Vice President of Membership**
  - supervise Honor Roll recognition.
  - assist with banquet.
- **Adviser to Vice President of Finance**
  - assist with the banquet specific seating of scholarship recipients at the banquet.
  - prepare student for advisory board presentation.
  - Help student with setting up and organizing scholarship committee.
- **Adviser to Vice President of Community Service**
  - assist with all community service activities.
  - assist the state recognition of the Unite to Read program.
- **Adviser to Vice President of Public Relations**
  - assist and manage the concurrent sessions, guest speakers.
  - assist ushers for the state leadership conference.

The Kentucky Association thanks you for your dedication and hard work in helping your officer get the most out of this year.

Source: [National Executive Council Advisers Handbook](#), FCCLA Inc.

## **PERFORMANCE CODE FOR STATE OFFICERS**

As a state officer you are representing one of the finest youth leadership organizations in the country. The eyes of many people will be on you. What you do and how you do it will impact the reputation of FCCLA and should leave a favorable impression. Watch your conduct and avoid anything that might be questioned. Be courteous at all times. State officer advisers have primary responsibility for monitoring the conduct of his or her officer and are expected to enforce state policies regarding procedures, dress, and behavior.

### **CODE OF CONDUCT**

1. Behavior at all times should be such that it reflects positive credit to yourself, your family, your school, your state, and the FCCLA organization.
2. State officers are expected to exhibit trustworthiness, respect, responsibility, fairness, caring, and good citizenship.
3. State officers' conduct is the responsibility of the local chapter adviser. Officers shall keep their adviser informed of their activities and whereabouts at all times.
4. Use of tobacco products is prohibited. Smoking, chewing or dipping is not allowed.
5. State officers are expected to attend all general sessions, assigned workshops, and activities at meetings in accordance with the conference agenda.
6. Any accidents, injuries, illnesses or medical conditions should be reported to the local adviser and the state staff immediately.
7. Public display of affection and intimate physical contact is not acceptable in your role as a state officer.
8. Officers will be informed of curfew at each meeting and expected to observe the designated curfew (Curfew is described as being in your own assigned room by the designated hour) Curfew times are listed in the conference programs.
9. Visitation of male and female members of the opposite sex in hotel guest rooms is strongly discouraged. Permission from advisers of both parties and adult supervision must be obtained before visitation can take place. It is the responsibility of the chapter adviser to provide proper supervision between visitations of the opposite sex.
10. Students shall not participate in any activity that might cause personal injury to himself or herself or the person. Any participant found in violation of hotel safety codes or criminal laws may be sent home at the students'/parents'/guardians' expense. The chapter adviser will contact the parents/guardian and the school principal.
11. If an officer is found responsible for stealing or vandalism, the officer and his/her parents or guardian will be expected to pay all damages. This includes the removal of items from hotels. You are expected to respect hotel property and contest facilities and equipment. The individual(s) and/or parents/guardians must pay any damages to the property or furnishings in the hotel rooms or building
12. State officers may not purchase, possess, consume, or be under the influence of alcohol, illegal drugs, or any form of artificial stimulant while traveling to, during or returning from the conference/contest site at any time. (Drugs prescribed by doctors are permissible in original container.) Violators will be expelled from the conference and turned over to the proper authorities. Chapter advisers will notify parents/guardians and school principals of the action taken.
13. Participants shall sleep in the rooms for which they are registered.
14. Participants shall be considerate and respect the rights of their roommates and other hotel guests by refraining from behavior that may disturb others. Do not make excessive noise or have the radio or TV at a high volume.
15. Participants shall refrain from using profane language, making obscene gestures, or performing acts that would mar the image of the organization.
16. When leaving the hotel or conference site, students are to stay in groups of at least 3 or 4.
17. The state Career and Technical Staff person has the right to take immediate action when violations occur, including sending individuals home at their own expense. In the event this occurs, the local adviser or the assigned chaperone will contact the parents/guardian and the school personnel.

*A violation of rules may subject an officer to disciplinary action. The disciplinary process described below*

*will be followed. A violation of rules 9 through 11 may subject an officer to immediate suspension, therefore, the officer may be sent home from the FCCLA meeting/activity. Transportation home will be arranged at the officer's expense. The disciplinary process will be followed after the activity is over and the officer has arrived at home.*

**Disciplinary Process Defined:** The officer who has committed the offense will be notified immediately that the disciplinary process has begun, and then in written form via certified mail within ten working days following the verbal notification. This information will also be sent to the officer's parent/guardian, local adviser and principal.

1. Upon review of the officer's actions, the Kentucky FCCLA may then
  - a. send letter of reprimand to officer and place letter in officer's file
  - b. place officer on a period of probation
  - c. place officer on suspension
  - d. remove officer from office
2. The state officer, local adviser, principal, parent/guardian shall be notified via certified mail within 10 working days of the decision.

#### **OFFICER UNIFORM AND DRESS CODE**

State officers are expected to follow the *Kentucky FCCLA Dress Code* and the uniform schedule provided for each meeting/activity. Because FCCLA is a career-technical student organization with career preparation as an integral part of its mission, state officers are expected to set high standards of appearance. The following additional standards must be followed when state officers are participating in FCCLA events and/or representing the state association.

1. Hair must be neat and clean and must be styled in a manner to prevent covering the eyes and face. Hair ornamentation is limited to simple bands or clasps used to prevent hair from being in the eyes or face.
  2. Visible body piercing is limited to one per ear. Earrings must be simple in style and limited in size to less than 1 inch.
  3. Visible tattoos are prohibited.
  4. Nails must be short in length. Polish must be of neutral color, un-chipped, and plain in design.
  5. Tight-fitting clothing (jeans, shorts, tank tops, etc.) is prohibited.
  6. Pants/skirts/shorts must be worn so that the navel does not show.
  7. Shirts, blouses, or tops must have straps that are at least one inch wide and may not be cut lower in front than the top of the armpit.
  8. Skirts (and skirt slits) may be no shorter than two inches above the knee. Shorts must be no shorter than mid-thigh.
  9. Flip-flops and casual sandals may not be worn with the officer uniform or as young professional attire.
  10. Evening gown guidelines: may not be cut lower in front than the top of the armpit or lower in the back than the waistline; a bra must be worn and undergarments must not show; slits and/or skirt length must not be more than two inches above the knee.
  11. Males evening attire: Dark suite with white shirt solid tie or tuxedoes and dress shoes.
- When representing FCCLA wear the official uniform, unless otherwise requested or approved by state adviser. There will be no smoking.
  - The only pins worn on the uniform are the officer pin, ultimate officer pin and the name badge. Other pins (i.e. Power of One) should be worn on the chapter uniform or other garment. The officer pin should be worn over the heart with the guard to the left and slightly below the emblem.
  - The officer pin is your pin to keep as a new one will be presented to your successor during the installation ceremony.
  - The garments which will be designated as the official uniform will be selected each year by the state staff. Substitution of other pieces must have prior approval of state staff. Based on what the state staff and officers decide, additional uniform pieces and accessories may

be purchased (extra shirts, blouses, slacks, etc.). All costs must be paid by the officer and/or the chapter.

- Do not wear individual pieces of your official uniform for non-FCCLA related activities, as you will want to keep these items in good condition.
- The official uniform for the state officers of the Kentucky Association of the FCCLA shall be red blazer purchased from the official emblematic supplier of the national organization.  
Official Uniform must be worn any time the officer is to represent the organization in their school, community, state or nationals events.
- Travel uniforms for state officers which are decided by the state adviser each year are to be worn to and from all FCCLA official meetings unless the official Uniform is to be worn.

*Failure to follow the Kentucky FCCLA Dress Code and the standards above may result in the officer being prohibited from participating in the FCCLA meeting/activity or sent to change clothing.*

### **STATE OFFICER EXPECTATIONS**

- Set a good example for other officers and members to follow. You shall represent the organization at all times in a manner that will reflect a positive image. When you're out in a group mix and mingle--don't attach to one person. Exhibit qualities of a team player/member when working with local chapters, state staff, advisers, and executive council members. Officers are expected to work harmoniously and respect the opinions, ideas, and decisions of others. The key tools needed to be a successful team player are a positive attitude, flexibility, and the willingness to be supportive of other's ideas.
- As a State Executive Council member, there are many responsibilities. These responsibilities take priority over other school and community activities. In order to honor these priorities, sacrifices sometimes have to be made, so be prepared to manage them positively.
- Do your best at all times. Make the most effective use of your time.
- Keep all appointments. Plan to arrive a little ahead of schedule.
- Learn all you can about FCCLA on the national, state, and local levels.
- Start all meetings on time--urge all members to be prompt.
- Set definite deadlines for projects. Help everyone see the value of having projects completed by the assigned time. For yourself, get things done ahead of time and be certain you meet the deadlines that are set. Don't forget to budget time for yourself!
- You will be in the limelight, and people will be treating you very special--don't read it wrong.
- State Officers shall set an example for all members by adhering strictly to the Code of Conduct for Students as established by the organization.
- State Officers are expected to carry out the duties of their office including:
  - Being prepared to serve a full term representing their school and district.
  - Attending local, state and national activities including state and national conferences
  - Attending all state officer training activities, some which may be out of state
  - Serving the needs of local chapters and regions, including assisting with training local and regional officers.
  - State Officers found to be in violation of the above shall be reprimanded which may include resignation from their office according to each individual organization's policies.

The expectations of state FCCLA officers as listed above and in the state FCCLA officer commitment form must be read and the form signed by all state officer candidates and their advisers.

State FCCLA Officer Commitment Form. (To be signed by each state FCCLA Officer candidate with the understanding that a state officer may be removed from office if he/she does not satisfactorily follow these expectations.)

If elected a state FCCLA Officer, during my year of service I pledge that I will:

- Be dedicated and committed to FCCLA and the total program of Family and Consumer Sciences.
- Attend all executive council meetings in their entirety.
- Attend National Leadership Meeting and take part in all activities including those assigned while at the meeting.(excluding GSP honorees)
- Attend National events hosted by the State FCCLA Association (e.g. Cluster Meetings, etc.)
- Attend State Officer and Leadership Training Conferences
- Attend State Meeting.
- Attend all scheduled sessions at regional, state and national meetings.
- Exhibit behavior that reflects the positive image of FCCLA at all times (e.g. Appropriate language, dress, behavior, manners, etc.)
- Wear official uniform when representing the Kentucky Association (while attending meetings and traveling to and from meetings)
- Carry out duties as stated in the bylaws.
- Cooperate and consult with local adviser and state adviser.
- Keep an up-to-date file to be given to the new state officer.
- Abide by the Code of Conduct put forth for All Career and Technical Student Organization members and officers (Kentucky Career and Technical Student Organizations Policies and Procedures Guide, 1994)
- Participate in other duties as assigned.

The state adviser will monitor all of these expectations. Violations will be referred to a committee and appropriate action will be taken with the state adviser making the final decision.

Proposed / Tentative Dates to be expected to attend:

Executive Council Meeting- tentative April 24, 2017

Leadership Camp- June 4-7, 2017

National Meeting – July 1-7, 2017 Nashville, TN

Fall Executive Council Meeting- tentative August/ September

Winter Executive Council Meeting- To Be Announced (tentative Jan)

State Meeting- March 25-28, 2018

2 Regional Meetings – to be announced.

Below are dates of opportunity for State Officers to attend but not required.

Student Leadership Day – February 2018

Cluster Meeting- November 2017

I have read the expectations of State FCCLA Officers, code of conduct, commitment form and dates required to attend and understand them. I will abide by them if elected to a state office.

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

I have read the expectations of State FCCLA Officers, code of conduct, commitment form and dates required to attend and understand them. I will abide by them and assist my student by chaperoning if elected to a state office.

Signature of Adviser \_\_\_\_\_ Date: \_\_\_\_\_

I have read the expectations of State FCCLA Officers, code of conduct, commitment form and dates required to attend and understand them. I will abide by them and support my child if elected to a state office.

Signature of Parent \_\_\_\_\_

Date: \_\_\_\_\_

I have read the expectations of State FCCLA Officers, code of conduct, commitment form and dates required to attend and understand them. I will abide by them and assist my student by in honoring their responsibility by giving my support and cooperation if elected to a state office.

Signature of Principal \_\_\_\_\_

Date: \_\_\_\_\_

**KENTUCKY ASSOCIATION  
STATE OFFICERS' CODE OF CONDUCT & PLEDGE**

Please read this document carefully, get parent/guardian signature, and bring it to the post-conference State Executive Council meeting if elected to state office. You and your adviser will sign the document during that meeting.

**PERFORMANCE CODE FOR STATE OFFICERS**

As a state officer you are representing one of the finest youth leadership organizations in the country. The eyes of many people will be on you. What you do and how you do it will impact the reputation of FCCLA and should leave a favorable impression. Watch your conduct and avoid anything that might be questioned. Be courteous at all times. State officer advisers have primary responsibility for monitoring the conduct of his or her officer and are expected to enforce state policies regarding procedures, dress, and behavior.

**CODE OF CONDUCT**

1. Behavior at all times should be such that it reflects credit to you, your family, your school, your state, and the FCCLA organization.
2. State officers are expected to exhibit trustworthiness, respect, responsibility, fairness, caring, and citizenship.
3. State officers' conduct is the responsibility of the local chapter adviser. Officers shall keep their adviser informed of their activities and whereabouts at all times.
4. Use of tobacco products is prohibited.
5. State officers are expected to attend all general sessions, assigned workshops, and activities at meetings in accordance with the conference agenda.
6. Any accidents, injuries, illnesses or medical conditions should be reported to the local adviser and the state staff immediately.
7. Public display of affection and intimate physical contact is not acceptable in your role as a state officer.
8. Officers will be informed of curfew at each meeting and expected to observe the designated curfew (Curfew is described as being in your own assigned room by the designated hour) Curfew times are listed in the conference programs.
9. Visitation of male and female members of the opposite sex in hotel guest rooms is strongly discouraged. Permission from advisers of both parties and adult supervision must be obtained before visitation can take place. It is the responsibility of the chapter adviser to provide proper supervision between visitations of the opposite sex.
10. If an officer is found responsible for stealing or vandalism, the officer and his/her parents or guardian will be expected to pay all damages. This includes the removal of items from hotels. You are expected to respect hotel property and contest facilities and equipment. The individual(s) and/or parents/guardians must pay any damages to the property or furnishings in the hotel rooms or building.
11. Students shall not participate in any activity that might cause personal injury to himself or herself or the person. Any participant found in violation of hotel safety codes or criminal laws may be sent home at the students'/parents'/guardians' expense. The chapter adviser will contact the parents/guardian and the school principal.
12. State officers may not purchase, possess, consume, or be under the influence of alcohol, illegal drugs, or any form of artificial stimulant while traveling to, during or returning from the conference/contest site at any time. (Drugs prescribed by doctors are permissible in original container.) Violators will be expelled from the conference and turned over to the proper authorities. Chapter advisers will notify parents/guardians and school principals of the action taken.
13. Participants shall sleep in the rooms for which they are registered.
14. Participants shall be considerate and respect the rights of their roommates and other hotel guests by refraining from behavior that may disturb others. Do not make excessive noise or have the radio or TV at a high volume.
15. Participants shall refrain from using profane language, making obscene gestures, or performing acts that would mar the image of the organization.
16. When leaving the hotel or conference site, students are to stay in groups of at least 3.
17. The state Career and Technical Staff person has the right to take immediate action when violations occur, including sending individuals home at their own expense. In the event this occurs, the local adviser or the assigned chaperone will contact the parents/guardian and the school personnel.

**CODE OF CONDUCT Disciplinary Process Defined:**

1. The officer who has committed the offense will be notified immediately that the disciplinary process has begun, and then in written form via certified mail within ten working days following the verbal notification. This information will also be sent to the officer's parent/guardian, local adviser and principal.
2. Upon review of the officer's actions, the Kentucky FCCLA may then
  - e. send letter of reprimand to officer and place letter in officer's file
  - f. place officer on a period of probation
  - g. place officer on suspension
  - h. remove officer from office
3. The state officer, local adviser, principal, parent/guardian shall be notified via certified mail within 10 working days of the decision.

***A violation of rules may subject an officer to disciplinary action. The disciplinary process described below will be followed. A violation of rules 9 through 12 may subject an officer to immediate suspension, therefore, the officer may be sent home from the FCCLA meeting/activity. Transportation home will be arranged at the officer's expense. The disciplinary process will be followed after the activity is over and the officer has arrived at home.***

**DRESS CODE** State officers are expected to follow the *Kentucky FCCLA Dress Code* and the uniform schedule provided for each meeting/activity. Because FCCLA is a career-technical student organization with career preparation as an integral part of its mission, state officers are expected to set high standards of appearance. The following additional standards must be followed when state officers are participating in FCCLA events and/or representing the state association.

1. Hair must be neat and clean and must be styled in a manner to prevent covering the eyes and face. Hair ornamentation is limited to simple bands or clasps used to prevent hair from being in the eyes or face.
2. Visible body piercing is limited to one per ear. Earrings must be simple in style & limited size:less than 1 inch.
3. Visible tattoos are prohibited.
4. Nails must be short in length. Polish must be of neutral color, un-chipped, and plain in design.
5. Tight-fitting clothing (jeans, shorts, tank tops, etc.) is prohibited.
6. Pants/skirts/shorts must be worn so that the navel does not show.
7. Evening gown guidelines, Shirts, blouses, or tops must have straps that are at least one inch wide and may not be cut lower in front than the top of the armpit or lower in the back than the waistline; a bra must be worn and undergarments must not show; slits and/or skirt length must not be more than two inches above the knee.
8. Skirts (and skirt slits) may be no shorter than two inches above the knee. Shorts be no shorter than mid-thigh.
9. Flip-flops and casual sandals may not be worn with the officer uniform or as young professional attire.

***Failure to follow the Kentucky FCCLA Dress Code and the standards above may result in the officer being prohibited from participating in the FCCLA meeting/activity or sent to change clothing.***

#### **OFFICER'S PLEDGE**

I \_\_\_\_\_, \_\_\_\_\_,  
 (name) (office)

pledge to the Kentucky Association of Family, Career and Community Leaders of America the following:

- To fulfill the duties of my specific office and the general duties of state officers, as described in the handbook,
- To come prepared to all council meetings and other functions,
- To make the office to which elected first priority this year,
- To comply with the state officers' Code of Conduct and Dress Code, as well as all policies of the association,

- To maintain my overall scholastic average of 2.5 or above,
- To fulfill all responsibilities under the direction of my local adviser,
- To conduct myself as a leader and in a manner befitting a state officer, realizing that I am an example at all times for members statewide. If I should fail to do so, I understand that I may be relieved of the office.
  - Be dedicated and committed to FCCLA and the total program of Family and Consumer Sciences.
  - Attend all executive council meetings in their entirety.
  - Attend National Leadership Meeting and take part in all activities including those assigned while at the meeting.(excluding GSP honorees)
  - Attend National events hosted by the State FCCLA Association (e.g. Cluster Meetings, etc.)
  - Attend State Officer and Leadership Training Conferences
  - Attend State Meeting.
  - Attend all scheduled sessions at regional, state and national meetings.
  - Exhibit behavior that reflects the positive image of FCCLA at all times (e.g. Appropriate language, dress, behavior, manners, etc.)
  - Wear official uniform when representing the Kentucky Association (while attending meetings and traveling to and from meetings)
  - Carry out duties as stated in the bylaws.
  - Cooperate and consult with local adviser and state adviser.
  - Keep an up-to-date file to be given to the new state officer.
  - Abide by the Code of Conduct put forth for All Career and Technical Student Organization members and officers (Kentucky Career and Technical Student Organizations Policies and Procedures Guide, 1994)
  - Participate in other duties as assigned.

**I accept this pledge and consider it an honor and a privilege to serve the Kentucky Association of Family, Career and Community Leaders of America for the coming year.**

---

Officer's signature

Adviser's signature as Witness

---

Parent/Guardian

---

Date

## **OFFICER & ADVISER TIDBITS**

### **OFFICER/ADVISER EXPENSES AND REIMBURSEMENT**

- State officers are expected to attend the state leadership conference and pay registration fee. The state organization will pay for hotel bill and make arrangements for the state officer during the state conference dates.
- Since attendance at Cluster meetings is optional for state officers, expenses will not be reimbursed. In the event Kentucky is a host state for Cluster, certain expenses may be reimbursed depending on the level of involvement.
- State officers are expected to attend the National Leadership Meeting. A travel stipend will be provided based on the budget guidelines established by the Board of Directors. This stipend is usually \$300 and will not cover the total meeting expenses. Officers are encouraged to seek educational partnerships with local businesses to assist with the cost and may need financial help from the local chapter and your family.

### **OFFICER REPORTS AND CORRESPONDENCE**

- A program of work is due September 1<sup>st</sup>. The program of work should include goals and plan for the year.
- A written summary of your work as a state officer is given three times during the year – at the fall, winter, and pre-conference State Executive Council meetings. Use the State Officer Focus Report form, provided in the forms section of the State Executive Council handbook and on the computer disk in your officer file. Bring 2 copies of the State Officer Focus Report to these State Executive Council meetings for distribution to the state adviser and for the 1<sup>st</sup> vice president's yearly records.
- All correspondence, presentations, and scripts must receive prior approval, first from your adviser and then from the state adviser.

### **COMMUNICATION TIPS**

- It is imperative that you never make a statement which can be interpreted as an endorsement, or an implied endorsement, by the FCCLA organization of any activity unless that activity has been officially approved by the state office.
- Be careful of what you say and how you say it. Do not commit yourself orally or in writing unless you are certain you are right.
- When speaking with or about important or older people, they are always referred to as Mr., Mrs., or Ms. (Dr., if appropriate).
- Make a special effort to remember peoples' names.
- Be sure to know what you are talking about. Make every effort to refrain from discussing topics which may be controversial. Stay out of arguments and never be critical of anyone.
- Always be a good listener but, at the same time, be a good conversationalist.
- If you do not know an answer, be frank and simply say "I do not know." However, make a point to find out the answer and get back with the person.

### **PUBLIC SPEAKING TIPS**

When speaking at a chapter meeting or banquet, have the talk well-prepared in advance. Some suggestions:

- Bring greetings from the state association and express your appreciation for being invited
- Express appreciation to the supervisor or superintendent, board of education, and teachers for their part in helping the members build a strong chapter
- Let the audience know that you are aware of some of the good work the chapter is doing
- If at a meeting where parents are present, mention that members appreciate their parents' cooperation and sacrifice even though they often fail to express their appreciation
- Speak a word of appreciation for the organization or group that served the banquet
- Don't talk too long--ordinarily an 8 - 12 minute talk, well thought-out in advance and presented effectively will serve the purpose
- Avoid off-color jokes or stories.

## **MAKING OFFICIAL OFFICER VISITS**

### **When you visit a conference, meeting, or chapter:**

- Find out as much as possible about the chapter or group before your visit.
- Get acquainted with as many members as possible.
- Give encouragement to members and advisers.
- Recognize the good things the group is doing.
- Avoid sarcasm and outright criticism.
- If it seems advisable, tell them a few of the good things other groups are doing.
- Be of whatever help possible to members and officers.
- Meet with the supervisor or superintendent--this is a school organization.

## **DEVELOPING BUSINESS-EDUCATION PARTNERSHIPS**

Over the past few years, Kentucky FCCLA has restructured and expanded programs to continue to meet the needs of our diverse membership. Examples of these programs include:

- Increased leadership opportunities for members primarily through:
  - ~ serving as a state or national FCCLA officer
  - ~ attending leadership training retreats and/or workshops
  - ~ participating in one of over 30 categories of our competitive "STAR Events", and
  - ~ attending the State Leadership & Recognition Conference
- membership awards at the state level for chapters who increase membership with the largest chapter for the high school and middle school and the largest % increase.
- development and management of an expansive Web site ([www.ky-fccla.org](http://www.ky-fccla.org)) that provides up-to-date information and resources for Kentucky FCCLA members and advisers
- awards for chapters completing projects and award applications in many program areas: Career Connection, Community Service, Families First, Families Acting for Community Traffic Safety (FACTS), Financial Fitness, Leaders at Work, STOP The Violence, Student Body, Power of One, Brand FCCLA and Outstanding Chapters
- training for advisers on the co-curricular approach to chapter management, and providing updates on new curriculum materials and programs
- an active Alumni & Associates organization involved in implementation of FCCLA programs and activities and in coordination of the State Leadership Conference

- and much more.

There is a price tag attached to each of these activities. To support just the State Executive Council costs the association over \$1,300.00 per officer/adviser team in most fiscal years.

In 2000 there was an effort to involve state officers in establishing partnerships between the Kentucky Association and appropriate businesses, industry, and organizations to help with the cost of STAR Events. Since that time, partnerships have been developed and financial sponsorships obtained by CITI Card to help with STAR Events. Due to the economy that partnership is no longer. The partnerships support various programs offered by the Kentucky Association. With rising costs, income from other sources is crucial if we are to continue operating at our current level.

Early in your year as a state officer, the executive council will meet to learn more about contacting potential sponsors or "partners". The council will set a goal for each officer-- generally this has been \$100.00 or more.

This is not an easy undertaking and the process must be started early. State officers should use the months of July and August to begin making contacts and obtaining firm commitments for funding. December 1 is our target date to have a strong list of financial supporters.

Officers who have been involved with this process in the past find that it is an excellent experience for both themselves and the persons who are contacted. Officers strengthen skills in learning and practicing proper etiquette in a business situation, as well as oral and written communication skills. The person with whom you are talking learns more about our organization and how they can be involved with reaching youth who are studying issues pertaining to work and family.

Study the information that follows so that you will be prepared for discussion on this topic at the first executive council training session. The future stability of our organization depends to a large extent on your success with this state officer responsibility.

### **EDUCATIONAL PARTNERSHIP TIMELINE**

June State Executive Council Meeting – Create an initial list of potential partners (you can always add to the list as you think of additional businesses)

July 30 – First contacts to arrange appointments should be made

August 5 – First visit should be made

September 1 – Five or more visits made

September SEC Meeting – Tentative report on the *Educational Partnership Form*

November 1 – Additional appointments should be made if goal has not been reached

December 1 – Final report due to State adviser

### **IMPORTANT POINTS TO REMEMBER AS YOU BEGIN**

#### **Do's**

- ◆ **Start early.** July and August are the best times to begin working on partnerships. Once school starts, advisers and officers tend to be busy with membership activities and program planning. Some businesses may have to seek "higher authority" to give contributions or may have a specific deadline for requests so don't procrastinate until September in making contacts.

- ◆ **Use the list of previous partners to identify those in your geographical area.** The partners on our master list have already shown their support of FCCLA and may be willing to repeat their contribution without the need for you to create a packet or even make an office visit – a phone call may be all that is necessary.
- ◆ **Identify companies where you and other chapter members may already have a “contact.”** You or other members of your chapter may have parents and family members who work for companies in your area. Companies generally are more willing to make contributions if an employee's family member is actively involved in the organization. Take the other chapter member/s with you on the partnership visit. It is a good experience for them as well.

### **Don'ts**

- ◆ **Don't expect your chapter, school, or school division to be an educational partner.** Too often, state officers take the “easy way” and request money from these sources. They are already supporting you as a state officer in important ways. The benefit of making partnership contacts with business, industry, and civic organizations goes beyond the monetary contributions you may get. They will learn more about FCCLA and gain an understanding of the multiple ways that we make a positive impact on families, the school, workplace and community. The contacts are great public relations even if no partnership results.
- ◆ **Don't mail letters and packets to potential partners and expect them to respond.** Leaders in the business world are busy people and they receive many requests for monetary support. Most will not read a proposal or take any follow-up action if it comes in the mail. A personal visit to present the information and answer questions about FCCLA and how it benefits students is much more successful.

## **STEPS IN MAKING THAT GREAT CONTACT TO POTENTIAL EDUCATIONAL PARTNERS**

- 1) Complete a list of possible partnerships including all civic organizations and businesses that might provide food products, printing, paper, or other products and/or services.
- 2) Research each business or organization and find out who you should contact. (Contact the president or owner for smaller businesses and organizations; the Director of Human Resources for larger businesses and corporations. A secretary or receptionist at the company can give you that information. Request the person's full name, title, address, and phone number.)
- 3) Make initial phone call and set up visit. Introduce yourself–state your name, where you go to school, your state officer position. State why you are calling—"As a student at (your school) I am working to create educational partnerships for FCCLA - Family, Career and Community Leaders of America – and would like to arrange an appointment to discuss this with you."
- 4) Prepare packets to take with you to each organization or business

Packets may include the following information or items:

- \$      FCCLA folder
- \$      Recent copy of Teen Times
- \$      Your business card
- \$      National brochure (describing organization & programs)
- \$      Information sheet (located in Chapter Handbook)
- \$      Information sheet explaining national programs
- \$      Information sheet explaining partnership benefits
- \$      Copy of an SLRC program

Try to avoid mailing the packet. It is much more impressive to deliver it in person, wearing your state officer uniform.

- 5) After visit, send follow-up letter (a sample copy is included). Once you have visited the company in person, offer to return, if necessary, to speak to other individuals in the organization or to be available to answer any questions by phone. Regardless of what happens, send a thank-you letter within two days of your appointment!
  - 6) Continue contacting until you receive an answer or donation (contributions should be made payable to "Kentucky FCCLA").
  - 7) Send a thank you letter after receiving any donation or service (a sample copy is included)

### ***Questions you may be asked:***

- **What is FCCLA?**  
Use the basic information in the mission statement to answer this question – state officers should be able to say this without reading it and in a conversational manner.
  - **How much money are you asking for?**  
We are grateful for any support. We recognize our partners in the following levels:

Contributor	up to \$100
Bronze Sponsor	\$100 - \$299
Silver Sponsor	\$300 - \$699
Gold Sponsor	\$700 - \$1,000
Educational Partner	\$1,000+
  - **What would the money be used for?**  
A two-page handout is included for your use in explaining our areas of greatest need.
  - **How did you become involved?**  
Students can respond by talking about the process of enrolling in the family and consumer sciences program and that FCCLA is an integral part of classroom instruction. Family and consumer sciences today focus on preparation for balancing the multiple roles of family member, wage earner, and community leader.

# EDUCATIONAL PARTNERSHIPS FOR KENTUCKY FCCLA

## *WHERE DOES THE MONEY GO?*

As the State Executive Council struggles with the realities of rising prices and a philosophy that membership dues increases should be a last resort, it is natural that questions arise concerning the use of money raised through educational partnerships. An explanation of planned categorical use of these funds is outlined below. **Please notice that this plan is based on the established goal of \$1000.00 generated per officer.**

**CATEGORY NO. 1:**

**State Leadership & Recognition Conference \$ 3,500.00**

This amount (\$3,500.00) has been figured into the conference budget as a receipt. It will be used as designated by the educational partner or as a part of the general conference budget. General budget items include keynote speakers, leadership workshops, conference programs and audio-visual support, supplies, etc. More than 1200 members and advisers, providing excellent publicity for educational partners who support this activity, attend the conference.

## CATEGORY NO.2:

**Leadership Training for State Officers & Related Duties \$ 6,000.00**

A large percentage (over 25%) of the Kentucky Association's yearly budget--generated by membership dues--is spent on expenses related to the state officers. This includes: a 4-day leadership training retreat for state officers and advisers; assistance with National Leadership Meeting costs; assistance with uniform costs; travel expenses related to State Executive

Council meetings and other officer duties; materials and supplies needed to carry out responsibilities; and expenses related to participation in the State Leadership & Recognition Conference.

As costs for services and products continue to rise, it becomes increasingly vital that officers generate income to offset the large percentage of dues money currently being spent on them.

#### **CATEGORY NO. 3:**

#### **Awards for FCCLA Projects in Educational Program Areas    \$ 300 each or \$3,300**

Kentucky FCCLA gives annual awards and special recognition to those members and chapters who plan and carry out effective projects in any of 11 educational programs: *Career Connection, Community Service, Families First, Families Acting for Community Traffic Safety (FACTS), Financial Fitness, Leaders at Work, STOP The Violence, Student Body, Power of One, Brand FCCLA and Outstanding Chapters.*

For a \$300 contribution, an educational partner could provide awards such as certificates, conference ribbons, pins and related printing costs necessary to honor the award-winning chapters or members each year in one particular program.

#### **CATEGORY NO. 4:**

#### **STAR Events – State Awards & Scholarships for National Competition**

Kentucky FCCLA offers over 60 categories of skill contests that provide an opportunity for members to demonstrate interpersonal, career, or leadership skills. Students receive medals for their competitive efforts and plaques are awarded to top state winners in each event category. Top winners in over 40 categories progress to the national competition. Most events have three categories (junior, senior and occupational) and many may be “team” events with two or more students working together on a project. An educational partner could sponsor STAR Events, including a \$150 scholarship for the top winners to use in registering for the national competition, based on this estimated expense chart:

<b>EVENT &amp; CATEGORIES</b>	<b>SCHOLARSHIPS FOR NAT'L COMPETITION</b>	<b>\$\$ TO SPONSOR ALL LEVELS</b>
Career Investigation Junior Level	\$ 150	<b>\$ 900</b>
Chapter Service Project (Manual or Display) Junior Level Senior Level	\$ 150 \$ 150	<b>\$ 1,800</b>
Chapter In Review (Manual or Display) Junior Level Senior Level	\$ 150 \$ 150	<b>\$ 1,800</b>
Culinary Arts – Occupational Only	\$ 150	<b>\$ 650</b>
Early Childhood - Occupational Only	\$ 150	<b>\$ 650</b>
Applied Math for Culinary Sr. or Occupational	\$150	<b>\$650</b>
Entrepreneurship Junior Level Senior Level	\$ 150 \$ 150	<b>\$ 900</b>
Focus on Children Junior Level Senior Level	\$ 150 \$ 150	<b>\$ 950</b>

Hospitality - Senior or Occupational	\$ 150	<b>\$ 250</b>
Illustrated Talk Junior Level Senior Level	\$ 150 \$ 150	<b>\$ 1,200</b>
Interpersonal Communications Junior Level Senior Level	\$ 150 \$ 150	<b>\$ 900</b>
Job Interview Modified Level Senior Level or Occupational Level	\$ 150 \$ 150 \$ 150	<b>\$ 1000</b>
National Programs in Action Junior Level Senior Level	\$ 150 \$ 150	<b>\$900</b>
Parliamentary Procedure Junior Level Senior Level	\$ 150 per winner \$ 150 per winner	<b>\$ 3,500</b>
Environmental Ambassador Junior Level Senior Level	\$150  \$150	<b>\$1800</b>
Life Event Planning Junior Level Senior Level	\$150  \$150	<b>\$1800</b>
Nutrition and Wellness Junior Level Senior Level	<b>\$150</b>  <b>\$150</b>	<b>\$1800</b>
Recycle and Redesign Junior Level Senior Level	<b>\$150</b>  <b>\$150</b>	<b>\$1800</b>
Advocacy Junior Level Senior Level	<b>\$150</b>  <b>\$150</b>	<b>\$1800</b>
Promote & Publicize Junior Level Senior Level	<b>\$150</b>  <b>\$150</b>	<b>\$1800</b>
Fashion Construction Senior Level	<b>\$150</b>	<b>\$650</b>
Fashion Design Senior Level	<b>\$150</b>	<b>\$650</b>
Food Innovations Senior Only	<b>\$150</b>	<b>\$650</b>
Interior Design- Senior Level	<b>\$150</b>	<b>\$650</b>
Sports Nutrition Junior Level Senior Level or Occupational	<b>\$150</b>  <b>\$150</b>	<b>\$1800</b>
Teach and Train Senior or Occupational	<b>\$150</b>	<b>\$650</b>

**TOTAL ASSISTANCE NEEDED FROM EDUCATIONAL PARTNERS TO MEET ANNUAL**

**BUDGET: \$ 32,800.00**

**SAMPLE LETTER – INFORMATION PACKET:** Use this letter ONLY when a packet of materials is requested in advance of your visit. The information here is more effective when shared in person but some companies may insist that you send materials prior to your appointment. Sending this letter and a packet without an appointment in place is not an effective way to get partnerships.

*From the office of:*  
\_\_\_\_\_ ~ *State Vice President of* \_\_\_\_\_  
*School*  
*School Address*  
*Phone:* \_\_\_\_\_ *FAX:* \_\_\_\_\_ *E-mail:* (may use adviser's here)

January 11, 20174

Mr. Mitchell Funk, HR Manager  
C & F Auction Inc.  
8175 Spring Valley Road  
Fries, KY 24330

Dear Mr. Funk:

As a student interested in helping other youth prepare for their roles as wage earners, family members, and community leaders, I am writing to ask that you enter into an educational partnership with Family, Career and Community Leaders of America. FCCLA is a school-sponsored leadership organization with (insert #) members in our county. A contribution of \$100-\$1000 to Kentucky FCCLA would make a tremendous impact on leadership opportunities for Kentucky teens.

Kentucky FCCLA has over 10,000 student members, and serves as a springboard for youth projects across the Commonwealth. Students may choose to be involved in projects that promote community service, leadership, skills for employment, family living, consumer education, or nutrition and health.

Included in this packet is a list of our program areas with descriptions of each.

By sponsoring FCCLA, you are supporting the only school-sponsored national organization with the family as its central focus. Through our organization's activities, teens develop leadership skills, learn to make decisions, and function as productive group members. These skills make them more productive employees and citizens. Your generosity will support leadership activities for students and will be acknowledged throughout the Commonwealth. A description of the leadership training and project development we sponsor is included in this packet.

I look forward to meeting with you on \_\_\_\_\_ (*date*) \_\_\_\_\_. Thank you in advance for your kind consideration of this request. If you have questions prior to our meeting, do not hesitate to contact me at (*insert school name*) at (*insert phone number*) or at my home (*insert number*).

Sincerely,

(*four single spaces*)

(*Your Name*)  
Kentucky FCCLA State Vice President

(*2 single spaces*) Enclosures

**SAMPLE LETTER – PARTNERSHIP VISIT FOLLOW-UP:** Send this letter after your initial appointment with a potential partner. If the partner makes a donation during the visit, use the “Thank You” letter instead.

*From the office of:*  
\_\_\_\_\_ ~ *State Vice President of* \_\_\_\_\_  
*School*  
*School Address*  
*Phone:*      *FAX:*      *E-mail:* (*may use adviser’s here*)

January 11, 20174

Mr. Junior Anderson  
Branch Manager  
First Virginia Bank  
473 West Main Street  
Fries, KY 24330

Dear Mr. Anderson:

Thank you for considering the opportunity to be an educational partner with the Kentucky Association of Family, Career and Community Leaders of America (FCCLA). Your thoughtfulness is appreciated throughout our school and community as well as the Commonwealth of Kentucky. I enjoyed meeting with you to explain the mission of FCCLA and our need for educational partners.

If you have decided to become an educational partner, please make your check payable to Kentucky FCCLA. You may send it to my attention at (*insert school name and school address*).

Please don't hesitate to contact me if you have any further questions or need additional information. You may reach me at my home (*insert number*) or at school at (*insert number*). You may also direct questions to my FCCLA adviser, (*insert name*) at the school number.

Thank you again for your time and support.

Sincerely,

*(four single spaces)*

*(Your Name)*  
Kentucky FCCLA State Vice President

**SAMPLE LETTER – THANK YOU TO EDUCATIONAL PARTNER:** Use this letter once the partnership check has been received. If the donation was given during your actual visit, add a sentence indicating that you enjoyed meeting with the partner and appreciate the time he/she gave to you (since this would be sent in place of the Partnership Follow-up Letter).

*From the office of:*  
\_\_\_\_\_  
~ State Vice President of \_\_\_\_\_  
School  
School Address  
Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: (may use adviser's here)

January 11, 20174

Mr. Junior Anderson, President  
First Virginia Bank  
P.O. Box 441  
Fries, KY 24330

Dear Mr. Anderson:

Thank you for your generous donation of \$\_\_\_\_\_ to the Kentucky Association of Family, Career and Community Leaders of America (FCCLA). Because of your generosity, youth throughout the Commonwealth will have the opportunity to develop skills that will make them successful family members, wage earners, and community leaders.

We will use your donation to provide youth leadership development opportunities and to offer training in our educational program areas. Because of your support, Kentucky FCCLA will be able to help our members plan and carry out meaningful projects that have a positive impact on families, careers, and communities. This letter will serve as a receipt for a tax deduction unless you request additional documentation.

Please mark your calendar for Friday, (*insert date*) when our educational partners are recognized during the *Opening General Session (if this is the scheduled time)* of our State Leadership & Recognition Conference in (*insert city*). A separate invitation for this event will be mailed to you in February. If you cannot attend, I will arrange to present your recognition when I return from the conference.

Please let me know if there are ways I or my FCCLA chapter can provide assistance to you, or if you would like to be actively involved in any of our FCCLA projects. We always welcome ideas and input from leaders like you. Thank you again for your generous contribution.

Sincerely,

(*Your Name*)  
Kentucky FCCLA State Vice President

# **EDUCATIONAL PARTNERSHIPS FOLLOW-UP CHECKLIST:**

## **IMMEDIATELY AFTER STATE OFFICER CONFIRMS PARTNERSHIP:**

- WRITE A "THANK YOU" LETTER TO THE APPROPRIATE BUSINESS CONTACT. SAMPLE LETTERS HAVE BEEN PROVIDED. YOUR DRAFT MUST BE APPROVED BY SPECIALIST(S) PRIOR TO MAILING.
- SEND COPIES OF THE ABOVE LETTER ALONG WITH AN UPDATED COPY OF THE EDUCATIONAL PARTNERSHIP FORM (PROVIDED IN THE FORMS SECTION OF THE SEC HANDBOOK) TO THE VICE PRESIDENT OF PUBLIC RELATIONS AND THE FCCLA SPECIALIST(S).
- IF POSSIBLE, TAKE A DIGITAL PHOTO WITH THE PARTNER AND SEND IT FOR USE AT THE SLRC  
(PICTURE MAY BE OF THE BUSINESS ITSELF, YOU WITH THE COMPANY REPRESENTATIVES, THE COMPANY REPS. IN FRONT OF THE BUSINESS, ETC. -ANY INTERESTING PHOTO THAT IDENTIFIES THE BUSINESS. LABEL PHOTOS ON THE BACK.)

## **AFTER THE STATE LEADERSHIP & RECOGNITION CONFERENCE:**

- PRESENT THE PLAQUE TO THE BUSINESS (IF A REPRESENTATIVE DID NOT ATTEND THE SLRC) AND TAKE A PICTURE OF THE OFFICIAL PRESENTATION.
- WRITE AN ARTICLE FOR THE LOCAL PAPER ABOUT THE EDUCATIONAL PARTNERSHIP
  - DO NOT MENTION THE \$\$\$ AMOUNT OF THE PARTNERSHIP
  - GET PERMISSION FROM THE BUSINESS TO PUT THE ARTICLE IN THE PAPER
  - SEND THE BUSINESS A COPY OF THE ARTICLE BEFORE SENDING IT TO THE PAPER.
  - ARTICLE SHOULD INCLUDE PICTURE TAKEN DURING PRESENTATION AT THE State Leadership Conference OR AT THE BUSINESS IF NO REPRESENTATIVE COULD ATTEND THE State Leadership Conference.

## **VICE PRESIDENT OF PUBLIC RELATIONS - FOLLOW-UP ON ALL PARTNERSHIPS:**

- WRITE A "THANK YOU" LETTER ON BEHALF OF THE STATE ASSOCIATION WITH AN INVITATION TO THE State Leadership Conference OPENING SESSION (*IF THAT IS WHERE PARTNERS WILL BE RECOGNIZED*). INVITATIONS SHOULD BE MAILED AT LEAST 5 WEEKS PRIOR TO SLRC AND SHOULD BE APPROVED BY SPECIALIST(S) BEFORE MAILING
- COMPILE AN ACCURATE LIST OF ALL EDUCATIONAL PARTNERSHIPS INCLUDING ADDRESS, CONTACT PERSON, AMOUNT OF CONTRIBUTION, AND AWARD TO BE GIVEN. KEEP THIS IN YOUR OFFICER NOTEBOOK; SEND COPIES TO SPECIALIST(S).

## **PERTINENT POINTS IN PARLIAMENTARY PROCEDURE**

Gen. Henry M. Robert, in his works Roberts Rules of Order, Revised says: "Know all about parliamentary law, but do not try to show off your knowledge. Never be technical, or more strict than is absolutely necessary for the good of the meeting. Use your judgment; the assembly may be of such a nature through its ignorance of parliamentary usage, and its peaceable disposition, that strict enforcement of the rules, instead of assisting, would greatly hinder business; BUT in large assemblies, where there is much work to be done, and especially where there is liability to trouble, the only safe course is to require a strict observance of the rules."

- POINT 1      Parliamentary procedure is the application of parliamentary law to the business of a meeting.
- POINT 2      Its purpose is to ensure order, expedite business, and maintain justice--in short, to enable an organization to accomplish the purpose for which it was organized.
- POINT 3      The underlying principles upon which parliamentary law are founded are: (a) justice and equality; (b) one thing at a time; (c) rule of the majority; and (d) rights of the minority.
- POINT 4      The first thing to learn in parliamentary procedure is the correct way to make a MOTION (after being recognized by the chair); "I MOVE...", not "I make a motion...".
- POINT 5      A motion is a declaration that the maker favors a proposition, which he wishes the assembly to take action on. The maker of the motion may vote against it, but is not permitted to speak against it.
- POINT 6      Any motion is out of order that is absurd or is contrary to an adopted rule, action, or civil law; or that even deals with a question already in possession of the BODY (tabled, committed, or postponed); also, if made when the pending Order of Business does not include it.
- POINT 7      A motion that limits, or interferes with, the privileges of a member or of the assembly requires a 2/3 vote.
- POINT 8      In debate, a member may only speak on a question twice, and never more than ten minutes at a time; and not a second time unless all who wish to speak have been given an opportunity.
- POINT 9      All remarks are addressed to, and through, the CHAIR when debating a question.
- POINT 10     Voting in most deliberative assemblies is done VIVA VOCE (by voice), unless the rules of the organization specify some other method such as by ballot, raising of hands, rising, etc.
- POINT 11     The president may vote when his or her vote will change the results--i.e.,
- POINT 12     It is not necessary for the gavel to be used after each order of business is completed. The gavel is used to open a meeting, to bring order during a meeting, and may be used for adjournment. It should lie on the presiding officer's table until needed.
- POINT 13     Any officer who has served the major portion of a term is considered to have served a TERM; and, if in the case of a president, they are entitled to the title of "past president" even though having served but a few days.

- POINT 14 The PARLIAMENTARIAN does not make decisions for the assembly. He or she interprets bylaws, and gives rulings or opinions when called upon by the presiding officer, but the presiding officer MAKES THE DECISION.
- POINT 15 A motion "to instruct the secretary to cast the ballot" in an election where there is but one candidate for an office is OUT OF ORDER, if the bylaws of the particular organization provided that selection shall be by ballot. The ballot is secret, and no one can cast your vote for you.
- POINT 16 The presiding officer does not have the authority to close debate. The motion ordering THE PREVIOUS QUESTION stops debate at once, and the other puts the question on the pending question. A 2/3 vote is required to stop debate.
- POINT 17 Nominations do not require a second, but brief "seconding speeches" may be allowed.
- POINT 18 The motion "to accept the report of the nominating committee" is not in order. Following the report, the presiding officer immediately calls for nominations from the floor for each office, and if none are made after time has been given, declare nominations closed. Election proceeds according to the bylaws of the organization.
- POINT 19 The recording secretary is not required to address the chair when rising to read the minutes. Being called upon by the chair is sufficient recognition. Only action of the assembly is recorded in minutes.
- POINT 20 A quorum is the number of members required to transact business. If not specified in the bylaws, a majority of the membership is considered a quorum.

## **HANDLING MOTIONS AND AMENDMENTS**

### **How is new business introduced or a decision made? By a main motion:**

1. Member rises and addresses chair - "Madame President" or "Mr. President"
  2. Chair recognizes member (except in urgent matters) - "Ms. ----"
  3. Member makes a motion - "I move that ----"
  4. Chair calls for a second - "Is there a second to the motion?"
  5. Motion is seconded by another member - "I second the motion"
  6. Chair calls for debate, if motion is debatable - "Is there any discussion?"
  7. Chair puts the question (takes the vote)
  8. Chair stands and states the results
- "The motion carries" or "the motion fails." Then the chair announces what action the chapter has just decided upon, as "We will buy a new computer," or, if failed, "We will not buy a new computer."

### **HOW can a motion be amended?**

1. "I move to amend the motion by..." inserting or adding a word, phrase, or sentence; or striking out or inserting a word or phrase; or substituting a sentence or a paragraph.
2. "I second the motion to amend."
3. Chair - "It has been proposed to amend the motion to read as follows..." Chair then states the main motion and the amendment so the group will understand how the amendment changes the motion. Amendment is handled in the same way as a main motion.
4. Discussion - "Is there any discussion?"
5. Question - "If there is no further discussion, the question is..."
6. Vote - "All in favor of the amendment? All opposed?"

7. Chair announces the result - "The amendment is carried (or defeated). The motion now before the chapter is...(motion plus the amendment)." Chair states the original motion, as amended. Steps 4-5-6-7 follow.

A motion may not have more than two amendments pending at the same time, an amendment and an amendment to that amendment. If two, vote on the amendment to the amendment first. Put that amendment, if carried, in the original amendment. Then, put the amended amendment to vote. If carried, finally vote on the motion as amended. Substitute amendments or motions require two votes; one to substitute and another to adopt the motion, which has been substituted.

To change the order of business requires a 2/3 vote.

The chair, when he/she finishes an item on the order of business, always announces the next one.

## KEY WORDS TO KNOW FOR PARLIAMENTARY PROCEDURE

1. CHAIR: the presiding officer
2. AGENDA: items of business or discussion to be brought up at a meeting
3. QUESTION: by calling for the question (motion) any member of the assembly can attempt to close discussion or debate on the motion before the assembly
4. GAVEL: used to obtain and maintain order
5. ADJOURN: to end the meeting
6. MINUTES: notes taken at a meeting
7. MOTION: a formal proposal that certain action be taken
8. MAIN MOTION: brings before the assembly some new subject upon which action of the assembly is desired
9. RECESS: to provide a short intermission in the meeting
10. AMEND: to change the wording of a motion
11. SECOND A MOTION: to ask that a motion be voted upon - "I second the motion"
12. MAJORITY VOTE: more than 1/2 of votes
13. STATING THE QUESTION: after closing debate or discussion and before taking a vote, the presiding officer restates the motion (question)
14. 2/3 VOTE: more than twice as many votes in either affirmative or negative
15. BALLOT: method of voting that requires tellers, and secrecy is the object
16. ROLL CALL: method of voting that is used to expose the vote to the public
17. DEBATE: to consider the arguments for or against
18. QUORUM: the number of people in attendance that are required to conduct legal business
19. STANDING COMMITTEE: usually long-term committees provided for in the bylaws
20. BYLAWS: rules that govern the organization

## HOW TO CONDUCT A MEETING

### Points to Ponder on Parliamentary Procedure

You are the servant of the assembly. Always remember:

1. Begin the meeting on time. Members will make every effort to be there if they know the meeting will begin at the specified time.
2. Be sure a quorum is present before beginning the business portion of the meeting.
3. Always keep the meeting under control. Limit the debate on the part of any one individual in the interest of keeping the meeting on the subject. Use the gavel of authority when necessary.
4. Conduct your meeting according to parliamentary law.
5. Refer to yourself as "the chair".
6. Be impartial at all times.
7. Always stand when presenting business or directing the group in action. It is permissible to sit down while the business is being transacted or matters are under discussion on the floor.
8. When you want to enter the debate, leave your chair and do your talking from the floor. If you want to make or discuss a motion personally, do so from the floor. You may give information, but not opinion, while in the chair.
9. Always remember that when you leave the chair, the meeting must be relinquished to the vice president or other person whom you designate.
10. If some member wants to suspend the regular order of business, it must be done by formal motion and be carried by a 2/3 vote. This helps many times to keep the members "on the ball".
11. Recognize any member who wishes to speak, but always the one standing first.
12. Do not permit discussion until a motion is made, seconded, and stated by the chair. Be sure that a second is received; a motion with no second should be ignored.
13. Sit down after granting the floor to a member and remain seated while the member discusses the question.
14. State motion clearly and, before taking a vote, be sure that all understand what the question is upon which they are voting.
15. Announce the vote and the result of the vote.
16. When the membership is voting, it is better for the chair to refrain from voting and thus remain impartial. (Except when there is a tie vote; the chair votes to break the tie, by ballot)
17. Require all remarks to be addressed to the chair. Don't permit members to discuss the question among themselves, nor address questions or remarks to each other.
18. Permit the vice president to put a question to vote if the question concerns the president alone.
19. Close the meeting on time, but not too abruptly.

Be poised, and have a good posture. Remember to pick up the gavel before addressing the assembly, but never speak until all is quiet. Always speak in a strong, clear voice in order to attract and hold the attention of your audience.

## **WHAT TO DO WHEN YOUR YEAR AS A STATE OFFICER IS OVER**

Your year as a state officer, with all its involvement and activities, will quickly come to an end. You have planned and carried out a state conference and other important projects that gave many students and adults important leadership experiences, and memories to last forever. After the conference, with all its excitement and activity, you'll realize your term is complete! There are new state officers now and they are about to enjoy some of the same experiences you have just had.

Duties to Complete Prior to Conference:

1. Make sure you have completed all responsibilities assigned as part of your year as an officer.
  - a. There may be a need for follow-up letters and reports, or final visits to area chapters.
2. Be sure you have left your state officer notebook and file in good order.
  - a. Copies of your letters, presentations, reports, and other written work will save the new officer time and be excellent resources in carrying out his/her responsibilities.
3. Complete the Hints & Tips form and review it with the new officer during the post-conference meeting.
4. Write a letter to new officer congratulating them and give some insight of their expected year.

Duties to Complete After Conference:

1. Send Thank-You letter to your administrator
2. Send Thank-You letter to your assigned volunteer

Final Tips:

1. Remember to bow out
2. Be prepared for a let-down
3. Remain a source for chapters
4. Notify the state staff to continue involvement in the state association
5. Join Alumni and Associates

When it's over, it will have been quite a year! You will have accomplished many things, had fun and exciting memories, and faced many challenges! Take these things with you because they will be helpful in the many new and exciting experiences that lie ahead. Your future possibilities are limitless and the doors of opportunity are just waiting for you to knock!

Your term as a state officer will be over, but the rest of your life will be just beginning...Good luck!

## SAMPLE THANK-YOU LETTER TO SCHOOL ADMINISTRATORS

From the office of:  
your name \_\_\_\_\_  
                        (officer title--capitalize each word)  
street      city, state, zip  
( ) \_\_\_\_\_ FAX: ( )

(Date)

Dr. Herman Jones  
Principal  
Southwestern High School  
555 Ivy Lane  
Morristown, KY 23456

Dear Dr. Jones:

It has been a privilege for me to serve as the state (*your officer title--lower case*) for the Kentucky Association of Family, Career and Community Leaders of America. Throughout this past year, I have had the opportunity to strengthen my leadership skills in public speaking, planning and goal setting, problem solving, and interpersonal communication. These skills will contribute to my success in further education, in my career, and in my family life.

Thank you for the support you have given me and the encouragement you have continually provided. Your support allowed me to participate in a number of state and national meetings, travel to meet with other chapters and educational partners, and further strengthen the Kentucky Association as we provide services to students and teachers in Family & Consumer Sciences programs across the state. (*If there is something specific about this individual's support, add a sentence of appreciation here*)

I will always treasure this year as a state officer. I thank you for the role you played in strengthening me as a student leader.

Sincerely,

(*your signature--in black or blue ink*)

Susie S. Smith  
Vice President of Finance

## SAMPLE THANK-YOU LETTER TO CONFERENCE SPEAKERS AND VOLUNTEERS

*From the office of:*  
your name \_\_\_\_\_  
                        (officer title--capitalize each word)  
street      city, state, zip  
( ) \_\_\_\_\_      FAX: ( )

(Date)

Mrs. Suzanne Jacobs  
Innovation, Inc.  
9876 Summit Street  
Dallas, KY 30127

Dear Mrs. Jacobs:

Your involvement in our ( th) annual State Leadership Conference made it possible for nearly 1,000 Kentucky FCCLA members, advisers, and guests to reach their (conference theme). This is an important time in the FCCLA organization as we strive to build leaders in families, careers, and communities, and our annual conference is always a dynamic opportunity to develop those youth leaders. Your participation helped to make that goal a reality.

*(This is where you need to elaborate on the individual's participation: if a keynote speaker or workshop presenter, write about the importance of the topic to our organization and that conference evaluations indicated that the presentation was outstanding; if an audiovisual person, write about the value of their work in the total quality of our conference; if an Alumni & Associates volunteer, write about their service to the sales booth, registration process, staging, etc. and how important their "behind-the-scenes" efforts are to the success of the total conference; etc.)*

On behalf of the Kentucky Association of Family, Career and Community Leaders of America, we appreciate your participation in our conference. Your contributions have supported the goals and purposes of our organization and helped to provide a meaningful educational experience for a large number of members and their advisers.

Sincerely,  
(your signature--in black or blue ink)

Tom T. Thomas  
Vice President for Peer Education

## **Forms Section Cover**

**FORM DUE AT WINTER State Executive Council MEETING PAYMENT DUE 15 DAYS  
PRIOR TO SLRC**

OFFICER'S NAME: \_\_\_\_\_

ADVISER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**STATE OFFICER'S GUEST LIST FOR State Leadership Conference BANQUET**  
**State officers receive 2 free guest tickets additional invites will need to pay for ticket.**

---

\*Father/Guardian \_\_\_\_\_ Name of Spouse \_\_\_\_\_

Address: \_\_\_\_\_ Is spouse to be invited? \_\_\_\_\_

---

Home Phone\_(\_\_\_\_\_)\_\_\_\_\_

Work Phone\_(\_\_\_\_\_)\_\_\_\_\_

---

\*Mother/Guardian \_\_\_\_\_ Name of Spouse \_\_\_\_\_

Address: \_\_\_\_\_ Is spouse to be invited? \_\_\_\_\_

---

Home Phone\_(\_\_\_\_\_)\_\_\_\_\_

Work Phone\_(\_\_\_\_\_)\_\_\_\_\_

---

Superintendent \_\_\_\_\_ Name of Spouse \_\_\_\_\_

School Division \_\_\_\_\_ Is spouse to be invited? \_\_\_\_\_

---

Address \_\_\_\_\_

---

Office Phone\_(\_\_\_\_\_)\_\_\_\_\_

---

Principal \_\_\_\_\_ Name of Spouse\_\_\_\_\_

School Division\_\_\_\_\_ Is spouse to be invited?\_\_\_\_\_

Address\_\_\_\_\_

---

Office Phone\_(\_\_\_\_)\_\_\_\_\_

---

Career-Technical Administrator\_\_\_\_\_ Name of Spouse\_\_\_\_\_

School Division\_\_\_\_\_ Is spouse to be invited?\_\_\_\_\_

Address\_\_\_\_\_

---

Office Phone\_(\_\_\_\_)\_\_\_\_\_

---

Local FACS Supervisor\_\_\_\_\_ Name of Spouse\_\_\_\_\_

School Division\_\_\_\_\_ Is spouse to be invited?\_\_\_\_\_

Address\_\_\_\_\_

---

Office Phone\_(\_\_\_\_)\_\_\_\_\_

---

Additional Person\_\_\_\_\_ Additional Person\_\_\_\_\_

Relationship to Officer\_\_\_\_\_ Relationship to Officer\_\_\_\_\_

Address\_\_\_\_\_ Address\_\_\_\_\_

---

Additional Person\_\_\_\_\_ Additional Person\_\_\_\_\_

Relationship to Officer\_\_\_\_\_ Relationship to Officer\_\_\_\_\_

Address\_\_\_\_\_ Address\_\_\_\_\_

---

## **BANQUET GUEST TICKET FORM**

Complete this form and mail with the indicated payment 15 days prior to the conference.

**OFFICER'S NAME** \_\_\_\_\_

**SCHOOL DIVISION** \_\_\_\_\_

**SCHOOL NAME & ADDRESS** \_\_\_\_\_  
\_\_\_\_\_

**SCHOOL PHONE** \_\_\_\_\_ **HOME PHONE** \_\_\_\_\_

	<b>Number</b>	<b>X</b>	<b>Amount due</b>	<b>=</b>	<b>Total</b>
<b>Number of guests attending paid by chapter or officer: (list names)</b>	_____		\$ 45.00	_____	\$ _____

**Total amount enclosed:** \$ \_\_\_\_\_

Make checks payable to: Kentucky FCCLA

Mail to: KY FCCLA State Adviser  
300 Sower Blvd  
300 Building 5<sup>th</sup> Floor  
Frankfort, KY 40601



**STATE OFFICER MONTHLY PROGRESS REPORT**  
**KENTUCKY ASSOCIATION OF FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA**  
**Report for month of October - due on the 5<sup>th</sup> day of the following month.**

OFFICER'S NAME:	OFFICER'S EMAIL:	ADVISER'S EMAIL:
Warren Piece	<a href="mailto:war&amp;peace@infinity.com">war&amp;peace@infinity.com</a>	im-a-ham@pork.k12.us
SCHOOL PHONE:	SCHOOL FAX:	ADVISER'S SIGNATURE/APPROVAL:
(123) 456-7890	(123) 456-0987	

Please indicate below the activities which have been accomplished during **this past month**, indicating deadlines that were addressed and/or completed per assignment(s). It is important to be specific, and not list general goals. Also include other FCCLA activities accomplished. Do not list an activity in more than one section.

**State Officer's Responsibilities** – *list work done last month related to your specific office as well as work done that had been assigned to all officers:*

Got approval from Mrs. Rhoton on the state meeting agenda for Cluster Meeting, and prepared handouts. Wrote drafts of articles for the Web site on promoting the organization in the community and on the adviser mini-conferences. Made revisions based on feedback from Mrs. Will and sent the final copy to Mrs. Rhoton by the October 30 deadline.

**Educational Partnerships** – *list names of new contacts, responses received from previous contacts (those not listed in former reports) – a separate list may be attached to this form if necessary:*

My individual goal is to raise \$1,200. I have made appointments with 15 businesses and organizations and have four presentations scheduled for November and December. I have already received \$500 from the Early Childhood Association to sponsor the Focus on Children STAR Event.

**Membership Recruitment** – *provide names of chapters contacted during the past month and the nature of the contact – letter, phone call, visit, etc., as well as other recruitment activities:*

I have designed and printed a promotional flyer for advisers on the importance of a strong chapter to their curriculum. These were mailed to all schools in my geographical area. I have also sent my second monthly e-mail bulletin to these teachers, with announcements of upcoming activities and deadlines.

**Meetings / Events Attended and Presentations** – *list date and location; for presentations, identify topic and number of persons reached:*

October 7 – “The Leader in Me” presentation to Central County chapters; 150 people attended  
October 13 – meeting of Central High School chapter – gave a report on the upcoming Cluster Meeting  
October 18 – Central County School Board meeting – gave a report on FCCLA in the curriculum  
October 26 – adviser mini-conference at Virginia Tech – served as a greeter and attendant

**Other**

Submitted an article to Teen Times on Kentucky's membership campaign.

**Evaluation**

I had to turn down an invitation to speak at a chapter meeting because of too many other commitments – this has been rescheduled for November. I was beginning to get behind with my assignments as a state officer and in school. I devised a calendar system to help me complete things at least three days before they are due. I also found that I need to work more with my English teacher on writing skills before I send things to state staff for approval.

**Additional Information/Assistance Needed from State Office**

I need more letterhead and brochures for my educational partner packets. I also need the name and address of the KATFACS state president so I can make an educational partner contact. \_\_\_\_\_ signature.



Try  
Again!

## STATE OFFICER MONTHLY PROGRESS REPORT

KENTUCKY ASSOCIATION OF FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA

### Report for month of October -

OFFICER'S NAME:

OFFICER'S EMAIL:

ADVISER'S EMAIL:

OFFICER'S NAME: April Showers	OFFICER'S EMAIL: umbrellagirl@mail.com	ADVISER'S EMAIL: maeflowers@daisy.k12.us
SCHOOL PHONE: (098) 765-4321	SCHOOL FAX: (098) 765-1234	ADVISER'S SIGNATURE/APPROVAL:

## STATE OFFICER MONTHLY PROGRESS REPORT

**KENTUCKY ASSOCIATION OF FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA**

**Report for month of \_\_\_\_\_ - due at Executive Council Fall, Winter & State Meeting**

<b>OFFICER'S NAME:</b>	<b>OFFICER'S EMAIL:</b>	<b>ADVISER'S EMAIL:</b>
<b>SCHOOL PHONE:</b>	<b>SCHOOL FAX:</b>	<b>ADVISER'S SIGNATURE/APPROVAL:</b>

Please indicate below the activities which have been accomplished during **the past months**, indicating deadlines that were addressed and/or completed per assignment(s). It is important to be specific, and not list general goals. Also include other FCCLA activities accomplished. Do not list an activity in more than one section.

**State Officer's Responsibilities** – *list work done last month related to your specific office as well as work done that had been assigned to all officers:*

**Educational Partnerships** – *list names of new contacts, responses received from previous contacts (those not listed in former reports) – a separate list may be attached to this form if necessary:*

**Membership Recruitment** – *provide names of chapters contacted during the past month and the nature of the contact – letter, phone call, visit, etc., as well as other recruitment activities:*

**Meetings / Events Attended and Presentations** – *list date and location; for presentations, identify topic and number of persons reached:*

**Other**

**Evaluation**

**Additional Information/Assistance Needed from State Office**

# STATE OFFICER FOCUS PLANNING & REPORT FORM

(THIS FORM IS UPDATED AND PRESENTED AT THE FALL, WINTER, AND PRE-CONFERENCE SEC MEETINGS.)

## Kentucky FCCLA

NAME : \_\_\_\_\_ OFFICE: \_\_\_\_\_

CURRENT REPORT DATE: \_\_\_\_\_ (*Form may be multiple pages in length when completed.*)

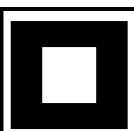
### The Officer Focus Planning Process:



**Identify Concerns:** (*List the basic responsibilities of your office – found in the SEC Handbook – and any additional concerns / issues you wish to address during your year as a state officer.*)



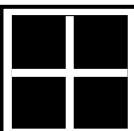
**Set Goals:** (*List your specific goals related to the responsibilities, concerns, and issues identified above. For example, include goals related to educational partnerships, membership recruitment, or leadership training, along with those related to your specific office.* )



**Form A Plan:** (*Create a task schedule with timelines for accomplishing each goal listed above.*)



**Act:** (*List tasks accomplished related to each of your officer goals.*)



**Follow up:** (*Review your accomplishments to identify those which are on schedule as well as those which may need additional work. In your final copy of this report, evaluate whether each goal was successfully accomplished.*)

**PARTNERS IN EDUCATION WITH THE KENTUCKY FCCLA ASSOCIATION**  
**COMMITMENT RECORD**  
**TO BE COMPLETED BY EACH OFFICER**

**TENTATIVE REPORT:** Fall SEC Meeting  
OFFICER: \_\_\_\_\_

**FINAL REPORT:** December 1

COMPANY	CONTACT PERSON (include title)	ADDRESS	\$\$\$	TO BE USED FOR	THANK YOU LETTER SENT

## MEETING FOLLOW-UP ACTIONS

NAME: \_\_\_\_\_

MEETING: \_\_\_\_\_ DATE: \_\_\_\_\_

Target Date:      Action Needed:

Completed:


## Committee Report Form KENTUCKY FCCLA

NAME OF COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMITTEE CHAIR: \_\_\_\_\_

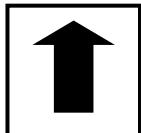
COMMITTEE MEMBERS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **The Planning Process:**

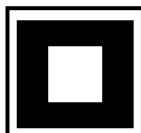
---



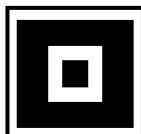
**Identify Concerns:** *(List the functions or duties of the committee.)*



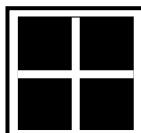
**Set A Goal:** *(List any specific requirements such as when committee work must be completed, who receives the final committee information, etc., and other goals the committee may set.)*



**Form A Plan:** *(Create a schedule for contacting committee members and arranging the meeting/s; make an agenda for the meetings, etc. – the who, what, when, where & how.)*



**Act:** *(Will occur when the plans are carried out and the committee meets – give a brief report here about the meeting and results.)*



**Follow up:** *(Things to do after the meetings such as thank-you letters, forwarding results to state and national FCCLA staff as needed, preparing certificates if needed, etc. – include any tips for future committee work.)*

KENTUCKY ASSOCIATION  
FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA

**State Executive Council Hints and Tips**

To be completed by retiring officer and shared with new officer during the joint meeting following the state conference.

NAME: \_\_\_\_\_ STATE OFFICER  
POSITION \_\_\_\_\_

My officer activities for the past year included:

Responsibilities I found difficult and suggestions for improvement / ways to do things differently:

Tips for managing state officer responsibilities (include those specific to this position):

*Congratulations, and have a great year as a state officer!*

## KENTUCKY ASSOCIATION

### **STATE OFFICERS' CODE OF CONDUCT & PLEDGE**

Please read this document carefully, get parent/guardian signature, and bring it to the post-conference State Executive Council meeting if elected to state office. You and your adviser will sign the document during that meeting.

### **PERFORMANCE CODE FOR STATE OFFICERS and State Officer Adviser Expectations**

As a state officer you are representing one of the finest youth leadership organizations in the country. The eyes of many people will be on you. What you do and how you do it will impact the reputation of FCCLA and should leave a favorable impression. Watch your conduct and avoid anything that might be questioned. Be courteous at all times. State officer advisers have primary responsibility for monitoring the conduct of his or her officer and are expected to enforce state policies regarding procedures, dress, and behavior.

#### **CODE OF CONDUCT**

1. Behavior at all times should be such that it reflects credit to you, your family, your school, your state, and the FCCLA organization.
2. State officers are expected to exhibit trustworthiness, respect, responsibility, fairness, caring, and citizenship.
3. State officers' conduct is the responsibility of the local chapter adviser. Officers shall keep their adviser informed of their activities and whereabouts at all times.
4. Use of tobacco products is prohibited.
5. State officers are expected to attend all general sessions, assigned workshops, and activities at meetings in accordance with the conference agenda.
6. Any accidents, injuries, illnesses or medical conditions should be reported to the local adviser and the state staff immediately.
7. Public display of affection and intimate physical contact is not acceptable in your role as a state officer.
8. Officers will be informed of curfew at each meeting and expected to observe the designated curfew (Curfew is described as being in your own assigned room by the designated hour) Curfew times are listed in the conference programs.
9. Visitation of male and female members of the opposite sex in hotel guest rooms is strongly discouraged. Permission from advisers of both parties and adult supervision must be obtained before visitation can take place. It is the responsibility of the chapter adviser to provide proper supervision between visitations of the opposite sex.
10. If an officer is found responsible for stealing or vandalism, the officer and his/her parents or guardian will be expected to pay all damages. This includes the removal of items from hotels. You are expected to respect hotel property and contest facilities and equipment. The individual(s) and/or parents/guardians must pay any damages to the property or furnishings in the hotel rooms or building.
11. Students shall not participate in any activity that might cause personal injury to himself or herself or the person. Any participant found in violation of hotel safety codes or criminal laws may be sent home at the students'/parents'/guardians' expense. The chapter adviser will contact the parents/guardian and the school principal.

12. State officers may not purchase, possess, consume, or be under the influence of alcohol, illegal drugs, or any form of artificial stimulant while traveling to, during or returning from the conference/contest site at any time. (Drugs prescribed by doctors are permissible in original container.) Violators will be expelled from the conference and turned over to the proper authorities. Chapter advisers will notify parents/guardians and school principals of the action taken.
13. Participants shall sleep in the rooms for which they are registered.
14. Participants shall be considerate and respect the rights of their roommates and other hotel guests by refraining from behavior that may disturb others. Do not make excessive noise or have the radio or TV at a high volume.
15. Participants shall refrain from using profane language, making obscene gestures, or performing acts that would mar the image of the organization.
16. When leaving the hotel or conference site, students are to stay in groups of at least 3.
17. The state Career and Technical Staff person has the right to take immediate action when violations occur, including sending individuals home at their own expense. In the event this occurs, the local adviser or the assigned chaperone will contact the parents/guardian and the school personnel.

**CODE OF CONDUCT** Disciplinary Process Defined:

1. The officer who has committed the offense will be notified immediately that the disciplinary process has begun, and then in written form via certified mail within ten working days following the verbal notification. This information will also be sent to the officer's parent/guardian, local adviser and principal.
2. Upon review of the officer's actions, the Kentucky FCCLA may then:
  - a. send letter of reprimand to officer and place letter in officer's file
  - b. place officer on a period of probation
  - c. place officer on suspension
  - d. remove officer from office
3. The state officer, local adviser, principal, parent/guardian shall be notified via certified mail within 10 working days of the decision.

***A violation of rules may subject an officer to disciplinary action. The disciplinary process described below will be followed. A violation of rules 9 through 12 may subject an officer to immediate suspension, therefore, the officer may be sent home from the FCCLA meeting/activity. Transportation home will be arranged at the officer's expense. The disciplinary process will be followed after the activity is over and the officer has arrived at home.***

**DRESS CODE**

State officers are expected to follow the Kentucky FCCLA Dress Code and the uniform schedule provided for each meeting/activity. Because FCCLA is a career-technical student organization with career preparation as an integral part of its mission, state officers are expected to set high standards of appearance. The following additional standards must be followed when state officers are participating in FCCLA events and/or representing the state association.

1. Hair must be neat and clean and must be styled in a manner to prevent covering the eyes and face. Hair ornamentation is limited to simple bands or clasps used to prevent hair from being in the eyes or face.
2. Visible body piercing is limited to one per ear. Earrings must be simple in style and limited in size to less than 1 inch.
3. Visible tattoos are prohibited.

4. Nails must be short in length. Polish must be of neutral color, un-chipped, and plain in design.
5. Tight-fitting clothing (jeans, shorts, tank tops, etc.) is prohibited.
6. Pants/skirts/shorts must be worn so that the navel does not show.
7. Shirts, blouses, or tops must have straps that are at least one inch wide and may not be cut lower in front than the top of the armpit.
8. Skirts (and skirt slits) may be no shorter than two inches above the knee. Shorts must be no shorter than mid-thigh.
9. Flip-flops and casual sandals may not be worn with the officer uniform or as young professional attire.
10. Evening gown guidelines: straps must be at least one inch wide; may not be cut lower in front than the top of the armpit or lower in the back than the waistline; a bra must be worn and undergarments must not show; slits and/or skirt length must not be more than two inches above the knee.

*Failure to follow the Kentucky FCCLA Dress Code and the standards above may result in the officer being prohibited from participating in the FCCLA meeting/activity or sent to change clothing.*

## OFFICER'S PLEDGE

---

(name)

(office)

pledge to the Kentucky Association of Family, Career and Community Leaders of America the following:

- To fulfill the duties of my specific office and the general duties of state officers, as described in the handbook,
- To come prepared to all council meetings and other functions,
- To make the office to which elected first priority this year,
- To comply with the state officers' Code of Conduct and Dress Code, as well as all policies of the association,
- To maintain my overall scholastic average of 2.5 or above,
- To fulfill all responsibilities under the direction of my local adviser,
- To conduct myself as a leader and in a manner befitting a state officer, realizing that I am an example at all times for members statewide. If I should fail to do so, I understand that I may be relieved of the office.
  - Be dedicated and committed to FCCLA and the total program of Family and Consumer Sciences.
  - Attend all executive council meetings in their entirety.
  - Attend National Leadership Meeting and take part in all activities including those assigned while at the meeting. (excluding GSP Honorees)
  - Attend National events hosted by the State FCCLA Association ( Cluster Meetings, etc.)
  - Attend State Officer and Leadership Training Conferences
  - Attend State Meeting.
  - Attend all scheduled sessions at regional, state and national meetings.
  - Exhibit behavior that reflects the positive image of FCCLA at all times (e.g. Appropriate language, dress, behavior, manners, etc.)
  - Wear official uniform when representing the Kentucky Association (while attending meetings and traveling to and from meetings)
  - Carry out duties as stated in the bylaws.
  - Cooperate and consult with local adviser and state adviser.
  - Keep an up-to-date file to be given to the new state officer.

- Abide by the Code of Conduct put forth for All Career and Technical Student Organization members and officers (Kentucky Career and Technical Student Organizations Policies and Procedures Guide, 1994)
- Participate in other duties as assigned.

**I accept this pledge and consider it an honor and a privilege to serve the Kentucky Association of Family, Career and Community Leaders of America for the coming year.**

---

Officer's signature

Adviser's signature as Witness

---

Parent/Guardian

Date

The expectations of state FCCLA officers as listed above and in the state FCCLA officer commitment form must be read and the form signed by all state officer candidates and their advisers.

State FCCLA Officer Commitment Form. (To be signed by each state FCCLA Officer candidate with the understanding that a state officer may be removed from office if he/she does not satisfactorily follow these expectations.)

If elected a state FCCLA Officer, during my year of service I pledge that I will:

- Be dedicated and committed to FCCLA and the total program of Family and Consumer Sciences.
- Attend all executive council meetings in their entirety.
- Attend National Leadership Meeting and take part in all activities including those assigned while at the meeting.(excluding GSP Honorees)
- Attend National events hosted by the State FCCLA Association (e.g Cluster Meetings, etc.)
- Attend State Officer and Leadership Training Conferences
- Attend State Meeting.
- Attend all scheduled sessions at regional, state and national meetings.
- Exhibit behavior that reflects the positive image of FCCLA at all times (e.g. Appropriate language, dress, behavior, manners)
- Wear official uniform when representing the Kentucky Association (while attending meetings and traveling to and from meetings)
- Carry out duties as stated in the bylaws.
- Cooperate and consult with local adviser and state adviser.
- Keep an up-to-date file to be given to the new state officer.
- Abide by the Code of Conduct put forth for All Career and

Technical Student Organization members and officers (Kentucky Career and Technical Student Organizations Policies and Procedures Guide, 1994)

- Participate in other duties as assigned.

The state adviser will monitor all of these expectations and determine extreme circumstances. Violations will be referred to a committee and appropriate action will be taken with the state adviser making the final decision.

Proposed / Tentative Dates to be expected to attend:

Executive Council Meeting- tentative April 24, 2017

Leadership Camp- June 4-6, 2017 Hardinsburg, KY

National Meeting – July 1-7, 2017 Nashville, TN

Fall Executive Council Meeting- tentative August/ September

Winter Executive Council Meeting- To Be Announced (tentative Jan)

State Meeting- March 25-28, 2018

2 Regional Meetings – to be announced.

Below are dates of opportunity for State Officers to attend but not required.

Student Leadership Day – February 2018

Cluster Meeting- November 2017

I have read the expectations of State FCCLA Officers, code of conduct, commitment form and dates required to attend and understand them. I will abide by them if elected to a state office.

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

I have read the expectations of State FCCLA Officers, code of conduct, commitment form and dates required to attend and understand them. I will abide by them and assist my student by chaperoning if elected to a state office.

Signature of Adviser \_\_\_\_\_ Date: \_\_\_\_\_

I have read the expectations of State FCCLA Officers, code of conduct, commitment form and dates required to attend and understand them. I will abide by them and support my child if elected to a state office.

Signature of Parent \_\_\_\_\_ Date: \_\_\_\_\_

I have read the expectations of State FCCLA Officers, code of conduct, commitment form and dates required to attend and understand them. I will abide by them and assist my student by honoring their responsibility by giving my support and cooperation if elected to a state office.

Signature of Principal \_\_\_\_\_ Date: \_\_\_\_\_

**FCCLA**  
**March, 2017**

**PROCESS FOR STATE OFFICER SELECTION**  
**Kentucky Association**  
**Family, Career and Community Leaders of America**

**APPLICATION (10 points)**

- Application form is found on the State FCCLA Website [www.kyfccla.org](http://www.kyfccla.org)
- Application must be **TYPED/ Word Processed**
- **Do not use** a font smaller than 10
- Officer candidates must fill out the application completely
- Follow the directions on the application carefully
- A copy of the chapter affiliation (including the first page) **MUST** be attached to the application with the name **HIGHLIGHTED**
- **A copy of pages 51-56 from the State Executive Council Handbook must be signed and attached to application**
- Application must be neatly done using correct spelling and grammar
- **Application MUST be postmarked by February 1 and mailed to the Regional Adviser**
- **A \$35.00 meal fee is added to your state meeting registration and made payable to: KY FCCLA**

**ACTIVITIES LISTED ON APPLICATION (25 points)**

***Scoring will be based on activities listed on page 2 of the application.***

**FACTS TEST (8 points)**

Each candidate will be given a 16 question test about KY FCCLA for a total of 8 points. References used to make the FACTS test are the KY Chapter Handbook and the State Executive Council Handbook.

**ROUND ROBIN INTERVIEWS BY COMMITTEE – (23 POINTS)**

Each candidate

- will be interviewed by a committee at different tables for a period of five minutes at each table.
- should have knowledge of **ALL** officer duties and specific knowledge of duties for offices indicated as his/her choices on the application.
- must have substantial **knowledge** of FCCLA facts and programs.
- should be **professional** with appropriate interview attire, well groomed and possess good posture.

**ON-STAGE INTERVIEW (24 points)- This will be a separate session time open to the public instead of the opening session.**

### ***Each candidate***

- will be introduced and will go to the microphone. Each candidate MUST again give his/her name, chapter and region. Do not wait until the end of the speech to give this information.
- **will present a 30-second prepared speech; the topic of which will be provided on the FCCLA website ([www.kyfccla.org](http://www.kyfccla.org)) after March 5.**
- **may have a prop relating to the speech.**
- will be asked to respond to a situation question relating to the mission/purposes of FCCLA. This question will be asked following the speech presentation.
- will stay in a holding room until it is time for each to go to the stage to present his/her speech and answer the question.
- will be asked the same situation question.

**In addition, candidates will be scored on the following:**

1. Personal appearance which includes: professional and appropriate attire, being well groomed and possessing good posture;
2. Speech/voice/presentation which includes: prepared statement with a clear message, voice pitch, tempo and volume, grammar, pronunciation and diction, and use of well chosen words.
3. Situation question

### **DISPLAY of SELF CONFIDENCE (overall) (10 points)**

Candidate should:

- be poised and at ease during entire interview process
- have good eye contact and show enthusiasm

In case of a tie, the scores under **ACTIVITIES** will be used to serve as the tiebreaker.

### ***Total Score Sheet points: 100***

The top ten candidates will know they are officers at the business session; however, specific offices will not have been selected at this point.

### **FINAL INTERVIEW FOR TOP TEN**

- Each candidate for office will be interviewed again by the nominating committee according to office desired.
- Personal interviews by the committee will consist of a scenario relating to the first choice of office the candidate has selected and general questions on leadership.
- Each interview will be five (5) minutes in length.
- The final placement of officers will be determined by the nominating committee and will be announced at the banquet session.

**REGIONAL/STATE OFFICER CANDIDATE SCORE SHEET**

Maximum Score	Candidate's Name							

**I. APPLICATION (10)**

Instructions followed completely	5							
Correct spelling and grammar, neatly done	5							

**II. ACTIVITIES (25)**

FCCLA Activities								
▪ Attended state meeting	2							
▪ Attended national meeting	3							
▪ Degrees/Power of One	4							
▪ Programs including National STAR Events	3							
▪ Regional/Chapter Offices held	4							
▪ Project Work	4							
▪ School and Community activities	5							

<b>III. FACT TEST (8)</b>	8							
---------------------------	---	--	--	--	--	--	--	--

**IV. ROUND ROBIN INTERVIEW BY COMMITTEE - 5 MINUTES (23)**

Knowledge of officer duties	5							
Knowledge of FCCLA	5							
Professional, appropriate attire	3							
Well groomed	2							
Good posture	2							
Response to overall Questions - <i>Creativity &amp; Critical Thinking Skills</i>	6							

**VI. ON-STAGE INTERVIEW (24)**

(30 second speech & 1 situation question)

Personal Appearance								
---------------------	--	--	--	--	--	--	--	--

▪ Professional, Appropriate attire	3							
▪ Well groomed	2							
▪ Good posture	2							
Speech/Voice/Presentation								
▪ Clear message	4							
▪ Prepared statement and presentation	4							
▪ Good pitch, tempo, and volume	2							
▪ Grammar, pronunciation and diction, well chosen words	3							
▪ Situation question	4							

**VII. DISPLAY OF SELF CONFIDENCE (Overall) (10)**

Poised and at ease	4							
Good eye contact	3							
Enthusiastic	3							
TOTAL	100							

*Score on FCCLA Activities section will serve as tiebreaker*