



MICHIGAN
STATE ASSOCIATION

State Executive Council Candidacy Timeline

TASK	DEADLINE
Read the State Executive Council Candidate Handbook	
Complete and Submit the Candidate Information Google Form	February 10, 2023
Complete and Submit the Candidate Signature Packet	March 1, 2023
Complete ONE area of Power of One (approved by adviser).	March 1, 2023
Participate in the Executive Council Interview <ul style="list-style-type: none"> ~20 minute general interview via Zoom 	March 11, 2023 Virtual
Attend the State Leadership Conference <ul style="list-style-type: none"> During the banquet, you will go on stage to introduce yourself and read your essay response from the candidate information form 	March 21-23, 2023 Grand Rapids, MI

CANDIDATE SIGNATURE PACKET



MICHIGAN STATE ASSOCIATION

Please send the following to Michigan FCCLA:

- Statement of Support
- Acceptance of Candidate's Responsibility
- Statement of Responsibility
- State Officer Code of Conduct
- State Officer Safe Driving Pledge
- State Officer Internet Policy
- Medical Release Form
- Recommendation for State Officer Candidate - The completed form 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.
- **Official school transcript**
 - *Must show the 4 most recent semesters or 6 most recent trimesters.*

Documents may mailed together to the Michigan FCCLA State Office at Eastern Michigan University or be scanned together and emailed to info@mifccla.org. Please email andrew@mifccla.org if you have any questions about this process.

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

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 they receive from their family, chapter and school officials. Please indicate your approval and support of them 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 them. To the best of my knowledge, all information provided in the application is up-to-date and correct."

Signature of Parent/Guardian

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

Statement of Responsibility

The following statement must be **HAND-COPIED** below, by the State Executive Council 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, maintaining enthusiasm and involvement, and conflict resolution through open communication.
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 not deface public property. I will be responsible for any damages caused to rooms or facilities that I am responsible for.
10. 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.
11. I shall be prompt and prepared at all times.
12. I shall carry out my duties and responsibilities to the best of my abilities.
13. 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.
14. 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.
15. 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.
16. I shall follow my local school policies where they are more restrictive than the Michigan FCCLA policies and guidelines.
17. I shall not be engaged in inappropriate or illicit behavior.
18. I am responsible for reporting any violations of this Code of Conduct committed by myself or by fellow officers.
19. State Officers shall allow Michigan FCCLA to use their name, image and likeness in photos, videos or other materials for promotional purposes.
20. 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.
21. When asked by State Staff, I will repost FCCLA promotional materials on my personal social media as part of my effort to advocate for Family and Consumer Sciences and the State Association
22. If other situations arise that are not covered by the Code of Conduct for Michigan FCCLA State Officers, I shall use my best judgment in the situation. Above all I will act in such a way that it will reflect positively on the Michigan Association of Family, Career and Community Leaders of America.

“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

State Officer’s 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, emails 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!

I, _____ pledge to remove distractions while I am driving to and from all FCCLA activities. 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.*

I further pledge that if I am running late for a meeting or activity, I will pull into a safe parking spot and text the person that is expecting me at the meeting. It is better to be a few additional minutes late, than to be distracted while driving.

Signature of Parent or Guardian

Signature of Officer Candidate

Signature of Chapter Adviser

Date

State Officer's Internet Policy

Using Facebook, Twitter, Instagram, Snapchat, 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, Twitter, Instagram, Snapchat, 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) Facebook, Twitter, Instagram, Snapchat, YouTube, TikTok 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, Twitter, Instagram, YouTube, and other social networking sites for the duration of my term of office. I also understand that these sites will be monitored and I may be requested to remove material. I also agree to use my personal social media accounts to promote and repost Michigan FCCLA and National FCCLA materials, when asked, as part of my duty to advocate for the organization.

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.

State Officer's Medical Release Form

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 April 1, 2023 to March 30, 2024. 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 they are 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 Executive Council Candidate

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 _____

	Very Good	Good	Fair	No Info	Not Applicable
Dependability - prompt, sincere, consistent, truthful follows directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership - assertive, able to inspire others, resourceful, listens, uses good judgment, passionate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industrious - persistent, good work habits, makes good use of time, hard working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Alertness - attentive, interested, eager to learn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative - accepts responsibility, able to work without supervision, works at a steady pace, starts work without instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Get Along With Others - adaptable, friendly, tactful, respectful of others, sense of humor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Appearance and Grooming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude - positive, honest, practices self-discipline, enthusiastic, motivated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature

Date

Title/Position

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Signature

Date

Title/Position