

2014-2015 Region Officer Handbook and Application



**Georgia FCCLA
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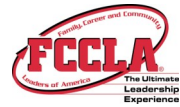
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General Responsibilities of Region Officer

As a Region Officer of FCCLA, you will be the representative for your region in Georgia FCCLA. The impression you make on other people will have a significant impact on how they judge the entire organization. You must always be mindful of the image you portray in appearance, in speaking, in writing, and in manners.

The growth of FCCLA depends on the performance of your duties and the impression you leave with people who are interested in FCCLA. You are responsible for responding timely and appropriately to any member requests for support or assistance.

Region Officer should always be prepared, on any occasion, to make remarks or “say a few words” about FCCLA. To do this you should know and understand the bylaws, creed, tagline, and general historical and current facts about FCCLA.

As a Region Officer, you have the challenge of providing guidance, leadership, and inspiration to all FCCLA members. The example that you set will affect each member’s enthusiasm and involvement. Region Officers are required to adhere to the Code of Conduct and Dress Code.

You will also be a member of a team of Region Officers. It is the responsibility of this team to collectively work to meet the needs of the members of FCCLA. You must show respect and courtesy to your fellow members at all times. Communication is key to the success of the Region Officer team!

FCCLA Region Officer Duties and Responsibilities

- Each Region Officer will be responsible for compiling their region’s articles for the Region News on the state website.
- Region Officer members are required to send monthly reports to the Executive Director.
- Make after school visits to local chapters to discuss FCCLA and encourage further participation in state and national programs.
- Attend all required meetings as outlined in the Region Officer Agreement.
- Region Officers must check their email daily.
- All Region Officer are required to communicate regularly and respond promptly to all inquires for information.
- Keep a notebook of all activities during term in office.
- Communicate with the Executive Director and other appropriate parties on a regular basis.
- Work to recruit new chapters and new members.
- Support chapter advisors in their efforts to implement Georgia FCCLA.
- Assist with expenses not paid by the state association or local chapter necessary to carry out the duties of the office.
- Region Officers are not allowed to compete in STAR Events during their year of office.
- Shall serve as an ex-officio member (non-voting) on the State Executive Council.



Eligibility and Qualifications

Deadline: All forms must be postmarked by **April 14, 2014**. If all or any part of the application is postmarked after the April 14 deadline, the entire application will be disqualified.

- Current active membership in an affiliated chapter for at least one year.
- Current enrollment in ninth grade or above.
- One course in Family and Consumer Sciences at the time of submission of the application.
- Responsible leadership position in home, school and community activities.
- Skill in assuming responsibilities and completing undertakings.
- Recommendations from a school administrator and a Family and Consumer Sciences teacher.
- Evidence of participation in one of the FCCLA national programs.
- Have a **GPA of at least 80** (unweighted) at the time of submission of application.

Region Officer Offices:

Region 1 Officer
Region 2 Officer
Region 3 Officer
Region 4 Officer
Region 5 Officer
Region 6 Officer
Region 7 Officer
Region 8 Officer
Region 9 Officer

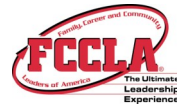
Region Officer Election Phases

Phase 1—Application Submission

It is the candidate and the candidate's adviser's responsibility to have the candidacy forms completed by the candidate and returned to the Georgia FCCLA office **postmarked by April 14 and Letter of Intent by April 4**. Chapters in good standing may recommend one nominee to the Region Officer.

Phase 2—Selection and Interview Process

A Selection Committee shall score the application of qualified nominees using a rubric approved by the Georgia FCCLA Board of Directors. The Selection Committee shall be composed of members of the Board of Directors who do not have a Region Officer applicant, and others appointed by the Board of Directors. Scores from all Selection Committee members shall be averaged. Each applicant will have an Interview with the Selection Committee on **Saturday, April 19h at the FFA-FCCLA Center at 10:00am**.



FCCLA Region Officer Code of Conduct

The following code of conduct applies to all Region Officer members:

1. Behavior at all times should be such that it reflects credit to you, your family, your school, your state and national FCCLA organization.
2. Region Officers are expected to exhibit trustworthiness, respect, responsibility, fairness, caring and citizenship.
3. Smoking, as well as use of illegal drugs and alcohol are not acceptable for a Region Officer. Participation in any of the above will result in automatic termination of office.
4. If a Region Officer is found responsible for stealing or vandalism, the member and his/her parents will be expected to pay the damages.
5. Any accidents, injuries, or illnesses should be reported to the local adviser and the Executive Director immediately.
6. Inappropriate physical contact with other officers or members is not acceptable.
7. All Region Officers will abide by the curfew times at state and national meetings.
8. Region Officers are not allowed in hotel sleeping rooms with other members, Officers, or visitors unless they are a designated roommate.
9. The dress code will be followed at all times.
10. Sexual conduct, material, and/or behavior is strictly prohibited.
11. Region Officers should be punctual and have good time management skills.

Term of Office

The term of office shall be for one year, to begin at the time of selection and to end at the conclusion of the following State Leadership Meeting.

Vacancies

In the event a Region Officer position becomes vacant by resignation or otherwise, one of the following methods of replacement shall be used. If there are more applicants, the first alternate will be asked to complete the term of service. In the event there are fewer than nine applicants, duties will be assigned to other Region Officer members.



Removal from Office

Region Officer may be removed from office for one of the following:

- Violations of the Code of Conduct
- Lacks sufficient preparation and readiness for meetings
- Not fulfilling Region Officer duties and responsibilities
- Excessive absences from scheduled activities

Removal process will take the following steps:

- (1) **Filing of a Complaint** A state officer, chapter adviser or the Education Program Specialist must file a written complaint with the Executive Director.
- (2) **Notification and Inquiry** The Region Officer involved will be notified that an inquiry is being conducted regarding a complaint.
- (3) **Notification to Board of Directors** After a conclusive investigation, the Executive Director will inform the Board of Directors of the findings and recommendation for further action.
- (4) **Probation** If the infraction is of a correctable nature, the Region Officer will be given appropriate training and a time table to improve their performance.
- (5) **Removal** If the infraction is of a serious nature or not correctable, then the Executive Director will recommend to the Board of Directors that the Region Officer be removed immediately.
- (6) **Appeal** The Board of Directors shall have the final decision on all disciplinary termination or probation with regards to Region Officers .

Professional Image and Official Dress

Being a Region Officer is a major responsibility that requires firm commitment and cooperation. Region Officers are expected to present themselves in an exemplary manner in appearance and behavior.

Region Officers are expected to purchase and wear the official uniform when making public appearances on behalf of Georgia FCCLA, unless otherwise requested or approved by State Staff. Official uniform for Region Officers will include red FCCLA jacket, black skirt/pant and ascot/tie.

In a less formal occasion, Region Officers may be asked to wear FCCLA polo shirt or colored shirt with khaki or black dress pants.



Travel Policies and Procedures

As a Region Officer you will be obligated to attend several state meetings. You may also receive invitations to region and chapter meetings, as well as those for community and civic groups.

You must coordinate travel arrangements with local adviser or region adviser. If someone other than the chapter adviser or parent of the Region Officer will transport the member to meetings, the details of this must be arranged in a **written agreement (see Sample Travel Agreement)**. The agreement must be signed by all parties involved including school officials of participating parties, adviser, and parents of the Region Officer. **A copy of this agreement must be provided to the state office at least two (2) weeks prior to the event.** The transporting party must be provided with proper insurance information and permission forms.

Region Officers are **not** allowed to attend meetings without the direct supervision of an adult chaperone both in travel to and from the meetings and while at the meeting itself. Region Officers are not permitted to drive their own vehicles to meetings.

Conference permission and medical release forms must be given to local adviser in a timely manners. A copy must be carried at all times when attending State FCCLA business. Medical facilities will not treat minors without a medical release form. ALL medical information pertaining to the Region Officer must be fully disclosed on the form.

Conferences and Meetings

If elected, the candidate agrees to attend the following events but not limited to:

State Officer Training *	May 17-18, 2014	Covington, GA
June Executive Council	June 4-5 , 2014	Covington, GA
August Executive Council	August 14-16, 2014	Pt. Valley, GA
Fall Leadership Conference	September 2014	Covington, GA
Fall Rally Planning	September 2014	Covington, GA
Fall Leadership Rally	October 2014	Perry, GA
December Executive Council	December 2014	Covington, GA
FCCLA Day at the Capital	February 2015	Atlanta, GA
February Executive Council	February 2015	Covington, GA
Region STAR Events	February 2015	Assigned Regions
State Leadership Meeting	March or April 2015	TBD

*These are all **Mandatory Dates** for each Region Officer. If you can not attend the State Officer Training please do not apply. Please review carefully! Each officer may chose between attending Fall Rally or Fall Conference or may attend both.

Region Officer Communication Requirements

- All written communication, publications, web content, workshops and speech outlines must be reviewed and approved by your adviser. All communication must follow proper English and business writing standards.
- The **Monthly Report** must be submitted to the **State Staff** no later than the **5th of the month** (See Sample Report on page 9)
- Take time to plan ahead so that your written communication flows through this process as quickly as possible.



**Georgia Association
Family, Career, and Community Leaders of America
Application for Region Officer**

Return completed application by **April 14** to:

**Georgia FCCLA
283 Swanson Drive Suite #204
Lawrenceville GA 30043**

(Please do not fax a copy—we need a photo attached.)

Option 1- Print out a copy of the form and complete by typing or printing in blue or black ink.
Option 2- Complete the form on-screen. Do not add extra lines in the form.

Region Officer Candidates are required to:

- **Have a GPA of at least 80 (unweighted) at the time of submission of application.**

Section I: General Information

Jacket Size : _____

Candidate's Name: _____ Gender: _____

Home Address: _____

City, State and Zip _____

Home Phone Number: (_____) _____ - _____

Date of Birth: ____-____-____ Region _____

Current Grade (9th,10th or 11th) _____ Cumulative GPA: _____

Number of Years in Family and Consumer Sciences: _____ Number of Years in FCCLA: _____
(Minimum 1 course)

School: _____ County: _____

School Address: _____

City, State and Zip _____

Phone Number: (_____) _____ - _____

Chapter Adviser (s) _____

Adviser's Phone Number: (____) _____ Number of Years Teaching: _____

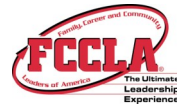


Section II

Major Contributions/Accomplishments in FCCLA

Power of One Units	Dates Completed
A Better You	
Family Ties	
Take the Lead	
Working on Working	
Speak Out for FCCLA	
5 Unit State/National Recognition	

Projects and Meeting	Date Completed or Attended
Star Events Events Entered:	
Local Offices Offices Held:	
State Offices Offices Held:	
Step One	
Attended FCCLA Summer Leadership Camp or Culinary Academy	
Attended B.A.S.I.C. Training	
Attended Fall Leadership Rally	
Attended Fall Leadership Conference	
Attended Region STAR Events	
Attended State Leadership Meeting	
Attended FCCLA Day at the Capitol	
Attended National Cluster Meeting	
Attended National Leadership Conference	
Participated in Georgia National Fair FCCLA Events	



Section III

Other Accomplishments/Honors

Attach pages with the following statements as headings. Provide the information requested.

- List other contributions the candidate has made to Family, Career, and Community Leaders of America and the Family and Consumer Sciences Program.
- List other contributions to the school and community.
- List major honors and awards received.
- List Family and Consumer Sciences and related occupations courses and grade level when taken.
- List computer skills and include an example for each skill
(Example: For Microsoft Word use include a Word Document)

Section IV

Recommendation Letters

Recommendations should briefly attest to the applicant's leadership ability, interest in Family and Consumer Sciences and ability to assume responsibility.

Attach recommendations from the following:

- Principal, CTAE Supervisor or Superintendent
- Family and Consumer Sciences Teacher

Section V

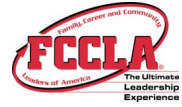
Attachments

- Attach official transcript
- Attach a wallet-size photo to the front of the application.

Section VI

Essay

Attach a 150-word essay on "Why I Want to Serve as a Region Officer"



Section VII

Signature Page

Being a Region Officer is a responsibility that requires firm commitment and cooperation. Region Officers are expected to:

- Communicate regularly and respond promptly to all inquires for information.
- Check email daily.
- Submit Monthly Reports to the State Office.
- Make after school visits to local chapters to discuss FCCLA and encourage further participation in state and national programs.
- Attend all meetings and functions from start to finish.
- Attend all required meetings as outlined in the Region Officer Agreement.
- Keep a notebook of all activities during term in office.
- Work to recruit new chapters and new members.
- Assist with expenses not paid by the state association or local chapter necessary to carry out the duties of the office.
- Support chapter advisors in their efforts to implement Georgia FCCLA.
- Purchase the Official Region Officer Uniform.
- Abide by the policies set forth for behavior and attendance as stated in the Code of Conduct.

The undersigned certify that the above candidate for Region Officer has been recommended by his/her chapter, is qualified for position and has approval to hold the position if selected.

Candidate

Date

Chapter Adviser

Date

Parent/Guardian

Date

CTAE Supervisor

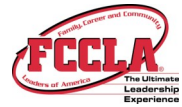
Date

School Principal

Date

School Superintendent

Date



FCCLA Region Officer Adviser Agreement

As an adviser to a candidate, you play a vital role in the Region Officer experience. It is important for you to be supportive and encouraging. You must be there to help relieve stress by listening and giving advice when the Region Officer needs it.

Advisers, please initial each:

- ◇ I will ensure that my Region Officer is supervised at all times.
- ◇ I am responsible for the actions and behavior of my Region Officer (dress code, punctuality, meeting attendance, etc.)
- ◇ I will ensure that my Region Officer fulfills all of his/her duties as defined by FCCLA guidelines.
- ◇ I will ensure that my Region Officer attends mandatory events and is on time, prepared academically, and in the official uniform.
- ◇ As an adviser to a Region Officer, I understand I am expected to assist in workshops, rallies, conferences, and competitions in a variety of duties.

Adviser

Date

CTAE Supervisor

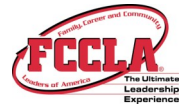
Date

School Principal

Date

School Superintendent

Date



Region Officer Member Travel Agreement Form

Region Officer Members are elected to serve their designated Region. In the event that a Region Officer Member is not elected in their region they may fill a position in another region. Responsibilities will include contacting local chapters in that region, attending Region meetings, assisting the Region Adviser, and assisting with Region STAR Events. Advisers are required to accompany the student to perform all of the duties in that designated Region.

The undersigned agrees that the above Region Officer will be allowed to serve their designated Region and fulfill all the duties and expectations within that Region.

Candidate

Date

Chapter Adviser

Date

Parent/Guardian

Date

CTAE Supervisor

Date

School Principal

Date

School Superintendent

Date



Sample (Do Not Turn In)

Travel Agreement Form

If someone **other than** the Chapter Adviser, State Staff or parent of the Region Officer will transport them to meetings, the details of this must be arranged in a **written agreement** . **A copy of this agreement must be provided to the State Office at least two (2) weeks prior to the event.**

All students must adhere to their **local school district's student transportation policy** and procedures The transporting party must be provided with **proper insurance information and permission forms.**

Check the following that applies to _____ event:

___ The Region Officer will be transported to required event as a part of his/her official responsibilities by means of **another Chapter Adviser.**

___ The Region Officer will be transported to required event as a part of his/her official responsibilities by means of **Region Adviser.**

___ The Region Officer will be transported to required event as a part of his/her official responsibilities by means of a **Chaperone.**

My signature below verifies that the above mode of transportation are not in violation of the _____ School District student transportation policy.

By signing, I understand and agree to my son/daughter to travel by the means mentioned above to any Georgia FCCLA event.

Student

Date

Adviser

Date

Parents

Date

School Principal

Date

Superintendent

Date



Region Officer State Selection Committee Rubric

Candidate's Name: _____

Indicates at least one FCS Course Taken _____
 Indicates at least one year of active membership in FCCLA _____
 Indicates GPA of at least 80 _____

Candidate's Application

Circle only one score based on criteria then write the score in the score column.

A. Appearance of Application

Typed or hand-written, not legible, several grammatical errors, spelling errors, incomplete Score: 0 1 2 3	Typed or hand-written with some spelling and/or grammatical errors Score: 4 5 6 7	Typed in a professional and business format with few or no errors Score: 8 9 10	
---------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------	------------------------------------------------------------------------------------	--

B. Contribution to FCCLA -- Local Activities

Evidence of 2 or less activities Score: 2 3 4	Evidence of 3 to 4 activities Score: 4 5 6	5 or more activities Score: 8 9 10	
--------------------------------------------------	-----------------------------------------------	---------------------------------------	--

State Meetings (State Meeting, Fall Leadership, Region Meetings, \ State STAR Training, FCCLA Day at Capitol, Georgia National Fair, Summer Camp)

No involvement Score: 0	Evidence of 1 to 3 activities Score: 2 4 6	4 or more activities Score: 8 10	
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National Meetings (Cluster, National Meeting)

No involvement Score: 0	Evidence of 1 to 3 activities Score: 1 2 3	4 or more activities Score: 4 5	
----------------------------	-----------------------------------------------	------------------------------------	--

C. Involvement in National FCCLA Programs Application indicates participation in national programs such as Financial Fitness, Student Body, STAR Events, Career Connection, Community Service, FACTS, Families First, STOP The Violence, Power of One, Japanese Exchange Program, Leaders At Work, Step One

Involved in 1 or less programs Score: 0 2	Involved in 2 to 3 programs Score: 4 6	Involved in 4 or more programs Score: 8 9 10	
----------------------------------------------	-------------------------------------------	-------------------------------------------------	--



D. Other contributions to the School and Community/Honors Received Application indicates participation in other school community activities and/or honors and recognition.

Indicates 1 or less activities/honors Score: 1 2 3	Indicates 2 to 3 activities/honors Score: 4 5 6 7	Indicates 4 + activities/honors Score: 8 9 10	
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E. Computer Knowledge and Skills Application gives evidence of knowledge of computer applications.

Little knowledge indicated Score: 1 2 3	Good knowledge of basic word processing and other common applications indicated Score: 4 5 6 7	Exceptional knowledge of advanced programs including web site development indicated Score: 8 9 10	
--------------------------------------------	---------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------	--

F. Recommendations by Others Application contains recommendations from FCCLA adviser and administrator who are knowledgeable of the candidate's abilities

Recommendations express endorsement Score: 1 2 3	Recommendations express strong endorsement Score: 4 5 6 7	Recommendations express enthusiastic endorsement Score: 8 9 10	
-----------------------------------------------------	--------------------------------------------------------------	-------------------------------------------------------------------	--

G. Personal Essay Application contains a 150 word essay written by the candidate

Essay is poorly written with many grammatical errors. Shows little understanding of FCCLA Score: 0 1 2 3	Essay is well written, with few errors. Shows good understanding of FCCLA Score: 4 5 6 7	Essay is well written, with no errors. Shows excellent understanding of FCCLA Score: 8 9 10	
-------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------	--

H. Grade Point Average - Unweighted

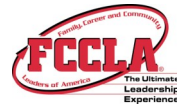
High grade point average (due to extra time required away from school)	80 to 83 GPA =	2 points	
	84 to 86 GPA =	3 points	
	87 to 89 GPA =	4 points	
	90 and up GPA =	5 points	



I. Adviser Commitment to Accompany/Assist Applicant There is evidence that the adviser who will be responsible for the applicant during the year of service fully supports candidacy and will travel with applicant assist in the performance of duties.

Adviser does not support candidate and gives little support Score: 0 1 2 3	Adviser expresses reasonable support Score: 4 5 6 7	Adviser expresses strong support Score: 8 9 10	
-----------------------------------------------------------------------------------	------------------------------------------------------------	-------------------------------------------------------	--

Total points earned by this candidate: _____
 (A maximum of 100 points may be earned on this evaluation.)



Letter of Intent to Run

I, _____, from _____
School and Region ____ will be submitting an Application by the
deadline date of April 14, 2014

Adviser Signature: _____

Adviser Email Address: _____

Please send me any information relevant to my application and
interview on Saturday, April 19, 2014 at the FFA-FCCLA Center
in Covington.

Emailed, Faxed or Mailed (Postmarked) by April 4th

Email to: gafccla@gmail.com

Fax to: 678-735-0094

Mail to:
Georgia FCCLA
283 Swanson Drive Suite #204
Lawrenceville GA 30043



Region Officer Checklist

- ___ Application for Region Officer
- ___ Attached Accomplishments/Honors
- ___ Recommendation Letters
- ___ Wallet size Photo (Attached to front of application)
- ___ 150-word Essay
- ___ Completed Signature Page
- ___ Adviser Agreement
- ___ Region Officer Travel Agreement Form
- ___ Letter of Intent Due to State Office by **April 4th**—Emailed to gafccla@gmail.com

***Return Complete Packet by April 14, 2014 to the State Office.
Please send postmarked by the due date.**

**Georgia FCCLA
283 Swanson Drive Suite #204
Lawrenceville GA 30043**