



NEVADA  
STATE ASSOCIATION

# STATE OFFICER CANDIDATE GUIDE



# LETTER TO CHAPTER ADVISERS

Dear Nevada FCCLA Chapter Advisers:

The Nevada FCCLA State Officer Program provides tremendous opportunities for students to gain new leadership skills, learn critical thinking, improve their planning and organizational skills, become stronger speakers, demonstrate initiative, and much more. Holding a State Officer Position is a unique and valuable experience that we are excited to share with your students!

Along with the considerable benefits that come with being a State Officer, **there are important responsibilities that officers take on**; and we need your help to ensure that students who plan to run for state office are aware of these responsibilities. If elected, both you and they will ensure that those responsibilities are fulfilled.

As an adviser with a candidate and (if elected) a State Officer, the expectation is that you will:

- Assist your candidate with completing all required aspects of the State Officer Candidate Application and review their candidate speech.
- Make a personal commitment to cooperate with the State Adviser to ensure that your State Officer fulfills all of his/her state officer responsibilities, including responsibilities for non-mandatory events.
- Serve as an ongoing mentor to your state officer.
- Arrange additional time to work with your state officer.
- Review with your state officer the State Officer Team Accountability Chart to ensure that they are on track and up-to-date on all assignments.
- Assist with travel arrangements, traveling with your officer when necessary.
- Edit and review materials and communication before officers submit and distribute them.
- Provide your officer with workspace supplies, telephone access, email access, and any necessary financial support when appropriate.
- Assist with the ongoing training of officers.
- Attend one virtual meeting a month with the Nevada FCCLA State Officer Team in order to stay up to date on all things Nevada FCCLA (this reoccurring meeting time will be determined once elections are over and schedules can be aligned).

By signing the forms included in this packet, you are making a commitment to your candidate/state officer and Nevada FCCLA. Training and directing our state officers are a team effort, and it is essential that the officer's adviser be a part of that team.

Thank you for encouraging your student to step forward and to seek a position as a Nevada FCCLA State Officer.

Sincerely,

Nicole Jacobs, State Adviser  
Nevada FCCLA

Skylar Kitchen, State Officer Coach  
Nevada FCCLA

# IS RUNNING FOR STATE OFFICE RIGHT FOR ME?

## Is Running for Nevada FCCLA State Office Right for Me?

We are so excited that you are considering running for a Nevada FCCLA State Office! The opportunities provided to state officers are very important and many of our state officer alumni count their time as an officer as a pivotal experience in their life. Along with the opportunities and benefits of being an officer comes many responsibilities. Your State Officer Coach will be by your side all year to help you balance personal, academic, and officer life - but be sure that you carefully consider your decision to run for state office and what it requires.

The time that State Officers will have to commit to FCCLA each week will vary based on projects and events each month. Prior to state officer meetings, conferences, and FCCLA events, the amount of time required tends to spike as officers finalize preparations and polish up projects. Now remember: your academics are still your #1 priority, but as you'll have to stay on top of your FCCLA projects as well.

If you are elected, you will be required to attend conferences, officer meetings, officer calls, and FCCLA events throughout the year. You will not be allowed to leave early, come late, or miss any parts of these events (except in the case of an extreme emergency). If an emergency or unavoidable conflict does occur, immediately notify the State Officer Coach to discuss options. Although big football games, dances, and sports can be fun, it is expected that these obligations fall second to any FCCLA required event.

Please carefully review the documents and information in this packet to be sure that you fully understand what will be expected/required of you as a state officer if you are elected.

If you are willing to take on the challenge and face the 2022-2023 year with Warm Courage and High Hope, an FCCLA office is definitely for you! It's perfectly fine to be nervous or apprehensive about running for office, so feel free to reach out our Nevada FCCLA State Officer Coach, Skylar Kitchen, to see if running for a state office is right for you. If you decide to run for office, be assured that holding state office will not only be one of the most memorable experiences of your life, but also one that will actively prepare you for professional life after high school, no matter what field you choose to work in!

**All applications for Nevada FCCLA State Office are due February 15, 2022!**

# STATE/NATIONAL OFFICER CANDIDATE INFORMATION

## STATE & NATIONAL OFFICER CANDIDATE PROCEDURES

These forms will be used to nominate candidates to run for state office or to be selected to represent Nevada as a National Officer Candidate. Before completing these forms, each candidate must determine if they are eligible.

### ELIGIBILITY

1. A candidate must be an affiliated, active member in good standing of Nevada FCCLA and National FCCLA by February 15, 2022.
2. A candidate for state office should have held or be holding an FCCLA chapter office or been a member of a local chapter committee. A candidate for national office should be a current or former state officer.
3. A candidate must have earned a GPA of 2.75 (4.00 scale) or higher for the term preceding running for office and must maintain a GPA of 2.75 or greater throughout their term of office if elected. Candidates running for State President must have earned a GPA of 3.0 (4.00 scale) or higher for the term preceding running for office.
4. Each candidate must complete and submit all forms listed below prior to the deadline as well as complete an application (which consists of all forms in this packet), be in attendance at the State Leadership Conference, attend the candidate briefing session, deliver a campaign speech, take a FCCLA knowledge test, participate in a panel interview, and follow all election guidelines. The chapter adviser is the only person authorized to initiate state officer candidate proceedings. There are three phases leading to the election of a Nevada FCCLA State Officer of the High School Division: (I) Nomination, (II) Examination and Interview, and (III) Election.

1. **Complete the following forms including necessary signatures** (All of these forms are included in this packet):
  - State and National Officer Candidate Application
  - State and National Officer Candidate Nomination Forms
  - State and National Officer Candidate Agreement
  - State and National Officer Conduct Agreement
  - State and National Officer Travel Form
  - Administration Statement of Support
  - Medical Authorization Form
  - Current Transcript
  - Three (3) Letters of Recommendation (Adviser, Administrator, Community Leader)
  - A Complete Resume
2. Review this packet in its entirety and comply with the stated guidelines and requirements.
3. Adviser must sign the State Officer Candidate Notification.
4. Adviser must assist with the upload of all forms to Nevada FCCLA.

# STATE/NATIONAL OFFICER CANDIDATE INFORMATION

## STATE OFFICER CANDIDATE APPLICATION DEADLINE

**February 15, 2022** All forms must be received by **5:00 p.m. PST**.

Scan & upload all forms through the State Officer Candidate Application Form on the State Officer page of the Nevada FCCLA website at [https://nevadafccla.org/state-officers under the 2022-2023](https://nevadafccla.org/state-officers-under-the-2022-2023) State Officer Application tab.

## ELECTED OFFICES

President  
Executive Vice President  
Vice President of Public Relations  
Vice President of Membership  
Vice President of National Programs  
Vice President of Records  
Vice President of Community Service  
Vice President of Development  
Vice President of Competitive Events

## NOMINATION

1. It is the **officer candidate's responsibility** to have the nomination forms completed and returned to Nevada FCCLA by the deadline stated in this application. The forms in this packet constitute the nomination forms required. Each chapter may submit up to three (3) State Officer Candidate Nomination Packets and/or National Officer Candidate Nomination Packets.
2. The forms which must be completed and uploaded on or before the deadline are:
  - State and National Officer Candidate Application
  - State and National Officer Candidate Nomination Forms
  - State and National Officer Candidate Agreement
  - State and National Officer Conduct Agreement
  - Student Travel Form
  - Administration Statement of Support
  - Medical Authorization Form
  - Current Transcript
  - Three (3) Letters of Recommendation (Adviser, Administrator, Community Leader)
  - A Complete Resume

# STATE/NATIONAL OFFICER CANDIDATE INFORMATION

## STATE AND NATIONAL OFFICER CANDIDATE ELECTION PROCESS

The state officer election will take place after the General Business Session of the State Leadership Conference.

1. Each State and National Officer Candidate will take a written evaluation over basic facts of the FCCLA organization. The “Handbook for Ultimate Leadership” is an excellent resource. Some questions may come from current *Teen Times* issues, Nevada FCCLA online blog/newsletter, or current events related to family and consumer sciences, FCCLA, or education in Nevada. The candidates should be familiar with the names of overall purposes of other Nevada state-sponsored Career and Technical Student Organizations.
2. Each State and National Officer Candidate will participate in an interview, prior to the Opening General Session at the State Leadership Conference. During the interview all candidates will be interviewed together, discussing their ideas for the year ahead as well as topics, such as teamwork, leadership, and National FCCLA programs and competitive events.
3. During the Opening General Session of the State Leadership Conference, State and National Officer Candidates will present their speeches to the Nevada Delegation. Speeches must be no longer than 2 minutes. Officers should incorporate the state theme into their speech. No props or costumes will be allowed. The speech topic is as follows:

**2022-2023 Nevada FCCLA Officer Candidate Speech Topic:** FCCLA’s #1 purpose is “to provide opportunities for personal development and preparation for adult life.” How has FCCLA helped you personally develop and prepare adult life? How would you exemplify this purpose as a State Officer to provide the same opportunity for your members?

4. After delivering their speech, each State and National Officer Candidate will be asked one (1) factual and one (1) situational question related to FCCLA information.
5. After all candidates have presented their speeches and on-stage questions, State and National Officer Candidates, voting delegates, and chapter members will have the opportunity to meet candidates during the Meet and Greet Session.
6. After the Opening General Session, each chapter will have the opportunity to deliberate with their voting delegates. After reaching a decision on which candidates will receive their chapter’s vote, delegates will cast their ballots for State and National Officer Candidates during the voting session. **Each chapter will have two (2) votes.**

# STATE/NATIONAL OFFICER CANDIDATE INFORMATION

7. In case of a tie, a run-off election will take place. Voting delegates will be reconvened in order to cast their ballots again.
8. A qualified candidate who is not elected to office will have their application submitted to the newly elected officer team for consideration in filling any vacant positions.
9. If no candidate is elected for a specific office, that office will be appointed by the newly elected State President, under the advisement of the State Adviser.
10. Officer Candidates will be notified of election outcome at the State Officer Candidate Letter Drop in the Conference Headquarters at the State Leadership Conference.
11. Newly elected officers are required to attend a Transition Meeting during SLC as well as a New Officer Training Academy. **Newly elected officers must be in the official FCCLA uniform for these meetings.**
12. Newly Elected State Officers will be announced and installed at the conclusion of the Grand Achievement Awards Dinner at the State Leadership Conference. **Newly elected officers should wear a long white gown during the installation process, or should wear black dress pants, black suit jacket, white button dress shirt, and black tie. Advisers, please ensure that all candidate attire, dress or suit, is appropriate prior to arriving at the State Leadership Conference.** Please review the dress code guidelines in the State Leadership Conference Guide to ensure appropriateness of clothing choice.
13. National Officer Candidates have additional responsibilities in order to prepare for the election during the National Leadership Conference. Please refer to page 12 for a list of these responsibilities.

# STATE/NATIONAL OFFICER CANDIDATE INFORMATION

## STATE OFFICER JOB DESCRIPTIONS

### All Officers

- Attend all state officer meetings from start to finish. For virtual meetings, cameras should be on and microphones should be unmuted unless there is a circumstance discussed prior with the State Officer Coach.
- Submit signed and properly completed State Officer Travel Form, found in the State Officer Handbook, at minimum one (1) week prior to all state officer meetings and conferences.
- Plan the Program of Work as a team for the members of Nevada FCCLA and work to achieve the goals and objectives set in the Program of Work.
- Attend all state officer meetings:
  - Welcome Leadership Retreat (May 2022 – TBD)
  - Fall Leadership Retreat (September 2022 – TBD)
  - Fall Leadership Experience (November/December 2022– Elko, Reno, Las Vegas)
  - Winter Leadership Retreat (January 2023 – TBD)
  - State Leadership Conference (March 2023 – TBD)
  - Officers are also expected to take part in monthly or biweekly conference calls, on a date to be determined by the State Officer Team
- Officers attending National Leadership Conference will be required to attend all State Meetings as well as previously scheduled state officer meetings.
- Officers are also encouraged to attend all other conferences, such as National Leadership Conference, National Fall Meeting, and Capitol Leadership even though they are not required events.
- Communicate with the State President, State Adviser, Executive Director, State Officer Coach, and other appropriate parties on a regular basis.
- Check and process all state officer related email daily.
- Submit a monthly report accounting for FCCLA activities and participation.
- Assist with the FCCLA Annual Report.
- Keep a notebook of all activities during term in office, including event reflections (notebook will be provided by your State Officer Coach).
- Work to spread visibility and reach of Nevada FCCLA among the business community and state and federal government. Promote FCCLA to Nevada business and industry.
- Work to recruit new chapters and new members. Promote FCCLA to Family and Consumer Sciences students and teachers.
- Support chapter adviser's efforts to implement the FCCLA program.
- Be an active and involved participant in your local chapter.
- Encourage FCCLA members to run for state office.
- Make visits to local chapters to discuss FCCLA and encourage further participation in state and national FCCLA programs. All visits must be approved by State Adviser.
- Be responsible for completing assigned action items in the Accountability Chart.



# STATE/NATIONAL OFFICER CANDIDATE INFORMATION

## President

- Provide communication link between the officer team, other state FCCLA leadership, and Nevada FCCLA chapters.
- As directed by the State Adviser, work with the State Officer Team to be sure that team assignments are completed on time.
- Send reminders and check in with fellow officers on a regular basis regarding assignments/responsibilities.
- Lead the State Officer Team in setting and meeting all assignments in the Accountability Chart.
- Work with the State Officer Team to prepare a year-end report of all activities completed during the term in office.
- Represent the State Officer Team and Nevada FCCLA at meetings and conferences (i.e., Rally, CTSO Joint Meeting, etc.).
- Submit a State Officer Monthly Report to the Board of Directors, based on the individual Fifth of the Month State Officer Reports.
- Prepare reports and presentations for FCCLA meetings.
- Ensure that all state officers work closely together as a unified team.
- Coordinate and maintain a record of chapter visits within the state.
- Sit on the Board of Directors as a Student Representative.

## Executive Vice President

- Run for National Executive Council.
- Once elected on the state level, present the following for approval/review to the Executive Director/State Adviser and State Officer Coach: speech, Q & A practice, resume, and essays, etc. The candidate MUST work with the State Officer Coach on all elements of their election process including submitting all national officer application materials, speech, etc., to the State Officer Coach for review and approval prior to finalizing, submitting, or printing material.
- If elected to national office, all national officer duties will be priority; and duties for the State Officer Team may be purposefully vague. While they will receive a reduced load in recognition of their national officer duties, the Executive Vice President will still be expected to participate in State Officer Team activities, all meetings, and state officer assignments.
- Copy Executive Director/State Adviser and State Officer Coach on all official FCCLA communication and correspondence in fulfillment of both state and national officer duties. Keep State Adviser and State Officer Coach apprised of national officer assignments and progress toward completion of those assignments.
- If not elected to national office, the Executive Vice President will assist the President and State Officer Team in fulfilling the State Officer Team's Accountability Chart.
- Help in planning all state meetings.

# STATE/NATIONAL OFFICER CANDIDATE INFORMATION

- Participate with the State Officer Team in other projects as planned.
- Assist with the communication between Nevada FCCLA and its sponsors and volunteers.
- Participate with the State Officer Team in other projects as planned.

## **Vice President of Records**

- Maintain the permanent record of all State Officer Meetings (including conference calls).
- Assist the State Adviser in maintaining the State Officer Team Accountability Chart.
- Assist with the communication on behalf of Nevada FCCLA and its sponsors and volunteers.
- Actively participate with the State Officer Team in projects as planned.
- Monitor the Nevada FCCLA website. Submit content, pictures, and newsworthy items for the state website and social media.
- Produce a slideshow of Nevada state events to be shown at SLC.

## **Vice President of Community Service**

- Determine the State Outreach Project for the year with the help of the State Officer Team.
- Motivate chapters to participate in FCCLA outreach project activities.
- Plan and implement a project relating to the State Outreach Project for the year.
- Lead the planning and promotion of State and National sponsored community service activities.
- Report district and local chapter activities to Nevada FCCLA.
- Act as a liaison between National FCCLA and local chapters on National Outreach Projects.

## **Vice President of Competitive Events**

- Keep up to date on the PEP Event Manual, STAR Event Manual, and Competitive Events Manual.
- Assist local chapters in preparing for competitive events.
- Obtain the list of all STAR Event Competitors for National Leadership Conference and send congratulatory notes following the conference.
- Assist the Vice President of Development in securing sponsors for each competitive event.
- Assist the State Adviser with competitive event preparation during State Leadership Conference.

## **Vice President of Development**

- Maintain a record of all previous FCCLA sponsors.
- Lead the planning and promotion of contacting potential FCCLA sponsors.
- Assist with Alumni & Associates.
- Create and distribute thank you notes to sponsors after State Leadership Conference and National Leadership Conference.

# STATE/NATIONAL OFFICER CANDIDATE INFORMATION

## **Vice President of Membership**

- Lead the planning and promotion of statewide involvement in FCCLA Week.
- Promote participation in FCCLA programs and recognition opportunities.
- Assist in increasing membership and promoting Nevada FCCLA.
- Coordinate the outline and presentation for all chapter visits

## **Vice President of Public Relations**

- Serve as the primary public relations leader for Nevada FCCLA.
- Design, coordinate, and publish a social media plan.
- Inform the public about FCCLA through press releases and interaction with local and state media outlets.
- Write articles promoting Nevada FCCLA for state and national publications.
- Lead the state officer team in utilizing the Nevada FCCLA social media to promote and publicize FCCLA programs, events, conferences, and activities.

## **Vice President of National Programs**

- Promote participation in FCCLA National Programs by creating monthly social media posts.
- Write articles for state and national publications, recognizing Nevada FCCLA's involvement in state and national programs.
- Present information sessions, workshops, and training to local chapters on FCCLA National Programs.
- Ensure the recognition of chapters that have completed national programs at the State Leadership Conference.

## State Officer Candidate Forms

The forms on the following pages must be submitted for a candidate's application to be complete. Incomplete packets will result in the disqualification of the candidate. Please ensure that all requested information is provided and that each form is complete and contains all requested signatures.

### **Forms Deadline: February 15, 2022, by 5:00 PM PST**

Upload forms through the State Officer Candidate Application Form on the State Officers page of the Nevada FCCLA website, <http://nevadafccla.org/state-officers>, under "Officer Candidate Resources."

#### Required Forms:

1. State and National Officer Candidate Application
2. State and National Officer Candidate Nomination Form\*
3. State and National Office Candidate Agreement\*
4. State and National Officer Conduct Agreement\*
5. State and National Office Candidate Travel Form\*
6. Administration Statement of Support\*
7. Medical Authorization Form\*
8. Current Transcript\*
9. Three (3) Letters of Recommendation (Adviser, School Administrator, Community Leader)\*
10. A Completed Resume\*

\*Forms marked with the asterisk will need to be uploaded on our website via the State Officer Candidate Application Form found at <http://nevadafccla.org/state-officers/>.

# STATE/NATIONAL OFFICER CANDIDATE NOMINATION

For this section, the candidate will submit a two-page resume listing the information below. Candidates must keep the resume to three pages. This three-page resume will be placed on the Oregon FCCLA Website for chapters and Voting Delegates to view. A template for this section is located here:

## Information needed for the resume:

- Candidate's picture
- Candidate's school and grade
- Family and Consumer Sciences and related courses and grade levels when taken.
- FCCLA Projects
- National Programs (with a brief description)
  - Power of One Units (A Better You, Family Ties, Take the Lead, Working on Working, Speak Out for FCCLA)
  - Career Connection
  - Families Acting for Community Traffic Safety (FACTS)
  - Families First
  - Financial Fitness
  - Community Service
  - Stand Up
  - Student Body
- State Projects
- Competitions
  - STAR Events
  - STATE Events
  - National Fall Conference Events
- FCCLA Leadership
  - Committees
  - Local Office(s)
  - Region Office
  - State Office
- FCCLA Events/Conferences
  - Fall Leadership Conference
  - National Fall Conference / Virtual Leadership Experience
  - Region/Culinary STAR Events
  - State Leadership Conference
  - National Leadership Conference

Please **UPLOAD** this form via the State Officer Candidate Application Form at <http://nevadafccla.org/state-officers/>.

## STATE/NATIONAL OFFICER CANDIDATE NOMINATION FORM

**Chapter:** \_\_\_\_\_

Please list the name(s) of each candidate being nominated from your chapter. Note that each chapter is allowed to have three (3) state officers serve during each term. Only ONE copy of this form should be filled out for each chapter and should include the names of all students from the chapter who are running for state or national office.

Running for office entails running At-Large, and once elected, the team will decide upon offices for President, Vice President of Community Service, Vice President of Competitive Events, Vice President of Development, Vice President of Membership, Vice President of Records, Vice President of National Programs, and Vice President of Public Relations.

National Officer Candidates follow the same election process as State Officer Candidates. The Board of Directors will conduct a final certification process following the elections.

Candidate Name	Please indicate with an X in the appropriate column below the type of office each candidate is seeking.	
	STATE OFFICER CANDIDATE	NATIONAL OFFICER CANDIDATE

\_\_\_\_\_  
Chapter Adviser Signature

\_\_\_\_\_  
Date

All forms must be received by 5 p.m. February 15, 2020. Please upload forms through the State Officer Candidate Application Form available on [www.nevadafccla.org](http://www.nevadafccla.org) on the State Officers page.

# STATE/NATIONAL OFFICER CANDIDATE INFORMATION

*THIS FORM IS FOR REFERENCE ONLY. Information for this form will be completed on the State Officer Candidate Application Form at <http://nevadafccla.org/state-officers/>.*

## STATE/NATIONAL OFFICER CANDIDATE INFORMATION SHEET

PAGE 1

### STUDENT INFORMATION

Please type or print to ensure all data can be read easily

Student's LEGAL Name (First, Middle and Last Name – NO NICKNAMES):	Top 2 referred Offices:
Student's Name as should be listed in official publications, name badges, etc.:	Number of Years in FCCLA:
Date of Birth (Necessary for booking flights per TSA Regulations):	Student Cell Number:
Student's Email Address:	Year in School (e.g., Sophomore):
Home Street Address:	Home City & ZIP Code:

**Please Note:** If not elected to the office listed above, would you like your application materials submitted to the newly elected officer team for consideration in filling any vacant positions?

If so, sign here: \_\_\_\_\_

Please list your GPA, reflecting the school term previous to your running for office. National Officer Candidates must provide a cumulative GPA reflecting the three (3) previous semesters. Your current transcript will be used to verify your GPA.

Student GPA: \_\_\_\_\_

# STATE/NATIONAL OFFICER CANDIDATE INFORMATION

THIS FORM IS FOR REFERENCE ONLY. Information for this form will be completed on the State Officer Candidate Application Form at

<https://www.cognitoforms.com/CTSOEvents/NevadaFCLASStateAndNationalOfficerCandidateApplication20222023> .

## STATE/NATIONAL OFFICER CANDIDATE INFORMATION SHEET

PAGE 2

### PARENT/GUARDIAN INFORMATION

*(Complete this section if student is under the age of 18)*

Please type or print to ensure all data can be read easily

Parent/Guardian's Name (First and Last):	Parent/Guardian's Cell Number:
Parent/Guardian's Name (First and Last):	Parent/Guardian's Cell Number:
Parent/Guardian's Home Address:	Home City & ZIP Code:
Parent/Guardian's Email Address:	Parent/Guardian's Home Phone Number:

### ADVISER/SCHOOL/CHAPTER INFORMATION

Please type or print to ensure all data can be read easily

School Name:	
Adviser Name (First and Last):	Adviser Office Number:
Adviser Email Address:	Adviser Cell Number:
School Street Address:	City & ZIP Code:
School Phone:	School FAX Number:

District:      I      II      III



# STATE & NATIONAL OFFICER CANDIDATE Q&A

*THIS FORM IS FOR REFERENCE ONLY. Information for this form will be completed on the State Officer Candidate Application Form at <http://nevadafccla.org/state-officers/>.*

## STATE OFFICER CANDIDATE Q & A

*Your answers will be reproduced and will be distributed to Voting Delegates prior to the State Officer Elections for their use in evaluating your qualifications. Be sure to answer all questions completely, but concisely (100 words or fewer per question).*

1. Specifically describe why you wish to become a Nevada FCCLA State Officer.
2. What qualifications do you have that will make you an excellent state officer?
3. What are the benefits of FCCLA that have inspired you as a member?
4. What is your vision for the future of Nevada FCCLA, and how will you make this vision happen?
5. Do you have any other time commitments that may challenge your ability to complete your state officer duties and how do you plan to balance these responsibilities?

# STATE & NATIONAL OFFICER CANDIDATE AGREEMENT

## STATE & NATIONAL OFFICER CANDIDATE AGREEMENT INFORMATION SHEET

### Purpose:

Becoming a Nevada FCCLA State Officer requires a commitment on the part of all parties concerned. To make that commitment, each party must understand the responsibility to this leadership training experience. For a candidate to be eligible for office, all parties indicated **must** sign this agreement.

State Officer Candidates should understand that, if elected, attendance at all state officer meetings and activities is required. Failure to attend any of these meetings will result in their removal from office, except for emergencies/unsafe traveling conditions. It should also be understood that an officer may be removed from office if he/she fails to comply with state officer responsibilities/assignments, for failure to participate in activities, and for conduct which would reflect negatively on Nevada FCCLA or the State Officer Team.

### If elected, the candidate agrees to:

1. Perform to the best of his/her ability the duties of the elected office.
2. Maintain an un-weighted GPA of 2.75 or better based on a 4.0 scale during their term of office. The State President must maintain a 3.0 GPA or higher based on a 4.0 scale during his or her term of office.
3. Attend and participate in **ALL** activities scheduled by the Nevada Association of FCCLA including, but not limited to state officer meetings, state officer training, and conferences and attest that, "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 Management Team and State Adviser, I fail to fulfill my responsibilities and obligations of office, and/or I violate the Nevada FCCLA Student Code of Conduct, I can be removed from office."

State officers are strongly encouraged, but not required, to attend the following conferences: **National Leadership Conference, National Cluster Meeting, and Capitol Leadership.**

Nevada FCCLA will pay all expenses for required activities. Please note that while Nevada FCCLA pays most travel expenses, some extra expenses will be the responsibility of each state officer (meals during travel to and from meetings and personal spending money). If an officer attends any of the national sponsored conferences, he/she will be expected to fully participate in all conference activities as instructed by State Staff.

### The Parent(s)/Guardian(s) Agree To:

1. Authorize state officer to visit Nevada schools and participate in all Nevada FCCLA chapter activities, state officer meetings, and other official officer duties for the purpose of conducting official FCCLA state officer business.
2. Encourage the state officer to take full benefit of the leadership development experience.
3. Authorize the state officer's name/likeness in publications, productions, promotions, and on websites for informational, promotional, and other related purposes without further consideration.

# STATE & NATIONAL OFFICER CANDIDATE AGREEMENT

Please **UPLOAD** this form via the State Officer Candidate Application Form at <http://nevadafccla.org/state-officers/>.

## STATE & NATIONAL OFFICER CANDIDATE AGREEMENT SIGNATURE FORM

Adviser(s) and All School Officials Listed Below Agree To:

1. Recommend for state office only those candidates who are qualified. (See qualification information provided.)
2. Host meetings, when possible, of the state officers upon request of the Executive Director.
3. Ensure the candidate's attendance at all required Nevada FCCLA activities.
4. Permit the candidate to visit Nevada schools and participate in FCCLA chapter activities for the purpose of conducting official FCCLA state officer business.
5. Certify that the candidate has earned a GPA of 2.75 (4.0 base) or better for the term preceding the election and that officer maintains this during their term of office. Certify the State President has earned a 3.0 GPA (4.00 base) or better for the term preceding the election and maintain this during their term of office.
6. Read the State Officer Candidate Agreement and State Officer Code of Conduct Agreement and discuss its implications with the student.
7. Host an affiliated FCCLA chapter at your school.
8. Participate in the Nevada State Executive Council (the local adviser to a state officer is an ex-officio member of this Council).

\_\_\_\_\_  
Candidate Signature<sup>1</sup>

\_\_\_\_\_  
Candidate Name, Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chapter Adviser Signature

\_\_\_\_\_  
Chapter Adviser, Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
High School Administrator Signature

\_\_\_\_\_  
High School Administrator, printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletic Coach(es) Signature

\_\_\_\_\_  
Athletic Coach(es), printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Candidate Employer(s) Signature

\_\_\_\_\_  
Candidate Employer, printed

\_\_\_\_\_  
Date

<sup>1</sup> If you change schools, jobs and/or sports at any time during your state officer year and signatures above are not complete and current; this document must be signed again and resubmitted to Nevada FCCLA.

# STATE & NATIONAL OFFICER CONDUCT AGREEMENT

Please **UPLOAD** this form via the *State Officer Candidate Application Form* at <http://nevadafccla.org/state-officers/>.

## STATE & NATIONAL OFFICER CONDUCT AGREEMENT

FCCLA and related programs offer training to students with career objectives in the fields of human sciences, fashion design, culinary, business, and many other fields. Because individual conduct and appearance is an aspect of this training, it becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times. Violations of this conduct code will not be tolerated and may result in disqualification from competition, being sent home at the individual parent and/or guardian expense, removal from FCCLA office, forfeiture of awards, suspension from future FCCLA activities, and/or other appropriate measures.

1. Participants must abide by all rules and regulations of FCCLA, appropriate school district policies, and applicable laws and ordinances from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
2. There shall be no defacing or stealing of property. Any damages to any property or furnishing must be paid or replaced by the individual or chapter involved. Violators may be referred to the police and sent home.
3. No narcotics in any form shall be possessed or used by participants at any time, under any circumstances. Violators will be referred to the school administrator, police authorities and sent home.
4. No alcoholic beverages shall be possessed or used by participants at any time, under any circumstances. Violators will be referred to the school administrator, police authorities and sent home.
5. Possession of weapons and/or any action causing bodily harm or fear of life will not be tolerated. Violators will be referred to the school administrator, police authorities and sent home.
6. Student use of tobacco products will not be permitted from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
7. Officers will fully participate in all conference general sessions (such as opening and awards) and assigned activities as instructed by State Staff. (Including workshops, competitive events, meetings, etc.)
8. Participants should keep their adult advisers informed of their activities and whereabouts at all times. Identification badges are to be worn at all appropriate times.
9. Students of the opposite sex shall not be permitted to be in the same room unless the door is fully open so that someone in the hall may have a clear view into the room or the adviser is present.
10. Inappropriate sexual conduct and/or behavior is prohibited
11. The dress code will be followed at all times.
12. Participants in the presence, and/or having direct knowledge (not hearsay or rumor) of conduct violations must immediately separate themselves from the situation and report the violation to their adviser. Failure to do so will be viewed as the equivalent to participating in the transgression.
13. Minimum penalties for violations of this conduct code may be imposed at the discretion of the adviser, state management team, and/or the Board of Advisers. Additional penalties may also be imposed at the discretion of the chapter adviser and/or school officials according to individual school district policies and guidelines.

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Student Signature

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Date

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Parent/Guardian Signature

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Date

# STATE & NATIONAL OFFICER TRAVEL FORM

Please **UPLOAD** this form via the State Officer Candidate Application Form at <http://nevadafccla.org/state-officers/>.

## STATE & NATIONAL OFFICER TRAVEL FORM

Event or Meeting Description: **All State Officer Responsibilities during Term in Office**

Student Name: \_\_\_\_\_ Phone: \_\_\_\_\_

School Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**All students must adhere to their local school district's student transportation policy and procedures. Please attach a copy of the district policy and forms pertaining to student travel for this event and complete the form below. All travel must be pre-approved before each event.**

\_\_\_\_ The above-named student may drive herself/himself to the above function as part of her/his official responsibilities. All travel must be pre-approved before each event by the State Director.

\_\_\_\_ The above-named student will be allowed to ride with representatives of the state association or its agents/contractors to get to or during the above function as part of her/his official responsibilities.

By signing below the parties agree to abide by all policies and information included this form:

As a school district official, my signature below verifies that the above modes of transportation are not in violation of the \_\_\_\_\_ School District student transportation policy.

\_\_\_\_\_  
School Administrator Signature Date

I agree to adhere to the above-named school transportation policy and modes of transportation.

\_\_\_\_\_  
Student Signature Date

I agree to allow my child to use the above-named mode(s) of transportation and give permission for my child to attend this meeting.

\_\_\_\_\_  
Parent/Guardian Signature Date

# ADMINISTRATION STATEMENT OF SUPPORT

Please **UPLOAD** this form via the State Officer Candidate Application Form at <http://nevadafccla.org/state-officers/>.

## School Administration Statement of Support Nevada FCCLA State Officer Candidate Application

*Candidates need to secure the official endorsement of their FCCLA chapter adviser and school administrator as an officially supported state officer candidate.*

I understand that **FCCLA** is a national and state sponsored organization officially endorsed by the U.S. Department of Education and sponsored by the Nevada Department of Education as a co-curricular, integral part of Family and Consumer Sciences instruction and program.

I understand that \_\_\_\_\_ (candidate name) has been officially endorsed by our school's FCCLA chapter, our FCCLA chapter adviser, and his/her parents/guardians to seek Nevada FCCLA State Office.

I understand that if the above-named student is elected to serve as a State Officer that he/she will be required to attend meetings, leadership conferences, and education activities that occur during the regular instructional period.

Our school agrees to maintain an active local FCCLA chapter and chapter adviser/Family and Consumer Sciences teacher during the above-named student's term of service as a Nevada FCCLA State Officer.

Our school agrees to support the above-named student's duties and responsibilities as a Nevada FCCLA State Officer including approval of absences and providing chaperone(s) for Department of Education or Nevada FCCLA official functions. We also understand that it is the local chapter's responsibility to comply with any school district policies and practices regarding a state officer's participation in Nevada FCCLA official functions.

I understand that serving as a Nevada FCCLA State Officer is a position of high honor and important responsibility to our school, community, and the citizens of Nevada. Our school pledges to work in partnership with the Nevada Department of Education and Nevada FCCLA to ensure the success of the above-named student's leadership, academic, and career pursuits while serving as a State Officer.

AUTHORIZED BY:

\_\_\_\_\_  
Print Name of Administrator

\_\_\_\_\_  
Print Name of Adviser

\_\_\_\_\_  
Print Title of Administrator

\_\_\_\_\_  
Print Title of Adviser

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Signature of FCCLA Adviser

# MEDICAL AUTHORIZATION FORM

Please **UPLOAD** this form via the State Officer Candidate Application Form at <http://nevadafccla.org/state-officers/>.

## State Officer Emergency Medical Treatment AND Authorization Form

Name of Student: _____	Date: _____
Home Address: _____	Home Phone: _____
Parent/Guardian Daytime Phone Number: _____	Evening Number: _____
Name of High School: _____	School Phone: _____
Name of Activity: <b>All FCCLA Sponsored Activities – March 2022-March 2023</b>	

This is to certify that *the above-named student* has my permission to attend all FCCLA sponsored activities during the above dates. I also do hereby, on the behalf of *the above-named student* absolve and release the school officials, the FCCLA chapter advisers and the FCCLA staff from any claims for personal injuries/damages/illness which might be sustained while he/she is in route to and from or during the FCCLA sponsored activity.

I authorize the above-named adviser or FCCLA staff to secure the services of a doctor or hospital for the *above named student*. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

My student and I have read and agree to abide by the Nevada FCCLA State Officer Conduct Agreement. I also agree that the school officials, the FCCLA chapter advisers, and the state FCCLA staff have the right to send my student home from the activity at my expense, provided that in their opinion the seriousness of the violation warrants it.

### Medical Information

Known allergies (drug or natural) \_\_\_\_\_

Is student on special medication? (If so, please list) \_\_\_\_\_

Does student have a history of: q heart condition q asthma q Epilepsy? q Diabetes

Does your student have any physical restrictions or other conditions that should be known?

(If so, please list) \_\_\_\_\_

Student's Date of Birth: \_\_\_\_\_

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chapter Adviser Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# UNIFORM INFORMATION FORM

**THIS FORM IS FOR REFERENCE ONLY. Information for this form will be completed on the State Officer Candidate Application Form at <http://nevadafcla.org/state-officers/>.**

The State Adviser will make arrangements for purchasing components of the Business Casual state officer uniform for all state officers. Please complete the following size chart so that we may order your uniform. To ensure the best fitting, most comfortable, and best-looking attire, **please have your measurements done by a professional** to prevent delays in ordering and securing uniforms in a timely fashion.

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**Student Name**

<p><b><u>SKIRT/PANT SIZE</u></b> <i>Circle your preferred skirt/pant style that most commonly fits your physique</i></p> <p>Petite   Regular   Long</p> <p>Indicate your size (#) _____</p>	<p><b><u>PANT SIZE</u></b> <i>Indicate waist and length below</i></p> <p>Waist (#) _____</p> <p>Length (#) _____</p>
<p><b><u>POLO SHIRT</u></b></p> <p>Small   Medium   Large   XL   XXL   XXXL</p>	