

2024-2025

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 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 is 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 seek a position as a Nevada FCCLA State Officer.

Sincerely,

Nicole Jacobs, State Adviser
Nevada FCCLA

Nathaniel Tavaréz, State Officer Coach
Nevada FCCLA

IS RUNNING FOR NEVADA FCCLA STATE OFFICER RIGHT FOR ME?

We are so excited that you are considering running for a Nevada FCCLA State Officer position! 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 lives. Along with the opportunities and benefits of being an officer come many responsibilities. Your State Officer Coach, Nathaniel, 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 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, 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, you will be expected to communicate with your State Officer Coach in a timely manner to discuss options. Although big football games, dances, and sports can be fun, it is expected that these obligations fall second to any and all required FCCLA events.

Nathaniel and the current Nevada FCCLA State Officers will host 2 interest meetings via Zoom in which our staff and officers will be present to answer any questions that you may have about the application requirements, commitments, election process, or anything else that you may need to chat about!

If you are willing to take on the challenge and face the 2024-2025 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, Nathaniel Tavarez, to see if running for a state office is right for you. If you decide to run for office, be assured that holding a 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!

Dates for State Officer Position Interest Meetings:

- December 12th, 2023, at 5pm PST
- January 2nd, 2024, at 5pm PST

RSVP for your Interest Meeting Here: <https://nevadafccla.org/interest-meeting-rsvp/>

All State Officer Applications are Due by February 1st, 2024, by 5:00pm PST

STATE & NATIONAL OFFICER CANDIDATE INFORMATION

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

ELIGIBILITY

1. To attend the State Leadership Conference, a candidate must be an affiliated, active member in good standing of Nevada FCCLA and National FCCLA by February 1st, 2024.
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.
4. Each candidate must complete and submit all forms listed below prior to the deadline and attach to their completed application accordingly, attend State Leadership Conference, attend the candidate briefing session, deliver a campaign speech, take an 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 OFFICER CANDIDATE APPLICATION DEADLINE

February 1st, 2024 by 5:00 p.m. PST.

Scan & upload all signature forms through the State Officer Candidate Application located on the website at <https://nevadafccla.org/run-for-state-office/>

ELECTED OFFICES

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

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 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. This test should be taken any time during the week of **February 5th - 11th, 2024**. The test must be proctored by the candidate's adviser. The candidate should score 75% or higher on the State Officer Knowledge Test in order to proceed with the election process. Some questions may come from the current *National Member Minute Newsletters*, Nevada FCCLA online blogs/newsletters, 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. A study guide will be provided to all candidates to prepare for the State Officer Knowledge Test.
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 individually by our chosen committee.
3. During the Opening General Session of the State Leadership Conference, State and National Officer Candidates will present speeches to the Nevada Delegation. **Speeches must be no longer than 2 minutes and must be based on the speech topic chosen by the State Adviser and State Officer Coach for this year's candidates.** Candidates must be in FCCLA Official attire. No props or costumes will be allowed.

The 2024-2025 Speech Topic is as follows:

Whether your passions are Human Services, Hospitality & Tourism, Education & Training, or Visual Arts & Design, FCCLA puts you on course for College and Career success as you navigate your future. How has your experience as a member of Nevada FCCLA prepared you for your ultimate journey as a leader in your family, career, and community now and in the future?

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.**
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 official dress during their election process and installation. 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.

2024-2025 State Officer Candidate Speech Topic:

Whether your passions are Human Services, Hospitality & Tourism, Education & Training, or Visual Arts & Design, FCCLA puts you on course for College and Career success as you navigate your future. How has your experience as a member of Nevada FCCLA prepared you for your ultimate journey as a leader in your family, career, and community now and in the future?

STATE OFFICER DUTIES 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!
 - A list of required in-person events for the year will be released to candidates, guardians, and advisers as soon as dates are finalized.
 - Officers are also expected to take part in monthly or biweekly conference calls, on a date to be determined by the State Officer Team. Frequency may increase leading up to various in-person events.
- Officers attending the 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.
- 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.

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.
- 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 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.

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 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.

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 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.

STATE & NATIONAL 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 required signatures.

Application Deadline: February 1st, 2024, by 5:00 PM PST

Upload forms through the State Officer Candidate Application Form on the "Run for State Office" page of the Nevada FCCLA website at <https://nevadafccla.org/run-for-state-office/>

Required Forms:

1. [State and National Officer Candidate Application](#)
2. State and National Officer Candidate Nomination Form*
3. State and National Officer Candidate Agreement*
4. State and National Officer Conduct Agreement*
5. State and National Officer 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 <https://nevadafccla.org/run-for-state-office/>*

STATE & NATIONAL OFFICER CANDIDATE RESUME OUTLINE

For this section, the candidate will submit a 2 to 3-page resume listing the information below:

Candidates must keep the resume to three pages. Your resume will be placed on the Nevada FCCLA website for Chapters and Voting Delegates to view. A general resume template can be found on Page 25-26.

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

STATE/NATIONAL OFFICER CANDIDATE NOMINATION FORM

Please **UPLOAD** this form via the State Officer Candidate Application at <https://nevadafcla.org/run-for-state-office/>

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

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://nevadafccla.org/run-for-state-office/>

STUDENT INFORMATION

PAGE 1

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: _____

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 <https://nevadafccla.org/run-for-state-office/>

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 CONDUCT AGREEMENT SIGNATURE FORM

Please **UPLOAD** this form via the State Officer Candidate Application at <https://nevadafcla.org/run-for-state-office/>

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.
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.

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.
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	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

STATE & NATIONAL OFFICER CONDUCT AGREEMENT

Please **UPLOAD** this form via the State Officer Candidate Application at <https://nevadafcla.org/run-for-state-office/>

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.

Student Signature

Date

Parent/Guardian Signature

Date

STATE & NATIONAL OFFICER TRAVEL FORM

Please **UPLOAD** this form via the State Officer Candidate Application at <https://nevadafccla.org/run-for-state-office/>

Event or Meeting Description: All State Officer Responsibilities during the 2024-2025 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

SCHOOL ADMINISTRATION STATEMENT OF SUPPORT

Please **UPLOAD** this form via the State Officer Candidate Application at <https://nevadafcla.org/run-for-state-office/>

Candidates need to secure the official endorsement of their FCCLA Chapter Adviser and School Administrator in order to be considered an officially supported State Officer Candidate.

I understand that **FCCLA** is a state and national 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 FCCLA Adviser

Print Title of Administrator

Print Title of FCCLA Adviser

Signature of Administrator

Signature of FCCLA Adviser

STATE & NATIONAL OFFICER CANDIDATE MEDICAL RELEASE FORM

Please **UPLOAD** this form via the State Officer Candidate Application at <https://nevadafccla.org/run-for-state-office/>

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: All FCCLA Sponsored Activities During 2024-2025 Term of Office	

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: <input type="checkbox"/> a heart condition <input type="checkbox"/> Asthma <input type="checkbox"/> Epilepsy <input type="checkbox"/> Diabetes <input type="checkbox"/> Other: _____	
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 SIZING INFORMATION

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

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.

Student Name: _____

<p><u>SKIRT/PANT SIZE</u> <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><u>PANT SIZE</u> <i>Indicate waist and length below</i></p> <p>Waist (#) _____</p> <p>Length (#) _____</p>
<p><u>POLO SHIRT</u></p> <p>Small Medium Large XL XXL XXXL</p>	

RESUME TEMPLATE

**THIS IS SIMPLY AN EXAMPLE FOR REFERENCE that outlines what you must include on your resume in accordance with the items listed on Page 13. Please use your creativity and professionalism to craft your own resume.*



Candidate Name:
Candidate School/Grade Level

Section II – FCCLA Resume

Power of One Units	Date(s) Completed	Brief Description of Project(s)
A Better You		
Family Ties		
Working on Working		
Take the Lead		
Speak Our for FCCLA		
National Program	Date(s) Completed	Brief Description of Project(s)
Career Connection		
Community Service		
Families Acting for Community Traffic Safety (FACTS)		
Families First		
Financial Fitness		
Stand Up		
Student Body		
Leadership Positions Held	Years Served	Brief Description of Responsibilities
Competitions	Date(s) Completed	Event(s) Entered and Placement
STAR Events		
PEP Events		
Conferences and Events		Date(s) of Event and Sessions Attended
Nevada CTSO Fall Leadership Experience (FLEX)		
National FCCLA Fall Conference		
National FCCLA Capital Leadership		
Nevada FCCLA State Leadership Conference		
FCCLA National Leadership Conference		
List all Family and Consumer Sciences (FCS), Culinary, Education, or related occupation courses and the grade level when they were taken:		

Section III – Family and Consumer Sciences and Other Accomplishments/Honors

List other contribution made to local Family and Consumer Sciences programs

List contributions to your school

List contributions to your community

List major honors and awards recieved

2024-2025 STATE OFFICER KNOWLEDGE TEST INTRODUCTION

This study guide is designed to prepare State Officer Candidates for the Knowledge Test portion of the State Officer Election process! The purpose of the knowledge test is to ensure that the student who will lead our organization has a general understanding of the history, purposes, and current events taking place in the world of FCCLA in Nevada, and beyond. Please use resources such as the National FCCLA website (www.fcclainc.org), the Nevada FCCLA website (www.nevadafccla.org), Google, and any other classroom resources that will assist you in getting the correct answers to the study questions!

This test should be taken any time during the week of **February 5th - 11th, 2024**. The test must be proctored by the candidate's adviser.

State Officer Candidates should score a 75% or higher on the State Officer Knowledge Test in order to continue on with the election process.

If a candidate has an IEP or any other disability which would prohibit them from taking a written exam, please reach out to the State Staff for alternate testing or study guide formatting options. We wish you the best of luck!

HAPPY STUDYING!

2024-2025 STATE OFFICER KNOWLEDGE TEST STUDY GUIDE

- 1.) Who is the legal governing board of Family, Career and Community Leaders of America?
- 2.) Which two organizations endorse Family, Career and Community Leaders of America?
- 3.) What is the FCCLA tagline, and when was it introduced?
- 4.) What are the four National FCCLA regions?
- 5.) What is the mission of FCCLA?
- 6.) What is the business structure of the FCCLA organization?
- 7.) What is the planning process?
- 8.) What are the eight purposes of FCCLA?
- 9.) Who is the current Executive Director of National FCCLA?
- 10.) What are bylaws?
- 11.) What does the FCCLA emblem represent?
- 12.) What are the official FCCLA colors and what do they represent?
- 13.) What is the FCCLA flower and what does it represent?
- 14.) What is the FCCLA motto?
- 15.) What is the FCCLA Creed?
- 16.) Who is considered one of the most influential leaders in the founding of Future Homemakers of America?

- 17.) When and where was Future Homemakers of America founded?
- 18.) What is the name of the organization's magazine, and when was it first published?
- 19.) What is the organization's central focus?
- 20.) When did the Future Homemakers of America and the New Homemakers of America merge?
- 21.) When and where was the name of the organization changed to Family, Career and Community Leaders of America?
- 22.) What is the URL address for the National FCCLA website?
- 23.) What is the URL address for the Nevada FCCLA website?
- 24.) What is the meaning of the acronym STAR in STAR Events?
- 25.) What are all 8 national programs?
- 26.) What is Career Connection? What are the 4 units of Career Connection?
- 27.) What is the Community Service national program? What are the 3 units of the Community Service national program?
- 28.) What is the meaning of the acronym for the FACTS national program?
- 29.) What is the FACTS national program? What are the 3 topic areas of FACTS?
- 30.) What is Families First? What are the 5 units of Families First?
- 31.) What is Financial Fitness? What are the 4 units of Financial Fitness?

- 32.) What is Student Body? What are the 4 topic areas of Student Body?
- 33.) What is Stand Up? What are the 3 units of Stand Up?
- 34.) What is Power of One? What are the 5 units of Power of One?
- 35.) Which partners fund the FCCLA Japanese Exchange Program? -----
- 36.) What are the 3 R's of Membership?
- 37.) Who is the current Nevada FCCLA State Adviser?
- 38.) Who is the current Nevada FCCLA State President?
- 39.) Who is the current Nevada FCCLA State Officer Coach?
- 40.) The 2024 FCCLA National Leadership Conference will be held in what city?