



State Officer Application Packet 2022-2023 Term

LOOK TO THE FUTURE TO
makeitcount



State Leadership Conference – April 6-8, 2022
Idaho Family Career and Community Leaders of America

650 W State Street, Suite 324
Boise, ID 83702-5936

Look to the Future to Make it Count

TO: Chapter Advisers and State and National Officer Applicants
FROM: Lisa Costa, Interim FCCLA Manager
DATE: January 25, 2022
RE: Election of State Officers and National Officer Candidates

We are currently accepting officer applications for the 2021-2022 term. Leaders with the ability to use time wisely, have poise, are comfortable with public speaking, and have self-confidence should apply. Idaho officers fill the following positions: President, First Vice-President, VP of Membership, VP of Public Relations, VP of Competitive Events, VP of Development, VP of Programs, VP of Finance, and VP of Parliamentary Law.

Election of new officers will be held at the Idaho FCCLA State Leadership Conference (SLC), April 6-8, 2022. **March 5, 2022** is the deadline for submitting all state officer application forms and a copy of your chapter affiliation form. A secure website link will be made available for application submission. **State Officer Candidate Advisers must request the secure link from State Staff**, see enclosed directions and submissions sheet. See enclosed checklist for required documents. Once application is received and reviewed the candidate will receive information pertaining to the FCCLA proficiency online exam and scheduled for March 29-30, 2022.

Before completing the application, the adviser, guardian(s) of candidate, and candidate should review the qualifications list and officer duties and expectations for office. Also, review Idaho FCCLA bylaws. These can be found on the Idaho FCCLA website at <https://www.idahofccla.org/resources>.

In order to be an Idaho FCCLA State Officer:

- Advisers and officers will work closely together throughout the year.
 - Elected officers will have a designated time to meet with their adviser weekly.
 - Advisers AND state officers will attend ALL Executive Council meetings.
- See the enclosed dates to ensure participation.

Family, Career and Community Leaders of America provides a foundation of inspiration. We look forward to installing the next Idaho Executive Council of youth leaders.



FCCLA State Officer Application Packet Directions & Submission Sheet

Directions: Read through packet. Complete all State and National Applications. Submit applications, required documents, and videos to the Idaho FCCLA Office via the secure web link.

State Officer Candidate Advisers, must contact State Staff for link access to submit.

Prior to submission, please label all files with the following criteria:

Initial of Candidate's first name, Candidate's last name_FCCLA

Example File Name: JDoe_FCCLA

Be sure to maintain a copy of all documents for your personal records.

MUST BE RECEIVED BY 5:00 PM MST ON MARCH 5th

State Staff Contacts

CTSO Manager Interim: Lisa Costa – Lisa.Costa@cte.idaho.gov - (208) 429-5525

Administrative Assistant: Ruby Jones – Ruby.Jones@cte.idaho.gov

Submit documents in the following order:

State Officer

- Professionally formatted and typed cover letter stating reasons for running for office
- Administrator's letter of recommendation and Support and Commitment (pg. 14)
- Current official scholastic transcript that indicates cumulative GPA on a 4.0 scale
- Current good quality photograph in .jpeg format
- Officer Candidate Application, Nomination (pg. 7)
- State Officer Code of Conduct and Contract (pg. 8-9)
- SOC: Adviser's Nomination and Commitment (pg. 10-11)
- A copy of the 2021-2022 Affiliation Membership Roster form verifying candidate's membership
- A statement of interest and support from the candidate's parent or guardian (pg. 12)
- Social Media Code of Conduct (pg. 15)

National Officer (all the above, plus below)

- Two photographs
- All National Officer Candidate forms (found at fclainc.org)



State Officer Application Requirements

The following comprise the Application Packet for the State Officer Candidate (SOC) and the National Officer Candidate (NOC). **All forms are to be typed.**

Each candidate must be an affiliated member for at least one year and enrolled in high school. The State Office must receive the completed Application Packet by March 5, 2022 to be considered for Officer Candidacy.

Item	Required for State Officer Candidate	Required for National Officer Candidate
Professional cover letter stating reasons for running for office	✓	✓
Administrator's letter of recommendation (pg. 14)	✓	✓
Current official scholastic transcript that indicates cumulative grade point average on a 4.0 scale (GPA ≥ SOC: 2.5, NOC 3.0)	✓	✓
Current good quality photograph in .jpeg format	✓ 1 photo	✓ 2 photos
State Officer Candidate Nomination (Pg. 7)	✓	✓
State Officer Code of Conduct and Contract (Pg. 8-9) (Will be used during term in office)	✓	✓
Adviser's Nomination and Commitment to officer, Board of Directors, and additional district duties as required (Pg. 10-11)	✓	✓
A copy of the 2021-2022 Affiliation Membership Roster form verifying candidate's membership	✓	✓
A statement of interest and support from the candidate's parent or guardian (Must be specific to time, financial, and officer commitments, pg. 12)	✓	✓
Introduction video including Name, District, Chapter, and why you're running for State Office.	✓	
National Form – NOC Application (must be typed)		✓
National Form – Recommendation Sheet		✓
National Form – Transcript Release Parental Agreement		✓
National Form – FCCLA Code of Conduct Agreement		✓
National Form – Code of Ethics 2020-2022		✓
Current official scholastic transcript that indicates cumulative grade point average on a 4.0 scale (NOC: ≥ 3.0 GPA required)		✓

FCCLA Proficiency Test:

After the completed application packet is received and approved, and SLC registration confirmed, the SO/NO candidate will be required to complete an online Idaho FCCLA proficiency test. Testing window details will be shared with the SO/NO adviser. Testing will be from March 29th-30th. The test will measure the SO/NO candidate's general knowledge of FCCLA (state and national) and FCS content.

Instructions for Interview:

Candidates will be interviewed April 7th, 2022. Each candidate's interview will include FCCLA knowledge, qualifications, and commitment. The interview committee, appointed by Idaho FCCLA board members, will determine if candidates continue through the election process. Candidates will be notified after during the Positive Mental Attitude Workshop. The application/proficiency test/interview process will account for 60% of the criteria to be elected. The student votes will count for 40%.



Officer Qualification Requirements & Responsibilities

This information will acquaint a possible candidate with the qualification requirements and responsibilities of a State and National Officer. If qualified, please submit required documents from the previous page, making sure the complete Officer Candidate Application Packet is uploaded to the secured website link by March 5, 2022. Request secured link information from State Staff.

Qualification Requirements and Responsibilities of a State and National Officer:

- A. Currently an active member in an affiliated chapter and has been an active member in good standing for at least the current academic year.
- B. Currently enrolled in or have completed a minimum of one year of Family and Consumer Sciences course work (2 semesters or 3 trimesters).
- C. A scholastic rating above average, a minimum of 2.5 GPA for the previous three semesters/trimesters.
- D. Have shown leadership ability in responsibilities above the chapter level. This does not mean that candidates must have been a state officer in order to qualify as a national officer candidate. To fulfill this requirement, many candidates have qualified and have been elected to a national office by being officers at the district level; by being chairman or an active member of state or national committees; or by presiding and handling responsible jobs at any level beyond the local chapter.
- E. Current state officers wishing to run for office must have met the requirements of their current term to qualify to apply for officer candidate again.
- F. Have approval of local chapter, school administrators, adviser, parents, and the State Association.
- G. Must be in grade 9 or above when running for office.

Information:

At SLC candidates will give a 1-minute Grab Bag activity. Current officers will have a bag of items, the candidate will choose an item blindly from the bag and relate it back to FCCLA. Include a short introduction with you Name, District, School/Chapter, and your item. Candidates will also give a 2-3 minute candidate speech on the following topic: "This year's theme for Idaho FCCLA is "Look to the Future to Make it Count. Describe the impact this organization has had on your future. Speak to the potential that FCCLA has helped you see in your future."

The National Officer Candidate forms and other information will be sent on to the National Office following board approval after Idaho's State Leadership Conference. Parts of the application will be copied and distributed to voting delegates at the National Leadership Conference, **neatness is essential!**
Type your information using only the space provided.

A candidate for National Office will declare intent to serve as a State Officer with specific responsibilities and must comply with the rules and regulations of all the State Officers. National Officer Candidates are not obligated to become a state officer; however, opportunities for leadership growth benefit both the member and state association. Candidates must declare intent before attending the National Leadership Conference.

A candidate for state office should be familiar with the officer installation ceremony (pg. 17) prior to State Leadership Conference.



FCCLA State Officer Obligations, Commitments, and Estimated Costs for 2022-2023

Review these commitments with all Officer Candidates prior to applying to ensure schedule availability. Some dates may also be subject to change.

TIME COMMITMENT & RESPONSIBILITIES				
When	Meeting	Location	Idaho FCCLA Provides	Student Pays
**April 9, 2022	New State Officer Orientation	Boise, ID	Snack	
**First Tues./month	Zoom Meeting	Per officer		Internet connection
**June 11, 2022	Pre-NLC	Boise, ID	Hotel and meals while in Boise	
**June 13-17, 2022	Joint Student Leadership Mtg.	Boise, ID	Travel, Hotel, Some Meals, Reg.	
June 29-July 3, 2022	FCCLA NLC	San Diego, CA	One team dinner and an officer activity	Most Costs (Approx. \$1,400)
September 1, 2022	Membership Affiliation Deadline			State and National Membership Fees
**TBD, 2022	Executive Council	Boise, ID	Travel, Hotel, Meals	
August/September 2022	Connect - President ONLY REQ.-	Throughout ID	Travel, Hotel, Meals	
Sep - Oct **One of the Trainings	BASIC Training, Officers will attend the closest event	TBD	Session expense covered	
Fall (TBD), 2022	UI Ag Days, FCCLA/FCS Sessions	Moscow, ID	Dependent on participation	
**Fall 2022	District Fall Conferences	Per District		Determined by Dist.
January/February (TBD), 2023	Student Day at the Legislature -President ONLY-	Boise, ID	Travel, Legislative Luncheon	
December 28-29, 2022	Winter Planning	Boise, ID	Travel, Hotel, Some Meals	
**Jan/Feb 2023	District STAR Events	TBD		Determined by Dist.
Feb 2023	U of I Advisory Summit	Boise, ID		Local Traveled preferred
**April 5-7, 2023	State Leadership Conference	Boise, ID	Room, Transportation One Way, Meals for 4 days	Registration, Transportation One Way

****MANDATORY STATE OFFICER OBLIGATIONS:** Being a State Officer is a privilege as you were voted into office by your peers. The Idaho Association expects you to fulfill your obligation to its members, and attendance is mandatory for the above meetings (See SO Contract). Lack of SO contract fulfillment will result in removal from the State Officer team.

COSTS

(referenced by Idaho FCCLA bylaws, B-19)

Item	Date Required	Idaho FCCLA's Responsibility	**Student's Responsibility
Officer Uniform Official FCCLA Red Jacket/Blazer, pants, dress, skirt and Ascot/Tie (see Uniform Requirements in bylaws, info. at New Officer Orientation (NOO))	June 8, 2022	\$0	\$130 (approx.)
Officer Uniform Official shirt, polo, and name tag	June 8, 2022	Provides	\$0*
Officer messenger bags or back packs (officers pay 50%, pay. due Sept. 1 st .)	Sept. 1, 2022	50% of cost	(approx. \$30)
Snack Attack (to assure healthy snacks at meetings, more info at NOO)	June 8, 2022	\$0	\$40
Meals (Officers will be expected to purchase their own meals at all meetings unless provided. Some are reimbursable; see daily per diem in bylaws.)		as per Idaho FCCLA bylaws	Meals that exceed per diem or out of provided w/regist.
National Leadership Conference Exact costs will be available at SLC.			\$1800 (APPROX)
Affiliation All State Officers are required to be affiliated FCCLA members	Sept. 1, 2022	\$0	State Fee: \$9 National Fee: \$9

* Idaho FCCLA purchases include the first purchase, replacements due to loss, theft, or damage are the responsibility of the officer.
 **Local Chapter funds may be available. Check with your adviser to see if there are funds to support these responsibilities.



State Officer Application, Candidate Nomination

Must Be Typed

Name of Candidate	Current Grade Level	Age
Home Address	Cell Phone Number ()	T-Shirt Size
Email Address	Cumulative GPA (4.0 scale)	
School	FCCLA District	
School Address	City	Zip

I have been an active member of :

- | | | |
|-------------------------|-------------|-------|
| 1. Chapter Name/Number: | Chapter for | years |
| 2. Chapter Name/Number: | Chapter for | years |
| 3. Chapter Name/Number: | Chapter for | years |

Date of initial affiliation:

I have completed semesters or trimesters of FCS classes, current enrolment can be included (*junior and/or senior high school*).

I have completed Power of One units in the past year. (Attach a copy of your Power of One form with your adviser's signature to this packet.)

I have held the following offices or responsibilities in FCCLA:

Chapter (Yes/No)

Chapter Office(s) held:

District (Yes/No)

District Office(s) held:

State (Yes/No)

State Office(s) held:

Other FCCLA leadership activities (e.g., National Fall Conference, National Leadership Conferences, Power of One, National Programs, special projects)

Additional school/community leadership activities other than FCCLA



State Officer Code of Conduct and Contract

As a State Officer of the Idaho Association of the National FCCLA Organization, I recognize that I will be representing all Idaho FCCLA members. 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.

Initial if agree to statement:

- 1. I will attend all mandatory meetings as outlined in the officer obligation document on pg. 6 of this registration packet.
- 2. I will at all times respect all public and private property.
- 3. I will not knowingly operate in a manner that is contrary to the best interests of Idaho FCCLA.
- 4. I will strictly abide by the curfew established, and I will spend each night in the room of the hotel/motel to which I am assigned and with assigned roommates. I will respect the rights of others by being as quiet as possible after curfew. I will observe common sense precautions: keeping hotel doors locked, opening them only to persons I know, maintaining a "buddy" system so as not to be alone in potentially risky situations.
- 5. I will not use, purchase, or have in my possession any kind of tobacco, vape, alcoholic beverages, drugs, or illegal paraphernalia or items. I will not share on social media any representation of these in activities, use, or promotion.
- 6. I will keep my designated adviser informed of my whereabouts at all times.
- 7. I will attend **ALL** General Sessions and other activities for which I am assigned and registered, unless excused by the State Adviser or Manager. I will show respect for speakers and officers by avoiding disruptive behavior and noises during meetings such as talking, texting and use of electronic devices, leaving the session before it is over, etc.
- 8. I will dress appropriately at all times, wearing my Idaho FCCLA officer uniform at all official conference activities or as specified by the State Adviser or Manager. I will wear the approved name badge to activities. Jeans, sweats, shorts, and exercise clothing are not appropriate at any time while carrying out official officer duties (see dress code).
- 9. I will recognize the rights and comforts of others with respect to noise, language, and general conduct.
- 10. I will recognize and respect the authority of all advisers, supervisors, and group leaders. I will maintain a cooperative attitude.
- 11. I will be on time for all sessions, events and practices. I will take adequate time to prepare for all meetings and activities, observing deadlines in completion of assignments.
- 12. I will fulfill the responsibilities of my office and meet my obligations to FCCLA members at the local, district, and state level.
- 13. I will cooperate and communicate frequently and regularly with my local, district, and state advisers and follow their direction and guidance in fulfilling my responsibilities.
- 14. I will not drive to an FCCLA District or State function without prior permission from my parents, adviser, and school district personnel.
- 15. 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, advisors and/or adults. I will be appropriate in person and with my social media postings. 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.



STATE OFFICER CANDIDATE

I, (FCCLA Candidate Full Name), have read the rules, regulations, and expectations. I understand that any infraction of these rules will be sufficient cause for disciplinary action. I will be held accountable to the State Adviser, Manager and/or the Idaho FCCLA Board of Directors. I recognize the authority of the State Adviser, Manager, and Board of Directors to assess 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, regional meetings or other activities which require travel, I understand that any infraction will be sufficient cause for my participation in the conference to be terminated and for me to be sent home at my own expense and reimburse the association for expenses incurred on my behalf.

I understand the communication between Idaho FCCLA, parents, and school personnel are a key factor in each state officer’s success. Idaho FCCLA will contact officers as needed, related to school conduct and grade concerns, during the course of the state officer term.

I certify that I am an active member, in good standing, of the office for the Chapter/District of Idaho Family, Career and Community Leaders of America.

I certify, to the best of my knowledge, all information submitted in this application is accurate and correct.

Date _____ FCCLA Member’s Signature

Date _____ Parent Signature



State and National Officer Application, Adviser's Nomination

Must Be Typed

The candidate's Chapter Adviser is to complete and submit this form. Use this form ONLY.

- State Officer Candidate
- National Officer Candidate

Candidate's Name

Age

Grade

Chapter Name and Number

GPA as of Spring 2022 *(Minimum: SOC 2.5; NOC 3.0)*

Number of affiliated years in FCCLA

Number of semesters/trimesters of FCS completed

(Courses must show on high school transcript, if

completed in middle school please supply documentation)

FCS Courses completed in:

Middle/Junior High

Senior High

Adviser Evaluation of Candidate

- Candidate participation in FCCLA chapter current year activities and contribution to Family and Consumer Sciences program.

- Participation at district, state, and national levels: *(include dates)*

- Additional school and/or community activities not included in the application: *(list activities, organization, and dates):*

- **ADVISER ADDITIONAL COMMENTS:**



Responsibilities of an Adviser to a State Officer

Advisers to State and District Officers

The Adviser of a state or district officer of the Idaho Association of Family, Career and Community Leaders of America will have an essential role in the success of the organization. The Adviser is an important part of the team; the officer will grow more with encouragement and support from the Adviser.

The Adviser is asked to:

1. Assist state officers in fulfilling responsibilities, assignments, and duties.
2. Support all chapter, district, and state responsibilities with professional communications and behaviors.
3. Review all correspondence carefully; ensure that all forms are returned promptly. Assist with check spelling, format, and correctness of content.
4. Communicate frequently with parents and school administrators regarding state officer responsibilities and accomplishments.
5. Communicate frequently with District Adviser/Board Representative, CTSO Manager, or State Adviser regarding officer responsibilities.
6. Provide local chapter support for all state and district officers. Enlist help of chapter members to provide assistance to officer.
7. Accompany officers to meetings in your district in accordance with local school policy.

Adviser Commitment

Adviser Name:

Email:

Cell Number ()

School Phone Number ()

ext.

If my State/National Officer Candidate is elected it is understood:

___ I will attend all required meetings with my State Officer.

___ **I will attend Executive Council in 2022.**

___ **I will ensure the state officer will be affiliated by September 1st of their term.**

___ I will be involved in the planning and follow through of district and state events that fall under the responsibility of the elected state officer position.

___ I will meet with my State/National Officer weekly and encourage follow-through of State/National Officer responsibilities.

___ FCCLA Chapter Adviser and candidate understand that if elected, both will be encouraged to attend the National Leadership Conference in July.

I, (Adviser), have read the Adviser to State/National Officer Responsibilities, initialed in agreeance with the Adviser Commitment, and agree to fulfill my duties as a State/National Officer Adviser.

FCCLA Chapter Adviser (digital signature) _____

Date:



Responsibilities of a Parent/Guardian to a State Officer

Parent(s)/Guardian(s):

- Please provide a type-written letter of cooperation specific to support of time, financial, and officer commitments. Address the letter to the Idaho FCCLA Board of Directors.

I will support this officer if he/she is elected in the following ways:

- Acknowledge the financial responsibilities of holding an FCCLA state office and will support the financial obligations and fundraising opportunities to meet obligations (pg. 6).
- Agree to provide adequate insurance coverage for the state officer (as per school district policies).
- Agree to cooperate fully to make it possible for my son/daughter to attend all state leadership team related functions (as outlined in obligations pg. 6).
- Acknowledge and support that the state officer will adhere to the FCCLA Code of Conduct (pg. 8) and school handbook while attending FCCLA Activities.
- Acknowledge that the state officer must adhere to travel expectation for FCCLA activities (Pg. 8).
- Acknowledge that the officer is expected to travel to and from the FCCLA National Leadership Conference with the FCCLA Adviser or approved State Adviser/Manager.

STATE OFFICER CANDIDATE PARENT(S)/GUARDIAN(S)

I have read the State Officer Code of Conduct and Contract and agree that should infractions cause this officer to be sent home, it will be at the expense of the officer parent(s) and/or guardian. The Association invests in each officer’s leadership growth.

I have read and understand the meeting, financial, physical, and organizational responsibilities of the state officer candidate, in addition enclosed is my type-written letter of support. My son/daughter has my permission and support from me to run for and hold an FCCLA state officer position. I understand this contract applies to the 2022-2023 office term; beginning April 9, 2022 and ending April 8, 2023.

I understand the Family Educational Rights and Privacy Act (“FERPA”) and its implementing regulations protects personally identifiable information in students’ education records from unauthorized public disclosure. Personally identifiable information may not be disclosed from education records without consent unless disclosure without consent is permissible under a FERPA authorized exception.

Both Parent/Guardian signatures of commitment required, if feasible

1.

Parent/Guardian Printed Name

Parent/Guardian Email

Parent/Guardian Signature

Date

Parent/Guardian Phone Number

2.

Parent/Guardian Printed Name

Parent/Guardian Email

Parent/Guardian Signature

Date

Parent/Guardian Phone Number

TRANSCRIPT RELEASE PARENTAL AGREEMENT

State Officer Candidate Signature _____ Date _____

Candidates must submit their current school transcript as part of their candidate application, and agree to submit their transcript at every quarter/trimester/semester grading period during their term. By signing this form, you are agreeing to the release of the above-named candidate's school transcript to Idaho FCCLA.

Parent(s) or legal guardian(s):

1. Parent/Guardian Printed Name _____ Parent/Guardian Email _____
1. _____
Parent/Guardian Signature _____ Date _____ Parent/Guardian Phone Number _____
2. Parent/Guardian Printed Name _____ Parent/Guardian Email _____
2. _____
Parent/Guardian Signature _____ Date _____ Parent/Guardian Phone Number _____

PHOTOGRAPHY AND WEBSITE CONSENT AND RELEASE AGREEMENT

I hereby give Idaho Family, Career and Community Leaders of America (FCCLA) the absolute right and permission to photograph _____ (officer candidate). I hereby grant to Idaho FCCLA all rights to reproduce and disseminate such photographs and images, in whole or in part, or altered in character or form, that will be used by the Idaho FCCLA in conjunction with presentations, programs and publications.

I further grant Idaho FCCLA all rights to make further reproductions of such pictures and images through any media, for educational purposes, art, entertainment, advertising of, and internal use for other lawful purposes. I also grant to FCCLA the right to copyright such pictures and images in its own name or to publish, to market, and to assign without compensation or report to me.

I hereby waive the rights or interests that I may have in the pictures or images, including any rights to inspect and/or approve the finished photographs and images or the use of which it may be applied so long as its use shall be lawful.

I expressly release Idaho FCCLA, their agents, employees, licensees and assigns from and against any and all claims which I have or may have for invasion of privacy, defamation or any other case of action arising out of the production, distribution, publication, and exhibition of the photographs and images.

Parent(s)/Guardian(s) Signature: _____ Date: _____

Officer Candidate Signature: _____ Date: _____



Responsibilities of a Building Administrator to a State Officer

Principal/Administrator:

Please provide a type-written, signed, letter recommendation and support for the Idaho FCCLA State Officer candidate.

Please review the responsibilities of an administrator for this position:

I will support the FCCLA State Officer and his/her adviser in the following ways, if elected:

- Support the adviser’s role throughout the year and approve his/her attendance at required events (pg. 6).
- Enable the officer to attend events required of a state officer (pg. 6).
- Support securing funds for financial obligations not covered by Idaho FCCLA for any expenses incurred by the state officer.
- Assign someone to serve as an acting adviser for the state officer should the current adviser’s employment status change, if a Family and Consumer Sciences teacher is not available.
- Acknowledge the state officer is to be affiliated by September 1, 2022.
- Acknowledge that the adviser to the officer will serve as a member of the State FCCLA Executive Council and attend the fall Executive Council meeting.
- Be familiar with FCCLA bylaws.

ADMINISTRATOR SUPPORT AND COMMITMENT

I have read and understand the responsibilities for an Administrator of an Idaho FCCLA State Officer and agree to uphold these expectations. Enclosed is my letter of recommendation.

Administrator Signature: _____ Date:

Administrator Name:

Position:

Email address:

Work Phone Number:



Social Media Code of Conduct

While holding my FCCLA state office (April 2022 – April 2023) I, _____ (candidate). Agree to follow all the guidelines of FCCLA with regard to social media use. This includes, but is not limited to Facebook, Twitter, YouTube, Pinterest, Snapchat, Tumblr, and Instagram. As an elected officer of Idaho FCCLA, I agree to the following:

- I will not post any content on my social media pages that reveals myself or anyone else participating in any illegal activity or other questionable activities.
- I will not say anything derogatory towards any race, religious, or political group.
- I will not post any pictures or statuses that reveal inappropriate public displays of affection (PDA).
- I will not post any content with vulgar language or references.

In addition, state officers will abide by the following guidelines of a leader:

- Use proper grammar in every post on social media.
- Maintain a positive and professional image.
- Wear appropriate clothing in a modest manner.
- Promote FCCLA and build excitement for members through my communications and social media pages.
- Support the other state officers on social media with regard to FCCLA and personal activities
- Keep the other state officers accountable for their actions on social media by use of private messaging and in connection with an appropriate adviser. When asked to remove a certain post, I will respect that opinion and take down the post.
- Always be respectful on social media and in other communications.
- I understand that if I am found in violation of any of these areas, the appropriate adviser and governing body will decide upon a consequence that fits the transgression. (Including but not limited to state officer point deduction, behavior contract, or removal from office.)

Officer Candidate Printed Name: _____

Officer Candidate Signature: _____ Date: _____

Parent(s)/Guardian(s) Signature: _____ Date: _____



Duties of Idaho FCCLA Executive Council, Appendix

As noted in: Idaho FCCLA Bylaws pg. 6

The Executive Council of the Idaho Association of Family, Career and Community Leaders of America may consist of two state officers from Districts 1, 2, 4, 5, and 6 and 3 State Officers from District 3.

The Executive Council has many important responsibilities and opportunities which include the following:

1. Meet with the Board of Directors to consider long-term procedures as they affect the annual program and decide jointly upon short-term procedures.
2. Determine the business to be brought before the delegates.
3. Plan, with the Board of Directors, the State Leadership Conference.
4. With the Board of Directors, conduct elections within the regulations established by the State Bylaws.
5. Be responsible for planning and promoting state projects.
6. Promote the FCCLA organization.
7. Attend State Executive Council meetings.
8. Carry out specific official state officer duties.
9. Consult and communicate with parents, advisers and school administrators about responsibilities as a member of the Executive Council.
10. Attend and participate in all chapter, district and state FCCLA activities.
11. Conduct business promptly and professionally.
12. Attend and participate in all planned events at the National Leadership Conference.
13. Use Parliamentary Procedures during business meetings.
14. Serve on planning committees.
15. Provide leadership to chapters and encourage participation in FCCLA meetings and activities at the chapter, district and state levels.
16. Encourage members of FCCLA to be active and to gain personal leadership skills.
17. Communicate FCCLA activities, purposes, and goals to school and community.
18. Promote FCCLA membership at the chapter, district, and state levels.



Article IV Section 3

Duties of State Officers

- A. President: Preside over all business meetings of the organization and the State Executive Council; appoint, after consultation with the State Manager, the chair and members of all special committees not otherwise designated; be a member ex-officio of all committees and represent students on the Board of Directors; organize and conduct district STAR Events. Responsibilities include Alumni & Associates activities for our state.
- B. First Vice-President: Keep an accurate record of annual State Leadership Conferences of the State Executive Council; attend to official correspondence; call the role at each State Leadership Conference; file past minutes and read correspondence at conferences; in the absence of the president, call the meeting to order and entertain a motion for a temporary chair; organize and conduct district STAR Events.
- C. Vice President of Competitive Events: Promote competitive events on state, district and local levels; help administer state competitive events; plan and conduct competitive events recognition.
- D. Vice President of Development: are the ranking district officers and will be responsible for the district functions with assistance of the district adviser; serve on the program of work committees and be responsible for implementing the state and district program of work; and assist with the State Leadership Conference.
- E. Vice President of Finance: Provide leadership by serving as a member of the Board and acting as the Board treasurer, as well as lead the finance committee.
- F. Vice President of Membership: Promote National Membership Program; focus on membership at the local, district, and state levels; be chair of the membership committee; organize and conduct district STAR Events.
- G. Vice President of Parliamentary Law: Provide leadership in assuring that the business sessions for the state organization and meetings of the Executive Council are conducted in accordance with acceptable parliamentary law.



Duties of State Officers, Appendix (continued)

- H. Vice President of Programs: Implement and promote national projects on state, district and local levels; recommend state projects; chair approved state projects; write news releases on state projects for state publications; organize and conduct district STAR Events.
- I. Vice President of Public Relations: Prepare materials for state newsletter "FCCLA Speaks," the national magazine "Teen Times," and prepare materials for news releases; organize and conduct district STAR Events.
- J. National Officer or National Officer Candidate: is a member of the Executive Council; will interpret FCCLA to the membership and carry out national responsibilities; promote membership activities at local, district and state levels; co-chair the membership committee. If not elected to a national office, will declare intent to serve as a state officer and duties assigned by state adviser.



Officer Installation Ceremony, Appendix

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

_____: (Lights the first candle from the red candle.) "This candle symbolizes our first purpose -- to provide opportunities for personal development and preparation for adult life."

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

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

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

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

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

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

_____: "This candle symbolizes our eighth purpose -- to promote family and consumer sciences and related occupations."

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

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

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

(As officer-elects are called, they step forward and accept their offices. Each officer will give an inspirational thought or goal for the next year.)

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

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

All Repeat: "I will, to the best of my ability – faithfully perform all the duties – of the office to which I have been elected."

President: "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.)

Closing Ceremony: (Gives a rap with the gavel as a signal to stand) "FCCLA members, we are challenged to accept the responsibility of making decisions that affect our lives today and the world tomorrow. Let us repeat our creed."

REPEAT CREED

New President: This meeting of the Idaho Family, Career and Community Leaders of America is now adjourned. (Gives a rap with the gavel to signal adjournment)