



2020-2021 Michigan Adviser Manual New & Updated Item Summary

Please note that the items listed here are a summary of the major changes to this year's *Michigan FCCLA Adviser Manual*. Several other areas that are not listed here have been updated and clarified. Please read the entire Adviser Manual for complete information.

- **National FCCLA is offering two different membership price reduction packages. Advisers will need to complete the online form to get approval for their package selection before affiliating students. The deadline to submit the online form is November 1, 2020.** Refer to page 5 for more information.
- We will hold a Tri-State FCCLA Officer Development Conference, in conjunction with Ohio and Kentucky on Tuesday, October 27, 2020 from 4:00 p.m. to 6:30 p.m. The registration rate is only \$25 per chapter, with unlimited students! Refer to pages 21 for more information.
- National FCCLA is hosting a Virtual Leadership Experience starting on December 8. Competition in the Skills Demonstration Events and Knowledge Bowl will be held, with awards on December 11. The registration rate is \$150 per chapter. Content will be available through February 12, 2021.
- **We are planning an in-person State Leadership Conference on March 17-19, 2021 at the Valley Plaza Resort in Midland, Michigan. We will make a decision in January if we can safely hold the in-person conference, or if we need to pivot to a virtual platform.** Refer to pages 23-30 for more information.
- **There have been numerous changes to the STAR Events this year.** *The Competitive Events Guide* will be posted to the membership affiliation website under the Resources tab. After November 1st, it will only be available to affiliated chapters. ***Please make sure you use the updated manual when planning for competition!***
 - **Remember, there were also quite a few event changes that took place last year:**
 - Event categories are now Level 1 (through grade 8), Level 2 (grades 9-10), Level 3 (grades 11-12). *(For 2021, Level 4 was added for postsecondary students, but Michigan FCCLA will not hold competition for this level.)*
 - Discontinued STAR Event – Life Event Planning
 - Event Name Changes:
 - Applied Math for Culinary Management, now Culinary Math Management
 - Illustrated Talk, now Professional Presentation
 - Advocacy, now Public Policy Advocacy
 - Recycle and Redesign, now Repurpose and Redesign
 - Environmental Ambassador, now Sustainability Challenge



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*All forms are
available online at
www.mifccla.org*



2020 Calendar of Events

Note: All deadlines are when materials are to be received, not postmarked.

October	Michigan October Membership Madness Challenges
October 14	Registration Deadline: New Adviser In-Service
October 21, 1-4pm	New Adviser In-Service, <i>virtual</i>
October 23	Registration Deadline: Tri-State Officer Development Conference
October 27, 4-6:30p	Tri-State Officer Development Conference, <i>hosted by Michigan, Kentucky & Ohio</i>
November 1	Deadline: Online form for Membership Reduction Package Selection
November 10	Payment Deadline: Tri-State Virtual Leadership Conference
November 30	<p>Deadline: Items Due to National Headquarters</p> <ul style="list-style-type: none"> • Affiliations must be submitted through the FCCLA Affiliation System to receive the \$19.00 rate. <i>Beginning December 1, dues are \$29.00</i> • Affiliations must be submitted through the FCCLA Affiliation System for chapter to be eligible for complimentary Michigan State Conference registration for 20% membership increase (<i>see page 6 for more information</i>)
Dec 8 to Feb 12	<p>Virtual Leadership Experience, <i>hosted by National FCCLA</i></p> <p><i>Virtual competition in the Skills Demonstration Events and Knowledge Bowl will take place before Thanksgiving</i></p>
December 11	Virtual Leadership Experience, <i>recognition for the top scores in the Skill Demonstration Events and Knowledge Bowl participants</i>



2021 Calendar of Events

February	CTE Month
February 1	<p>Deadline: Items due to Michigan FCCLA</p> <ul style="list-style-type: none"> • State/National Officer applications due • Master Adviser and Adviser Mentor Applications due • Outstanding Administrator Award nomination due • Alumni Achievement Award applications due <p>Deadline: Items due to National FCCLA</p> <ul style="list-style-type: none"> • Students must be affiliated and paid through the FCCLA Affiliation System for chapter to be eligible for Michigan Gimme 5! membership recognition
February 8-12	FCCLA Week
February 17	<p>Deadline: Items due to Michigan FCCLA</p> <ul style="list-style-type: none"> • State Leadership Conference Registration due • State Leadership Conference Payment due <p>Deadline: Item due to Valley Plaza Resort</p> <ul style="list-style-type: none"> • State Leadership Conference Housing Form due to Valley Plaza Resort • State Leadership Conference Payment due to Valley Plaza Resort <p>Deadline: Item due to FCSEM</p> <ul style="list-style-type: none"> • FCSEM/FCCLA Scholarship application due to FCSEM representative
March 1	<p>Deadline: Items due to Michigan FCCLA</p> <ul style="list-style-type: none"> • Safe Driving Chapter Reporting Form due for Chapter Challenge credit • Five Star Chapter Award Applications due • State Community Service Activity applications due <p>Deadline: Items due to National FCCLA</p> <ul style="list-style-type: none"> • Power of One student names due through the FCCLA Affiliation System • Scholarship applications due to National FCCLA • Dues must be received by National FCCLA for participants to be eligible to compete in STAR Events and Power of One at the State Leadership Conference
March 5	<p>Deadline: Items due to Michigan FCCLA</p> <ul style="list-style-type: none"> • Cancellation form due for partial refunds for State Conference <i>no refunds after March 5</i>
March 17-19	State Leadership Conference, <i>Valley Plaza Resort, Midland</i>
April 1	Honorary Membership Applications due to the national FCCLA office
May 1	Deadline: Blazer Rental Forms to Michigan FCCLA
June 1	Deadline: Blazer Rental Payment to Michigan FCCLA
June 27-July 1	National Leadership Conference, <i>Nashville, Tennessee</i>
August 1	Deadline: Return Blazer Rentals to Michigan FCCLA



2020-2021 State Executive Council

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Membership Guidelines

1. Membership Dues are \$19.00 per member if affiliated online by November 30th. Cost breakdown is \$9.00 for national dues, and \$10.00 for state dues. The state dues include accident insurance for each member. Each student must pay both the state and national dues.
2. On December 1st, the membership dues increase to \$29.00 per member. Cost breakdown is \$9.00 for national dues, and \$20.00 for state dues.
3. Each school will affiliate online <https://affiliation.registermychapter.com/fccla#> through the FCCLA Portal.
4. Dues must be received by National FCCLA by February 1st for the chapter to be eligible for the Michigan Gimme 5! Award program.
5. Dues must be received by National FCCLA by March 1st for students to participate in the State Leadership Conference, all STAR Events, and the Power of One program.
- 6. All chapters must have paid affiliations for one (1) adviser and twelve (12) student members, for both state and national dues.**
7. National FCCLA will provide printable membership cards through the FCCLA Affiliation System.
8. An invoice will be generated after members are affiliated through the FCCLA Affiliation System. This invoice should be remitted for payment to your school bookkeeper or accounts payable department.
9. State and National membership fees are non-transferable and non-refundable.
10. Each chapter is responsible for the payment of membership fees for every student registered for the Michigan State Leadership Conference, National Fall Conference, National Leadership Conference, or Capitol Leadership Meeting, even if the student does not attend the conference, or leaves your class or program entirely.



Membership Price Reduction

To provide support and assistance during this challenging time, FCCLA's National Board of Directors has decided to offer two temporary price reduced leadership development package options in addition to FCCLA's regular membership option.

Chapter advisers interested in the chapter participation packages have the opportunity to choose from one of two options by November 1, 2020:

Up to 20 Leadership Development Package

- **Allows chapters to pay a flat rate of \$320** (\$160 for the national dues plus \$160 for state dues) **for up to 20 student participants**, a savings of \$60 from the 20 student regular rate. *Note: Any student over the first 20 will be charged the \$19 per person rate (\$9 national dues plus \$10 state dues).*
- Provides engagement for up to 20 FCS students and access to Competitive Events, Stand Up National Program, Power of One Leadership Training, FCCLA Student Portal, scholarship opportunities, educator professional development, and many curriculum resources cross walked to FCS National Standards.

Unlimited Family and Consumer Sciences Leadership Development Package

- **Allows chapters to pay a flat \$800** (\$400 for national dues plus \$400 for state dues) **for unlimited student participation**, a savings if you have 43 or more students.
- Provides an equitable opportunity for all FCS students and access to Competitive Events, Stand Up National Program, Power of One Leadership Training, FCCLA Student Portal, scholarship opportunities, educator professional development, and many curriculum resources cross walked to FCS National Standards.

To take advantage of one of the temporary reduced-price leadership packages, please follow the steps below by November 1, 2020:

1. Complete the Request to Participate form to select the temporary package you would like to use for the 2020-2021 school year. (*Michigan FCCLA has posted a link on the Forms page, under the Membership section.*) Please have your chapter ID ready to complete this form.
2. **Wait to hear confirmation from FCCLA before affiliating your chapter.** National FCCLA will advise you via email within two business days of receiving your Request to Participate form as to when you can affiliate in the FCCLA portal with your chapter's selected package option. This correspondence will be an email sent to the email address used to complete the Request to Participate form. *Note: To ensure you receive the correct package rate you have selected, please do NOT affiliate your chapter until we confirm the participation package you selected has been turned on for your chapter per your request.*
3. After you have received email confirmation from FCCLA that the selected package has been turned on for your chapter, log into the FCCLA portal and affiliate your members as you normally would. Before selecting the 'Create Invoice' button, please verify the correct rate is displayed. If the rate appears incorrect, please select the 'Close' button and reach out to the FCCLA Operations department at membership@fcclainc.org or call 703-476-4900.

NOTE: If you already submitted your affiliation for the current year and would like to take advantage of one of FCCLA's temporary leadership development packages, please complete the Invoice Removal Form and send the form to your state adviser for approval. Once FCCLA receives the approved Invoice Removal Form, the invoice will be removed and you will be notified that you are now able to affiliate under one of the two respective packages.



Michigan Membership Campaigns

OCTOBER MEMBERSHIP MADNESS

Compete against other Michigan FCCLA chapters by recruiting new members in October. Post using the hashtag **#mifccla** on social media with some information and a photo! Each week's winners will receive points towards the Chapter Challenge see page 24. Be sure to post by the end of each timeframe.

October 1-7	Recruit 5 freshman or first year members
October 8-14	Recruit 4 of your best friends
October 15-21	Recruit 3 classmates
October 22-31	Recruit 2 people you do not know

20% Increase

Deadline:
January 1st

Chapters who increase their membership by 20% (*compared to the previous school year*) by January 1st, will receive one complimentary registration to the State Leadership Conference.



Deadline:
February 1st

Each chapter that increases their membership by five members will receive:

- Plaque awarded at the State Leadership Conference
- Recognition in **Focus on FCCLA**
- Recognition on www.mifccla.org

If your chapter has 5 more members than last year, you'll be recognized. If you're a new chapter, or had less than the 12 minimum number of members... Simply reach 17 members.

It's *that* simple.

All submitted and PAID chapter members on February 1st will count towards the award.



Membership Recognition

The Michigan FCCLA State Executive Council is looking to give our Michigan chapters recognition. We know all the hard work that chapters do, and we want to make sure that you have a chance to show off your leadership skills and be recognized for it.

The State Executive Council will review the submitted applications and determine the winner of the Chapter of the Month and Member of the Month awards.

Chapter of the Month submissions will be evaluated on the following:

- Your reasons why you believe your Chapter deserves the award
- The impacts your chapter has made on your school and or community
- If your chapter has promoted FCCLA in anyway, and if so, how?

Member of the Month submissions will be evaluated on the following:

- Your reasons why you (or someone else) deserves the award
- The impacts you/they have made on their school and or community
- If you/they have promoted FCCLA in any way, and if, so how?

For each submission received, you will receive one point towards the Chapter Challenge. The winners of the month will receive 5 points towards the Chapter Challenge! (See page 25 for more information on the Chapter Challenge.) Also, you will be recognized at our Michigan FCCLA Conferences and online on our social media!

All applications are due by the first day of the following month from September to February:

- September - due October 1st
- October - due November 1st
- November - due December 1st
- December - due January 1st
- January - due February 1st
- February - due March 1st

If your chapter is named Chapter of the Month, you will not able to submit during a different month.

If one of your chapter members wins Member of the Month, they are not allowed to be submitted again during a different month.

The link to the online applications can be found on the Forms page our website at

<http://mifccla.org/advisers/forms.html>



Michigan Dress Code

The following dress code has been developed for all students, advisers, alumni, and guests attending any Michigan FCCLA activity.

One of FCCLA's primary goals is to prepare its members to enter the workforce, which includes how to dress properly in employment situations. Delegates at every activity are always representing Michigan FCCLA; therefore, it is necessary for delegates to be in appropriate attire at all times. It is important to remember that evaluators, sponsors, and vendors develop an impression of Michigan FCCLA based on its members' appearance and conduct at these conferences.

General Sessions/STAR Event Competition/Workshops

Females: Official FCCLA blazer is encouraged, but not required for Michigan FCCLA Conferences*
Red, black or white polo or dress blouse with either short or long sleeves
Black dress slacks or pants
Black skirt, or black dress no shorter than 2 inches above the knee
Black dress shoes

Males: Official FCCLA blazer is encouraged, but not required for Michigan FCCLA Conferences*
Red, black or white polo or collared shirt with either short or long sleeves
Black dress slacks or pants
Black dress shoes

Exception: Culinary Arts participants must wear chef's attire for competition, and may also be worn to sessions.

Advisors, Chaperones, Guests:
Business professional attire

State Leadership Conference Banquet

Males: Dress pants or slacks, dress shirt with tie; optional sport coat or suit

Females: Semi-formal dress (*although the banquet is a special time, you do not need to purchase a prom-type dress*)
Skirts and dresses must be no shorter than 2 inches above the knee

Not Acceptable for Any Attendees at Anytime During Conferences

- Denim, flannel, or chambray fabric clothing of any kind
- Athletic wear, including tank tops, sweatpants, sweatshirts and athletic shoes
- Cargo pants
- Shorts
- Skirts and dresses shorter than 2 inches above the knee
- Backless, see-through, tight-fitting, spaghetti straps, strapless, low-cut blouses/tops/dresses
- Spandex, midriff tops and bathing suits
- Flip flops
- Hats (when indoors)
- Night wear (pajamas) should **NOT** be worn outside of your hotel room
- Any clothing with printing that is suggestive, obscene or promotes illegal substances

***Starting with the 2018 FCCLA National Leadership Conference, a FCCLA blazer from the official supplier is required for all students during sessions, exhibits, workshops and STAR Event competition. Refer to the National FCCLA dress code for more details.**



Blazer Rental

Wearing a red FCCLA blazer is required at the National Leadership Conference for students during all sessions, workshops and STAR events. Michigan FCCLA is offering a blazer rental program if you do not wish to purchase your own blazer. Once we receive the order form, we will either place an order with a supplier and have it shipped to you, or ship you a blazer we have in our stock.

Blazer rental form is due by May 1, the rental fee of \$25.00 is due by June 1, and blazers are to be returned to us by August 1. Dry cleaning before returning is not necessary, we will have blazers dry cleaned when they are returned.

School (only if mailing to the school): _____

Adviser: _____

Ship to Address (no P.O. Box Numbers): _____

City / State / Zip: _____

Email you will check during the summer: _____

Daytime phone number: _____

Refer to the Fit Guide at <https://www.twinhill.com/FCCLA/FitGuide/FitGuide.jsp>

Men's Sizes Available - please circle the size(s) needed

Short	32	34	36	38	40	42	44	46									
Regular	32	34	36	38	40	42	44	46	48	50	52	54	56	58			
Long	38	40	42	44	46	48	50	52	54	56	58						

Women's Sizes Available - please circle the size(s) needed

Regular	00	0	2	4	6	8	10	12	14	16	18	20	22	24	28	30	32
Tall	4	6	8	10	12	14	16	18									

Number of Jackets _____ x \$25.00 each = _____ **Balance Due by June 1st**

Send to: Michigan FCCLA
Eastern Michigan University
Ypsilanti, MI 48197

Orders can be faxed to (734) 487-4329
Orders can be scanned and emailed to: crodrigue1@emich.edu

All blazers must be returned no later than August 1st



Sponsorship Program

Your assistance is needed to improve Michigan FCCLA's student recognition program.

Our goal is to establish sponsors for all competitive events that are conducted at our annual State Leadership Conference.

Gold Sponsor - \$2,000

Benefits – Up to a 30 second video opportunity at the State Leadership Conference opening ceremony; recognition in statewide newsletter; up to four banners* at the State Leadership Conference; one exhibitor table at the State Leadership Conference; listed in sponsor credits at the State Leadership Conference awards ceremony; listed on sponsor web page at www.mifccla.org.

Silver Sponsor - \$1,000

Benefits – Up to three banners* at the State Conference; one exhibitor table at the State Leadership Conference; listed in sponsor credits at the State Leadership Conference awards ceremony; listed on sponsor web page at www.mifccla.org.

Bronze Sponsor - \$500.00

Benefits – Up to two banners* at the State Leadership Conference; one exhibitor table at the State Leadership Conference; listed in sponsor credits at the State Leadership Conference awards ceremony; listed on sponsor web page at www.mifccla.org.

Event Sponsor - \$250.00

Benefits – One banner* at the State Leadership Conference; listed in sponsor credits at the State Leadership Conference awards ceremony; listed on sponsor web page at www.mifccla.org.

**Banners are to be provided by the sponsor.*

Donations to Michigan FCCLA are made to a 501(c)(3) educational association.

Creating Opportunities Ensuring Success



Michigan FCCLA / Eastern Michigan University Pledge Form

YES! I want to help Michigan FCCLA grow by giving to the Michigan FCCLA Development Campaign.

Please designate my contribution to go toward the following

- Event Co-Sponsorship Michigan FCCLA's Endowment
 Other: _____

Contribution/Sponsorship should be in the name of:

Address _____

Phone Number and Extension _____

Total Contribution _____

If this is a personal contribution, will you or your spouse's company match this contribution?

- No
 Yes - Company Name: _____

Method of payment:

A receipt will be issued by the Eastern Michigan University Foundation Development Office for personal contributions for your State Tax Credit.

- Check enclosed (*Payable to Eastern Michigan University*)
 Bill my Visa/Master Card # _____

Exp. Date _____ Card Verification Number _____
(3 or 4 Digit Code found on the back of the Card)

Signature _____ Date _____

**Michigan FCCLA, Eastern Michigan University, Ypsilanti, MI 48197
phone (734) 487-8657 fax (734) 487-4329 www.mifccla.org**

Safe Driving Pledge

Each day in the United States, approximately nine people are killed and more than 1,000 injured in crashes that are reported to involve a distracted driver. Distracted driving is driving while doing another activity that takes your attention away from driving. Source: June 9, 2017 https://www.cdc.gov/motorvehiclesafety/distracted_driving/index.html

Multi-tasking is something a lot of us are convinced we do well. You might be surprised to learn that's not true at all, for teens and adults. We often think we are great multi-taskers: we can carry on a text conversation while doing homework, binge watch a show online and wash the dishes, right? Well... not really.

When we multi-task, our brain is really switching back and forth between doing various tasks. Depending on the task and the person, switching can be very quick and appear seamless. But really, every time the brain switches tasks, it slows its reaction time. That's not a big deal when texting a friend and watching TV, but it can be deadly behind the wheel.

Hands-free won't cut it either. A driver on the phone can miss up to 50 percent of the driving environment. And that distraction can linger: studies show up that distractions continue up to 27 seconds after the calls ends.

Today's technology brings a new distraction for drivers - the infotainment system. Technology has become a big part of the driving experience. Some features, including new safety systems, improve the driving experience. Others, like voice-controlled systems that promise to do everything from calls, texts, email and even posting to social media platforms, present new distractions. Remember that these features are included in the car for convenience, not safety. All drivers should avoid the dash to the dashboard. Only use the infotainment system when the car is in park!

The distractions while driving include, but are not limited to:

- *Texting - looking at texts and also sending texts*
- *Talking on the phone*
- *Using car infotainment systems while driving*
- *Programming a GPS*
- *Grooming - brushing hair, applying makeup, etc.*
- *Reading*
- *Looking for things in the glove box, dropped items, or reaching for a purse or backpack*
- *Eating*
- *Fumbling while performing what seems like a simple task*
- *Being distracted by other passengers*
- *Reacting to interesting road signs, events or accidents on the side of the road, beautiful scenery, etc.*

We ask you to pledge to remove distractions while driving to and from all FCCLA activities. Also, that if you are running late for a meeting or activity, you will pull into a safe parking spot and text the person that is expecting you. It is better to be a few additional minutes late, than to be distracted while driving.

Please encourage all your members to sign this pledge!

Chapters will submit names on the Safe Driving Pledge Reporting Form by March 1st to earn one point towards the Chapter Challenge for every member's signed pledge form

This Safe Driving Pledge Form and the Safe Driving Chapter Reporting Form are posted on the website at <http://mifccla.org/advisers/forms.html> with lines for signatures from the member, parent and adviser.



Family and Consumer Science Educators of Michigan

Michigan FCCLA Scholarship

DEADLINE: February 17, 2021

The Application will be posted in January on www.mifccla.org

Each year, Family and Consumer Science Educators of Michigan (FCSEM) assists one FCCLA high school student reach their post secondary goals by providing a scholarship towards college education.

One student will be the deserving recipient of this scholarship and will be acknowledged during the Michigan FCCLA State Conference in March and the FCSEM annual conference.

The application must be **received by the scholarship committee no later than February 18, 2020.**



State Community Service Activity

This year's State Community Service Activity is being tied in with the national FCCLA program, Financial Fitness.

Financial Fitness engages members in teaching one another how to earn, spend, save, and protect money wisely.



Through FCCLA's Financial Fitness program, members plan and carry out projects that help them and their peers learn to become wise financial managers and smart consumers. FCCLA members can build their peers' financial literacy and teach them skills for managing their finances.

Financial Fitness Units

- Earning - sharpen on-the-job financial fitness
- Spending - track and plan personal spending
- Saving - conquer bank accounts, credit, and investments
- Protecting - keep financial and personal interests safe

For the Michigan FCCLA State Community Service Activity, a chapter must complete:

- One activity in any unit to receive the Bronze award
- Two activities in any unit to receive the Silver award
- Three activities in any unit to receive the Gold award

The recognition form for Michigan FCCLA's State Community Service Activity can be found on:

<http://mifccla.org/advisers/forms.html>

Deadline: March 1st

Also submit your projects to earn recognition and awards at the national level!

Visit <https://fclainc.org/engage/national-programs> for more information



Power of One helps students find and use their personal power. Members set their own goals, work to achieve them, and enjoy the results. The skills members learn in Power of One help them now and in the future in school, with friends and family, in their future at college, and on the job.

Have you ever thought about a special goal? Maybe you would like to develop better study habits, cope with a physical challenge, get along with a sibling, improve job skills, become a leader – or any other personal goal. Power of One is for You! **You** select the goals most important to you, then create a plan of action to meet them. Give yourself the power to make a positive change in your families, careers, and communities, one goal at a time.

Plus, you can earn recognition from your local chapter, Michigan, AND National FCCLA!

Power of One gives youth the POWER to fulfill their dreams by creating self-directed projects that focus on:

- A Better You — Improve personal traits
- Family Ties — Get along better with family members
- Working on Working — Explore work options, prepare for a career, or sharpen skills useful in business
- Take the Lead — Develop leadership qualities
- Speak Out for FCCLA — Tell others about positive experiences in FCCLA

Student names must be submitted online through the affiliation portal before March 1st at 5:00 p.m. in order to receive state and national recognition.

All Power of One participants must be paid members of FCCLA by March 1. Dues must be received, not postmarked, by that date.



The Five Star Chapter award is designed to recognize chapters that plan a well-rounded program of activities for the year. Recognition will be awarded to chapters who complete projects and activities in five of the following nine areas. In order to receive recognition, submit the application to Michigan FCCLA by **March 1st**.

The form can be found on <http://mifccla.org/advisers/forms.html>

Membership – Goal: To increase Michigan FCCLA’s membership

A chapter can earn this recognition by participating in the October Membership Madness Campaign, the Gimme Five Membership Award Campaign, the 20% Increase Campaign, or win a placement in the “Go for the Red” membership campaign. See page 4 in *The Michigan Adviser Manual* for details.

Sponsorship - Goal: To sustain Michigan FCCLA’s program

Recruit at least one business or individual to sponsor an event at the State Leadership Conference.

State Community Service Activity – Goal: To reach out to our families and communities

Chapters must achieve at least the bronze level of the Michigan FCCLA State Community Service Activity for it to apply towards the Five Star Chapter Award. See page 14 in *The Michigan Adviser Manual* for details.

Leadership Development – Goal: To develop stronger leaders through FCCLA

A strong chapter helps members develop leadership skills by participating in the Fall Leadership Conference.

Alumni & Associates – Goal: To keep the spirit of FCCLA alive

A chapter must affiliate at least five new Alumni members. The Alumni & Associates Enrollment Form can be found on <https://fcclainc.org/join/alumni-associates>

Legislative Involvement – Goal: To make legislators aware of our organization

A chapter must complete an activity or project in which they make contact with a legislator and inform him or her about our organization, its purposes, and its programs.

National Programs – Goal: To keep Michigan involved at the National level

A chapter must do a project or activity involving any of the National FCCLA Programs (i.e. Power of One, Families First, Career Connection, etc.). Please note that a National Program cannot be counted twice (i.e. *Career Connection* for both the *Career Exploration* goal and the *National Programs* goal).

STAR Events – Goal: To keep members active at the state level

A chapter must plan to compete in at least one STAR event at the State Leadership Conference to be eligible for this area. Refer to STAR Events section of *The Michigan Adviser Manual* for more details.

Career Exploration – Goal: To inform members about potential careers

A chapter must develop a project or activity to encourage members to learn about careers they may be interested in. Examples include job shadowing opportunities, guest speakers, or by involving the chapter in the Career Connection Program.

Deadline: March 1st



Billing and Late Fee Procedures

Michigan FCCLA relies on registration fees to be paid when registration forms are submitted, so proper cash flow is available to pay our bills on time and without late fees being assessed to our association.

Michigan FCCLA accepts payments in the form of check, money order, and credit cards (American Express, Visa, MasterCard, and Discover). We are not able to accept cash payments. Payments made by students/parents should be turned over to the school and have a school check issued to Michigan FCCLA. **We are not able to accept personal checks from anyone other than the chapter adviser.**

All refunds will be processed to the school's account, and not a specific individual.

A Purchase Order is not a form of payment, but rather a promise to pay an invoice. Schools will be responsible for any late fees if payments arrive after the due date, even if the Purchase Order was received prior to the due date. Michigan FCCLA is not able to hold personal checks and/or credit cards until payment is received from a school.

Request for Payment Extension:

Michigan FCCLA will grant a two (2) week payment extension if the advisor submits a signed Payment Extension Request Form **at least two (2) weeks prior to the payment deadline**. The extension will not be granted if the form is submitted **less than two weeks prior to the deadline**.

Membership Fees:

Membership fees are due to FCCLA promptly after affiliation. Michigan FCCLA will compare chapter rosters with all conference registrations. Each chapter is responsible for the payment of membership fees for every student registered for the Michigan State Leadership Conference, National Fall Conference, National Leadership Conference, or Capitol Leadership Meeting, even if the student does not attend the conference or leaves your class or program entirely. Chapter advisors will be notified if they have any student registered for a conference that is not on their roster, who must be affiliated by March 1st.

Once you submit a student and the name appears on an FCCLA membership invoice, you are required to pay for the student. FCCLA does not edit, substitute, or delete invoices for affiliation. Please double check that you do not have duplicate students or students who should not be part of your roster in your chapter. Please make sure you have collected all funds before submitting your student's affiliation.

Conference Registrations:

Chapters will be assessed a late registration and payment fee for all registrations and payments received after the registration deadline. A fee of up to \$15.00 per person and up to a maximum of \$200.00 per chapter will be assessed per conference. Any chapter that owes any amount or has not submitted a Purchase Order for a conference by the time the conference takes place, could have a letter faxed to the school Principal and Superintendent asking for assistance with the payment.

Invoices:

All past due accounts will be invoiced the first of each month. An additional \$20.00 invoicing fee will be applied to each invoice or statement sent for accounts over 30 days past due.



2021-2022 State 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, *3 days in May 2021 - Location TBA*
- State Executive Council Meeting, *2 days in September 2021 - Ann Arbor/Brighton Area TBA*
- Attend the Fall Leadership Conference, *2 days in November 2021 - Lansing, MI*
- State Executive Council Meeting, *2 days in January or February 2022 - Location TBA*
- State Leadership Conference, *March 16-18, 2022 - Midland, Michigan*

Optional State Officer Activities

- National Leadership Conference, *June 27-July 1, 2021, Nashville, Tennessee*
- FCCLA Capitol Leadership, *October 2021, Washington, D.C.*
- National Fall Conference, *November 2021, Location TBA*
- National Leadership Conference, *June 29-July 3, 2022, San Diego, California*

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.



2021-2022 State & National Officer Application Information

Deadline: February 1st

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 March 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.
- Chapter voting delegates will select the officers to serve as the State Executive Council.
- Final assignment of officer positions will be made during a meeting with the State Director/Coordinator and the newly elected State Executive Council.

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

Please send the following to Michigan FCCLA (*page numbers refer to the application page numbers*):

- 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 Safe Driving Pledge, signed by the candidate, adviser, and parent/guardian (Page 9)
- State Officer Internet Policy, signed by the candidate, adviser, principal and parent/guardian (Page 10)
- Medical Release Form (Page 11)
- 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 12-14)
- Official school transcript, including attendance. Must show the 4 most recent semesters or 6 most recent trimesters.
- National Officer Candidates must request an additional National Officer Candidate Application from the State Office. This application is also due on February 1st.

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.