

IDAHO ASSOCIATION
FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA



POLICIES & PROCEDURES MANUAL

NOTE: Work in progress, all sections are in process of being updated

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Updated April 2016

Section B-2: State Policies of the Idaho Association of FCCLA

Article I - Protection of Rights and Human Subjects

SEXUAL HARASSMENT POLICY (APPROVED FEBRUARY 2000)

The Family, Career and Community Leaders of America (FCCLA) oppose sexual harassment of any kind. Sexual harassment of students is a real and serious problem in education at all levels. It can affect any student, regardless of sex, race, or age. Sexual harassment can threaten a student's physical or emotional well-being, influence how well a student does in school, and make it difficult for a student to achieve his or her career goals. Moreover, sexual harassment is illegal – Title IX of the Education Amendments of 1972 (Title IX) prohibits sex discrimination, including sexual harassment.

Title IX protects students from unlawful sexual harassment in all school programs or activities, whether they take place in the facilities of the school, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere. Title IX protects both male and female students from sexual harassment, regardless of who the harasser is.

FCCLA activities are integral to local school instructional programs in vocational and technical education and are a responsibility of the state. Therefore the sexual harassment policies and procedures in effect in a student's home school or schools last attended are the means by which sexual harassment issues at FCCLA events will be addressed. Of course, FCCLA always reserves the right to respond to any disciplinary situation, as they deem appropriate and independent of any action by a school.

If a student feels they have been sexually harassed while participating in an FCCLA event or activity, they are strongly encouraged to report the incident immediately to: 1) the Adviser responsible for FCCLA activities; 2) the student's home school principal; or 3) the State Adviser of FCCLA. Harassment issues reported to the FCCLA State Adviser will be referred to the student's Adviser and home school administrator(s).

Article II - Membership

HONORARY MEMBERSHIP

To be eligible for a state honorary membership in the Idaho Association FCCLA, the candidate must have:

1. Contributed in an outstanding way to Family and Consumer Sciences Education and the development of Family, Career and Community Leaders of America at the state level.
2. Helped promote the goals of FCCLA through:
 - a. Outstanding services which contribute to the achievement of the FCCLA goals
 - b. An effective public relations program which has helped interpret FCCLA in the state
 - c. Outstanding assistance which has helped to develop or carry out FCCLA goals
3. Nominations of individual(s) for state honorary membership may be submitted by any of the chapters in Idaho.
4. Nomination forms (supplied by the State Office) must be completed and submitted by the chapter to the State FCCLA Executive Council for final selection.

5. The State Executive Council and/or State Board of Directors may nominate a person(s) for honorary membership.

Article III - Chapter Affiliation and Membership Dues

1. Chapter Affiliation: Chapters must be affiliated with the state and national organizations to receive state or national resource materials, to be eligible to attend district conference and State Leadership Conference, and to have an officer nominee or delegate for national conference. Dues will be paid to the FCCLA National Office and a copy of the affiliation form and member roster are to be submitted to the Idaho State FCCLA Office.
2. National Dues: National dues are currently \$9 per member.
3. State Dues: State dues are currently \$7 per member.
4. District Dues: Any dues levied in a district will be at the discretion of the district executive council subject to recommendations from the District Adviser. Such dues will be in addition to the national and state dues. In order to have voting delegates at a district meeting, the chapter must affiliate members with the state and national organization.
5. Chapter Dues: The chapter executive council will determine local membership dues subject to approval of the members of the chapter. They will be in addition to national, state and district dues.
6. Alumni & Associates: Advisers are encouraged to join the Alumni Association and may do so in lieu of making an adviser contribution.
(<http://www.fcclainc.org/content/alumni--associates/>)

Article IV - Officers

QUALIFICATIONS FOR STATE OFFICERS

Candidates for state office will have the following qualifications:

1. Active membership in affiliated chapters for at least one year prior to assuming duties
2. Enrolled in at least one semester or one trimester Family and Consumer Sciences class prior to assuming duties
3. A grade point average of 2.5 or above (increased 2005)
4. Chapter or district experience
5. Occupational representative will be an active member of an affiliated chapter and be currently enrolled in an occupational Family and Consumer Sciences program. At least a junior status, must be enrolled in a capstone class in a program of study the year of their office.
6. Consult with and obtain support from parents, chapter adviser, and school administrators to run for a state office
7. Postsecondary

REQUIREMENTS FOR CANDIDATES FOR STATE OFFICE

In order to be a candidate for state office, a student must:

1. Attend a school with a Family and Consumer Sciences program
2. Be a member of an FCCLA chapter whose adviser is also the Family and Consumer Sciences instructor
3. Attend and participate in all chapter, district, and State Leadership Conferences including those at conferences
4. Be knowledgeable about the FCCLA organization and national programs

Candidates for state office will submit the following packet to the state office by March 15:

1. Signed cover letter from applicant stating reasons for running for office
2. Completed application with signatures
3. Signed contract agreeing to abide by the Code of Conduct for year of office.
4. Candidate nomination form signed by adviser
5. Signed letter of recommendation from adviser
6. Signed letter of recommendation from administrator
7. A current photograph to be displayed during the State Leadership Conference
8. Signed permission slip for all events during year of office

In order to be considered to run for office, candidates must complete ALL requirements by the deadline.

ELECTION OF STATE OFFICERS

1. Each district should be represented by at least two candidates
2. State officer candidates will fulfill all the above-stated requirements before running for office
3. State officer candidates will participate in a screening interview at the beginning of State Leadership Conference
4. All candidates must prepare and present a (2-3 minute) speech and answer questions at the district meeting
5. Voting delegates will vote for officers at the delegates' assembly
6. Final selection of officers will be based on 60% application/interview and 40% ballot count

DUTIES OF OFFICERS

State Officers will:

1. Be accountable for information in the State Procedures Manual
2. Help plan and carry out assigned responsibilities for State Leadership Conferences
3. Help plan and promote the national and state projects at local, district and state levels
4. Be encouraged to attend and participate at the National Leadership Conf.

5. Represent state FCCLA organization as requested by the State Office
6. Keep a file of materials related to work as an officer
7. Be allowed to compete in STAR Events if it does not interfere with State Officer duties.
8. Abide by the curfew established
9. Be subject to dismissal following a violation of the Officer Code of Conduct or recommendation of the Board of Directors
10. Travel to FCCLA conferences with chapter adviser or an assigned chaperone. Special arrangements may be made by the school district and must include permission from an administrator, adviser, and parent.

District Officers will:

1. Be an active member in an affiliated chapter for one year prior to assuming duties
2. Enroll in at least one semester or one trimester Family and Consumer Sciences class before assuming duties
3. Maintain a scholastic rating of 2.5 or above (increased 2006)
4. Have held a leadership role in an FCCLA chapter
5. Obtain nominations from chapters which are forwarded to the district director

Article V - Meetings and Events

NO student may attend district, state, regional, or national FCCLA without being accompanied by an adviser, parent or officially sanctioned chaperone. One adviser **cannot** chaperone more than one group. School district travel policies must be followed.

1. Required Forms: All persons (students, advisers, chaperones) attending official FCCLA functions must submit signed forms which are to be obtained and kept in possession of Adviser at State Leadership Conference. Adviser now sends in "Adviser Possession of Documents" form to State Office.
 - a. Rules of Conduct: All attendees must agree with and sign the Rules of Conduct form.
 - b. Attendee Release Form: All attendees must provide insurance information and emergency contact information on the Attendee Release Form
2. District Meetings: District leadership conferences of Idaho FCCLA will be held annually in the fall and spring. The date and place will be arranged by the district adviser and district director. The district STAR Event competition will take place on or before the President's Day holiday.
 - a. State Leadership Conference – April of each year
 - 1) Delegates who do not stay in the official conference hotel will be assessed a meeting room fee of \$30 each in order to register for the conference.
 - 2) Cancellation of registration must be in writing. After initial registration, ½ of the registration fee will be refunded. If cancellation occurs less than two weeks before the conference, no refund will be given; however, a substitute delegate may be named. There is a \$15 substitution fee. The chapter will be billed if the registration has not been paid in advance and a 5% fee will be added if registration is not received at conference registration table.

- b. Joint Student Leadership Conference (JSL) – August of each year
- c. Executive Council – September of each year
- d. National Leadership Conference – July of each year.
 - 1) The Idaho delegation to the National Leadership Conference will include:
 - A. State Officers
 - B. Chapter Advisers of State Officers
 - C. STAR Events participants
 - D. State Coordinator
 - E. State Adviser
 - F. Additional chapter members and chaperones
 - 2) PLANNING
 - A. The State Coordinator will make special assignments.
 - B. Idaho participation plans will be made by the incoming state officers. Plans are subject to the approval of the Board of Directors.
 - C. Financial assistance may be provided for the state officers and STAR Event competitors in accordance with the annual budget.
 - D. Delegates will receive specific information and suggestions as it becomes available from the national office.
 - 3) CONDUCT: All state officers and delegates will adhere to the state conduct guidelines. Disciplinary actions may include being required to return home immediately and forfeiture of state office. Refer to “Code of Conduct and Contract for State Officers,” and “Rules of Conduct Attending an Official Function of Idaho FCCLA.”
 - 4) HOUSING
 - A. All Idaho delegates (students, advisers, chaperones) must stay in the hotel designated for Idaho FCCLA.
 - B. Housing must be arranged through the Idaho FCCLA State Coordinator to fill our assigned block, to facilitate adequate chaperoning, and to provide the lowest cost for all participants.
 - C. In the event of partially filled rooms, an attempt will be made to fill them with delegates from other chapters to keep costs down.
 - Arrival and departure dates will be considered.
 - Advisers will be partnered with other advisers.
 - Students will be partnered with other students of the same gender.
 - When possible, state officers will be placed with other state officers.
 - Adults will not be placed with students unless they are from the same school.
 - Adviser’s requests for rooming arrangements will be honored whenever possible with parent permission and in accordance with school district policy.

- Family groups should be prepared to pay for their rooms.
- Room cancellations made after June 1 are not refundable (however, substitutions may be made).

Article VI - STAR Events

COMPETITORS

Students may participate in only one event at the State Conference, either a STAR Event or an Idaho Event. They must pre-register for the desired event and pay the registration fee to participate.

In order to participate in National STAR Events competition, the Top Gold/National Contender must submit the National Participation Form to the state office no later than one week after the State Leadership Conference and pay the non-refundable STAR Event registration fee.

The state winner or the national competitor cannot compete in the same event in following years. Choosing a new project does not mean that a new event has been chosen. (We expect that new projects be used every year regardless of the event to allow students more growth potential.) Exceptions: A national qualifying Parliamentary Procedure team may compete again, but must have a new chair. However, after one year he/she may compete again in that event. Students competing in the Culinary Arts, Early Childhood, Hospitality or Interior Design events may compete each year.

POLICIES

We recognize the current National STAR Events Handbook as our guide for STAR Events but understand that they are designed for competition at the national level. In order for our top competitors to be qualified for that competition, they should follow those guidelines. However, to facilitate our state events, the Board of Directors will set policies as needed to clarify our selection process.

The National STAR Events Handbook states: "Members are not required to participate in state events prior to National STAR Events, but they must be selected by state-established procedures."

Check the FCCLA National website for a current listing of STAR Events since these change every year (<http://www.fcclainc.org/content/star-events/>)

Most STAR events have three divisions or categories:

- Junior FCCLA chapter members through grade 9
- Senior..... FCCLA chapter members in grades10 -12 who are identified as comprehensive members on the national affiliation form.
- Occupational..... Have been or are currently enrolled in an occupational FACS class. Occupational event must relate to content of the class.

A team composed of both Junior and Senior division members must compete at the Senior level. A team composed of Occupational and Comprehensive must compete in Comprehensive.

Each of the following event categories has two options for presenting the project:

(Note: Even though a different media is used to present the project, both methods are considered the same event and the same judging sheet and event criteria will be used. A top competitor in each presentation will be recognized at State and allowed to go to national conference, but must choose another event the next year regardless of media chosen.)

Chapter Service Project

Manual: Top two winners

Display: Each category

Chapter Showcase

Manual: Top two winners

Display: Each category

The National STAR Events Handbook states that each event project must be developed and completed during a one-year span starting July 1 and ending June 30 of the school year preceding the National Leadership Conference.

A chapter may enter all events, all categories and all media choices every year. Only those students who received top gold awards at state or competed at the National Leadership Conference must choose a new event. They may work on the project or act as a “coach” for other students, but may not actively compete in that event. At this time, exceptions are Culinary Arts, Early Childhood, Hospitality, Interior Design and Parliamentary Procedure (except for the chair, who must be different).

Students may compete in as many events as they wish at the district level. For State Leadership Conference, however, they must choose only one event, either a STAR Event or an Idaho Event.

A team event may have up to three members from the same chapter with the exception of Parliamentary Procedures which can have from four to eight members.

Current state officers may compete in STAR Events as long as it does not interfere with state officer obligations.

When affiliating, a student must designate whether he/she is an FCCLA Comprehensive or Occupational member. This especially applies to combined chapters. The chapter affiliation form will verify the category in which a student may compete.

- In order to compete in the Occupational division, a student must have been or is currently enrolled in an occupational course.
- An Occupational STAR Event must relate to the occupational capstone class.
- To ensure that Occupational students are in the correct category, the following questions may be asked:
 - What FCS Occupational classes have you taken to support your project?
 - How do these classes relate to your project?
- Following their presentation, each Occupational student may be asked the following questions:
 - Now that you have done this project, what career application do you see for this project?
 - What occupational skills have you gained or improved on while completing this project?

Article VII - Idaho Events

Idaho Events are designed for students not involved in STAR Events. Presentations will be judged and awards will be presented. None of the Idaho Event winners advance to Nationals with the exception of *National Program Showcase*. Two top winners will represent Idaho in *National Program Showcase* at the National Leadership Conference.

The following five categories are the Idaho Events:

- Creed Speaking – Junior • Creative Creed – Senior
- Extemporaneous Speaking • Knowledge Bowl
- National Program Showcase –
 - Chosen from the following national programs
(check for current info at <http://www.fcclainc.org/>):
 - Membership (check for current year) - FACTS - STOP the Violence
 - Career Connection - Families First - Student Body
 - Community Service - Financial Fitness
 - National Outreach Project
(check for current year project using the link above)

Article VIII - Publications

“FCCLA SPEAKS,” the official newsletter of the state organization, will be published online at the discretion of the Executive Council and Board of Directors. Copies will be forwarded to state officers, board members, and chapter advisers. Refer to page C-8 Article XI.

Article IX - Board of Directors

Refer to Idaho FCCLA Bylaws Article VIII – Board of Directors - for the composition of the Board.

Scheduled Meetings:	Executive Council State Leadership Conference PTE Summer Conference
Length of Board Terms:	Elections will take place at the State Leadership Conference. Terms are three (3) years with rotation: Districts 1 and 4 2012 2015 2018 2021 2024 Districts 2 and 5 2013 2016 2019 2022 2025 Districts 3 and 6 2011 2014 2017 2020 2023

SECTION C - DISTRICT MEETINGS

Section C-1: General Information

Meeting Suggestions for all District Meetings

PLANNING AND PREPARATION

1. Refer to the past year's evaluations for ideas to strengthen programs. Be sure to use an evaluation sheet for the current meeting to provide input for the following year's planning.
2. Invite all schools in your district to involve as many chapters and members as possible.
3. Include fun and educational activities in all district meetings. Activities should vary throughout the day.
4. Provide opportunities for members to get better acquainted.
5. See that printed programs are attractive in appearance, legible and non-biased.
6. Remind all chapters of affiliation dates in first meeting release. Initial National affiliation forms should be sent to the State Office by October 1.

MEETING MANAGEMENT

1. **Rehearse - Rehearse - Rehearse.** Be well prepared for the portions of the program that are under your control.
2. Officer advisers can serve as consultants behind the stage during district meetings to help provide the District Adviser the freedom to handle other duties.
3. Preview any audio/visual resources (CDs, videos, Power Point, etc.) before the presentation. An experienced operator is a must.
4. Test microphones before beginning the meeting. A designated person should be in charge of microphones, lights, curtains, and other facility-related items.
5. Have hosts/hostesses at meeting doors to discourage entering or leaving during meeting sessions.
6. If audience behavior has been a problem, establish and notify all participants of expectations in advance of meeting. Reminders to advisers at the opening of meetings are also appropriate.
7. All visuals used on stage must be readable by the entire audience. Posters should have lettering 6-8 inches high and be attractive in appearance. Dark-colored lettering is more easily read than light-colored lettering.

RECOGNITION

1. Districts are encouraged to give special recognition to individuals who give outstanding service to their districts.
2. Carefully plan how recognition portion(s) will flow. This frequently looks unorganized and gets very long. Plan for:
 - a. Numbers of people involved and whether they are present or not

- b. Certificates and people not attending
- c. Flow of traffic – Have those receiving awards lined up in order.
- 3. Picture exactly how the process will occur. Be sure to think through the process in detail.

Action Outline for all District Meetings

- 1. DURING JSL (Joint Student Leadership)
 - a. State Officers
 - 1) Select goals and objectives to focus on during the year
 - 2) Choose theme for the district convention
 - 3) Draft tentative agendas for the district meetings
 - 4) Coordinate state and district goals
- 2. AFTER JSL
 - a. All State and District Officers and Advisers
 - 1) Set and confirm date, place and time of planning meeting(s).
 - 2) Review and determine specific responsibilities of each officer, adviser, and board member for meetings
 - b. District Directors
 - 1) Send an announcement of the district planning meeting to all schools in district. Announcement should include:
 - A. Date, time and place of meeting
 - B. Purpose of meeting – decisions need to be made
 - C. Map of meeting location, if needed
 - D. Tentative agenda
 - 2) Begin to plan for responsibilities assigned during JSL – Use a planning calendar
 - 3) Notify chapter advisers from the district when special help is needed to fulfill assignments
- 3. DISTRICT PLANNING MEETING
 - a. Purpose
 - 1) To finalize all district meeting plans, agenda, chapter responsibilities, program participants
 - 2) To provide participants with leadership skills (leading group discussions, participating in business meetings, etc.)
 - b. Participants
 - 1) District officers
 - 2) State officers from district
 - 3) Chapter advisers of district and state officers

- 4) District Board members
- 5) All other chapter representatives and advisers who can attend
- c. Duties at the Planning Meeting
 - 1) Review and clarify responsibilities of:
 - A. Officers
 - B. Advisers of District Officers
 - 2) Set a due date for registration
 - 3) Make plans for food to be served. Money for snacks and beverages must be collected in advance of the meeting.
 - 4) Determine and designate the responsibilities to be carried out by the chapters. (See "Meeting Assignments" in this section.)
 - 5) Provide training sessions related to the designated responsibilities.
 - 6) Consider suggested district expenses. (See "Suggested District Expenses" in this section.)
4. FOLLOWING THE PLANNING MEETING
 - a. District Director
 - 1) Delegate responsibilities as needed.
 - 2) Within two weeks after the planning meeting, send a meeting announcement to every school in district that has an affiliated FCCLA chapter or Family and Consumer Sciences program.
 - 3) Remind chapters/schools to affiliate prior to the district convention.
 - 4) Notify chapters of their responsibilities. Give clear instructions so assignments can be easily completed.
 - 5) Invite program participants (speakers, greeters, etc.) four weeks before the meeting. Give clear instructions of their responsibilities and meeting location, time, directions.
 - 6) Prepare programs at least two weeks before the meeting. If this is to be done by another chapter, be sure to provide complete, correct information.
 - 7) Send FCCLA invitations to superintendents, principals, Idaho members of Congress, the Governor, members of the State Legislature, the press.
 - 8) Keep accurate records of registration and monies collected. Inform those providing food of actual numbers of registrants.
 - b. State Officers other than District Director
 - 1) Work closely with district director and district officers to complete any meeting assignments or responsibilities.
 - c. District Adviser, Adviser of State Officers, Board Members
 - 1) See that officers carry out meeting responsibilities.
 - 2) Follow meeting plans carefully to see that they are progressing as scheduled.
 - 3) Remind all schools that affiliations are required for attendance.

5. DURING DISTRICT MEETING

a. District Director

- 1) Preside over meeting. Start and close on time.
- 2) Use official ceremonies for opening and closing the meeting.
- 3) Follow agenda as planned.
- 4) Conduct an evaluation of the meeting.

b. State Officer Other than District Director

- 1) Present goals and objectives for the year as planned at JSL
- 2) Encourage members to run for State FCCLA offices, participate in STAR Events and National programs.
- 3) Encourage membership increases in chapters and in schools not affiliated.

c. District Adviser, Adviser of State Officer, Board Members

- 1) Plan meeting times with advisers and guests.
- 2) Thank them for coming and for their support.
- 3) If places and dates have not been chosen for future meetings, ask advisers to consider hosting future meetings.
- 4) Review any items of special concern or interest to advisers and/or guests.
- 5) Encourage membership and affiliation of schools without chapters.

6. FOLLOWING THE MEETING

a. District Officers

1) Secretary

- A. Write thank you letters to hosting chapter, guest speakers and program participants.
- B. Complete required reports within two weeks of the meeting and send to the District Director.
- C. Complete the minutes and send to chapters.

2) Treasurer

- A. Prepare financial report within two weeks of District Meeting. This form is available from the District Director and/or the District Adviser.
- B. One copy of the program
- C. Give one copy of "a" and "b" to the District Director to file for next year's officer.

3) District Directors

- A. Send forms to the State Coordinator by the 10th of the month.
 - Agenda Planning Sheet
 - District Meeting Report
- B. Send copies of program letters, news articles, etc. to the State Coordinator by the 10th of each month.

Fall District Meeting – Sample Agenda

1. Opening Ceremony
2. Flag Ceremony
3. Thought for the Day
4. Greeting or Welcome (Superintendent, Principal, or other official)
5. Roll Call
6. Introductions
7. Purpose of Meeting
8. Program (Guest speaker, workshops, etc.)
9. Business Meeting (Optional)
 - a. New business
 - 1) Upcoming meeting dates and places
 - 2) Upcoming deadlines for awards and publications, etc.
 - 3) Announcement of chapter awards
 - 4) Explanation of duties and responsibilities of officers, encourage members to run for office
 - 5) District business, if any
10. Fun Activity
11. Report of National Meeting
12. Presentation of State goals and objectives
13. Announcements (all announcements should be written and approved by the district adviser.)
14. Closing Ceremony
15. Collect Meeting Evaluations

Sample Agenda Planning Sheet

Whatever the shape, size and dimension of your meeting, here are some common characteristics to think about. These will affect your decision-making as you plan your meeting, and lead them or help others lead them.

- | | | |
|---|--|--|
| 1. People - Define who will be coming | 5. Costs - What budget are you working within | 8. Work Complete at Meeting - Assignment checklist |
| 2. Purposes - Put in writing | 6. Time Dimensions - How much time will each activity take | 9. Follow-Up - Who, what, deadlines |
| 3. Atmosphere, Climate - Describe the effect you want | 7. Work Before Meeting - Assignments checklist | 10. Beginnings, Middles, Ends - Set tone. Keep students involved |
| 4. Place and Space - What type of space is needed | | |

Purpose or Desired Outcome of Meeting: To promote the state program of work and involve chapters in leadership activities

Officer Name _____ District _____ Meeting _____

Session _____ Meeting Room _____ Number Attending _____

Total Time _____ Date _____ Draw Diagram of Desired Room Set-Up on the Back of this Sheet

TIMING	AGENDA ITEM	METHOD	WHO IS RESPONSIBLE	RESOURCES
9:00-9:30 am	Registration	Chapters will pre-register and pick up their packets when they arrive. Packets will be alphabetical and contain programs and lunch tickets. One person per chapter will sign the group in and confirm attendance and membership.	Designated Chapter	Tables, chairs, programs, packets
9:00-9:30	Pre-Session	Taped music, upbeat tempo Theme of meeting displayed	District Officer	Tape, tape players, banner or slide
9:30-9:33	Presentation of Colors	Two members enter from opposite sides of auditorium to patriotic music	_____ Chapter	Two flags, flag stands, tape, tape player
9:34-9:37	Officer Introduction	Officers approach center state. Each officer will tell their name and chapter as part of skit related to theme	District Officers	Props as necessary
9:37-9:40	Opening Ceremony	Focus on podium Ceremony printed in program	District President	Script
9:41-9:44	Welcome	Focus on podium Introductions and Thank-Yous	Director	
9:45-9:48	Greetings	Focus on podium	District Officer	
9:48-9:50	Introductions of Guests	Focus on podium Special guests in reserved seating	District Officer	Names and titles of guests
9:50-10:03	Roll Call	Podium Secretary reads off names May use visual as means of recognizing chapters	District Secretary and _____ Chapter	

TIMING	AGENDA ITEM	METHOD	WHO IS RESPONSIBLE	RESOURCES
10:03-10:08	Presentation of Theme	Skit, designed by chapter	_____ Chapter	
10:08-10:40	Keynote Speaker	Introduction of speaker and presentation. Thank speaker	State Officer District President	
10:40-10:45	Presentation of State Project	Skit, designed by chapter	_____ Chapter	
10:45-10:50	Mixer		_____ Chapter	
10:50-10:53	Announcements	Any announcements which need to be given to the delegates are read	District President	
10:53-11:00	Passing Time	Members go to workshop	Chapter, Assist	
11:00-11:40	Workshops	District Officers conduct or facilitate workshops on variety of topics	District Officers Presenters	
11:40-11:45	Passing Time	Gather for General Session		
11:45-11:47	Announcements	As needed. Lunch arrangements	District Officer	
11:47-11:50	Inspirational Thought	Music or program number	_____ Chapter	
11:50-12:30	Lunch	Organized for least amount of waiting and best use of facilities	Chapter	Lunch facilities
11:50-12:30	Entertainment	Musical or other types of entertainment provided during the period of waiting involved with the serving of lunch		
12:30-1:10 pm	Workshops	Repeat of first session		
1:10-1:15	Passing Time			
1:15-1:17	Bring to Order	General Comments	District President	Microphone
1:17-1:21	Skit on State Project	Skit designed to illustrate state projects	_____ Chapter	Microphone, extension cords
1:21-1:30	National Meeting Report	Delegates to National Meeting present a report on their trip. Script is read by officers with a slide presentation	State Officers District President	Slides, projector, screen Person to operate projector Podium and reading light
1:30-1:34	Honor Chapter Skit	Skit promoting the idea of working towards being an honor chapter	_____ Chapter	Easel, microphones
1:34-1:40	Honor Chapter Awards	Presentation of Honor Chapter awards to current chapter presidents	State Adviser District President	Podium, certificates
1:40-1:42	Relaxer	Some type of entertaining activity to stretch	_____ Chapter	Microphone, music (optional)
1:42-1:50	Power of One	Presentation of Power of One awards	District Officer	Microphone, certificates
1:50-1:58	State Officer Report	Update on State Association	State Officer	Microphone, podium
1:58-2:00	Announcements	Upcoming opportunities	District Officer	
2:00-2:03	Closing Ceremony	Ceremony is printed in program and read as is	District President	Podium, gavel
2:03-2:05	Retirement of Colors	Flags removed as audience stands	_____ Chapter	Flags
2:05	Evaluation	Collect evaluation sheets at door as delegates leave – or – have delegates pass down their rows for collection	District Officers	

Agenda Planning Form

Make 3 copies and distribute to:

- District Adviser
- District Director
- State Coordinator

Whatever the shape, size and dimensions of your meeting, here are some common characteristics to think about. These will affect your decision-making as you plan your meetings, lead them, or help others lead them:

- | | | |
|---|--|--|
| 1. People - Define who will be coming | 5. Costs - What budget are you working within | 8. Work Complete at Meeting - Assignment checklist |
| 2. Purposes - Put in writing | 6. Time Dimensions - How much time will each activity take | 9. Follow-Up - Who, what, deadlines |
| 3. Atmosphere, Climate - Describe the effect you want | 7. Work Before Meeting - Assignments checklist | 10. Beginnings, Middles, Ends - Set tone. Keep students involved |
| 4. Place and Space - What type of space is needed | | |

Purpose or Desired Outcome of Meeting: _____

Officer Name _____ District _____ Meeting _____

Session _____ Meeting Room _____ Number Attending _____

Total Time _____ Date _____ Draw Diagram of Desired Room Set-Up on the Back of this Sheet

Duplicate chart for additional pages as needed

TIMING	AGENDA ITEM	METHOD	WHO IS RESPONSIBLE	RESOURCES	FOLLOW-UP	
					ACTION	PERSON

TIMING	AGENDA ITEM	METHOD	WHO IS RESPONSIBLE	RESOURCES	FOLLOW-UP	
					ACTION	PERSON
Updated 9/7/2021			45			

Checklist for Planning Meetings

Meeting Title _____ Meeting Date _____ Person in Charge of Meeting _____

District Directors need to make a checklist for their district meetings. They need to decide who is responsible for each item and inform that person or chapter. Be sure to indicate deadline dates. It is so easy to forget some crucial items in planning meetings. We have found it indispensable to have a checklist to use as part of the process of planning and leading meetings. Not all items will be relevant for every meeting. Just mark through those items not needed. This checklist includes the following:

- | | | |
|--|----------------------------------|-----------------------|
| 1. Meeting Location | 4. Publicity | 8. Materials/Supplies |
| 2. Responsibilities Before the Meeting | 5. Equipment | 9. At the Meeting |
| 3. Budget – Income and Expenses | 6. Just Before the Meeting | 10. After the Meeting |
| | 7. Agenda and Resource Materials | |

	WHO IS RESPONSIBLE	DATE DUE
1. MEETING LOCATION		
Date availability		
Contact person		
Size and shape of space		
Electrical/microphone outlets		
Bathrooms (location, number)		
Heat/cold regulation		
Parking facilities (number, access)		
Access to meeting rooms		
Lighting		
Name of custodian engineer (where to contact)		
Registration area		
Room set-up arrangements		
Other		
2. PUBLICITY		
Notices to all district schools		
Letters of invitation (to administrators, legislators, etc)		
Directions to meeting place		
Phone calls		
News releases		
Personal contacts		
Other		
3. AGENDA – RESOURCE MATERIALS		
Copies of agenda		
Contact people on the agenda		
Materials need (reprints, etc)		
Previous minutes		
Committee reports		

	WHO IS RESPONSIBLE	DATE DUE
Other		
4. RESPONSIBILITIES BEFORE THE MEETING		
Develop program		
Leadership assignments		
Resource persons		
Trying out equipment		
Test whether charts, posters are readable from audience		
Test electrical outlets		
Develop program		
Try out equipment		
Preview materials		
5. EQUIPMENT		
Tables (number, size, shape)		
Chairs (comfort, number)		
Microphones		
Tv/vcr		
Extension cords		
Screen		
Platform		
Gavel		
Lectern		
Water pitchers/glasses		
Camera		
Copy machine		
Computer or lap top		
Projector		
6. MATERIALS - SUPPLIES		
Name tags – tents		
Markers		
Masking tape		
Pencils		
Visual aids		
Display materials		
Decorations		
Posters		
Ballots		
Candidates' summary sheets		
Voters' evaluation sheets		
7. BUDGET		
Estimated income		
Registration fees		
Food charges		
Other		

	WHO IS RESPONSIBLE	DATE DUE
Estimated expenses		
Mailing, e-mails		
Telephone calls		
Paper materials		
Name tags		
Pens/markers		
Refreshments		
Copying		
Other		
8. JUST BEFORE MEETING		
Seating arrangements (general, sub-groups)		
Extra chairs		
Extra tables		
Public address system checkout		
Equipment		
Materials		
Water, glasses		
Thermostat		
Open/close windows		
Refreshment set-up		
Table numbers		
Evaluation forms ready		
Programs		
9. AT THE MEETING		
Meeting, greeting, seating of participants, guests		
Documentation – recording		
Evaluation activity		
Handing out materials		
Announcements		
Other		
10. AFTER THE MEETING		
Collect unused materials		
Return equipment		
Clean up		
Thank helpers		
Prepare evaluations summary		
Mail follow-up materials		
Remind people of their follow-up commitments: phone, write thank you notes/letters		
Pay bills		
Collect outstanding monies		
Other		

District Financial Policy

In accordance with generally accepted accounting practices and as liability protection for individuals administering district FCCLA funds, the Idaho State Family, Career and Community Leaders of America Board of Directors has drafted and accepted the following policies:

1. Each district shall maintain a separate account for district FCCLA funds. This account shall be located where the adult Board of Directors member resides. The account may be maintained in a school or school district office only if the school and district financial policy provides that funds are not co-mingled at the end of the school year.
2. The Board of Directors and a designated district officer shall approve expenditures of district FCCLA funds. The district officer is designated by the Board of Directors and is not an advisee or current student member of the Board of Directors.
3. The district treasurer shall be responsible for preparing a yearly financial report.

Suggested District Expenses

It is good business for district conventions to be self-supporting. A nominal registration fee should be charged to each person attending, including advisers and chapter parents, to help cover expenses.

Some Expenses:

1. Stationary and stamps
2. Telephone calls
3. Speaker expenses
4. Rent for meeting place
5. Custodial service
6. Installation candles, candle holders, etc.
7. Technician to run public address system
8. Stage decorations, etc
9. Materials for programs and properties

Refer to the budget planning pages for establishing a district budget, which should be planned by the District Executive Council. When planning the district budget, consider contributing funds to delegates who will be attending the national leadership meeting. Occasionally a chapter volunteers to provide material for programs, decorations and other items as its contribution to the convention. This should not be expected, but should be accepted gratefully if offered.

Proposed District Budget

Make 3 copies and
distribute to:

District Director
District Adviser
District Treasurer

District _____ Budget Year _____

BEGINNING Balance AT _____ (date) \$ _____

RECEIPTS

DISTRICT CONVENTION:

Registration # _____ @ \$ _____

District Dues # _____ @ \$ _____

Lunches # _____ @ \$ _____

\$ _____

ELECTION MEETING

Registration # _____ @ \$ _____

Lunches # _____ @ \$ _____

\$ _____

STAR EVENTS

Registration # _____ @ \$ _____

Lunches # _____ @ \$ _____

\$ _____

\$ _____

TOTAL RECEIPTS \$ _____

EXPENDITURES

DISTRICT CONVENTION PLANNING MEETING

Stationery \$ _____

Postage \$ _____

Phone Calls \$ _____

Snacks \$ _____

\$ _____

DISTRICT CONVENTION

Speaker \$ _____

Stage Decorations \$ _____

Flowers \$ _____

Programs \$ _____

Snacks \$ _____

Name Tags \$ _____

Guest Lunch \$ _____

\$ _____

Lunches	\$ _____	
Stationery	\$ _____	
Phone Calls	\$ _____	
Rent	\$ _____	
Gifts	\$ _____	
Stationery	\$ _____	
Postage	\$ _____	
Flowers	\$ _____	
Programs	\$ _____	
Name Tags	\$ _____	
Phone Calls	\$ _____	
Lunches	\$ _____	
Ballots	\$ _____	
STAR EVENTS		\$ _____
Name Tags	\$ _____	
Phone Calls	\$ _____	
Postage	\$ _____	
Copying	\$ _____	
Awards	\$ _____	
Judges	\$ _____	
Food	\$ _____	
MISCELLANEOUS		\$ _____
National Meeting Delegates	\$ _____	
Contest Awards	\$ _____	
District Scholarship	\$ _____	
Contribution	\$ _____	
		\$ _____
TOTAL EXPENDITURES		\$ _____

ENDING BALANCE AT _____ (date)

FUNDS ARE DEPOSITED AT _____

DATE SUBMITTED FOR APPROVAL _____

BY _____ (District Adviser)

DATE APPROVED _____

Sample Financial Report

FOR _____ MEETING

BEGINNING BALANCE \$ _____

AMOUNT RECEIVED \$ _____

Registration \$ _____

District Dues \$ _____

Lunches, Snacks \$ _____

TOTAL AMOUNT ON HAND \$ _____

AMOUNT SPENT \$ _____

Lunches - Snacks \$ _____

Speaker \$ _____

All Supplies \$ _____

Printing – Copying \$ _____

Programs \$ _____

Telephone \$ _____

Postage \$ _____

Awards - Gifts \$ _____

Other (specify) \$ _____

BALANCE TO BE RETURNED TO DISTRICT ACCOUNT \$ _____

Signature of District Treasurer

Date

Signature of District Adviser

Date

Suggested Forms and Letters

Here are some sample letters and forms that may help make these tasks easier. These are only examples; your situation may vary. Adapt them to your needs.

You must re-create the letters. They are not intended to be photocopied and used in their present form!

DISTRICT MEETING ANNOUNCEMENT/REQUEST

Sent to each school in the district, one month before the meeting.

Idaho Association

_____ FCCLA Chapter
_____ High School
(address)
(city, state, zip)



Dear FCCLA Adviser and Chapter President:

This letter is to invite you and your chapter members to the FCCLA District (number) Fall Meeting to be held at (location) on (date). The meeting will begin promptly at (time) a.m. and will adjourn by (time) p.m.

The theme for this year's District meeting is "_____." The purpose of this meeting is _____.

We ask that your chapter be prepared to (clearly state chapter responsibility). (This next statement should be added only if appropriate.) Please notify me at least two weeks prior to the meeting date of any equipment you need provided.

The charge for the morning snack and drink for lunch (and food for lunch if appropriate) is listed on the registration form. No refunds will be made. Please mail the registration form and fees to me at the address below by (date):

(name), FCCLA District ____ Director
(name) High School
(address)
(city, state, zip code)

Sincerely,

[Signature]

(typed name)
District ____ Director

Enclosure

Registration Form for District Meeting

REGISTRATION
FOR
DISTRICT (NO.) MEETING
(DATE)

Complete and Return this Form by (date) _____
(Name) District ____ Director
(Name) High School
(Address)
(City, ST Zip)

CHAPTER _____
SCHOOL _____
ADDRESS _____ PHONE _____
CITY, ST, ZIP _____

☐ Yes! Our chapter will be attending this meeting ☐ No, we not be able to attend

NUMBER ATTENDING DISTRICT MEETING: # _____

FCCLA Members # _____

Advisers # _____

Chapter Parents..... # _____

Other Guests # _____

TOTAL AMOUNT ENCLOSED FOR: \$ _____

Morning Snack:

\$____ p/person x ____ people \$ _____

Drinks for Lunch (and food if appropriate)

\$____ p/person x ____ people \$ _____

CHAPTER INFORMATION:

____ Yes! Our chapter will be responsible for _____ .

____ Yes! We have attached a copy of our affiliation form and member list stamped by the State Office.

____ Yes ____ No A State Officer is a member of our chapter (if yes, name:) _____

____ Yes ____ No A District Officer is a member of our chapter (if yes, name:) _____

____ Yes! Our chapter would like the following special guest introduced:

Name _____ Position _____

Other pertinent information: _____

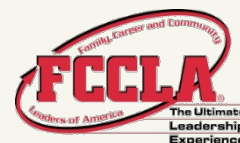
Chapter Adviser

Chapter President

GUEST INVITATION

Idaho Association

(Date)



_____ (Name and address of guest)

Dear _____,

District (No.) of the Idaho Association of Family, Career and Community Leaders of America requests the honor of your presence at our (name of event) to be held on (date) from (am to pm) at (location).

We have enclosed a map and directions to the location.

The theme for our meeting is " ." Some of the special activities include:

Sincerely,

Sincerely,

(Signature)

(typed name)
(Office or Chapter)

Enclosure

RSVP to (name, chapter/high school, address, city/state/zip or e-mail address)
(Enclose an addressed envelope)

PHONE CALL PLANNING SHEET

"Hello. My name is _____. I'm an FCCLA district officer from (Name of School). May I please speak to (Mr, Mrs, Miss, Ms.) _____?"

After you have reached the party you are calling:

"Hello. My name is _____. I'm an FCCLA district officer from (name of school). My district professional-technical student organization is studying (area of project focus). Could you help our district by: _____

The person you called will want to know:

Date of activity: _____ *Starting time:* _____

Length of time you want them for: _____

Special directions or instructions: _____

Age of audience: _____ *Size of audience (approx):* _____

Equipment arrangements (if needed) _____

"How would you like to be introduced?" _____

"Do you have any questions?" _____

"I will be sending you a letter to confirm our conversation and arrangements. What address should I use?" _____

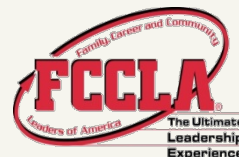
"Thank you for your time! Good-bye."

LETTER OF CONFIRMATION

Idaho Association

(Date)

_____ (Name and address of confirmed)



Dear _____:

Thank you for agreeing to help my FCCLA district. We look forward to having you join us.

(Explanation of what they will be doing): _____

This activity is scheduled for (date) at _____ (am – pm) for (length of time).

You will be presenting information to (# of people in audience) FCCLA members from junior and senior high schools in our district. (Equipment, room, etc.) will be ready upon your arrival.

I look forward to meeting you and introducing you to our professional-technical education student organization. Please call me at (phone number) or my adviser, (Adviser's name) at (phone number) if you have any questions. Enclosed is a copy of our organization fact sheet, a tentative agenda of the meeting, and a map. Please sign and return the enclosed Speaker Contract in the envelope provided.

Sincerely,

(Signature)

(typed name)

(title)

This is an approved activity for our district Family, Career and Community Leaders of America meeting. Thank you for working with my student officer.

(signature)

(typed adviser's name)

SPEAKER CONTRACT INFORMATION SHEET

(To be Included with Letter of Confirmation and Speaker Contract)

Speaker Contract Information Sheet for State and District Associations of Idaho Family, Career and Community Leaders of America

Family, Career and community Leaders of America is a non-profit national professional-technical education organization for young men and women in public and private schools enrolled in Family and Consumer Sciences and related occupational courses.

UNIQUE FEATURES

Family, Career and Community Leaders of America is a professional-technical education student organization functioning as an integral part of the Family and Consumer Sciences and related occupations courses in public and private schools.

Family, Career and Community Leaders of America provides opportunities at national, state and local levels for student initiative and direction in planning and carrying out individual chapter projects based on a philosophy of cooperation.

Family, Career and Community Leaders of America emphasizes personal growth, stressing value clarification and decision making.

Family, Career and Community Leaders of America realizes that all individuals have leadership potential and works to develop and recognize those capabilities.

Family, Career and Community Leaders of America is the only youth organization with the family as its central focus.

MEMBERSHIP

Family, Career and Community Leaders of America has a national membership of half-a-million young women and men in 12,500 chapters located in all 50 states, the District of Columbia, Puerto Rico, the Virgin Islands and American schools overseas. Any student who is taking or has taken a course in Family and Consumer Sciences is eligible through grade 12.

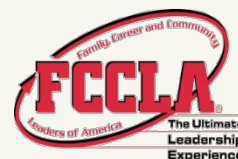
OBJECTIVE

To help youth assume the roles in society through Family and Consumer Sciences Education in areas of personal growth, family life, occupational preparation, and community involvement.

SPEAKER CONTRACT

(To be Included with Letter of Confirmation and Speaker Contract Information Sheet)

Idaho Association



Speaker Contract
for the
State and District Associations
of
Idaho Family, Career and Community Leaders of America

I, (*insert speaker's name*), agree to speak on (*date*) at _____ o'clock (*am/pm*) to the Idaho Family, Career and Community Leaders of America at (*location*).

My presentation will be titled " _____ " and will last _____ minutes.

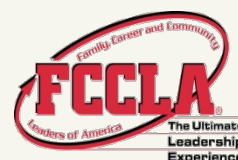
I understand the concern of the Idaho Family, Career and Community Leaders of America regarding membership image in relationship to sexist and derogatory remarks and agree to make no such comments during the course of my presentation. I also agree to speak within the contracted time frame.

Signature of Speaker

Date

THANK-YOU LETTER

Idaho Association



(date)

____ Name
____ Address
____ City, State, Zip

Dear _____,

Thank you for helping with our district student leadership conference. We appreciated having you *(summary of what the person did)*.

Your support and participation in our program helped us towards our goal of *(identify one of the eight FCCLA Purposes as stated in the Bylaws)*.

Sincerely,

(Signature)

(typed name)

(title)

SAMPLE EVALUATION FORM

Remember: Arrange for distribution and collection of forms

EVALUATION FORM for (*Title of Meeting*)

To help us plan for future meetings, please complete the following evaluation by checking the columns that best measure your reaction to today's meeting. Your comments are also helpful.

Evaluation Item	My Reactions			Comments
	Excellent	Good	Poor	
1. Roll Call				
2. Flag Ceremony				
3. Program Cover				
4. Lunch Arrangements				
5. Location of Meeting				
6. Facilities				
7. Program Presentations				
8. Written Programs				
9. Program Objectives Were Met				

1. An objective for today's meeting was to share ideas about projects that would strengthen families. What new projects did you learn about?
2. What aspect of the meeting did you enjoy most?
3. What aspects of the meeting do you feel need the most improvement?

FOLLOWING THE MEETING

Make 3 copies & Distribute: State Coordinator, District Adviser, and District Director
Patches Aguilar – 10139 Vistair Place, Payette, ID 83661, officercoord@idahofccla.org

DISTRICT MEETING REPORT

District No. _____

Date _____

Date of Meeting _____

Meeting Highlights _____

Suggestions for Improvement

Names of Chapters Attending**	Number of Members	Number of Advisers	Number of Guests/Other

**Attach additional copies of this page if necessary.

TOTAL NUMBER OF CHAPTERS _____ TOTAL NUMBER OF MEMBERS _____

TOTAL NUMBER OF OTHERS _____ TOTAL NUMBER OF ADVISERS _____

Copy of Program is Attached _____

Name and Office of Preparer _____

District Adviser _____

Section C-3: District STAR Events

GENERAL INFORMATION

STAR events may be held at either the District Fall Conference or the Spring District Election Meeting. Events are categorized as “Junior” (through grade 9), “Senior” (grades 10, 11, 12), and “Occupational.” Event titles and guidelines are announced annually by the national office of FCCLA, Inc.

“THE NOTEBOOK”

To make STAR Events competitions go smoothly, the State STAR Events Coordinator assembled an organizational binder for each district in which to keep all of the affiliations and registration forms. The notebook is used to collect the required forms and information for district STAR Events competitions then forwarded to the State STAR Events Coordinator.

IMPORTANT PLANNING AND REPORTING INFORMATION

1. Make sure all advisers know to use the NEW STAR EVENTS MANUAL and that each district STAR Events coordinator uses it for reference and copies of score sheets. There are new events – make sure there are enough judges and rooms for all events.
2. Make sure all chapters are aware that they must submit their STAR registration forms and a copy of their affiliation forms that have been stamped as received by the State before they will be allowed to compete **at the district level**. Mark the event sheet in the appropriate place in the binder.
3. Make copies of the event recording sheets if you think you will have more than one page of competitors in that event. **Do this BEFORE you start writing on them!**
4. The more organized you are before the STAR Events competition begins, the easier it is to complete the information. Fill in everything but the scores before you get to the district competition. As the events occur, record the scores.
5. Mark with an “X” in the appropriate box or highlight the names of the two top winners in an event, signifying they will be going on to State. **Before leaving your District meeting, confirm that each top winner will go to State.**
6. When an Event at State needs more competitors, third-place teams or individuals are invited to participate. Make sure all the information in the notebook is correct so they can be easily and quickly contacted.
7. If you have any questions, contact the State STAR Events Coordinator.

AWARDS

1. Every competitor is awarded a certificate with a designated gold, silver, or bronze star. Districts are to make their own certificates.
2. Make sure the correct scores are on the award forms.
3. Judging packets, summary sheets, and completed awards should be returned to the officer in charge of the designated event.

JUDGING

Judging teams are composed of three individuals. Each judge completes a separate rating sheet for each competitor. Judges should be sent a copy of the event rules for which they will judge. A second copy of the rules should be provided at the event site and they should be given an opportunity to ask questions.

1. Provide each judge with the following:
 - a. Copies of general judging instructions
 - b. Score sheets
 - c. Pens, pencils
 - d. Certificates
 - e. Thank-you note and gift
2. The officer in charge of each event should stay close to the event throughout the day.
3. Rating sheets should be collected and the total points for each individual/team should be averaged. To prevent problems following the conference, scores should be verified twice.
4. The average score should be posted on an evaluation sheet which will be returned to the contestant when he/she receives an award. **This score is recorded on the appropriate event form in The Notebook (see above).**

JUDGES' ORIENTATION

STAR (Students Taking Action with Recognition) Events are competitive events for FCCLA members designed to recognize individuals and chapters for their proficiency and achievement in chapter and individual projects, leadership skills and occupational preparation.

One of the goals of STAR Events is to provide meaningful opportunities for participation in the areas of personal growth, family life, vocational preparation and community involvement. Each event is designed to help members develop specific lifetime skills in planning, goal setting, decision making, communications techniques and leadership. Members do more than just enter an event; they are involved in their own evaluation and the overall evaluation process of the event.

STAR Events evaluation and recognition procedures were developed around the belief that all participants are winners. For this reason, participants are evaluated against a set of standard criteria rather than against other individuals. This evaluation process employs a point system that allows participants to earn a gold STAR, a silver STAR, or a bronze STAR (a gold STAR being the highest). See current STAR Events Manual for specific criteria and sample National rating sheets upon which State rating sheets are based.

It is the goal of STAR Events to ensure a positive experience for all participants, regardless of the ratings they receive. This can be accomplished by a considerate, sensitive and fair evaluation process. The evaluation procedures attempt to accomplish the following:

- ★ Focus on the achievements of youth. The evaluation process must stress what students do well and give them credit and recognition for it.

- ★ Promote interaction between youth and adults. Student and adult evaluation teams have been created to enable youth and adults to share responsibility and exchange views from different levels of experience.
- ★ Encourage youth to take an active role in their own evaluation.
- ★ Measure achievements against standard criteria rather than against another student. All efforts should be made to rate the individual or team against the criteria on the rating sheet rather than comparing them to previous presentations.
- ★ Recognize that all students are winners. Each participant has winning qualities or they would not have made it to the district and state levels. Reaffirm to students what those winning qualities are.

Evaluators make important value judgments about a student's accomplishments. Participants will accept these opinions and evaluations provided certain conditions are met. It is important that as an evaluator you strive for the following:

- ★ **Consistency.** Attempt to rate students similarly when the performance is similar. Periodically review earlier ratings and adjust if necessary.
- ★ **Fairness.** Do not let influencing factors interfere with your evaluation. If you know the individual or feel influenced in any way, ask that the participant be evaluated by another evaluator.
- ★ **Honesty and Sincerity.** Make simple, forthright statements of constructive criticism, keeping in mind the feelings of the individuals.
- ★ **Specificity.** Be specific in your evaluation comments. Rather than "You did a fine job," highlight the areas where they did a fine job.
- ★ **Positive.** Focus primarily on what the participant did well. Positive comments and thoughtful, constructive suggestions will only benefit the participant.

JUDGES' RESPONSIBILITIES

1. Become familiar with the rules for your assigned event and the rating sheet criteria. Question any criteria not understood.
2. Take a few minutes before each participant begins to review the packet of information relevant to the presentation. The packet may include the judging criteria, score sheets and other pertinent information.
3. Time is allowed at the completion of each presentation for you to work on your ratings and comments. Your cooperation in keeping to the time schedule is important.
4. When completing the rating sheet, mark the numerical scores in each category and write comments on the rating sheet. Written comments serve as a valuable source of feedback for the individuals and teams.
5. After scoring the participant's entry, spend a few minutes reviewing the strengths and weaknesses with the participants. DO NOT inform participants of their scores.
6. Indicate on the score sheet whether the student earned a gold, silver, or bronze award.

7. Compare and discuss ratings with other evaluators. Judges will review the score and come to a consensus on the rating. Scores may need to be adjusted to reflect the award to be given.
8. Designate the top scorer in each event to determine who will present at the state level.
9. It is important that the final ratings are not discussed with anyone prior to the Recognition Session.
10. If a participant has not followed the rules, points should be deducted from the rating. Evaluators should tell the participant the reason for the point deduction, but should not discuss the actual number of points deducted or the final rating.
11. The decision of the judges is final.
12. Discuss with the event consultant any suggestions for improvement of your event. Your comments are welcomed and appreciated.

Planning the District Election

1. EXECUTIVE COUNCIL MEETING

- a. District Directors and Board Members:
 - 1) Select objectives
 - 2) Draft tentative agenda
 - 3) Review Bylaws and Policies governing election of officers
 - 4) Review deadlines for receiving officer nominations
 - 5) Plan ways to present candidates and review their qualifications during meetings
 - 6) Plan ways for candidates to present themselves during meeting (impromptu questions, skits, etc.)
- b. Select questions to ask candidates at election meeting. Questions are selected from the official FCCLA publications to demonstrate the candidates' adaptability and understanding of FCCLA.
- c. Planning Meeting Date, Place, Time, and Responsibilities:
 - 1) Select date, place and time for Planning Meeting (should be confirmed with host chapter and held 6-8 weeks before Election Meeting)
 - 2) Review and determine responsibilities of each officer and Board member for meeting

2. AFTER EXECUTIVE COUNCIL

- a. District Director:
 - 1) Compose letter of invitation to Election Planning Meeting to include:
 - A. Date, time, place of meeting
 - B. Purpose of meeting, decisions to be made
 - C. Map of meeting location, if necessary
 - 2) Ask District Adviser to review and approve letter
 - 3) Send to all schools in the district

3. ELECTION PLANNING MEETING

- a. Purpose of Planning Meeting is to finalize:
 - 1) Agenda
 - 2) Meeting plans
 - 3) Chapter responsibilities
 - 4) Program participants

- b. Participants:
 - 1) District officers, advisers and assistant advisers
 - 2) State officers from district
 - 3) Chapter advisers of officers
 - 4) Board member in region
 - 5) Hosting chapter officers, members, and advisers
 - 6) Co-hosting chapter officers, members, and advisers
 - 7) All other chapter and school representatives who can attend
- c. Agenda for Election Meeting:
 - 1) Review and clarify responsibilities of:
 - A. State officer and district officers
 - B. Hosting chapter
 - C. Co-hosting chapter
 - D. District adviser and assistant advisers
 - E. Board member
 - 2) Set a due date for registration
 - 3) Decide what food to serve and costs
 - A. Snack (something that can be served quickly during registration is best)
 - B. Delegates bring "brown bag" lunch: district should provide beverage
 - C. Snack and beverage costs must be paid by delegates in advance

4. FOLLOWING THE PLANNING MEETING

- a. District Director:
 - 1) Send meeting announcement, registration form, officer candidate qualification form and officer candidate contract to every school in the district that has an affiliated FCCLA chapter or Family and Consumer Sciences program.
 - 2) Notify chapters of responsibilities. Give clear instructions so assignments can easily be completed.
 - 3) Invite program participants (speakers, greeters, etc.) four weeks before meeting.
 - 4) Plan for your role as presider.
- b. State Officer:
 - 1) Work closely with District Director to complete meeting assignments or responsibilities.
- c. District Officers:
 - 1) Send a news release about the meeting to all newspapers in the district 3 weeks before meeting.
 - 2) Prepare programs at least two weeks before meeting. If this is to be done by another chapter, be sure to provide complete, correct information.

- 3) Keep accurate records of registration and monies collected. Inform chapter providing snacks/food/beverages of number of people registered to attend.
- 4) Follow all Bylaws and Policies concerning election of officers.
- 5) Review all Officer Candidate Applications to determine they are qualified candidates.
- 6) Prepare the Officer Candidate Description listing. Mail to all chapters prior to the meeting.
- 7) Prepare candidate evaluation sheets.
- 8) Determine method for tallying results before the audience. Prepare a tabulation sheet
- 9) Prepare ballots for election.
- d. District Adviser, Adviser of Officers, State Board Members:
 - 1) See that officers carry out meeting responsibilities.
 - 2) Follow meeting plans carefully to see that they are progressing as scheduled.
 - 3) See that all Bylaws and Policies concerning election of officers are followed.
 - 4) Review officer candidate qualifications for eligibility; notify those not eligible.

5. ELECTION MEETING

- a. District Director:
 - 1) Preside at meeting; start on time.
 - 2) Use official ceremonies for opening and closing meeting.
 - 3) Follow agenda.
- b. District Officers:
 - 1) The Secretary is to record minutes of the meeting and roll call (actual number of chapters, members, advisers, and guests in attendance).
 - 2) Meet with all officer candidates before the meeting begins and review the procedure for elections.
 - 3) Inform delegates of the election procedure and ask all voting delegates to sit in the designated area..
 - 4) Candidates are given questions selected from the official FCCLA publications.
 - A. Given 5 minutes to organize answers.
 - B. Each candidate verbally presents answer in 3 minutes or less (may use notes)
 - 5) Present candidates as planned. Qualifications of each are announced.
 - 6) Conduct election; tabulate votes.
 - 7) Announce results.

6. FOLLOWING THE ELECTION

- a. After the election:
 - 1) The elected candidates will have a maximum of 5 minutes to discuss with their chapter which positions they want to seek.

- 2) The elected candidates will meet in a private room with the District Adviser and State Board Member. The District Adviser will conduct the officer elections.
 - 3) Have students identify in writing their top three choices for office. Adviser records choices on flip chart or chalk board.
 - 4) Starting with the First Vice President position, each candidate stands and states why they are qualified for the office.
 - 5) Vote for First Vice President position.
 - 6) As each person is elected to a position, their name is deleted from their other two choices.
 - 7) Repeat Steps 4, 5, 6 until all officers are elected.
 - 8) If candidates are not elected to one of their top three choices, they must add their name to a remaining category.
- b. District Director:
- 1) Plan meeting with advisers and guests
 - 2) Thank them for coming and for their support
 - 3) Ask advisers to consider hosting future district meetings
 - 4) Review any items of special concern or interest to advisers and/or guests.
- c. District Director or Officers:
- 1) Write thank yous to host chapter, guest speakers, and program participants.
 - 2) Complete required reports within one week of meeting and send to State Coordinator:
 - A. Minutes
 - B. Roll call (actual numbers)
 - C. Financial reports
 - D. One copy of program
 - E. List of Officers
 - F. Tally sheet of total votes for each candidate
 - G. If STAR Events were held in conjunction with election, send results to State STAR Events Coordinator per instructions in STAR Events notebook.

Suggested Agenda for Election Meeting

1. Opening Ceremony
2. Flag Ceremony
3. Thought for Day and/or Emblem Ceremony
4. Greeting or Welcome (superintendent, principal, or other official)
5. Roll Call
6. Purpose of Meeting
7. Introductions
8. Introduction of Officer Candidates
9. Short Program (guest speaker, workshops, etc.) Optional
10. Presentation of Candidates
11. Business Meeting
 - a. Upcoming meeting dates and places
 - b. Upcoming deadlines for awards, publications, degrees, etc.
 - c. District business, if any
 - d. Election of officers
12. Announcement of STAR Events (if not done at Fall Conference)
13. Announcement of Election Results
14. Other
15. Closing Ceremony

Agenda Planning Form

Make 3 copies and distribute to: District Adviser
District Director
State Coordinator

Whatever the shape, size and dimensions of your meeting, here are some common characteristics to think about. These will affect your decision-making as you plan your meetings, lead them, or help others lead them:

1. People - Define who will be coming
2. Purposes - Put in writing
3. Atmosphere, Climate - Describe the effect you want
4. Place and Space - What type of space is needed
5. Costs - What budget are you working within
6. Time Dimensions - How much time will each activity take
7. Work Before Meeting - Assignments checklist
8. Work Complete at Meeting - Assignment checklist
9. Follow-Up - Who, what, deadlines
10. Beginnings, Middles, Ends - Set tone. Keep students involved

Purpose or Desired Outcome of Meeting: _____

Officer Name _____ District _____ Meeting _____

Session _____ Meeting Room _____ Number Attending _____

Total Time _____ Date _____ Draw Diagram of Desired Room Set-Up on the Back of this Sheet

Duplicate chart for additional pages as needed

TIMING	AGENDA ITEM	METHOD	WHO IS RESPONSIBLE	RESOURCES	FOLLOW-UP	
					ACTION	PERSON

TIMING	AGENDA ITEM	METHOD	WHO IS RESPONSIBLE	RESOURCES	FOLLOW-UP	
					ACTION	PERSON
Updated 9/7/2021						

CHECKLIST FOR PLANNING MEETINGS

Meeting Title _____ Meeting Date _____ Person in Charge of Meeting _____

District Directors need to make a checklist for their district meetings. They need to decide who is responsible for each item and inform that person or chapter. Be sure to indicate deadline dates. It is so easy to forget some crucial items in planning meetings. We have found it indispensable to have a checklist to use as part of the process of planning and leading meetings. Not all items will be relevant for every meeting. Just mark through those items not needed. This checklist includes the following:

- | | | |
|--|----------------------------------|-----------------------|
| 1. Meeting Location | 4. Publicity | 8. Materials/Supplies |
| 2. Responsibilities Before the Meeting | 5. Equipment | 9. At the Meeting |
| 3. Budget – Income and Expenses | 6. Just Before the Meeting | 10. After the Meeting |
| | 7. Agenda and Resource Materials | |

	WHO IS RESPONSIBLE	DATE DUE
1. MEETING LOCATION		
Date availability		
Contact person		
Size and shape of space		
Electrical/microphone outlets		
Bathrooms (location, number)		
Heat/cold regulation		
Parking facilities (number, access)		
Access to meeting rooms		
Lighting		
Name of custodian engineer (where to contact)		
Registration area		
Room set-up arrangements		
Other		
2. PUBLICITY		
Notices to all district schools		
Letters of invitation (to administrators, legislators, etc)		
Directions to meeting place		
Phone calls		
News releases		
Personal contacts		
Other		
3. AGENDA – RESOURCE MATERIALS		
Copies of agenda		
Contact people on the agenda		
Materials need (reprints, etc)		
Previous minutes		
Committee reports		

	WHO IS RESPONSIBLE	DATE DUE
Other		
4. RESPONSIBILITIES BEFORE THE MEETING		
Develop program		
Leadership assignments		
Resource persons		
Trying out equipment		
Test whether charts, posters are readable from audience		
Test electrical outlets		
Develop program		
Try out equipment		
Preview materials		
5. EQUIPMENT		
Tables (number, size, shape)		
Chairs (comfort, number)		
Microphones		
Tv/vcr		
Extension cords		
Screen		
Platform		
Gavel		
Lectern		
Water pitchers/glasses		
Camera		
Copy machine		
Computer or lap top		
Projector		
6. MATERIALS - SUPPLIES		
Name tags – tents		
Markers		
Masking tape		
Pencils		
Visual aids		
Display materials		
Decorations		
Posters		
Ballots		
Candidates' summary sheets		
Voters' evaluation sheets		
7. BUDGET		
Estimated income		
Registration fees		
Food charges		
Other		

	WHO IS RESPONSIBLE	DATE DUE
Estimated expenses		
Mailing, e-mails		
Telephone calls		
Paper materials		
Name tags		
Pens/markers		
Refreshments		
Copying		
Other		
8. JUST BEFORE MEETING		
Seating arrangements (general, sub-groups)		
Extra chairs		
Extra tables		
Public address system checkout		
Equipment		
Materials		
Water, glasses		
Thermostat		
Open/close windows		
Refreshment set-up		
Table numbers		
Evaluation forms ready		
Programs		
9. AT THE MEETING		
Meeting, greeting, seating of participants, guests		
Documentation – recording		
Evaluation activity		
Handing out materials		
Announcements		
Other		
10. AFTER THE MEETING		
Collect unused materials		
Return equipment		
Clean up		
Thank helpers		
Prepare evaluations summary		
Mail follow-up materials		
Remind people of their follow-up commitments: phone, write thank you notes/letters		
Pay bills		
Collect outstanding monies		
Other		

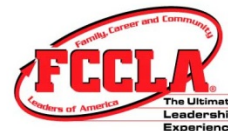
INVITATION TO CHAPTERS

Send to each chapter at least one month before the meeting.

(Date)

Idaho Association

(Name, School, Address)



Dear FCCLA Adviser and Chapter President:

The Election Meeting for District ____ will be (date) at (name of place). Registration begins at (time) and the meeting begins promptly at (time). We hope you and your chapter members will be able to attend.

Registration includes cost for the morning snack and lunch (if appropriate) and is \$____ per person. This amount must be included with the completed Registration Form which is included with this letter. Registration and fees must be mailed to the address indicated no later than (date). NO REFUNDS will be made. Thank you for sending your registration early so we can plan for space and food.

Each chapter attending the meeting is asked to assume responsibility for a part of the program. We would like your chapter to (identify what they are to do). Contact me at least two weeks prior to the meeting if you have equipment needs.

The purpose of this meeting is to elect District ____ Officers. Each chapter should give consideration to having a candidate for District Office. Candidate forms are enclosed. The deadline for receiving officer candidate forms is (date). For policies concerning election of officers, see the current election rules bulletin. See Article VII Sec 3 of the State FCCLA Bylaws for the number of voting delegates for each chapter.

Before completing the candidate forms, the adviser and candidate should review the "Candidate Check Sheet" (enclosed) together and the adviser can use it as a basis for writing letters of recommendation.

Please make arrangements immediately with school officials for permission to attend this Election Meeting.

If you have any questions or concerns, please contact me at (phone number) or (name), District Adviser, at (phone number). We look forward to seeing you at the Election Meeting.

Sincerely,

(signature)

(name)

District ____ Director

(name of school)

Enclosures: Registration Form
Qualification Form
Candidate Contract
Candidate Check Sheet

District Election Meeting – Registration Form

REGISTRATION DEADLINE • (DATE)

Send To:

(name), FCCLA District __ Director
c/o (adviser's name), FCCLA Adviser
(high school) High School
(address)
(city, state, zip code)

From:

_____, FCCLA Adviser
(high school) High School
(address)
(city, state, zip code)

___ **NO.** Our chapter will be unable to attend the District Election Meeting on (date)

___ **YES!** _____ Chapter, FCCLA, will be attending the District
Election Meeting on (date):

1. Total Number of Members Attending: ____

___ FCCLA Members
___ Advisers
___ Parents
___ Other Guests

2. Enclosed is our check payable to District __ FCCLA:

Total Attendees _____ X Registration Fee \$(amount) = \$_____.

3. Our chapter is responsible for the following:

4. Officer Candidate forms are enclosed for the following members:

Enclosures

CANDIDATE CHECK SHEET

Before completing the Officer Candidate Qualification Form, the adviser and candidate should review the following checklist together; the adviser should use it as a basis for writing letters of recommendation.

		Most of the Time	Some of the Time	Seldom
1.	Promptly completes assigned jobs.			
2.	Meets obligations promptly. Works without constant prodding.			
3.	Can delegate duties and get others to accept responsibilities.			
4.	Makes a good appearance.			
5.	Is able to speak clearly and in a grammatically correct manner.			
6.	Is able to work well with others.			

DISTRICT OFFICER CANDIDATE

QUALIFICATION FORM

DEADLINE: (DATE)

SEND ONE COPY TO: SEND ONE COPY TO:

Idaho Association



(Date) _____

OFFICER CANDIDATE FOR DISTRICT _____ CHAPTER _____

CANDIDATE NAME _____ CURRENT GRADE IN SCHOOL _____

CANDIDATE'S ADDRESS _____

_____ PHONE _____

Candidate must have completed at least one year of Family and Consumer Sciences at 7 th grade level or above prior to assuming official responsibilities as a district officer.	Circle the grades you've been enrolled in Family and Consumer Sciences: 6 th 7 th 8 th 9 th 10 th 11 th
Candidate must have been an FCCLA member at least one year prior to assuming official responsibilities as a district officer.	Circle the grades you have been in FCCLA: 6 th 7 th 8 th 9 th 10 th 11 th
List TWO responsibilities or activities in which the candidate participated that would be helpful in holding an FCCLA office:	

AT FCCLA CHAPTER	1.	2.
NAT'L FCCLA PROGRAMS	1.	2.
AT DISTRICT/STATE LEVEL	1.	2.
IN HOME	1.	2.
AT SCHOOL	1.	2.
IN COMMUNITY	1.	2.

SIGNATURES:

Candidate

Chapter President

Chapter Adviser

Parent/Guardian

Idaho FCCLA

DISTRICT OFFICER CANDIDATE

CONTRACT

DEADLINE: (DATE)

SEND ONE COPY TO: SEND ONE COPY TO:

(name), District Director (name), District Adviser

As a District Officer Candidate of Family, Career and Community Leaders of America, I,

(Candidate's Printed Name)

of _____ Chapter agree that I will:

1. Attend and participate in all activities of my local chapter, all district meetings and all meetings designated for my office by the State Association, State Coordinator, or State Adviser.
2. Adhere to the conduct rules for officer work and travel. I understand that violations of conduct rules may result in my being sent home immediately at my own expense.
3. Complete my officer responsibilities on time or notify the appropriate adviser as to the reason for the delay.

I further understand that failure to meet any of the above requirements may result in immediate removal from office or loss of "Honor Officer Certificate."

Signed _____

Officer Candidate

Date

Our daughter/son, _____, has our permission to become an FCCLA District Officer candidate. If elected, we shall cooperate in every way to assist her/him to attend the above meetings and to fulfill the officer responsibilities.

Signed _____

Parent Parent

Address _____ City, State, ZIP _____

Date _____

As the chapter adviser, I believe the candidate has the qualifications for the office she/he is seeking. If elected, I will assist in all assigned duties and attend meetings with her/him as requested.

Signed _____

Adviser Date

The school administration gives approval for the above officer candidate. If elected, we pledge our support.

Signed _____

Administrator Date

SAMPLE of OFFICER CANDIDATE DESCRIPTIONS

INSTRUCTIONS for PREPARING SLATE OF OFFICER CANDIDATES

List in alphabetical order

Do not include chapter name

Include the following information:

1. Candidate's name
2. Number of years in Family and Consumer Sciences
3. Number of years in FCCLA
4. Two special interests

INCLUDE THE COMPLETE LIST

WITH THE INVITATION LETTER TO CHAPTERS

SUMMARY of DISTRICT OFFICER CANDIDATES

Delegates should review this summary before voting.

EXAMPLE:

1. Linn Brown
 - a. 2 yrs, Family and Consumer Sciences
 - b. 2 yrs, FCCLA
 - c. Chapter parliamentarian 1 yr, historian 1 yr
 - d. 2 Power of One units
 - e. Program chairperson for Student Body
 - f. Special interests: biking, children

GUIDELINES

for

SELECTING THE CANDIDATE OF YOUR CHOICE

Candidate's Name	Qualifications	Presentation at Meeting					
		General Question	Situation Question	Prepared Presentation	Organization	Originality	Appeal

SAMPLE

DISTRICT BALLOT

List the candidates' names in alphabetical order.

Distribute one copy to each voting delegate.

	1.	Tammy Smith
	2.	Becky White
	3.	Dave Dean
	4.	Sara Davis
	5.	Terry Aiken
	6.	Angie Newman
	7.	Linda Probst
	8.	Dan Goldstein
	9.	Christie Archibal
		Etc.

FINANCIAL REPORT

for

ELECTION MEETING

Funds Received \$_____

Funds Spent For:

Supplies \$_____

Programs \$_____

Telephone \$_____

Postage \$_____

Speaker \$_____

Other \$_____

TOTAL AMOUNT SPENT \$(_____)

AMOUNT TO BE RETURNED TO DISTRICT ACCOUNT \$_____.

Money collected for food, drink

No. of people _____ X \$_____ ea \$_____

Cost of morning snack \$_____

Cost of drinks and/or lunch\$_____

TOTAL AMOUNT SPENT \$(_____)

AMOUNT TO BE RETURNED TO DISTRICT ACCOUNT \$_____.

TOTAL AMOUNT ENCLOSED WITH THIS FORM \$_____.

Signed _____

District Director

District No.

Date _____

Please make check payable to District _____, Idaho Association FCCLA

Make 3 copies State Coordinator

Mail State Coordinator copy to:

& Distribute: District Adviser

Patches Aguilar

District Director

5450 N Linder Road

Meridian, ID 83646

FCCLA DISTRICT ELECTION REPORT

To be compiled by District Secretary during Roll Call of Chapters.

District _____ Date of Meeting _____ Time _____ Place _____

District Adviser _____

Attendance: Number of Chapters in District: _____

Number of Chapters Present: _____

NUMBERS

Chapter Name	Candidates	Voting Delegates	Advisers	District Officer	State Officer	Members/ Guests	TOTAL

Chapter Name	Candidates	Voting Delegates	Advisers	District Officer	State Officer	Members/ Guests	TOTAL

TOTALS							

Meeting Highlights _____

Suggestions for Improvement _____

A copy of the program is attached.

District Director Signature

Date

District Secretary Signature

Date

District Adviser Signature

Date

Make 3 copies & Distribute to: State Coordinator, District Adviser, District Director and

Patches Aguilar, Officer Coordinator
10139 Vistair Place
Meridian, ID 83646

DISTRICT OFFICERS

ELECTED FOR 20__ - 20__; DISTRICT __

(Please Type or Print Information)

District Director _____

District Adviser

OFFICE	NAME	HOME ADDRESS, PHONE	GRADE LEVEL	ADVISER
First Vice President				
Secretary				
VP - Membership				
VP – Public Relations				
VP – Finance				
VP – STAR Events				
VP – Power of One				

State Leadership Conference

STATE LEADERSHIP CONFERENCE – ACTION OUTLINE

I DURING JSL

A. FCCLA State Officers

1. Orientation for being a state officer
2. Review new program of work and purpose of State Conference
3. Develop appropriate theme and objectives
4. Determine format of meeting and outline tentative agenda

B. State Officer Leadership Training with other PTSOs

II DURING FALL EXECUTIVE COUNCIL CONFERENCE

A. State Officers

1. Review plans made during JSL
2. Complete all plans. Specify how plans are to be carried out. Give suggestions for speakers, resources, etc.
3. List duties to be assigned to officers and chapters

B. District Directors

1. Review final plans for District Conferences. Suggest additional resources
2. Work with State Officers to develop program

C. District STAR Event Coordinator

1. Orientation for conducting District event
2. Discuss procedures and make plans for event

D. Board Members

1. Review long-range plans for State Conference locations
2. Make suggestions for strengthening future planning

III AFTER FALL EXECUTIVE COUNCIL MEETING

A. All Officers

1. Prepare assignments to be given at State Conference. If special props are needed, prepare them or request from State Coordinator
2. Memorize installation ceremony (see page E3-4)
3. Facilitate District events

B. All Advisers

1. Assist State Officers in fulfilling responsibilities and assignments
2. See that all work is done prior to Spring Executive Council

IV SPRING EXECUTIVE COUNCIL

A. All State Officers

1. Rehearse State Conference
2. Practice all reports and presentations that are to be given
3. Make any adjustments needed

STATE LEADERSHIP CONFERENCE – SUGGESTED AGENDA

- I. Registration
- II. Get Acquainted
- III. Opening Ceremony
- IV. Greeting – Welcome
- V. Purpose of Meeting
- VI. Introduction
- VII. Program (Speakers, Workshops, Etc.)
- VIII. Recognition – Awards
- IX. Business Meeting
- X. Installation
- XI. Closing Ceremony

INSTALLATION CEREMONY

- **State Officer – Lights red candle as other lights are dimmed**

This candle light 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.

- **State Officer – 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.

- **State Officer – 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 function of the family as a basic unit of society.

- **State Officer***This candle symbolizes our third purpose: To encourage democracy through cooperative action in the home and community.*

- **State Officer***This candle symbolizes our fourth purpose: To encourage individual and group involvement in helping achieve global cooperation and harmony.*

- **State Officer***This candle symbolizes our fifth purpose: To promote greater understanding between youth and adults.*

- **State Officer***This candle symbolizes our sixth purpose: To provide opportunities for making decisions and for assuming responsibilities.*

- **State Officer***This candle symbolizes our seventh purpose: To prepare for the multiple roles of men and women in today's society.*

- **State Officer** *This candle symbolizes our eighth purpose: To promote family and consumer sciences and related occupations.*
- **State Officer** *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.*
- **State Officer** *Each year symbolizes one more step in the process of individual growth. The installation of newly elected officers is both a joyous and solemn occasion. We congratulate them and look forward to their new vision.*
- **State Officer** *The following officers have been elected to serve our state for the coming year. Will each officer-elect please step forward as I (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 coming year.)

- **President** *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 forward. The pledge of your office signifies your willingness to do this. Please repeat after me:*
- **President (all repeat)** *I will, to the best of my ability –
faithfully perform all the duties –
of the office to which I have been elected.*
- **State Officer** *You have heard the pledge your officers have made. It is important that you support them in the performance of their duties.*
- **President** _____, *the office of president is one of great responsibility. You will want to 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.*
- **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.*
- **PRESIDENT – hands gavel to 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.)
- **NEW PRESIDENT** **Closing Ceremony**

Creed Speaking and Creative Creed

This is a competition that is carried on at chapter, district, and state levels only. There is no competition at the national level.

EVENT CATEGORIES

Junior – Grades 6-9 Creed Speaking
Senior – Grades 10-12 Creative Creed

The Junior Creed Speaking competition will involve reciting the Creed only. Students will be judged on accuracy and quality of recitation.

The Senior Creative Creed event is designed to allow an individual the opportunity to recite and then explain the meaning of the creed in the participant's own words. The participant will gain experience, poise, and confidence through expressing himself or herself. Creative Creed presentations may include personal experiences, skits, visuals, posters, slides, props, quotations, music, or any means of getting one's feelings across to the listener.

ELIGIBILITY – BOTH DIVISIONS

- Entries from a chapter/district must follow state procedures for selecting participants.
- The event category is dependent upon the student's grade in school during the current school year.

JUNIOR DIVISION

Evaluation Criteria: The Creed will be evaluated on the following:

1. Participant's ability to recite the Creed accurately.
2. Verbal delivery of the presentation.

SENIOR DIVISION

Regulations

1. An entry shall consist of a presentation interpreting the FCCLA Creed and can be supported by visual aids.
2. The presentation should:
 - a. Cover information about the creed.
 - b. Relate the importance of the Creed to family, community, chapter, school.
3. The presentation shall be 3-5 minutes in length. Participants may use a watch or clock.
4. An entrant may use any combination of activities or visuals with the necessary portable equipment. Suggested aids might include puppet shows, posters, slides, cassettes (for background), charts, and other appropriate media.
5. All necessary aids and equipment, except a table and chair, are the responsibility of the participant and must be assembled quickly. Other persons may help set up before the presentation. All visuals and other aids should be easily seen by the audience and evaluators. The presentation area must be kept clean and neat at all times.
6. Notes may be used during the presentation, but not for reciting the Creed.

7. The presentation and information packet must be the work of the student. (Typing may be done by another individual. Mistakes in the typing are the responsibility of the entrant.)
8. Entrants shall dress in appropriate attire for a public presentation.
9. Presentations that do not meet these specifications will be disqualified.

PROCEDURES DURING COMPETITION

1. Participants will have 5 minutes to set up. Others may assist in setting up.
2. At the designated time, the individual will present the Creed and talk to the evaluators and the audience.
3. At the end of 4 minutes, a 1-minute warning will be given.
4. At the end of 5 minutes, participant will be asked to stop.
5. Following the presentation, the evaluators will ask a few questions to:
 - a. Clarify any points in the talk.
 - b. Determine knowledge of the Creed.
6. Evaluators will score each entry, discuss each one in private, then spend a few minutes reviewing the strengths and weaknesses with the student.

EVALUATION CRITERIA

The Creed will be evaluated on the following:

1. Participant's ability to recite the Creed exactly.
2. Participant's knowledge and interpretation of the Creed as related to family, community, chapter, and school.
3. Visual aids, particularly how they complement the presentation.
4. Verbal delivery of the presentation.
5. Completeness of information packet.
6. See rating sheet for more specific details.

CREED

**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.**

Check that these forms are the most current when you fill them out

FORM 13
CREATIVE CREED - SENIOR DIVISION
RATING SHEET
(Idaho Event)

Name of Participant (Please print) _____				
Name of Chapter _____			District _____	
INSTRUCTIONS: Circle the appropriate rating in the Points column. Where information or evidence is missing, assign 0 points. Total the points. Make comments to help participants know where they did well or needed improvement.				
EVALUATION CRITERIA		POINTS	SCORE	COMMENTS
I	CONTENT			
	Accuracy and Memorization	10 9 8 7 6 5		
	Knowledge and personal interpretation as it relates to family, community, chapter, and school	30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15		
II	VISUAL AIDS			
	Visibility to audience	5 4 3 2		
	Visual interpretation relates to creed	5 4 3 2		
	Complementary/suitable	5 4 3 2		
III	PRESENTATION			
	Introduction	10 9 8 7 6 5		
	Pitch/Tempo/Volume	10 9 8 7 6 5		
	Gestures/Mannerism	5 4 3 2		
	Grammar/Pronunciation	10 9 8 7 6 5		
	Creed delivered spontaneously	10 9 8 7 6 5		
TOTAL				
<u>Circle Rating Achieved</u> Gold = 90 - 100 Silver = 80 - 89 Bronze = 70 - 79			<u>Verification (please initial)</u> Evaluator _____ Room Consultant _____ Lead Consultant _____	

FORM 14

CREED SPEAKING - JUNIOR DIVISION
 RATING SHEET
 (Idaho Event)

Name of Participant (Please print) _____

Name of Chapter _____

District _____

INSTRUCTIONS: Circle the appropriate rating in the Points column. Where information or evidence is missing, assign 0 points. Total the points. Make comments to help participants know where they did well or needed improvement.

EVALUATION CRITERIA		POINTS	SCORE	COMMENTS
I	CONTENT			
	Accuracy and Memorization	50 40 30 20 10		
II	PRESENTATION			
	Introduction (Name, school, grade, advisor, why they are there)	10 9 8 7 6 5		
	Pitch/Tempo/Volume	10 9 8 7 6 5		
	Mannerism/Expression	10 9 8 7 6 5		
	Grammar/Pronunciation	10 9 8 7 6 5		
	Creed delivered spontaneously	10 9 8 7 6 5		
TOTAL				

Circle Rating Achieved

Verification (please initial)

Gold = 90 – 100

Evaluator _____

Silver = 80 – 89

Room Consultant _____

Bronze = 70 – 79

Lead Consultant _____

VERBAL COMMUNICATIONS

EXTEMPORANEOUS SPEAKING

(Idaho Event)

EVENT CATEGORIES:

1. Junior-----Through grade 9
2. Senior-----Grades 10 - 12
3. Occupational-----Grades 10 - 12

RULES:

1. The contestant will draw a Family and Consumer Sciences related question. The topics may deal with FCCLA, families, etc.
2. The contestant will be provided ten (10) minutes to develop the topic. Notes will be made on cards provided by the event proctor. No adviser contact will be allowed between the time of receiving the topic and delivery.
3. The use of reference books and printed materials during the presentation will not be permitted. No materials or previously prepared notes will be allowed into the preparation room with the contestant.
4. The length of the speech will be no less than one (1) minute and no more than three (3) minutes for Extemporaneous contestants.
5. Contestant will speak before a panel of judges and a timekeeper. No audience will be allowed. Contestants will be given warnings via flash cards at one-minute intervals during the speaking time.

LENGTH OF THE EVENT:

10 minutes.....preparation

1-3 minutes.....presentation

SUPPLIES PROVIDED:

Note cards for preparation of presentation

CONTESTANT MUST SUPPLY:

Pencils or pens

FORM 15

VERBAL COMMUNICATIONS EXTEMPORANEOUS SPEAKING
RATING SHEET

Name of Participant _____							
Name of Chapter _____							
Category <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Occupational							
Evaluation Criteria		Poor	Fair	Good	Very Good	Excellent	Score
I.	OPENING Introduction of topic	1	2	3	4	5	
II.	VOICE Pitch, tempo, volume, enthusiasm	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10	
III.	PLATFORM DEPORTMENT Gestures, poise, eye contact, mannerisms	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10	
IV.	ORGANIZATION Logical, clearly understood	1 - 5	6 - 10	11 - 15	16 - 20	21 - 25	
V.	MECHANICS Diction, grammar, pronunciation	1 - 3	4 - 6	7 - 9	10 - 12	13 - 15	
VI.	CLOSING Summary and conclusion	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10	
VII.	EFFECTIVENESS Was purpose achieved? (decision making, to impress, inform, persuade)	1 - 5	6 - 10	11 - 15	16 - 20	21 - 25	
				TOTAL SCORE:			
COMMENTS:							
<u>Circle Rating Achieved:</u> Gold = 90 - 100 Silver = 70 - 89 Bronze = 1 - 69				<u>Verification (please initial)</u> Evaluator _____ Room Consultant _____ Lead Consultant _____			

Knowledge Bowl

State and National Officer Candidate Proficiency Test (Idaho Event)

All candidates for state and national office will be expected to demonstrate their knowledge of FCCLA during an interview to be held Thursday at the State Leadership Conference. Questions will be taken from the following list.

Knowledge Bowl competitors will answer questions, most of which will be taken from this list. Depending on the competition, other questions may be used.

Questions will be asked from this list but not necessarily in this order.

QUESTIONS

1. What do the letters FCCLA stand for?
2. When was the organization founded?
3. When FHA (FCCLA) was established, yearly dues were \$____ per member.
4. What is the FCCLA motto?
5. What is the mission of FCCLA?
6. How many FCCLA purposes are there?
7. Name the purposes.
8. What is your favorite purpose and why?
9. Repeat the Creed.
10. What is our FCCLA "byline"?
11. What is our FCCLA "tagline"?
12. FCCLA is the only student organization that focuses on the _____.
13. What are the FCCLA colors?
14. What do the colors represent?
15. What is the FCCLA flower?
16. What is the difference between an FCCLA Comprehensive and an Occupational member?

17. What is the shape of the FCCLA emblem?
18. When FCCLA week is celebrated nationwide?
19. What is the name of the national FCCLA magazine?
20. How is the FCCLA organization primarily funded?
21. What other country has a program similar to FCCLA?
22. Who may become a member of FCCLA?
23. Name professional-technical student organizations in addition to FCCLA. (There are 6 more.)
24. The FCCLA state office is located in what city?
25. Who is the Idaho FCCLA State Adviser?
26. Who is the Idaho FCCLA State Coordinator?
27. Who is the current State President?
28. Who is the FCCLA secretary in the state office?
29. Where is the FCCLA National headquarters located?
30. Who is the FCCLA National Executive Director?
31. What is the National FCCLA Web site address?
32. Where will the National Leadership Conference be held this summer?
33. What are the four fall regional meetings held across the nation called?
34. Name at least 1 location for Cluster Meetings held this past fall (2010).
35. In what city will the 2010 State Leadership Conference and STAR Events competition be held?
36. How many FCCLA regions are there in the United States?
37. Name the National FCCLA regions.
38. Idaho is in which National FCCLA region?
39. How many FCCLA districts are there in Idaho?
40. What is the name of the process that assists members in sorting out thoughts, analyzing situations and planning for specific goals?
41. List the five steps in the FCCLA planning process.
42. _____ provides an orderly system for accomplishing chapter business while protecting the rights of members.
43. What is the official authority on parliamentary procedure for FCCLA?

44. The four basic principles of parliamentary law are:
45. List as many of the National Programs as you can.
46. What does “STAR” in STAR Events stand for?
47. How many STAR Events are there?
48. List as many of the STAR Events as you can.
49. What are the three divisions within each (most) STAR Event?
50. What are the four competitive Idaho Events currently offered?
51. What is the purpose of the Financial Fitness project?
52. What are the five areas of Financial Fitness?
53. What program helps members develop individual goals and work on self-improvement?
54. How many units are involved in the Power of One National Program?
55. List the 5 Power of One Units.
56. Community needs are answered through what National Program?
57. Students involved in the Japanese Exchange Program spend _____ weeks in Japan with a host family.
58. What are the Families First units? (5)
59. What FCCLA program has an emphasis on impaired driving?
60. What does “FACTS” stand for in the FACTS National Program?
61. What are the units in Career Connection? (6)
62. What is the National Program that provides information, activities and project ideas to help young people learn about leadership?
63. What is the National Program that deals with fitness, self-concept, and freedom from drugs?
64. What does “STOP” in STOP the Violence National Program stand for?
65. What are the three R’s of STOP the Violence?
66. What is Step One?

* * *

FCCLA

KNOWLEDGE BOWL

STATE & NATIONAL OFFICER CANDIDATE

PROFICIENCY TEST

2015 State Leadership Conference

ANSWERS

1. Family, Career and Community Leaders of America
2. June 11, 1945
3. \$.10 per member.
4. Toward New Horizons
5. To promote personal growth and leadership development through Family & Consumer Sciences Education. 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
 - Vocational preparation
6. Eight.
7. To provide opportunities for personal development and preparation for adult life
 - To strengthen the function of the family as a basic unit of society
 - To encourage democracy through cooperative action in the home and community
 - To encourage individual and group involvement in helping achieve global cooperation and harmony
 - To promote greater understanding between youth and adults
 - To provide opportunities for making decisions and for assuming responsibilities
 - To prepare for the multiple roles of men and women in today's society
 - To promote Family and Consumer Sciences and related occupations

8. Your choice
9. 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.

10. Building Strong Leaders in Families, Careers and Communities
11. The Ultimate Leadership Experience
12. Family
13. Red and White
14. Red - Strength White - Sincerity
15. Red Rose
16. FCCLA Comprehensive - Focus is on Family and Consumer Sciences Education
FCCLA Occupational - Preparation for jobs/careers in Family and Consumer Sciences
17. Oval
18. February
19. Teen Times
20. Membership dues and corporate sponsorship
21. Japan (FHJ)
22. Anyone who is enrolled in or has been enrolled in a Family and Consumer Sciences course
23. BPA TSA FFA HOSA DECA SkillsUSA
24. Boise, Idaho
25. Theresa Golis
26. Patches Aguilar
27. Perri Sanders

28. Reston, Virginia
29. Michael L Benjamin
30. www.fcclainc.org
31. Anaheim, California July 10-14
32. Cluster Meetings
33. Albuquerque, NM; St. Louis, MO; Charlotte NC
34. Boise, Idaho
35. Four
36. Pacific, Southern, Central, North Atlantic
37. Pacific
38. Six
39. Planning Process
40.
 1. Identify Concerns
 2. Set a Goal
 3. Form a Plan
 4. Act
 5. Follow Up
41. Parliamentary Procedure
42. Robert's Rules of Order, Newly Revised
43.
 1. Courtesy and Justice for All
 2. Minority Must be Heard
 3. One Item of Business at a Time
 4. Majority Must Prevail
44. Career Connection Community Service Dynamic Leadership Be Part of It(membership)
Families First FACTS Financial Fitness Community Service
Japanese Exchange Leaders at Work Power of One National Outreach
STAR Events STOP the ViolenceStudent Body Ultimate State Officer Academy
Meetings: Cluster Meetings, National Leadership Conference

Other: Adviser Recognition, Step One, Alumni & Associates

45. Students Taking Action with Recognition

46. 29

47. Advocacy Applied Technology Career Investigation Chapter Service Project Display
Chapter Service Project Manual Chapter Showcase Display

Chapter Showcase Manual Culinary Arts Early Childhood

Entrepreneurship Environmental Ambassador Fashion Construction

Fashion Design Focus on Children Food Innovations

Hospitality, Tourism & Recreation Illustrated Talk Interpersonal Communications

Interior Design Job Interview Leadership

Life Event Planning National Programs in Action Nutrition and Wellness

Parliamentary Procedure Promote and Publicize FCCLA! Recycle & Redesign

Teach and Train

48. Junior (Through 9th grade, comprehensive or occupational)

Senior (10th - 12th grade, comprehensive)

Occupational (10th - 12th grade, occupational)

49. Extemporaneous Speaking Knowledge Bowl

Creed Speaking (Jr) and Creative Creed (Sr) National Program Showcase

50. Helps teens manage their finances by developing projects related to earning money, setting spending priorities, shopping for the best buys, reaching long-range goals, and handling adult responsibilities.

51. Banking Basics

Cash Control

Making Money

Consumer Clout

Financing Your Future

52. Power of One

53. Five

54. A Better You

Working on Working

Family Ties

Take the Lead

Speak Out for FCCLA

55. Community Service

56. Six

57. Families Today

You-Me-Us

Meet the Challenge

Balancing Family and Career

Parent Practice

58. FACTS

59. **F**amilies **A**cting for **C**ommunity **T**raffic **S**afety (FACTS)

60. PLUG IN TO Careers

SIGN ON to Career Connection

PROGRAM Career Steps

LINK UP to Jobs

ACCESS SKILLS for Career Success

INTEGRATE Work and Life

61. Dynamic Leadership

62. Student Body

63. **S**tudents **T**aking **O**n **P**revention

64. Recognize, Report, Reduce

65. Technique for introducing the organization to new members or for reviewing FCCLA facts with experienced members

NATIONAL PROGRAM SHOWCASE

(Idaho Event)

National Program Showcase is an “Idaho State Event” and is available for students or chapters wanting to showcase projects they did related to FCCLA national programs. It is also an opportunity for “practicing” for STAR Events competition another year. Two top winners will represent Idaho in the Program Showcase at this year’s National Leadership Conference. Since the object of this event is to provide program showcase presenters for the National Leadership Conference, there will not be a Junior and Senior Divisions; everyone will compete together. National programs to showcase are as follows:

Career Connection	FACTS	Membership (check current year promotion)	STOP the Violence
Community Service	Families First	National Outreach	Student Body
Dynamic Leadership	Financial Fitness	Project	
		Power of One	

Make a poster showing ONE National Program. Representatives will give a one- to three-minute oral presentation about their project. You may also provide one-page handouts and/or brochures (one folded page). The display must be staffed by an FCCLA member who can explain the project. **See criteria below.** Time for viewing the posters will be provided at the State Conference. **PRE-REGISTRATION IS REQUIRED. BE SURE TO INDICATE “NAT’L PROGRAM SHOWCASE” ON THE REGISTRATION FORM!**

CRITERIA	RATING			
	Evaluator: Mark “X” in appropriate rating. Criteria is:			
Display, Poster, Handouts	Positively Met 4 points	Fully Met 3 points	Partially Met 2 points	Not Met 1 point
Size: 4 ft X 4 ft or smaller				
Exemplifies positive use of art elements and art principles				
Project title is shown and is easy to identify				
Attractively and accurately reflects one national program				

Positive application of FCCLA planning process (program action impact)				
Displayed on rack or stand (chapter furnished)				
Neat and attractive posters and handouts/brochures				
Display is stable and durable				
Presentation				
Oral presentation (1-3 minutes)				
Grammatically correct - on poster, handout/brochure, and in oral presentation				
Chapter member available for questions following presentation				
SCORES				

TOTAL SCORE

EVALUATOR'S SUGGESTIONS FOR IMPROVEMENT:

SECTION F

NATIONAL

LEADERSHIP CONFERENCE

NATIONAL LEADERSHIP CONFERENCE

WHEN

FCCLA National Leadership Conference is held in July of every year.

WHERE

A different major city every year is host to the conference.

WHO MAY ATTEND

1. Student who have a paid membership in an affiliated FCCLA Chapter
2. Chapter advisers
3. Members of the Board of Directors
4. State Staff
5. Adults who are acting in the capacity of chaperone

REGISTRATION INFORMATION

Information is distributed to advisors at the State Leadership Conference in April along with the needed forms.

Registration information and forms are also available on the National FCCLA website: www.fcclainc.org.

SECTION G

ADDITIONAL HELP

Content	Page
Opening Ceremony	3
Closing Ceremony	3
Flag Etiquette	4
Podium Etiquette	5
Making Speeches	6
Introductions	6-7
Microphone Use	8

OPENING CEREMONY

President: Gives a rap with the gavel signaling the officers and members to stand, and says:

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 member, wage earner and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge and vocational preparation.

Members: As we work toward the accomplishment of our goals, we learn cooperation, take responsibility, develop leadership and give service.

President: The (*current year*) State Leadership Conference of Idaho Association of Family, Career and Community Leaders of America is now in session. You may be seated.

CLOSING CEREMONY

President: Gives a rap with the gavel as a signal to stand, and says:

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 We are the Family, Career and Community Leaders of America.
Officers: 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.

President: This meeting of the Idaho Family, Career and Community Leaders of America is now adjourned.

FLAG ETIQUETTE

PRESENTATION OF COLORS

1. The American flag should be carried down the right aisle. If there is only one aisle, the U.S. flag should be carried in front of or on the right side of another flag being used. In the case of three flags, the U.S. flag holds the center place of honor.
2. Flag bearers should turn square corners at all times. The flags are held at a 45-degree angle with the eagle on top of the flagpole (if any) facing forward.
3. If flags cross in front of the audience, the U.S. flag should pass closest to the audience, in front of the other flag.
4. At this point, the other flag pauses for a split second while the American flag continues traveling. The other flag also is slightly lowered out of respect for the U.S. flag.
5. Both flags continue to the platform and the flags are placed in their respective standards. The flag bearers salute and the presentation is usually followed by the Pledge of Allegiance.

I pledge allegiance to the flag of the United States of America, and
to the Republic for which it stands, one nation under God, indivisible,
with liberty and justice for all.

OTHER TIPS:

1. The U.S. flag, if displayed on a platform, should occupy the position of honor and be placed at the speaker's right as she/he faces the audience. Any other flag should be placed at the speaker's left.
2. If the U.S. flag is placed elsewhere on the platform, it is to be placed in the position of honor at the right of the audience as they face the platform. Any other flag should be placed on the left.
3. Music can add to the effect of the presentation for more uniformity.
4. During the presentation, everyone should have his hand over his heart with eyes following the flag while it is moving.

PODIUM ETIQUETTE

There is little question that your presentation will make or break your speech in the end. Beginning speakers, as well as the most experienced, may become nervous or anxious before they speak. This is perfectly normal.

Effective speakers have developed the ability to utilize that nervous feeling and make it work for them. They have also mastered the following elements of a successful delivery:

CONFIDENCE		A speech can be ruined before it is even begun, simply because the speaker appears to be lost or hesitant. Confidence is a trait that can be portrayed when the speaker knows he/she has something to say and is ready to present. A speech is best improved through preparation, practice, and experience. Take the attitude that you know more about your speech topic than the audience!
GESTURES EXPRESSIONS	and	Nonverbal communication often speaks louder than words. Good nonverbal skills are essential in an effective speech. Hand gestures, body movement, facial expressions, and eye contact can help bring out your message when used properly. These same movements may also be overused, and may distract from your message. Remember, these gestures should come naturally. How you move isn't nearly as important as what you have to say, but nonverbal skills can help exemplify your message.
ENTHUSIASM		Not every topic that you will speak on will be exciting or enlightening. That's why it is especially important to be enthusiastic when you speak. There is a direct relationship between how you deliver your speech and how it is received by the audience. If you are energetic about what you have to say, then your audience will be more receptive as well. If you look/act bored, chances are the audience will be, too.
VOCAL DELIVERY		A very important component of public speaking is the vocal delivery. To be effective, a speaker must work on fluency (<i>how it flows</i>), enunciation (pronounce all the word; don't "swallow" the word ending), pitch (high, low, just right), volume (don't whisper; don't shout), rate (rapid speech is hard to follow; slow becomes boring), and voice quality. It is essential to be familiar with the speech, and, in some cases, it may be helpful to memorize it.
DRESS ATTITUDE	and	"When you look good, you feel good." There's a lot of truth to this old adage. Appropriate dress is important to the success of your speech. If you approach your speech with a positive attitude and you are dressed properly for the occasion, then everything else will come much easier. Eye contact will indicate your attitude to the audience. Maintaining good eye contact at all times will help to convey your sincerity and your belief in what you are saying.
HAVE FUN!		Public speaking can be very enjoyable--especially if you have mastered some of the fundamentals. It is satisfying to be able to stand in front of others and express yourself.

SO – WORK HARD AND HAVE FUN!!!

THINGS TO REMEMBER ABOUT MAKING SPEECHES

1. Get the facts about your audience – who, what, when, where, how long, room arrangement, topic, etc.
2. Remain at the podium until someone else takes control with the next program item. Step back slightly to acknowledge your relinquishment of control.
3. Offer a handshake of welcome or thanks when relinquishing control of the podium.
4. Use pauses when beginning and finishing your speech in order to ensure that all words are heard clearly and the importance of your speech is stressed.
5. Add life to a speech – use relaxer, analogies, stories, or try to find other ways to relate your topic to something the audience is familiar with.
6. Be sure you have control of the audience when speaking at the podium.
7. Don't just read your message; talk directly at the audience.
8. Speak with confidence.
9. Lead applause when introducing someone. The audience will follow your lead and are under your "direction."
10. It is courteous to acknowledge what has happened prior to your lead at the podium (*i.e., thank the previous person/group*).

INTRODUCING THE NEXT SPEAKER

You can help or hinder "our next speaker" in the way you introduce him or her. Here are a few ways you can help the next speaker:

USE THE **TASK** FORMULA

T stands for TITLE	Start your introduction by giving the exact title and topic of the speaker's talk.
A stands for ASSOCIATE	Show the association between the topic and the interests of the group.
S stands for SPEAKER	List the speaker's outstanding qualifications.
K stands for KISS:	Let the speaker do the real talking.
Keep It Simple, Stop!	

OTHER TIPS

Don't make the speech	Don't start with the speaker's birth and chronicle of events of her/his life. Mention only
-----------------------	--

	those past experiences which relate directly to the subject of the speech.
Don't try to "win" the audience	A string of funny stories or showing off your knowledge of the subject is not necessary. Remember, you are not the speaker.
Create suspense	Create the idea that what the speaker is about to say is important and mention the name only once, at the end of your remarks; then stay on the platform and lead the applause. Retire from the podium during the applause.
Don't gild the lily	Exaggerated praise leads to disbelief and possible disappointment.
Never apologize	If the speaker is a substitute or fill-in or program change, don't tell them how sorry you are the other speaker couldn't make it.
Set a time limit	Before your introduction, tell your speaker that she/he is to speak for ___ minutes and that you will give a warning five minutes before time is up.
Launch speaker's right	The speaker's name should be the final climactic words. Provide applause and stand up until the speaker has taken control of the podium.

SAMPLE INTRODUCTION STATEMENTS

"It is my pleasure to introduce to you . . ."

"I am delighted to introduce _____ to you."

"We are fortunate to have with us here today . . ."

CONTENT OF INTRODUCTIONS

Make sure your statements are relevant to the speech to be given.

Include background information about the speaker, such as, but not all of the following:

Education

Degrees

Hobbies

Special Training

Books, Article Published

Offices Held

Interesting Experiences

USING THE MICROPHONE:

It's a Tool, Not a Weapon!

1. Don't read your speech – "talk" it.
2. Speak slowly – don't "racehorse."
3. Enunciate clearly – all the way to the end of the word and to the end of the sentence.
4. Use a microphone when you rehearse.
5. Don't tap the mike or blow into it when you begin speaking.
6. Don't shuffle paper or handle the microphone.
7. Don't make unpleasant noises.
8. Don't "uh," "um" or "you-know" your audience to death.
9. Don't let unexpected changes mess you up – be flexible.
10. Speak with confidence – right now you are the expert at the microphone!

SECTION D - FORMS

FORMS USED THROUGHOUT THE YEAR

Do not write on the forms provided here

MAKE COPIES!

		Page
Officer Information Sheet (due Sept 10)	SO sends form to State Office	H-3
State Officer Point System		H-4
State Officer Report form (due 10 th of every month)	SO submit form to State Coordinator and State Office	H-5
Expense Form	Send to State Office	H-6
Checklist for Planning Meetings	Send copy to State Coordinator	H-7, 8, 9
Meeting Follow-Up Form	SO submit to State Coordinator with State Officer Report	H-10
STAR Events Registration	Send to State STAR Event Coordinator	H-11
District Officer Candidate Qualification Form		H-12
District Officer Candidate Contract		H-13
District Officers List		H-14
State Officer Code of Conduct and Contract	Sent to State Office, forms are specific	H-15-16
Attendee Release Form	For State and National Leadership	H-17
Rules of Conduct	For State and National Leadership-mtgs.	H-18

ATTENDEE RELEASE FORM**Required for all Advisers, Members and Chaperones****NO STUDENT WILL BE ALLOWED TO TRAVEL WITH AN FCCLA GROUP WITHOUT THIS INFORMATION**

CHAPTER ADVISERS: These forms will be your responsibility to obtain and have with you at the event specified below for each member attending including yourself and any chaperones.

ATTENDEE NAME _____ **BIRTH DATE** _____

I give the above named attendee permission to attend (event) _____
on (date) _____.

PARENT/GUARDIAN'S SIGNATURE – Complete if Attendee is a Minor_____
Parent/Guardian Name – please print_____
Parent/Guardian Signature_____
Date**EVERYONE – Must be Completed**_____
Phone – Hm_____
Home Address_____
City, ST, Zip_____
Phone – Mbl_____
Alternate Contact – Name_____
Relationship_____
Phone – Wk_____
Alt. Contact – Mbl Phone_____
Alt. Contact – Home Phone_____
Alt. Contact – Work Phone

PERMISSIONS – Must be Completed ☐ YES ☐ NO Permission to be photographed and/or videotaped during the above event and allow use of said photo/video on the Idaho Division of Professional-Technical Education website.

☐ YES ☐ NO Permission to the undersigned FCCLA Adviser to seek and/or approve emergency medical attention for my child, should it become necessary and I cannot be immediately contacted after reasonable effort.

INSURANCE – Must be Completed ☐ YES ☐ NO I have obtained insurance for/as the attendee while attending this conference or have a family policy which will cover this activity.

Subscriber Name_____
Insurance Co. and Policy Number

I understand the school district and state association are not responsible for providing insurance and that a student will not be allowed to travel without some form of personal health insurance.

*Initialed by Parent/Guardian***ATTENDEE HEALTH – Must be Completed**

Activities restricted from for medical reasons: _____

All medical/physical condition(s): _____

All medications (and doses) being taken: _____

ADVISER SIGNATURE_____
Chapter_____
Date

RULES OF CONDUCT

Attending an Official Function of Idaho FCCLA

CHAPTER ADVISERS: These forms will be your responsibility to obtain and have with you at the event specified below **for each member attending, including yourself and any chaperones.**

Attending an official function of FCCLA is a privilege and a responsibility. The dress and behavior of all attendees should be exemplary. Attendees are defined as students, advisers, and adult chaperones. They represent their school, community, and all FCCLA members in Idaho. All attendees are expected to abide by the following rules of conduct.

EVENT: _____ **DATE(S):** _____

1. All attendees must register for the conference indicated above.
2. Dress appropriately at all times. Guests from business and government as well as media coverage may be present. Jeans, sweat pants and/or shirts, lounging pajamas, shorts, tank tops, and bare feet are not appropriate attire.
3. Behavior and language at all times should be such that it reflects a positive, professional image of you, your school, your state and the organization. Respect the rights and comforts of others regarding noise, language, and general conduct.
4. Absolutely NO alcoholic beverages, drugs, or tobacco are permitted. Violators will be subject to stringent disciplinary action and may be sent home.
5. If an attendee is found responsible for stealing, vandalism, or fighting, they or their parents/guardians will be required to pay all damages.
6. Inform your chapter adviser of your whereabouts at all times. This is for your safety.
7. Acknowledge the authority of supervisors, adult chaperones, advisers, and hotel staff.
8. Wear your name badge to all activities.
9. Students, advisers, and adult chaperones must be on time and attend all sessions.
10. Be respectful at all times of speakers and officers by being quiet and listening to the presentations. Wait for appropriate breaks if it is necessary to leave; refrain from making unnecessary noises.
11. Observe common sense precautions: Keep hotel doors locked. Do not open your hotel door unless you know the person on the other side.
12. Observe the designated curfew as set by the FCCLA state and national organizations.
13. Any accidents, injuries, or illnesses should be reported to your adviser or the state adviser immediately.

Violation of any of these rules will be sufficient cause for disciplinary action and violators may be sent home at their own expense. The parents/guardians and administrators of attendee will be notified. If any violation of the Code of Conduct occurs during a member's or officer's term, one or more of the following consequences will be applied as deemed appropriate by the student's adviser, state adviser, state FCCLA coordinator and board members if applicable:

- | | |
|--|--|
| A. Parent or guardian will be notified | E. Probation period while holding an office
(e.g., letters of apology, community service, etc.) |
| B. School administrator will be notified | F. Termination of office or membership privilege |
| C. Sent home from event at own expense | G. Other logical consequences as deemed appropriate |
| D. Lose outstanding officer status | |

Law enforcement authorities will be contacted if there is reasonable suspicion of illegal activity.

ATTENDEE'S STATEMENT I have read the rules. I understand any infraction of these rules will be sufficient cause for my participation in the above-named event to be terminated and for my being sent home at my own expense.

Attendee's Name – please print

School / Chapter

Attendee's Signature

Date

PARENT/GUARDIAN'S STATEMENT (of minors) I have read the rules and agree that should an infraction cause this attendee to be sent home, it will be at the expense of the attendee or parent/guardian.

Parent/Guardian Name – please print

Parent/Guardian Signature

ADVISER and ADMINISTRATOR'S ACKNOWLEDGEMENT

Adviser's Signature (if not attendee above)

Date

Administrator

Title

Date



STATE OFFICER REPORT

Idaho FCCLA

Due on the
10th monthly

Mail, fax or scan as .pdf and send to:

Keep a Copy for Your Files!

Paola Aguilar
10139 Vistair Place
Payette, ID 83661

officercoord@idahofccla.org

Date: _____ Name: _____ Report Period:
Phone: _____ MONTH / YEAR

Please fill in the activities for the month. Be sure to fill in the correct category and the points you have earned.

Date	Hours / Each	Points Possible	# Event / Category	Description	Points Earned

Adviser's
Comments: _____

2015-16 STATE OFFICER INFORMATION FORM

DUE SEPTEMBER 10

MAKE 3 COPIES:

1—Fax or email to Patches Aguilar, 208-739-7031 or officercoord@idahofccla.org

1—Fax or mail to Theresa Golis, 208-429-5511 / PO Box 83720, Boise, ID 83720-0095

1—Keep for Your Records

*******PRINT LEGIBLY*******

Name _____ Office _____
 Home /Mailing Address _____ City, ST, Zip _____
 Home Phone _____ Cell phone _____ Birthday _____
 Adviser _____ School _____
 E-mail _____

CLASS SCHEDULE FOR SCHOOL YEAR

Date School Begins _____ Date School Ends _____

1 st Semester/Trimester	2 nd Semester/Trimester	3 rd Trimester
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8

When is your daily contact time with your adviser? _____

DISTRICT OFFICERS

Office	Name	School
District Events (Attach Agenda)	Location	Date
DISTRICT CONFERENCE		
DISTRICT STAR EVENTS		
OTHER DISTRICT EVENT/S - Name		

OFFICER'S STATEMENT

Two goals I would like to accomplish as a State Officer this year:

1. _____
2. _____

IDAHO FCCLA

OUTSTANDING STATE OFFICER POINT SYSTEM

400 Points Qualify Officer for Outstanding Officer Recognition

STATE OFFICER REQUIRED DUTIES (Category 1)

50 per meeting	Attend JSL, Executive Council, Pre-State Conference Meeting
25 per report	Submit State Officer Report <i>*by*</i> the 10 th of each month
None	Submit State Officer Report <i>*after*</i> the 10 th of each month (activities on report will count)
25 per report	Complete and submit requested forms by the assigned date: Planning form for District Conference or STAR Events (prior to Conference) Follow-up form for District Conference or District STAR Events (within 2 weeks after event)
25 points	STAR Events notebook with results and all required forms to State STAR Events Coordinator (within 1 week following events)- <i>Zero points if turned in late!</i>
5 per meeting	Attend Chapter meetings (maximum of 25 points)
10 per project	Participate in Chapter projects
10 per mtg/activity	Attend District planning meetings and activities
25 per event	Organize other District events or activities (leadership, banquet, recreation)
10 per unit	Complete Power of One units
25 points	State Officer Info. Form (H-3)
10 per article	Submit an article (2 required) to the State newsletter or <i>Teen Times</i>

MUST HAVE MINIMUM OF 550 POINTS IN CATEGORY 1 BEFORE EARNING POINTS IN OTHER CATEGORIES

EXTRA MILE DISTRICT ACTIVITIES (Category 2)

25 per project/activity	Facilitate, plan, and/or participate in a District project or activity
20 per workshop	Conduct a workshop at a District meeting
10 per mtg/activity	Participate in another Professional-Technical Student Organization (PTSO) activity or meeting (maximum of 50 points)

EXTRA MILE MEMBERSHIP (Category 3)

15 per visit	Visit another affiliated chapter
20 per presentation	Make a presentation to a prospective chapter, FACS class, Jr. High or Middle School
5 per member	Be instrumental in adding a new member or alumni member to your chapter
10 per chapter	Be instrumental in adding a new chapter affiliation

EXTRA MILE PUBLIC RELATIONS (Category 4)

20 per event	Speak to a civic or community group, school board or legislators about FCCLA
10 per function	Attend a function of another chapter or organization on behalf of FCCLA
10 per article	Submit newspaper article or press release to school or local paper to promote FCCLA
10 per display/visual	Prepare a display or visual (brochure, etc.) which promotes FCCLA
20 points	Develop a web site in your school for FCCLA
10 per letter	Prepare an original letter or fax for FCCLA business
5 per article	Be featured in an article, video, etc., at school or community related to FCCLA

OTHER EXTRA MILES (Category 5)

10 points	Attend and assist at Professional-Technical Education Summer Conference
25 per event	Attend National Leadership Conference, Cluster, or USA Leadership (Deduction for not attending all assigned workshops).
25 per event	Serve as a member on a special team, judge, or help with STAR Events (Nationals)
TBA	Other activities may count towards this award. Check with State Coordinator or State Adviser for more information on ideas you have generated.

POSSIBLE DEDUCTIONS (Category 6)

At discretion of State Adviser and State Coordinator	Not attending all assigned workshops at extra meetings and events.
	Lack of professionalism while at meetings
	Lack of quality in product or work

**ALL ACTIVITIES MUST BE DOCUMENTED BY YOUR ADVISER
AND A PHOTO OR COPY OF PRINTED MATERIAL**
Keep a Copy for Your Own files

Designations: 400-550.....Bronze 551-650.....Silver 651+.....Gold

G:\FAMCON\FCCLA\Bylaws, Policies and Procedures Manual\2012.2013\1.BPPManual.20122013.WorkingDraft.docx

Idaho FCCLA

STATE OFFICER REPORT

Mail, Fax or Scan as PDF and send
To Patches Aguilar, FCCLA Officer Coordinator,
10139 Vistair Place, Payette, ID 83661
officercoord@idahofccla.org
Ph: 208-739-7031

Must Be Sent By
10TH of EACH MONTH
Keep a Copy for Your Files

Month

Date _____ Officer's Name _____ Home Phone _____

Please fill in the activities for the month. Be sure to fill in the correct category and the points you have earned.

DATE	HOURS/ EACH	POINTS POSSIBLE	CATEGORY	ACTIVITY	POINTS EARNED

ADVISER COMMENTS _____

ADVISER SIGNATURE _____ DATE _____

IDAHO ASSOCIATION – FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA EXPENSE VOUCHER

* Individual reimbursement only* PO Box 83720 – Boise, ID 83720-0095

NAME _____ OFFICE/TITLE _____ SCHOOL _____

HOME ADDRESS _____ CITY _____ ZIP _____

HOME PHONE _____ CELL PHONE _____

TRAVEL INFORMATION

Purpose of Travel _____ Traveled with _____

Traveling From _____ To _____

Method of Transportation 1) _____ 2) _____

ATTACH RECEIPTS FOR PLANE OR BUS TRAVEL. WHEN TRAVELING BY PRIVATE AUTO, ATTACH GAS RECEIPTS.

TOTAL TRANSPORTATION COST

\$

MEALS AND LODGING STATE OFFICER MEALS WILL BE REIMBURSED AT ACTUAL AMOUNT NOT TO EXCEED \$15.00 PER DAY.LODGING WILL BE REIMBURSED AT ACTUAL AMOUNT. **RECEIPTS MUST BE ATTACHED.**

DATE	BREAKFAST	LUNCH	DINNER	LODGING	DAILY AMOUNT
					\$
					\$
					\$
TOTAL MEALS & LODGING COST					\$

OTHER COSTS **RECEIPTS MUST BE ATTACHED FOR THE COST OF ITEMS LISTED HERE.**

DATE	ITEM	PURPOSE	AMOUNT
			\$
			\$
			\$
TOTAL OTHER COSTS			\$

PLEASE SUBMIT THIS FORM
WITHIN 30 DAYS
AFTER THE EXPENSE IS
INCURRED.

SUMMARY	
TRANSPORTATION TOTAL	\$
MEALS and LODGING TOTAL	\$
OTHER COSTS TOTAL	\$
GRAND TOTAL	\$

I certify that the above expenses were incurred while traveling on business or conducting work for the Idaho Association of Family, Career and Community Leaders of America.

STUDENT SIGNATURE _____ DATE SUBMITTED _____

ADVISER APPROVAL _____ DATE SIGNED _____

STATE ADVISER APPROVAL _____ DATE SIGNED _____

STATE OFFICE: DATE SUBMITTED FOR PAYMENT _____

CHECKLIST FOR PLANNING MEETINGS

Meeting Title _____ Meeting Date _____ Person in Charge of Meeting _____

District Directors need to make a checklist for their district meetings. They need to decide who is responsible for each item and inform that person or chapter. Be sure to indicate deadline dates. It is so easy to forget some crucial items in planning meetings. We have found it indispensable to have a checklist to use as part of the process of planning and leading meetings. Not all items will be relevant for every meeting. Just mark through those items not needed. This checklist includes the following:

- | | | |
|----------------------------------|--|---------------------------------|
| 1. Meeting Location | 4. Responsibilities Before the Meeting | 7. Budget – Income and Expenses |
| 2. Publicity | 5. Equipment | 8. Just Before the Meeting |
| 3. Agenda and Resource Materials | 6. Materials/Supplies | 9. At the Meeting |
| | 10. After the Meeting | |

		Who is Responsible	Date Due
1.	MEETING LOCATION		
	date availability		
	contact person		
	size and shape of space		
	electrical/microphone outlets		
	bathrooms (location, number)		
	heat/cold regulation		
	parking facilities (number, access)		
	access to meeting rooms		
	lighting		
	name of custodian engineer (where to contact)		
	registration area		
	room set-up arrangements		
	other		
2.	PUBLICITY		
	notices to all district schools		
	letters of invitation (to administrators, legislators, etc)		
	directions to meeting place		
	phone calls		
	news releases		
	personal contacts		
	other		
3.	AGENDA – RESOURCE MATERIALS		
	copies of agenda		

	contact people on the agenda		
	materials need (reprints, etc)		
	previous minutes		
	committee reports		
	other		
4.	RESPONSIBILITIES BEFORE THE MEETING		
	develop program		
	leadership assignments		
	resource persons		
	trying out equipment		
	test whether charts, posters are readable from audience		
	test electrical outlets		
	develop program		
	try out equipment		
	preview materials		
5.	EQUIPMENT		
	tables (number, size, shape)		
	chairs (comfort, number)		
	microphones		
	TV/VCR		
	extension cords		
	screen		
	platform		
	gavel		
	lectern		
	water pitchers/glasses		
	camera		
	copy machine		
	computer or lap top		
	projector		
6.	MATERIALS - SUPPLIES		
	name tags – tents		
	markers		

	masking tape		
	pencils		
	visual aids		
	display materials		
	decorations		
	posters		
	ballots		
	candidates' summary sheets		
	voters' evaluation sheets		
7.	BUDGET		
	Estimated Income		
	registration fees		
	food charges		
	other		
	Estimated Expenses		
	mailing, e-mails		
	telephone calls		
	paper materials		
	name tags		
	pens/markers		
	refreshments		
	copying		
	other		
8.	JUST BEFORE MEETING		
	seating arrangements (general, subgroupings)		
	extra chairs		
	extra tables		
	public address system checkout		
	equipment		
	materials		
	water, glasses		
	thermostat		
	open/close windows		
	refreshment set-up		
	table numbers		

	evaluation forms ready		
	programs		
9.	AT THE MEETING		
	meeting, greeting, seating of participants, guests		
	documentation – recording		
	evaluation activity		
	handing out materials		
	announcements		
	other		
10.	AFTER THE MEETING		
	collect unused materials		
	return equipment		
	clean up		
	thank helpers		
	prepare evaluations summary		
	mail follow-up materials		
	remind people of their follow-up commitments: phone, write thank you notes/letters		
	pay bills		
	collect outstanding monies		
	other		

FOLLOWING THE MEETING

Make 3 copies Officer Coordinator Patches Aguilar,
& Distribute: District Adviser 10139 Vistair Place
District Director Payette, ID 83661

DISTRICT MEETING REPORT

District No. _____ Date _____

Date of Meeting _____

Meeting _____ Highlights _____

Suggestions for Improvement _____

Names of Chapters Attending**	Number of Members	Number of Advisers	Number of Guests/Other

**Attach additional copies of this page if necessary.

TOTAL NUMBER OF CHAPTERS _____ TOTAL NUMBER OF MEMBERS _____

TOTAL NUMBER OF OTHERS _____ TOTAL NUMBER OF ADVISERS _____

Copy of Program is Attached _____

Name and Office of Preparer _____

District Adviser _____

Must be Typewritten

STAR EVENT REGISTRATION

_____ To be used for **EACH** individual or team wishing to enter an event _____

STAR EVENT COMPETITION Check One: Individual: _____ Team _____

Event Name _____ Manual-Display, If applicable _____ Jr – Sr – Occ _____

★ Title of Presentation or Project
(Job, Topic, or Display Title) _____

★ Subject of Presentation or Project _____

★ If Occupational event, list occupational program
competitor is enrolled in or has taken _____

★ If Interpersonal Communication, indicate target audience:
community, employment, family, peers, school _____

★ Props needed: Table & Size: _____ Electrical Outlet _____

CHAPTER & SCHOOL _____ FCCLA
Chapter _____ Chapter No. _____ District No. _____
School _____ School Phone _____
School Address _____ City _____ Zip _____

PARTICIPANT INFORMATION If a team event, all team members must be listed. If Parliamentary Procedure event, photocopy this form to list additional participants and attach to this form.

1. Participant Name _____
Mailing Address _____
City, ZIP Code _____
Home Phone _____ Grade Level Current School YR _____

2. Participant Name _____ Mailing Address _____
City, ZIP Code _____
Home Phone _____ Grade Level Current School YR _____

3. Participant Name _____
Mailing Address _____
City, ZIP Code _____
Home Phone _____ Grade Level Current School YR _____

ALTERNATE'S NAME _____ Mailing Address _____
City, ZIP Code _____
Home Phone _____ Grade Level Current School YR _____
SPECIAL ACCESS NEEDS _____ FOR _____

I have read and understand the instructions and rules for this event.

ADVISER'S NAME _____
Home Address _____
City, ZIP Code _____
Home Phone _____ Home E-Mail _____
Adviser's Signature _____ Date _____

REGISTRATION FEE

Registration Fee \$ _____ per Participant x _____ Number of Participants = \$ _____ Amount Enclosed

SUBMIT THIS FORM, REGISTRATION FEE, AND PROOF OF AFFILIATION TO YOUR DISTRICT STAR EVENTS COORDINATOR.

**DISTRICT OFFICER CANDIDATE
QUALIFICATION FORM**

DEADLINE: (DATE)	
SEND ONE COPY TO:	SEND ONE COPY TO:
(name), District Director	(name), District Adviser
(address)	(address)
KEEP A COPY IN CHAPTER FILES	

Idaho Association
(date)

 Leadership
Experience

OFFICER CANDIDATE FOR DISTRICT _____ CHAPTER _____

CANDIDATE NAME _____ CURRENT GRADE IN SCHOOL _____

CANDIDATE'S ADDRESS _____

_____ PHONE _____

Candidate must have completed at least one year of Family and Consumer Sciences at 7 th grade level or above prior to assuming official responsibilities as a district officer.		Circle the grades you've been enrolled in Family and Consumer Sciences: 6 th 7 th 8 th 9 th 10 th 11 th
Candidate must have been an FCCLA member at least one year prior to assuming official responsibilities as a district officer.		Circle the grades you have been in FCCLA: 6 th 7 th 8 th 9 th 10 th 11 th
List TWO responsibilities or activities in which the candidate participated that would be helpful in holding an FCCLA office:		
AT FCCLA CHAPTER	1. _____ 2. _____	
NAT'L FCCLA PROGRAMS	1. _____ 2. _____	
AT DISTRICT/STATE LEVEL	1. _____ 2. _____	
IN HOME	1. _____ 2. _____	
AT SCHOOL	1. _____ 2. _____	
IN COMMUNITY	1. _____ 2. _____	

SIGNATURES:

Candidate

Chapter President

Chapter Adviser

Parent/Guardian

Idaho FCCLA
DISTRICT OFFICER CANDIDATE CONTRACT

DEADLINE: (DATE)	
SEND ONE COPY TO:	SEND ONE COPY TO:
(name), District Director	(name), District Adviser
(address)	(address)

As a District Officer Candidate of Family, Career and Community Leaders of America, I, _____
(Candidate's Printed Name)
of _____ Chapter agree that I will:

1. Attend and participate in all activities of my local chapter, all district meetings and all meetings designated for my office by the State Association, State Coordinator, or State Adviser.
2. Adhere to the conduct rules for officer work and travel. I understand that violations of conduct rules may result in my being sent home immediately at my own expense.
3. Complete my officer responsibilities on time or notify the appropriate adviser as to the reason for the delay.

I further understand that failure to meet any of the above requirements may result in immediate removal from office or loss of "Honor Officer Certificate."

Signed _____
Officer Candidate Date

Our daughter/son, _____, has our permission to become an FCCLA District Officer candidate. If elected, we shall cooperate in every way to assist her/him to attend the above meetings and to fulfill the officer responsibilities.

Signed _____
Parent Parent

Address _____ City, State, ZIP _____

Date _____

As the chapter adviser, I believe the candidate has the qualifications for the office she/he is seeking. If elected, I will assist in all assigned duties and attend meetings with her/him as requested.

Signed _____
Adviser Date

The school administration gives approval for the above officer candidate. If elected, we pledge our support.

Signed _____
Administrator Date

Make 3 copies State Coordinator
& Distribute: District Adviser
District Director

Mail Officer Coordinator copy to:
Patches Aguilar
10139 Vistair Place

Payette, ID 83661

DISTRICT OFFICERS

ELECTED FOR 20____ - 20____; DISTRICT ____
(Please Type or Print Information)

District Director _____

District Adviser _____

OFFICE	NAME	HOME ADDRESS, PHONE	GRADE LEVEL	ADVISER	ADVISER SCHOOL ADDRESS, PHONE
First Vice President					
Secretary					
VP - Membership					
VP – Public Relations					
VP – Finance					
VP – STAR Events					
VP – Power of One					

Idaho Association of FCCLA

CODE OF CONDUCT and CONTRACT FOR STATE OFFICERS

As a state officer of the Idaho Association of the National FCCLA organization, I recognize that I will be representing all FCCLA members of Idaho and that 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 other “friends of FCCLA.” I recognize that I am a key person in planning and carrying out FCCLA activities in various capacities at local, district and state levels. I am aware of the added responsibility that accompanies being a state officer and I agree to adopt the following rules and regulations as the standards for my personal behavior throughout my term of office.

1. I will recognize the rights and comforts of others with respect to noise, language and general conduct.
2. I will not use, purchase or have in my possession any kind of tobacco, alcoholic beverages or drugs.
3. I will at all times respect all public and private property.
4. I will strictly abide by the curfew established, retire to my assigned room, respect the rights of those sharing my room, and be as quiet as possible after curfew.
5. I will spend each night in the room of the hotel/motel to which I am assigned.
6. I will observe common sense precautions: keeping hotel doors locked, opening them only to persons I know, maintaining a “buddy” system so as not be alone in potentially risky situations.
7. I will attend **ALL** general sessions and other activities for which I am assigned and registered, unless excused by the State Adviser or State Coordinator.
8. I will be on time for all sessions, events and practices.
9. I will show respect for speakers and officers by avoiding disruptive behavior during meetings such as talking or leaving the session before it is over.
10. I will take adequate time to prepare for all meetings and activities, observing deadlines in completion of assignments.
11. I will keep my designated adviser informed of my whereabouts at all times.
12. I will recognize and respect the authority of advisers, supervisors and group leaders. I will maintain a cooperative attitude.
13. I will communicate frequently and regularly with my local, district and state advisers and follow their direction and guidance in fulfilling my responsibilities.

14. I will dress appropriately at all times, wearing my official uniform at all designated meetings, activities or when representing FCCLA at other events as specified by the State Adviser or State Coordinator. I will wear the approved name badge to activities.
15. I will fulfill the responsibilities of my office and meet my obligations to FCCLA members at the chapter, district and state levels. (Continued)
16. I will model the ideals of FCCLA throughout my term in office. I will avoid participation in and actively discourage any conversations or actions which belittle or downgrade fellow members, officers, and/or adults. I will maintain dignity while being personable, concerned and interested in fellow members. I will behave in a manner which conveys and commands respect without any air of superiority.
17. The officer notebook and bag I received is mine to use during the term of my office. I will return it to the State Adviser at the conclusion of the State Leadership Conference. ***I understand I will be charged for any unreturned items.***

I have read the rules and regulations. I understand that any infraction of these rules will be sufficient cause for disciplinary action or dismissal. I will be held accountable to the State Adviser, State Coordinator and/or Board of Directors of Idaho FCCLA. I recognize the authority of the State Adviser, State Coordinator and Board of Directors for assessment of violations of the terms of this agreement. I understand that infractions of these rules and regulations may result in my being removed from office. Additionally, during state, national or regional meetings or other activities which require travel. I understand that any infraction will be sufficient cause for my participation in the meeting to be terminated and for me to be sent home at my own expense.

Date

FCCLA Officer Signature

I have read the rules and agree that, should infractions cause this officer to be sent home, it will be at the expense of the officer/parent(s).

Date

Parent/Guardian Signature

Date

Adviser Signature

Idaho Association

FAMILY, CAREER and COMMUNITY LEADERS OF AMERICA

ATTENDEE RELEASE FORM

(required for all advisers, members and chaperones)

CHAPTER ADVISERS: These forms will be your responsibility to obtain and have with you at the event specified below for each member attending including yourself and any chaperones.

ATTENDEE NAME (print)

BIRTH DATE_____

I give the above permission to attend (event) _____ on
(date) _____.

Complete if minor

PARENT/GUARDIAN SIGNATURE

DATE _____

Parent/Guardian Name _____

Everyone complete

Phone: Home _____ Work _____ Cell _____

Home Address _____ City, Zip _____

Alternate Emergency Contact _____ (relationship) _____

Phone: Home _____ Work _____ Cell _____ Address
_____ City, Zip _____

PERMISSIONS:

Yes__ No __Permission for attendee to be photographed and/or videotaped during the above event and allow use of said photo/video on the Idaho Division of Professional-Technical Education website.

Yes__ No__ Permission to the undersigned FCCLA Adviser to seek and/or approve emergency medical attention for my child, should it become necessary and I cannot be immediately contacted after reasonable effort.

INSURANCE: I have obtained insurance for/as the attendee while attending this meeting or have a family policy

which will cover this activity. Yes __ No ____

POLICY: NAME & NUMBER _____

SUBSCRIBER NAME _____

I understand the school district and state association are not responsible for providing insurance and that a student will not be allowed to travel without some form of personal health insurance. _____(attendee initials)

HEALTH

Activities the attendee is restricted from for medical reasons:

List any medical/physical condition(s) _____

List any medication(s) being taken by attendee (include dosage):

ADVISER SIGNATURE _____ CHAPTER _____

No student will be allowed to travel with an FCCLA group without above information.

RULES of CONDUCT

Attending an Official Function of

IDAHO FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA

Attending an official function of FCCLA is a privilege and a responsibility. The dress and behavior of all attendees should be exemplary. Attendees are defined as students, advisers, and adult chaperones. They represent their school, community, and all FCCLA members in Idaho. All attendees are expected to abide by the following rules of conduct.

EVENT: _____ DATE: _____

1. All attendees must register for the meeting indicated above.
2. Dress appropriately at all times. Guests from business and government as well as media coverage may be present. Jeans, sweat pants and/or shirts, lounging pajamas, shorts, tank tops, and bare feet are not appropriate attire.
3. Behavior and language at all times should be such that it reflects a positive, professional image of you, your school, your state and the organization. Respect the rights and comforts of others regarding noise, language, and general conduct.
4. Absolutely NO alcoholic beverages, drugs, or tobacco are permitted. Violators will be subject to stringent disciplinary action and may be sent home.
5. If an attendee is found responsible for stealing, vandalism, or fighting, they or their parents/guardians will be required to pay all damages.
6. Inform your chapter adviser of your whereabouts at all times. This is for your safety.
7. Acknowledge the authority of supervisors, adult chaperones, advisers, and hotel staff.
8. Wear your name badge to all activities.
9. Students, advisers, and adult chaperones must be on time and attend all sessions.
10. Be respectful at all times of speakers and officers by being quiet and listening to the presentations. Wait for appropriate breaks if it is necessary to leave; refrain from making unnecessary noises.
11. Observe common sense precautions: Keep hotel doors locked. Do not open your hotel door unless you know the person on the other side.
12. Observe the designated curfew as set by the FCCLA state and national organizations.
13. Any accidents, injuries, or illnesses should be reported to your adviser or the state adviser immediately.

Violation of any of these rules will be sufficient cause for disciplinary action and violators may be sent home at their own expense. The parents/guardians/administrators of attendees will be notified. If any violation of the Code of Conduct occurs during a member's or officer's term, one or more of the following consequences will be applied as deemed appropriate by the student's adviser, state adviser, state FCCLA coordinator and board members if applicable:

A. Parent or guardian will be notified	E. Probation period while holding an office
B. School administrator will be notified	F. Termination of office or membership privilege
C. Sent home from event at own expense	G. Other logical consequences as deemed appropriate (i.e., letters of apology, community service, etc.
D. Lose outstanding officer status	

Law enforcement authorities will be contacted if there is reasonable suspicion of illegal activity.

ATTENDEE'S STATEMENT

I have read the rules. I understand any infraction of these rules will be sufficient cause for my participation in the above-named event to be terminated and for my being sent home at my own expense.

Attendee's Printed Name School/Chapter

Attendee's Signature Date

PARENT/GUARDIAN'S STATEMENT (FOR MINOR'S)

I have read the rules and agree that should an infraction cause this attendee to be sent home, it will be at the expense of the attendee or parent/guardian.

Parent/Guardian's Printed Name Parent/Guardian's Signature

ADVISER and ADMINISTRATOR'S ACKNOWLEDGEMENT

Adviser's Signature (if not attendee above) Date

Administrator Title Date

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)		
	Business name, if different from above		
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶		
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)	
	City, state, and ZIP code		
List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
OR
Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,