



2024-2025

STATE OFFICER AND ADVISER HANDBOOK

CONGRATULATIONS!

As an Idaho Association of Family, Career and Community Leaders of America (FCCLA) state officer, you will truly experience what it means to be a part of The Ultimate Leadership Experience. Your position as a state officer is one of pride and, most importantly, responsibility. We designed this handbook to help you make the most of this opportunity and be an outstanding state officer at the chapter, district, and state levels. Welcome aboard!

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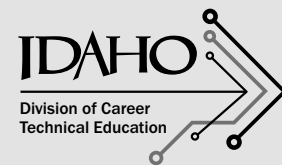
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Qualifications

To become a State Officer Candidate (SOC) or National Officer Candidate (NOC), you must:

- ✓ Be an active member in good standing with an affiliated chapter for at least the current academic year.
- ✓ Be currently enrolled in or have completed a Family and Consumer Sciences (FCS) class.
- ✓ Earn a minimum GPA of 2.5 for SOCs and 3.0 for National Officer Candidates (NOCs) for the previous three semesters/trimesters.
- ✓ Demonstrate leadership ability in responsibilities above the chapter level.
- ✓ Receive the approval of your chapter adviser, school administrators, and parents or guardians.
- ✓ Be in grade nine or above when running for office.

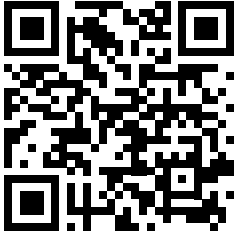
SOCs should be familiar with the officer installation ceremony before SLC.

Current state officers wanting to serve another term must have met the requirements of their current term.

The deadline to apply for SOC and NOC is the same. After Idaho's State Leadership Conference (SLC), the Idaho FCCLA Board of Directors will submit NOCs to the national office.

NOCs will declare their intent to serve as state officers with specific responsibilities and must comply with the rules and regulations of all state officers. NOCs are not obligated to become state officers; however, opportunities for leadership growth benefit both the member and state association. Candidates must declare intent and submit the state project proposal before attending NLC.

State officer application process



1. Access the electronic application.

Use the QR code or go to <https://idahocte.jotform.com/223467456235056> to access the application. In addition to completing the application, you will be required to submit the following materials:

ITEM	SOC	NOC
Cover letter stating why you are running for office	✓	✓
Current official scholastic transcript that indicates cumulative grade point average on a 4.0 scale (GPA ≥ SOC: 2.5, NOC 3.0)	✓	✓
Current headshot in JPEG format	✓ One photo	✓ Two photos
NOC application		✓
Recommendation sheet		✓
Transcript Release Parental Agreement		✓
FCCLA Code of Conduct Agreement		✓
Code of Ethics		✓

2. Complete a virtual interview.

The interview will include questions regarding FCCLA knowledge, qualifications, and commitment. The interview committee, appointed by Idaho FCCLA Board of Directors, will determine which candidates continue through the election process.

3. Complete the FCCLA proficiency test.

After the completed application packet is received and approved and SLC registration is confirmed, you must complete an online Idaho FCCLA proficiency test. The test will measure your general knowledge of state and national FCCLA and FCS content. Testing window details will be shared with your adviser.

4. Deliver a one-minute grab-bag speech.

During the opening session of SLC, candidates will give a one-minute grab-bag speech. Candidates will choose an item blindly from a bag of items and give a short speech introducing the candidate and explaining how the item relates to FCCLA.

5. SLC voting delegate meeting speech.

During the Voting Delegate session, you will give a 1-2 minute speech on this year's SLC theme, "Journey over Destination".

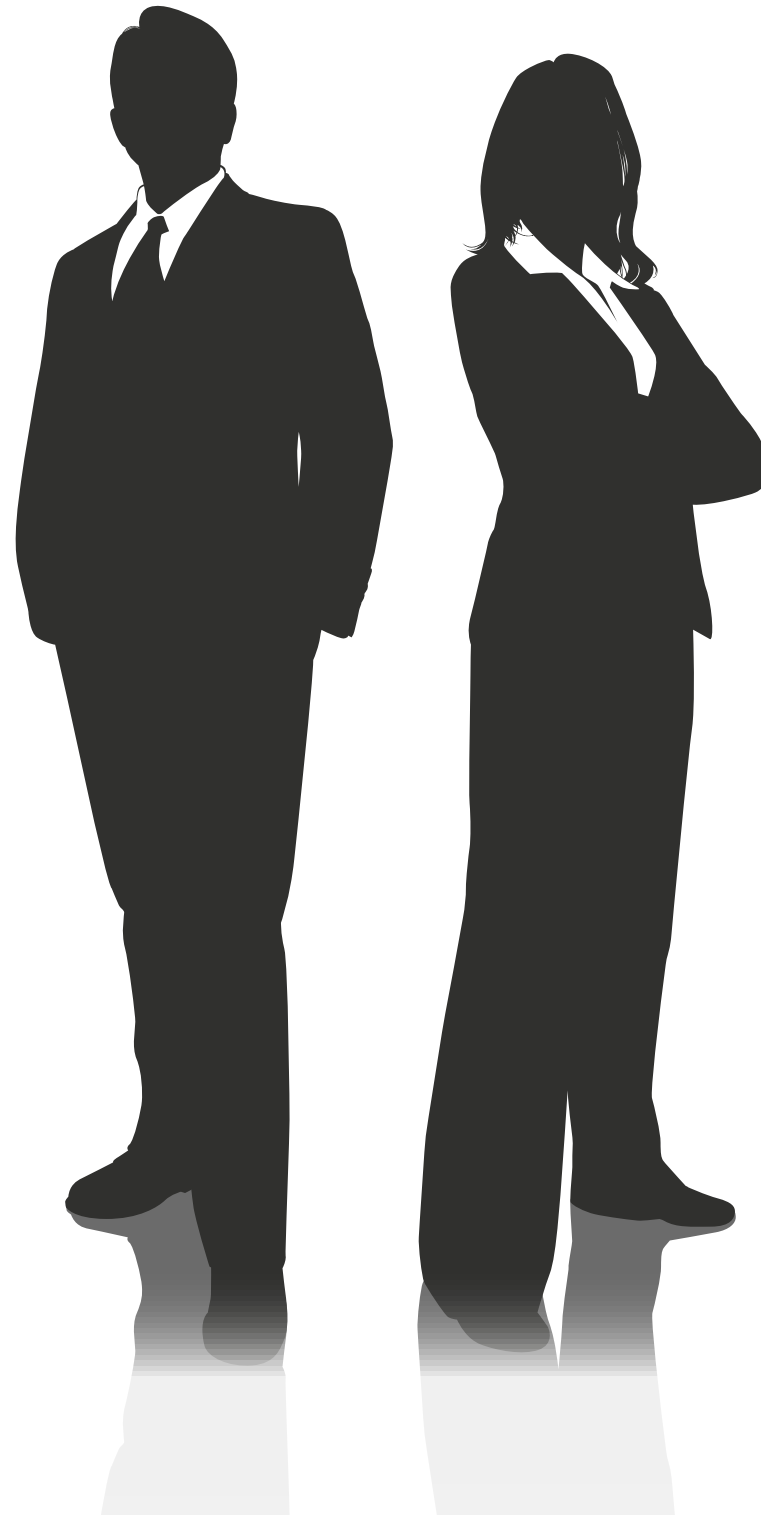
The application, proficiency test, and interview will account for 60% of the criteria to be elected. The student votes will count for 40%.

For rubric page 16.

State Officer responsibilities

Once elected as a member of the State Executive Council (SEC), your responsibilities include:

- Exhibiting an understanding of FCCLA's values and demonstrating them daily.
- Representing Idaho FCCLA when invited by local chapters.
- Being familiar with the State Bylaws, Policies, and Procedures Manuals.
- Attending state officer meetings and functions from start to finish to the best of your ability and with the CTSO manager's approval.
- Running all business meetings using Parliamentary Procedure.
- Attending all required meetings and conferences, including:
 - State Leadership Conference .
 - Joint Student Leadership.
 - National Leadership Conference(optional).
 - Building and Achieving Success in Idaho Chapters.
 - Idaho FCCLA Executive Council meetings.
- Checking officer emails at least once a week.
- Writing correspondence on behalf of Idaho FCCLA, as appropriate.
- Collaborating with the SEC team to create and share Idaho SPEAKS, Idaho FCCLA's official newsletter.
- Submitting all state officer reports by the fifth of each month.
- Supporting all district events and serving as a liaison between the district and state associations.
- Preparing a leadership training session for district fall conferences.
- Completing all five Power of One units and submitting them in the chapter portal by Feb. 1.
- Participating in chapter projects, meetings, and other activities.



Individual officer duties



President

The President shall preside over all business meetings of the organization and of the Executive Council; be a member of the Board of Directors; appoint, after consultation with the Chair of the Board and Executive Director, the chairperson and members of all Executive Council committees; and be a member ex-officio of all Executive Council committees. In addition, the President will:

- Serve as the liaison between the State Officer team and the National Executive Council.
- Create meeting agendas.
- Create scripts for SLC and NLC Idaho meetings.
- Establish the team's vision, management, and organization and ensure each State Officer has the training, support, accountability, and resources to deliver a powerful experience for every Idaho FCCLA member.
- Attend all State Officer meetings from start to finish.
- Plan the program of work (POW) as a team for Idaho FCCLA members, and work to achieve the goals and objectives set in the POW.
- Communicate regularly with the Chapter Adviser, State Manager, State Adviser, and other appropriate parties.
- Check and process all officer emails daily during the business week.
- Submit a monthly report about FCCLA activities and participation to the CTSO Manager.
- Work to spread visibility and reach of Idaho FCCLA among the business community and state and federal government.
- Work to recruit new chapters and new members.
- Support chapter advisors in their efforts to implement the FCCLA program.
- Be an active and involved participant in your local chapter.
- Be accountable for the completion and follow-through of assigned tasks.



First Vice President

The First Vice President shall assume responsibility in the absence of the president and keep the minutes of all state meetings and meetings of the Executive Council. In addition, the First Vice President will:

- Attend to official correspondence.
- File past minutes and read correspondence at conferences.
- Call the meeting to order and entertain a motion for a temporary chair in the President's absence.



Vice President of Competitive Events

The Vice President of Competitive Events shall provide leadership in planning and implementing the organization's competitive events. In addition, the Vice President of Competitive events will:

- Promote STAR Events at the district, local, and state levels.
- Read and understand the STAR Events Manual.
- Preside at the STAR Events Recognition sessions.
- Help administer state STAR Events.
- Plan and conduct STAR Events recognition.
- Send Top Gold congratulations letters at SLC (included in STAR Orientation meetings).
- Send personalized thank-you cards for STAR and IDAHO Event judges at SLC.



Vice President of Development

The Vice President of Development shall provide leadership in seeking and continuing corporate sponsorships for the organization's programs and events. In addition, the Vice President of Development will:

- Work with the Vice President of Finance.
- Make connections with community and corporate sponsors.



Vice President of Finance

The Vice President of Finance shall provide leadership by serving as a member of the Idaho FCCLA Board of Directors, acting as the Board treasurer, and leading the finance committee. In addition, the Vice President of Finance will:

- Monitor budget and organizational finances.
- Provide fundraising support ideas and opportunities to chapters.
- Work with Vice President of Development
- Serve on the Finance committee.



Vice President of Public Relations

The Vice President of Public Relations shall provide leadership in planning and implementing the organization's public relations programs. In addition, the Vice President of Public Relations will:

- Frequently promote Idaho FCCLA on social media.
- Prepare materials for and release the quarterly FCCLA Speaks newsletter on time.
- Release mid-winter updates related to STAR Events, outreach, and other state events.
- Coordinate State Officer pre-conference industry tours with the alumni coordinator.



Vice President of Membership

The Vice-President of Membership shall provide leadership in planning and implementing membership promotion and development programs. In addition, the Vice President of Membership will:

- Serve as chair of the membership committee.
- Release the Membership Idea Sheet.
- Plan and promote the statewide membership campaign.
- Identify and coordinate member incentives for affiliation.



Vice President of Parliamentary Law

The Vice President of Parliamentary Law shall provide leadership in assuring that the business sessions for the state organization and meetings of the Executive Council follow parliamentary law. In addition, the Vice President of Parliamentary Law will:

- Work with the Competitive Events Advisory Team (CEAT) and Vice President of Competitive Events on the Parliamentary Procedure event.
- Conduct a voting delegate orientation meeting at SLC.



Vice President of Programs

The Vice President of Programs shall provide leadership in planning and implementing the organization's individual recognition and peer education programs. In addition, the Vice President of Programs will:

- Promote chosen state program.
- Provide input on the current national outreach project.
- Research and promote the national outreach project as decided by the National Executive Council.



National Officer Candidate (NOC)

A NOC may declare intent to serve as the State Officer if not elected to a national office. The NOC shall support the SEC team and fulfill duties as assigned by the CTSO Manager and State Adviser. The CTSO Manager and State Adviser may combine responsibilities if there is less than a full officer team. If a full officer team is in place, the NOC will propose a project to complete to the CTSO Manager and State Adviser before their NLC experience. If this project is accepted, the candidate may serve on the Executive Council as the National Liaison.

Events calendar

TIME COMMITMENT AND RESPONSIBILITIES

EVENT	DATE	LOCATION	ATTENDANCE	STUDENT RESPONSIBILITY	IDAHO FCCLA RESPONSIBILITY
Monthly Conference Calls	Once a month as determined by team.	Zoom	Required	Internet connection, laptop or other device	
Officer Reports	The 5th of each month	Google Drive	Required	Internet connection, laptop or other device	
Joint Student Leadership (JSL)	June 10-14, 2024	Pilgrim Cove Camp, McCall, ID	Required, all officers must attend!	Incidentals and extra meals	Travel, lodging, and meals during conference
National FCCLA Conference	June 29 – July 3, 2024	Seattle, WA	Highly encouraged; not required	Travel, lodging, and meals during conference	Officers can apply for a grant to help with travel cost.
CONNECT Conference	July 31 - Aug. 2, 2024	Boise, ID	Not required, but encouraged for local officers (if applicable)		Travel, lodging, and meals during conference
Idaho Executive Council	Sep. -	Boise, ID	Required, all officers must attend!		Travel, lodging, and meals during conference
Building and Achieving Success in Idaho Chapters (BASIC)	Sep. - Oct., 2024	TBD	Each officer is expected to attend at least one		Travel, lodging, and meals during conference
National Fall Conference	Nov., 2024	TDB	Encouraged but not required	Travel, lodging, and meals during conference	Officers can apply for a grant to help with travel cost
Winter planning	Nov., 2024	Boise, ID	Required, all officers must attend!	Laptop or other device	Travel, lodging, and meals
Student Day at the Legislature (SDAL)	Feb., 2025	Boise, ID	President or assigned State Officer required		Travel, lodging, and meals during conference
FCCLA State Leadership Conference	Apr., 2025	Boise, ID	Required, all officers must attend!		Travel, lodging, and meals during conference
New Officer Orientation	Apr., 2025	Zoom	Required, all officers must attend		

State Officer uniform

Idaho complies with the mandatory dress code policy established by FCCLA's National Board of Directors for all FCCLA meetings and conferences. Please review the policy before attending to ensure you do not miss any sessions: <https://fclclainc.org/attend/dress-code>.

Wear the FCCLA official dress should as outlined below. You may select the attire that best fits your gender identity, provided you follow the FCCLA guidelines. **Jeans, T-shirts, and athletic wear are unacceptable.**

- Official FCCLA red blazer.
- State Officer name badge.
- Professional white or black shirt.
- Red, black, or white polo.
- Black bottoms (slacks, skirt, sheath dress).
- Black shoes.
- Neckwear from the official emblematic supplier, a black or red tie or bow tie, a single strand of pearls, red, black, and/or white scarf (optional).

You must wear approved or official officer attire when traveling on behalf of FCCLA, such as when attending speaking engagements or conferences. Business dress is acceptable at times, as notified by the state office. Idaho FCCLA follows the national association's dress code, and the state office chooses coordinating shirts/blouses and neckties each year.



Financial responsibilities

As referenced by section B-19 of the Idaho FCCLA bylaws, state officers are responsible for the following expenses:

ITEM	DATE REQUIRED	IDAHO FCCLA'S RESPONSIBILITY	STUDENT'S RESPONSIBILITY*
Officer uniform (see state officer uniform above)	June 8, 2023		100% (approximately \$160)
Official polo†	June 7, 2024	100%	
Official shirt†	June 7, 2024	100%	
Name tag†	June 7, 2024	100%	
Officer backpacks	Sept. 1, 2024	100%	
Meals		As per Idaho FCCLA bylaws	Anything more than per diem or excluded from registration‡
National Leadership Conference			100% (approximately \$1,500)§
Affiliation (required for all State Officers)	Sept. 1, 2024		100% (\$9 state; \$9 national)

*Check with your chapter adviser to see if chapter funds are available to defray these expenses.

†Idaho FCCLA will purchase the first. State officers are responsible for replacements due to loss, theft, or damage.

‡Officers are expected to purchase their own meals at all meetings unless provided. Some are reimbursable; see the per diem rate in the Policies and Procedures Manual.

§Exact costs will be available at SLC.

Code of conduct

Idaho FCCLA state officers represent all members. Therefore, I understand my conduct is a model for all members. While I am a state officer, I will meet with individual members, local chapters, school administrators, business representatives, community, state, and national government officials, and stakeholders. I recognize that I am a key person in planning and carrying out FCCLA activities in various capacities at the local, district, and state levels. I am aware of the added responsibility of being a state officer, and I agree to follow the Code of Conduct throughout my term.

General conduct

- I will attend all mandatory meetings as outlined in the officer obligation document.
- I will respect all public and private property.
- I will not knowingly act in a manner that contradicts the mission and purpose of FCCLA.
- I will not use, purchase, or possess any kind of tobacco, alcoholic beverages, vape equipment, illegal drugs, or paraphernalia.
- I will not wear jeans, sweats, shorts, or athletic clothing while carrying out official officer duties unless given permission from the CTSO manager.
- I will wear the approved name badge to activities.
- I will recognize and respect the authority of all advisers, supervisors, and group leaders.
- I will maintain a cooperative attitude.

- I will prepare for all meetings and activities and meet all deadlines.
- I will fulfill the responsibilities of my office and meet my obligations to FCCLA members at the chapter, district, and state levels.
- I will cooperate and communicate regularly with my chapter, district, and state adviser and the CTSO manager and follow their direction and guidance in fulfilling my responsibilities.
- I will not drive to an FCCLA function without prior permission from my parents, adviser, and school district personnel. I will inform the CTSO manager of any travel plans.
- I will model the ideals of FCCLA throughout my term in office.
- I will avoid participating in and actively discourage conversations or actions that belittle or downgrade fellow members, officers, or adults.
- I will maintain dignity while being personable, concerned, and interested in fellow members.
- I will behave in a manner that conveys and commands respect without any air of superiority.

Social media conduct

- I will avoid using discriminatory, inflammatory, offensive, disparaging, or divisive language about any political, ethnic, religious, or political group on social media.
- I will avoid posting provocative or sexually explicit content of myself or others on social media.
- I will not post any content that reveals myself or anyone else participating in or promoting any illegal activity.
- I will not post any content with vulgar language or references.
- I will maintain a positive and professional image and use proper grammar in every post.
- I will promote FCCLA and build excitement for members through my communications and social media pages.
- I will support the other state officers on social media regarding FCCLA and personal activities.
- I will keep the other state officers accountable for their actions on social media by using private messaging and connecting with an appropriate adviser.
- I will remove any post as requested by my chapter adviser, the CTSO manager, or the state adviser.
- I will always be respectful on social media and in other communications.

Conference conduct

- I will be on time for all sessions, events, and practices.
- I will strictly abide by all established curfews, retire to my assigned room, and respect the rights of others by being as quiet as possible after curfew.
- I will observe precautions, such as keeping hotel doors locked, opening them only to persons I know, and maintaining a “buddy” system so as not to be alone in potentially risky situations.
- I will always inform my designated adviser of my whereabouts.
- I will attend ALL assigned general sessions and other activities unless the CTSO manager excuses me.
- I will respect speakers and officers by avoiding disruptive behavior (e.g., talking, texting, using electronic devices, leaving the session before it is over, etc.) during meetings.
- I will wear my Idaho FCCLA officer uniform at all official conference activities or as specified by the CTSO manager.
- I will recognize the rights and comforts of others regarding noise, language, and general conduct.

Policies and procedures

Your one-year term of office begins after SLC or until your successor is elected.

- Your one-year term of office begins after SLC or until your successor is elected.
- If you fail to fulfill your duties and responsibilities as stated in the bylaws, you will be removed from office. A state officer's termination is at the discretion of the CTSO manager, state adviser, and Idaho FCCLA Board of Directors.
- If a President does not fulfill their duties, the First Vice President will assume the position for the remainder of the year.
- You are directly responsible to the CTSO manager and state adviser.
- Unless otherwise agreed, it is the CTSO manager's responsibility to assign all official activities.
- The CTSO manager must pre-approve travel if Idaho FCCLA is incurring expenses for your appearance as a state officer. You may not solicit invitations to any type of meeting.
- You are responsible for determining who will pay for any travel expenses not paid by Idaho FCCLA.
- The CTSO manager will set deadlines for various assignments and activities. You are expected to meet the appropriate deadline for your assignment. Be sure to notify the CTSO manager if you cannot meet the deadline.
- Your education takes precedence over extra assigned activities. If you become aware of conflicts because of school, please contact the CTSO manager immediately. Should a personal conflict arise with your assigned activities, please inform the CTSO manager at least one week before the deadline.

Travel and finance policies

Travel

- Follow your local district travel policies regarding travel to and from events.
- The CTSO manager or state staff will provide an up-to-date itinerary before you travel.
- The state office will pay directly for your hotel room for necessary meetings and conferences. Idaho FCCLA will cover all meals during the event and approved travel.
- Room service, telephone calls, and other incidentals when staying in hotels are your responsibility.
- The CTSO manager must approve all travel before the event.

Disciplinary procedures

Failure to meet deadlines or submit required monthly reports will result in the following actions:

- First offense: A notice will be emailed to you and your chapter adviser.
- Second offense: A letter will be sent to you with copies to the CTSO manager, state adviser, your parents, and the school administrator.
- Third offense: You will be placed on probation. If more deadlines are missed, you may be asked to resign.

Students placed on probation for academic reasons that have not shown improvement may be removed from office upon the CTSO manager, state adviser, or the local school administrator's recommendation. The CTSO manager will ask for random grade checks as necessary.

You will be expected to resolve minor dress code violations, and no additional action will be needed. Flagrant disregard for the dress code may result in suspending your duties for a time determined by the CTSO manager in consultation with your chapter adviser.

The CTSO manager and local school administrator may send you home from any event at your expense for any serious code of conduct violation, and you may be removed from office. The CTSO manager, state adviser, chapter adviser, or school administrator will resolve other violations.

After each monthly SEC meeting, you will meet with your chapter adviser to discuss your accomplishments. You and your adviser will fill out the Google Docs and the State Officer Report form and email them to the CTSO Manager.



Ongoing State Officer report

Throughout your term, there are several expectations specific to your job as a state officer. Each officer will have access to a Google Docs spreadsheet where you can update your points monthly. These points total at the top of the page so you can see your progress. The reports are due on the fifth of every month and are recorded in the office. Below is an example of the spreadsheet.

After each monthly SEC meeting, you will meet with your chapter adviser to discuss your accomplishments. You and your adviser will fill out the Google Docs and the state officer report form and email them to the CTSO manager. See example screenshot.

VP Development / Finance		Current Point Total	0
Required State Officer Team Duties			
Attend Event	Due Date	Date Completed	Points Possible
Pre NLC	N/A		50
JSL	N/A		50
Executive Council	N/A		50
BASIC Training	N/A		50
Winter Planning	N/A		50
Submit Officer Reports			
Submit all forms for State Officer info	6/1		25
MAY by June 5th of the Month	6/5		25
JUNE by July 5th of the Month	7/5		25
JULY by August 5th of the Month	8/5		25
AUGUST by September 5th of the Month	9/5		25
SEPTEMBER by October 5th of the Month	10/5		25
OCTOBER by November 5th of the Month	11/5		25
NOVEMBER by December 5th of the Month	12/5		25
DECEMBER by January 5th of the Month	1/5		25
JANUARY by February 5th of the Month	2/5		25
FEBRUARY by March 5th of the Month	3/5		25
MARCH by April 5th of the Month	4/5		25
Chapter Level			
Attend own chapter meeting	N/A		5
Attend own chapter meeting	N/A		5
Attend own chapter meeting	N/A		5
Attend own chapter meeting	N/A		5
Attend own chapter meeting	N/A		5
Participate in local project	N/A		10
Participate in local project	N/A		10
Participate in local project	N/A		10
District Level			

Ceremonies

Opening ceremony

PRESIDENT

<Raps gavel to signal the officers and members to stand>

We are members of 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 members, wage earners, and community leaders, 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.

PRESIDENT

The 20__ State Leadership Conference of the Idaho Association of Family, Career and Community Leaders of America is now in session. You may be seated.

Closing ceremony

NEW PRESIDENT

<Raps gavel to signal the officers and members to stand>

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 AND OFFICERS

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.

NEW PRESIDENT

This meeting of the Idaho Family, Career and Community Leaders of America is now adjourned. <Raps gavel to signal adjournment.>

Installation ceremony

_____ : <Lights red candle as other lights are dimmed.> This candle represents the light of family and consumer sciences education as it radiates throughout the world. It is the light of our ideals, our purposes—for we know as FCCLA members, we have an opportunity to strengthen individual, family, and community life.

_____ : <Lights the first candle from the red candle.> This candle symbolizes our first purpose: to provide opportunities for personal development and preparation for adult life.

_____ : <Lights alternating candle from the red candle, as do each of the following officers in turn.> This candle symbolizes our second purpose: to strengthen the functions of the family as a basic unit of society.

_____ : This candle symbolizes our third purpose: to encourage democracy through cooperative action in the home and community.

_____ : This candle symbolizes our fourth purpose: to encourage individual and group involvement in helping achieve global cooperation and harmony.

_____ : This candle symbolizes our fifth purpose: to promote greater understanding between youth and adults.

_____ : This candle symbolizes our sixth purpose: to provide opportunities for making decisions and for assuming responsibilities.

_____ : This candle symbolizes our seventh purpose: to prepare for the multiple roles of men and women in today's society.

_____ : This candle symbolizes our eighth purpose: to promote Family and Consumer Sciences and related occupations.

_____ : At this time, we would like to focus our attention on leadership. Good leaders are special people; they view the situation, recognize the need and encourage the necessary action. They understand the importance of teamwork and cooperation and the fulfillment of responsibilities.

_____ : Each year symbolizes one more step in the process of individual growth. The installation of newly elected officers is both a joyful and solemn occasion. We congratulate them and look forward to their new vision..

_____ : The following officers have been elected to serve our state for the coming year. Will each officer-elect please step forward as we call your office and name?

<As officers-elect are called, they step forward and accept their offices; each officer will give an inspirational thought or goal for the upcoming year.>

_____ : As incoming officers, the highest honors of the organization are being bestowed on you. Our state has faith and confidence in your ability to lead the organization.

_____ : The pledge of your office signifies your willingness to do this. Please repeat after me.

ALL

To the best of my ability, I will faithfully perform all the duties of the office to which I have been elected.

CURRENT PRESIDENT

You have heard the pledge your officers have made. It is important that you support them in the performance of their duties. <PRESIDENT ELECT>, the office of president is one of great responsibility. You must be firm, impartial, considerate, and friendly to all members. As Idaho's incoming FCCLA president, are you familiar with your duties?<PRESIDENT ELECT>, the office of president is one of great responsibility. You must be firm, impartial, considerate, and a friend to all members. As Idaho's incoming FCCLA president, are you familiar with your duties?

PRESIDENT-ELECT

Yes, I am.

CURRENT PRESIDENT

As outgoing officers, we ask you to remember that real leadership strength comes through cooperative efforts. We are confident the organization will continue to grow under the leadership these new officers will provide.<Hands gavel to the president-elect.> By giving you this gavel, I now relinquish the presidency of the Idaho Association of Family, Career and Community Leaders of America.

<New President may give a short speech or read appropriate prose or a poem.>

State Officer candidate rubric

Candidate Name: _____ District: _____

School: _____ Adviser: _____

GPA: _____ FCS Course Requirement: _____

APPLICATION

	1	2	3	Score
Cover letter, Transcripts and photo	0-1 items listed	2 items listed	3 items listed	
Cover Letter	Does not mention their reason for running, education, experience, and training	Explains how he/she will be valuable to Idaho FCCLA by mentioning education, experience and training.	Explains how he/she will be valuable to Idaho FCCLA by highlighting education, experience and training.	
Cover Letter (i.e. font choices, font sizes, general formatting, spelling/ grammatical errors, etc.)	Several formatting errors; several grammatical/ spelling errors	Inconsistent formatting; some grammatical/ spelling errors	Consistent formatting; no grammatical/ spelling errors	

LEADERSHIP

FCCLA Projects	Evidence of 2 or less activities (participation in National Programs, STAR Events, State Competitive Events, and/or State Projects)	Evidence of 3 to 5 or more activities (participation in National Programs, STAR Events, State Competitive Events, and/or State Projects)	Evidence of 6 or more activities (participation in National Programs, STAR Events, State Competitive Events, and/or State Projects)	
FCCLA Leadership	No involvement	Evidence of at least one leadership positions	Evidence of 2 or more leadership positions	
FCCLA Events/ Conferences	Involved in 0-1 varied events	Evidence of involvement beyond attendance in 2 to 3 varied events	Evidence of involvement beyond attendance in 4 or more varied events	
Total				

INTERVIEW

	1	2	3	Score
Professional Appearance	Dressed casually but not necessarily appropriate, slightly polished, neat	Appropriately dressed, polished, generally neat	Official FCCLA Dress: Highly appropriate, well-polished, and extremely neat.	
Non-Verbal Communication	Minimal eye contact, does not smile	Poor posture, weak smile and eye contact	Genuine smile, confident body language, eye contact, good posture.	
Knowledge of FCCLA	Candidate demonstrated some knowledge of FCCLA	Candidate demonstrated proficient knowledge of FCCLA	Candidate demonstrates distinguished knowledge of FCCLA	
Content of responses	"Yes" or "No" answers, does not refer to applicable strengths/ skills, uses words like "things" or "stuff"	Responses too short or vague, refers to personal strengths, skills occasionally	Well constructed, confident responses with examples, consistently relates how skills will contribute to any position	
Delivery and Enunciation	Speaks too quietly or loudly, inappropriate language, lots of "umms" or fidgeting, poor grammar and diction	Mumbles occasionally, minimal "umms" and fidgeting, conversation stops and starts at times, satisfactory grammar and diction	Speaks clearly at all times, no distracting mannerisms, easy to converse with, uses proper diction and grammar	
Overall Impression	The candidate did not provide evidence they would be able to serve as a positive role model for Idaho FCCLA	The candidate provided evidence they would be able to serve as a positive role model for Idaho FCCLA without a large amount of additional training on issues.	The candidate provided convincing evidence they were well informed and would serve as a positive role model for Idaho FCCLA	
Total				

Scoring

Application: _____ 18

Interview: _____ 18

Total: _____ /36

Comments:

**Say
Yes to FCS**