



2017-2018 Officer Candidates

If you are looking to develop leadership skills, plan and implement Leadership Conferences; represent your state membership and have fun, then this position is for you! Michigan FCCLA is looking for qualified individuals to fill State Officer positions, which combine to form the State Executive Council.

Requirements/Experience:

- Active and current membership in an affiliated chapter
- Minimum of one semester of Family & Consumer Sciences, Early Childhood, Teacher Cadet, Fashion Design or Interior Design
- Completed at least one module in Power of One
- Minimum grade point average of 2.7 on a 4.0 scale
- Recommended by the chapter in accordance with this application
- Members may run for office in their 9th, 10th, and 11th grade years

Required Meetings:

Advisers are not required to attend each of these meetings; however, they are responsible to assist students with their travel plans.

Required State Officer Activities

- CTSO State Officer Training, *May 20-22, 2017 - Location TBA*
- State Executive Council Meeting, *July 31-August 1, 2017 - Western Michigan University*
- Attend the Fall Leadership Conference, *2 days in November 2017 - Lansing, MI*
- State Executive Council Meeting, *2 weekend days in February 2018 - Location TBA*
- State Leadership Conference, *4 Days in March/April 2018 - Location TBA*

Optional State Officer Activities

- National Leadership Conference, *July 2-6, 2017, Nashville, Tennessee*
- FCCLA Capitol Leadership, *2017 TBA, Washington, D.C.*
- National Cluster Meetings, *November 2017, Locations TBA*
- National Leadership Conference, *June 28-July 2, 2018, Atlanta, Georgia*

Adviser Requirements:

There are two main responsibilities as an adviser of a State Officer:

- Assist the officer with transportation and receive excuse absences from school so they can attend required activities.
- Proofread articles and correspondence for the officer.
- No meetings are required of advisers of state officers.

While it is encouraged that advisers attend the February Officer meeting, no meetings are required of advisers of state officers.

Offices and Duties:

All state officers shall attend the meetings of the State Executive Council, share in program planning, assist with regional activities, attend leadership training workshops, attend the National Leadership Conference, and upon request of Michigan FCCLA, make visits as requested by new chapters, and serve on special committees as designated by the State FCCLA State Executive Council representing the state association.

Candidates should not specify which office they are seeking. Final assignment of officer positions will be made during a meeting with the State Director/Coordinator and the newly elected State Executive Council.

- **President** - The President shall preside over all business meetings of the State Association and of the State Executive Council.
- **First Vice President** - The First Vice President shall keep accurate minutes of each State Executive Council meeting and shall also serve on the State Election Committee.
- **Vice President of Community Service** - The Vice President of Community Service shall coordinate and promote the state community service project and encourage chapters to apply for the community service award at both the state and national levels.
- **Vice President of Programs** - The Vice President of Programs shall create interest and participation in the state and national programs.
- **Vice President of Public Relations** - The Vice President of Public Relations shall coordinate all public relations activities, including the state newsletter and compile a history of the state association.
- **Vice President of Membership** - The Vice President of Membership shall promote FCCLA membership throughout the state and encourage chapters to participate in the national membership program.
- **Vice President of Competitive Events** - The Vice President of Competitive Events shall promote participation in Life Skills and STAR Events and be knowledgeable of the events.

Your Responsibility To...

(1) The Organization

- Your foremost responsibility as an officer is to represent the FCCLA members throughout the organization.
- The entire organization will be judged by other people's impressions of you. Consequently, you must always be mindful of the image you project in appearance, speaking and manners.
- You are charged with the responsibility of projecting yourself as a professional student leader.
- You are charged with the responsibility of developing enthusiasm for Michigan FCCLA.
- The growth of Michigan FCCLA during your term of office will depend on the performance of your duties and impression you leave with people who are interested in our activities.
- As a state officer, you should select a few priority items as ones which will command your major attention and expertise, and concentrate on their further development.

(2) FCCLA Members

- As a state officer, you have the challenge to provide guidance, leadership and inspiration to all FCCLA Members. The example which you set will affect each member's enthusiasm, involvement and emotion toward FCCLA.
- You must at all times exhibit the qualities of leadership that will contribute to the growth of FCCLA.
- You will inspire leadership in direct proportion to the degree that you, as an individual, give leadership.
- You will instill in those you meet the desire for self-improvement and the attainment of higher goals.

(3) Self and Family

- Remember you have a responsibility to yourself and your family. Keep your parents informed of what you do as a State Officer. Their support and guidance is very important to your success as an officer.
- In selecting your personal priorities, keep in mind that FCCLA **does not** take precedence over your education. But it does take priority over other extra curricular activities and your employment.
- Vince Lombardi said, "*Winning isn't everything, but wanting to win is.*" You owe yourself the obligation to "want to succeed," to achieve as much as you can, and to do the best you can at all times.

(4) Other State Officers

- The other state officers will act as a very important support group. Often, only they can relate to the problems and situations you are experiencing.
- Avoid forming cliques with a few of the other state officers. There may be several officers you want to spend more time with but the success of the team depends on everyone "getting along" and working together.
- If there is a problem with another officer, talk it out immediately. When rooming together, respect everyone's space and possessions. Small problems that aren't immediately resolved or taken care of can grow into larger problems. Speak with the State Coordinator if issues can not be resolved.
- Respect all opinions. You are all leaders and often you will need to compromise for the good of the organization. After a decision is made, it is your responsibility to support that decision. Present a uniform front of togetherness.
- It is your duty to correspond with other members of your team, as to the progress you are making and as to the activities undertaken.

(5) Your Local Chapter

- Because of the many Michigan FCCLA activities you will be actively involved in, you will have less time than you would like to spend on local activities.
- During your term of office you are not to hold any office on the local level. Encourage others to learn by being a chapter officer.
- Do not dominate chapter meetings or discussions. Have the president add you to the agenda, if you have a report to give on state or district activities.
- During state activities you are a member of the state team and not a member of your local chapter. This will mean missing chapter meetings and activities.

(6) Your Chapter Adviser

- It is extremely important that you keep your chapter adviser informed of your activities at all times. It is suggested that you schedule a ten minute meeting with your adviser each week for the purpose of discussing your activities.
- Your chapter adviser's encouragement and support is very important. Do not expect special privileges from your adviser because you are a state officer.
- Make sure all your school work is completed on time. If a time extension is needed, talk to your adviser.

(7) Michigan FCCLA

- The Michigan FCCLA State Coordinator will be working to make your term as an officer a successful and rewarding experience for you, and will assist your efforts whenever possible.
- The Michigan FCCLA State Coordinator must know your capabilities as an individual to represent FCCLA on any possible assignment. Keep her informed at all times.
- Send in all reports and requested information on time.
- Copies of all FCCLA correspondence must be copied and sent to the State Coordinator for approval prior to sending anything out on behalf of Michigan FCCLA. All correspondence is filed for future reference and for next year's officers.
- Be on time to all meetings and activities. Give notice as soon as possible if you can not attend a meeting. Call if you will be late or your plans change.
- The State Coordinator is here to assist you. Take advantage of the help.

(8) Your Employer

- Request time off for FCCLA activities as soon as possible.
- Keep employers informed of your FCCLA activities. They will be supportive, if they understand what you are doing.



State & National Officer Application Information

Deadline: February 1, 2017

Instructions: Type and complete each item in detail. *Handwritten applications will not be accepted.* Please mail a copy of the complete application packet to the State Office.

Applications must be received by February 1st. Incomplete or late applications will not be considered after the deadline. Mail to: Michigan FCCLA, Eastern Michigan University, Ypsilanti, MI 48197

Each affiliated school may nominate a maximum of two (2) candidates for a state/national office.

The election procedure for State Office is as follows:

- Candidates should not specify which office they are seeking.
- Eligible candidates will complete and send their applications for review to Michigan FCCLA.
- The candidates will deliver their nomination speeches at the State Leadership Conference.
- Voting Delegates will select the officers to serve as the State Executive Council.
- Final assignment of officer positions will be determined in May at the State Officer Training Camp, which is held over the course of several days.

The State Director/Coordinator and State Executive Council will decide if any State Officer will run for a National Office.

Candidates will receive more information after applications have been processed regarding procedures and the election process.

If you have any questions please call Michigan FCCLA at (734) 487-8657.



State & National Officer Application Instructions

Deadline: February 1, 2017

Please send the following to Michigan FCCLA by the application deadline:

Candidate application, which includes:

- Candidate's information and qualifications (Page 1)
- Candidate's previous experience (Pages 2 & 3)
- Candidate's reasons for applying, ideas/goals for the State Executive Council, and special skills they would bring to the office. (Page 4)
- Statement of Support, signed by the parent/guardian, adviser, principal, school counselor, employer (*if applicable*) and a chapter officer. (Page 5)
- Acceptance of Candidate's Responsibility, signed by the candidate and adviser. (Page 6)
- Statement of Responsibility, hand written, signed by the candidate, adviser and parent/guardian. (Page 7)
- State Officer Code of Conduct, signed by the candidate, adviser, and parent/guardian (Page 8)
- State Officer Internet Policy, signed by the candidate, adviser, principal and parent/guardian (Page 9)
- Medical Release Form (Page 10)
- Recommendation for State Officer Candidate - The completed form along with a letter of recommendation from 3 adults, not related to the candidate. ***The form and letter should be placed in sealed envelope by the person submitting the recommendation.*** You should have 3 sealed envelopes, one from each adult. (Counts as Pages 11-13)
- Official high school transcript, including attendance.
- National Officer Candidates must request an additional National Officer Candidate Application from the State Office. This application is also due to the State Office on February 1st. for review before submitting to the National Office.

Campaign Flyer:

- Create a campaign flyer and email it to the Michigan FCCLA office (crodrigue1@emich.edu) before the application deadline.
- The flyer may be in Word, Publisher or Adobe PDF format.
- The size must be 8.5 inches by 11 inches, and will be copied in black and white and included in the Voting Delegates' information packet at the State Leadership Conference.
- The flyer must include your name, school, grade and why you want to be a Michigan FCCLA State Officer.
- Be as creative as you wish! Keep in mind that any photos and graphics will be copied in black and white on colored paper, so please make sure they are not too dark!



State & National Officer Candidate

2017-2018 Application

Information/Qualifications

Name _____ Telephone _____

Address _____ City _____ Zip _____

Email _____

Name of School _____

Our Chapter Recommends the Candidate According to the Following Qualifications:

The Officer Candidate:

YES NO

- 1. Has active membership in an affiliated chapter for one year and is currently a member.
- 2. Has had at least one semester of classes in Family & Consumer Sciences, Early Childhood, Teacher Cadet, Fashion Design or Interior Design education.
- 3. Is currently in the 9th, 10th, or 11th grade.
- 4. Has earned at least one module in the Power of One Program.
- 5. Has a grade point average of 2.7 or above on a 4.0 scale.
Current grade point average is _____.
(Must attach school transcript including attendance)
- 6. Has held a responsible position in the state and/or at the chapter level.
- 7. Is recommended by their school in accordance with the information requested on the application form.

(Signature of Chapter Adviser)

(Signature of Chapter President)

The following items are to be completed by Officer Candidate. List all information on this page.

Do Not Add Pages.

1. Date of Birth: _____/_____/_____

2. Current grade level (during 2016-2017 school year): 9th 10th 11th

3. Number of years as a member of FCCLA: _____

4. Please list the Family & Consumer Sciences, Early Childhood, Teacher Cadet, Fashion Design or Interior Design classes completed or currently enrolled in:

5. Number of semester enrolled in Family & Consumer Sciences, Early Childhood, Teacher Cadet, Fashion Design or Interior Design classes:

6. Future career plans: _____

7. List all your Chapter FCCLA offices and activities:

The following items are to be completed by the Officer Candidate. List all information on this page.
Do Not Add Pages.

8. List all of your State FCCLA activities:

9. List all of your high school activities other than FCCLA:

10. Describe your volunteer and paid work activities in the community:

11. Describe your contributions to your home and family:

Candidate Essay

Indicate your reasons for applying, ideas and goals for the State Executive Council, and any special skills that you may bring to the team. *(Please limit to 200-300 words)*

Statement of Support

_____ wishes to apply to run for a Michigan FCCLA State or National Office.
Name of Candidate

The candidate's success is closely related to the support he/she receives from his/her family, chapter and school officials. Please indicate your approval and support of him/her pursuing the goal to be an effective State Officer.

"I am in support of this candidate becoming an elected State/National Officer of Michigan FCCLA. I will do whatever I can to support and encourage him/her. To the best of my knowledge, all information provided in the application is up-to-date and correct."

Signature of Parent(s)

Date

Signature of Chapter Adviser

Date

Signature of Principal

Date

Signature of School Counselor

Date

Signature of Employer

Date

Signature of a Chapter Officer

Date

Acceptance of Candidate's Responsibility

I recognize that the following obligations are a part of a State Officer's responsibilities. I plan to perform to the best of my abilities, these and any other duties of the office to which I may be elected.

Initial each item:

- _____ 1. To become knowledgeable about the state and national FCCLA program of activities, and to be able to discuss it with chapter officers and other interested parties.
- _____ 2. Observe standards of official dress, exemplary personal conduct, and personal grooming while representing FCCLA.
- _____ 3. Full attendance and participation in the meetings of the FCCLA State Officers. I will resign my office if I am unable to attend required training workshops.
- _____ 4. Attendance and participation in the Fall Leadership Conference and the State Leadership Conference is required. Attendance at the National Leadership Conference is optional.
- _____ 5. Careful preparations for fulfilling responsibilities in FCCLA activities in which I am involved.
- _____ 6. Notification to the Michigan FCCLA staff of all invitations for representation of FCCLA.
- _____ 7. Responsible and timely reporting of activities conducted as a representative of the FCCLA association.
- _____ 8. Development of the State Officer's Program of Work in cooperation with the State Action Team and State Director/Coordinator.
- _____ 9. Follow all guidelines to be an effective State Officer as presented at training.
- _____ 10. Fulfill all responsibilities as spelled out in the State Officer's Program of Work.
- _____ 11. Abide by the State Officer Code of Conduct, from the time that I am a candidate through my term of office. I will resign my office if I fail to follow the State Officer Code of Conduct.

Signature of Candidate

Date

Signature of Chapter Adviser

Date

Statement of Responsibility

The following statement must be **HAND-COPIED** below, by the State/National Officer Candidate. Re-typing it is not acceptable.

"If elected, I will attend and participate in all meetings (including, but not limited to: State Officer meetings, State Officer training, the Fall Leadership Conference, and the State Leadership Conference) as called by the State Officer guidelines and the State Director/Coordinator. I fully understand the responsibilities and obligations of the position I seek, and if elected, will carry them out to the very best of my ability. I further understand that if, in the opinion of the majority of the State Director/Coordinator or the State Executive Council, I fail to fulfill my responsibilities and obligations of office, and/or I violate the Michigan FCCLA Code of Conduct or the Michigan FCCLA State Officer Code of Conduct from the time that I am a candidate through my term of office, I can be removed from office. Should I fail to complete the duties of my office, I will refund Michigan FCCLA the amount of money expended for my participation during my term of office."

Signature of Officer Candidate

Date

Signature of Chapter Adviser

Date

Signature of Parent or Guardian

Date

State Officer Code of Conduct

1. I shall not possess or consume any alcoholic beverages or illegal controlled substances of any kind or in any form.
2. I shall follow established curfew. Curfew means I am quiet and in my own room unless I am conducting official business at the instruction of the Michigan State FCCLA Staff.
3. Official conferences and activities begin when I leave home for the event and end when I return home. Therefore, this Code of Conduct is in effect throughout this entire period of time.
4. I will always conduct myself in a professional manner as a representative of FCCLA.
5. I shall apply appropriate leadership principles at all times. These include, but are not limited to the following: consensus building, compromising, listening, respecting other people's opinions and possessions, democratic styles rather than dictator styles, maintaining enthusiasm and involvement, and conflict resolution through open communications.
6. I shall refrain from the use of tobacco in any form while representing FCCLA.
7. I shall wear appropriate dress at all official functions. Denim jeans, skirts or dresses are not professional dress. Denim and jean-like apparel may be appropriate at dances and leisure activities if approved by Michigan FCCLA Staff, but not during any other official sessions or meetings.
8. I shall immediately remove myself from all situations that could compromise my professional image.
9. I shall refrain from dating fellow State Officers while I am in office. I shall refrain from dating anyone while at a Michigan FCCLA activity or conference.
10. I shall not deface public property. I will be responsible for any damages caused to rooms or facilities that I am responsible for.
11. I shall keep the Michigan FCCLA Staff informed of my whereabouts and activities at all times, where the activities are an official function of my office, or while I am in their charge.
12. I shall be prompt and prepared at all times.
13. I shall carry out my duties and responsibilities to the best of my abilities.
14. I shall attend all official conference activities, unless I receive prior approval from Michigan FCCLA Staff to be absent. If I am unable to participate in all required State Officer Meetings, I will resign my office. Special permission must be received from the State Director/Coordinator to be excused from required meetings.
15. I shall keep my local chapter adviser informed of all official correspondence. I shall forward a copy of all official correspondence written by me to the Michigan FCCLA State Office, in accordance with policies stated in the State Officer Handbook.
16. I will abide by Michigan FCCLA's Delegate Code of Conduct, in addition to the Michigan FCCLA State Officer Code of Conduct, from the day I sign this agreement below, to the end of my term, if elected.
17. I shall follow my local school policies where there are more restrictive than the Michigan FCCLA policies and guidelines.
18. I shall not be engaged in inappropriate or illicit behavior.
19. I am responsible for reporting any violations of this Code of Conduct committed by myself or by fellow officers.
20. State Officers shall allow Michigan FCCLA to use conference photographs, video footage, and their names for promotional purposes.
21. I shall not post any inappropriate content, photos or other materials on any social media website. This is in effect from the day I sign this agreement below, to the end of my term, if elected.
22. If other situations arise that are not covered by the Code of Conduct for Michigan FCCLA State Officers, I shall use my best judgement in the situation. Above all I will try to act in such a way that it will reflect positively on the Michigan Association of FCCLA.

"I agree to follow the Michigan FCCLA State Officer Code of Conduct from the time that I am a candidate through my term of office. I will resign my office if I fail to follow this code."

Signature of Parent or Guardian

Signature of Officer Candidate

Signature of Chapter Adviser

Date

Internet Policy

Using Facebook, MySpace, YouTube or other Public Sites

Please keep in mind that as an officer for Michigan FCCLA, you are a public figure. As an officer you represent your school, your state association and even FCCLA on a national level. As you post content to personal web pages, Facebook, MySpace, Twitter, YouTube or other sites, keep in mind that people you do not know (including potential employers) might “look you up” in cyberspace or Google your name. Be sure your personal materials including comments, photographs, video or sound files would not embarrass you if they were viewed by FCCLA staff, business partners, instructors or others.

E-mail Address

Be sure to check e-mail daily during your term of office as travel opportunities are often offered via e-mail. You will be assigned a Michigan FCCLA email address that will link to your primary email account; please use this address for all of your FCCLA correspondence. If your personal email address is deemed inappropriate, you will be required to create a new email account (just in case a member, adviser or partner gets an email from the wrong account).

Code of Conduct Statement

As an officer of the Michigan Association of Family, Career and Community Leaders of America, I will represent my organization, state and school with respect. This means that, for my term of office, any content I post on the internet, including websites such as (but not limited to) MySpace, Facebook, YouTube, Twitter or other sites, and my email address must be reviewed by an authorized adults such as my adviser, parent or guardian. I agree to add the Michigan FCCLA State Adviser as a “friend” on Facebook, Myspace, Twitter, and other social networking sites for the duration of my term of office. I also understand that these Websites will be monitored and I may be requested to remove material.

If I fail to do so and post inappropriate or unapproved material, I will be on probation as an officer and subject to the consequences of my adviser, school or state adviser.

State Officer's Signature

Chapter Adviser's Signature

Parent/Guardian's Signature

Principal's Signature

This form must be submitted with the State Officer Application.

Student Member Release Form For Michigan FCCLA State Officers

Name of Student _____ Date of Birth _____

Home Address _____ City/State/Zip _____

Home Phone _____ Student's Cell Phone _____

This is to certify that _____ has my permission to attend FCCLA activities from May 1, 2017 to April 30, 2018. On behalf of the above named student member, I hereby absolve and release the school officials, the FCCLA chapter adviser(s), Michigan FCCLA, the host state, and/or the FCCLA conference staff from any claims for personal injuries which might be sustained while he/she is en-route to, from and during such FCCLA sponsored activities providing that this agreement shall not apply to any injury arising out of sole negligence of the preceding parties.

I authorize the above named adviser(s), the Michigan FCCLA State Director/Coordinator and/or his/her designee to secure the services of a physician or hospital and to incur the expenses for necessary services, in the event of an accident or illness, and I will provide the payment of these costs.

We have read and agree to abide by the supplied Michigan FCCLA Code of Conduct (posted online and in the Michigan FCCLA Guide) and the State Officer Code of Conduct. Should a Code of Conduct violation occur, law enforcement personnel and/or security may be called to assist with the ultimate punishment of being sent home at the student's or chapter's expense and/or being removed from office. Reasonable care shall be exercised to ensure the safest, most expedient, and financially feasible mode of transportation back to the home community of the student involved. I am aware of the consequences that will result from violation of any of the guidelines.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Chapter Adviser Signature _____ Date _____

Required Medical Information

Known allergies (drug or natural) _____

Special medication being taken _____

Date of last tetanus shot _____

History of heart condition, diabetes, asthma, epilepsy or rheumatic fever _____

Physical restrictions _____

Other conditions _____

Family Doctor _____

Parent/Guardian Phone: Work _____ Home / Cell _____

Insurance Company Name _____ Policy No. _____

Recommendation for State/National Officer Candidate

Candidate: Make three (3) copies of this form. This counts as the last three pages of the State Officer Candidate Application.

Recommendations must be completed by three (3) adults, and may not include parents, other relatives or classmates. **At least one recommendation must be from the chapter adviser.** Place completed form and letter of recommendation in a **sealed envelope** and return to the candidate.

Candidate's Name _____ School _____

Recommended by _____ Relationship _____

Check each characteristic:

Very Good	Good	Fair	No Info	Not Applicable
--------------	------	------	------------	-------------------

Dependability - prompt, sincere, consistent, truthful
follows directions

Leadership - assertive, able to inspire others, resourceful,
listens, uses good judgement

Industrious - persistent, good work habits, makes good
use of time, hard working

Mental Alertness - attentive, interested, eager to learn

Initiative - accepts responsibility, able to work without
supervision, works at a steady pace, starts work without
instruction

Ability to Get Along With Others - adaptable, friendly,
tactful, respectful of others, sense of humor

Personal Appearance and Grooming

Attitude - positive, honest, practices self-discipline,
enthusiastic, motivated

Signature

Date

Title/Position