



OREGON
STATE ASSOCIATION

STATE OFFICER CANDIDATE GUIDE

2022-2023



GENERAL RESPONSIBILITIES OF STATE OFFICERS

As a State Officer, you will have the responsibility of leading all members of Oregon FCCLA. FCCLA must be one of your top priorities 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 encouraged to compete in STAR Events or a State Event during their year of office.
- All State Officers are required to communicate regularly with the state officer team, executive director/state director and other appropriate parties on a regular basis and respond promptly to all inquiries for information.
- State 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, chapter adviser, and state officer coach.
- State Officers are required to complete a Personal Leadership Plan and will go over their progress with the state officer coach periodically throughout their term.
- Make 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 Application.
- Keep a notebook of all activities during term in office.
- Communicate with chapter adviser on a regular basis.
- Support Oregon chapter advisers in their efforts to implement FCCLA.

GENERAL RESPONSIBILITIES OF STATE OFFICERS

- Assist with expenses not paid by the state association or local chapters necessary to carry out the duties of the office.

Eligibility

- **Deadline:** The entire application must be completed and submitted by midnight on **February 15, 2022**. If all or any part of the officer application is received after the deadline, the entire application may be disqualified.
- Candidates for the office of president must currently be in 10th or 11th grade.
- Candidates for all other officers must currently be enrolled in 6th grade or above.
- At the State Leadership Conference, all candidates will prepare an up to 2-minute speech and answer a fact and situation question. Voting delegates will cast votes for candidates.
- **The speech topic for state officer candidates is as follows:** FCCLA's #1 purpose is "to provide opportunities for personal development and preparation for adult life." How has FCCLA helped you personally develop and prepare adult life? How would you exemplify this purpose as a State Officer to provide the same opportunity for your members?
- **Dress Code:** If able, candidates should wear FCCLA official dress when giving their speeches and during the candidate interviews at State Leadership Conference. Official dress for candidates is the red jacket, white oxford button-down shirt, black pants, and black, closed toe shoes. If candidates do not currently own a red blazer, they may wear a red, black, or white polo. For more information on dress code, please visit: <https://fcclainc.org/attend/dress-code>

FCCLA State Officer Code of Conduct

The following code of conduct applies to all State Executive Council members:

- Behavior at all times should be such that it reflects credit to you, your family, your school, your state and national FCCLA organization.
- Officers are expected to exhibit trustworthiness, respect, responsibility, fairness, caring and citizenship.
- Officers will have a clean, powerful, and positive social media presence.
- Smoking/vaping, as well as use of illegal drugs and alcohol is not acceptable for a State Officer. Participation in any of the above will result in automatic termination of office.
- If an officer is found responsible for stealing or vandalism, the officer and his/her parents/guardians will be expected to pay the damages.
- Any accidents, injuries or illnesses should be reported to the Executive Director immediately.
- Inappropriate physical contact with other officers or members is not acceptable.
- All officers will abide by the curfew times at state and national meetings.
- Officers are not allowed in hotel sleeping rooms with other members, officers, or visitors unless they are a designated roommate, or an adult is present.
- The dress code will be followed at all times.
- Sexual conduct, material, and/or behavior are strictly prohibited.
- Officers should be punctual and have good time management skills.

STATE OFFICER CANDIDATE PROCESS

Qualifications

- Affiliated member of an affiliated chapter.
- Affiliated member of an affiliated chapter for at least two years, for the office of president.
- Enrollment in tenth grade or above, for the office of president
- Enrollment in sixth grade or above, for all other offices.
- One successfully completed course in family and consumer sciences.
- Current or past officer of a local chapter.
- Three recommendation letters: one from a school administrator, one from a family and consumer sciences teacher and one from a community leader. Signatures of support are required from a chapter adviser and a parent or guardian.
- Participation in one of the FCCLA national programs.
- A candidate must have earned a GPA of 2.75 (4.00 scale) or higher for the term preceding running for office and must maintain a GPA of 2.75 or greater throughout their term of office if elected. Candidates running for State President must have earned a GPA of 3.0 (4.00 scale) or higher for the term preceding running for office.
- Cannot hold a district or state office in any other school or school related organization, or organization relating to Family and Consumer Sciences.

FCCLA State Officer Policies and Procedures

- The term of office shall be for one year, to begin at the conclusion of the State Leadership Conference, or until successors are elected.
- In the event the office of president becomes vacant by resignation or otherwise, the vice president of community service 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.
- State Officers may be removed from office for one of the following: Violations of the Code of Conduct, lacking sufficient preparation and readiness for meetings, not fulfilling officer duties and responsibilities.
- Removal process will take the following steps:
 - Filing of Complaint: A state officer, chapter adviser or State Adviser must file a written complaint with the State Officer Coach.
 - Notification and Inquiry: The state officer involved will be notified that an inquiry is being conducted regarding a complaint.
 - Notification to Board of Directors: After a conclusive investigation, the State Officer Coach will inform the Executive Director and the Board of Directors of the findings and recommendation for further action.
 - Probation: If the infraction is of a correctable nature, the state officers will be given appropriate training and a timetable to improve their performance.

STATE OFFICER CANDIDATE PROCESS

- Removal: If the infraction is of a serious nature or not correctable, then the State Officer Coach will recommend to the Executive Director and Board of Directors that the officer be removed immediately.
- Appeal: The Board of Directors shall have the final decision on all disciplinary termination or probation with regards to the 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 Oregon FCCLA, unless otherwise requested or approved by the State Officer Coach or Executive Director.
- In less formal occasions, state officers may be asked to wear FCCLA polo shirt or collared shirt with black dress pants.
- State officer candidates must purchase black sheath dress, black pants, white, button-down shirt, ascot or tie and black dress shoes. Females must have black pumps and black flats. Oregon FCCLA **will not** provide the red jacket. Chapters are responsible for making sure officer candidates have the official red blazer. The Official Dress can be purchased online through the FCCLA Store. If finances are an issue, please get in contact with the State Officer Coach.

Travel Policies and Procedures

- As a state officer, you will be obligated to attend several state meetings. You may also receive invitations to chapter meetings, as well as those for community and civic groups.
- First and foremost, State Officers must follow their local district travel policies in terms of travel to and from events.
- State Officers are permitted to transport themselves to chapter and business and industry visits within their region (if permitted by local district travel policies). A travel document must be signed prior to the visit with signatures from a parent/guardian, chapter adviser, and one school administrator.
- The State Officer's school or school system and/or parents/guardians are responsible for providing transportation to and from Oregon FCCLA events (in accordance with the local district travel policies).
- If the State Officer's school or school system and/or parents/guardians are unable to provide transportation (and other transportation methods were requested), the state officer can transport themselves to and from the event (if permitted by local district travel policies). Prior communication must have been made from the State Officer's adviser with the State Officer Coach & Executive Director and the travel document must be signed prior to the event with signatures from a parent/guardian, chapter adviser, and one school administrator. A new travel form must be signed for each event.
- The chapter adviser is still required to attend the event as per this handbook and the State Officer Adviser Signature Page. Excessive lack of transportation will be reviewed by the Board of Directors as per the State Officer Policies and Procedures.

STATE OFFICER CANDIDATE PROCESS

- A multiple release form must be signed by a candidate parent/guardian and local adviser. This form will be kept on file all year.

State Officer Communication Requirements

- Each state officer should have access to internet to check email on a regular basis.
- The Monthly Officer Report must be submitted to the president chapter adviser and State Officer Coach no later than the 5th of the month.

Social Media

Voting Delegates frequently check social media sites prior to selecting the members that will serve as Oregon FCCLA state officers. With that in mind, we highly recommend immediately removing any inappropriate language or material (i.e., photos comments, status updates, links, likes, etc.).

If you are elected to an FCCLA state office, maintaining clean and positive social media pages will be a requirement. Your sites will be frequently checked by state staff and consequences can result from failure to adhere to this important requirement.

Examples of unsuitable material – posted by you or your friends – include inappropriate behavior in photos, videos, or written references, such as:

- Revealing photos
- Profanity, alcohol, smoking, drug use or sexual content
- Any negative content toward peers, school officials or FCCLA
- Links or “likes” to inappropriate sites or pages

Social media sites should not be used to campaign or ask for votes. Your page should not reveal that you are a state officer candidate. Oregon FCCLA thanks you for representing yourself and FCCLA in a manner that reflects your role as a youth leader in our organization.

STATE OFFICER CANDIDATE PROCESS

STATE OFFICER CANDIDATE APPLICATION DEADLINE

March 1, 2021 All forms must be received by **11:59 p.m.**

Scan & upload all forms through the State Officer Candidate Application Form that can be found at this link:

STATE OFFICER CANDIDATE PROCESS

STATE AND NATIONAL OFFICER CANDIDATE ELECTION PROCESS

The state officer election will take place after the General Business Session of the State Leadership Conference.

1. Each State and National Officer Candidate will take a written evaluation over basic facts of the FCCLA organization. The "Handbook for Ultimate Leadership" is an excellent resource. Some questions may come from current *Teen Times* issues, Oregon FCCLA online blog/newsletter, or current events related to family and consumer sciences, FCCLA, or education in Oregon. The candidates should be familiar with the names of overall purposes of other Oregon state-sponsored Career and Technical Student Organizations.
2. Each State and National Officer Candidate will participate in a virtual interview, prior to the Opening General Session at the State Leadership Conference. During the interview all candidates will be interviewed **separately** and will be asked to discuss their ideas for the year ahead as well as topics, such as teamwork, leadership, and National FCCLA programs and competitive events.
3. Prior to the Opening General Session of the State Leadership Conference, State and National Officer Candidates will record their candidate speech. Speeches must be no longer than 2 minutes and address the speech topic that was mentioned above. No props or costumes will be allowed.
4. Each State and National Officer Candidate will be asked one (1) factual and one (1) situational question related to FCCLA information during their initial candidate interview. Their answers will be available to all Voting Delegates to view.
5. State and National Officer Candidates, voting delegates, and chapter members will have the opportunity to meet candidates during a virtual Candidate Networking session.
6. After the Opening General Session, each chapter will have the opportunity to deliberate with their voting delegates. After reaching a decision on which candidates will receive their chapter's vote, delegates will cast their ballots for State and National Officer Candidates during the voting session. Each chapter will have two (2) votes.
7. In case of a tie, a run-off election will take place. Voting delegates will be reconvened in order to cast their ballots again. A qualified candidate who is not elected to office will have their application submitted to the newly elected officer team for consideration in filling any vacant positions.
8. The eight candidates receiving the highest number of votes shall be elected to state office. The designation of each State Executive Council member's office shall be determined by the incoming State Executive Council under the guidance of the State Adviser or their designee. The newly elected officers will assume their duties at the close of the annual State Leadership Conference.
9. Newly elected officers are required to attend a Transition Meeting during SLC as well as a training. **Newly elected officers must be in the official FCCLA uniform for these meetings.**

STATE OFFICER CANDIDATE PROCESS

10. Newly Elected State Officers will be announced and installed during the Closing Session of the State Leadership Conference. Newly elected officers should wear a white dress during the installation process, or should wear black dress pants, black suit jacket, white button dress shirt, and black tie. Please review the dress code guidelines in the State Leadership Conference Guide to ensure appropriateness of clothing choice.

STATE OFFICER CANDIDATE PROCESS

STATE OFFICER JOB DESCRIPTIONS

All Officers

- Attend all state officer meetings from start to finish.
- Submit signed and properly completed State Officer Travel Form, found in the State Officer Handbook, at minimum one (1) week prior to all state officer meetings and conferences.
- Plan the Program of Work as a team for the members of Oregon FCCLA and work to achieve the goals and objectives set in the Program of Work.
- Attend all state officer meetings:
 - Welcome Leadership Retreat (May 2021 – TBD)
 - Fall Leadership Retreat (September 2021 – TBD)
 - Fall Leadership Experience (November/December 2021)
 - Winter Leadership Retreat (January 2022 – TBD)
 - State Leadership Conference (March 2022 – TBD)
 - Officers are also expected to take part in monthly or biweekly conference calls, on a date to be determined by the State Officer Team
- Officers attending National Leadership Conference will be required to attend all State Meetings as well as previously scheduled state officer meetings.
- Officers are also encouraged to attend all other conferences, such as National Leadership Conference, National Fall Meeting, and Capitol Leadership.
- Communicate with the State President, State Adviser, Executive Director, State Officer Coach, and other appropriate parties on a regular basis.
- Check and process all state officer related email daily.
- Submit a monthly report accounting for FCCLA activities and participation.
- Assist with the FCCLA Annual Report.
- Keep a notebook of all activities during term in office, including event reflections.
- Work to spread visibility and reach of Oregon FCCLA among the business community and state and federal government. Promote FCCLA to Oregon business and industry.
- Work to recruit new chapters and new members. Promote FCCLA to Family and Consumer Sciences students and teachers.
- Support chapter adviser's efforts to implement the FCCLA program.
- Be an active and involved participant in your local chapter.
- Encourage FCCLA members to run for state office.
- Make visits to local chapters to discuss FCCLA and encourage further participation in state and national FCCLA programs. All visits must be approved by State Adviser.
- Be responsible for completing assigned action items in the Accountability Chart.

STATE OFFICER CANDIDATE PROCESS

President

- Provide communication link between the officer team, other state FCCLA leadership, and Oregon FCCLA chapters.
- As directed by the State Adviser, work with the State Officer Team to be sure that team assignments are completed on time.
- Send reminders and check in with fellow officers on a regular basis regarding assignments/responsibilities.
- Lead the State Officer Team in setting and meeting all assignments in the Accountability Chart.
- Work with the State Officer Team to prepare a year-end report of all activities completed during the term in office.
- Represent the State Officer Team and Oregon FCCLA at meetings and conferences (i.e., Rally, CTSO Joint Meeting, etc.).
- Submit a State Officer Monthly Report to the Board of Directors, based on the individual Fifth of the Month State Officer Reports.
- Prepare reports and presentations for FCCLA meetings.
- Ensure that all state officers work closely together as a unified team.
- Coordinate and maintain a record of chapter visits within the state.
- Sit on the Board of Directors as a Student Representative.

Secretary

- Maintain the permanent record of all State Officer Meetings (including conference calls).
- Assist the State Adviser in maintaining the State Officer Team Accountability Chart.
- Assist with the communication on behalf of Oregon FCCLA and its sponsors and volunteers.
- Actively participate with the State Officer Team in projects as planned.
- Monitor the Oregon FCCLA website. Submit content, pictures, and newsworthy items for the state website and social media.
- Produce a slideshow of Oregon state events to be shown at SLC.

Vice President of Development

- Maintain a record of all previous FCCLA sponsors.
- Lead the planning and promotion of contacting potential FCCLA sponsors.
- Assist with Alumni & Associates.
- Create and distribute thank you notes to sponsors after State Leadership Conference and National Leadership Conference.

STATE OFFICER CANDIDATE PROCESS

Vice President of Membership

- Lead the planning and promotion of statewide involvement in FCCLA Week.
- Promote participation in FCCLA programs and recognition opportunities.
- Assist in increasing membership and promoting Oregon FCCLA.
- Coordinate the outline and presentation for all chapter visits
- Assist local chapters in preparing for competitive events.
- Obtain the list of all STAR Event Competitors for National Leadership Conference and send congratulatory notes following the conference.
- Assist the Vice President of Development in securing sponsors for each competitive event.
- Assist the State Adviser with competitive event preparation during State Leadership Conference.

Vice President of Communication

- Serve as the primary public relations leader for Oregon FCCLA.
- Design, coordinate, and publish a social media plan.
- Inform the public about FCCLA through press releases and interaction with local and state media outlets.
- Write articles promoting Oregon FCCLA for state and national publications.
- Lead the state officer team in utilizing the Oregon FCCLA social media to promote and publicize FCCLA programs, events, conferences, and activities.

Vice President of Peer Education

- Promote participation in FCCLA National Programs by creating monthly social media posts.
- Write articles for state and national publications, recognizing Oregon FCCLA's involvement in state and national programs.
- Present information sessions, workshops, and training to local chapters on FCCLA National Programs.
- Ensure the recognition of chapters that have completed national programs at the State Leadership Conference.
- Lead the planning and promotion of State and National sponsored community service activities.
- Report district and local chapter activities to Oregon FCCLA.
- Act as a liaison between National FCCLA and local chapters on National Outreach Projects.
- Determine the State Outreach Project for the year with the help of the State Officer Team.
- Motivate chapters to participate in FCCLA outreach project activities.
- Plan and implement a project relating to the State Outreach Project for the year.

State Officer Application

Please submit all application materials via the online application which can be found here: <http://leadable.info/ORFCCLA-Officer-Application>

Section 1: General Information

The following information will appear on the online application:

- Candidate's Name
- Current Grade Level
- Jacket Size (men's or women's and a size number)
- T-shirt/polo shirt size (Example: Small, Medium, Large)
- Gender
- Date of Birth
- District
- School
- E-mail Address
- Home Address
- Cell Phone Number (or home phone, if no cell phone)
- Chapter Adviser Name
- Adviser E-mail
- Family and Consumer Sciences courses taken
- Number of Years in FCCLA
- Current GPA

Section II: Major Contributions/Accomplishments in FCCLA (Resume)

For this section, the candidate will submit a two-page resume listing the information below. Candidates must keep the resume to three pages. This three-page resume will be placed on the Oregon FCCLA Website for chapters and Voting Delegates to view. A template for this section is located here:

Information needed for the resume:

- Candidate's picture
- Candidate's school and grade
- Family and Consumer Sciences and related courses and grade levels when taken.
- FCCLA Projects

- National Programs (with a brief description)
 - Power of One Units (A Better You, Family Ties, Take the Lead, Working on Working, Speak Out for FCCLA)
 - Career Connection
 - Families Acting for Community Traffic Safety (FACTS)
 - Families First
 - Financial Fitness
 - Community Service
 - Stand Up
 - Student Body
- State Projects
- Competitions
 - STAR Events
 - STATE Events
 - National Fall Conference Events
- FCCLA Leadership
 - Committees
 - Local Office(s)
 - Region Office
 - State Office
- FCCLA Events/Conferences
 - Fall Leadership Conference
 - National Fall Conference / Virtual Leadership Experience
 - Region/Culinary STAR Events
 - State Leadership Conference
 - National Leadership Conference

Section III: Family and Consumer Sciences and Other Accomplishments/Honors. A template for this section is linked here:

Information needed for section three includes:

- List other contributions the candidate has made to the Family and Consumer Sciences program.
- List other contributions to the school and community.
- List major honors and awards received.

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 three recommendations from the following:

- One from a School Administrator: Principal, CTE Supervisor, or Superintendent
- One from your FCCLA Adviser: Family and Consumer Sciences Teacher
- One from a Community Leader (outside your local school system)

Section V: Transcript

Attach a transcript. The transcript should reflect the same GPA as listed on the application. Submit an official transcript through the mail to the State Office, postmarked February 28, 2021.

Section VI: Signature Pages

Two signature pages must accompany the application:

- State Officer Candidate Conduct Agreement
- Administration Support Agreement
- Chapter Adviser to State Officer Candidate Signature Page
- State Officer Candidate Signature Page
- Chapter Adviser Signature Page

STATE & NATIONAL OFFICER CANDIDATE Q&A

Please send this completed form to david@oregonfccla.org

STATE OFFICER CANDIDATE Q & A

Your answers will be reproduced and will be distributed to Voting Delegates prior to the State Officer Elections for their use in evaluating your qualifications. Be sure to answer all questions completely, but concisely (100 words or fewer per question).

1. Specifically describe why you wish to become an Oregon FCCLA State Officer.
2. What qualifications do you have that will make you an excellent state officer?
3. What are the benefits of FCCLA that have inspired you as a member?
4. What is your vision for the future of Oregon FCCLA, and how will you make this vision happen?
5. Do you have any other time commitments that may challenge your ability to complete your state officer duties and how do you plan to balance these responsibilities?

STATE OFFICER CANDIDATE CONDUCT AGREEMENT

Please **UPLOAD** this form via the State Officer Candidate Application Form at <http://leadable.info/ORFCCLA-Officer-Application>

STATE OFFICER CONDUCT AGREEMENT

FCCLA and related programs offer training to students with career objectives in the fields of human sciences, fashion design, culinary, business, and many other fields. Because individual conduct and appearance is an aspect of this training, it becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times. Violations of this conduct code will not be tolerated and may result in disqualification from competition, being sent home at the individual parent and/or guardian expense, removal from FCCLA office, forfeiture of awards, suspension from future FCCLA activities, and/or other appropriate measures.

1. Participants must abide by all rules and regulations of FCCLA, appropriate school district policies, and applicable laws and ordinances from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
2. There shall be no defacing or stealing of property. Any damages to any property or furnishing must be paid or replaced by the individual or chapter involved. Violators may be referred to the police and sent home.
3. No narcotics in any form shall be possessed or used by participants at any time, under any circumstances. Violators will be referred to the school administrator, police authorities and sent home.
4. No alcoholic beverages shall be possessed or used by participants at any time, under any circumstances. Violators will be referred to the school administrator, police authorities and sent home.
5. Possession of weapons and/or any action causing bodily harm or fear of life will not be tolerated. Violators will be referred to the school administrator, police authorities and sent home.
6. Student use of tobacco products will not be permitted from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
7. Officers will fully participate in all conference general sessions (such as opening and awards) and assigned activities as instructed by State Staff. (Including workshops, competitive events, meetings, etc.)
8. Participants should keep their adult advisers informed of their activities and whereabouts at all times. Identification badges are to be worn at all appropriate times.
9. Students of the opposite sex shall not be permitted to be in the same room unless the door is fully open so that someone in the hall may have a clear view into the room or the adviser is present.
10. Inappropriate sexual conduct and/or behavior is prohibited
11. The dress code will be followed at all times.
12. Participants in the presence, and/or having direct knowledge (not hearsay or rumor) of conduct violations must immediately separate themselves from the situation and report the violation to their adviser. Failure to do so will be viewed as the equivalent to participating in the transgression.
13. Minimum penalties for violations of this conduct code may be imposed at the discretion of the adviser, state management team, and/or the Board of Advisers. Additional penalties may also be imposed at the discretion of the chapter adviser and/or school officials according to individual school district policies and guidelines.

Student Signature

Date

Parent/Guardian Signature

Date

ADMINISTRATION STATEMENT OF SUPPORT

Please **UPLOAD** this form via the State Officer Candidate Application Form at <http://leadable.info/ORFCCLA-OfficerApplication>

School Administration Statement of Support Oregon FCCLA State Officer Candidate Application

Candidates need to secure the official endorsement of their FCCLA chapter adviser and school administrator as an officially supported state officer candidate.

I understand that **FCCLA** is a national and state sponsored organization officially endorsed by the U.S. Department of Education and sponsored by the Oregon Department of Education as a co-curricular, integral part of Family and Consumer Sciences instruction and program.

I understand that _____ (candidate name) has been officially endorsed by our school's FCCLA chapter, our FCCLA chapter adviser, and his/her parents/guardians to seek Oregon FCCLA State Office.

I understand that if the above-named student is elected to serve as a State Officer that he/she will be required to attend meetings, leadership conferences, and education activities that occur during the regular instructional period.

Our school agrees to maintain an active local FCCLA chapter and chapter adviser/Family and Consumer Sciences teacher during the above-named student's term of service as an Oregon FCCLA State Officer.

Our school agrees to support the above-named student's duties and responsibilities as an Oregon FCCLA State Officer including approval of absences and providing chaperone(s) for Department of Education or Oregon FCCLA official functions. We also understand that it is the local chapter's responsibility to comply with any school district policies and practices regarding a state officer's participation in Oregon FCCLA official functions.

I understand that serving as an Oregon FCCLA State Officer is a position of high honor and important responsibility to our school, community, and the citizens of Oregon. Our school pledges to work in partnership with the Oregon Department of Education and Oregon FCCLA to ensure the success of the above-named student's leadership, academic, and career pursuits while serving as a State Officer.

AUTHORIZED BY:

Print Name of Administrator

Print Name of Adviser

Print Title of Administrator

Print Title of Adviser

Signature of Administrator

Signature of FCCLA Adviser

STATE OFFICER CANDIDATE SIGNATURE PAGE

Please **UPLOAD** this form via the *State Officer Candidate Application Form* at

<http://leadable.info/ORFCCLA-Officer-Application>

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 inquiries for information.
- Check their Oregon FCCLA email daily.
- Submit monthly officer reports to the President, First Vice President, Chapter Adviser and State Officer Coach by the 5th of the month.
- Make school visits to local chapters to discuss FCCLA and encourage further participation in state and national programs.
- Attend all required meetings and functions from start to finish as outlined in the State Officer Application. Attendance is expected for all meetings during the 2021-2022 school year unless a state officer is required to be temporarily quarantined.
- Ensure that they have appropriate travel arrangements to and from all Oregon FCCLA events (in accordance with the local district travel policies).
- Keep a notebook of all activities during term in office.
- Recruit new chapters and members.
- Assist with expenses not paid by the state association or local chapter necessary to carry out the duties of office.
- Purchase the Official State Officer Uniform.
- Support chapter adviser in their efforts to implement Oregon FCCLA, including frequent communication with the chapter adviser.
- Abide by the policies set forth for behavior and attendance as stated in the Code of Conduct and Officer Application.
- The undersigned certify that the above candidate for State Office has been recommended by his/her chapter, is qualified for and has approval to hold a State Office if selected. If elected, the undersigned will fully support the expectations of the State Officer.

Candidate

Date

Chapter Adviser

Date

Parent/Guardian

Date

STATE OFFICER CANDIDATE SIGNATURE PAGE

CTAE Supervisor/Director

Date

School Principal

Date

School Superintendent

Date

CHAPTER ADVISER SIGNATURE PAGE

Please **UPLOAD** this form via the State Officer Candidate Application Form at

<http://leadable.info/ORFCCLA-Officer-Application>

As an adviser to a State Officer Candidate, you play a vital role in the state officer candidate 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 candidate 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. Your support and encouragement in your role continue after the candidate is elected.

Advisers, please initial each:

_____ 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 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.

_____ I will ensure that my officer has appropriate travel arrangements to and from all Oregon FCCLA events (in accordance with the local district travel policies).

_____ I will attend all mandatory events in their entirety with my State Officer and assist in all necessary committees and events.

Candidate

Date

CHAPTER ADVISER SIGNATURE PAGE

Chapter Adviser

Date

Parent/Guardian

Date

CTAE Supervisor/Director

Date

School Principal

Date

School Superintendent

Date