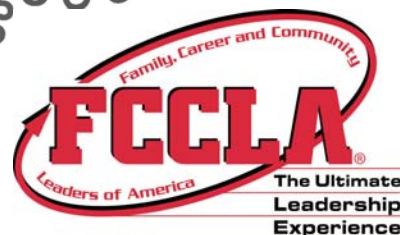


Florida  
Family, Career and Community  
Leaders of America (FCCLA)  
**NEW ADVISER  
HANDBOOK**  
2011

*Join the Team!*



# TABLE OF CONTENTS

The Adviser – A Very Special Person .....	4
How do you affiliate? .....	5-6
New Chapter .....	6
Suggestions for strengthening chapters .....	7-9
The Chapter meeting .....	10-12
Requirements of a Chapter meeting .....	13
Chapter finances.....	14-16
Fundraising .....	16
FCCLA Traditions .....	17-18
FCCLA Mission Statement .....	19
FCCLA Opening & Closing Ceremonies .....	19
DATES TO REMEMBER .....	20-21
Florida FCCLA Districts .....	22
Florida District Advisers .....	22-23
National FCCLA information .....	24-28
FCCLA Planning Process .....	25
Membership Services .....	25
National Programs .....	26-27
Competitive Events .....	27
Awards and Scholarships.....	28
Florida FCCLA State Information .....	29-45
Chapter Involvement Activities.....	31
The District Meeting.....	32
Competitive Events (District & State).....	33
Candidates for District & State Office.....	34
Election of Officers.....	35-36
Qualifications for District Officers .....	37
District Officer Responsibilities .....	37-38
Application for District Office .....	39-40
Qualifications for State Officers .....	41
Duties of State Officers .....	42
Application for State Office .....	43-44
Voting Delegate Responsibilities at SLC .....	45

## A Working Guide in Progress for Your Involvement in FCCLA

### **PREFACE**

The Florida FCCLA New Adviser Handbook is designed to serve as a guide to new advisers of the organization. Throughout the years, the Florida Association and Foundation of Family, Career & Community Leaders of America has provided leadership opportunities for countless students and has served as a source of many innovative ideas for the national organization. It is my hope that the information included in this publication will better prepare you for your participation in the organization.

There are many items referenced in this handbook such as applications, contests, and awards that can be found in greater detail in the Florida FCCLA Handbook on our website at [www.ffccla.org](http://www.ffccla.org). You can also find more detailed information on programs and awards at the national website, [www.fcclainc.org](http://www.fcclainc.org).

We hope that you find this information useful and if you have any comments or suggestions please do not hesitate to contact us.

Patrick Grady

# THE ADVISER—A Very Special Person!!!

It's you, the local chapter adviser, who really makes our Florida FCCLA Association go and grow!

It is your –

- Enthusiasm
- Positive Attitudes
- Love of Students
- Dedication and
- Willingness to Share

that really builds chapters and provides exciting opportunities for young people to learn and develop.

You as an adviser give members a chance to experience by encouraging them to join FCCLA.

1. A chance to attend well-planned monthly meetings.
  - a. Inspiring “Thought for the Day”
  - b. Experience the use of correct parliamentary procedure
  - c. Participation in group singing, relaxers, program goals and chapter business
  - d. Challenging programs
2. A chance to run for and possibly serve as a local, district, state, or national officer.
  - a. Excitement of running
  - b. Excitement of winning
  - c. Growth through not winning
  - d. Recognition
  - e. Valuable leadership training
3. A chance to travel to:
  - a. District Meeting
  - b. Competitive Events Meeting
  - c. State Leadership Conference
  - d. National Cluster Meeting
  - e. National Leadership Conference
  - f. Leadership Development Workshops
4. A chance to work on and benefit from many projects and activities each year
5. A chance to participate in good, wholesome recreation:
  - a. picnics
  - b. skating
  - c. field Trips
  - d. dances
  - e. banquets
  - f. talent Shows
  - g. member-Parent Activities
  - h. fund-raising Activities
6. A chance to get to know and understand many new people.
7. A chance to be a part of an outstanding youth organization with many worthwhile goals.
8. A chance to put more meaning into leisure-time activities by working on meaningful projects and goals
9. A chance to read the national FCCLA magazine, *TEEN TIMES*, and find out what other young people are doing throughout the state and nation.

# HOW DO YOU AFFILIATE?

For the 2011-2012 school year, Florida FCCLA will participate in Indirect Affiliation. This means that chapters will NOT affiliate online at the national website this year. For Indirect Affiliation, the chapter adviser will complete the affiliation form on the state website at [www.flfccla.org](http://www.flfccla.org) and mail it with your check or purchase order to us at Florida FCCLA, PO Box 1806, Bushnell, FL 33513. Your chapter ID number can be found on all correspondence mailed to you from the national office. If you are a new chapter, you will have to be assigned a chapter ID number, so just leave that blank.

In order to compete at your district meetings, you must affiliate by October 31. If you affiliate early, you will be sure to receive all membership privileges. If your members wish to compete in the Competitive Events, the Florida state deadline for affiliation is January 31.

The types of dues payments that are accepted for affiliation are school or district purchase orders or checks made payable to FCCLA. Please remember to make a copy of your affiliation and student roster for your records. Send one copy to the state office and one copy to your District Adviser.

## **Middle school affiliation:**

A middle school can choose either of 2 ways to affiliate FACS students.

- 1. Middle Level Affiliation:** Advisors can affiliate chapters for a flat rate fee. All students in grades 8 or below that are enrolled in a FACS course for a semester or less, are eligible for this affiliation. The annual national affiliation fee for Middle Level is \$450 and the state affiliation fee is \$200 for a total affiliation fee of \$650. The \$450 is based on 50 paid memberships and will entitle each eligible chapter to receive 50 copies of *Teen Times* magazine. The \$350 state fee entitles the school to 50 membership pins since that is the actual paid memberships. After the initial fee is paid, all the adviser needs to do is send in a new list of students at the beginning of the new class.
- 2. Individual Affiliation:** Middle schools with small enrollments may want to continue to affiliate individual members at \$9 each national and \$7 each state dues.

## **High School affiliation:**

**Comprehensive affiliation:** students who have been or are enrolled in a Family and Consumer Science course.

**Occupational affiliation:** students who are enrolled in a school-to-work based program (ie: Childcare, Culinary Arts, Fashion Design).

**Please note: Once a student is enrolled as a specific affiliation , that is the category in which they compete in, they may not change affiliations.**

### **Urban affiliation:**

Urban school districts (counties) located within the corporate limits of a city with a core population of 300,000 or more can enroll all of its students currently or previously enrolled in a FACS education course. The national fee is \$4500 for national dues and \$3500 for state dues for the entire county. This is the equivalent of paying for 500 members yet it allows the county to affiliate all FACS students. Copies of class rosters are required. The district will receive 500 copies of *Teen Times* and each chapter adviser will receive a copy of *The Adviser*.

*Be sure to check with your District Adviser for the district preferred method of affiliation.*

## **New Chapter – How To Organize**

Visit state and national websites at: [www.flccla.org](http://www.flccla.org) and [www.fcclainc.org](http://www.fcclainc.org)

1. Invite a neighboring chapter to come and present a program to students interested in forming a chapter.
2. Invite the state officer in the district and the district advisor to an organizational meeting.
3. Check the records in the FACS department file to see if FCCLA materials are available.
4. Email the state office at [flccla@yahoo.com](mailto:flccla@yahoo.com) and ask for materials to start a new chapter.
5. Begin a file drawer of FCCLA materials.
6. Send state and national dues early in the school year, and then follow with additional dues later.
7. Contact key people to discuss FCCLA and what it has to offer students:
  - Administrative and supervisory staff in school and district
  - Students in your classes
  - Other FACS teachers
8. Set aside a corner of the FACS department for FCCLA materials and a bulletin board. Make use of bulletin boards throughout the school, if available.
9. Talk with the administration about the:
  - Organization of the chapter
  - Purpose of the chapter
  - Plans for a program of work
  - Time and place for meetings
  - School regulations for FCCLA activities
  - Plans for integrating FCCLA into the FACS classes
10. Try to get back issues of *TEEN Times* magazine for suggestions of projects and programs of work.
11. Write bylaws for your chapter in accordance to the National and State bylaws found on their websites .
12. Talk with teachers who have a chapter to ask for suggestions.
13. Encourage students to join.
14. Stress importance of attendance at executive and chapter meetings.

# **SUGGESTIONS FOR STRENGTHENING FCCLA CHAPTERS**

## **“Chapter Management”**

### **Membership**

1. Hold a membership promotion campaign. Consider:
  - Having a membership social for students who are eligible to become members.
  - Having a program portraying aims and activities of the organization.
  - Getting “key” school leaders to join.
  - Setting a dues deadline and planning something special for those who join before the deadline. Making membership special—Present membership cards as part of a meeting.
2. Conduct orientation activities for new members that includes work with:
  - The FCCLA purpose
  - The official logo
  - The creed
  - The opening and closing ceremonies
3. Recognize outstanding FCCLA members through selection of Members of Month and Member of Year.

### **Chapter Officers**

1. Evaluate time and method for selection of officers.
2. Carry out workshops for officers, adviser, and local student FCCLA leaders.
3. Hold an executive council meeting before the regular chapter meeting to plan agenda.
4. Own at least one good parliamentary procedure reference. Insist that members learn rules and practice at all meetings.
5. Invite FFA parliamentary procedure team to demonstrate proper parliamentary procedures.

### **Programs**

1. Make tentative plans for chapter programs on a yearly basis. Plan a good balance of activities to include some self-improvement, service, and fun.
2. Maintain a chapter library that contains good program materials.
3. Provide opportunities for members to read *TEEN TIMES*, and other FCCLA publications.
4. Develop and use a program planning form for your program of work.
5. Refer to current order form from FCCLA headquarters for audio-visuals and other materials that might enrich chapter activities.
6. Vary the types of programs.
7. Include a variety of program activities, such as:
  - An area where students can talk, maybe write down their concerns.
  - Special interest groups or concern sessions.
  - Skits developed by members.
  - Resource persons. (Try using parents as resource persons, as they have many talents.)
  - Audio-visuals

- Field Trips
- Demonstrations
- Laboratory or work session
- Joint meetings with other groups
- Program swap with other groups
- Panels and symposiums
- Talent program (teachers, parents, other students, community leaders)

## **Meetings**

1. Schedule meetings at a time when most members can participate.
2. Encourage participation in chapter activities by all members and officers.
3. Give more students leadership responsibilities.
4. Encourage participation by all members in district and state activities.

## **Publicity**

1. Publicize chapter activities through:
  - Newspapers
  - Mobiles
  - Posters
  - Radio
  - TV
  - Buttons
  - Name tags
  - School announcements
  - Flyers in each room
  - Bulletin boards
  - your school website
  - *TEEN TIMES*
2. Sponsor assembly on FCCLA activities.
3. Have an information booth located in a prominent place.
4. Prepare an information booth for local and state fairs, carnivals, etc.
5. Put *TEEN TIMES* copies in local offices of doctors, dentists, orthodontists.
6. Involve administrators in special efforts to upgrade FCCLA image.
7. Plan more activities involving nonmembers.

## **Projects**

1. Hold concern sessions to begin planning projects.
2. Broaden existing projects to make them more extensive and worthwhile.
3. Involve whole school in a project.
4. Use the planning process in planning and carrying out chapter project.
5. Plan personal growth projects using Power of One.

## **Money-Making Projects**

- Walk-a-thon
- Fashion Show for boys and men, children, elderly
- Wish list (service seller)
- Booth at County Fair
- Auction
- Bazaar
- Sale of cookbooks, stationery, candy, helium balloons, candles, cleaning supplies, emergency flares, etc.

## **Service Project**

1. Include at least one service project in yearly plans.
2. Service projects might include, but are not limited to:
  - maintaining a “clothes closet” for needy persons.
  - serving as tutors for children or as teacher’s aide “Adopt A Grandparent”
  - conducting a story-time for children (either in library or FACS)
  - have “learning sessions”: Members might help the elderly, handicapped or children with crafts or arrange for some person to teach a craft to a small group.
  - seat belt safety.
3. Activities for special groups, such as children, elderly, and handicapped might include:
  - having parties on special occasions.
  - sending cards.
  - sponsoring a meal or banquet.
  - providing dial-a-day telephone service (call a particular person each day to check on them.)
  - writing letters.
  - reading to, or just visiting with them.
  - sending fruit or “goody” baskets.

## **Social Activities**

1. Plan some social activities that include persons other than members.  
Examples:
  - Father-Daughter activities
  - Brother- Sister activity
  - family activity
  - a cookout, fish fry, barbecue, or athletic event. (to include Board of Education, faculty, other organization, parents.)
2. Limit number of social activities, but keep quality high.

# THE CHAPTER MEETING

## Types of Meeting

All successful FCCLA chapters hold regular, well planned meetings, which allow members to become involved. Understanding the types of chapter meetings, officer positions, and responsibility is essential to good chapter management. There are four basic types of meetings:

1. **Business**—Functions of the business meeting include discussing and planning activities, fulfilling responsibilities, presenting officer reports, electing officers, and establishing committees.
2. **Educational**—Educational meetings are those at which special presentations are made through films, slides, guest speakers, panels, or field trips.
3. **Social**—These meetings are usually held outside of class and are recreational in nature, such as dances, roller skating parties, and up-membership activities.
4. **Service**—Service meetings are usually community-based. Activities may include those projects, which benefit the handicapped or elderly, or meet the needs of the community.

A chapter will hold all of these types of meetings as part of its program of work. Many chapter meetings will be a combination of these types. You will have to decide when and where to hold chapter meetings. Options for meetings and activity times include:

- activity period
- before school
- lunch period
- after school
- during a Family and Consumer Science class
- on weekends
- in the evening

Before deciding on a time to meet, evaluate the relationship of class to chapter learning, available transportation, extracurricular commitments of potential and current members, and the number of eligible members with after school and/or weekend jobs. Which meeting can accommodate the most students?

## Organizing a meeting

No matter what type of meeting your chapter decides to have, following certain fundamental will help guarantee a successful meeting. First, learning the use of parliamentary procedure is an important step in chapter management. Obtaining a copy of the latest addition of *Robert's Rules of Order* will be beneficial. Parliamentary law is designed to accomplish four main objectives. A properly conducted business meeting will have:

1. One thing at a time.
2. Courtesy to everyone.
3. The rule of the majority.

4. The rights of the minority.

There is nothing mysterious or complex about parliamentary law.

In addition to a basic understanding of parliamentary procedure, chapters will need to learn to prepare an agenda, keep financial records, take accurate minutes and delegate responsibilities in setting up the meeting space.

An agenda serves as an order of events for the meetings. It is important in assuring that no item of business is forgotten. The agenda should be prepared by the chapter executive council. The council is composed of chapter officers, advisor, and those who are on major committees. The president presides over the executive council. Following the executive council meeting, the secretary should prepare a written agenda and distribute or post it for members to review.

**Sample Agenda Format for Chapter Meeting:**

\_\_\_\_\_ Chapter of FFCLA

Date \_\_\_\_\_ Time \_\_\_\_\_ AM \_\_\_\_\_ PM

To be conducted by \_\_\_\_\_ Position \_\_\_\_\_

MEETING: Regular \_\_\_\_\_ Executive \_\_\_\_\_ Special \_\_\_\_\_

OPENING CEREMONY:

Determination of quorum: Roll Call \_\_\_\_\_ Sign in \_\_\_\_\_

MINUTES: Read \_\_\_\_\_ Distribute duplicate copies \_\_\_\_\_ Omit \_\_\_\_\_

TREASURER’S REPORT: \_\_\_\_\_

COMMITTEE REPORTS:

Person scheduled to give report:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

OLD BUSINESS:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

NEW BUSINESS:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Committees to be appointed**

**Possible Chairpersons**

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

- PROGRAM**
- ANNOUNCEMENTS**
- CLOSING CEREMONY**
- ADJOURNMENT**

After the meeting agenda has been planned, officers and chapter members should accept responsibilities for preparing for the meeting. The following meeting checklist may be used.

Publicity/Promotion/Notifying	Whose Job	By when
_____ Check scheduled time in office	_____	_____
_____ Notices to members	_____	_____
_____ Announcements over P.A./ memo to classroom	_____	_____
_____ Article in newspaper	_____	_____
_____ Radio or T.V. spot for large meeting	_____	_____
<b>Agenda/ Resources</b>		
_____ Copies of agenda	_____	_____
_____ Previous meetings	_____	_____
_____ Committee reports (written copy for secretary)	_____	_____
_____ Books, materials needed	_____	_____
_____ Copies of any handouts	_____	_____
<b>Equipment for Meeting</b>		
_____ Set up tables & chairs	_____	_____
_____ Podium/ gavel/ easel, if needed	_____	_____
_____ Any audiovisual material	_____	_____
_____ Return equipment after meeting	_____	_____
<b>Program/ Refreshments</b>		
_____ Planning program	_____	_____
_____ Relaxer, songs	_____	_____
_____ Bring, serve refreshments	_____	_____
_____ Plan any after-meeting activities	_____	_____
_____ Clean up	_____	_____

## Requirements for a Meeting

Once the meeting agenda has been developed and the members have been appropriately notified the meeting can take place.

In conducting a meeting, one should remember that there are three major requirements:

1. A presiding officer must be present.
2. Someone must keep a record of business transacted and present a financial report.
3. Enough members must be present (quorum, generally 50% of the membership) to present motions and take part in the proceeding.

The president's role is always one of presiding over the meeting rather than directing. Generally, the president votes only in the case of a tie and may not enter in the discussions unless one of the other officers is asked to assume the role of the chair. In addition, it should be remembered that the president does not introduce new items of business.

The secretary prepares the agenda for each meeting, generally keeps a complete membership roster, and keeps an accurate record of transactions (minutes) by the group.

## Sample Secretary Record:

This form may help the chapter secretary organize his or her notes while recording chapter meeting and reading the minutes of past meetings to the group. (Secretary record keeping books are available from Service. Inc.)

The \_\_\_\_\_ meeting of the \_\_\_\_\_ Chapter of the Family  
(Month or call) (Name of School)  
Career and Community Leaders of America was called to order \_\_\_\_\_  
(Date and Time)

by \_\_\_\_\_

Minutes of the previous meeting were approved as read (or as corrected)

Committee reports were given as follows:

\_\_\_\_\_  
\_\_\_\_\_

The business discussed included: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The program was \_\_\_\_\_

The meeting was adjourned (time) \_\_\_\_\_

\_\_\_\_\_  
Signature of Secretary

The treasurer presents the financial report to the chapter.

Committee chairmen should be prepared to give a report of any work done by their committee since the last meeting. A written report should be submitted to the secretary for the minutes.

### **Sample Financial Report:**

This format may be used by the chapter treasurer in preparing a financial report for chapter meetings. Copies of the report should be kept for chapter records.

Balance on hand _____ (Date of last report)	\$ _____
Income _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Income _____	\$ _____
Expenditures _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Expenditures _____	\$ _____
Balance on hand as of _____ (Date)	\$ _____
Signed _____	

### **Chapter Finances**

As in any organization, a well run FCCLA Chapter must have an organization method of dealing with chapter finances. It is wise to think about a budget early in chapter planning. The treasurer and a small committee should plan a tentative budget to present to the entire membership. Chapter dues, set by individual chapters, provide the basis of the budget, but many projects will require more funding than dues will provide. Chapters can help fund projects and assist members in paying their dues through a variety of fund-raising activities.

## Planning a budget

Budget planning involves three basic steps. These are as follows:

1. List all expenses you can anticipate. (*Some potential chapter expenses might include:*)
  - a. Expenses for chapter projects
  - b. Expenses for County, District, State and/or National Meetings and Events
  - c. Officer supplies
  - d. Transportation to meetings
  - e. Initiation and installation expenses
  - f. Appreciation gifts for speakers and administrators
  - g. Awards
  - h. Chapter recreation and socials
  - i. Photo printing
  
2. List ways of earning money to cover anticipated expenses. Possible fund-raising ideas are listed below:
  - a. Rummage sale
  - b. Talent show
  - c. Car wash
  - d. Babysitting
  - e. Manage a fruit cart between classes or sell nutritious snacks at sports events.
  - f. Sell message buttons or balloons.
  - g. Organize a children's party planning service.
  - h. Sponsor an endurance event, such as a dance-a-thon.
  
3. Compile information from steps 1 and 2 to form a proposed budget. A sample budget is below.

### Sample Chapter Budget:

Period: (from) \_\_\_\_\_ (to) \_\_\_\_\_

INCOME: Dues: \_\_\_\_\_ members @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Money-Making Projects

\_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

Contributions

\_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

TOTALS \$ \_\_\_\_\_

EXPENDITURES

Dues -

State @ ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_  
National @ ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

Supplies -

Emblematic Materials ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_  
Stationery and Stamps ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_  
Posters, Art Supplies ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_  
Publications ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_  
Miscellaneous ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

Meetings -

District-registration, transportation ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_  
Proficiency Events-registration, transportation ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_  
State Convention-registration, transportation ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_  
National Meeting ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

Projects -

National FCCLA Week ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_  
Others ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

Socials -

Parent's Night ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_  
Refreshments ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

TOTALS \$ \_\_\_\_\_

**Fund-Raising**

Before planning any fundraiser, it is important to understand your school and county policies on fund-raising. Your chapter may not be permitted to have a fund-raiser or the number of fund-raising activities may be limited. If this is the case, discuss school policies with the principal and ask for alternative ways of meeting chapter financial needs. Money can be donated in different ways.

Some ways include:

- Cash contributions.
- Pledge or promise of a donation, at a later date.
- FCCLA Booster Club
- Tapping of local business, banks, civic or service organizations, school board, or chapter advisory committee for money to attend state, district, and national meetings.

Keeping accurate records is the key to any successful fundraiser. Before beginning, develop a system for accepting and receipting money turned in by the chapter members.

# FCCLA TRADITIONS

## **FCCLA Creed:**

We are the Family, Career and Community Leaders of America  
We face the future with warm courage and high hope.

For we have the clear consciousness of seeking  
Old and precious values.  
For we are the builders of homes,  
Homes for America's future,  
Homes where living will be the expression of everything  
That is good and fair.  
Homes where truth and love and security and faith  
Will be realities, not dreams.

We are the Family, Career and Community Leaders of America  
We face the future with warm courage and high hope.

## **FCCLA Purposes:**

1. To provide opportunities for personal development and preparation for adult life.
2. To strengthen the function of the family as a basic unity of society.
3. To encourage democracy through cooperative action in the home and community.
4. To encourage individual and group involvement in helping achieve global cooperation and harmony.
5. To promote greater understanding between youth and adults.
6. To provide opportunities for making decisions and for assuming responsibilities.
7. To prepare for the multiple roles of men and women in today's society.
8. To develop interest in family and consumer sciences and related occupations.

## **FCCLA Motto:**

"Toward New Horizons" is the FCCLA motto. This motto expresses the purposes of the organization learning to live better today so that our lives and those of our families may be better tomorrow.

## **FCCLA Colors:**

The official colors are red and white. The colors are symbolic of youth: red for strength, courage and determination and white for sincerity of purpose and integrity of action.

## **FCCLA Flower:**

The red rose represents the organization because it gives joy through its beauty and fragrance. It symbolizes a desire for beauty in everyday living. It is found in almost every country in the Northern Hemisphere and is symbolic of vibrant, glowing health, which contributes to happiness and efficiency in home and family life.

## **FCCLA Logo:**

As the millennium turned... so did the version of the FCCLA logo. The new logo shows that FCCLA is a dynamic active organization bound for the future. The dominant collegiate lettering articulates a focus on

education and student leadership. The logo will continue to be red, the color of the rose as a sign of strength. The sweeping arrow arch is a common motif in today's designs and embodies an active organization that moves towards new arenas. All logos can be downloaded by visiting the national website at [www.fcclainc.org](http://www.fcclainc.org).



### **Pins and Symbols:**

1. The pin is a reproduction of the FCCLA emblem. Members, advisors, honorary members, and chapter parents may wear the pin.
  - Active members use the shield guard carrying the letters FCCLA.
  - The guard for advisors is an A.
  - The guard for honorary members is an H.
  - The guard for parents is a P.
  - Officers may use the guard, which indicates their office.
2. The FCCLA pin is worn over the heart. Place the guard to the left of and on a level with the lower edge of the pin.
3. Only one guard may be worn.
4. Symbols denoting completion of projects may be attached to the chain connecting the pin and guard. The symbol for Power of One is the number 1. These pins are ½ inch high and come in five different colors to represent the five modules.
  - White – A Better You
  - Blue – Family Ties
  - Gold - Working on Working
  - Green – Take the Lead
  - Red –Speak Out for Family, Career and Community Leaders of America
5. The number of symbols to be worn at one time is left to the discretion of the wearer.
6. There are also pins for completion of each of the national projects.

### **FCCLA Official Articles**

API is the official supplier of FCCLA emblematic materials and supplies. You can order through the national website at [www.fcclainc.org](http://www.fcclainc.org).

### **Publications**

*Teen Times* is the official national magazine of FCCLA. It is issued four times a year to affiliated chapters. A copy for each affiliated member is mailed to the local FCCLA chapter.

*The Adviser* is the official national magazine of FCCLA Advisers. It is issued three times a year to affiliated chapters. Each chapter receives one copy mailed directly.

# FCCLA Mission Statement

To promote personal growth and leadership development through family and consumer sciences education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through—

- character development;
- creative and critical thinking;
- interpersonal communications;
- practical knowledge; and
- career preparation

## OPENING CEREMONY

**PRESIDENT:** (Give a rap with the gavel signaling membership to stand)

We are the Family, Career and Community Leaders of America; our mission is to promote personal growth and leadership development through family and consumer sciences education.

**OFFICERS:** Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge and career preparation.

**MEMBERS:** As we work toward the accomplishments of our goals, we learn cooperation, take responsibility, develop leadership and give service.

**PRESIDENT:** This meeting of State Association of Family, Career and Community Leaders of America is now in session.

## CLOSING CEREMONY

**PRESIDENT:** (Give a rap with the gavel signaling membership to stand)

Family, Career and Community Leaders of America, we are challenged to accept the responsibility of making today's decisions that affect our lives and the world in which we live. Let us repeat our Creed:

**ALL:** We are the Family, Career and Community Leaders of America.  
We face the future with warm courage and high hope.

For we have clear consciousness of seeking old and precious values.

For we are the builders of homes, Homes for America's future,  
Homes where living will be the expressions of everything that is good and fair, Homes where truth  
and love and security and faith will be realities, not dreams.

We are the Family, Career and Community Leaders of America.  
We face the future with warm courage and high hope.

## DATES TO REMEMBER

The following are dates that may be useful to you throughout the year.

**DEADLINES ARE VERY IMPORTANT!!-MARK YOUR CALENDARS!**

### **District Meeting**

**November**

You should receive information from your district adviser about your district meeting. He/She will notify you of deadlines.

Affiliation to National to run candidates and vote	October 31
Affiliation to District Adviser	October 31
District/State officer candidate application(s) due to District Adviser	October 31
CLUSTER Meetings More information on national website	November
Submit articles for TEEN TIMES Magazine to National	Any time
Beth Middleton Memorial Scholarship to National	December 1
Distinguished Service/Honorary Member/Alumni Achievement Award Applications to State Office	December 15
Competitive Events Registration to District Adviser	January
Affiliation to National to enter Competitive Events	January
Chapter mailing with State Leadership Info	January
<b>Competitive Events competition</b> Exact date TBA by your district adviser	<b>Jan./Feb.</b>
Registration/Deposits for State Meeting to State Office Exact date TBA in SLC Packet released in January	February

Spirit of Advising Award to State Office	February 1
Students competing in National STAR Events must be affiliated by	March 1
Scholarship Application to State Executive Director	March 1
Raye Virginia Allen State President's Scholarship to National	March 1
National Technical Honor Society Scholarship to Nationals	March 1
Power of One Recognition applications to State Office	March 1
Chapter in Action Scrapbook Award	March 1
State Leadership Conference Exact dates vary	March/April
Adviser-Mentor Award applications	April 1
FCCLA State Adviser of the Year Award	April 1
Integration of Core Academics Award for Advisers	April 1
Master Adviser Award applications	April 1
National School Administrator Award	April 1
Be Part of It! Award	April 1
National Leadership Conference Exact dates vary	July

\*More award application deadlines can be found on the national website at [www.fcclainc.org](http://www.fcclainc.org) and additional state information can be found on the state website at [www.flccla.org](http://www.flccla.org) .

# FLORIDA FCCLA DISTRICTS

The state of Florida is divided into ten (10) districts.

The counties for each district are listed below:

- District 1:** Escambia, Santa Rosa, Okaloosa, Walton, Holmes, Washington, Bay, Jackson, Calhoun, Gulf.
- District 2:** Gadsden, Liberty, Franklin, Leon, Wakulla, Jefferson, Madison, Taylor, Hamilton, Suwannee, Lafayette, Dixie, Columbia, Gilchrist.
- District 3:** Baker, Union, Bradford, Alachua, Nassau, Duval, Clay, Putnam, St. Johns, Flagler.
- District 4:** Levy, Citrus, Marion, Sumter, Lake, Volusia, Seminole, Orange.
- District 5:** Polk, Osceola, Okeechobee, Brevard, Indian River, St. Lucie.
- District 6:** Hernando, Pasco, Hillsborough, Pinellas.
- District 7:** Manatee, Sarasota, Hardee, DeSoto, Charlotte, Lee, Highlands, Glades, Hendry.
- District 8:** Martin, Palm Beach.
- District 9:** Collier, Broward
- District 10:** Monroe, Dade

## FLORIDA DISTRICT ADVISERS:

<b>Tami Hall</b> <b>District I</b>	<b>Marianna High School</b> 3546 Caverns Road, Marianna, FL 32446 Tami.Hall@jcsb.org	850 -482 -9605 Ext. 293
<b>Debra Smith</b> <b>District I</b>	<b>Ponce de Leon High School</b> 1477 Ammons Road, Ponce de Leon, FL 32455 debrasmith80@hotmail.com	850 -836 -4242
<b>Robin Smith</b> <b>District II</b>	<b>Madison County High School</b> 2649 US Hwy 90W, Madison, FL 32340 robin.smith@madisonmail.us	850 -973 -5061 Ext. 135
<b>Donna Johnson</b> <b>District III</b>	<b>Interlachen High School</b> 126 N CR 315, Interlachen, FL 32148 djohnson@putnamschools.org	386 -684 -2116 Ext. 269
<b>Sue Fitton</b> <b>District IV</b>	<b>Spruce Creek High School</b> 801 Taylor Road, Port Orange, FL 32127 chfitton@volusia.k12.fl.us	386 -322 -6272 Ext. 37739
<b>Vikki Jackson</b> <b>District V</b>	<b>Kathleen Middle School</b> 3625 Kathleen Pines, Lakeland, FL 33810 vikki.jackson@polk - fl.net	863 -815 -6555

<b>Erik Youngs</b> <b>District VI</b>	<b>Chamberlain High School</b> 9401 North Blvd., Tampa, FL 33612 erik.youngs@sdhc.k12.fl.us	813 -975 -7677
<b>MaryBeth Lima</b> <b>District VI</b>	<b>Riverview High School</b> 11311 Boyette Road, Riverview, FL 33569 Marybeth.lima@sdhc.k12.fl.us	813 -671 -5110 Ext. 301
<b>Elaine Bowling</b> <b>District VII</b>	<b>Lakewood Ranch High School</b> 5500 Lakewood Ranch Blvd., Bradenton, FL 34202 bowlinge@fc.manatee.k12.fl.us	941 -727 -6100 Ext. 2140
<b>Jill Bergeron</b> <b>District VII</b>	<b>Braden River Middle School</b> 6215 River Club Blvd., Bradenton, FL 34202 bergeroj@fc.manatee.k12.fl.us	941 -751 -7080 Ext. 2072
<b>Michelle Matella</b> <b>District VIII</b>	<b>Wellington High School</b> 2101 Greenview Shores Blvd, Wellington, FL 33414 michelle.matella@palmbeachschools.net	561 -753 -9434
<b>Linda Mueller</b> <b>District VIII</b>	<b>Olympic Heights High School</b> 20101 Lyons Road, Boca Raton, FL 33434 linda.mueller@palmbeachschools.net	561 -852 -6900
<b>Cindy Grabelsky</b> <b>District IX</b>	<b>West Broward High School</b> 500 NW 209th Ave, Pembroke Pines, FL 33029 cindy.grabelsky@browardschools.com	754 -323 -6200
<b>Kayhlene Gainer</b> <b>District IX</b>	<b>Coral Springs High School</b> 7201 W Sample Road, Coral Springs, FL 33065 cindy.grabelsky@browardschools.com	754 -322 -0500
<b>Nuris Binett</b> <b>District X</b>	<b>Doral Middle School</b> 5005 NW 112th Ave, Miami, FL 33178 nbinett@dadeschools.net	305 -592 -2822 Ext. 2140
<b>Maytee Rios</b> <b>District X</b>	<b>Miami Coral Park SR High School</b> 8865 SW 16th St, Miami, FL 33165 mayteerios@dadeschools.net	305 -226 -6565 Ext. 2421

FCCLA is a nonprofit career and technical student organization for young men and women in family and consumer sciences education in public and private schools through grade 12.

### **Building Skills for Life**

Family, Career and Community Leaders of America is a dynamic and effective 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.

Chapter projects focus on a variety of youth concerns, including teen pregnancy; parenting; family relationships; substance abuse; peer pressure; environment; nutrition and fitness; teen violence; and career exploration.

Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life planning, goal setting, problem solving, decision making, and interpersonal communication necessary in the home place.

### **Program Emphasis**

#### **FCCLA-**

- is the only in-school student organization with the family as its central focus.
- is a career and technical student organization that functions as an integral part of the family and consumer sciences education curriculum and operates within the school system.
- provides opportunities for active student participation at local, state, and national levels.

### **Membership**

FCCLA has a national membership of nearly 220,000 young men and women in nearly 8,000 local chapters. There are 53 state associations including the District of Columbia, Puerto Rico, and the Virgin Islands. Since its founding in 1945, FCCLA has involved more than nine million youth. Former members are eligible to become members of Alumni & Associates.

### **Governance**

Ten national officers (students) are elected by the voting delegates at the annual National Leadership Meeting and together make up the National Executive Council.

The National Board of Directors is composed of adult representatives from education and business and four youth representatives.

### **National Staff**

An executive director leads the organization and heads a national staff that gives direction to and carries out programs, communications, membership services and financial management.

State associations and local chapters elect their own youth officers. State programs come under the direction of family and consumer sciences education staff. Chapter advisors are family and consumer sciences teachers.

### **Financial and Cooperative Support**

FCCLA is supported primarily by student membership dues. Additional funds are raised from individuals, corporations and foundations. FCCLA is endorsed by the U.S. Department of Education (Office of Vocational and Adult Education) and the American Association of Family and Consumer Sciences (AAFCS).

#### **Family, Career and Community Leaders of America, Inc.**

1910 Association Drive

Reston, Virginia 20191-1584

(703) 476-4900 - Fax (703) 860-2713

Email: [natlhdqts@fcclainc.org](mailto:natlhdqts@fcclainc.org)

Website: [www.fcclainc.org](http://www.fcclainc.org) - Michael Benjamin, Executive Director

## The Planning Process



### Identify Concerns

- Brainstorm for ideas
- Evaluate
- Narrow down

### Set your goal

- Be specific
- Consider resources

### Form a plan

- Who
- What
- Where
- When
- How

### Act

- Carry out plan

### Follow up

- Evaluate
- Publicize

## MEMBERSHIP SERVICES

### *\*Teen Times*

Stay informed with the official magazine of national FCCLA, *Teen Times*, published four times during the school year. Connect to project ideas, programs, and chapters across the country.

### *\*The Adviser*

The Adviser, a publication for chapter advisers, is a great resource for up-to-date information on FACS Education, FCCLA chapter management, professional development, and colleague accomplishments. This publication is published two times a year.

### **Adviser Academy**

FCCLA is proud to introduce its new Adviser Academy—a five phase program for national FCCLA recognition. Advisers will receive a certificate of completion for the Adviser Academy. The Adviser Academy is anticipated to become a cohort of 100 advisers with extensive knowledge of FCCLA and a broad range of professional development. Participants will also be prepared to serve as a resource for state advisers.

- **Track 1: New Adviser-Developing a Chapter Vision**
- **Track 2: Using Legislation to Change the Classroom**
- **Track 3: Leading at School**
- **Track 4: Remaining Relevant as a Chapter**
- **Track 5: Participating at the State Level**

Over the two year period of completing the Adviser Academy participants will be required to build a strong relationship with their state adviser and participate in at least one state meeting (e.g. conduct a workshop).

### **Membership Campaign**

Don't just watch it! Don't just talk about it! Be Part of It!

Use the Be Part of It! Membership CD, poster, and monthly information sheets on the FCCLA web site to recruit, retain, and recognize your FCCLA members.

### **Alumni & Associates**

Show your support for FCCLA and give back to the organization that builds leaders for families, careers, and communities. To support Alumni & Associates, go to [www.fcclainc.org](http://www.fcclainc.org) and download the enrollment form from the Membership section.

## **PROGRAMS**

For more detailed information on national programs, meetings, recognition opportunities, and membership services, visit the National FCCLA website at [www.fcclainc.org](http://www.fcclainc.org). Award applications are also available on the National website.

### **Career Connection**

Learn how to explore career pathways and skills for success in families, careers, and communities.

### **Community Service Award**

Take action in your community and discover the difference you can make.

### **Dynamic Leadership**

Ignite the fire of Dynamic Leadership! Try new leadership experiences and investigate exciting topics through interactive participation in various national programs.

### **Families First**

Discover how you can strengthen family relationships through FCCLA's national peer education program, *Families First*.

*Awards sponsored by NRTA: AARP's Educator Community.*

## **FACTS**

### **(Families Acting for Community Traffic Safety)**

Put the brakes on impaired driving and traffic crashes. Through peer education help your friends arrive alive and lower the number one cause of death for youth in America.

### **Financial Fitness**

Manage your money! Use this program to help you make, save, and spend your money wisely to be financially fit.

*Awards sponsored by Visa USA's Practical Money Skills for Life.*

### **Healthy Relationships**

Gain the skills necessary to evaluate your current relationships, develop and maintain healthy relationships, and understand how to improve healthy ones or end unhealthy ones.

### **Japanese Exchange Program**

Experience another culture and develop independence while living with a Japanese host family.

*Sponsored by the Kikkoman Corporation.*

### **Leaders at Work**

Put yourself in charge of your future! Enhance your job skills and gain valuable on-site work experience.

### **Power of One**

Give yourself the power to make a positive change in your families, careers, and communities, one goal at a time.

## **STOP the Violence—Students Taking on Prevention**

Empower youth with attitudes, skills, and resources to recognize, report, and reduce youth violence.

### **Student Body**

Eat right, be fit, and make healthy choices!

## **COMPETITIVE EVENTS**

### **STAR Events**

(Students Taking Action with Recognition)

Earn your place in the spotlight! Use STAR Events to build proficiency and achievement in leadership and job related skills.

**National Awards:** Members who participate in *STAR Events* at the National Leadership Conference receive a certificate and a medal.

**Deadline:** Membership affiliation dues for national *STAR Events* participants must be sent to national FCCLA postmarked by January 31.

Competitions include:

- Advocacy
- Applied Technology
- Career Investigation
- Chapter Service Project Display
- Chapter Service Project Manual
- Chapter Showcase Display
- Chapter Showcase Manual
- Culinary Arts
- Early Childhood
- Entrepreneurship
- Environmental Ambassador
- Fashion Construction
- Fashion Design
- Focus on Children
- Food Innovations
- Hospitality, Tourism & Recreation
- Illustrated Talk
- Interior Design
- Interpersonal Communication
- Job Interview
- Leadership
- Life Event Planning
- National Programs in Action
- Nutrition and Wellness
- Parliamentary Procedure
- Promote and Publicize FCCLA!
- Recycle and Redesign
- Teach and Train

## **AWARDS & SCHOLARSHIPS**

### **ADULT**

- Adviser Mentor-deadline April 1
- Alumni Achievement Award-deadline December 15
- Distinguished Service Award-deadline December 15
- FCCLA State Adviser of the Year Award-deadline April 1
- Honorary Membership-deadline December 15
- Integration of Core Academics Award-deadline April 1
- Master Adviser-deadline April 1
- National School Administrator Award-deadline April 1
- Spirit of Advising Award-Deadline February 1

### **BUSINESS & INDUSTRY**

- Family Economics & Financial Education Award-postmark deadline March 1
- Healthy Relationships National Award-deadline March 1
- National Outstanding Media Award-deadline March 1
- Wiley Publishing, Inc. Scholarship-deadline March 1
- Years of Service Award-given in 5 year increments

### **YOUTH**

- Beth Middleton Memorial Scholarship-deadline December 1
- Dynamic Leadership-deadline April 1
- Japanese Exchange-postmark deadline to be determined
- Leaders at Work-deadline March 1
- National Chapter Public Relations Award-deadline March 1
- National Program Awards-Career Connections, Community Service, FACTS, Families First, Financial Fitness, Stop the Violence, and Student Body-deadline March 1
- National Technical Honor Society Scholarship-deadline March 1
- Power of One Recognition-State Advisers must submit list to national FCCLA postmarked by April 1
- Raye Virginia Allen State President's Scholarship-deadline March 1

## STATE INFORMATION:

### Contests

Members enter contests at their District Meetings or State Leadership Conference to promote fun participation in FCCLA. Contests include:

- Program Cover
- Talent Sharing
- Banner
- Name tag
- T-Shirt

Activity Date: November & March

### Exhibits

Exhibits provide an opportunity for chapters and members to showcase their community involvement projects and other program of work activities. Selected exhibits are displayed during the national “Spotlight on Projects”.

Activity Date: March or April & July

### Officer Elections

The pinnacle of leadership opportunities can be achieved through service as an officer. Officers can serve at the chapter, county, district, state or national levels. State Officers help determine policies and procedures, plan the State Leadership Conference, and address Association business such as by-law amendments. State Officers Include:

- President
- President Elect
- Vice President of Careers
- Vice President of Chapter Achievement
- Vice President of Community Service
- Vice President of Program of Work
- Vice President of Public Relations
- Vice President of Recreation
- Historian
- Vice President of Parliamentary Law
- Secretary
- Vice President of Finance
- Vice President of Junior Relations

Activity Date: November & March

### Competitive Events

The Florida Competitive Events are competitive events in which members are recognized for proficiency and achievements in team and individual projects, leadership skills and career preparation. These events are designed to develop and enhance occupational competency.

Events include:

- Artistic Reflections
- Decorative Food Centerpiece
- Fashion Construction-Coordinated Outfit
- Fashion Construction-Single Garment
- Fashion Construction-Formal Wear/Costume
- FCCLA Writes-Poetry
- FCCLA Writes-Short Story
- Storytelling

Activity Date: February & March

### Theme & Targets:

Every year a new theme and targets are unveiled at the State Leadership Conference.

## **District Meetings**

This annual meeting is the initial opportunity for student members to assemble. Members elect district officers, elect state officer candidates, dispense with district business, and select contest winners to advance to state competitions. Florida is comprised of ten districts.

Activity Date: November

## **Script Review**

Prior to the State Leadership Conference. State Officers meet to write, edit and rehearse the script. The script is a tool for officers to effectively and efficiently conduct the general sessions at the State Leadership Conference. Script Review allows officers to build teamwork and promote proficiency in public speaking.

## **Scholarships and Awards**

- Frances Champion/Kitty Funderburk Bachelor degree scholarship
- Frances Champion/Kitty Funderburk Associate degree or certificate program scholarship
- Carolyn Owsley & Virginia Bert Leadership Development Scholarship Award

Application deadline for the scholarships is March 1.

- Florida State Distinguished Service Award
- Florida FCCLA Student Distinguished Service Award
- Florida FCCLA State Honorary Membership Award

Application deadline for the awards is December 31.

State scholarship and award information can be found on the state website at [www.flccla.org](http://www.flccla.org) under the AWARDS page.

## **State Leadership Conference**

This Career and Technical Student Organization conducts an annual state leadership/competitive event conference as a capstone experience for student members. This conference includes workshops for leadership development, programs of competitive events, and election of State Officers.

Activity Date: March

## **Summer Council**

Summer Council provides the first official opportunity for the new group of State Officers to begin their duties. Leadership workshops on Parliamentary Procedure and Leadership Development are included.

Activity Date: June

## **Winter Council**

State Officers and District Advisers come together to organize and finalize plans for the State Leadership Conference.

Activity Date: January

## **Membership Services**

- Achievement and Recognition Awards
- Chapter Handbook
- Member Handbook
- Membership Pin
- Programs and other printed materials
- Scholarships

# SAMPLE EXPLANATION OF CHAPTER INVOLVEMENT ACTIVITIES

## CHAPTER SHOW-OFF

- Each chapter who would like to may bring a scrapbook or other similar materials for display at this table.
- The display should be clearly labeled and picked up before you leave.
- This is a nice way to show-off some of your special projects during the year.

## SCHOLARSHIP FUND

- Each chapter may make a contribution to the Scholarship Fund and be recognized for that contribution.
- A student will be awarded the Scholarship at the State Leadership Meeting.  
**Encourage your members to apply (applications are in the handbook)**

## Suggested format for ROLL CALL

- Each chapter should have a (24x28) poster and/or costume or mascot outfit represent your individual school chapter.
- Each chapter should have one or two representatives to appear on stage as that individual chapter name is called.
- The person should have them a 3" x 5" index card to hand to the person from the school in charge of ROLL CALL.

The index card should have printed very clearly the following information:

\_\_\_\_\_ (student's name) representing  
\_\_\_\_\_ (name of school) which has  
\_\_\_\_\_ (number) affiliated members, and  
\_\_\_\_\_ (number) members here today!

- The individual school representative will hand the card to the person on stage as they go on.

# DISTRICT MEETING INFORMATION

The District Meetings are held in November and you will receive information from your District Adviser about registration for this meeting. The state officer that represents your district will preside over the meeting.

A sample agenda for the meeting is:

- Opening ceremony
- Presentation of the colors
- Thought of the Day
- Welcome (vocational director, superintendent, principal, or mayor)
- Introduction of guests
- Presentation of candidates
- Guest speaker (optional)
- Presentation of current state theme and targets
- Explanation of voting
- Voting
- Talent sharing
- Contest winners announcements
- Business session
- Roll Call
- Announcements of candidate winners
- Installation of district officers
- Closing ceremony

## Contests

- Program Cover Contest
- Hand Constructed Banner Contest
- Machine/Computer Designed Banner Contest
- Hand Constructed Nametag Contest
- Machine/Computer Designed Nametag Contest
- Hand Constructed T-Shirt Contest
- Machine/Computer Designed T-Shirt Contest
- Poster Contest

## **COMPETITIVE EVENTS**

### **GENERAL REQUIREMENTS:**

All affiliated chapters are eligible to participate in the Florida Competitive Events. District-wide competition will be held during January/February of each school year. Those individuals and teams placing first in district competition will represent their district at the Florida Competitive Events competition held at the State Leadership Conference in the spring. Students placing first or second in the state-level Star Events may be eligible to represent Florida at the National Star Event competition held at the National FCCLA Leadership Conference during July.

**All Competitive Events participants must be current dues-paying members of FCCLA, comprehensive or occupational status. District Advisers are responsible for membership verification and must send a copy to the State Competitive Events Coordinator. Any individual member may not participate in more than one event in any given year.**

A participant must maintain a required 2.0 grade point average to compete in any event. Chapter advisers are responsible for determining the eligibility of their chapter participants.

#### **Classification of divisions is as follows:**

Junior Division: 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> grades

Senior Division: Comprehensive 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades

Occupational Division: 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades

Occupational designation refers to any student who is enrolled in a wage-earning curriculum.

## **COMPETITIVE EVENTS**

Competitive Events are a series of competitive events in which members are recognized for proficiency and achievements in chapter and individual projects, leadership skills and occupational preparation. Individual events evaluate one member's performance. Team events evaluate several participants' or a chapter's performance as one entry.

#### **Clarification of a team**

A **team** refers to up to 3 participants (STAR EVENTS) from the same chapter or school with the exceptions of Parliamentary Procedure Event may have 4 to 8 participants from the same chapter.

A more detailed summary concerning the categories, eligibility, rules, project specifications, presentation requirements, and general information regarding each event may be found in the STAR Events Manual, which can be downloaded from the national website at [www.fcclainc.org](http://www.fcclainc.org) and Florida Competitive Events Manual can be downloaded from the state website at [www.flfccla.org](http://www.flfccla.org).

## **COMPETITIVE EVENTS**

These competitive events provide an opportunity for FCCLA members to demonstrate their knowledge and skills in the many areas of Family and Consumer Science. All events are judged by a panel of three adults. Competition begins at the district level. First place awards advance to the State level, and STAR events that earn a first place award go on to National Leadership Conference held in July. All the rules may be found in the Florida Competitive Events Manual and the National STAR Events Manual.

## **CANDIDATES FOR DISTRICT AND STATE OFFICES**

- A chapter that has affiliated by October 31 is eligible to run one candidate per school for each office of :
  1. District Chairperson (must be in grade 9-11)
  2. District Secretary (must be in grade 8-11)
  3. District Reporter (must be in grade 8-9)
  4. District Historian (must be in grade 7 or 8)
  5. State President-Elect (must be in grade 9 or 10)
  6. VP of Junior Relations (must be in grade 7-8)
  7. District-State Office Nominee (must be in grade 9-11)
- Officer candidates should adhere to all rules and regulations outlines in the Adviser's Handbook issued by the State FCCLA office, which can be found on the state website at [www.flfcla.org](http://www.flfcla.org).
- Candidates are reminded to :
  1. Display your proposed project based on one of the current state targets or theme,
  2. Bring 50-100 handouts to give to voting delegates,
  3. Be sure handout is no longer than 8 1/2x 11, no buttons etc. May be used,
  4. Set up display in designated area by 8:20 a.m.
  5. Meet with District Adviser at display area at 8:20 a.m.,
  6. Meet and greet voting delegates from 8:30 a.m.– 8:55 a.m. in display area,
  7. Be in assigned seats at 9:00 a.m. promptly,
  8. Remove display after meeting is adjourned.
- District candidates should come prepared for a win ! Girls should bring a white dress for installation ceremony. Boys should bring a white shirt, tie, and dark pants for installation ceremony. Or district adviser can provide graduation robes, four white, four red (through a vendor) to use at all ceremonies.

## ELECTION OF OFFICERS AT DISTRICT MEETING

Each affiliated chapter may have two candidates run for state offices, one for president-elect and one for state officer. Each affiliated middle school chapter can have one candidate run for VP of Junior Relations. Each affiliated chapter may have one candidate for each district office.

State President-Elect . . .	9th or 10th grader
VP of Junior Relations. . .	7th or 8th grader
District/State Officer. . .	9th or 10th grader
District Chairperson. . . .	9th or 10th, 11th grader
District Secretary. . . . .	8th, 9th, 10th, or 11th grader
District Reporter. . . . .	8th or 9th grader
District Historian. . . . .	7th or 8th grader

Each district will elect district officers at the district meeting on the basis of the following procedure:

1. Officer candidates will be required to plan a project of their own choosing related to one of the current state targets.
2. Elected district officers will complete their projects during their terms of office, reporting at district meeting at the close of their terms.
3. The candidates for office will present a two-minute speech without props, campaign-type posters, or costumes. The speech may be on the proposed project or of a campaign nature, or both.
4. They will do a display of their project plans to be exhibited in a designated area.
5. Each candidate will prepare a one-page handout, a 8 1/2" x 11" or less, 1 or 2 sides, explaining their project. This will be given to delegates as they view the displays, in order to better inform delegates. A brief reference to their candidacy will not be grounds for disqualification. Any embellishments made to the handouts must be permanently attached, (i.e. glitter, ribbon, cotton, etc).
6. There are to be no campaign-type materials distributed or displayed before or during the meeting, other than the one-page handout in item 5. Verbal campaigning at the meeting is approved and encouraged.
7. Any candidates appearing on the program at the meeting prior to the election of officers will be disqualified, unless the candidate is running unopposed.
8. An evaluation sheet of the candidate displays will be completed by each voting delegation to share with their chapter delegation.
9. Opportunities will be provided for voting delegates to meet and interview the candidates.
10. Voting will be at a designated time and polling place to which only properly identified voting delegates will be admitted to receive ballots.

Each district will select nominees for state offices at the district meeting on the basis of the following procedures:

1. Officer candidates will be required to plan a project of their own choosing, related to one of the current state targets.
2. The candidates for office will present a two-minute speech without props, campaign-type posters, or costumes. The speech may be on the proposed project or of a campaign nature, or both.
3. They will do a display of their project plans to be exhibited in a designated area. The display must not exceed 3' deep by 3' wide by 5' high.
4. Each candidate will prepare a one-page handout, 8 1/2" x 11" or less, 1 or 2 sides, explaining their project. This will be given to delegates as they view the displays, in order to better inform delegates. A brief reference to their candidacy will not be grounds for disqualification. Any embellishments must be permanently attached, (i.e. glitter, ribbon, cotton, etc).
5. There are to be no campaign-type materials distributed or displayed before or during the meeting, other than the one– page handout in item 4. Verbal campaigning at the meeting is approved and encouraged.
6. Candidates for state president-elect will participate in a symposium during a general session.
7. Any candidates appearing on the program at the meeting prior to the election of officers will be disqualified, unless the candidate is running unopposed.
8. An evaluation sheet of the candidate displays will be completed by each voting delegate to share with their chapter delegation.

### **STATE OFFICERS RUNNING FOR RE-ELECTION:**

In order to run a fair and even election, these guidelines must be followed by those seeking re-election:

- **At District Meeting** - no candidates may appear on stage prior to voting. During campaigning, current state or district officers cannot wear clothing that identifies them as an officer (jacket, tie, scarf or nametag). Failure to follow these guidelines will result in disqualification.
- **At State Leadership Conference** - candidates cannot campaign in clothing that identifies them as a state officer (jacket, tie, scarf or nametag). Campaigning includes standing at candidate displays (includes using any picture of them in their uniform on the display), round robin sessions, giving speeches, introductions and during regional meetings.

## **QUALIFICATIONS FOR DISTRICT OFFICE**

The Candidate Should:

1. Meet the requirements as stated in the FCCLA By-laws, Article XXI, and become familiar with the duties of that office as stated in the By-laws, Article XI;
2. Be neat, well-groomed and have good manners.
3. Display emotional maturity and high moral standards.
4. Display leadership abilities and initiatives.
5. Assume and carry through with responsibilities.
6. Be tactful, cooperative and considerate of others.
7. Display a good command of the English language.
8. Complete officer candidate checklist (see chapter officer section).
9. Complete District Officer Application Form.

Meetings for District Officers:

1. Planning Meetings--District level
2. District Meeting
3. District Proficiency Events
4. State Conference

## **DISTRICT OFFICER RESPONSIBILITIES**

### **District Reporter Responsibilities**

#### **I. State Level**

- A. Courtesy Corp. – Host, hostess, monitor seating.
- B. Assist in selling FCCLA promotional items, if applicable.
- C. Assist state officers in presiding at regional meetings.

#### **II. District Level**

- A. Prepare a news release regarding district meeting information for chapters to use as a public relations tool.
- B. Submit articles to the state and national newsletters (The Rose Petal; Teen Times)
- C. Work with district secretary in collecting articles from chapter for a one-page newsletter (at least 1 per year) to be mailed to chapters in the district.
- D. Present summary (oral) of project(s) from previous school year at the district meeting.

### **District Historian Responsibilities**

#### **I. State Level**

- A. Assist with chapter registration.
- B. Sit in district reserved seating press section and take pictures for the district scrapbook.
- C. Display district scrapbook at the state conference.
- D. Check press badges in the chapter press reserve seating section.
- E. Serve as usher at the regional meeting.
- F. Bring relaxer/energizer to regional meeting and be prepared to conduct if needed.
- G. Assist State Historian at the State Leadership Conference if necessary.

#### **II. District Level**

- A. Collect scrapbook materials from local chapters in their district and add to the district scrapbook.
- B. Keep records, photographs and other materials of historical importance of the district.
- C. Compile a scrapbook to be presented at the annual district meeting.

## **District Secretary Responsibilities**

### **I. State Level**

- A. Assist with roll call at the State Leadership Conference (during general session and regional meeting).
- B. Assist with chapter registration.
- C. Sit in reserved seating area; take notes for district record purposes.
- D. Bring relaxer/energizer to regional meeting and be prepared to conduct if needed.

### **II. District Level**

- A. Record the minutes at the district planning meeting and district meeting.
- B. Assist with roll call at the district meeting.
- C. Assist with district correspondence.
- D. Work with district reporter in collecting articles from chapters for a one-page newsletter (at least 1 per year) to be mailed to chapters in the district.
- E. Present summary (oral) of project(s) from previous school year at the district meeting.

## **District Chairperson's Responsibilities**

### **I. State Level**

- A. Courtesy Corp. – Host, hostess, monitor seating, check assembly attire during general sessions.
- B. Assist in selling FCCLA promotional items, if applicable.
- C. Assist state officers in presiding at regional meetings.
- D. Bring relaxer/energizer to regional and be prepared to conduct if needed.

### **II. District Level**

- A. Serve as co-chairperson of the program planning committee for district meetings, preside at the business session of the district meetings, be prepared to assume responsibility and preside at the district meeting in the event the state officer is unable to preside.
- B. Preside at the general session of the district proficiency events; help at state conference with the regional meeting and other sessions as assigned by the state executive council.
- C. Promote membership in FCCLA as determined by the needs of the district in which elected.
- D. Serve as liaison to the state president-elect and to the state officer representing the district.
- E. Present summary (oral) of project(s) from previous school year at the district meeting.

## **Meetings to attend for all District Officers:**

- District Planning Meeting
- District Meeting
- District Proficiency Events
- State Leadership Conference

## **Note to Advisers:**

District officers should bring their display boards to the State Leadership Meeting in the spring. These items will be placed on display during the conference. This will serve as a motivational instrument that will hopefully encourage other students to run for office.

# APPLICATION FOR DISTRICT FCCLA OFFICE

DEADLINE: OCTOBER 31

SEND TO: DISTRICT ADVISER

DIRECTIONS: This form is to be typed. Please send one copy to your district adviser, and keep one copy for yourself. Carefully read the election guidelines/qualifications in your chapter handbook.

Candidate for: \_\_\_\_\_ Grade in School: \_\_\_\_\_

Name: \_\_\_\_\_

First

Middle

Last

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

Working on, or has completed at least one Power of One Project in the area(s) of:

\_\_\_\_\_  
\_\_\_\_\_

State target for candidacy \_\_\_\_\_

FCCLA office(s) held:

Chapter: \_\_\_\_\_

County: \_\_\_\_\_

The above candidate is an affiliated member of his/her chapter and is hereby recommended:

\_\_\_\_\_  
Signature of Chapter Adviser

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Adviser's Home Phone

\_\_\_\_\_  
Signature of Chapter President

\_\_\_\_\_  
Adviser's School Phone

DISTRICT ADVISER USE ONLY	District #
Winner _____	
1 <sup>st</sup> Runner Up _____	
2 <sup>nd</sup> Runner Up _____	_____

## APPROVAL FORM:

I hereby certify that \_\_\_\_\_ meets all of the qualifications, and in my opinion would make a worthy officer of the Florida Association, Family, Career and Community Leaders of America. If the candidate is elected to the office, I shall assist him/her in performing all assigned duties and responsibilities.

\_\_\_\_\_  
Signature of Chapter Adviser

\_\_\_\_\_ has my approval to be a candidate for a district office of the Florida Association, Family, Career and Community Leaders of America. If he/she is elected to that office, I will give my permission for attendance at district activities, state meetings, meetings called by the district advisor and to perform other duties for which he/she may be responsible.

\_\_\_\_\_  
Signature of School Administrator

\_\_\_\_\_  
Signature of Parent/Guardian

**Pledge of the Candidate:**

If elected, I will perform all the duties pertaining to my office unless an emergency such as illness or death should occur. I understand that I shall have to relinquish my office if I do not attend all required meetings, fail to perform my duties, or in anyway violate the governing articles of the constitution.

\_\_\_\_\_  
Signature of the Candidate

## QUALIFICATIONS FOR STATE OFFICERS

### The Candidate Should:

1. Meet the requirements as stated in the FCCLA By-laws, Article VIII, section B, and become familiar with the duties of that office as stated in the Bylaws, Article VII, Section A
2. Be neat, well-groomed and have good manners
3. Display emotional maturity and high moral standards
4. Display leadership abilities and initiatives
5. Assume and carry through with responsibilities
6. Be tactful, cooperative and considerate of others
7. Display a good command of high English language
8. Have no record of school suspension/expulsion or law violations
9. Complete officer candidate checklist (see chapter officer section)
10. Complete District Officer Application Form
11. Must have and maintain a minimum 3.0 GPA

### Required Executive Council Meeting

1. Close of state Conference: Approximately 3 hours
2. Summer Council: Approximately 3 days in June
3. Winter Council: Approximately 3 days in January
4. Script Writing: Approximately 2 days in either March or April
5. State Conference: Approximately 4 days in either April or May
6. National Conference: Approximately 5 days in July (see 2b below)
7. All district meetings and activities
8. Invitations from other chapters or local, state and civic organization when approved by state, district, or local adviser. When the State Office requests the presence of a state officer at a particular function, these expenses will be paid by the association upon presentation of receipts for travel by the state officer.
9. Other meetings as designated by the State Executive Director

### Financial Responsibilities to be assumed by:

1. The State Association:
  - a. Expenses for room and meals while attending executive council meetings and state conference. Transportation to and from these meetings when approved by FCCLA State Executive Director.
  - b. Expenses to attend meetings of other state organizations when approved by FCCLA State Executive Director
  - c. Expenses for ½ of the basis monies needed for National Leadership Conferences for state officers provided these dollars are available.
2. The State Officers:
  - a. Each Officer will purchase the official uniform selected by the Executive Council. Approximate cost is \$400.
  - b. Each officer attending the National Leadership Conference will be expected to provide for at least ½ of his/her national meeting basic expenses. All other expenses (ex; film, souvenir, tours, snacks) will be the responsibility of the individual.
3. The Local Chapter:
  - a. Chapter inviting state officers to appear on program will be responsible for any expenses incurred for travel, room and/or meals.

### **STATE OFFICERS RUNNING FOR RE-ELECTION:**

In order to run a fair and even election, these guidelines must be followed by those seeking re-election:

- At District Meeting - no candidates may appear on stage prior to voting. During campaigning, current state or district officers cannot wear clothing that identifies them as an officer (jacket, tie, scarf or nametag). Failure to follow these guidelines will result in disqualification.
- At State Leadership Conference - candidates cannot campaign in clothing that identifies them as a state officer (jacket, tie, scarf or nametag). Campaigning includes standing at candidate displays (includes using any picture of them in their uniform on the display), round robin sessions, giving speeches, introductions and during regional meetings.

## Duties of FCCLA State Officers

**President:** To preside at the State Leadership Conference and meetings of the Executive Council. To appoint committees, and to serve as an Ex-Officio member of these committees.

**President-Elect:** To promote membership throughout the state and to serve as the Florida National membership networking member. To prepare yourself to assume the full responsibilities as president for the coming year.

**Vice President, Program of Work:** To help plan and promote the State Program of Work and the national program, Dynamic Leadership.

**Vice President, Community Service:** To create and implement the State Project, to promote the National Outreach Project, and the national program, Community Service.

**Vice President, Public Relations:** To act as a link between FCCLA chapters and the public, keeping them well informed of the activities of the association and to prepare the Florida FCCLA state newsletter, The Rose Petal. To serve on the National Connection Team and promote the national program, Families First.

**Vice President, Recreation:** To compile suggestions for appropriate recreation for distribution to chapters, and to be responsible for the recreation program at state meetings. Will promote the national program, Student Body.

**Vice President, Careers and Alumni:** To promote activities that will stimulate interest in family and Consumer Science careers and related occupations and to act as a link between the state association and alumni. Will promote the national program, Career Connections.

**Vice President, Chapter Achievement:** To promote activities interest and encourage members to work toward personal growth and achievement, promote the national program, Competitive Events and assist the State Competitive Events coordinator at the State Leadership Conference.

**Vice President, Junior Relations:** To serve as the liaison for the middle level members. Will promote the national program, Power of One.

**Vice President, Finance:** To keep a record of receipts and disbursements, to report the financial status of the association at the state meetings, and to compile a list of activities by which chapters can raise funds. Will promote the national program, Financial Fitness.

**Vice President of Parliamentary Law:** To rule on points on questions concerning parliamentary procedure, to assist in conducting meetings in a businesslike way, to keep the constitution up-to-date. Will promote the national program, Stop the Violence.

**Secretary:** To keep an accurate record of the business sessions of the state meetings and the executive council. Will promote the national program, Leaders at Work.

**Historian:** To keep an accurate history of the association and to compile a scrapbook to be presented at the state meeting and other appropriate places, and to serve as chairman of the Scrapbook Committee. Will promote the national program, FACT.



**APPROVAL FORM:**

I hereby certify that \_\_\_\_\_ meets all of the qualifications, and in my opinion would make a worthy officer of the Florida Association, Family, Career and Community Leaders of America. If the candidate is elected to the office, I shall assist him/her in performing all assigned duties and responsibilities.

\_\_\_\_\_  
Signature of Chapter Adviser

\_\_\_\_\_ has my approval to be a candidate for a state office of the Florida Association, Family, Career and Community Leaders of America. If he/she is elected to that office, I will give my permission for attendance at state and national meetings, executive council meetings and district meetings. I will assist him/her in the performance of other duties, which may arise during the term of office. I will support the candidate's efforts in securing financial assistance required to carry out the duties.

\_\_\_\_\_  
Signature of School Administrator

\_\_\_\_\_  
Signature of Parent/Guardian

**Pledge of the Candidate:**

If elected, I will perform all the duties pertaining to my office unless an emergency such as illness or death should occur. I understand that I shall have to relinquish my office if I do not attend all required meetings, fail to perform my duties and responsibilities, or in anyway violate the governing articles of the constitution.

\_\_\_\_\_  
Signature of the Candidate

**IMPORTANT!**

**Publicity:** On many occasions, the state and district advisors need information for publicity purposes. On this page, write a statement in 25 words or less on "What FCCLA Means To Me". (Parts of this statement may be used in the State Conference Program)

\*\*\*\*\*The local adviser of the middle school state officer agrees to become the official chaperone of the elected student. He/she must commit to attending all official functions with the officer. He/she will be non-voting participant at all official functions, unless he/she is a district advisor or member of the board of directors.

**Important:** Candidate **MUST** enclose an *official signed* transcript and a black and white photograph of yourself (head and shoulder pose). Attach by placing a circle of tape on the back of the picture. **DO NOT** tape across the front of the picture, as these will be used for publicity, printing programs, etc. **A photograph and transcript is required to complete this application. An incomplete application will not be accepted.**

## **Voting Delegate Responsibilities at SLC**

**According to Article XVIII, Section D in the bylaws, each affiliated chapter shall be allowed two (2) voting delegates at the state conference. Voting privilege shall also be extended to state officers over and above the two (2) delegates from each chapter.**

### **On the opening day of the State Leadership Conference:**

- Attend President-elect Round Robin where you will listen to the candidate question and answer session and bring information back to your chapter members
- Visit Candidate Displays and talk with candidates running for President-elect, State Officer, and VP of Junior Relations
- During the first general session you will hear President-elect and Vice President of Junior Relations speeches, be sure to have your rating sheet available to take notes
- Attend Regional Meeting speeches...each candidate will give a speech and then you will caucus with your chapter members using your rating sheets from the opposite side, then you will be asked to submit your vote.

**\*\* You will not be permitted to leave the room until all votes are counted and the State Officer presiding at the meeting has dismissed you.**

### **On the last final day of the State Leadership Conference:**

- Second General Session – make sure to sit up front in the voting delegate section. You will be asked to vote for your chapter on any bylaw changes. Please be sure to make yourself and your chapter familiar with any information regarding bylaw changes prior to this session.