

North Dakota Family Career and Community



Leaders of America



Application for: **STATE OFFICER**

STOP!!!

BEFORE APPLYING READ THE FOLLOWING, IF YOU ANSWER 'NO' TO ANY OF THE QUESTIONS, YOU ARE DISQUALIFIED FROM RUNNING FOR ANY OFFICE BEYOND THE LOCAL CHAPTER LEVEL.

YES NO 1. I am currently an affiliated member of FCCLA.

YES NO 2. I am a student in grades 9, 10, or 11.

YES NO 3. I am an active member of my FCCLA chapter and continually looking for ways to be involved and promote this organization.

YES NO 4. I am a team player.

YES NO 5. I have served at least one year as a chapter or district officer.

YES NO 6. I have attended at least one district leadership meeting and/or one state convention.

YES NO 7. I have thorough knowledge of Family, Career and Community Leaders of America and am prepared to be formally tested on my knowledge.

STOP!!!



Attendance at the following meetings are required (there are no exceptions). Please make sure you are available—mark your personal, family, and school calendars today. Failure to attend these meetings will result in relinquishing your position immediately.

Date(s)	Activity or Meeting	Location	Financial Responsibility
April 11-13, 2010	ND State FCCLA Meeting	Ramkota Inn	ND State FCCLA Association
December 5-6, 2010 June 6-8, 2010	Winter Leadership Training ND CTSO Summer Leadership Training for State Officers & DP	To Be Determined	ND Career and Technical & FCCLA Association
Fall 2010	Your District Planning Meeting	To Be Determined	Local FCCLA Chapter
Fall 2010	Your District Meeting	To Be Determined	Local FCCLA Chapter
Winter 2010-2011	Your District STAR Events Competition	To Be Determined	Local FCCLA Chapter
April 10-12, 2011	ND State FCCLA Meeting	Ramkota Hotel Bismarck	ND State FCCLA Association

OPTIONAL MEETING(S)

NATIONAL LEADERSHIP CONFERENCE: The 2010 National Leadership Conference will be held in Chicago, Illinois July 4-8 (this does NOT include travel dates). The majority of the financial responsibility falls on you and your local chapter. Each individual district association makes a minimum donation of \$200.00 to the ND Leadership Fund. This money is used to help fund state officers and district presidents attending the meeting. It is **highly recommended** for State Officers to attend. Why? This is the time you will spend further getting to know the others on your officer team along with attending assigned National Team Trainings sponsored by headquarters for FCCLA. It is also the time we spend time looking at and discussing possible keynote speakers and mini-session topics for our state meeting. We also look at what changes are being made in bylaws and how the organization is run at the national meeting in order to look at what needs to be changed at the state bylaws to improve FCCLA for our members.

INVITATIONS: from other FCCLA chapters or local, state, and civic organizations may be accepted or declined. If another FCCLA chapter requests you attend one of their meetings, the chapter hosting the activity is responsible to assume your travel expenses including mileage, room, if needed, and any meals.

APPLICATION PROCESS/CHECKLIST

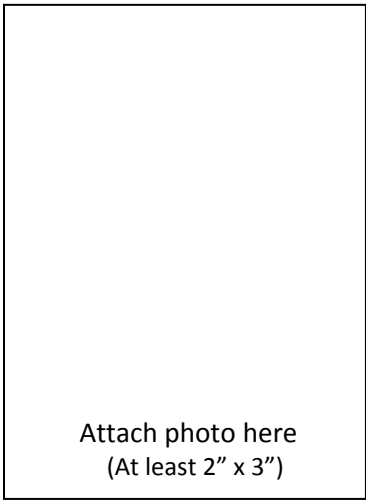
Have you:

- read and do you understand all the required meetings you will be expected to attend as a state officer
- Completed the School and Personal Information Form
- Has your adviser completed the Adviser Support Form
- Have you secured two recommendations:
 - a. One from: (this person should VERIFY that you have at least a 2.5 on a 4.0 scale grade point)
 - **Superintendent
 - **Principal
 - **CTE Director (not all schools have a director)
 - b. One from (your choice):
 - **Core Academic Teacher
 - **Another CTE Teacher
 - **Workplace Employer
- Created a One Page Resume
- FCCLA State Officer Agreement
- completed the essay questions
- completed the medical release form with appropriate signatures by a notary public

APPLICATION DEADLINE:

- Applications are due to the State Adviser postmarked no later than:
Friday, February 19, 2010
Ann Dietchman, State FCCLA Adviser
NDCTE, Dept 270, 15th Floor
600 East Boulevard Avenue
Bismarck, ND 58505-0610

****Applications postmarked after the above date will not be accepted****



PERSONAL & SCHOOL INFORMATION

CANDIDATE INFORMATION

NAME OF CANDIDATE _____

HOME ADDRESS _____ CITY, STATE _____ ZIP _____

EMAIL _____

MOTHER'S NAME _____ HOME PHONE _____

HOME ADDRESS _____ CITY, STATE _____ ZIP _____

FATHER'S NAME _____ HOME PHONE _____

HOME ADDRESS _____ CITY, STATE _____ ZIP _____

DATE OF BIRTH _____ AGE _____ CURRENT GRADE LEVEL _____ MALE _____ FEMALE _____

ANTICIPATED YEAR OF GRADUATE _____ POLO SHIRT SIZE: _____ S _____ M _____ L _____ XL _____ XXL

SCHOOL INFORMATION

ADVISER'S NAME _____

SCHOOL _____ SCHOOL PHONE _____ SCHOOL FAX _____

SCHOOL MAILING ADDRESS _____

CITY, STATE _____ ZIP _____

SUPERINTENDENT'S NAME _____ PRINCIPAL'S NAME _____

CAREER and TECHNICAL DIRECTOR'S NAME (if applicable) _____

ADVISER RECOMMENDATION & SUPPORT FORM

PERSONAL PROFILE FOR FCCLA

Candidate's Name _____

Chapter _____

District _____

SCORING (Mark an "X" in the appropriate column –see key below)	5	4	3	2	1
CHARACTER					
1. Acceptable personal appearance (well-groomed)					
2. Acceptable personal behavior					
3. Personal traits: consider: honesty, trustworthiness, effort, sense of humor, enthusiasm, positive attitude, ability to accept constructive criticism					
SCHOLARSHIP					
1. Class work (family and consumer sciences & others)					
2. Ability to carry out instructions					
3. Effort in terms of ability					
LEADERSHIP					
1. Ability to express self and explain clearly facts and ideas to others					
2. Punctual					
3. Organization ability (to plan and carry out activities)					
4. Assume responsibility					
5. Works well with others					
6. Ability to use time well					
SERVICES					
1. Chapter (knowledge of organization, participation in activities, service in leadership capacity)					
2. Home (family members & student are willing to cooperate in working out needed transportation, use of time, money & home responsibilities)					
3. School (participates in worthwhile activities in proportion to the whole school program, home obligations, and personal energies & time)					
4. Community (church & other youth organizations)					

Do you feel that this student is ready to assume the responsibilities and obligations of being an officer candidate for FCCLA? Yes No

Signed _____ Title _____

**** Please add additional comments on a separate page and staple to this sheet.**

KEY:

Superior – 5 Excellent – 4 Good – 3 Fair – 2 Poor – 1

INSTRUCTIONS FOR RECOMMENDATIONS

1. FOR THE RECOMMENDATION FROM THE ADMINISTRATOR:

****Provide your administrator with a list of your involvement in FCCLA—this will help him/her write the recommendation**

****S/he MUST verify that you have at least a 2.5 grade point (on a 4.0 scale)**

****She should address the following: leadership ability; personal characteristics; overall behavior, attitude and school attendance**

****Must indicate support of your running for office**

****Must indicate their support if elected to office**

2. FOR THE RECOMMENDATION FROM YOUR CHOICE OF CORE ACADEMIC TEACHER, ANOTHER CTE TEACHER, OR WORKPLACE EMPLOYER:

****Provide this person with a list of your involvement in FCCLA—this will help him/her write the recommendation**

****S/he should address the following: leadership ability; personal characteristics; overall behavior, attitude, and attendance**

****Must indicate support of your running for office**

INSTRUCTIONS FOR RESUME

Please attach a typed professional FCCLA Resume` (limit of one page—one side of the paper) providing the information listed below in 11 point Times New Roman font:

****Name, state, school, chapter, year in school, number of years in FCCLA, total years of FACS instruction completed as of the end of the 2008-2009 school year.**

****List ALL of the Family and Consumer Sciences course(s) and grade level(s) when taken or Family and Consumer Sciences Occupation related course(s), grade level(s) when taken, and area of occupational training (food service, childcare, etc.)**

****List your participation in FCCLA at the local, district, state, and national level(s).**

****List offices held in FCCLA.**

****List contributions to Family and Consumer Sciences education.**

****List your participation in school and community (major activities in your community, job experience, volunteer work, etc.)**



STATE OFFICER AGREEMENT

If serving as State Officer, I will assume the additional duties of State Officer as outlined and in accordance with the ND FCCLA Association Bylaws and I will fulfill the following expectations.

State Officers represent all members of the State Association and are looked to by members as an example and a leader. Applicants for State Officer should consider each of the following statements carefully before signing the application, as this is a conditional privilege. We recognize that the privilege can be withdrawn by the State Adviser at her discretion, at any time. The privilege is conditional depending upon officer suitability to participate as determined solely by the above mentioned person.

To be considered a candidate for the office of State Officer, this agreement must accompany the State Officer application. By signing this agreement, I will:

1. Commit to serve the Association by role modeling professional and responsible behavior at all times.
2. Conscientiously serve the Association and assist and encourage FCCLA members and chapters to take an active part in the organization, school and community.
3. Set an example for members of the Association as a good student, courteous person and a responsible citizen.
4. Represent the Association credibly at meetings, banquets and other gatherings when asked to do so, speaking clearly, concisely and enthusiastically about the organization.
5. Thoroughly familiarize myself with the constitution and policies of the organization, parliamentary procedure, and the total family and consumer sciences education program.
6. Strive to maintain a good working relationship between FCCLA and the public.
7. Attend all required meetings (2010 State Leadership Meeting, 2010 CTSO Summer Leadership Meeting, 2010 District Leadership Planning Meeting, 2010 District Leadership Meeting, 2010 Winter Leadership Meeting, and 2011 State Leadership Meeting).
8. I understand that the 2010 National Leadership Conference in Chicago is *optional* but will make every effort to attend. I also understand that financial responsibility to attend falls on myself and the local FCCLA chapter.
9. I understand that if I am unable to attend the 2010 National Leadership Conference in Chicago I cannot run for the position of State President or 1st Vice President.
10. Strive to improve my leadership ability and give as much time as required to carry out my duties as a State Officer during the term.
11. Make regular appointments to confer with my local chapter adviser to maintain communication regarding local, district, and state matters.
12. In addition, I understand that any action detrimental to the FCCLA image will not be tolerated and may result in disciplinary action by the FCCLA State Adviser.
13. Purchase of the state officer official uniform falls on the state officer and his/her local chapter. The official state officer uniform:
 For males: Official FCCLA Red Blazer, Black Slacks, White Dress Shirt, FCCLA Tie, FCCLA member pin (gold), Black Dress Socks and Black Dress Shoes
 For females: Official FCCLA Red Blazer, Black Slacks and/or Black Pencil Skirt, White Dress Shirt, FCCLA Tie, FCCLA member pin (gold), Black Nylons and Black Dress Shoes
 By signing below, I recognize that I am committing myself to the responsibilities above.

Student _____ Date _____

VERIFICATION

We have reviewed the application for FCCLA District President. If elected, the applicant will have our cooperation in carrying out the responsibilities of the office to the best of his/her ability.

Parent/Guardian _____ Date _____

Local Adviser _____ Date _____

Administrator _____ Date _____

ESSAY QUESTIONS

ESSAY QUESTION #1

The below essay question is limited to one page only, do not alter this format, and do not attach additional information.

State Officer Candidate: _____ Chapter: _____ District: _____

What are three issues do you believe are most pertinent to high school youth today? If elected a state officer, what ideas do you have to address and incorporate these ideas in our state program of work? How do these issues relate to the 8 purposes of the organizations? Which National Program could best be used to promote these issues?

ESSAY QUESTIONS

ESSAY QUESTION #2

The below essay question is limited to one page only, do not alter this format, and do not attach additional information.

State Officer Candidate: _____ Chapter: _____ District: _____

Who encouraged you to join FCCLA? Why do you continue to maintain your membership?