January 1, 2021

Dear Candidate:

We are very excited that you have decided to run as an FCCLA State Officer for the 2021-2022 school year. Your decision to run as an officer will be a life changing experience. FCCLA is an amazing student-led organization and we know that the best students always strive to excel in areas that they love.

Your completed State Officer application is due by Monday, March 1, 2021. Please **fill out the google form (found on the Utah FCCLA website – under “Member Information” – Run for Office) and upload the necessary documents.**

State officers are determined by the following criteria:

Application 5%

Knowledge test 10%

Interview 30%

Speech 25%

Region Vote 30%

100%

**You will need the upload the following by March 1st:**

Wallet sized photo

Copy of your chapter’s affiliation report with your name highlighted

Official transcript showing a cumulative GPA of at least a 3.0

Notarized contract

Two letters of recommendation (one must be from your adviser) - You will only provide the email

addresses and we will send them a form to fill out.

As you begin this journey, we would like to encourage you to enhance your knowledge of FCCLA. The more you know about this organization the more you will be prepared to begin the election process. Information on this organization can be found at [www.fcclainc.org](http://www.fcclainc.org/), and [www.utahfccla.org](http://www.utahfccla.org/). Your advisers are also a wonderful source of knowledge. They have experienced this organization first hand. They know the basics, and they are there to support you in any way possible.

**The Election Process:**

* Step one is the application. This is 5% of your score. Make sure you answer all questions completely, and **upload all required documentation** (see above checklist). Be thoughtful in your answers. Be sure to include all honors, awards, positions, etc. including school, community, and religious group activities. A complete application is extremely important!
* Step two is the FCCLA Knowledge test. It is 10% of your total score. This test will be a cumulative knowledge of FCCLA and will consist of 40 questions related to the organization. The test will include both multiple choice and short answer questions. In order to be a great leader in FCCLA you should know the basics of this organization. **This test will need to be taken the week of March 15th - 19th**. It will be proctored by an adult in your school. You will receive more information as it gets closer.
* Step three is an interview. There will be three to four members on the interview committee. These individuals consist of professionals in Career Technical Education. Your interview will likely be over Zoom and the time will be emailed to you before the day of the conference. **Interviews will take place the night of March 22nd.** The interview is 30% of your score.
* Step four will be your **speech and questions. These will need to be recorded and uploaded by Friday, March 19th.** This is 25% of your total score. In this portion of the selection process you will be asked to present a 2½ minute speech on a topic selected for the conference. This is where you are encouraged to show your personality and your knowledge of FCCLA. The topic for your speech is:

***“How has FCCLA helped you to go Beyond Measure as an FCCLA member?”***  At the completion of your speech, the State Officer from your region will ask you one situation question. This question will focus on your knowledge of FCCLA and your leadership ability. Each chapter will be given the opportunity to vote for the candidate through their voting delegate(s). A chapter is given voting delegates based on the number of members that are affiliated by February 1, 2021.

Please wear FCCLA dress code attire during the whole selection process, both in your interview and in your speech. It is very important for you to put your best foot forward.

If you are selected as a 2021-2022 State Officer you will participate in Officer Installation. We ask that you adhere to the following guidelines for your clothing attire:

**Boys:** Please wear a white dress shirt, black dress pants, and a tie.

**Girls:** Please wear a white dress, or a white dress shirt and white skirt (making sure the length of the skirt/dress is at or below your knee.) Your shoes should be business attire appropriate, no flip-flops or beach-type sandals.

If you have any questions or concerns, please feel free to contact us. We are here to help you to have a pleasant experience. We also want you to know that we respect your willingness to participate in this very important process.

Sincerely,

Nikki Sue Larkin Christine Heslop

Utah FCCLA State Adviser Utah FCCLA State Officer Assistant

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**2021-2022 FCCLA STATE OFFICER**

**CANDIDATE APPLICATION AND CONTRACT**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Candidate Information** | | | | | | | |
| **Candidate’s Name** | | |  | | | | |
| **Birthday** | |  | **Age |** | | **Grade**  **(next year)** | |  |
| **Candidate’s Email** | | | |  | | | |
| **Candidate’s Cumulative GPA** | | | |  | | | |
| **Parent or Guardian’s Name** | | |  | | | **Parent or Guardian’s Email** |  |
| **Home Address** | | | |  | | | |
| **City** |  | | | **Zip code** | |  | |
| **Candidate Cell Phone Number** | | | |  | | | |
| **Parent/Guardian Phone Number** | | | |  | | | |
| **Chapter Information** | | | | | | | |
| **Chapter/School** | | | |  | | | |
| **Chapter Adviser** | | | |  | | | |
| **Chapter Adviser email** | | | |  | | | |
| **Chapter Adviser phone #** | | | |  | | | |
| **Principal** | | | |  | | | |
| **Principal email address** | | | |  | | | |
| **School phone #** | | | |  | | | |

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| **FACS Classes** | | | |
| Put an “x” in the column next to all the Family and Consumer Sciences classes you have taken and the year taken: Candidate must have a minimum of ***.5*** credits of Family and Consumer Sciences classes by Feb. 17th of the current year, and a minimum of a 3.0 GPA. ***Must include a copy of your transcript with courses highlighted.*** | | | |
| |  |  |  |  | | --- | --- | --- | --- | |  | Adult Roles and Financial Literacy |  | Food and Nutrition 1 | |  | Adult Roles and Responsibilities |  | Food and Nutrition 2 | |  | Apparel Design and Production 1 |  | Food Science | |  | Apparel Design and Production 2 |  | Foundations of Nutrition | |  | Child Development |  | Human Development | |  | Culinary Arts |  | Interior Design 1 | |  | Culinary Management |  | Interior Design 2 | |  | Early Childhood Education 1A |  | Advanced Interior Design | |  | Early Childhood Education 1B |  | Life Management | |  | Early Childhood Education 2 |  | ProStart 1 | |  | Early Childhood Intern |  | ProStart 2 | |  | Entrepreneurship in Family and Consumer Sciences |  | Sports and Outdoor Product Design 1 | |  | FACS Exploration |  | Sports and Outdoor Production Design 2 | |  | Fashion Design Merchandising |  | Teen Living | |  | Fashion Design Studio |  | Advanced Textile Design | |  | Advanced Fashion Design Merchandising |  |  | | | | |
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| **All candidates must be a State and National affiliated member by *February 1st* of the current school year to apply.** | | | |
| **How many years have you been an active FCCLA member? (including current school year)** | | |  |
| **Include a copy of your chapter affiliation form with your name highlighted.** | | | |
| **Are you competing in a STAR Event at the State Conference? (yes/no)** |  | **STAR Event I am competing in:** | |

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| **Local FCCLA Chapter Involvement** | | |
| ***Describe your involvement in your school FCCLA chapter…offices held, projects participated in, etc.:*** | | |
|  | | |
| ***Which of the following state/national activities have you participated in prior to March 1st of the current year?***  ***Check all that apply (Minimum of two categories)*** | | |
| **#** | **Meeting** | **Number of times** |
| 1 | National Leadership Conference |  |
| 2 | Cluster Meeting |  |
| 3 | STAR Event at Region Conference |  |
| 4 | STAR Event at State Conference |  |
| 5 | STAR Event at National Leadership Conference |  |
| 6 | Participated in and Completed a National Program: | |
| Please put either “Yes” or “No” in the boxes next to each National Program   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | FACTS |  | Families First |  | Leadership Service in Action | |  | Carer Connections |  | Power of One |  | Student Body | |  | Financial Fitness |  | STOP the Violence |  | Step One | |  | National Outreach Project |  |  |  |  | | | |
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| **School and Community Participation** |
| List your participation in other school activities, and any offices you have held or honors received for school activities(include major activities, organizations you belong to, offices held, and awards or honors received.) : |
| |  |  |  | | --- | --- | --- | | **Community activities** | **School activities** | **Offices held, or honors received** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
| List your participation in community activities, other organizations outside of school, offices you have held or honors received: |
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| **Short Answer** |
| Use only the space provided. Write one paragraph for each of the three topics below: |
| **FCCLA has helped me become the person I am today because—** |
|  |
| **The qualities I feel I have that will help me be a leader in Family, Career and Community Leaders of America--** |
|  |
| **The three most important qualities of an effective leader are\_\_\_\_\_ because:** |
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| **State Officer Position Preferences** |
| Should you be selected as an FCCLA State Officer, your position will be announced at the Utah FCCLA State Conference. We would like to know your top 3 choices. Use only the space provided and write one paragraph for each choice explaining why you think you would be a good candidate for the position listed. For a list of all positions, [click here](https://docs.google.com/document/d/1D_DNNkbJJEtBE4ba-WHfTzPCQkBheZ5ZlH00zVOtyKQ/edit?usp=sharing). |
| **1st Choice -** |
|  |
| **2nd Choice -** |
|  |
| **3rd Choice -** |
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\*There may be a chance that we see you fit for a position that is not listed as one of your top 3 choices.

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| **State Officer Clothing Size Information** |

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| Copyright 2010 Marcella Joswick and the Sewing and Craft Alliance [www.sewing.org](http://www.sewing.org) | **B Full Bust (Chest) -** \_\_\_\_\_\_\_\_\_  *Taken around the body at fullest part of bust (chest) and parallel to floor*  **D Waist -** \_\_\_\_\_\_\_\_\_  *Tie thin elastic or cord around waist to determine*  *accurate waistline. This is probably not where your waistband of your pants sit..*  **F Hip -** \_\_\_\_\_\_\_\_\_  *7”-9” from waist around fullest part of hip or buttocks and parallel to floor*  **G-J Inseam** *-* \_\_\_\_\_\_\_\_\_  **P-M sleeve length** - \_\_\_\_\_\_\_\_\_  **Skirt Size:** \_\_\_\_\_\_\_\_\_ (2, 4, 6, 8, 10, 12, 14…..)  **Pant Size:** \_\_\_\_\_\_\_\_\_ (1, 3, 5, 7, 9, 11, 13…..)  **Button-up Shirt Size:** \_\_\_\_\_\_\_\_\_\_\_ (S, M, L, XL) |

\*\*Remember you need to print the remaining pages and get signatures\*\*

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| **FCCLA STATE OFFICER CANDIDATE CONTRACT** |
| If elected and/or selected to the FCCLA State Executive Council, I agree that I **MUST** carry out the following Responsibilities: |
| **Meeting Responsibility – You must be able to attend ALL of the following:**   |  |  | | --- | --- | | **Meeting** | **Dates** | | State Officer Training-Sandy, Utah | April 23-24, 2021 | | State CTSO Leadership Meeting- Provo, UT | June 3-5, 2021 | | National Leadership Conference – Nashville, TN | June 26-July 2, 2021 | | State Officer Planning Meeting, Provo, Utah | August 28, 2021 | | State Fall Leadership Conference – Provo, Utah | Sept. 29-30, 2021 | | National Fall Leadership Conference – | TBD | | Region Activity | October or November | | Region Meetings/Planning Meetings | 2-3 per year | | Region Conference | TBD, Jan - Feb, 2022 | | State Conference – Layton, Utah | March 2022 | | Jazz Night, Salt Lake City, UT | TBD, usually in Nov. | |
| **Financial Responsibilities - Final payment must be received 30 days before departure.**  |  |  |  | | --- | --- | --- | | **ITEM/ACTIVITY** | **FCCLA’s Contribution** | **\*\*Student’s Responsibility** | | Officer Uniform (Student must buy own FCCLA Blazer) | $0 | ~$200 | | State Officer Training | $50 | TBD | | State CTSO Leadership Training | $50 | $25 +Some meals | | National Leadership Conference | $300 | $700-$1,000 | | State Officer Planning Meeting August | $10 | $0 | | State Fall Leadership Conference | $75 | $0 | | National Fall Leadership Conference | One meal | $700-$900 | | Region Activity and Jazz Night | Jazz ticket | $0 | | Region Conference – January/February 2021 | $0 | $0 | | State Conference – March 2021 | $75 | $0 |   **\*\*Local Chapter funds may be available. You will need to check with your chapter adviser to see if there are funds to support you.**  **\*State Officers will be responsible for meals and travel expenses to and from each of the meetings.** |

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| **Reports and Correspondence** | | | | |
| * Pay all bills and expenses in a timely manner and meet all deadlines. | | | | |
| * Fill in all expense vouchers correctly and attach receipts. | | | | |
| * Turn in all officer reports by the deadline. | | | | |
| * Check email weekly for correspondence | | | | |
| * Act on correspondence within one week. | | | | |
| * Have correspondence approved by my adviser and send copies to the state adviser. | | | | |
| **Leadership Responsibilities** | | | | |
| * Represent Utah FCCLA. I understand it is my responsibility to display a positive public image and promote the organization. | | | | |
| * Fulfill the duties of my office by following through and completing assignments. | | | | |
| * Be an example of an effective leader. | | | | |
| * Plan and execute the area conference, including the competitive events. | | | | |
| * Assist in planning and preparing the program and workshops for the annual State Leadership Conference. | | | | |
| * Initiate and maintain communication with my state officer adviser. | | | | |
| * Visit chapters in the area and assist with new chapter start-ups. | | | | |
| * Follow the State CTSO Code of Conduct. | | | | |
| * Work with the executive council and be part of the team. | | | | |
| Initials | I **WOULD LIKE** to be considered for an At-Large Candidate. **I may be assigned to a different region than the one I live in.** | Initials | I ***DO NOT WANT*** to be considered for an At-Large Candidate. |  |

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| **Officer Contract** | | | |
| **Initials** | **I understand:** | | |
|  | I understand that I cannot apply for the Japanese Exchange program this year. | | |
|  | I understand that if I resign from office, the written resignation must be signed by my parents/guardians and myself and submitted to the state adviser. | | |
|  | I understand that it is my parent/guardian or advisor's responsibility to get me to my assigned state officer activities/meetings and that I am to follow my school district’s travel procedures. | | |
|  | I understand that if I fail to fulfill the duties of this contract my school principal, state officer adviser or the state FCCLA adviser can initiate the process of removal from office. I understand that I may miss two, **Pre-approved,** scheduled meetings. Absences must be cleared well in advance and are generally not allowed except for critical reasons. One missed overnight meeting is counted as two meetings. | | |
|  | I understand that if I resign or am removed from office, I am responsible for any financial debts that have been incurred to date. | | |
|  | I have read and understand the State Executive Council Handbook. | | |
| **Officer Candidate’s Signature:** | |  | **Date:** |
|  | We have reviewed this contract with the candidate. We will support the candidate if he/she is elected to the State FCCLA Executive Council to carry out the above responsibilities. | | |
|  |
| **Chapter Advisor’s Signature:** | |  | **Date:** |
| **Candidate’s School Principal Signature:** | |  | **Date:** |
|  | I have reviewed this contract with my son/daughter and the chapter adviser and understand it. I will support my son/daughter if he/she is elected to the State FCCLA Executive Council to carry out the above responsibilities. | | |
| **Parent/Guardian Signature:** | |  | **Date:** |
| **Parent /Guardian’s Signature MUST be notarized** | | | |
| **The original signed and notarized contract must be submitted with the FCCLA Officer application. A copy must be kept on file at the school with the FCCLA School Chapter Adviser.** | |  | Date of Expiration\_\_\_\_\_\_\_ Notary |

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| **Adviser Contract** | | | |
| **Initials** | **I understand:** | | |
|  | I understand that I am responsible to see that my state officer completes all his/her requirements. | | |
|  | I understand that I will attend all required meetings with my state officer, unless I am told otherwise by the State Adviser. | | |
|  | I understand that I will keep the State Adviser informed of information that directly affects my student’s performance as a State Officer. | | |
|  | I understand that when at State or National meetings, my student is to answer to the State Adviser first, then to me as his/her chapter adviser. | | |
|  | I understand that I will be responsible to help the State Advisory Board to train other advisers at June Conference and Fall Leadership. | | |
|  | I understand that I am responsible for financial responsibilities (sub, travel, meals, etc.) for all conferences and meetings. | | |
|  | I have read and understand the State Executive Council Handbook. | | |
| **Adviser’s Signature:** | |  | **Date:** |
|  | I have reviewed this contract with the candidate. I will support the candidate if he/she is elected to the State FCCLA Executive Council to carry out the above responsibilities. | | |
|
| **Candidate’s School Principal Signature:** | |  | **Date:** |

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| **Meeting Responsibility** – You must be able to attend **ALL** of the following: | |
| **Meeting** | **Dates** |
| State Officer Training-Sandy, Utah | April 23-24, 2021 |
| \*National Leadership Meeting – Nashville, TN | June 26-July 2, 2021 |
| State Fall Leadership Conference – Provo, Utah | Sept. 29-30, 2021 |
| Region Activity | TBD, Oct or Nov, 2021 |
| Region Conference | TBD, Jan or Feb, 2022 |
| State Planning Meeting | TBD, March, 2022 |
| State Conference– Layton, Utah | March 22-23, 2022 |
| \*National Leadership Meeting is not mandatory for Advisers, but we would love to have you! | |