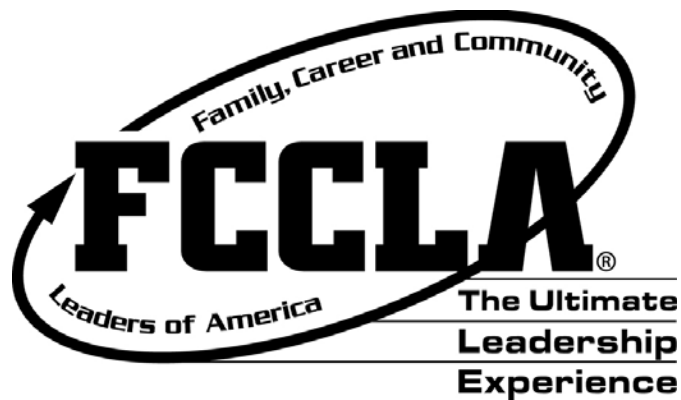


The Ultimate Leader Handbook

**A Resource for
Washington FCCLA State Officers
Advisers to State Officers**



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State Administrator: Debbie Handy

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Revised May 2008

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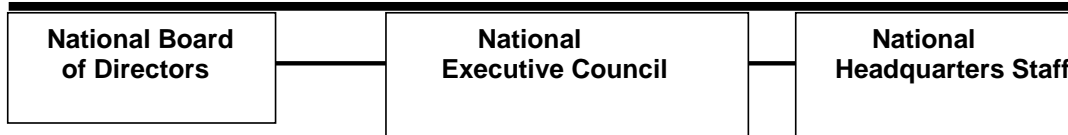
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Section I
General Information

FCCLA STRUCTURE

NATIONAL ORGANIZATION



National Officers

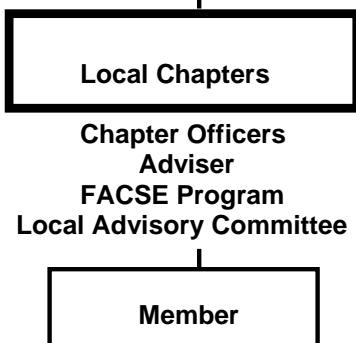
State Association



Regions in Washington



State Officers, Advisers to State Officers



BRIEFCASE CONTENTS

Each state officer is provided with a briefcase to hold documents and other items that are needed for completing his/her work as a state officer. The briefcase will come with a number of documents, listed below, and is on loan from WA-FCCLA for the year in which an office is held. The briefcase must be returned to the state adviser at the close of the FCCLA Annual Leadership Conference.

<i>Item</i>
Washington State Chapter Adviser Handbook (includes Washington State Bylaws – on Adviser’s flash drive)
The <i>Ultimate</i> Leader Handbook
Washington State FCCLA Policies Manual – on Adviser’s flash drive
National Bylaws
Minutes of Previous and Current Year
Directory of State Officer and State Officer Advisers
Parliamentary Procedure Information

Outgoing officers are responsible for cleaning the briefcase (making sure all personal items removed and cleaning off any stains) before handing it over to the state adviser at the end of the state conference. Leave the name/school tag in the front pocket so we know who has/has not returned briefcases.

DRAFT *Excellence Electrified!* DRAFT
Washington FCCLA 2008-2009 State Calendar

- ✓ September 1 – locate the national mailing (for chapters affiliated last year) or contact the state adviser for an affiliation packet (for new chapters); you may also affiliate online at www.fcclainc.org
- ✓ September 30 – contact the state adviser if you have problems with affiliation
- ✓ **Advise Career and Technical Education director, principal and school district fiscal office of intent to attend one or more of the following events:**

Regional Events					
<i>Region</i>	<i>Fall Regional Mtg.</i>	<i>STAR Events</i>	<i>Contact Person</i>	<i>Phone Number</i>	<i>E-mail</i>
1	October 7	February 10	Cynthia Blinkinsop	360-662-2464	cynthiab@cksd.wednet.edu
2	October 16	March 3	Laura Rohr	360-942-2006, x 22	laurar@willapa.wednet.edu
3	October 9	February 28	Jessica Soete	253-583-5550, x7703	jsoete@cloverpark.k12.wa.us
4	October 7 or 14	February 7 or 28	Cindy Kegley	206-252-3780	ckegley@seattleschools.org
5	October 14, 15 or 16	February 26 or March 3	Kim Caskey	360-657-6147	Kim_Caskey@msvl.k12.wa.us
6	October 8	February 24	Carol Keathley	509-682-4061	keathleyc@chelanschools.org
7	October 16	February 13	Roxanne McNerney	509-836-5822	rmcnerney@sunnyside.wednet.edu
8	October 1	February 18 or 23	Melissa Olmstead	509-547-5581	molmstead@psd1.org
9	October 2	February	Cathy White	509-397-4968	cathyw@colfax.k12.wa.us
10	October 8 or 15	February 11 or 18	Jane Laaker	509-258-4533	jlaaker@mwsd.k12.wa.us

- **Cluster Meetings:** November 14-16 Jacksonville, Florida and Providence, Rhode Island; November 21-23 Cincinnati, Ohio and Dallas, Texas
- **State Leadership Meeting:** Wenatchee, WA, April 1-3, 2009 ASB should anticipate a purchase order or check request. Estimate \$180 per participant (registration, STAR Events, and housing at four per room)
- **National Leadership Meeting:** July 12-16, Nashville, TN. ASB and/or school district should anticipate registration/tour money due by April 24, full payment required by June 15. Estimate \$1,400 per participant.

- ✓ September Check for Chapter Adviser Mailing; Go online to www.fcclainc.org to become familiar with services available to chapter advisers and members; Contact state adviser if not on e-mail list

- ✓ October Plan for and attend your Regional Meeting.

Work with students on plans for national program participation – Community Service, Career Connection, Families First, STAR Events, etc.

Gather membership dues -- \$16 per member
Request purchase order for dues, if necessary
Prepare affiliation form for signing and mailing OR use online affiliation forms at: www.fcclainc.org. *Keep one copy for your records. Send one copy to the state adviser.*

- ✓ November 1 Chapters that have affiliated by this date are allowed one additional state meeting delegate and should receive full benefits of membership from the national office.

Attend a National Cluster Meeting
State Officer Leadership Meeting – Winter Exec. November 3-4, 2007, Ellensburg, WA.

- ✓ December Encourage students to run for state office.

- ✓ January *Happy New Year!*
Election materials will be distributed to chapters via the Regional Vice Presidents. If you have not received election materials by January 31, contact Regional Vice President or state adviser (509) 335-2935 or fccla@wsu.edu.

Begin completing award applications for state and national awards.

- ✓ February Send Master Adviser and/or Adviser Mentor application to state adviser. Forms are available at www.fcclainc.org.

- ✓ January 30 State leadership meeting registration materials should have arrived for each affiliated chapter (by e-mail). If you have not received a packet by February 15, call the state adviser (509) 335-2935, or fccla@wsu.edu.

- ✓ February 22-25 *Last chance* to affiliate this year! Prepare affiliation form for students being added to your chapter OR get that first chapter affiliation completed. All affiliations may be completed online at www.fcclainc.org.

- ✓ Feb. Attend your Regional STAR Events competition. Show proof of affiliation for all students participating in STAR Events (evaluators, facilitators and participants).

- ✓ **March 1** POSTMARK DEADLINE FOR ALL OF THE FOLLOWING:

- Membership dues for recognition in national projects, participation as an officer candidate, and STAR Events participants
 - FCCLA State Scholarship, Accomplishment Ribbon Requests, Honorary Member nominations, and 5-Power of One Recognition Forms to State FCCLA Office
 - Applications for Career Connection, Families First, Community Service, Leaders at Work, Be Part of It!, STOP the Violence to National FCCLA Office; COPIES to State FCCLA Office
- **March 16** Last day to postmark state leadership meeting registration
 - ✓ April 1 Completed National Officer Candidate Application due to the State Office (obtain application from the State Adviser).

Prepare for national leadership meeting. Clarify with administrators the number of potential participants and the need for full payment or a purchase order that can be paid no later than June 15. Request school district approval for travel to the national meeting at this time.
 - ✓ April 1-3 State Leadership Conference in Wenatchee.
 - ✓ April 24 National Leadership Conference registration and tour money, and housing materials postmarked to state adviser's office. School district checks, cashier's checks and money orders only for full registration and costs of tours.
 - ✓ June Get ready for next year, a great summer, and perhaps the national leadership meeting!
 - ✓ July 12-16 National leadership meeting in Nashville, TN

Rest up and Enjoy the Summer!

Washington FCCLA web site:

<http://www.k12.wa.us/CareerTechEd/pathways/HealthHumanSrv/Planning/Leadership.aspx>

National FCCLA web site: <http://www.fcclainc.org>

STATE ADVISERS' MAILING ADDRESS

State Advisers: Stella Brown, Janelle Hester, (Debbie Handy-Executive Director
fccla@wsu.edu; FCCLA, Department of Human Development, Washington State University,
501 Johnson Tower/PO Box 644852, Pullman, WA 99164-4852; leave message on
Debbie's phone: (509) 335- 2935

State Historical Highlights

- 1945, March One of 12 National regional organizational meetings was held on WSU campus in Pullman.
- 1945, December Washington was 6th state to be chartered.
- 1946, Spring First state meeting in Future Homemakers was held in Spokane. First state President was Edna H. Haglund from Anacortes.
- 1948, July 17 student delegates attended the first National Meeting in Kansas City.
- 1970 Louisa Lidell, (former adviser in Yelm and North Thurston), joined National Headquarters staff as National Adviser.
- 1974 Marcia Riggers, Teacher Educator, WSU, was appointed to the first National Teacher Education Advisory Committee, set up to help improve in-service preparation of teachers to serve as advisers.
- 1977, July National Meeting was held in Seattle. Theme- Leadership "77 Explore Roles, Set Goals".
- 1977 Regions were restructured and renumbered with a change from six to seven regions.
- 1980, July Amy Montierth from Connell High School, was elected as Washington's first to serve as national president for the 1980-81 year. She served on the Board of Directors for three years.
- 1982 Washington chapters collected nearly \$32,000 for the National Leadership Center building fund which provided the honor of a conference room being named the 'Washington Room'.
- 1983, July 31 students and advisers participated in the dedication of the National Headquarters and Leadership Center in Reston, Virginia.
- 1985, July Margie Lowrance was presented the Distinguished Service Award by the National Association.
- 1986, April First STAR Events were judged at state meeting.
- 1998 Geoffrey Pearson, Omak High School, Omak, was elected as a national FCCLA Officer. Geoff served as the National Vice President of Individual Programs (adviser -- Barbara Pearson).
- 1999, July Name and emblem change to Family, Career and Community Leaders of America approved by membership vote at national leadership meeting.

- 2001 Maria Bice, Chapter Adviser from McLoughlin Middle School, Pasco, selected for the national FCCLA STOP the Violence Training Team.
- 2002 Candi Wilson, chapter member from Tonasket High School, Tonasket, selected for the national FCCLA STAR Events Advisory Team.
- 2003 Tiffany Cornwell (Pasco), Travis Roberts (Selah) and Ryan McMeans (Selah), students at Washington State University, were selected for the national STOP the Violence Training Team.
- 2004 Kathi Hendrix, Chapter Adviser, Selah High School, selected for the FCCLA National Consultant Team.
- 2005 Nicholas Klotz (Mead), student at Seattle University, was selected for the national STOP the Violence Training Team.
- 2006 Dr. Jan Bowers, Central Washington University, Chair-Elect of the National FCCLA Board of Directors
- 2006 Two Washington students are elected to national offices: Kasey Hemphill, from Todd Beamer High School in Federal Way, WA was the National Vice President for Finance (Adviser -- Leslie Deakins); Phoenix Patterson from Tekoa High School in Tekoa, WA was the National Vice President for Public Relations (Adviser -- Connie Marsh).
- 2006 Stella Brown, WA-FCCLA State Adviser, elected as National Board of Directors Representative for the National Association for State Administrators of Family and Consumer Sciences (NASAFACS).
- 2007 Barbara Pearson, Chapter Adviser, Omak High School, elected to FCCLA National Board of Directors, representing a comprehensive chapter

Advisers to serve the Washington Association have been:

Laura E. McAdams	Harriet Gleason
Ann Houlahan	Marcia Riggers
Marianne Andrews	Daryl Torgerson
Sylvia Lee	Marla Wyatt
Margie Lowrance	Janelle Hester
Nancy Johnson	Stella Brown
Carol Weaver	Debbie Handy

Parliamentary Procedure Guidelines for Executive Council And Advisory Board Meetings

The president will call the meeting to order with a rap of the gavel. Everyone will stand and participate in the opening ceremony. The president will direct members to be seated.

The president is addressed as Mr./Madam President, and a member must call out to the president to be **recognized** before they begin to speak. The president will indicate that they may speak.

The meeting will follow a set plan called an **agenda**. Changes in the agenda should be made at the beginning of the meeting and must be approved by a majority vote.

To **create a motion** you say, "I move we" Motions should include what is to be done, when, where and how. The why is addressed during the discussion.

Each motion must have a second to indicate that at least one other member is interested in the motion. A motion is seconded by another member calling out, "I second" or "second."

The maker of a motion has the right to speak first for the motion during discussion... "I urge you to vote for this motion because"

Each member has the right to speak before a member speaks for the second time.

A member may stop discussion/debate on a motion by stating "**I call the previous question.**" There should be a second. The president must stop and vote to stop debate. If the motion to stop debate passes, the president must ask for a vote on the motion without further discussion.

Voting style is determined by the president and may be by hand, voice or acclamation, standing, ballot, or by general consent.

If a member does not agree with a voice vote, they ask for a recount by calling "**Division of the Assembly.**" The president will immediately ask the group to revote using a vote that may be physically counted.

A motion may be **referred** to a committee that is already established to a new committee by a member stating, "I move we refer this motion to ____ committee or to a committee composed of four members and a chairperson appointed by the president." This motion must be seconded. After discussion, the motion may be amended and will be voted upon.

A motion may be **postponed** to a set time (the next regularly scheduled meeting) or referred indefinitely by stating "I move we refer this motion to" The motion requires a second and after discussion and/or amendment, it will be voted upon by the group.

If a member needs additional information about a motion, they may state, "I rise to a **point of information.**" The president will ask them to state their point, at which time the member may ask their question. The president will answer the question or ask another member to do so.

If a member notices a mistake in parliamentary procedure, they should call out, “**point of order**” or “I rise to a point of order.” The president will ask them to state their point. After the member has stated their concern, the President will either agree, “Your point is well taken” or disagree, “Your point is not well taken.” At this time the president will ask the speaking member to correct their action or ask the speaker to continue.

To make a change in a motion, the member states, “I move to **amend the main motion** by striking out, adding, or inserting” words or phrases. This motion must be seconded. The motion may be debated, amended, and requires a majority vote.

To make a change in an amendment, the member states, “I move to **amend the amendment** by This motion must be seconded, may be debated, may not be amended and requires a majority vote.

Thank you to Rachel Bennett and the Forks FCCLA Chapter for this Parliamentary Review

State Officer Adviser Responsibilities

- Serve in an advisory capacity to the state executive council.
- Assist state officers to fulfill responsibilities and assignments. Help them prepare, complete, and evaluate assignments.
- Serve as a liaison between state association and local chapters. Encourage advisers and members in region to communicate their ideas to state and association.
- Serve as a member of the advisory board.
- Keep other advisory board members in your region and state adviser informed of regional activities, decisions, and concerns.
- Coordinate transportation for state officers. See that travel plans are submitted by deadline date.
- Review all correspondence carefully; see that all forms are returned promptly.
- Review all state officer correspondence that state officer received from state office, state adviser, and/or other state officers.
- Assist with preparation of mailing—check spelling, format, tone, and accuracy of content.
- Discuss assignments, responsibilities, and deadline dates with parents and school administrators.
- Provide assistance as needed to clarify responsibilities, identify resources, and make plans for completing tasks.
- Follow through; check progress.
- Establish communication system with officer that ensures frequent interaction.

- Assist with planning of all regional events.

- Attend regional planning meetings, regional meetings, and other meetings as necessary.

- Keep the state adviser informed of officer needs, concerns, and plans.

- Keep parents and school administrators informed of officer's responsibilities and accomplishments.

- Approve the budget for submittal to the state executive council.

- Assist officer in planning and preparing financial and meeting reports.

State Officer Responsibilities

The **state president** shall preside over all business meetings of the organization and of the state executive council, appoint the chairperson and members of special committees not other wise designated in the bylaws, promote state and/or national projects, be an ex officio member of all committees, and serve as a member of the state advisory board.

The **director of parliamentary law** shall see that order is maintained during meetings of the state executive council. When amendments to the bylaws and other business of the organization are presented to the voting delegates, the parliamentarian shall assist in conducting the meeting. The parliamentarian shall assume the responsibility of the president in the absence of the president.

The **state secretary** shall keep the minutes of the state and executive council meetings. The minutes shall be finalized and distributed to all executive council members, advisory board members and state advisers within three weeks of the meeting.

The **director of finance** shall present the proposed budget for the coming year to the state executive council for their approval, review the records of receipts and disbursements submitted by the state adviser, report to the delegates assembled at the state meeting the financial status of the organization, and serve as a member of the state advisory board

The **director of STAR Events** shall provide leadership in planning and implementing the organization's STAR Events program.

The **director of membership** shall provide leadership in planning and implementing programs for membership promotion and development.

The **director of community service** shall provide leadership in planning and implementing the organization's projects that make a difference in the school and the community.

The **director of recognition** shall provide leadership in planning and implementing the organization's recognition of member accomplishments.

The **director of programs** shall provide leadership in planning and implementing the organization's state and national projects for individual development and peer education.

The **director of public relations** shall provide leadership in planning and implementing the organization's public relations materials and programs.

The **state vice president(s)** (one from each region) will serve as a member of the state leadership team. As a team member, the state officer will participate in the planning of regional meetings and ensure the implementation of the state program of work. The officer will also participate in the organization of the regional STAR Events.

* Each office shall submit a report regarding his/her accomplishments related to the Washington State Program of Work at each Executive Council meeting. Specific report formats are included in this manual for Fall and Spring Regional Meetings and STAR Events.

Common Responsibilities of FCCLA State Officers

1. President

- ★ Preside over all of business meetings
- ★ Appoint the chairperson and members of special committees not otherwise designated in the bylaws
- ★ Promote state and/or national projects
- ★ Be an (ex officio) member of all committees
- ★ Serve as a member of the state advisory board
- ★ Attend appropriate training at national meeting
- ★ Represent the organization at a variety of events as assigned

2. Secretary

- ★ Keep minutes of the state and executive council meetings
- ★ Finalize and distribute minutes to executive and advisory board members within three weeks of the meeting
- ★ Attend appropriate training at national meeting

3. Director of Parliamentary Law

- ★ Maintain order during meetings of the state executive council
- ★ Assist in conducting the meeting when amendments to the bylaws and other business of the organization are presented to the voting delegates
- ★ Assume the responsibility of the president in the absence of the president
- ★ Attend appropriate training at national meeting
- ★ Arrange with Advisory Board chair for training in understanding both the by-laws and policies for both officers and advisers
- ★ Provide parliamentary law training to state officers

4. Director of Finance

- ★ Present the proposed budget created by the state adviser
- ★ Report to the delegates assembled at the state meeting the financial status of the organization
- ★ Be the resource for the Financial Fitness National Program
- ★ Train regions on the organizations proper financial procedures
- ★ Recruit corporate sponsors to provide funds for promoting programs
- ★ Serve as a member of the state advisory board
- ★ Recognize Financial Fitness Awards at state meeting
- ★ Plan and carry out a project to increase funds for the state organization
- ★ Attend appropriate training at national meeting

5. Director of Star Events

- ★ Provide leadership in planning and implementing the organization's STAR Events program
- ★ Facilitate regional STAR Events trainings
- ★ Create promotional materials for increasing involvement in STAR Events
- ★ Maintain STAR Event Medal Award Boards
- ★ Attend appropriate training at national meeting

6. Director of Community Service

- ★ Determine and implement the Washington State Community Service Project
- ★ Provide leadership in planning and implementing the organization's community service projects that make a difference in the school and community
- ★ Be a resource for the Community Service National Program
- ★ Increase state chapters participation in applying for state recognition for Community Service Projects
- ★ Recognize Community Service Awards at state meeting
- ★ Communicate all service learning projects to the Service Learning Program supervisor at OSPI
- ★ Attend appropriate training at national meeting

7. Director of Programs

- ★ Provide leadership in planning and implementing the organization's state and national programs
- ★ Promote national programs for individual development and peer education (Student Body, FACTS, STOP the Violence, Career Connection, Families First, Power of One, Leaders at Work, Dynamic Leadership, Japanese Exchange)
- ★ Slide show about national meeting and programs to use at the August leadership breakfast
- ★ With advisers, evaluate the Executive Council program of work, according to the scoring guide in the Ultimate Leadership Handbook
- ★ Attend appropriate training at national meeting

8. Director of Public Relations

- ★ Provide leadership in planning and implementing the organization's public relations materials and programs
- ★ Assist chapters in promoting FCCLA through the media at the local level
- ★ Create and maintain statewide information systems to facilitate communications (web site, e-news, newsletter, etc.)
- ★ Create board for WA-ACTE summer conference and legislative days
- ★ Produce a media release from state meeting
- ★ Insure that outstanding project summary is sent to the FACSE State Supervisor at OSPI
- ★ Attend appropriate training at national meeting
- ★ Submit news articles to professional organization

9. Director of Recognition

- ★ Provide leadership in planning and implementing the organization's recognition of member accomplishments
- ★ Promote multiple recognition ideas for member and chapter accomplishments
- ★ Recognize national program award winners (excluding Financial Fitness, Community Service, and STAR Events) at state meeting
- ★ Attend appropriate training at national meeting
- ★ Recognize Five Power of One national award winners at state meeting
- ★ Create slide show of state officers for banquet
- ★ State officers recognition - pictures

10. Director of Membership

- ★ Provide leadership in planning and implementing programs for membership promotion and development
- ★ Create interest and awareness in national membership drive activities for use at the chapter level
- ★ Set and communicate state membership goals
- ★ Assist new chapters in membership process
- ★ Educate and promote Step One
- ★ Attend appropriate training at national meeting
- ★ Recognize outstanding membership awards

11. State Vice Presidents (one for each region)

- ★ Serve as a member of the state leadership team
- ★ Plan and implement fall and spring regional meetings
- ★ Assist in implementing the state program of work
- ★ Organize and carry out regional STAR events

Code of Conduct

As an FCCLA State Officer, I understand that I represent my state, region, school, family, community, and chapter.

Therefore, I will:

- Not consume, use, distribute, or have in my possession drugs, alcohol, or illegal substances;
- Not break any civil/criminal law;
- Fulfill all state officer responsibilities, attend required meetings, and follow all local school rules.

I understand not abiding by the above results in loss of office.

Other expectations:

- Maintain professional behavior: as a State Officer I am a visible role model, my behavior should be an example for the entire FCCLA membership. It is important to be aware of this visibility at all times not only during official FCCLA events.
- Inform adviser and/or chapter adult of my location at all times.
- Dress professionally, as I reflect the image of FCCLA (refer to Adviser Handbook)
- Meet with people, other than roommates, only in public places.
- Respect the dignity and privacy of roommates as well as all other event participants.
- Maintain professional relationships: recognizing that inappropriate physical contact with other members or students is not acceptable.
- Respect hotel/convention center employees, guests, the community, and personal property.
- Participate in conference general sessions and workshops indicated on the program.
- Minimize noise in all public areas and hotel rooms, including stereos and TVs, particularly after established curfew times.
- Remain in assigned room after curfew.
- Give permission to be photographed and published.

I understand that failure to comply with these other expectations may result in loss of privileges or other disciplinary action as determined by my local and/or state adviser. School rules supersede all Washington FCCLA rules. These above rules apply to local, regional, state and nationally sponsored FCCLA events (refer to Ultimate Leadership Handbook).

AGREEMENT

If elected, I intend to fulfill ALL my obligations of this office and the Washington Family, Career and Community Leaders of America. In the event that I cannot fulfill my term of office for reasons other than illness or moving out of my region, I will reimburse the state association, my region, and my chapter for any expenses paid for me, such as travel, lodging, and other items. My signature on this agreement also means that I am willing to abide by the FCCLA Code of Conduct during my entire term as an officer.

Date

Candidate's Signature

We have read the preceding information **and the state officer information sheet** and we give our approval of

as a candidate for an FCCLA state office. We are aware of the duties and responsibilities if the candidate is elected to the office. We are also aware that the local adviser will accompany the elected state officer to all FCCLA state officer functions and serve on the FCCLA State Advisory Board.

Chapter Adviser _____

Principal or Superintendent _____

Career & Technical Education Director _____

Parent or Guardian _____

STATE OFFICER HONOR RECOGNITION CRITERIA

Name of Officer _____

Place an "S" in the space next to each major section if the officer has successfully fulfilled ninety percent (90%) or better of the duties assigned to that particular section. Place a "U" in the space if the officer has not successfully fulfilled ninety percent (90%) of the duties assigned in that particular section. An "S" in **all** major sections will result in receiving a State Officer with Honor Award at the FCCLA State Leadership Meeting in the Spring.

Deleted: ¶

S or U	Duties	Due Date	Date Completed
	1. Code of Conduct Upheld		
	2. Proper Professional/Uniform Attire		
	• Local Functions (as applicable)		
	• Regional Functions		
	• Summer Leadership Training		
	• Executive Meetings		
	• State Functions		
	3. Paperwork—Done in Time		
	• Summer Leadership Training Travel		
	• Workshop Proposal (if assigned)		
	• Winter Executive Travel		
	• Fall Regional Meeting Mailings		
	• Fall Regional Meeting Report		
	• Regional STAR Event Mailings		
	• Pictures—Slide Presentation		
	• Script—State Leadership Meeting		
	• Spring/State Meeting Travel		
	• First of the month officer report		
	• Miscellaneous, as required		
	4. Spring/Summer Leadership Training		
	• Attendance		
	• Assigned Tasks Completed		
	5. Winter Executive Meeting		
	• Attendance		
	• Assigned Tasks Completed		
	6. Local		
	• Assigned tasks completed as agreed with local adviser		
	• Active participant in local chapter		
	• Attendance		
	• Assigned Tasks Performed		
	7. Regional		

		Fall Regional Meeting		
		• Pre-planning		
		• Attendance		
		• Assigned Tasks Completed		
		STAR Events—Refer to STAR Events Management Manual		
		• Pre-planning		
		• Attendance		
		• Assigned Tasks Completed		
	8.	State Leadership Meeting		
		• Pre-planning		
		• Attendance		
		• Assigned Tasks Completed		
		Spring Regional Meeting		
		• Pre-planning		
		• Attendance		
		• Assigned Tasks Completed		
	9.	Duties of Individual Office		
		• Performed as per By-Laws		
		• Performed as assigned from Executive meetings and/or Standing Committees		
	10.	National Meeting—if applicable		
		• Uniform/Professional Attire		
		• Paperwork Completed		
		• Assigned Tasks Completed		

I recommend that _____, State FCCLA Officer, receiving the following award:

_____ State Officer with Honor

_____ State Officer

Comments:

Signature of Local Adviser _____

Signature of State Adviser _____

Section II
Executive Council Meetings

Executive Council Duties

As members of the executive council of the Washington Association of Family, Career, and Community Leaders of America, state officers will have many important responsibilities and opportunities:

- ❖ Meet with the advisory board to consider long-term procedures as they affect the annual Program of Work and to decide jointly upon short-term procedures.
- ❖ Determine the business to be brought before the delegates at the annual meeting.
- ❖ Determine the place, time, and type of annual meeting, with the advisory board.
- ❖ Determine the procedures to follow in case an emergency arises which results in cancellation of the annual state meeting, with the advisory board.
- ❖ Determine the procedure for electing state officers and conduct elections within the regulations established by the state bylaws and policies, with the advisory board.
- ❖ Conduct such other business as shall be necessary to facilitate the progress of the organization.
- ❖ Plan and promote the state Program of Work.
- ❖ Provide leadership to chapters and encouraging them to participate in FCCLA meetings and activities at the state, regional, and local levels.
- ❖ Encourage each member to be an active member of FCCLA and gain personal leadership skills.
- ❖ Communicate FCCLA activities, purposes, and goals to school and community.

Executive Council Meetings

Spring Executive Council -- May

- Plan for national meeting sessions
- Establish Program of Work for upcoming year
- Schedule officers to attend the WA-ACTE conference, Monday – vendor fair, Tuesday – FCCLA Leadership Breakfast

Regional Planning Meeting -- August/September

- Re-visit ideas from the National Association and coordinate Regional meeting plans.
- Have announcements sent of regional meeting to chapters include time, date, place, tentative agenda and planning meeting. Send copy to state advisers.
- State workshops should be ready to teach at Regional meeting

Winter Executive Council—November

- Report on and evaluate Fall Regional Meeting. Make sure that reports are typed and financial reports are completed.
- State Meeting Workshop Planning and get scripts completed.
- Workshop plans, completed.
- Spring Regional Meeting Planning for state meeting- Election of officers, regional recognition, tentative agenda
- Duties assigned for officers and advisers for state meeting
- Review by-laws and policies including elections and others as needed.
- Review honorary member nominations.
- Polish presentation skills.
- Review Officer Election Packet.

Regional Planning Meeting -- February/March

- Check to make sure that reminder notices have been sent for Spring Regional meeting.
- Check to see that workshop details are completed.
- Determine which regions still need state officer candidates and start the process as stated in the bylaws.
- Reminder to design programs and prepare ballots.
- Review all officer candidate applications.
- Prepare fact questions for Spring Regional Meeting elections.
- Prepare committee reports from each At-Large Officer and Regional Report from state vice presidents.

Spring Executive Council—April

- Practice sessions for state meeting.
- Present committee reports and regional reports.
- Review procedures for state officer elections.
- Review officer and adviser responsibility lists for meeting.

Guidelines to Facilitate Meetings And Program of Work Development

Prior to each executive council meeting officers should:

- ❖ Review parliamentary procedure and the appropriate forms from the National handbook for the meeting agenda, treasurer's reports, secretary's record and committee reports.
- ❖ Review and utilize the FCCLA Planning Process regularly.
- ❖ Re-read the bylaws of the state association.
- ❖ Arrange to bring a laptop computer and printer to the meetings.
- ❖ Make sure that your uniform is ready and in good order for the meetings.
- ❖ Check brief case for materials and prepare it to take to all meetings.
- ❖ Prepare meeting reports, committee reports, financial reports and any other assign tasks before going to the meetings. Bring enough copies of materials to share with everyone.

The Washington FCCLA Annual Program of Work

A well balanced program of work uses the FCCLA planning process to identify needs/concerns, set goals, plan, act/carry out and evaluate the work of the Washington State Officer Team on behalf of the Washington Association of Family, Career, and Community Leaders of America.

The Washington FCCLA Officer Team uses leadership, management and communication skills to plan, conduct and evaluate the annual program of work.

The annual program of work begins when officers are elected at the FCCLA State Leadership Meeting. Concerns, goals and plans are determined at summer executive council meeting. At the fall executive council meeting, officers will evaluate work done so far, particularly for regional meetings and the early work for state meeting, and adjust plans as needed. Work continues at the fall meeting to plan the Washington State Leadership meeting and to carry out other state officer duties.

At each meeting, officers are to prepare written reports of work done. The report is to include the original concerns, the goals, what was done, what was successful and recommendations for future officers. A final report in this format will be given to the Washington FCCLA members at state meeting. Reports will be electronically submitted to the FCCLA state secretary two weeks before any meeting. The secretary will prepare a paper packet for the executive council and advisory board.

Format to Plan the FCCLA Annual Program of Work

1. Washington FCCLA Needs and Concerns:

2. Washington FCCLA Goals:

3. Washington FCCLA Plan: Specific officer duty with input from all officers

Program of Work Areas	Specific Activity or Activities	Officer/s Responsible	How This Activity Will Be Completed	Measurable Data for Evaluation	Date Finished
Membership Campaign					
Meetings: Executive Regional State WA State at National					
Ceremonies					

Finances					
Leadership Activities					
Competitive Events					
Individual Events					
Community Service					
National Programs					
Recognition Activities					
Publicity					

Format to Plan the *Regional* FCCLA Annual Program of Work

1. Regional FCCLA Needs and Concerns:

2. Regional FCCLA Goals:

3. Regional FCCLA Plan: Specific officer duty with input from all officers

Program of Work Areas	Specific Activity or Activities	Officer/s Responsible	How This Activity Will Be Completed	Measurable Data for Evaluation	Date Finished
Membership Campaign					
Meetings: <ul style="list-style-type: none"> • Fall Planning • Regional • STAR Planning • STAR Events • Regional at State 					
Ceremonies					

Finances					
Leadership Activities					
Competitive Events					
Individual Events					
Community Service					
National Programs					
Recognition Activities					
Publicity					

Assessment of FCCLA Activity Quality

Officer/s Name _____

Program of Work Area and Specific Activity _____

Explain how this activity helps members to meet the Washington State overall educational goal which is:

“... provide opportunities for students to become responsible citizens, contribute to their own economic well-being and to their families & communities, and enjoy productive satisfying lives.”

Explain how this activity helps members to meet the Washington State Student Learning Goal 1 which is:

“ Read with comprehension, write with skill, and communicate effectively and responsibly in a variety of ways and settings.”

Explain how this activity helps members to meet the Washington State Student Learning Goal 2 which is:

“Know and apply the core concepts and principles of mathematics; social, physical and life sciences; civics, history, and geography; arts; and health and fitness.”

Explain how this activity helps members to meet the Washington State Student Learning Goal 3 which is:

“Think analytically, logically and creatively and integrate experience and knowledge to form reasoned judgments and solve problems.”

Explain how this activity helps members to meet the Washington State Student Learning Goal 4 which is:

“Understand the importance of work and how performance, effort, and decisions directly affect future career and educational opportunities.”

Which purposes of FCCLA does this activity meet?

How does this activity increase awareness of FCCLA and Family and Consumer Sciences both to members and persons outside the organization?

How will this activity meet the needs/wants of male members (non-trad), and the large diversity of students within Washington public schools equitably?

How does this activity help members complete activities within their educational and career **pathway**? How could this activity be included as part of a student **portfolio** which is required in many classes/schools?

How could this activity be used by members to help them fulfill the new high school graduation requirements of an educational **plan** and a culminating **project**?

Reimbursement for Travel and Housing Expenses Procedure

Travel and housing expenses are covered for state officers and state officer advisers for established executive council and advisory board meetings. You may expect the following to be covered and/or reimbursed.

Spring (May) Executive Council and Advisory Board Meeting:

- Housing paid for directly by the state association
- On-site meals paid for directly by the state association.
- Roundtrip mileage from home community to meeting site reimbursed at current Washington state mileage rate.

Winter (November) Executive Council and Advisory Board Meeting:

- Housing paid for directly by the state association
- On-site meals paid for directly by the state association.
- Roundtrip mileage from home community to meeting site reimbursed at current Washington state mileage rate.

Spring Executive Council and Advisory Board Meeting prior to State Conference

- Advisory Board members hotel paid for directly by state association for the night of the board meeting. Advisory Board members share rooms, two to a room.
- Executive Council Members hotel paid for directly by the state association for the day of the Executive Council Meeting and the entire state conference.
- Executive Council Members must register for the state conference but do not need to pay the conference registration or meal fees, these items will be covered by the state association. State officers who are participating in STAR Events must pay the STAR Events fees.

Washington FCCLA Reimbursement Form

Name: _____

Home Address: _____

Home Phone: _____ SSN: _____

School: _____

School Address: _____

School Phone: _____ E-mail: _____

Event:

Dates:

Spring Executive Council/Advisory Board Meeting _____

Location: _____

Winter Executive Council/Advisory Board Meeting _____

Location: _____

Mileage Claim (_____ miles RT @ _____) \$ _____

Meal (include receipt showing full payment--\$0 balance) \$ _____

Total Reimbursement \$ _____

Submitted by (signature): _____

Approved for payment (signature): _____

Payment made (date): _____ Check Number: _____

Payment Denied (signature): _____

Reason for Denial of payment: _____

- Please use separate forms for personal and school reimbursements.
- All claims must be submitted within 30 days of the event for reimbursement. Payment of any claims submitted beyond the 30-day limit will be made at the discretion of the state administrator. Claims submitted after the close of the current fiscal year (August 20) will not be reimbursed.

SAMPLE
Regional Planning Meeting Agenda for Winter Exec.

Winter Executive Council:

1. Confirm Regional STAR Event Meeting Date_____

Place_____

Time_____

2. Set Officer Planning Meeting Date_____

Place_____

Time_____

- Determine Officer Responsibilities
- Plan method of recognition for Regional STAR Events
- Prepare letters and registration materials
- Brainstorm and gather suggestions of ideas from advisers for Spring Meeting.
- Decide which officer will be in charge of elections.

Section III

Finances

Regional Finances

It is the state vice president's responsibility to keep track of the money for the region. At the first executive council meeting you will receive instructions and forms that will enable you to perform this function.

ALL TRANSACTIONS.

- Keep copies of all transactions in a file.**
- Send originals of all transactions to the FCCLA State Office** (deposits – marked by region; requests for checks). If documents must be faxed to expedite the process (sometimes for a deposit to hold a meeting site), please also mail the original right away. E-mail the state adviser to notify him/her of an incoming fax.
- Update the *WA-FCCLA Regional Financial Register*** (include all deposits and check requests) and include a copy with the information you send to the state office for payment, reimbursement or deposit.

DEPOSITS

- Deposit all money collected for regional events directly into the State FCCLA master account at any Bank of America. There is a copy of a deposit ticket in this handbook with the account number printed on it (page 40).
- Attach each deposit ticket and deposit receipt to the *WA-FCCLA Deposit Form* and mail to the state adviser.

PAYMENTS/REIMBURSEMENTS – all expenses must be paid using a WA-FCCLA check – do not make any payments from the cash collected for registration.

- Complete the *Check Request Voucher* for each payment or reimbursement needed.
- Attach the original invoice for payment to the voucher.
- Attach the sales receipt showing full payment (\$0 balance due) to the check request voucher for each reimbursement.

Washington FCCLA
Department of Human Development
Washington State University
501 Johnson Tower/PO Box 644852
Pullman, WA 99164-4852

509-335-2935
509-335-2456 fax
fccla@wsu.edu

**Washington FCCLA
Deposit Form**

TO: Washington FCCLA
Department of Human Development
Washington State University
501 Johnson Tower/PO Box 644852
Pullman, WA 99164-4852
fccla@wsu.edu
509/335-2935
509/335-2456 - fax

Region _____

Date _____

FROM: _____

TEL. #: _____

Amount of Deposit \$ _____ for Meeting Registration

Amount of Deposit \$ _____ for Scholarship Fund

Amount of Deposit \$ _____ for Charitable Contribution

Name of Organization _____
Submit check request with complete mailing information.

Signed: _____
State Vice President

Signed: _____
Adviser to the State Vice President

- Complete separate deposit slips for each type of deposit (registration, scholarship funds, charitable contributions)
- Attach original bank deposit receipts (write regional number on receipt)
- Make copies of all forms for your records
- Send all forms (WA-FCCLA Deposit Form, copy of deposit ticket, original deposit receipt) to state adviser within one week of making deposit

Deposit Ticket

The deposit ticket below includes the WA-FCCLA account number.

- Make copies of this form to use for Regional Deposits. If the bank will not accept this ticket, ask the state adviser to send an original.
- Write the Region number, and purpose of the deposit (i.e. Region 6 – Scholarship) on the ticket.
- Make two copies of this form (the original will go to the bank)
- Mail a copy of this form to the state adviser within one week of making the deposit. Attach the deposit receipt.
- Keep a copy for your records.

Deposit Receipt

A receipt is issued by the bank verifying the amount of the deposit and the date it was made. It is necessary for the state adviser to have this receipt as the official record that the deposit was made. When you receive the Deposit Receipt:

- Write the Region number and purpose of the deposit (i.e. Region 6 – Scholarship) on the on the receipt.
- Make a copy of the receipt for your records.
- Mail the original receipt, with the Deposit Form and a copy of the Deposit Ticket to the state adviser.

Example of Deposit Receipt

**Completed Deposit Record to send to State Adviser
Washington FCCLA
Deposit Form**

TO: Washington FCCLA
Department of Human Development
Washington State University
501 Johnson Tower/PO Box 644852
Pullman, WA 99164-4852
fccla@wsu.edu
509/335-2935
509/335-2456 - fax

Region 11

Date 10/15/05

FROM: Kris Howell

Olympic High School

TEL. #: _____

Amount of Deposit \$ 1,008.00 for Meeting Registration

Amount of Deposit \$ 125.50 for Scholarship Fund

Amount of Deposit \$ _____ for Charitable Contribution

Name of Organization _____

Submit check request with complete mailing information.

Signed: _____

State Vice President

Signed: _____

Adviser to the State Vice President

- Complete separate deposit slips for each type of deposit (registration, scholarship funds, charitable contributions)
- Attach original bank deposit receipts (write regional number on receipt)
- Make copies of all forms for your records
- Send all forms (WA-FCCLA Deposit Form, copy of deposit ticket, original deposit receipt) to state adviser within one week of making deposit

**Washington FCCLA
Check Request**

TO: Washington FCCLA
Department of Human Development
Washington State University
501 Johnson Tower/PO Box 644852
Pullman, WA 99164-4852
fccla@wsu.edu
509/335-2935
509/335-2456 - fax

Region _____

Date _____

FROM: _____

TEL. #: _____

Amount of check requested \$ _____

Made out to _____

Address _____

Reason for payment (food, building, speaker, supplies, postage, printing/copying):

Signed: _____
State Vice President

Signed: _____
Adviser to the State Vice President

Attach invoice, receipt(s) indicating full payment, or letter requesting honorarium

Letter Requesting Honorarium

Before a check may be written to cover expenses related to an FCCLA activity, an invoice, a receipt showing full payment (0 balance), or a letter requesting payment of an honorarium must be presented to the WA-FCCLA office with a completed Check Request.

If your event is held at a church that does not provide an invoice for use of the space or for custodial services, but a verbal request is made for a donation to cover those costs, then a letter requesting an honorarium must be written by the Regional Vice President and Adviser to the Vice President. The letter indicates that the Regional Vice President and his/her adviser have discussed the use of regional funds with the other regional chapters, and that all are in agreement that an honorarium is to be paid from the registration costs to the organization (in this case a church). An example of such a letter follows:

On WA-FCCLA letterhead:

*Washington FCCLA
Department of Human Development
Washington State University
501 Johnson Tower/PO Box 644852
Pullman, WA 99164-4852*

October 8, 2007

Dear (name of state adviser):

The state officers and advisers of Region 11 request that an honorarium of \$100.00 be paid to the (name of church/organization). The honorarium will cover use and clean-up of the Church for the Fall Regional Meeting held on October 5, 2007.

The decision to pay an honorarium, and the amount of the honorarium was discussed and approved by the chapters of Region 11. Please use this letter, which is accompanied by a Check Request, in lieu of an invoice for these services.

Respectfully,

*Name of Officer
Vice President, Region 11*

*Name of Officer's Adviser
Region 11*

Invoicing Schools for Regional Events

More often schools are requiring that an invoice for payment be sent before registration costs may be paid for regional events. If you are asked to provide an invoice, you may use the next page to generate the invoice process.

An official invoice for WA-FCCLA can only be generated from the state adviser's office, so that it is in the system and the system is then prepared to receive payment. Complete a copy of the following page for each school requiring an invoice, and fax these to the WA-FCCLA office so that the state adviser may generate an official invoice for the event. Please fill in all parts of the invoice (number of students, registration costs, region number, date of event, etc.). When you fax the forms to the WA-FCCLA office, please call and/or e-mail to let the state adviser know that the forms are on the way, and alert him/her of any deadlines that must be met – provide at least a week for this process to be completed.

Payment for WA-FCCLA Events

WA-FCCLA does not accept personal family checks from FCCLA members. Payment must come to the organization in the form of a school/district check or PO, cash, cashier's check or money order. A personal check from a chapter adviser may be accepted for a regional event, but the practice is not recommended. Any adviser whose check is returned due to non-sufficient funds may not use this option in the future.

Washington FCCLA
 Department of Human Development
 Washington State University
 501 Johnson Tower/PO Box 644852
 Pullman, WA 99614-4852
 509/335-2935
 509/335-2456 fax

Invoice for Regional FCCLA Events

Sold To:

Send Payment To:

Purchase Order Number	Event Date	Invoice Date	Payment Due	
Quantity	Event/Participants	Unit Price	Extended Price	
Total Amount Due				

Financial Report Form

Region: _____ Date: _____

Event: _____

Regional Account

Income

Registration.....\$ _____ (A)

Expenses

Supplies\$ _____

Building\$ _____

Food.....\$ _____

Speaker\$ _____

Printing/copying\$ _____

Postage.....\$ _____

Other.....\$ _____

Total Expenses\$ _____ (B)

Balance for this event (A - B).....\$ _____ (C)

Other Income

Scholarship Fund.....\$ _____

Charitable Contribution.....\$ _____

Name of Organization: _____

Signed: _____

State Vice President

Signed: _____

Adviser to the State Vice President

Send a copy of this form to the State FCCLA Office within two weeks of each regional event.

Washington FCCLA
Department of Human Development
Washington State University
501 Johnson Tower/PO Box 644852
Pullman, WA 99164-4852

fccla@wsu.edu
509/335-2935
509/335-2456 - fax

Section IV
Event Specific
Liability Insurance

Liability Insurance for Specific Events

A site utilized for an FCCLA event may request that the organization provide liability insurance for that event, rather than having the site as the primary bearer of liability. WA-FCCLA purchases a liability policy through the National FCCLA office, B&T Chaney is the insurer. An application for a rider to cover a specific regional event must be completed at least 40 days prior to the event. If the site you must use for an FCCLA regional event requires such insurance, complete the following activities:

- Complete the form below and fax it to the state advisers' office (509/335-2456)
- Contact the state adviser by telephone or e-mail to provide notice that the form has been sent (509/335-2935 or fccla@wsu.edu).
- Plan for an insurance "bill" of about \$100.00 to be charged to the region.

Application for Liability Insurance Rider for Regional FCCLA Event

Region _____ Date of Event _____

Adviser Contact for the Region _____

Telephone Number _____

FAX Number _____

E-mail _____

Event Location (name of place) _____

Mailing Address _____

Street Address _____

City, Zip Code _____, WA _____

Contact Person at Site (name) _____

Telephone Number _____

FAX Number _____

E-mail Address _____

Section V
Fall Regional Meeting

Sample Fall Regional Meeting Format

- I. Opening Ceremony
- II. Flag Ceremony
- III. Thought for Day and/or Emblem Ceremony
- IV. Greeting or Welcome
- V. Roll Call
- VI. Introductions
- VII. Purpose of the Meeting
- VIII. Program (Speaker, Workshops etc)
- IX. Business Meeting
 - A. New Business
 - 1. Upcoming meeting dates and places.
 - 2. Upcoming deadlines for recognition opportunities, publications etc.
 - 3. Explanation of duties and responsibilities of state officers—encourage members to run.
 - 4. Regional business, if any.
- X. Report of National Meeting
- XI. Program of Work Presentation
- XII. Other
- XIII. Closing Ceremony

Sample Fall Regional Meeting Schedule

9:00	Registration
9:30	Opening Ceremony (ie creed, flag, introductions, roll call, updates)
10:00	Parliamentary Procedure demonstration
10:20	STAR Events workshops
10:50	Business Meeting
11:00	Mixers/energizers
11:25	Awards and door prizes
11:45	Lunch
12:20	Speakers
2:00	Dismissal

**Sample
Letter to Announce Regional Meeting**

Dear FCCLA Adviser and Chapter President:

This letter is to inform you of the Region ____ meeting to be held at _____
on _____ (month) _____, 20____. We hope you and your chapter members will be
able to attend.

The meeting will begin promptly at _____ (time) _____ with registration beginning at _____ (time)
and will adjourn at _____ (time) _____. The theme for this year's meeting is
_____.

Registration will be _____ (amount) _____ per person. NO REFUNDS WILL BE MADE. Please
mail this amount by _____ (date) _____ to _____ (officer's name) _____, Region _____
Vice President, _____ (high School) _____,
_____ (address) _____, _____ (city) _____, Washington _____ (zip) _____.
Pre-registration is necessary in order to plan for space, facilities and supplies.

Thank you for helping to contribute to the overall success of this meeting. Your assigned duty
is: _____ . If for some reason you cannot
complete this duty. Please let us know as soon as possible.

Please make arrangements immediately with school officials to clear the fall regional meeting
date to eliminate conflicts. Each chapter should come well prepared to take its part in the
program. Please take time to read "Responsibilities of Chapters Attending Regional, State or
National Meeting" in the Chapter Adviser Handbook.

Please fill out the enclosed reservation form and return it WITH YOUR PAYMENT to
_____ (officer name) _____, State Vice President of
Region _____, _____ (high school) _____, _____ (address) _____,
_____ (city) _____, Washington _____ (zip) _____.

Sincerely,

(signature)

(name)
Region _____ State Vice President

Enclosures: Registration form
 "Responsibilities of Chapters Attending Regional, State or
 National Meeting"

Sample

Script for Regional Meeting

Opening Session 9:30-9:50

OFFICER'S NAME: **Personal Introduction**

"Welcome to our Fall 200__ Region _____ Meeting. My name is _____,
Family, Career and Community Leaders of America _____ (office) _____ for
Region _____. I attend _____ school.

OFFICER'S NAME: **Personal Introduction/Call Meeting to Order**

"Hello, I am _____, FCCLA _____ (office) _____ for
Region _____. I attend _____ school.

The purpose of this meeting is: to help members become acquainted with FCCLA, to emphasize the importance of exchange of FCCLA suggestions for strengthening chapters' programs of work, to provide opportunities for FCCLA members to become acquainted with each other, and to conduct official business.

The FCCLA Fall Regional Meeting for Region _____ will now come to order.

(RAP GAVEL)

STUDENT'S NAME: **Creed**

"Please stand and repeat the creed. You will find the creed printed in your program. Please remain standing after the creed for the flag ceremony. The flag ceremony will be presented by _____."

(READ CREED AND FLAG CEREMONY)

STUDENT'S NAME: **Guest Introductions**

"We have some special guests here with us today, and we would like to introduce them. Please stand when I call your name:

_____ Name(s) _____, _____ Title(s) _____

STUDENT'S NAME: Roll Call and Recognition

"For roll call, each chapter please have 2 representatives stand to report the number of members present, introduce your adviser, and have your delegation stand for recognition.
_____ chapter will conduct the roll call."

10:20-10:40 STUDENT'S NAME: General Workshops

(list workshop names and locations)

"Remember that all members are required to attend a workshop. This is your chance to deposit the signature page from your program in the box on the stage."

WORKSHOPS

10:50-11:10 STUDENT'S NAME: Business Meeting

"The business meeting will now come to order. I would like to announce the upcoming events:

STATE MEETING
CLUSTER MEETING
REGIONAL STAR EVENT
FCCLA WEEK
NATIONAL MEETING

STUDENT'S NAME: National Meeting Report

"The _____ National FCCLA Leadership Meeting was held in _____
_____, on _____ (date) _____. Washington State consisted of _____ our
delegation at national meeting. Our region had great representation. Would all the students and
advisers who attended national meeting please stand up and be recognized.

11:10-11:20 STUDENT'S NAME: Energizers and Mixers

11:20-11:45 STUDENT'S NAME: Awards/Door Prizes

OFFICER'S NAME: Lunch

"Would all chapter presidents please bring your lunch and meet in the fireside room with me during lunch break."

OFFICER'S NAME: **Lunch**

"For lunch, please stay in the immediate outside area or inside the room. We will be starting again promptly at 12:20. Please don't be late for the _____ presentation. When you are finished, please pick up around you. Enjoy your lunch!"

12:20-2:00 STUDENT'S NAME: **Closing Session**

"I would like to introduce_____."

(give a brief description of presenter(s))

PRESENTER

STUDENT'S NAME: **Closing Remarks**

(thank presenter(s) for the presentation)

"We hope you had a great regional day and wish you a safe trip home. Please clean up your area before leaving."

Financial Report Form Fall Regional Meeting

Region: _____

Meeting Date _____

Income Related to Conference Implementation

Total Collected for registrations @ _____ \$ _____ (A)

List chapters and amount received from each on separate sheet.

Conference Expenses

Supplies (Consumable).....	\$ _____
Building	\$ _____
Food	\$ _____
Speaker	\$ _____
Programs	\$ _____
Postage.....	\$ _____
Other	\$ _____

Total Amount Spent \$ _____ (B)

Balance (Take A - B) \$ _____ (C)

Other Income

Amount collected/raised for Scholarship fund \$ _____

Amount collected/raised for Charitable Contribution..... \$ _____

Submit Check Request with complete mailing information

Signatures

State Vice President

Adviser

Date

Return a copy of this form to the State FCCLA Office within two weeks of fall regional meeting.

Washington FCCLA
Department of Human Development
Washington State University
501 Johnson Tower/PO Box 644852
Pullman, WA 99164-4852

Responsibilities of Chapters Attending Regional, State or National Meeting

1. Answer all letters and inquiries fully and promptly. Complete all tasks early to accommodate any mailing mishaps that might occur. Remember other are depending on you to do your work by the due date so they can complete their tasks on time.
2. Mail chapter registration forms and all monies to the appropriate person. Read and follow all instructions in meeting registration packets.
3. Mail names of members participating in the program objectives by due date.
4. Review the tentative agenda and program objectives before you leave home.
5. Bring all posters, manuals, etc. with you and assign someone to set up any displays.
6. Plan to participate in all events and get involved in activities.
7. As a chapter, discuss candidates for office and other items schedules for the business meeting. Select a chapter member to serve as a voting delegate to cast the chapter's votes for officers and to vote on other business.
8. Delegate someone with the responsibility of taking all of your materials home after the meeting.
9. If your chapter has an assignment, be sure to carry out this responsibility in a way that will build chapter pride. Carry out your part of the program within the allotted time.
10. If your chapter cannot carry out your assignment, notify the meeting leaders immediately.
11. Stress that when chapter members travel, they are representatives of their families, their school, their community and the Washington Family, Career and Community Leaders of America. Codes of conduct and dress are serious issues. It is expected that they will be followed. Please go beyond that to ensure that your image and actions bring pride to all whom you represent.
12. Stay until the conclusion of each meeting and the day's program. It is good manners to do so.
13. If you are attending a regional meeting, contact a school nearby which does not have an FCCLA chapter and invite a few interested students to be your guests.

Section VI
Regional STAR Events

Sample Regional STAR Event Planning Meeting Agenda

Regional STAR Event Planning Meeting:

- Finalize agenda, goals, timelines, theme, sessions, competitions, evaluators and etc.
- Design program.
- Adapt and practice script.
- Review / clarify responsibilities.
- Set due date for registration.
- Set fees based on expenses.
- Arrange for food for the meeting.
- Review State Officer assignments.

Regional STAR Events Activities Management Checklist

For further information about planning and operations of Regional STAR events refer to the STAR Events Management Manual. Many forms and checklists are available in the STAR Events Management Manual.

BEFORE STAR EVENTS:

- ___ 1. Secure facilities for STAR Events session.
 - Identify on-site resource person (see **Facilities Guide** and **Supplies and Equipment**)

- ___ 2. Prepare materials for mailing
 - Complete letter to chapter advisers.
 - Copy letter and the following enclosures for each adviser in region:
 - **Participant Registration Form.**
 - **Evaluator Registration Form.**
 - **Room Consultants, Monitors, Receptionists Registration Form**

- ___ 3. Mail Chapter registration packet by first week of February.

- ___ 4. Develop master list of participants, evaluators, room consultants, and monitors.

- ___ 5. State officer advisers and State officers meet to
 - Verify eligibility of participants
 - Use event information in the **STAR Events Management Manual** (SEMM) and the copy of the FCCLA affiliation form provided by
 - Chapter Adviser.
 - Assign evaluators and compile master list.
 - Recruit additional evaluators as needed.
 - Assign room consultants, monitors, and receptionists.

- ___ 6. Develop **Master Schedule** with room assignments.
 - Duplicate **Master Schedule** for each participant, evaluator, room consultant, monitor, receptionist, and expected guest.
 - Copy the building map noting rooms used and have available at registration desk.

- ___ 7. Make **room signs** (consider special requests, i.e. outlets, accessibility).

- ___ 8. Make **time cards** for each event

- ___ 9. Make **table numbers** for display entries if necessary.

- ___ 10. Prepare verification memorandum packet for each chapter.

- **Regional STAR Events Verification**
- Prepare and copy directions/map for meeting site.
- Enclose copy of **Master Schedule** and **Policies**
- Copy of registration materials with assignments
- Assign tasks to chapter's i. e.
 - name tags
 - refreshments
 - hosting
 - registration
 - other

___11. Prepare information packets for ADULT evaluators.

- ___ **Evaluator Instructions**
- ___ Copy event criteria and Master Schedule
- ___ Mail to adult evaluators.

___12. Obtain certificates for participants, evaluators, room consultants, monitors, Receptionists, and chapters from the state adviser or develop in region. A sample is found in *The Ultimate Leader Handbook*.

___13. Prepare certificates using master lists and have additional certificates for Corrections.

- Put in participants names
- Sign
- Put on at least one star

___14. Purchase gold stars

___15. Obtain supplies

___16. Make specific plan for each STAR Events session including person responsible.

- Orientation
- Training Session Evaluators, Room Consultants and Monitors, Competitors
- Recognition

___17. Duplicate materials for conducting STAR Events.

- Color code **Rating Sheets-one copy for each evaluator multiplied by the number of individuals or teams.**
- **STAR Events Evaluation** -one for each person attending STAR Events
- Master list or program (copy for everyone)
- Registration information (one copy of **each** form)
- Agenda/s (one for each assistant)
- Job Application

___18. Duplicate event specific materials (sent to you by FCCLA coordinator).

- Case situations for Hospitality
- Case situations for Interpersonal Communications
- Case situations for Early Childhood
- Handouts for Parliamentary Procedure

____19. Assemble folders for each of the following:

- Evaluators
- Room Consultants
- Monitors
- Receptionists

____20. Arrange for photo and media coverage at the recognition session.

Day of Regional STAR Events Session

- ___1. Set up the STAR Events Information Center.
- ___2. Supervise **registration**.
 - Organize entry materials for room consultants.
 - Provide on-site registration for special quests.
 - Delegate duties as listed below in number six.
- ___3. Conduct orientation session using **Orientation Session Agenda**
- ___4. Conduct evaluator training session using **Evaluator Training Session**
- ___5. Oversee all events.
- ___6. Collect all rating sheets and check for accuracy.
 - Oversee score verification – may need to total and average scores.
 - Designate STAR Events ratings.
 - Affix rating to certificates (Stars).
 - Record scores on **Participant Summary Forms**.
 - Make list of 1,2, and 3 STAR Events participants.
- ___7. Put score on **Participant Registration form** and send **ONLY the three star rated forms** to the STAR Events coordinator (if already sent to coordinator, send a list of names and scores.)
- ___8. Organize **STAR Event materials** (manuals, portfolios, applications, and all rating sheets by chapter). **Request that each chapter adviser bring an empty box, labeled with the chapter name and region, to sort and hold materials.**
 - Arrange time and place for advisers to pick up their box at the end of the session.
- ___9. Conduct **Recognition Session** and hand out certificates to participants, evaluators, room consultants, monitors, receptionists, and chapters.

Following Regional STAR Events Session

- ____ 1. Make three copies of the completed summary sheets for participants, evaluators, and room consultants.
- ____ 2. Enter the information for all three-star rated participants into the state STAR Events online registry for state meeting (<http://hd.wsu.edu/STAREvents>) **within two days of the event.**
- ____ 3. Enter the information for all recommended evaluators and facilitators into the state STAR Events online registry for state meeting (<http://hd.wsu.edu/STAREvents>) **within two days of the event.**
- ____ 4. Mail or fax a copy of the completed summary sheet to
 - State Adviser
 - STAR Event coordinator
- ____ 5. Mail or fax a copy of registration forms of each 3-Star rated participant, and recommended evaluators and facilitators to the STAR Events coordinator **within two days of the event.**
- ____ 6. Send “thank you” letters to evaluators, room consultants, monitors, receptionists, and others as needed.
- ____ 7. Summarize the results from the **STAR Events Evaluations** and make recommendations for change.
- ____ 8. Mail copy of summary and recommendations to the state adviser.

Financial Report Form Regional STAR Events

Region: _____

Meeting Date _____

Income Related to Conference Implementation

Total Collected for registrations @ _____ \$ _____ (A)

List chapters and amount received from each on separate sheet.

Conference Expenses

Supplies (Consumable).....	\$ _____
Building	\$ _____
Food	\$ _____
Speaker	\$ _____
Programs	\$ _____
Postage.....	\$ _____
Other	\$ _____

Total Amount Spent \$ _____ (B)

Balance (Take A - B) \$ _____ (C)

Signatures

State Vice President

Adviser

Date

Return a copy of this form to the State FCCLA Office within two weeks of Regional STAR Events..

Washington FCCLA
Department of Human Development
Washington State University
501 Johnson Tower/PO Box 644852
Pullman, WA 99164-4852

Sample Certificate

Washington FCCLA Region _____



Recognizes

Name of Student

School Name

Event/Evaluator/Facilitator

For participation in 2008 Regional STAR Events

Officer in Charge of STAR Events

*Insert stars for rating
in this area.*

Date

Section VII

Spring Regional Meeting / Elections
Occurs during State Leadership Conference

Spring Regional Meeting Planning Guide ***Occurs During State Leadership Conference***

I. During Winter Executive Council

- State Vice Presidents
 - a. Select objectives
 - a. Choose theme
 - b. Draft tentative agenda

- Named State Officer
 - a. Review bylaws and policies governing election of officers.
 - b. Review deadlines for receiving officer nominations.
 - c. Plan ways for candidates to present themselves during meeting (impromptu questions, skits, posters, etc.).

- Officers and Advisory Board Members of Each region
 - a. Confirm date, place and time of meeting.
 - b. Review and determine responsibilities of each officer and adviser.

II. After winter executive council

- State Vice Presidents
 - a. Send invitation to all schools in region. The announcement should include:
 - Date, time and place of meeting
 - Duties of each chapter
 - Location if possible of meeting
 - a. Send letters announcing election of officers. These letters are sent to you in January by the state adviser.
 - b. Appoint two FCCLA members to serve as secretaries for meeting. Ask them to take minutes of the meeting and record roll call (actual number of chapters, advisers, members and guests in attendance.
 - c. Prepare ballots for election of officers
 - d. Prepare tabulation sheet for voting.
 - e. Review all officer candidates applications and see that they are complete and that each candidate is qualified.
 - f. Follow all bylaws and policies concerning election of officers.
 - g. Notify each candidate that his or her application has been accepted, needs further information or has been rejected.

- Named State Officer
 - a. Prepare typed copy of script for spring regional meeting and make four copies.

III. During Spring Regional Meeting

- State Vice President and Named State Officer
 - a. Preside at meeting. Start and close on time.
 - b. Use official ceremonies for opening and closing meeting.
 - c. Follow script as planned.
 - d. Meet with all officer candidates before the meeting begins and review the procedure for elections.
 - e. Inform delegates of election procedure and ask that all voting delegates sit in a designated area.
 - f. Present candidates as planned.
 - g. Conduct election; appoint a committee to tabulate votes.
 - h. Present recognition ribbons to all chapters that have applied.

IV. Following the meeting

- Write thank you notes.
- Complete required reports and turn them in to the state adviser before the end of state meeting.
 - a. Minutes
 - b. Roll call (actual numbers)
 - c. Financial report
 - d. One copy of program
- Place one copy of each in officer briefcase for next year's officer.
- Following the Spring Regional Meeting, provide the following to the state adviser:
 - a. Officers elected form with names and chapters
 - b. Election tabulation sheets and ballots
 - c. All information, correspondence, applications regarding all candidates for all offices. (This may be sent to the state adviser earlier.)

Spring Regional Meeting Sample Agenda

- I. Opening Ceremony
- II. Flag Ceremony
- III. Thought for Day or purpose of meeting
- IV. Greeting or Welcome
- V. Roll Call
- VI. Introductions
- VII. Introduction of Officer Candidates
- VIII. Presentation of Candidates
- IX. Business Meeting
 - a. New Business
 - 1. Upcoming meeting dates and places
 - 2. Regional business, if any.
 - 3. Election of state officers.
- X. Recognition of Chapters
- XI. Other
- XII. Closing Ceremony

Sample Letter to Announce Spring Meeting

Suggested letter to be sent by state vice president to each chapter in the region announcing the Spring Regional Meeting.

The request for a chapter to assume a special responsibility and the business to be considered at the meeting should accompany or be included in this letter.

Send this announcement letter on FCCLA letterhead at least one month before the actual meeting.

Dear FCCLA Adviser and Chapter President:

This letter is to inform you of the Region ____'s Spring Regional Meeting to be held at _____ on April ____, 20___. We hope you and your chapter delegates will be able to attend.

The regional meeting will begin promptly at _____p.m. and will adjourn around _____p.m.

At this meeting we will be electing new state officers for our organization, so please come prepared to listen to the candidates presentations. Following their presentations and question session, your chapter's voting delegates will be asked to caucus with chapter delegates to discuss. The chapter's voting delegates will be the only ones to actually cast a ballot.

Each chapter is asked to come prepared to present a five minutes presentation of their chapter's year in review. You may choose to do this in any manner that your members prefer.

We will also be recognizing chapters for their accomplishments with ribbon presentations. Please make sure that your ribbon application has been submitted to the state adviser by the deadline.

If you have any further questions or concerns, please contact me.

Sincerely,

Signature

State Vice President, Region ____

Financial Report Form Spring Regional Meeting

Region: _____

Meeting Date _____

Income Related to Conference Implementation

Total Collected for registrations @ _____ \$ _____ (A)

List chapters and amount received from each on separate sheet.

Conference Expenses

Supplies (Consumable).....	\$ _____
Building	\$ _____
Food	\$ _____
Speaker	\$ _____
Programs	\$ _____
Postage.....	\$ _____
Other	\$ _____

Total Amount Spent \$ _____ (B)

Balance (Take A - B) \$ _____ (C)

Other Income

Amount collected/raised for Charitable Contribution.....\$ _____

Submit Check Request with complete mailing information

Signatures

State Vice President

Adviser

Date

Return a copy of this form to the State FCCLA Office within two weeks of spring regional meeting.

Washington FCCLA
Department of Human Development
Washington State University
501 Johnson Tower/PO Box 644852
Pullman, WA 99164-4852

State Officer Candidate Procedures Checklist

Prior to State Meeting:

1. Read the ENTIRE state officer candidate packet
2. Complete and mail application materials to the appropriate state officer.
 - application form (completed with written statement)
 - resume (with a picture attached)
 - copy of transcript
 - signed Code of Conduct Form
 - recommendations
 - outstanding community member and/or friend
 - school administrator (i.e. superintendent, principal, vice principal)
 - copy of local chapter affiliation form (your chapter must be affiliated by March 1 with at least 10 members in order to have an officer candidate)
3. Appropriate individuals have CAREFULLY READ, and signed, the Code of Conduct form.
4. One copy of your resume, with a one page optional cover letter, should be sent to each chapter in the region. **Anyone found to be in violation of campaign policies will be disqualified.**
5. Prepare a presentation board no larger than 3' x 2' x 3' for the candidate fair and regional meeting illustrating your qualifications. The display should be self-explanatory and may include posters, collages, a resume, or projects that demonstrate skill and competence. This board may include both FCCLA and other experience. (The presentation board may be on **display** at the Regional STAR Events held in the Spring.) Display tables will be provided. If an easel is needed, please bring your own.
6. For state meeting opening session, **all officer** candidates are to present a **20-second** introductory commercial revolving around current state theme. Your name and school must be included. You may use a hand-carrying prop. Remember the more you tie in the theme, the more you will be remembered.
7. Prepare answers to the following fact/opinion questions:
 - You are giving a presentation to the school board. Explain what FCCLA is, and how you would implement this year's theme.
 - How has FCCLA helped you communicate more effectively with your family?
 - How many purposes does FCCLA have? Name your favorite and explain what your chapter has done to fulfill that purpose.
8. Prepare a two-minute presentation for Regional meeting on this year's theme.
9. Review knowledge of FCCLA creed, purposes, flower, etc.

During State Leadership Meeting:

Day 1

1. During state meeting opening session all candidates will present their 20-second commercial.
2. Following the opening session, be prepared to participate in the **regional candidate fair**. Candidates will display their presentation boards and have the opportunity to respond to questions from the delegates as they informally review the displays and discuss qualifications.
3. During the regional meeting, give your two-minute presentation on *the current state theme*. You will be asked one of the fact/opinion questions (listed above) and one impromptu question (given to the regions by the state adviser). **Impromptu questions are designed to test your ability to respond spontaneously and will further demonstrate your knowledge of FCCLA and your thoughts about leadership.**

Day 2

1. Newly elected state officers will meet in an extended morning/afternoon session. The time and place will be in the printed program.

Day 3

1. **Installation** - come prepared to wear a black skirt and white blouse (women) or black slacks, tie, and a white long-sleeve shirt (men).

Chapter Adviser Officer Candidate Checklist

Before selecting state officer applicants--review the following criteria with each student candidate. This is for local discussion and decision-making and *does not need to be turned in as part of the application packet.*

Qualifications

Are you creative or imaginative?	Yes	No	Sometimes
Do you love to try new things and meet new people	Yes	No	Sometimes
Are you prompt in completing assigned jobs?	Yes	No	Sometimes
Are you a self-started leader?	Yes	No	Sometimes
Are you a team player?	Yes	No	Sometimes
When problems occur, do you look at the positive side of the situation?	Yes	No	Sometimes
Are you willing to commit your time and effort enthusiastically?	Yes	No	Sometimes
Can you demonstrate confidence when speaking?	Yes	No	Sometimes
Can you motivate others?	Yes	No	Sometimes
Can you demonstrate knowledge of FCCLA such as the creed, purposes and flower?	Yes	No	Sometimes

State Officer Information

There are ten designated, elected state officers of Washington Family, Career and Community Leaders of America (FCCLA), one from each region. The offices of president, secretary, and directors are elected from among the state officers to serve a one-year term. (See Bylaws).

There are ten state vice-presidents of Washington Family, Career and Community Leaders of America (FCCLA), one from each region. Each officer will serve a one-year term.

State officers are reimbursed for at least part of travel and housing expenditures for training sessions. All other expenses (ie meals, uniform, and national meeting) are the responsibility of each officer.

Each state officer will serve on committees of the executive council, promote the goal and purposes of FCCLA, conduct workshops for regional and/or state meetings, work together to form the state program of work, plan and participate in state meetings, and carry specific responsibilities of each office.

Election Information

Election information is sent in January to each officer in charge of elections from the state adviser, who then in turn sends it out to each affiliated chapter. Chapters wishing to nominate a candidate for state office should use the application form provided in the mailing. A chapter must be affiliated by March 1, with at least ten (10) members, in order to have an officer candidate(s). A chapter may have one candidate for state office (at-large) as well as one candidate for state vice president.

Election of officers will be held during the state leadership meeting in the spring. Voting delegates from each chapter will cast the number of votes to which the chapter is entitled according to the scale of votes per membership listed in the Bylaws. The number of votes to which your chapter is entitled will be based on the number of members affiliated by March 1.

Each chapter shall be entitled to at least one voting delegate for the first 25 members and an additional voting delegate for each 25 members or portion thereof with a maximum of ten voting delegates. Chapters affiliated through the middle level program will be assumed to have 50 members and therefore two voting delegates. A formula of "500/# of programs (assumed one program per school) involved equals # of members" will determine the number of voting delegates for chapters affiliated through the urban affiliation.

A cover letter and resume sent to the chapters before the state meeting and a presentation board for the regional meeting are the **ONLY** campaign advertisements permitted. Buttons, banners, flyers, gifts and similar items will be considered violations of the campaign policies. Officer candidates may have their presentation board at Regional STAR Events. **Individuals found to be in violation of campaign advertisement policies will be disqualified.** All candidates should be prepared to present a 20 second commercial about the state theme in front of all delegates; give a two-minute presentation about the state theme, present their boards, and respond to a fact/opinion question and a impromptu question to individuals from their region delegates at the state meeting.

Candidate Qualifications and Responsibilities

This application is a commitment! If elected, the candidate is **REQUIRED** to attend meetings and leadership training noted on the **state officer information sheet** (provided to candidates in January). The elected officer should plan to have a designated time in his/her schedule to meet with the local advisor each school day. **Individuals that do not attend the required meetings may lose their state office.**

FCCLA State Officers represent not only the state, but their region, school, family, community, and chapter. Therefore, they should maintain professional conduct at all times and follow the Washington FCCLA Code of Conduct. **Individuals will lose their office if they are caught with (or using) illegal substances, and/or breaking any civil or criminal law(s).**

Violations of other Code of Conduct rules will result in verbal and written warnings from regional/chapter/state advisor. The Code of Conduct obligations will be reviewed and the student will date and resign the Code of Conduct. Also, the student will write a statement of planned behavior change which will be attached to the Code of Conduct. Any further violation(s) will result in the removal from office at the discretion of the chapter, regional, and state advisor.

State Officers are reimbursed for at least part of travel and housing expenditures for executive council meetings and the annual state meeting. All other expenses (i.e. meals and uniform) are the responsibility of each officer.

An officer must maintain a minimum 2.5 grade point average. Advisors will request a grade status report at the end of the first official grading period. Officers with a quarterly average of less than 2.5 will have until December 1 to correct the issue or risk the loss of office.

Submit all application materials to the officer in charge of elections on or before the deadline date of March 1.

Washington Family, Career and Community Leaders of America

State Officer Calendar

Your decision to be a candidate for a state office of Washington Family, Career and Community Leaders of America is an important one. You will have numerous opportunities in the upcoming year to help to make a difference. The following should assist you in planning and scheduling to avoid conflict with other activities.

MEETINGS: Planning, implementing, and participating in meetings of FCCLA is an essential part of the officer=s role. All meetings are required of each officer, and their adviser, unless otherwise stated.

MEETING	WHO	PURPOSE
Officer Leadership Training Immediately following state leadership conference Wenatchee, WA	-State Officers -Advisers to Officers	<ul style="list-style-type: none"> • To develop leadership skills • To plan for National Leadership Meeting • To discuss uniforms, etc.
National Leadership Meeting July Nationally selected location	-State Officers -Advisers of Officers (a state officer will not travel to national meeting without a local adviser)	<ul style="list-style-type: none"> • To help prepare for the coming year's activities • To share ideas and activities and bring back ideas and activities to share with our state
Spring (May) Leadership Meeting	-State Officers -Advisers to Officers	<ul style="list-style-type: none"> • To develop leadership skills • To implement national meeting outcomes through the state program of work • To plan state projects
Regional Fall Planning Meeting September/October (Date set by region)	-State Officers -Advisers to Officers	<ul style="list-style-type: none"> • To meet with other officers and advisers • To plan and carry out the Fall Regional Meeting
Fall Regional Meeting (Date set by region)	-State Officers -Advisers to Officers	<ul style="list-style-type: none"> • Implement Fall Regional Meeting
Winter (November) Executive Meeting	-State Officers -Advisers to Officers	<ul style="list-style-type: none"> • Plan for state meeting • Plan STAR Events • Plan Officer Election Procedures
Regional STAR Events (date set by region)	-State Officers -Advisers to Officers	<ul style="list-style-type: none"> • Conduct STAR Events
Spring Executive Council Day prior to state leadership conference Wenatchee, WA	-State Officers -Advisers to State Officers	<ul style="list-style-type: none"> • Finalize State Leadership Meeting plans and evaluate year's work
State Leadership Meeting	-State Officers -Advisers to Officers	<ul style="list-style-type: none"> • To share year's activities and present awards • Conduct spring regional meeting and elections

In addition to the meetings listed, you may be asked if you would like to represent FCCLA at other meetings or activities held in your area. State officers may conduct leadership training sessions with chapters in the region, as well as lead training sessions throughout the state on topics related to the duties of their office. All arrangements for meetings and activities are made in cooperation with the officer, their adviser, parents, and the state adviser.

TRAVEL: Students and advisers are expected to travel together in groups as much as possible. Travel plans for each meeting must be approved by a parent, adviser and/or regional adviser, and school administrator.

INSURANCE: Officers and advisers are covered by Hartford Accident Policy. This coverage pays medical expenses up to \$10,000 for each accident and in case of accidental death pays \$3,000. Coverage includes any time an officer or adviser is on official business.

The Washington Family, Career and Community Leaders of America disclaims any further liability in connection with council and advisory board members= travel to and attendance at executive council and advisory board meetings during the year. **If parents or guardians feel the need for more coverage, they will need to make other arrangements. The coverage provided by Washington FCCLA is a group policy and it is not possible to increase the coverage.**

EXPENSES: Transportation expenses are reimbursable. Reimbursement is based on presenting receipts or by mileage at the current state rate. Officers and advisers are encouraged to help keep the organization's costs down. Officers are responsible for their meals, usually \$15-\$20 per day. Housing costs will be paid by the Washington Family, Career and Community Leaders of America.

Officer pins and guards will be presented following installation. Name badges will be ordered following elections and distributed prior to National Leadership Meeting.

If you should incur any other expenses as an officer during the year, keep an itemized record and all receipts for submission to the appropriate regional or state officer.

STATE OFFICER UNIFORMS: Upon election, each officer will be expected to obtain the appropriate full uniform. The estimated total cost is \$200.

The official blazer costs approximately \$110.00. Some previous officers may be willing to sell their blazer at a reduced price. The state adviser will give blazer order blanks to new officers at the state meeting.

The state officer uniform will consist of:

- Official Red Blazer
- Black straight skirt (tailored **business** length - business length is to the knee) for women
- Black dress slacks for men
- White blouse (tailored suit style with a collar, suitable for a tie) for women
- White shirt (tailored style, suitable for a tie) for men
- Dark tie for men and women
- Plain black dress shoes or pumps
- Black socks (for men) and skin-tone hosiery (for women)

Questions: If you have any questions or problems which your adviser and/or regional adviser cannot help you with, please contact:

Stella Brown or Janelle Hester, FCCLA State Advisers
Department of Human Development
Washington State University
501 Johnson Tower/PO Box 644852
Pullman, WA 99164-4852
(509) 335-2935
(509) 335-2456 - fax
fccla@wsu.edu

Deadline Date: March 1

Send to the officer in charge of elections

STATE OFFICER

Application Form

Place an X in appropriate box.

_____ State Officer (at-large)

_____ State Vice President

Please type or print:

Chapter: _____

Region: _____

Name: _____ Date of Birth: _____

Home address: _____

Home phone: () _____

Grade: _____

School address: _____

School phone: () _____ Previous chapter: _____

Total number of years FCCLA member: _____

Power of One projects completed (two minimum):

Unit Title:

Unit Title:

Unit Title:

Unit Title:

Unit Title:

Step One project completed: Yes No

Has completed at least one family and consumer sciences education course. Yes No

Accumulative **grade point** average (GPA) _____ (Must be 2.5 or higher; ATTACH COPY OF TRANSCRIPT.)

FCCLA Leadership Roles:

State:

Regional:

Chapter:

Other FCCLA activities participated in:

Attach a written statement of one or two paragraphs explaining what leadership means to you.

Washington Family, Career and Community Leaders of America
STATE OFFICER CANDIDATE RESUME
(personal statement of qualifications)

Please submit a personal resume **using a standard format** that includes your name, school, and region. You may also wish to include the following information:

- Your best qualities and strengths
- School honors and activities other than FCCLA
- Most recent chapter or leadership experience and how it benefited you
- How your chapter or group has benefited from your leadership
- Community/Volunteer activities you have been involved with
- Work experiences (if any)
- FACS courses completed

Please include a photo with resume



Dear Officer Candidate,

Congratulations on becoming an FCCLA State Officer Candidate. The decision to become a candidate is a very important one. However, along with this wonderful opportunity comes the responsibility of leading FCCLA in the great state of Washington. You will be a role model for many people.

We would like you to go over this letter with your family, chapter adviser, and your school principal. Then, please choose those offices that you feel you would be capable of assuming, and are of interest to you.

- President
- Secretary
- Director of Parliamentary Law
- Director of Finance
- Director of Membership
- Director of Community Service
- Director of Public Relations
- Director of Recognition
- Director of Programs
- Director of STAR Events

Please bring this letter with you to the new State Officers training at the state meeting. Please make sure that you and your adviser have signed in the space provided. It is very important that you discuss the offices you are interested in with your adviser. Again, congratulations on becoming a state officer candidate. Good luck, and see you in Wenatchee.

Sincerely,

Stella Brown and Janelle Hester
Washington FCCLA State Advisers

Debbie Handy
State Administrator

Adviser's Signature

Candidate's Signature

Officer Election Process
Regional Meeting at State Leadership Conference

The presiding officer should be the vice president of the region unless this officer is also an officer candidate. If both standing officers (Vice President and At-Large) are officer candidates, a state officer outside the region, national officer candidate or national officer, or state intern should be asked or appointed to preside over the election process.

1. The officer in charge of elections will prepare a written ballot for use in the election process. Copies of the ballot should be made prior to coming to state meeting.
2. Introduce all officer candidates noting whether they are running for the Vice President or At-Large position. Make introductions in the same order as the candidates are listed on the ballot.
3. All officer candidates will be asked to step into the hall, supervised by an adult, outside the regional meeting space.
4. One at a time, each officer candidate will come into the room as called (same order as on the ballot) to make his/her prepared speech, discuss his/her poster and respond to questions from the region.
5. Following the presentation and question session, each candidate will return to the hallway to remain with the other officer candidates until called in for fact, opinion and impromptu questions.
6. Review the fact, opinion and impromptu questions with the audience. Discuss the correct answer for the fact question and possible responses to the opinion and impromptu questions. Each officer candidate will be invited back into the regional meeting room to respond to one fact, one opinion and one impromptu question. Utilize the same order as when officer candidates came into the room to present their speeches and respond to questions (same order as on the ballot). Each candidate will respond to the same questions, which will be delivered to the state officer presiding over elections in a closed envelope.
7. Each chapter is allowed a designated number of votes based on their affiliated membership.
 - 10 to 25 members = 1 vote
 - 26 to 50 active members = 2 votes
 - 51 to 75 active members = 3 votes
 - 76 to 100 active members = 4 votes
 - 101 to 150 active members = 5 votes
 - 151 or more active members = 6 votes
8. When all candidates have responded to the fact/opinion and impromptu questions, chapters will caucus to determine how to designate their votes.
9. Chapters will cast their votes for the candidate(s) they determined to have made the strongest presentation and who they believe will best serve the region/state.

10. Following the chapter caucus, the presiding officer will cast a ballot, separate from his/her chapter, to be used as a tie-breaking vote, if necessary. This ballot is to be given to the state officer adviser assisting with elections. He/she will place the ballot in his/her pocket to be retrieved and used only if a tie occurs. This process should not be visible to the region.
11. Two adults, preferably not the advisers to officer candidates, will take the ballots into the hallway to complete the count. One of the adults should have the presiding officer's vote in his/her pocket in case a tie occurs. Tally the counts on a blank ballot.
12. Signed letters of congratulations and regret are included in the election packet. Envelopes are also provided. Write the candidate names on the envelopes. Place the correct letter (congratulations/ regret) into an envelope for each officer candidate. Double check to insure that the correct letter is in the envelope for each student. Seal the envelopes.
13. Bring the final count, ALL ballots, and the sealed envelopes -- with letters for each officer candidate -- to the state adviser in the conference office as soon as the count is complete, using the Regional Envelope provided by the state adviser. Do NOT announce the new officers to the region, or share the results of the ballot with anyone.
14. Advisers of officer candidates should meet the state adviser at the conference office at 10:45 p.m. to pick up letters to officer candidates. The letters will announce the results of the balloting process.

National Officer Candidates

Several students, with experience as state officers, may be interested in submitting applications for national office. Students with this interest should find the application for national office on the FCCLA National Website (<http://www.fcclainc.org>) under the “Youth Leaders” section (near the bottom of the list on the left of the screen). There are many other informative documents on this page to help get an understanding of the role, responsibilities and commitments of a national officer. Be sure to speak with your parents, adviser, and school administrators before completing the application.

The application for national officer has many parts, one of them is a recommendation from the state adviser. All interested applicants must speak with the state adviser by January indicating that they are interested in applying, and discussing their strengths and areas for improvement. A completed application for national office, with all appropriate signatures and recommendations and supporting documents, must be received by the state adviser at least one month prior to the Washington State FCCLA Leadership Conference. Approval by the state adviser is necessary before the student(s) will be allowed to ask the state membership for approval and support.

Up to two students may be endorsed by the WA-FCCLA each year for national officer positions. The state may send one application for each national office position (At-Large and Regional).

Students who are elected to national office will continue to serve as active members of the WA-FCCLA Executive Council. Students who are not elected to national office may continue to provide state leadership through the position of Intern. The specific duties of the intern will be determined by the student, the state adviser, and the chapter adviser. Processes for determining those duties are outlined in the FCCLA Policies. Student expenses will be covered by WA-FCCLA as they are for state officers. Up to two Interns may be supported in any one year.

Advisers to national officers and/or Interns will continue to serve as active members of the WA-FCCLA Advisory Board. Adviser expenses will be covered by WA-FCCLA as for other Advisory Board members.

Section VIII
State Meeting

State STAR Events

All individuals and teams that receive a Gold Rating at Regional STAR Events are eligible to participate in the State FCCLA STAR Events competition. Qualified individuals and teams are reported to the state adviser when regional STAR Events scores are entered into the state STAR Events website. Verification of participation at state is made when chapters register for the State Leadership Conference. The top scoring individuals/teams at the State STAR Events will be invited to represent Washington State at the National STAR Events competition at the upcoming National Leadership Meeting.

A state coordinator of STAR Events will provide regions with the appropriate information for accessing the STAR Events website, and with examples of letters and registration and implementation procedures for regional events.

The state STAR Events Coordinator will identify appropriate Lead Consultants, evaluators and facilitators for implementation of the state event. A STAR Events Management Team will assist the Coordinator with implementation of STAR Events at the State Leadership Conference. A description of the duties of the STAR Events Management Team follows.

STAR Events Management Team

The STAR Events Management Team consists of two chapter advisers from each of two regions that will rotate on a two-three-year basis. The 1st will be training from the previous team and the 2nd term will be training the next team. Advisors for the team will be chosen within the region and do not need to be (but can be) a member of the Advisory Board for FCCLA. The schedule for this team is as follows

Region 6 – 2003-2005
Region 5 – 2004-2007
Region 7 – 2007- _____
Region 4
Region 8
Region 3
Region 9
Region 2
Region 10
Region 1

Duties for the team will be to assist the STAR Events Coordinator with the management of State STAR Events. The Management Team is responsible for the following duties:

- Confer with State STAR Events Coordinator in the fall of the year
- Participate in the training/orientation held with lead consultants (to prepare for state)
- Arrive the evening BEFORE State Star Events to help with set-up
 - Post print outs of Evaluators, Facilitators, Participants and maps of the events
 - Help with any projects needed from the Coordinator
 - Make sure to have the following lists for the next day:
 - Lead Consultants, events and rooms

- Participants, times & Schedules
- Printouts of Facilitators and Evaluators by:
 - School
 - Name
 - Event
- Rules of Star Events & the Day
- Schedule for sign-ins, changes, and events
- Sign-up page for people interested in helping that don't have jobs.
- Master copy for changes of certificates for Evaluators, Facilitators, & Participants
 - Complaint forms and Box (Or file) for putting them in
- The DAY OF STAR events—Arrive 1 hour early
 - Answer Questions—Handle complaints
 - Take and organize boxes from schools
 - Smile, make people feel important (Remember it's a stressful day and EVERYONE has had problems getting here)
 - Protect the Coordinator and Star Events office as much as possible from Questions and unnecessary traffic
 - Schedule people to fill holes in Evaluators and Facilitators
 - Help File items into school boxes
 - Problem solve as much as possible and help others to do the same BEFORE approaching the Coordinator.
 - Make sure all sign-up sheets from Lead Consultants are turned in.
- The Day AFTER STAR events—check to make sure certificates are right. (A suggestion is to take certificates of facilitators and Evaluators to Advisor Session and have teachers look over certificates to make sure the people's names are spelled correctly and they did that job—a list can be made of certificates missing)
- The LAST DAY of State Meeting—Help distribute school boxes
- Handle Complaints—At some point, look over the complaints and “Take action”. Depending on the complaint—maybe the judge or lead consultant need to be contacted, maybe just an explanation. But answer the complaint letters, make a copy for the file and send them back to the school that made the complaint so they can see that we considered their complaint important enough to give it time.

State Meeting Sessions

There are usually five general sessions of the assembly at the state leadership conference. The following outline suggests awards and topics to be presented at each session. Each executive committee, along with the state advisers and advisory board, has the opportunity to rearrange the topics of the sessions based on the program needs of the specific year. A member(s) of the advisory board will be assigned to work with members of the executive committee to facilitate each session. The content of each session is subject to change based on the goals of the State FCCLA Executive Council and Advisory Board.

Opening Session

Officers in Charge: Director of Community Service, Director of Public Relations, Vice President

- Introduction of the theme
- Welcome
- Introduce guests
- Special opening speaker: mayor, Superintendent of Public Instruction, Governor of Washington, etc.
- Introduction of state and national officer candidates
- Power of One Awards
- Announcements
- Energizers

Workshops

Officers in Charge: Director of Projects, Vice President

- Large and small breakout sessions reflecting the annual theme and focus of the state and national organizations
- Breakout sessions are suggested by the executive committee
- Final approval of speakers comes from the state adviser

General Session

Officers in Charge: Director of Finance and three Vice Presidents

- Keynote speaker reflecting annual theme
- Announcements
- Awards may be presented as needed

Banquet

Officers in Charge: Director of Star Events, Director of Recognition, Vice President

- STAR Events evaluator and facilitator recognition
- STAR Events medal presentations
- Announce national STAR Events team
- Scholarship presentation
- WA-ACTE scholarship presentation
- Honorary Member Award presentation
- Introduction of new officers
- Officer farewells

In preparation:

- Banquet slide show must be organized before arriving at state leadership conference. All requested photographs should be sent to the Recognition officer at the appropriate time. Officers who have not submitted their photographs on time will not be included in the slide show.
- Recognition officer: order boutonnieres and corsages for state officers, centerpieces for head tables – coordinate with state administrator; association will be billed for the flowers.

Closing General Session

Officers in Charge: President, Director of Membership, Director of Parliamentary Law, Vice President

- Recognition: STOP the Violence, Community Service, FACTS, Families First, other awards not yet presented
- Annual Business Meeting; officer reports; election of national officer candidates
- Review of Annual Meeting
- Installation of new officers

In Preparation:

- Officers must request information from State Administrator for their officer reports one month prior to state leadership conference.
- Officer reports must be written, and reviewed by the state officer's adviser before coming to state leadership conference.
- Recognition officer: order long-stemmed red roses for installation ceremony, coordinate with state administrator; association will be billed for flowers.

Adviser Recognition Session FCCLA State Leadership Conference

Advisers in Charge:

- Adviser to Director of Recognition
- Adviser to VP of same region as Director of Recognition

Responsibilities:

- Make certificates for all advisers receiving awards
 - Advisers to Advisers
 - Spirit of Advising
 - Adviser Mentor
 - Master Adviser
 - Years of Service
- Get information from FCCLA State Advisers to make certificates
- Host the Recognition Session
- Makes copies of form to plan regional meetings (next page)
- Revise this outline as needed and give to State Adviser

Session Opening – Health & Human Services Pathway Supervisor

- Welcome to session
- Introduce special guests
- Clock hours

Awards

- Adviser-to-Adviser
 - Have all Advisers to Advisers stand for recognition
 - Certificates for completing Advisers to Advisers
 - Announce new Advisers to Advisers
- Spirit of Advising -- certificate
- Advisory Board members – certificates, state advisers make these
- First Year Teachers – recognition – could be certificate or other
- Master Advisers
 - Have all Master Advisers stand for recognition
 - Certificates for new Master Advisers
- Mentor Advisers
 - Have all Mentor Advisers stand for recognition
 - Certificates for new Mentor Advisers

Discuss nominations for FCCLA Adviser of the Year (WA-ACTE/FACSE Award)

Years of Service Awards – Presented with certificate and pin (State Advisers order pins)

- 5 years
- 10 Years
- 15 years
- 20 years
- 25 years
- 30 years
- Others?
- Retirees – no pin

Have the following stand for recognition

- Advisory Board members for upcoming year
- Former FCCLA Advisers of the Year
- Students in College/Student Teachers
- Special Guests

Program

Some years an adviser's program is identified and carried out. A national FCCLA staff member might conduct training for advisers. A special speaker might be arranged for the advisers.

National FCCLA Board Update

Provide an update of changes, topics of discussion from the National FCCLA Board.

Regional Meetings

- Plan meeting dates for upcoming year (Fall Regional & STAR Events)
 - Use form on next page for reporting (copy on bright paper)
 - Provide teachers with dates for: upcoming cluster, state and national meetings; WASL dates; WAFCS/FACSE annual conference; registration deadline for state leadership meeting
- Turn in form with dates to State Adviser

FCCLA Planning Dates

Region _____ Year _____

	Fall Regional Meeting	Regional STAR Events	Spring Regional Meeting
Date			
Location			
Contact			
• Person			
• School			
• Phone			
• E-mail			

What did you really like about State Leadership Meeting?

What would you change?

In a perfect world, what would you like to see happen with FCCLA in Washington State?

Banquet Session
FCCLA State Leadership Conference

Advisers in Charge:

- Adviser to Director of STAR Events
- Adviser to Director of Recognition

Adviser Responsibilities:

- Determine chapter seating for the Banquet; get information from state adviser
- Notify advisers of banquet seating (at Adviser Recognition Session)
- Supervise rehearsal for banquet with the State Officers
- Assist State Officers with practice in pronouncing members' names
- Check the banquet room set-up
- Supervise the banquet seating and session

Recommendations:

- Banquet Seating: chapters with state officers should be seated close to the front of the room; two tables should be reserved at the front of the room for the state officers; determine if there are special seating needs, ie. wheelchair access and plan accordingly; if schools are split between two or more tables, place at adjoining tables; try to place schools near the back who were near the front in the previous year
- Seating Chart: post copies of the seating chart near the entrances to the banquet; include the school name (and number of seats); note who shares with whom
- Seating Notification: Give advisers a slip of paper with their school's table number(s) at the adviser recognition session
- Place table tents on tables with table numbers—write large (numbers may be available from conference center)!!

Section IX

National Meeting

National Meeting

National meeting is held each year in July. All state officers should try to attend. Registration forms and materials will be received at state leadership meeting.

The following information provides suggestions for state officers and state officer advisers at national meeting:

- ❖ State officer advisers must meet the first night to focus on the following:
 - Review list of adviser responsibilities for working with students on meeting plans.
 - Review the focus of the 1st, and 2nd state meetings at the National Leadership Conference.
 - Develop a plan for adviser meeting place and times.

- ❖ All adviser meeting the first night after last group has arrived to review the following:
 - Room assignments of all delegates and advisers.
 - Advisers roles and assignments for the meeting
 - Schedule of National meeting.
 - Review tour information and meeting places.
 - Review STAR events procedures.
 - Review Rules, code of conduct, and curfew.
 - State meeting room location.
 - State Headquarters location.
 - Time, date and attire for state picture.

- ❖ First state meeting
 - Welcome
 - Introduction of State Officers, State Officer Advisers and State Adviser
 - Introduction of Special Guests—Advisory Board Chair, National Officer Candidates
 - Introduction of Chapters and Advisers
 - Review Code of conduct in hotel, meeting, and tours
 - Present good luck gifts to National Officer Candidates
 - Energizer
 - Teach state cheer
 - Question and Answer session
 - Next meeting detail—Business Meeting—voting

❖ Second meeting

- Officers that need to be involved in this meeting are: President, Secretary, Director of Finance, and others as needed
- Reintroduce State Officers, State Adviser and Advisers to State Officers
- Conduct Business meeting
- National Officer Candidate recommendations
- (Washington State National Officer Candidate and other recommendations.)
- Update information
- Energizer or Mixer
- State cheer
- Officers involved need to include Director of Recognition and Director of STAR Events.
- Focus should be on celebrating of accomplishments.
- Reintroduce State Officers, State Adviser, Advisory Board Chair
- Recognize STAR Event Participants.
- Recognize Five Power of Ones recipients attending national meeting.
- Recognize Member Quest recipients.
- Recognize National Officer Candidate if elected.
- Review information on departure travel plans.
- Thank you.
- Question and Answer session