

Georgia Family, Career and Community Leaders of America

**2015-2016 State
Officer and
National Officer
Candidate
Handbook and
Application**

**Georgia FCCLA
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Georgia Family, Career and Community Leaders of America

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General Responsibilities of State Officers

As a state officer, you will have the responsibility for approximately 30,000 members of the organization. FCCLA must be your top priority for an entire year. Being a state officer involves a tremendous amount of time, commitment and responsibility to the organization.

As a state officer of 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.

State officers 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 state 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. State officers are required to adhere to the Code of Conduct and Dress Code.

You will also be a member of a team of state leaders. 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 officers at all times. Communication is key to the success of the state officer team!

FCCLA State Officer Duties and Responsibilities

- All officers are members of the State Executive Council.
- The president shall preside over all business meetings of the Association and of the State Executive Council.
- State officers are NOT allowed to compete in STAR Events during their year of office.
- All state officers are required to communicate regularly and respond promptly to all in-quires for information.
- Officers must check their email daily.
- Attend all state officer meetings and functions from start to finish.
- State officers are required to send monthly reports to the President and 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 State Officer Agreement.
- Keep a notebook of all activities during term in office.
- Communicate with the state officer team, Executive Director, and other appropriate par-ties on a regular basis.
- 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.

Eligibility and Qualifications

Deadline: All forms must be POSTMARKED by February 1. If all or any part of the officer application is received after the February 1 deadline, the entire application will be disqualified.

Letter of Intent to Run (page 25) needs to be POSTMARKED BY JANUARY 18 .

Candidates running for President or First Vice President or National Officer Candidate must be currently in the 10th or 11th grade . All other candidates must be in the 9th grade or above. Middle level candidates must be in the 6th or 7th grade.

At the State Leadership Meeting, all candidates will prepare an up to 3 minute speech and present this at their Region Meeting. Voting delegates will cast votes for candidates follow-ing the Region Meetings. Themes will be given after candidate interview in February.

Middle level candidates will prepare an up to 3 minute speech to be given at the Middle Level Meeting. Only middle level voting delegates will be allowed to vote for this position. Themes will be give after candidate interviews in February.

National Officer candidates will prepare a 3 minute speech during the Opening Session at State Meeting.

National Officer Candidate theme of “How can FCCLA Soar in the 21st century”?

Dress Code:

All candidates will wear Official Dress (Red Jacket with Black Pants and white oxford shirt) when giving their Campaign Speeches and during the Candidate Interviews at State Meeting.

Qualifications

- The candidate must be a current active member in an affiliated chapter.
- If a nominee for President, the candidate must have been an active member in an affiliated chapter for at least two (2) years.
- Have a GPA of at least 80 (unweighted) at the time of submission of application.
- Candidates must be in the 9th grade or above. Candidates must be currently in the 10th grade or above if a candidate for President or First Vice-President or National Officer Candidate.
- For the Middle Level Representative, candidates must currently be in 6th or 7th grade .
- They must have a minimum of one course in Family and Consumer Sciences.
- They must be responsible for a FCCLA local chapter office and hold leadership positions in home, school and community activities.
- Recommendations must be from a school administrator, Family and Consumer Sciences teacher and community leader.
- The candidate must show evidence of participation in one of the FCCLA national pro-grams.
- Must attend Candidate Eligibility Interviews on Saturday, February 7, 2015 at the Georgia FFA-FCCLA Center in Covington, Georgia at 10:30 am. The Qualifying Exam will also be taken on this day. All candidates must wear a white polo shirt and khaki pants.
- All candidates must satisfactorily pass a State Officer Qualifying Exam with a minimum score of 75%. A study guide will be posted on the Georgia FCCLA website.
- A candidate cannot hold district or state office in any other school or school related organization, or organization relating to Family and Consumer Sciences.

To be eligible to run for a State Officer position, each candidate must:

- (1) Complete this packet, and return to State Office BEFORE February 1, 2015.
- (2) Be in attendance at the Candidate Eligibility Interviews on Saturday, February 7th.
- (3) Complete the State Officer Qualifying Exam.
- (4) Deliver a Campaign Speech (max. 3 minute) at State Meeting in Official Dress.

FCCLA State Officer Code of Conduct

The following code of conduct applies to all State Executive Council 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. 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 state officer. Participation in any of the above will result in automatic termination of office.
4. If an officer is found responsible for stealing or vandalism, the officer 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 officers will abide by the curfew times at state and national meetings.
8. 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. 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 conclusion of State Leadership meet-ing, or until their successors are elected.

Vacancies

In the event the office of president becomes vacant by resignation or otherwise, the first vice president shall assume the duties of the office for the unexpired term.

In the event an officer withdraws from the election prior to the installation, the candidate receiving the next highest number of votes will be asked to serve as the candidate.

Removal from Office

State officers 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 officer duties and responsibilities
- Excessive absences from scheduled activities

Removal process will take the following steps:

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

Professional Image and Official Dress

Being a state officer is a major responsibility that requires firm commitment and cooperation.

State officers are expected to present themselves in an exemplary manner in appearance and behavior.

State 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.

In a less formal occasion, state officers may be asked to wear FCCLA polo shirt or collared shirt with khaki or black dress pants.

Travel Policies and Procedures

As a state 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 officer will transport the officer to meetings, the details of this must be arranged in a written agreement (Travel Form attached). The agreement must be signed by all parties involved including school officials of participating parties, adviser, and parents of the 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.

Officers are not allowed to attend meetings without the direct supervision of an adult chapter adviser-one both in travel to and from the meetings and while at the meeting itself. 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 state 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 22-23, 2015	Covington, GA
June Executive Council	June 3-5 , 2015	Covington, GA
CTSO Summer Officer Training	June 5-6, 2015	Covington, GA
August Executive Council	August 2015	Ft. Valley, GA
Fall Leadership Conference	September 16-18, 2015	Covington, GA
Fall Rally Planning	September 2014	Covington, GA
Fall Leadership Rally	October 14, 2015	Perry, GA
December Executive Council	December 3-5, 2015	Covington, GA
CTSO Winter Officer Training	January 2016	Covington, GA
FCCLA Day at the Capital	February 2016	Atlanta, GA
February Executive Council	February 4-6, 2016	Covington, GA
Region STAR Events	February 2016	Assigned Regions
State Leadership Meeting	March or April 2015	TBD

***These are all Mandatory Dates for each State Officer. If you can not attend the May State Officer Training please do not apply.**

State 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 Officer Report must be submitted to the State President and State Staff no later than the 5th of the month (See page 10 for a Sample Report)
- Take time to plan ahead so that your written communication flows through this process as quickly as possible.

Report Form EXAMPLE ONLY!

5th of the Month Report :

Officer Information

Name: Regan Merrill

Position: Region 7 Officer

Program of Work Activities and Accountability Plans

- Attended Nationals in Nashville
- Sent "About Me" to Mrs. Vickie
- Wrote introductory letter for teachers
- Read and sign team standards
- Practiced Otis, GNAP, and GNAPR
- Learned Opening and Closing sessions

Communications and Correspondence

Emails Sent: 10		
Letters Sent: 0		
Georgia News Article Completed: 0		
Phone Calls Made: 1		
Chapter Visits: 0		
Business Visits:	0	Follow-Up: 0
Facebook posts:	8	Tweets: 8

Membership Recruitment Efforts:

- Set up a booth to advertise FCCLA and our chapter for new students and returning students
- National Program Efforts:
- Actions for Next Month:
- Work with chapter to increase membership

Notes to other accomplishments:

Quote of the Month: "Don't cry because it's over, smile because it happened." Dr. Seuss

Adviser Signature: _____

Date: _____

Please email this to gafclapresident@gmail.com by the 1st of each month. For August, it should cover June and July.

State 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 February 1, 2015 . Please complete Adviser Agreement (Page 21) and send in with Candidate Application . Each chapter may submit only one candidate for a State Officer position. Please complete Letter of Intent to Run postmarked by January 18th to the State Office.

Phase 2—Officer Interviews and Exam

- In this phase, Candidates and Advisers will arrive on February 7th at the Georgia FFA-FCCLA Center in Covington, Georgia at 10:30am . Advisers and candidates will be walked through the candidate process and requirements by the State Interview Committee Coordinator and Executive Director.
- Candidates must arrive in white polo-type shirt (State Office will provide) and khaki pants.
- Next, the candidates will be given the State Officer Qualifying Exam. The score received on the exam will indicate the candidate's knowledge of the organization. Test questions will be based on information about Georgia and National FCCLA. A study guide will be located on the Georgia FCCLA website.
- Candidates that receive a passing grade of 75% will move on to an interview with the State Interview Committee.
- Candidates will be rated during the interview and if they receive a passing score based on the rubric, they will then move to Phase 3.

Phase 3—Candidate Speeches and Election

- All candidates will be giving a 3 minute speech at the State Leadership Meeting on Monday, March 23, 2015.
- All candidates must be in Official Dress with Black Dress Pants and Black Shoes .
- All candidates will deliver their speech during their Region Meetings . Voting will take place after the Region Meetings.
- Middle Level candidates will deliver their speech during the Middle Level Meeting .
- National Officer candidate will deliver their speech during Thursday's Opening Session.
- A Selection Committee will interview the elected candidates and will assign offices based on qualifications, speech and interview.
- All candidates will receive a Letter of Notification on Thursday Evening.
- Candidates receiving an office will be announced at the Friday Night's Session.
- Installation ceremony will take place during the Closing Session.

**Georgia Association
Family, Career, and Community Leaders of America
Application for State Office**

**Return completed application POSTMARKED BY
February 1 to:
Georgia FCCLA
283 Swanson Drive Suite #204
Lawrenceville, GA 30043**

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.

State Officer Candidates are required to:

- Have a GPA of at least 80 (unweighted) at the time of submission of application.
- Complete Phase 1, Phase 2, and Phase 3 of the State Officer Election Process.
- Register for the State Leadership Meeting.
- Register to attend the Gala at State Leadership Meeting.

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: _____

Georgia Family, Career and Community Leaders of America		
Applying for State Officer _____ or National Office _____		
Section II	<u>Major Contributions/Accomplishments in FCCLA</u>	
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 or State Event		
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 Rally		
Attended Leadership Conference		
Participated in Conference Events (Membership Campaign, T-shirt Design, Lapel Pin Competition or Statesman Testing)		
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 (Knowledge Bowl, Fair Booths, Chili Cook-off, Culinary Event, Brochure Event, Peanut Recipe Contests)		

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.

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
- Community Leader

Section V

Other Attachments

Attach:

- An official transcript. The transcript should reflect the same GPA as listed on the front of this form.
- A wallet-sized photo of the candidate (Attached to front of application)

Signature Page

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

- Communicate regularly and respond promptly to all inquires for information.
- Check email daily.
- Submit Monthly Officer Reports to the State President and State Office.
- Make after school visits to local chapters to discuss FCCLA and encourage further participation in state and national programs.
- Attend all state officer meetings and functions from start to finish.
- Attend all required meetings as outlined in the State 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 State Officer Uniform.
- Abide by the policies set forth for behavior and attendance as stated in the Code of Con-duct.

The undersigned certify that the above candidate for State Office 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

**Georgia Association
Family, Career, and Community Leaders of America
Application for Middle Level Representative**

**Return completed application POSTMARKED BY
February 1 to:
Georgia FCCLA
283 Swanson Drive Suite #204
Lawrenceville, GA 30043**

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.

State Officer Candidates are required to:

- Have a GPA of at least 80 (unweighted) at the time of submission of application.
- Complete Phase 1, Phase 2, and Phase 3 of the State Officer Election Process.
- Register for the State Leadership Meeting.
- Register to attend the Gala at State Leadership Meeting.

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 (6th or 7th) _____	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: _____

Georgia Family, Career and Community Leaders of America
 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 or State 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 Leadership Conference		
Participated in Conference Events (Membership Campaign, T-shirt Design, Lapel Pin Competition, Statesman Testing)		
Attended Region STAR Events		
Attended State Leadership Meeting		
Attended FCCLA Day at the Capitol		
Attended National Cluster Meeting		
16		

Attended National Leadership Conference		
Participated in Georgia National Fair FCCLA Events (Knowledge Bowl, Fair Booths, Chili Cook-off, Culinary Event, Brochure Event, Peanut Recipe Contest)		

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.

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
- Community Leader

Section V

Other Attachments

Attach:

- An official transcript. The transcript should reflect the same GPA as listed on the front of this form.
- A wallet-sized photo of the candidate (Attached to front of application)

Section VI

Signatures

Being a State Officer is a responsibility that requires firm commitment and cooperation. State

Officers are expected to:

- Communicate regularly and respond promptly to all inquires for information.
- Check email daily.
- Submit Monthly Officer Reports to the State President and State Office.
- Make after school visits to local chapters to discuss FCCLA and encourage further participation in state and national programs.
- Attend all state officer meetings and functions from start to finish.
- Attend all required meetings as outlined in the State 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 State Officer Uniform.
- Abide by the policies set forth for behavior and attendance as stated in the Code of Con-duct.

The undersigned certify that the above candidate for State Office 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

**State Interview Committee Rubric
General Information Evaluation for All Officers**

Candidate's Name: _____

Applying for: ___ President/First Vice-President/Parliamentarian
 ___ Other Offices
 ___ Middle Level Representative

School: _____		Region: _____	
Phase I: Candidate's Application			
Score:		2	4
		-	-
	0-1	3	5
			Total
Appearance of Application	Typed or hand-written, not legible, several grammatical errors, spelling errors	Typed or hand-written with some spelling and/or grammatical errors	Typed in a professional and business format with few or no errors
Contribution to Local FCCLA Activities	Evidence of 2 or less activities	Evidence of 3 to 4 activities	Evidence of 5 or more activities
Contribution to State FCCLA Meetings	No Involvement	Evidence of 1 to 2 activities	Evidence of 3 or more activities
Contribution to National FCCLA Meetings	No Involvement	Evidence of 1 to 2 activities	Evidence of 3 or more activities
Involvement in National FCCLA Pro-	Involved in 2 or less programs	Involved in 3 to 4 programs	Involved in 5 or more programs

	grams						
	Recommen- da- tions by Others	Evidence of 1 rec- ommendation that expresses endorse- ment	Evidence of 2 recom- mendations that ex- press endorsement	Evidence of 3 or more recommenda- tions that express endorsem- ent			
Total points earned by this candidate for Application							

A maximum of 30 points may be earned in Phase I from the application

Interview Committee:
Recommended _____

Not Recommended _____

**State Interview Committee Rubric—Phase II
General Information Evaluation for All Officers**

Candidate's Name: _____

Applying for: President/First Vice-President/Parliamentarian
 Other Offices
 Middle Level Representative

School: _____ Region: _____

Phase II: Interview & Exam

<u>Appearance</u>	0-1	2-3	4-5	Total
Grooming				
Posture				
<u>Oral Interview</u>				
Knowledge of FCCLA				
Enthusiasm				
Content of responses				
<u>Communication Techniques</u>				
Voice Pronunciation, Diction				
English usage				
Eye contact with Inter-viewer				
				Total = _____
Total points earned by this candidate in the Interview:				_____ (max. 40)
Total points earned by this candidate on the Exam:				_____ (max. 30)

Total points earned by this candidate from Application _____ (max. 30)

Total points earned by this candidate in Phase II (Max. 100) : _____

*A minimum of 75 points required to move onto Phase III.

Interview Committee
Recommended _____

Not Recommended _____

FCCLA State Officer Adviser Agreement

As an adviser to a State Officer candidate, you play a vital role in the state 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 state officer needs it.

Encourage your candidate to practice presentations with you and help prepare them for question and answer sessions. They must be quick to answer the hard questions from FCCLA members and advisers.

Advisers, please initial each:

___ I will ensure that my State Officer is supervised at all times.

___ I am responsible for the actions and behavior of my State Officer (dress code, punctuality, meeting attendance, etc.)

___ I will ensure that my State Officer fulfills all of his/her duties as defined by FCCLA guidelines.

___ I will ensure that my officer attends mandatory events and is on time, prepared academically, and in the official uniform.

___ As an adviser to a State 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

SAMPLE

Travel Agreement Form

If someone other than the Chapter Adviser, State Staff or parent of the officer will transport the officer 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 per-mission forms.

Check the following that applies to _____ event:

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

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

___ The 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

State Officer Checklist

Candidates :

- ___ Application for State Office
- ___ Attached Accomplishments/Honors
- ___ Recommendation Letters
- ___ Official Transcript
- ___ Wallet-sized Photo
- ___ Completed Signature Page
- ___ Adviser Agreement

Middle Level Candidates:

- ___ Application for Middle Level Representative
- ___ Attached Accomplishments/Honors
- ___ Recommendation Letters
- ___ Official Transcript
- ___ Wallet-sized Photo
- ___ Completed Signature Page
- ___ Adviser Agreement

Letter of Intent to Run—Due January 18, 2015

***Return Complete Packet**

POSTMARKED BY

February 1 to :

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

Letter of Intent to Run for State Office

I, _____, from
_____ School and Region _____
will be submitting a State Officer Application by the
deadline date of February 1, 2015.

Adviser Signature _____
Adviser Email Address _____

Please send me any information relevant to my
application and interview on Saturday, February 7,
2015 at the FFA-FCCLA Center in Covington. Parents
are **recommended** to attend this informational meeting.

Emailed, Faxed or Mailed (Postmarked) by January
18

Email to: gafccla@gmail.com

Fax to: 678-735-0094

Mail to:

Georgia FCCLA

283 Swanson Drive Suite #204

Lawrenceville, GA 30043

2015-2016 State Officer Uniforms

<http://www.huberbuchenroth.com/fccla.htm>

Black Skirt (Females)
#E9799-Q Price \$39.00

Black Pants (Males)
ORDER # E8695-R Price \$31.00

Black Pumps – www.payless.com or in stores

Janis Black Basic Pump

\$16.99

White Oxford – <http://www.huberbuchenroth.com/fccla.htm>

