

**2009-2010
STATE and NATIONAL EXECUTIVE COUNCIL
Handbook**



Family, Career and Community Leaders of America,

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Chapter 1

State and National Officer Candidate

Congratulations on pursuing this challenge as a State or National Officer Candidate! You will be serving on the State Executive Council with the state officer candidates. To run in either capacity is an accomplishment in itself and a fantastic opportunity to learn, make new friends, and strengthen your communication and leadership skills.

Remember, whether you win or lose, you've accomplished a great deal. Be yourself and do your very best. If you feel good about what you've done, that's success that can't be measured by titles, ribbons, or medals!

Get Ready!

Before you jump in with both feet, there are a few things you need to consider. Being a state officer involves a tremendous time commitment and responsibility to the organization. As a state officer, you will have responsibility for approximately 2,500 other members of the Utah organization. **FCCLA must be your top priority for an entire year.** There will be times when other activities and interests may conflict with FCCLA, and you will have to miss that special game or important performance. It is sometimes a sacrifice, but if you ask any past State or National officer, they will agree that the benefits overshadow the sacrifices tenfold. Just keep in mind when evaluating your commitments for the coming year that FCCLA must be your first priority.

- Read as much about FCCLA as possible including this entire document. Another important resource to review is the FCCLA *Chapter Handbook*. Utilize information published on the national Web site, www.fcclainc.org, and in program manuals, CD ROMS, and other resources.
- Contact past state officers and candidates for ideas, helpful hints, and words of wisdom to help you become more relaxed and prepared for the responsibilities ahead.
- Before the election process, sit down with your family, school administrators and local adviser to discuss the commitments and activities of state officers. It is important to have their support from the beginning.
- If you are elected as a State/National officer, you will be required to relinquish all other local offices that you might hold in FCCLA. However, you are encouraged to participate in your local chapter to allow other students to gain a real knowledge of what an FCCLA position lauds. If you are elected to serve as a National officer you will be required to serve on the State Executive Council as a resource, liaison, and link between the state and national levels.
- Check your wardrobe and grooming. A neat, professional appearance is important.
- Practice, practice, practice.

A Note to the Adviser

You play a very important role in the state and national officer candidate's experience. It is important for you to be supportive and encouraging. This can be a stressful time for the candidates, so helping relieve the stress by listening, talking, and just being there is a great help.

Encourage your candidate to practice presentations with you and help prepare him or her for question-and-answer sessions. This practice in "thinking on your feet" and expressing facts, thoughts, and ideas will be very beneficial and will help relax their nerves when the real situation rolls around.

Get Set!

When you attend the State Leadership Meeting you will begin running for your position. The guidelines are as follows for both the state and national officer candidates.

- There will be a Continental Breakfast at 8:00 am. We will be discussing the election process in detail, and you will find out when your interview time will be.
- Your interview will immediately follow the Continental Breakfast. An interview panel has been selected from individuals who have had an active role in FCCLA, and other CTSO organizations. After your interview you will be free to compete in a STAR event if you are a STAR event competitor.
- At the Opening Session you will be introduced by Area. The National Officer Candidates will be required to give their speech to the whole delegation. You must be prepared to answer two fact questions and one situation questions. The questions will be drawn from any published material from the National FCCLA Organization.

Qualifications

State and National Executive Council members shall have the following qualifications:

- Currently an active member in an affiliated chapter and have been an active member in good standing for at least one year
- A minimum of one year of comprehensive or occupational Family and Consumer Sciences classes
- Approval of the local Chapter Advisor and Members
- Minimum 2.5 GPA
- No U on your report card.
- No prior Code of Conduct infractions at an Area, State or National Meeting.

Nomination, Election, and Responsibilities Campaigning

Organization policy does not permit you to distribute or post any campaign materials or campaign in any other way prior to the election.

- Speeches should be written on the topic provided in the mailing sent to you prior to the State Convention.
- Do not request/solicit votes.
- Please do not pass out or distribute business cards or other paraphernalia during the meeting.
- Failure to adhere to this policy will result in disqualification.

The campaign policy reads:

Campaigning, which includes but is not limited to, soliciting/asking for votes and distribution or posting of printed materials in support of the candidate or bearing the candidate's name, including brochures and business cards, shall not be allowed by the state or national officer candidates or their supporters. If a member or adviser of Family, Career and Community Leaders of America feels that an officer candidate has violated this policy, such violation must be reported, in writing, to the headquarters room at the National Leadership Meeting. A panel consisting of the State FCCLA Board Members will investigate the allegation. Alleged violations must be reported prior to the close of the voting process. **If the review panel determines the state or national officer candidate or their supporters has violated this policy, that candidate will be disqualified from election. The decision of the review panel is final.**

State Executive Council

State Officers:

- There will be two state officers selected from each area of the state, and two at-large candidates. Selection of position will occur during the mandatory meeting in April. Failure to attend the mandatory officer retreat will result in your immediate dismissal, and you will be replaced by the candidate with the next highest votes from the Utah State Meeting.

National Officers:

- There will be two national officers selected for our state. One At-Large Candidate and one Regional Candidate. You are required to attend the mandatory officer retreat in April. Failure to attend the meeting will result in your immediate dismissal, and you will be replaced by the candidate with the next highest votes from the Utah State Meeting.

Go!

Once a candidate is elected to a state or national office, the following activities can be expected at the state meeting

- Getting acquainted and meeting with former and new national officers
- Working with new state and national officers to understand your role as a State Executive Council member
- Meeting with State Advisor, Assistant State Advisor, State Specialist and State FCCLA Board.
- Preliminary planning for National Leadership Meeting in the summer.

When you return home, you will want to make your accomplishments known and share your excitement with family, friends, media, school, and the community.

A Final Note

Work with your adviser to discuss what things will be like if you win and if you lose. Make sure you understand winning isn't everything! You can play a big role in your state and chapter no matter what happens. Do your best and appreciate the accomplishments you have achieved by becoming a state or national officer candidate.

Chapter 2

State Executive Council

Congratulations! You have been elected by your peers to serve in FCCLA's highest youth leadership position for the state or Utah. Serving as a member of the State Executive Council is a tremendous responsibility and an exciting, rewarding challenge. A year of new experiences and opportunities awaits you.

Your year as a state officer will include many new responsibilities. The State Executive Council serves these functions.

- **Public Relations:** State Executive Council members will be involved in representing FCCLA at assigned state meetings and national meetings. You will represent your Area at Area Meetings and Conferences. You will be required to send information about what is occurring in your area to the State Advisor and State President on a Monthly basis. Promotion of FCCLA in your area and local level will be your primary focus.
- **Program Development:** State Executive Council members will participate in development meetings to prepare for National Leadership Meeting, State Leadership Meeting, Area and State Conferences and Conventions.
- **Assigned Meetings:** State Executive Council members will plan their participation in National Leadership Meeting and National Cluster Meetings, State Leadership Meeting, Ultimate State Officer Academy (USA) Area Conferences and State Convention. Each state officer role offers unique opportunities and incorporates specific responsibilities to FCCLA, your school, state, family, and yourself.

Composition

According to the bylaws of the state organization, the State Executive Council is composed of ten elected state officers, two at-large candidates, and two national officer candidates (one At-Large Candidate, and one Regional Candidate). The State Executive Council will consist of the following offices: President, First Vice-President, Vice-President of Community Service, Vice-President of History, Vice-President of Individual Programs, Vice-President of Membership, Vice-President of Parliamentary Law, Vice-President of Peer Education, Vice-President of Public Relations, and Vice-President of STAR Events.

The designation of each State Executive Council member's office is determined by the incoming State Executive Council.

General Responsibilities and Conduct

- As a State Executive Council member you have many responsibilities. These responsibilities take priority over other school and community activities. In order to honor these priorities, sacrifices sometimes have to be made, so be prepared to manage them positively.
- As a state or national officer, you are a very visible role model. Your behavior should be an example for the entire membership. It is important to be aware of this visibility at all times, not only when wearing your uniform. You reflect the image of Family, Career and Community Leaders of America, so dress and act appropriately. Jeans and shorts are not appropriate dress for meetings and workshops. The official uniform makes a strong and proud statement about the organization and should be worn whenever you are representing the organization.
- Communication is extremely important in order to work effectively. You are a link between the national, state, and local levels, so keeping your chapter and state advisers informed of your activities and national responsibilities is essential.
- You will be very busy throughout the year. In order to accomplish all tasks, it is a good idea to establish a schedule and practice good time management skills. You should be punctual and follow up with requests. Don't forget to budget time for yourself!
- You should set up a time at least once a week to meet with your local adviser to keep each other informed and up-to-date. You can use this time to share ideas and plans for upcoming meetings or activities or just to keep in touch. Also make a special effort to keep your state adviser informed about all of your activities.
- State Executive Council members' behavior reflects upon the image of Family, Career and Community Leaders of America. Student conduct should make a positive contribution to the excellent reputation already established.

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

General Guidelines:

1. Behavior at all times should be such that it reflects credit to you, your family, your school, your state, and the national organization.
2. Officers are expected to exhibit trustworthiness, respect, responsibility, fairness, caring, and citizenship.
3. State Executive Council members' conduct is the responsibility of the local chapter adviser. Officers shall

- keep their adviser informed of their activities and whereabouts at all times.
4. Smoking is not allowed.
 5. If an officer is found responsible for stealing or vandalism, the officer and his/her parents or guardian will be expected to pay all damages.
 6. Any accidents, injuries, or illnesses should be reported to the local adviser and the state advisor immediately.
 7. Officers will travel as a State Executive Council. There will be no exceptions to this guideline.
 8. State members must have their dues paid to National Headquarters by October 1.

Any violation of rules 1 through 8 will subject an officer to probation or letter of reprimand. Disciplinary process will be followed.

9. Physical contact with other officers or members is not acceptable. This includes officers and members from other states.
10. All State Executive Council members will observe the 11:00 p.m. curfew.
11. Officers are **not** allowed in hotel sleeping rooms with other members, officers, or visitors unless they are a designated roommate.
12. State Executive Council members may not purchase, possess, consume, or be under the influence of alcohol or illegal drugs at any time. Drinking mock cocktails is prohibited.

A violation of rules 9 through 12 will subject an officer to immediate suspension; therefore, the officer will be sent home from the conference. Transportation home will be arranged at the officer's expense. Disciplinary process will be followed at a later time.

13. State Executive Council members are expected to attend all assigned meetings including, but not limited to State Officer Retreat, National Leadership Meeting, State Leadership Meeting, USA Leadership Training, National Cluster Meetings, Area and State Planning Meeting, Area and State Conferences and Conventions.

A violation of rule 13 may subject an officer to review of his/her duties and may result in removal from office.

FCCLA reserves the right to relieve a state officer of responsibilities or remove them from office at its discretion.

Suspension Defined:

- **Suspension** – shall be interpreted to mean a warning to the individual and may eliminate the officer from participating in state or national activities or events for a determined period.

Disciplinary Process Defined:

1. The officer who has committed the offense will be notified immediately and then in written form via certified mail within ten working days following the verbal notification. This information will also be sent to the officer's parent/guardian, local adviser local principal, school CTE director and district CTE director.
 2. State FCCLA Board may then
 - a. send letter of reprimand to officer and place letter in officer's file
 - b. place officer on suspension
 - c. remove officer from office
 3. The state and national officer, local adviser, state adviser, principal, parent/guardian shall be notified via certified mail within 10 working days of the decision.
- Note: All correspondence will be sent by certified or registered mail.

At Large State Officer Candidate(s) Clause

1. The At-Large State Officer Candidate(s) Clause allows qualified state officer candidates who were not selected by popular vote the opportunity to serve on the state executive council by being an at large state officer.
2. The selection of the At Large State Officer Candidate(s)
 - 2.1. After the election of the two state officers from each region, the remaining officer candidates will be placed in the at large pool.
 - 2.2. Those who did not pass the written test and the interview will be removed from the pool.
 - 2.3. From the remaining officer candidates, the top two with the highest cumulative written and interview score will be selected as at large candidates, the rest will be removed from the pool
 - 2.3.1. In the case of a tie between two or more candidates, the tie will go to the Board for review and selection. This selection is to occur before the announcement of the state officers is made.
 - 2.4. The announcement and induction of the at large officers is to be made at the same time and fashion as the other state officers.
3. Responsibility of the At Large Officer(s)
 - 3.1. The at large officer is to be a representative of the state, being tied to no specific region.
 - 3.2. The officer is to hold a state position alongside the other regional state officers.
 - 3.3. The officer must travel anywhere in the state, when called upon, to fulfill duties in the various regions of the state.
 - 3.4. The duties and responsibilities will be listed on the state officer application, with a check box asking if an applicant is willing/able to fulfill the responsibilities of the at large position.
 - 3.4.1. Selecting 'No' in this box will not hinder the candidates' chance of being selected as a state officer. It merely means that they will not be placed in the at large pool when it comes time to select the at large candidates.

4. Responsibility of the At Large Officer's Adviser
 - 4.1. The responsibilities of the at large officer's adviser are the same as the regional state officer's adviser with the exception of the area service project/activity and the area conference.
 - 4.1.1. Advisers will be assigned to an area(s) that is lacking in representation on the state level to assist and coordinate with the area(s) board member(s) the responsibilities of the area service project/activity and area convention to the various chapter advisers and officers.
 - 4.1.2. If there is no area lacking proper representation, then they will be assigned to assist an area as delegated by the state adviser.

Code of Conduct/Code of Ethics

All state and national officers will be expected to sign and abide by the FCCLA Code of Conduct and Code of Ethics found in the Forms section of the State Officer Handbook.

Designated Offices Election

Following the election of officers, the new State Executive Council will meet to elect members for their designated offices. An officer must complete a form signed by the parent, state adviser, chapter adviser, and the principal, listing the position(s) of interest.

Candidates for designated offices will participate in hands-on skill practices. The state officers will then vote by secret ballot for the person they feel would be best qualified for each office. The candidate receiving a majority of votes will be elected. The remaining candidates will have the option of running for another office.

Officer Responsibilities

President

The president shall preside over all business meetings of the organization and of the State Executive Council. At State Executive Council meetings

- Plan the agenda and review the business of council meetings in advance with state advisor
- Enable other council members to share the responsibility for the meeting
- Provide opportunities for all members to express ideas while keeping the meeting moving
- Represent the membership at national and state conferences
- Report results of the State FCCLA Board meetings to the State Executive Council
- Appoint necessary committees

For National Leadership Meeting

- Participate in State President trainings
- Run planning meetings for the states upcoming meetings.

First Vice-President

- Assume responsibility in the absence of the president and keep the minutes of all national meetings and meetings of the State Executive Council
- Call the meeting to order in the absence of the president and entertain a motion for a temporary chair
- Review minutes of the previous meeting and call president's attention to any unfinished business
- Read correspondence directed to the council
- Submit minutes to state advisor within **10 days** of the meeting
- Prepare reports of the State Executive Council activities
- Have the following items on hand for business meetings: (1) minutes of previous meeting, (2) list of committees previously appointed, (3) *State Executive Council Handbook*

Vice-President of Community Service

- Provide leadership in planning and implementing the organization's community service programs
- Research, plan, implement, and promote the National Outreach Project as decided by the State Executive Council

Vice-President of History

- Keep an ongoing log and pictures of the States Program of Work
- Prepare and complete a State Program of Work Scrapbook to be displayed at the State Meeting.

Vice-President of Individual Programs

- Provide leadership in planning and implementing programs for the individual development and recognition of the organization's members

Vice-President of Membership

- Provide leadership in planning and implementing programs for membership promotion and development

Vice-President of Parliamentary Law

- Provide leadership in assuring that the business sessions for the national organization and meetings of the National Executive Council are conducted in accordance with acceptable parliamentary law
- Have the following items on hand for business meetings: (1) *Bylaws*; (2) *Robert's Rules of Order, Newly Revised*; (3) motion cards

Vice-President of Peer Education

- Provide leadership in planning and implementing the organization's peer education programs.

Vice-President of Public Relations

- provide leadership in planning and implementing the organization's public relations programs

- prepare the State Newsletter with input and articles from the State Executive Council which will be distributed via the Utah FCCLA Web site

Vice-President of STAR Events

- provide leadership in planning and implementing the organization's STAR Events program
- lead the State Executive Council at the presentation of STAR events during the State Meeting

Second Vice-President

- Filled by the National Officer Candidates who are not elected at the National Leadership Conference.
- Work as a consultant to the state executive council because of your knowledge concerning the national organization.

Term of Office

Officers shall serve for one year on the State Executive Council or until their successors are elected.

Vacancies

- If the office of president should become vacant, the First Vice-President shall automatically assume the office and duties of the president.
- Appointments for vacancies in offices other than the president, which occur before one-half of the officer's term, may be considered by the president in consultation with state advisor, assistant advisor, State Specialist and the Utah FCCLA Board.
- With the exception of the office of president, if a vacancy occurs after one-half of the officer's term has been completed, then the other members of the State Executive Council assume responsibilities of that office. The president, in consultation with the State Advisor, shall make such assignments.

Relationships

State Executive Council Members

In working with other council members, it is important to be supportive of one another and respect individual viewpoints and opinions.

Being a state and national officer means being a team member. Throughout the year the team will have many decisions to make and tasks to complete. In working together, it is important to be understanding and patient when others are expressing their viewpoints. Sometimes the best ideas and plans are the ones that result from total group input.

Effective teamwork requires a constant effort on everyone's part. Keep in mind that working with so many people - with unique personalities from different backgrounds, representing a variety of ideas - can be challenging. The key tools needed to deal with these challenges successfully are a positive attitude, flexibility, and the willingness to be supportive of others' ideas.

You must be on time and prepared for all meetings. In addition, many people have invested time and energy to make this time together productive. Be sure to check your

e-mail once a week (the day will be designated by the SEC) and get back to your fellow officers promptly, should they need work from you. Communication is the key to good teamwork.

Chapter Adviser

Your chapter adviser will:

- receive an SECA handbook containing specific adviser responsibilities
- be certified in Family and Consumer Sciences related occupations
- serve as a consultant and help you prepare for your responsibilities throughout the year
- serve with others as a support system at State Meeting
- support you in all your activities and help keep communication lines open within your state
- help keep school administrators and teachers informed about your activities and provide guidance if questions or problems arise
- monitor State Executive Council member's academic progress
- monitor State Executive Council member's behavior

State Executive Council and State Adviser

You represent the state organization in the state of Utah. It is important that you work closely with your state executive council and state adviser by:

- Acting as information link between the state executive council your area and local chapter.
- Working with state executive council in planning state activities such as state meetings, workshops, conferences and leadership trainings
- Keeping the state adviser informed of your participation in Family, Career and Community Leaders of America on a regular basis.

School Administrators

Be sure to talk with administrators as soon as possible to inform them of your accomplishment. Explain the educational benefits of your office to the school and community and share some of your responsibilities and activities.

Spend some time together discussing the educational experiences you'll have as a state officer. Point out specific activities that will strengthen your academic skills - like letter writing (language), handling a budget (math), public speaking (language), meeting with legislators (social studies), seeing professionals at work (career exploration), making travel arrangements (computer awareness), etc. Also emphasize the personal and leadership skills that will prepare you for the future.

Keep administrators informed about your activities throughout the year. Show them clippings and programs that demonstrate your participation in different events.

Investigate your school's absentee policy as soon as possible in order to resolve conflicts before they arise. Your adviser can provide guidance in dealing with questions or problems. Before you leave school for a meeting or a Family, Career and Community Leaders of

America activity, share your involvement with administrators. The more involved and informed they are, the more supportive they are likely to be.

Teachers

Keep teachers informed about travel plans far enough in advance to make up work.

Family

Throughout the year, your family will provide many different kinds of support. They are probably very enthusiastic and proud; chances are they are more than willing to lend a helping hand. It is very important to keep all of your family informed of your activities and responsibilities.

Friends

It is important to have the support and encouragement of your friends. Sometimes it's hard for them to understand your state or national officer experiences, so be patient with them. Let friends know what you are doing and try to include them when you can, but be careful not to focus on your activities only.

Chapter 3

Meeting Planning

State Officer Retreat

April 17-18 2009 North Salt Lake, Utah

SEC and SECA are to attend this meeting with expenses provided by the state organization. Officers will—

- Receive an extensive overview of roles and responsibilities
- Receive officer training
- Receive development training
- Be updated by state staff
- Participate in team-building exercises
- Establish goals and a program of work for the year
- Become re-acquainted with the state and national officers candidates and advisers, State FCCLA Board.

State CTSO Leadership Training Institute

June 2009 Salt Lake City, Utah

- Participate in SEC planning session with the State Officer Advisor.
- Participate in LTI with the SEC.
- Participate in small groups with other CTSO groups at the LTI.
- Communicate with local advisor concerning responsibilities and what you learned.

National Leadership Meeting

July 9-16, 2009 Nashville, Tennessee

- **Financial Responsibilities must be met by the officer themselves. The State CTSO will pay \$300.00 of the final cost to the officer.**
- Participating in all general sessions and other meetings as assigned
- Participate in the participating in the Ultimate State Officer Academy Phase I.

Ultimate State Officer Academy Phase II

Washington DC October 2009

- **Financial Responsibilities must be met by the officer themselves. The State FCCLA organization will pay \$300.00 of the final cost to the officer.**
- participating in the Ultimate State officer Academy – Phase II
- visit with the leaders of Congress from the State of Utah

State Leadership Conference

October 5-7, 2009 Provo, Utah

SEC are to attend this meeting with expenses provided by the state organization. Officers will—

- present an extensive overview of roles and responsibilities
- present officer training and development training
- participate in team-building exercises
- establish goals and a program of work for the year for area
- become acquainted with the chapter officers for the state of Utah
- run the opening and closing sessions

National Cluster Meeting

November 18- 21, 2009 Salt Lake City, Utah

- National Cluster Meetings are designed to expand leadership training to both students and adults with the main emphasis on reaching chapter leaders and involving them in a nationally sponsored leadership experience.
- **Financial Responsibilities must be met by the officer themselves. The State FCCLA organization will pay \$200.00 of the final cost to the officer.**
- Participating in the National Cluster Meetings
- Participating in the Ultimate State officer Academy – Phase III.

SEC Planning Meetings

January 7, 2010 TBA

March 5, 2010 TBA

- **Financial Responsibilities will be met for the SEC, and the SECA.**
- Participate in all planning sessions for the Area Conference and the State Convention.
- Come dressed in your Officer Uniform (Red Jacket, Name tag, White Shirt (ties for gentlemen), Black pants, Black Shoes (Ladies shoes must be professional and have at least a 2 inch heel).

State Convention

March 24-25, 2010 Davis Area Convention Center

SEC are to attend this meeting with expenses provided by the state organization. Officers will—

- Present an extensive overview of roles and responsibilities to new officer candidates.
- Present officer training and development training
- Participate in team-building exercises
- Become acquainted with the chapter officers for the state of Utah
- Run elections for your specific area for the state of Utah
- Run the opening and closing sessions
- Run Area Meetings
- Runner for STAR Event Coordinator and individual STAR event Room Consultants
- Participate in STAR events when applicable.
- Work closely with State Advisor for specific duties
- Prepare packets for individual schools and STAR events
- Have a great time meeting, working and talking with members, advisors, and supporters of the FCCLA organization.

National Leadership Meeting

June 30- July 8, 2010 Chicago, Illinois

- **Financial Responsibilities must be met by the officer themselves. The State CTSO will pay \$300.00 of the final cost to the STAR event first place winner only.**
- Participating in all general sessions and other meetings as assigned
- Participate in the participating in the Ultimate State Officer Academy Phase IV.

Meeting Tips

- Keep an up-to-date list of all your responsibilities.
- Arrive at all meetings with all responsibilities completed.
- **Memorize scripts for general sessions and any other activities in which you have a part.**
- Work closely with other council members to divide responsibilities.
- Before the meeting inform your adviser of your responsibilities, activities, and schedule.
- Do your best and enjoy yourself!

Chapter 4

Travel and Expenses

Your year as a state/national officer will be a very busy one, but if you are organized and try to stay one step ahead, you should be able to balance everything with great success.

Calendar Year – Overview

You have been provided with an overview of the Calendar for the year. Please clear your schedule accordingly.

Hotel Sense

- Officer Name tags should be worn when attending meetings. You should remove name tags when outside the hotel unless you are participating in a meeting activity.
- Never travel outside the hotel alone. An adult should accompany you. Use good judgment when talking to people not connected with FCCLA.
- Never give your room number to anyone you don't know.
- Lock and bolt your hotel room doors. Open only when you know who is on the other side. All hotel personnel will be in uniform and have an identification badge. If in doubt, call the hotel operator and ask that security come and verify the employee's identity.
- Don't leave valuables, airline tickets, or money in hotel rooms. Keep them in a hotel safety deposit box. Such boxes are available at the hotel registration desk at no charge.
- Note the fire escape exits on your floor. As an added precaution, count the number of doors from your room to the nearest exit in case smoke-filled hallways block your vision.
- Be considerate of all hotel guests when using the elevators.
- Use pay phones or cell phones for placing long distance and local calls.
- Be considerate of sleeping hours and the privacy of other hotel guests and FCCLA members. Officers must be in their rooms by 11:30 p.m.
- Double-check your room prior to departure to make sure all personal items have been removed.
- Males and females should not be in the same hotel room together.

You will not be able to put incidental expenses on your hotel room account, for example, snacks, phone calls, TV movies, laundry, etc. Do not use room service. This type of behavior reflects badly on you and the state organization.

Expenses and Receipts

Payment of expenses

As members of the State Executive Council your expenses will be paid for -

- State Officer Retreat
- State Leadership Meeting
- State and Area Planning Meetings
- State Convention

Plans for financing your trips

You must plan on paying for all of your trips well in advance. Make sure you keep to the schedule of payments that will be emailed out.

Meals

All meals will be your responsibility unless you have been notified in advance.

Lodging

Rooms arranged by the state advisor. You will be required to stay with the State Executive Council at all meetings and conferences.

Tips

- 15 - 20% for meals
- 15% for taxis
- \$1 per day for maid service
- \$1 bag for handling in and out of hotel or airport

Claiming reimbursement for budgeted expenses

- Send all receipts to the state advisor to start the reimbursement process.
- All items on the receipt should be for **FCCLA ONLY**. Do not put personal items on a receipt, or you will not be reimbursed. This is for auditing purposes.
- Receipts must be attached for items on the claim form.
- Send claim form to the State Advisor immediately. No expenses will be reimbursed after your term in office. Receipts received after March 31st will not be accepted!

End-of-Year Report: All State Executive Council members are required to submit an End-of-Year Report. This is a summary and evaluation of the year's activities and includes recommendations for future council members. A copy must be submitted prior to the March SEC meeting. One copy will be kept on file with the State Advisor and another copy will transfer to your successor.

Chapter 5

Management and Coordination

Council Member Notebooks

During your year in office you will need to maintain a notebook of the following:

(Those marked with an asterisk [*] will be passed on to your successor.)

- State Executive Council Members List
- Chapter Presidents List
- FACS Phone list
- Minutes of State Executive Council meetings for the preceding year
- * Minutes of State Executive Council meetings for the current year
- * *State Executive Council Handbook*
- * Copy of End-of-Year Report from preceding officer
- * Suggestion sheet to record ideas to help successor
- Copies of meeting releases from preceding year (Keep one year only)

Transferring your notebook

At the close of State Convention, your notebook will be passed on to the officer who succeeds you.

- Compile the materials marked with an asterisk [*] to transfer to your successor.
- Make a list of suggestions you feel will be helpful to your successor and add it to your files.
- Discard the oldest set of Meeting releases and materials from the year directly preceding your term of office.

What To Do When It's Over

Your year as a state and national officer, with all its involvement and activities, will quickly come to an end. You will have planned and carried out a State Convention that gave many students and adults an important leadership experience, motivation, enthusiasm, and memories to last forever. After the meeting, with all its excitement and activity, you'll realize your term is complete.

There are new state/national officers now and they are about to assume some of the same experiences you have just had. So what now?

It's time to bow out. Be prepared for a let down. It's normal to feel this way when it's all over. There will be some adjustments to make and a good thing to do is stay involved. Your leadership skills will remain valuable to FCCLA, but you need to let the organization know you're interested. You are also a good resource on the state and local levels. Make your interest known to community and school groups as well.

When it's over, it will have been quite a year! You will have accomplished many things, had fun, faced many challenges, and be left with exciting memories! Take these things with you because they will be helpful in the many new and exciting experiences that await you. Your future possibilities are limitless, and the doors of opportunity are just waiting for you to knock!

Within the organization you will serve as a valuable resource as an alumni member and recruiter. Dedicated support through the years has helped FCCLA become the strong organization it is now. You have the opportunity to provide some support and maybe give back to FCCLA some of what it gave to you. You will want to join the Alumni & Associates organization so you can keep informed of the organization's happenings. Always keep the state organization aware of your current address so other opportunities may be brought to your attention. Your term as a state/national officer will be over, but the rest of your leadership impact will have only just begun.

Chapter 6

Public Relations & Networking

For the state and national officer, public relations are the constant process of building a positive image for FCCLA.

That image depends on your actions and efforts. The way you look and act, and the impression you make when meeting the public reflects not only upon you, but also upon your FCCLA chapter, state, and national organization. Your actions should show others you are a proud and well-informed representative of the national organization. You should also reflect a clear understanding of the goals, projects, and ideals of FCCLA and the ability to express them clearly and accurately in your own words. **All correspondence that you send as a state officer should be approved by the State Advisor before mailing.**

Public Relations Basics

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FCCLA publications have been created to help you and other FCCLA members and advisers promote FCCLA in the same way. Use these resources to help you when talking about and promoting FCCLA.

Think of public relations as sophisticated "show and tell." It can be as simple as being excited about a project and transferring this to friends, making them excited, too. Or, it can be as complex as a television interview explaining the structure of our organization. Whether simple or complex, in order to tell your story effectively, you must have a plan.

Your basic plan needs to cover the following--

Who:	the audience
What:	the message
When:	the timing
Where:	the location
Why:	the purpose

Use FCCLA's *Chapter Handbook CD-ROM*, the Brand FCCLA kit, and the "FCCLA is..." program video to develop your plan.



Telling the story

A story gets in the paper or on the air in one of two ways: you contact the reporter, editor, or news director; or they contact you. Newspaper, radio, and television reporters are more likely to be interested if you make a personal contact by delivering a news release in person. If you can't make a personal delivery, mail it promptly to arrive two weeks ahead of the event or not more than one week after the event. Include with this release a personal cover note.

It is important to establish good rapport with your local media. Keep a list of contact persons and call them regularly with updates on your activities.

Before a meeting, prepare a media alert to help attract press to your event. When you have news, write a news release giving the important facts. Start with a headline that briefly tells what the news is about. The first paragraph should contain the essentials - who, what, when, where, and why. A release can be used to promote an upcoming event, to give recognition, or to inform the public of a special happening. The news release is very effective because it gives information up front and contains all the facts. List yourself as the source, and include a phone number. If the reporter wants clarification or to develop the article further, you'll receive a call.

Other public relations tools include interviews, telephone calls, letters, and speeches. Each method requires you to think on your feet and be prepared. You want to make a good impression, so make sure you know your facts.

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requires you to think on your feet and be prepared. You want to make a good impression, so make sure you know your facts.

FCCLA Publications

These publications are available on the FCCLA Web site in the Communications section and your advisors are there to assist you with promoting the organization. Use these promotional tools to showcase FCCLA to school officials, community members, community organizations, and media outlets. The publications include:

- Printed PSA's
- Video PSA's
- Coverage Guide
- Program Information Sheets
- Key Messages Sheet
- Press Release
- Radio PSA Script
- Goals, Ideas, & Plans
- Media Award Applications

Attending Meetings

Throughout the year, you will have many opportunities to spread the word about Family, Career and Community Leaders of America. Be prepared to make the most of each opportunity.

Before Attending a Meeting

- Become informed by carefully reviewing FCCLA publications.
- Analyze the group and prepare presentations accordingly. If the group is not familiar with the organization, they may want to know about goals, programs, and how a chapter works.
- If you are asked to make a speech, make sure your facts are accurate. Review a current INFORMATION SHEET from the national organization. Ask your adviser to review your speech with you. Use varied techniques for involving the audience.
- Use visuals if they will help illustrate points you wish to make. To explain FCCLA to some groups, it might be helpful to distribute INFORMATION SHEETS or other current publications listed in the publications catalog. You may also want to utilize the *FCCLA is...* program video.

Networking

Networking is like public relations work within the organization. Throughout your year in office, you will have the opportunity to work with many different groups of people in order to carry out responsibilities and complete tasks. As a state or national officer, you are in a key position to keep FCCLA's network alive. State and local officers and members look to you to keep them informed.

Use the Brand FCCLA kit to help you when talking to these groups. We want everyone saying the same thing about FCCLA, and you are the key to promoting that and saying what others should say.

Case Statement

Use this statement for promoting the organization.

FCCLA: The Ultimate Leadership Experience is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work, and societal issues through Family and Consumer Sciences Education.

What to Tell Others

As you work with individuals and groups you need to help them see an overall picture of FCCLA.

- Explain your activities as a member of the State Executive Council and activities of your chapter.
- Help others understand how chapters operate as an integral part of the Family and Consumer Sciences program.
- Tell what belonging to the organization means to you.
- Emphasize the ways in which chapters provide opportunities for all members to participate at state and national levels.
- Illustrate ways in which participation in the national organization's programs contributes to members, their families, communities, and employment.
- Point out ways the national organization helps prepare members to fulfill their multiple roles as leaders in their families, careers, and communities.
- Explain the importance of paying membership dues that support project and program development.
- Explain the opportunities members have to develop leadership skills.
- Be prepared to explain how involvement in FCCLA's programs and activities help members become student leaders in families, careers, and communities.
- Explain how FCCLA is unique among student organizations because its programs are planned and run by members. It is the only in-school career and technical student organization with the family as its central focus. Participation in national programs and chapter activities help members become strong leaders in their families, careers, and communities.
- Use FCCLA publications to gain the basic knowledge of what the national organization is saying about programs, ideas, and promotions.
- The key messages sheet in the FCCLA publications gives you a precise description of the national programs and meetings to help you prepare.

Terms To Know

These are explanations of terms you may hear frequently during the coming year.

Alumni & Associates: Alumni and other adults who wish to support Family, Career and Community Leaders of America.

Board of Directors (BOD): Legal decision-making body of the organization; primary focus on policy making and fiscal responsibility.

National Cluster Meeting (NCM): Nationally sponsored regional meetings designed to provide leadership training to local officers and members.

Executive Committee: Committee of the board of directors. Members include all officers of the Board, Chairpersons of all standing committees, the president of the National Executive Council, and the Executive Director.

Executive Director: Full-time employee of the organization responsible for management of the association; oversees personnel; reports to the BOD.

FACS: Family and Consumer Sciences

Headquarters Room: Information Center at any state or nationally sponsored meeting.

National Executive Council (NEC): National officers elected from the membership; responsible for input into planning, public relations, and program development.

National Leadership Meeting (NLM): Nationally sponsored annual meeting of the association; primary vehicle for training state and national leadership and election of national officers.

National Officer Candidate (NOC): Candidate for national office. Qualifications outlined in bylaws, though some states add other requirements.

National Staff: Full-time employees of the organization who work to see that ideas and programs are researched, developed, and implemented to fit the needs of members; reports to the Executive Director.

SEC: State Executive Council

State Adviser: Person with primary responsibility to coordinate FCCLA activities at the state level.

State Administrative Assistant: Person with primary responsibility to manage and direct finances for FCCLA on the state level.

State Advisory Board: Family and Consumer Science Teachers who are selected to represent the five areas of the state of Utah.

State Family and Consumer Science Specialist: State employee that directs and manages the affairs of FACS and FCCLA for the state of Utah.

Acronyms for FCCLA Associates

Use acronyms for the following list of organizations associated with Family, Career and Community Leaders of America only after spelling out the full name the first time it is introduced in your text. The acronym should follow the name in parentheses.

- Action for Healthy Kids (AFHK)
- American Association of Family and Consumer Sciences (AAFCS)
- American Society of Association Executives (ASAE)
- Association for Career and Technical Education (ACTE)
- Center for Educational Associations (CEA)
- Department of Justice (DOJ)
- Department of Labor (DOL)
- Family and Consumer Sciences Education Association (FCSEA)
- National Association of Secondary School Principals (NASSP)
- National Association of State Directors of Vocational Technical Education Consortium (NASDVTEC)
- National Coordinating Council for Career and Technical Student Organizations (NCCCTSO)
- National Education Association (NEA)
- National Highway Traffic Safety Administration (NHTSA)
- National Organizations for Youth Safety (NOYS)
- Occupational Safety and Health Administration (OSHA)
- Office of Juvenile Justice and Delinquency Prevention (OJJDP)
- Office of Vocational and Adult Education (OVAE)
- United State Department of Agriculture (USDA)
- United States Department of Education (USDE)
- Youth for Understanding USA (YFU-USA)

CAREER AND TECHNICAL STUDENT ORGANIZATIONS

There are 8 career and technical student organizations (CTSOs) including Family, Career and Community Leaders of America. They are -

- Business Professionals of America (BPA)
- Future Business Leaders of America - Phi Beta Lambda (FBLA/PBL)
- Health Occupations Students of America (HOSA)
- National FFA Organization (FFA)
- National DECA (DECA)
- Technology Student Association (TSA)
- Skills USA

FORMS

- ◆ Additional Officer Information/Media Information
- ◆ National Officer's Class Schedule – FALL
- ◆ National Officer's Class Schedule – SPRING
- ◆ Parental Consent Form
- ◆ FCCLA Code of Conduct Agreement
- ◆ FCCLA Code of Ethics Agreement

PARENTAL CONSENT FORM
Utah Association of:
Family, Career and Community Leaders of America, Inc.

Additional Officer Information

Please complete both pages of this form, typing all information, and sending it with your application form.

Officer Name: _____ Name of School: _____

Street Address: _____ City: _____ Zip: _____

School phone number: (____) _____ School fax :(____) _____

E-mail: _____

Please provide all information requested, including complete mailing address and zip codes.

SCHOOL PRINCIPAL Male Female

Name: (Mr., Ms., or Dr.) _____

Office Address: _____ City: _____ Zip: _____

Office phone number: (____) _____ E-mail: _____

Officer Advisor Male Female

Name: (Mr., Ms., or Dr.) _____

Office Address: _____ City: _____ Zip: _____

Office phone number: (____) _____ E-mail: _____

School CTE Director Male Female

Name: (Mr., Ms., or Dr.) _____

Office Address: _____ City: _____ Zip: _____

Office phone number: (____) _____ E-mail: _____

Parent/Guardian Male Female

Name: (Mr., Ms., or Dr.) _____

City: _____ State: _____ Zip: _____

Office phone number: (____) _____ E-mail: _____

Additional Officer Information (continued)

MEDIA INFORMATION

Please list all newspapers, radio, and TV stations in your local community and, if applicable, in the nearest large city. If you have any contacts at the stations or papers, include their name, title, phone/fax numbers, and email address. If you do not have any contacts yet, please call the stations or papers and find out who covers youth news or education news and provide the contact information requested.

Newspapers (List contact name, title, full name of newspaper, phone/fax numbers, email address, and mailing address for dailies and weeklies.)

TV Stations (List contact name, title, call letters e.g. WUSA, phone/fax numbers, email address, and mailing address.)

Radio Stations (List contact name, title, call letters e.g. WASH FM, phone/fax numbers, email address, and mailing address.)

PARENTAL CONSENT FORM
Utah Association of:
Family, Career and Community Leaders of America, Inc.

_____ has my permission to receive medical treatment by a physician should an illness or minor accident occur while traveling as a national officer of Family, Career and Community Leaders of America. The following information may be helpful if such a situation arises:

Our family physician is: _____ Phone (____) _____ (include area code)
Physician's address: _____

Known allergies: _____

Medical conditions that should be noted: _____

Medication currently taking: _____

Prescription number and pharmacy for special medication currently taken: _____

Emergency Contact Information

Name: _____

Phone: _____ Relationship: _____

Comments: _____

Social Security #: _____

Insurance Company: _____

Identification #: _____

Group #: _____

Location of Card: _____

Insurance Company Phone #: _____

I have read and consent to the above.

(Signature of Parent)

(Signature of Officer)

(Signature of Notary)

(Date)

Note: National Executive Council members must have four signed and notarized copies of this form by March 1, 2008. Officers are responsible for updating the program coordinator with any changes on this form as they occur. Officers should have a signed and notarized copy of this form with them when they are traveling for FCCLA purposes.

FCCLA CODE OF CONDUCT AGREEMENT

VERIFICATION STATEMENT

Please complete this form and submit it with the State and National Officer Candidate application. Completed applications are due with a postmark deadline of March 1.

This is to acknowledge I have read and understand the State Executive Council handbook and Code of Conduct under which the FCCLA State Executive Council operates. The Code of Conduct is found in Chapter 2 of the *State Executive Council Handbook*.

Student

Date

Parent

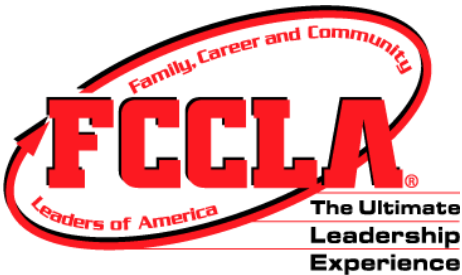
Date

Local Chapter Adviser

Date

Student's Principal (code of conduct only)

Date





**FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA, INC.
CODE OF ETHICS
2008-2009**

The two decision-making bodies of Family, Career and Community Leaders of America, Inc., (FCCLA) are: for policy – the Advisory Board and the State Executive Council. Conduct of the Advisory Board and the State Executive Council, and the national headquarters staff shall be above reproach so as to maintain the respect and trust of each other and all members. These groups shall:

- Conduct themselves, collectively and individually, in good faith while maintaining a high level of ethical and professional behavior.
- Consider themselves as “trustees” to ensure that FCCLA is well maintained, financially secure, growing, and always operating in the best interests of the organization and its membership.
- Utilize opportunities to increase public understanding of Family and Consumer Sciences and FCCLA.
- Use FCCLA resources with scrupulous regard and only for the purpose for which they are intended.
- Keep well informed about developments relevant to FCCLA and bring to the attention of the decision-making bodies any issues that may have an adverse effect on the organization.
- Declare conflicts of interest and abstain from voting or discussion when appropriate.
- Listen to and respect the opinions of others and support majority decisions.

Members of the Advisory Board and the State Executive Council shall not:

- Seek or accept on behalf of themselves or any other person, any financial advantage or gifts of other than a nominal value offered as a result of affiliation with FCCLA.
- Knowingly place themselves in a position that poses a conflict between their interests and those of FCCLA.
- Publicly use any FCCLA affiliation in connection with the promotion of partisan politics, religious matters, positions, or any issue not in conformity with the policies of FCCLA.
- Disclose confidential information about FCCLA to any person or entity not authorized to receive such information.
- Knowingly take any action intended to influence FCCLA in such a way as to confer financial benefit on any entity in which the individual has a significant interest or affiliation.
- Criticize fellow members or their opinions, interfere with the duties of the administrator or undermine the administrator’s authority with staff members.
- Operate in any manner that is contrary to the best interests of the membership of Family, Career and Community Leaders of America, Inc.

Any infringement of these guidelines shall be addressed in a timely manner by the Advisory Board.

As a member of the State Executive Council, I agree to adhere to the Code of Ethics of the Utah Association of Family, Career and Community Leaders of America, Inc.

Signature _____

Date _____

Please sign this form, and submit it with the State and National Officer Candidate Application.