

Tennessee Association
of
Family, Career and Community
Leaders of America

State Officer Handbook



Tennessee Department of Education
Division of Career-Technical Education
4th Floor, Andrew Johnson Tower
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CONTENTS

Contents	1
Preface	2
Terminology	3
Responsibilities	7
Public Relations	12
Policies and Procedures	15
Reimbursement Policies and Procedures	17
State Officer Code of Conduct	20
Appendix:	
Request for State Officer Attendance	23
State Officer Attendance Evaluation Form	24
Expectations of State Officer Checklist	25
Expense Claim Form	

PREFACE

You have been elected by your fellow members to represent the Tennessee Association of Family, Career and Community Leaders of America. By accepting a state office you have assumed a *major* responsibility.

The honor you have received carries an obligation to the Tennessee Association. Your parents, teachers, chapter, school and community share in your office and its obligations and your performance, knowledge and behavior will be a reflection of each of them. Remember these valuable resources as you map your course for the coming year.

The Officer's Handbook is an important part of your officer materials. *Read it often and be familiar with its contents.*

FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA TENNESSEE ASSOCIATION STATE OFFICER HANDBOOK

TERMINOLOGY

Family, Career and Community Leaders Of America	Identifies the National Organization for Family and Consumer Sciences students in middle, junior and senior high schools.
FCCLA Chapters	Identifies the chapters which place major emphasis on consumer education, homemaking and family-life education combined with exploration of jobs and careers and identifies the chapters which place major emphasis on preparation for jobs and careers with recognition that workers fill multiple roles as homemakers and community leaders.
National Headquarters And Leadership Center	Located at 1910 Association Drive, Reston, VA 20191 1-800-234-4425 This facility houses the staff of the National Headquarters.
State Headquarters	Located at 4 th Floor, Andrew Johnson Tower 710 James Robertson Parkway Nashville, Tennessee 37243-0383 615-532-2828 A part of the Tennessee Department of Education Division of Career-Technical Education. This office houses the State Adviser and Youth Consultant.
State Adviser	The person who serves FCCLA members and advisers in Family and Consumer Sciences Education through curriculum development and coordination of state activities.
Advisory Board	Members include the Family and Consumer Sciences State Staff, State Officers and State Officer local chapter Advisers.
Affiliation	Process of sending state and national dues and chapter affiliation form to the address shown at the top of the affiliation form. The national headquarters must process national dues and the accompanying affiliation form before membership is official and the chapter starts receiving services such as <u>Teen Times</u> magazine.

Family and Consumer Sciences Education

Family and Consumer Sciences Education prepares youth for competencies for personal, family life, the work of the family and for occupations based on Family and Consumer Sciences knowledge and skills. The focus of the field of study is the family and the belief that the well-being of our society is based upon the social and economic well-being of families. Families are viewed as the primary source of human fulfillment in terms of love, security and acceptance. Fundamental to all instructional programs is the relationship that exists between a quality home and family life and a productive, satisfying work-life.

Family and Consumer Sciences programs promote a healthy family life and aim to help prevent problems related to family instability, child abuse, substance abuse, inadequate nutrition and resource management. Related occupational education programs concentrate on employability in the workplace within career areas of family and consumer sciences content. As the complexity of living continues to increase due to technical, social and economic changes, there also is a growing need for individuals to acquire life management skills. A unique feature of Family and Consumer Sciences education is its potential for addressing individual family and societal programs from an integrative perspective and applying learning to personal, family or societal problems that relate to life in today's or tomorrow's world.

In-Class Chapter

Meets during class time as an integral part of the Family and Consumer Sciences class.

Mini-Chapter

Operates as one section of the large chapter. It may include members of one class and/or members who meet outside the class period.

Occupational Classes

Usually includes a series of classes leading to careers in occupations such as culinary arts, early childhood education, and clothing production, etc.

Out-Of-Class Chapter

Meets at times other than the regularly scheduled class periods, such as after school, during lunch or activity period or in the evening. Chapter activities are related to Family and Consumer Sciences subject matter through projects and events chosen by the members.

Peer Education	Teens teaching other teens in their classes, schools, communities and states.
Planning Process	Simple five-step method to help chapter members and advisers plan individual, group or chapter activities.
Youth-Centered Leadership	All members actively participate in making chapter decisions and carrying out chapter plans.
Youth Consultant	The person responsible for FCCLA program development and coordination of state leadership activities, in conjunction with the State Adviser, specifically State Officer training and all activities under their leadership.
STAR Events	National activities for FCCLA members which are designed to recognize individuals and chapters for their achievements in chapter projects, leadership skills, and occupational preparation. STAR stands for Students Taking Action for Recognition.
CHAPTER CHATTERS	The official online publication of the Tennessee Association.
State Leadership Conference	A statewide conference held in the spring for leadership development, State STAR Events, motivation, sharing of ideas and election of officers to the state association.
National Leadership Conference	A national conference held in the summer for leadership development, National STAR Events, motivation, sharing of ideas and election of the National Executive Council.
Camp Clements	Camp located in Doyle, Tennessee, which offers opportunity for leadership development, program planning, and recreation.
Voting Delegates	The designated members from the local chapters or the state who will be responsible for casting ballots for that chapter or state at the State or National Conference. Often referred to as Official Delegates.
National Membership Network	One member appointed by each state to meet on a national level to receive information on and training for the coming year's national membership campaign. This responsibility is given to the State Vice-President.

National Connection
Team Member

One member appointed by each state to meet on a national level to be trained in communications/public relations/reporting techniques and will plan ways to use those skills for state and local promotion. The State Reporter/Historian assumes this responsibility.

Family, Career and
Community Leaders
of America Sponsors

U.S. Office of Education through the
Family and Consumer Sciences program;
Division of Career-Technical Education and The American
Association of Family and Consumer Sciences.

Special Note:

***Adults charged with the responsibility of giving guidance and counsel to chapters and State Associations are called *advisers*, not sponsors.

***The membership of Family, Career and Community Leaders of America at the local level is a *chapter*, not a club.

RESPONSIBILITIES OF STATE OFFICERS

A. General

To the Organization

The primary responsibility of a state officer is to represent the members of Family, Career and Community Leaders of America throughout our state. First impressions are important. Often you will be the only member of Family, Career and Community Leaders of America that a business or education leader will have the opportunity to meet. Therefore, the entire organization may be judged by the impression you make on other people. Always be mindful of the image you project.

You must be knowledgeable about the organization you represent. Study and know To Guide You in Family, Career and Community Leaders of America, State Officer Handbook, FCCLA State and National programs, parliamentary procedure, and the bylaws of your local chapter, state and national association.

To Family, Career and Community Leaders of America Members

As a state officer you have the challenge of providing guidance, leadership and inspiration to all members of Family, Career and Community Leaders of America. Throughout the year, you will inspire leadership in direct proportion to the degree that you, as an individual, give leadership. As you reach for higher goals in self-improvement, so will you instill in those you meet the desire for self-improvement and the attainment of high goals.

To the State Office

The State Office has high expectations of the state officers – after all, you are the “cream of the crop.” Your behavior, attitude and performance as a state officer should be exceptional. You will be expected to adhere to all Policies and Procedures.

To Fellow Officers

The relationships you form with the other state officers this year will last a lifetime. You must remember that your behavior and performance not only reflect you and your adviser, but the state officer team as well. Some of the best ideas and plans are those that result from team input. You will not always agree with each other, but you should always respect each other’s opinion and keep the best interest of the organization in mind. Always remember the “chain is as strong as its weakest link.”

To Your Adviser

Remember that without the encouragement and support of your adviser you would not be a state officer. Your adviser has made a commitment to you and the state office that will involve many hours of hard work. Because of that, you should always be appreciative for their dedication to you. If you do not have her/him for a class, you should schedule a regular time to meet to discuss and plan FCCLA activities. Remind her/him often that you appreciate her/him.

As an Officer of a Local Chapter and as a State Officer

During your term of office some of you will possibly wear “two hats.” Along with your duties as a state officer, you may also be an officer of your local chapter. You must remember that you may only “wear one hat at a time.” For example, when you are corresponding as a local officer regarding matters relevant to your local chapter you use the title of your local office and not the title of a state office.

B. Specific

Executive Council Meetings

Meetings of the Executive Council are scheduled during the year for officer training, for preparation for regional, state and national leadership conferences and for planning leadership camp. The Executive Council usually meets in Nashville. Expenses, lodging, mileage and food for officers and advisers are reimbursed by the state association. (You are allowed **one** excused absence.)

State Leadership Conference

State officers will be responsible for planning, promoting and executing the State Leadership Conference during their term of office. The President will be responsible for the Opening Session. Each Vice President will be responsible for a specific session. Responsibilities within each session will be shared equally by each officer. All officers are required to attend the pre-planning and all general sessions of the conference.

National Leadership Conference

The National Leadership Conference is held in July. Attendance is required for state officers. The State Association pays for officer transportation, registration and lodging expenses. Additional costs incurred by an officer could be expenses for meals, extra clothing, sightseeing, and spending money. Officers travel with the Tennessee delegation unless prior approval is given by the state office.

Leadership Camp

The FCCLA Leadership Camp is conducted by the state officers. Leadership Camp is held at Camp Clements. The officer's official expenses for camp are paid for by the state association. Transportation to and from camp is arranged by the chapter adviser. **Attendance at Leadership Camp is required.**

Career-Technical Summer Conference

Each July, the Division of Career and Technical Education (CTE) of the State Department of Education sponsors a conference for teachers of CTE courses (Family and Consumer Sciences, Agriculture, Business and Information Technology, Marketing, Health Science, Trade and Industrial, Technology Engineering), CTE Directors, and Guidance Counselors. Leadership training is provided for all CTE Student Organization state officers. Transportation to and from the conference is arranged by the chapter adviser or the officer's parents or guardian. Lodging and food is paid for by each CTSO. **Attendance is required.**

Fall Leadership Meetings

Each fall Tennessee FCCLA participates in three regional meetings to provide leadership opportunities for members of all Career and Technical Education Student Organizations. Should Fall Leadership Meetings be reinstated, State officers are **required to attend and are assigned responsibility for one meeting.** Travel expenses to these meetings are reimbursable.

State Fairs

The Tennessee State Fair is in Nashville in September. Middle Tennessee State Officers may attend if their school schedule allows.

The Appalachian Fair is held in August in Gray, and the Tennessee Valley Fair is held in Knoxville in September. East Tennessee chapters participate in these activities. The East Tennessee State Officers may attend if their school schedule allows.

The Mid-South Fair is held in Mississippi in September with five states participating. One of the West Tennessee chapters assumes responsibility for the state FCCLA display. The West Tennessee state officers represent the organization on fair day and assist with or attend the quick bread contest, the fashion show and attend the FFA Luncheon (if their school schedule allows).

Youth, Citizenship and Government Seminar

During Career and Technical Education Week (February), state officers of Career and Technical Education Student Organizations (CTSOs) meet in Nashville for three days to learn more about state government and to publicize Career and Technical Education and CTSOs to public officials. **Attendance is recommended.**

State Officer Concern

Shortly after the election, each state officer chooses a FCCLA related goal. The officer promotes this goal throughout the state during his/her year in office. This goal will be a time-consuming responsibility for both the officer and the adviser. The entire chapter should be involved when possible. The actual time involved will depend on the concern chosen by the officer. This concern will be the topic of the state officers' workshops at State Leadership Camp and State Leadership Conference.

Chapter Chatters

Officers are required to submit articles for the online magazine Chapter Chatters and for Teen Times. A description of the officer's state concern and his/her plans to carry out the project during the year must be written for the fall issue of Chapter Chatters. Each state officer writes an article for each issue of Chapter Chatters. Your chapter adviser, the Youth Consultant and the State Adviser should *review* and *approve* all articles and all reports before they are submitted.

Official Travel

Many times you will be asked to attend meetings as a speaker or workshop leader. When you receive an invitation, the following guidelines must be observed:

1. Once a chapter has invited you, you should complete the Request for Attendance Form (Appendix) and send it immediately to the Youth Consultant or State Adviser. *This will serve as documentation for insurance coverage.*
2. The state association can reimburse for official state travel only, that is, when you are representing the state association. Expenses for travel to and from any other meeting should be paid by the chapter or group extending the invitation. Otherwise, you must travel at your own expense or your chapter's expense. You should discuss the expenses with the chapter inviting you *prior* to accepting the invitation. The day of the meeting you should arrive with a completed expense account form to leave with them to turn into their bookkeeper.

3. Expenses directly related to the officer's duties will be reimbursed by the state association. These include travel to and from executive council meetings, postage, state officer displays, workshops and other approved expenditures. *Expense claims are filed at the end of each month during the year.* Refer to the section on Reimbursement Policies and Procedures and the Expense Account Form (Appendix).

Insurance

The state association carries insurance which covers you as a state officer while you are representing the organization in activities previously approved by the state adviser and conducted within the state. Activities in which the state officer participates but the state office is not made aware of **will not** be covered.

Official Dress

One of the biggest expenses the officer will incur will be the cost of the state official dress. The newly elected team of officers decides on dress. An official blazer is required. Official dress is required at Executive Council meetings, when traveling to and from National Leadership Meeting and Cluster Meetings and all state-related meetings.

State Officer Pins

During the closing session of the state meeting when you were installed, you were presented with a state officer pin by the outgoing officer. The pin is worn during your year in office.

Closing the Year

Your state officer term officially ends at the close of the state conference, however, the following must be done to complete your responsibilities:

1. Meet with the newly elected officers to turn over all materials related to the office.
2. Minutes of the state meeting should be submitted by the responsible officer to the State office, within two weeks of State Leadership Conference.
3. A current history of the state association for the year must be written by the responsible officer and send to the State Office, within two weeks of State Leadership Conference.
4. Complete and mail to the State Office the final expense claim forms, including state meeting expenses, by April 30.

PUBLIC RELATIONS

Wherever you go, people will be watching you. It is important to be aware of this visibility at all times not just when wearing official dress. You reflect the image of Family, Career and Community Leaders of America, so dress and act appropriately. What you do and how you do it must leave a favorable impression. You must be mindful at all times that your conduct must never be questioned. The impression people form of you is their impression of our entire organization.

1. As a state officer, you represent the only in-school youth organization for students interested in Family and Consumer Sciences and related occupations.
2. When appearing as a state officer before any group, regardless of size, *official dress must be worn*. You must always be well groomed.
3. The words “please” and “thank you” are to be used often. You will find they pay dividends.
4. Be careful what you say and how you say it.
5. Make the most effective use of your time and money and do your best at all times.
6. Never commit yourself orally or in writing unless you are certain that you are right or that you can keep the commitment.
7. If you have an appointment plan to arrive before the appointed time.
8. Make a special effort to remember the names of people you meet. It will be helpful to keep a written record of names for future reference, particularly if you want to send a “thank you” note. Be sure you spell names correctly.
9. Learn as much as you can about all areas of Career and Technical Education and the activities of the other Career and Technical Student Organizations.
10. If you have the opportunity to visit another organization or chapter, find out as much as possible about the group before your visit. Always recognize the outstanding activities conducted by the group.
11. At all times avoid sarcasm and outright criticism.
12. Meet the individuals in charge and compliment them on their work. Make an effort to be helpful to the members and officers whenever possible.

13. If you make a speech as a state officer during your term of office:
 - a. Be sure to bring greetings from the State Association and the other State Officers.
 - b. Express appreciation for being invited to participate in the activity.
 - c. Let the audience know you are aware of some of the outstanding activities the group is doing.
 - d. Express appreciation for the efforts made in promoting and assisting in the activities for the occasion.
 - e. Do not talk too long. A short talk that is well planned in advance and presented effectively will serve the purpose.
 - f. If you use humor or stories in connection with your presentation, make certain that they will not offend anyone and are appropriate.

14. As a state officer you will constantly be building a positive image for FCCLA. You should have a clear understanding of the goals, projects and mission of our organization. Be able to express them clearly and accurately in your own words.
 - a. What should you be prepared to tell others? As you work with individuals and groups you need to help them see an overall picture of FCCLA.
 - b. Explain your activities as a State Officer and activities of your chapter.
 - c. Help others understand how FCCLA chapters operate as an integral part of the Family and Consumer Sciences program.
 - d. Tell what belonging to the organization means to you.
 - e. Emphasize the ways in which chapters provide opportunities for all members to participate at state and national levels.
 - f. Illustrate ways in which participation in the national organization's programs contributes to members, their families, communities and employment.
 - g. Point out ways the national organization helps prepare members to fulfill their multiple roles as family members, wage-earners and community leaders.

- h. Explain the importance of paying membership dues that support project and program development.
 - i. Be prepared to explain how involvement in FCCLA programs and activities helps members develop “skills for life.”
 - j. Give *personal* experiences as well.
15. Use the following statement for promoting the organization:
- Family, Career and Community Leaders of America is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, career and societal issues through Family and Consumer Sciences.*
16. Always write a follow-up thank you to a person or organization who has invited you to attend a meeting.
17. In any written correspondence, be very neat, watch your punctuation and grammar, and be certain there are no misspelled words. Ask your chapter adviser to proof read all of your correspondence.

POLICIES AND PROCEDURES

1. The State Officer's schedule is the responsibility of the State Youth Consultant and/or the State Adviser. The local adviser will also work closely with the officer in all activities and assignments.
2. Deadlines are set by the State Youth Consultant and/or State Adviser for various assignments and/or activities.
 - a. You will be expected to meet the appropriate deadline for your assignments/activities.
 - b. Be sure to notify the State Youth Consultant and/or State Adviser if you will be unable to meet the deadlines.
 - c. If it is not possible for you to fulfill an assignment, please notify the State Youth Consultant and/or State Adviser *immediately*.
3. State Officers must include State Youth Consultant if they participate in personal social internet use during term as State Officer.
4. Each officer will travel with an adult and/or adviser unless otherwise approved in writing by the State Adviser and/or State Youth Consultant and parents.
5. State Officers are not permitted to enter any of the STAR Events during their term of office.
6. State officers are given adequate previous notice and should attend all Executive Council Meetings unless an emergency arises.
 - a. State officers are given one excused absence.
 - b. The second absence of a meeting may result in the state officer being asked to resign.
 - c. Officers who disregard the rules will be subject to disciplinary action and/or resignation.
7. Correspondence is an important part of a state officer's responsibility.
 - a. All state officer correspondence should be typed in correct letter form.
 - b. Correspondence involving more than 10 chapters and/or individuals should be sent to the state office for duplication and mailing.

- c. Any exceptions must be approved by the State Adviser and/or State Youth Consultant.
 - d. A copy of your correspondence should be sent to the State Office.
8. Unless otherwise agreed, it is the responsibility of the State Adviser and/or the State Youth Consultant to assign all official activities of the state officers which take place outside their own home city. When the state officer makes an appearance in his/her home city, the local adviser will be responsible for all plans and necessary arrangements.
 9. When the state office is meeting expenses for state officer travel for a meeting, the travel must have prior approval of the State Youth Consultant and/or State Adviser. State officers are asked not to solicit invitations to any type of meeting.
 10. When expenses are not paid by the state office, there must be an understanding between the officer and the individual and/or organization as to who will be responsible for travel expenses and/or arrangements.
 11. Each state officer must wear official dress when traveling and speaking on behalf of Family, Career and Community Leaders of America.

REIMBURSEMENT POLICIES AND PROCEDURES

Official Expenditures for State Officers

As you assume the many duties and responsibilities as a state officer in the Tennessee Association of Family, Career and Community Leaders of America, you will incur additional expenses. This information is intended to clarify the items for which you are eligible to receive official reimbursement. If you are in doubt as to whether an expense can be reimbursed through the Tennessee Association, it is best that you contact the state office for clarification *prior* to incurring the expense.

Each state officer is responsible for maintaining a record of official expenses which may be reimbursed on the official Expense Account Form. These forms should be up-to-date at all times with required receipts attached. Please tape your receipts on a plain, white sheet of paper and then staple that paper to the Expense Account Form. *Expense Account Forms will be submitted to the State Office immediately following meetings or events.* Record the date and location for each activity you participate in, including allowable expenditures for transportation, subsistence or other expenses. Allowable expenditures are identified as:

Mail

Postage for individual mailings is an allowable expense. However, any mailings which are to be mailed to several FCCLA chapters should be mailed from the state office. Postage for bulk mail *may not* be claimed on the Expense Account Form.

Specific State Officer Expenses

The Tennessee Association will pay the state officer's official transportation, registration and lodging expenses to the National Leadership Conference. All state officers will travel as a part of the state delegation unless prior approval is given. The state officer will assume the responsibility for meals, tours and souvenirs.

The Tennessee Association will pay the expenses for state officers to attend State Leadership Camp.

The Tennessee Association will pay the state officer's expenses to Executive Council Meetings, Fall Leadership meetings, State Leadership Conference and other meetings when the state office requests that the officer attend.

Each state officer will assume the full expense for all official dress items.

Transportation When traveling by automobile, state officers should travel with local advisers or district consultants to all activities. If state officers travel in personal automobiles, *prior* approval must be received from the state office in order to be reimbursable. When traveling by bus, train, airplane, taxi or limousine, the amount of the ticket should be indicated on the expense form with the receipts for tickets attached to the form. When traveling by automobile, the reimbursement rate is forty cents (.40) per mile. Reimbursement for mileage will be made for only *one round trip* per meeting for advisers/officers.

Subsistence The following amounts for meals are reimbursable:

BREAKFAST	\$ 6.00
LUNCH.....	8.00
DINNER.....	<u>14.00</u>
MAXIMUM PER DAY	\$28.00

Request to Participate in Meetings Occasionally state officers will be required to represent the Tennessee Association at meetings, such as other student organizations or youth groups. When the state office requests that a state officer represent Tennessee FCCLA at a meeting the state officer’s expenses will be reimbursed by Tennessee FCCLA.

State officers may be requested to participate in local chapter and/or district meetings. If the state office requests that a state officer attend a local chapter or district meeting, the state officer’s expenses will be paid by Tennessee FCCLA.

If local chapters, district, other youth groups or community organizations contact a state officer to participate in a meeting, the state officer’s expenses will not be reimbursable by Tennessee FCCLA. These expenses should be paid by the chapter or organization requesting the state officer or by the state officer.

Supplies Workshop materials and state officer concern supplies may be purchased. *Dated and itemized receipts must be maintained* for all such expenses in order to be reimbursable. Approval must be received from the state office for major purchases in this category. Workshop

supplies should not exceed \$25.00 for the year. The State Office will make copies for the officer if sent in advance.

Special

Receipts are not required for mileage. Receipts *are* required for meals, lodging, and supplies. Again, this should be the original receipt which is dated and itemized.

CODE OF CONDUCT

As a State Officer of the Tennessee Association of Family, Career and Community Leaders of America, I recognize that the following activities are part of an officer's responsibilities and I agree to perform, to the best of my ability, these and other duties of the office to which I am elected.

Ethics and Conduct

- Conduct myself at all times in a manner which will display my leadership ability and which will bring credit to me and to the Tennessee Association of Family, Career and Community Leaders of America.
- Treat every person with equal respect.
- Behave in a manner which conveys and commands respect.
- Avoid places and activities which would raise questions as to moral character or conduct.
- Use wholesome language in all formal and informal occasions.
- Maintain proper dress and good grooming for all occasions.
- Avoid participation in any conversations which belittle another person.
- At all times, behavior and conduct should be such that it reflects credit to you, your school and your state and national organizations.
 - a. Student conduct should make a positive contribution to the excellent reputation already established.
 - b. State Officer conduct is the responsibility of the local chapter advisers.
 - c. Officers shall keep their advisers informed of their activities and whereabouts at all times.
 - Any accidents, injuries or illnesses should be reported to the local adviser, Youth Consultant and the State Adviser immediately.
 - State Officers will observe the same curfew as other members.
 - If an officer is found responsible for stealing or vandalism, the officer and his/her parents or guardian will be responsible for paying for all damages.

- State Officers may not purchase, possess, consume or be under the influence of alcohol, tobacco products or illegal drugs at any time. Drinking mock cocktails is prohibited.
- State Officers should utilize assigned electronic mail account for Tennessee FCCLA business only.
- State Officers may most include Tennessee FCCLA Youth Consultant and/or State Adviser on all personal/social internet use during term as State Officer.

Attendance

Required Attendance:

- a. State Executive Meetings
- b. State Leadership Conference
- c. Fall Leadership Camp,
- d. Fall Leadership Area Meetings
- e. Summer CTSO Conference

Optional Attendance:

- a. National Fall Cluster Meetings
- b. USA Leadership Academy
- c. Tennessee Youth, Citizenship and Government Seminar.

- Travel and required meetings result in absences from school and in missed classes. Plan adequate time for study and make up missed work promptly. State Officers are expected to keep their grades *above average* during their entire term of office.
- Complete and turn in travel claims (with proper receipts) within 30 days of the event attended.

Additional Responsibilities

- Notify the Youth Consultant or State Adviser of any change in my address, e-mail address, and phone number or student classification.
- Notify the Youth Consultant or State Adviser in writing prior to accepting invitations to attend and participate in local activities whether or not the expenses are to be reimbursed by the State Association.
- Maintain a scholastic rating of above average throughout the term of office.

- When representing the State Association at meetings and conferences with the Youth Consultant , State Adviser, and/or local adviser, carry out the responsibilities as designated by the State Adviser or Youth Consultant and report the results of those responsibilities to her.
- Complete all five modules of the Power of One and submit it to the State Office by the March 1 deadline for recognition at State Meeting.
- Avoid expressing personal opinions regarding political or controversial problems when representing the State Association.
- Maintain **weekly** correspondence with State Adviser or Youth Consultant.
- Each state officer must wear official dress when traveling and speaking on behalf of Family, Career and Community Leaders of America.
- Each officer will travel with an adult and/or adviser unless otherwise approved in writing by the State Adviser or Youth Consultant and parents.



REQUEST FOR STATE OFFICER ATTENDANCE

Today's Date _____

School or Organization Name _____

Adviser Name _____

School Address _____

State Officer Name _____

Date of Meeting _____

Purpose of Meeting _____

State Officer's Responsibilities during Meeting _____

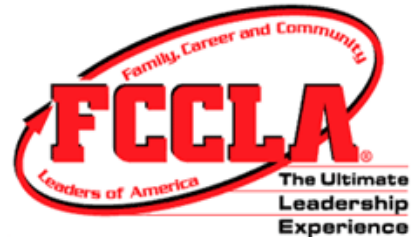
State Adviser or Youth Consultant Signature

Date

Mail or fax to:

FCCLA Youth Consultant
4th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, Tennessee 37243-0383
615-532-2828
Fax 615-532-8226

Mail or fax to:
FCCLA Youth Consultant
4th Floor, Andrew Johnson Tower
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615-532-2828
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STATE OFFICER ATTENDANCE EVALUATION FORM

State Officer Name _____

School or Organization Name _____

Adviser Name _____

Date of Meeting _____

State Officer's Responsibilities during Meeting _____

Directions: Circle Y for Yes or N for No.

Pre-Travel

Did the officer discuss travel plans and expenses with you? Y N

Did the officer assist you in planning his/her participation in the meeting? Y N

On-Site

Was the officer's presentation well prepared, accurate and on target? Y N

Was the officer's presentation appropriate for the audience? Y N

Did the officer leave a positive impression and experience for your chapter? Y N

Did the officer spend time meeting members and advisers? Y N

Follow-Up

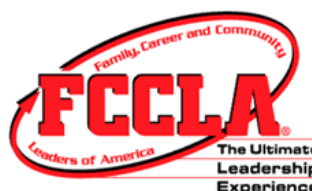
Did the officer follow through with any post-meeting responsibilities? Y N

Did you or your chapter officers receive a thank you note from the officer? Y N

Additional Comments _____

Mail or fax to:

FCCLA Youth Consultant
4th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, Tennessee 37243-0383
615-532-2828 Fax 615-532-8226



EXPECTATIONS OF STATE OFFICER CHECKLIST

EXPECTATIONS	YES	NO
1. Has demonstrated leadership experience in FCCLA.		
2. Knows the creed, emblem, colors, flower and motto.		
3. Knows the opening and closing ceremonies.		
4. Knows the goal, mission, purposes, specific programs and publications of the organization.		
5. Knows and uses parliamentary procedure.		
6. Is familiar with the bylaws of local chapter and state association.		
7. Is dependable.		
8. Has clear, strong speaking voice.		
9. Communicates and gets along well with all age groups.		
10. Uses proper grammar.		
11. Has good writing skills.		
12. Promptly completes missed school work.		
13. Can assume the expenses of holding a state office		
14. Is well groomed and is in official dress when representing the organization.		
15. Uses good manners and makes a favorable impression.		
16. Is willing to give the time a state office requires.		
17. Exemplifies the high ideals, standards and behavior policies of FCCLA.		
18. Meets deadlines; is prompt.		
19. Meets the needs of the chapters in their area.		
20. Responds to requests.		
21. Takes initiative; is willing to assist when needed.		
22. Is well organized.		
23. Writes assigned articles for Chapter Chatters		
24. Practices proper etiquette.		
25. Has completed or is presently completing all five Modules of Power of One.		
26. Prepares an interesting and informative "concern" workshop.		
27. Is adaptable, cooperative and handles responsibility.		
28. Attends all required meetings of state officers.		
29. Completes assigned tasks.		
30. Is attentive and enthusiastic.		
31. Is a "team player" and works closely with other officers.		
32. Works closely with chapter adviser		

Additional Comments: