



OREGON  
STATE ASSOCIATION



2019-2020

# STATE OFFICER CANDIDATE GUIDE

# Letter to Chapter Advisers

Oregon FCCLA Chapter Advisers:

The Oregon 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. In short, it 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 Director 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.

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

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

Sincerely,



Kaycie Quinonez, State Director  
Oregon FCCLA

# Is Running for State Office Right for Me?

## IS RUNNING FOR OREGON FCCLA STATE OFFICE RIGHT FOR ME?

We are excited that you are considering running for an Oregon FCCLA State Office. The opportunities provided to state officers are tremendous 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 important responsibilities. Be sure that you carefully consider your decision to run for state office and what it requires.

The average state officer will spend five to ten hours a week working on their state officer projects and responsibilities. Prior to state officer meetings, conferences, and FCCLA events, the amount of time required tends to spike as officers finalize preparations and polish up assignments. It is important to realize that **although academics remain the number one priority, you will not be able to fall behind in your responsibilities as an FCCLA officer.** You will be required to participate in the team decision-making process, perform your assigned tasks, and attend all required conferences and events.

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). We have frequently had officers who had to miss out on big games, dances, trips, etc., because they conflicted with their state officer responsibilities. The expectation is that your state officer responsibilities and commitments will take priority after your academics.

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 make this kind of commitment and are the type of person that has the drive to succeed and the encouragement and dedication to get the job done, an FCCLA office is definitely for you! If you are unsure, you may want to speak with your adviser 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 be one of the most memorable experiences of your life and one of the most effective career preparation experiences you will have while in high school.

**All applications for Oregon FCCLA State Office are due February 28, 2020!**

# 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 Oregon 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 Oregon FCCLA and National FCCLA by February 28, 2020.
2. A candidate should have held or be holding an FCCLA chapter office or been a member of a local chapter committee.
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. To be eligible to run for a state office, each candidate must complete and submit prior to the deadline 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, 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 an Oregon 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 Nomination Forms
  - State and National Officer Candidate Information Sheet
  - State and National Officer Candidate Q & A
  - 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
  - Uniform Information 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 Oregon FCCLA.

# State/National Officer Candidate Information

## STATE OFFICER CANDIDATE APPLICATION DEADLINE

**February 28, 2020** All forms must be received by **5:00 p.m.**

Scan & upload all forms through the State Officer Candidate Application Form on the State Officer page of the Oregon FCCLA website at [www.oregonfccla.org](http://www.oregonfccla.org).

## ELECTED OFFICES

President  
Secretary  
Vice President of Membership  
Vice President of Communication  
Vice President of Development  
Vice President of Peer Education  
Executive Vice President

## NOMINATION

1. It is the officer candidate's responsibility to have the nomination forms completed and returned to Oregon 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 Nomination Forms
  - State and National Officer Candidate Information Sheet
  - State and National Officer Candidate Q & A
  - State and National Officer Candidate Agreement
  - State and National Officer Conduct Agreement
  - Student Travel Form
  - Administration Statement of Support
  - Medical Authorization Form
  - Uniform Information 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, Oregon FCCLA online blog/newsletter the “Rose Trail,” or current events related to family and consumer sciences, FCCLA, or education in Oregon. The candidates should be familiar with the names of overall purposes of other Oregon state-sponsored Career and Technical Student Organizations.
2. Each State and National Officer Candidate will participate in a virtual interview prior to the State Leadership Conference. During the interview, all candidates will be individually interviewed, 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 speech to the Oregon Delegation. Speeches must be no longer than 2 minutes and address the subject of why they want to be a state officer and what qualities they possess that would make them an excellent state officer. Officers should incorporate the state theme into their speech. No props or costumes will be allowed. The state theme for 2019-2020 is “Your Story: A Legacy of Leadership.”
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 school 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 school will have 1-4 votes dependent on total membership – refer to the organization bylaws for more 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.

# State/National Officer Candidate Information

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 Director.
10. Officer Candidates will be notified of election outcome at the State Officer Candidate Letter Drop from 8:00 a.m. to 8:30 a.m. on Saturday in the Conference Headquarters at the State Leadership Conference.
11. Newly elected officers are required to attend a Transition Meeting on Saturday from 8:30 a.m. to 9:30 a.m. **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 Closing General Awards Session at the State Leadership Conference. Newly elected female officers should bring a white dress to wear during the installation process, and newly elected male officers should wear black dress pants, black suit jacket, white button dress shirt, and black tie during the installation ceremony. 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 pages 8-9 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.
- 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 Oregon FCCLA and work to achieve the goals and objectives set in the Program of Work.
- Attend all state officer meetings:
  - Welcome Leadership Retreat (May 2020 – Portland)
  - Summer Leadership Retreat (August 2020– TBD)
  - Fall Leadership Retreat (October/November 2020 – TBD)
  - Oregon Leadership Institute (October/November 2020 – TBD)
  - Winter Leadership Retreat (January 2021– TBD)
  - State Leadership Conference (March/April 2021 – TBD)
  - Officers are also expected to take part in monthly 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 Cluster Meeting, and Capitol Leadership.
- Communicate with the State President, State Director, 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.
- Work to spread visibility and reach of Oregon FCCLA among the business community and state and federal government. Promote FCCLA to Oregon 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 Director.
- 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 Oregon FCCLA chapters.
- As directed by the State Director, 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 Oregon 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 Director 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 Director and State Officer Coach on all official FCCLA communication and correspondence in fulfillment of both state and national officer duties. Keep State Director 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.

# State/National Officer Candidate Information

- Help in planning all state meetings.
- Participate with the State Officer Team in other projects as planned.
- Assist with the communication between Oregon FCCLA and its sponsors and volunteers.
- Participate with the State Officer Team in other projects as planned.

## Secretary

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

## Vice-President of Communication

- Serve as the primary public relations leader for Oregon 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 Oregon FCCLA for state and national publications.
- Lead the state officer team in utilizing the Oregon FCCLA social media to promote and publicize FCCLA programs, events, conferences, and activities.

## 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 Oregon FCCLA.
- Coordinate the outline and presentation for all chapter visits

# State/National Officer Candidate Information

## Vice President of Peer Education

- Promote participation in FCCLA National Programs by creating monthly social media posts.
- Write articles for state and national publications, recognizing Oregon 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 28, 2020, by 5:00 PM**

Upload forms through the State Officer Candidate Application Form on the State Officers page of the Oregon FCCLA website, <https://oregonfccla.org/state-officer-candidates>

**Required Forms:**

1. State and National Officer Candidate Nomination Form\*
2. State and National Officer Candidate Information Sheet
3. State and National Officer Candidate Q & A
4. State and National Office Candidate Agreement\*
5. State and National Officer Conduct Agreement\*
6. State and National Office Candidate Travel Form\*
7. Administration Statement of Support\*
8. Medical Authorization Form\*
9. Uniform Information Form
10. Current Transcript\*
11. Three (3) Letters of Recommendation (Adviser, School Administrator, Community Leader) \*
12. 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://oregonfccla.org/state-officer-candidates/>.

# State/National Officer Candidate Nomination Form

Please **UPLOAD** this form via the *State Officer Candidate Application Form* at <https://oregonfccla.org/state-officer-candidates>

## 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 submitted 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 on Wednesday afternoon.

| 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 5:00 p.m. February 28, 2020. Please upload forms through the State Officer Candidate Application Form available on [www.oregonfccla.org](http://www.oregonfccla.org) on the State Officers page.

# State/National Officer Candidate Information Sheet

*This form is for REFERENCE ONLY. Information for this form will be completed on the State Officer Candidate Application Form at <https://oregonfccla.org/state-officer-candidates>*

## 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):              | Preferred Office:                 |
| 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. A school administrator must sign, verifying this GPA. National Officer Candidates must provide a cumulative GPA reflecting the three (3) previous semesters.

Student GPA: \_\_\_\_\_ School Administrator \_\_\_\_\_

# State/National Officer Candidate Information Sheet

This form is for REFERENCE ONLY. Information for this form will be completed on the State Officer Candidate Application Form at <https://oregonfccla.org/state-officer-candidates>

## 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:     |

# 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://oregonfccla.org/state-officer-candidates>*

## STATE OFFICER CANDIDATE Q & A

**Please recreate this form in a word processor, type in your answers in a professional, 12-point font, print it, and submit it with your application. DO NOT use more than one page. If this form is not typed, it will not be accepted as part of the officer candidate forms.**

*This form will be reproduced (i.e., photo copied) 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. Please reproduce this form on a computer. It must be limited to one (1) page.*

1. In detail, describe why you wish to become an Oregon 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 Oregon FCCLA? How will you make this vision happen?
5. What other time commitments do you have that may challenge your ability to complete your state officer duties and how do you plan to balance these responsibilities?

Name: \_\_\_\_\_



# State & National Officer Candidate Q&A

## STATE & NATIONAL OFFICER CANDIDATE AGREEMENT INFORMATION SHEET

### Purpose:

Becoming an Oregon 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 Oregon 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 Oregon 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 Director, I fail to fulfill my responsibilities and obligations of office, and/or I violate the Oregon 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.**

Oregon FCCLA will pay all expenses for required activities. Please note that while Oregon 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 Oregon schools and participate in all Oregon 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 <https://oregonfccla.org/state-officer-candidates>

## 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 Oregon FCCLA activities.
4. Permit the candidate to visit Oregon 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 (4.0 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 Oregon State Executive Council (the local adviser to a state officer is ex-officio member of this Council).

|  |   |               |
|--|---|---------------|
| _____<br>Candidate Signature <sup>1</sup>    | _____<br>Candidate Name, Printed            | _____<br>Date |
| _____<br>Chapter Adviser Signature           | _____<br>Chapter Adviser, Printed           | _____<br>Date |
| _____<br>Parent/Guardian Signature           | _____<br>Parent/Guardian Signature          | _____<br>Date |
| _____<br>High School Administrator Signature | _____<br>High School Administrator, printed | _____<br>Date |
| _____<br>Athletic Coach(es) Signature        | _____<br>Athletic Coach(es), printed        | _____<br>Date |
| _____<br>Candidate Employer(s) Signature     | _____<br>Candidate Employer, printed        | _____<br>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 Oregon FCCLA.

**Oregon Family, Career and Community Leaders of America**

Phone: 541-633-4287 | Fax: 971-404-0903

[www.oregonfccla.org](http://www.oregonfccla.org) | Follow and Like @oregonfccla

# State & National Officer Conduct Agreement

Please **UPLOAD** this form via the *State Officer Candidate Application Form* at <https://oregonfccla.org/state-officer-candidates>

## 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

**Oregon Family, Career and Community Leaders of America**

Phone: 541-633-4287 | Fax: 971-404-0903

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# State & National Officer Travel Form

Please **UPLOAD** this form via the State Officer Candidate Application Form at <https://oregonfccla.org/state-officer-candidates>

## 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 <https://oregonfccla.org/state-officer-candidates>

## School Administration Statement of Support Oregon 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 Oregon 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 Oregon 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 an Oregon FCCLA State Officer.

Our school agrees to support the above-named student's duties and responsibilities as an Oregon FCCLA State Officer including approval of absences and providing chaperone(s) for Department of Education or Oregon 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 Oregon FCCLA official functions.

I understand that serving as an Oregon FCCLA State Officer is a position of high honor and important responsibility to our school, community, and the citizens of Oregon. Our school pledges to work in partnership with the Oregon Department of Education and Oregon 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 <https://oregonfccla.org/state-officer-candidates>

## 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 – April 2020-April 2021**

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 Oregon 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:  heart condition  asthma  Epilepsy?  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 <https://oregonfcla.org/state-officer-candidates>*

The State Director will make arrangements for purchasing components of the 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**

| <b>LADIES</b>   | <b>GENTLEMEN</b>  |
|---|---|
| <p><u>BLAZER SIZE</u><br/><i>Circle one size from either the short, regular, or long style of blazer</i></p> <p>Short: 36 38 40 42 44</p> <p>Regular: 34 36 38 40 42 44 46 48 50 52 54</p> <p>Long: 38 40 42 44 46 48 50 52</p> | <p><u>BLAZER SIZE</u><br/><i>Circle one size from either the short, regular, or long style of blazer</i></p> <p>Short: 36 38 40 42 44</p> <p>Regular: 34 36 38 40 42 44 46 48 50 52 54</p> <p>Long: 38 40 42 44 46 48 50 52</p> |
| <p><u>SKIRT/PANT SIZE</u><br/><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><br/><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>  | <p><u>POLO SHIRT</u></p> <p>Small   Medium   Large   XL   XXL   XXXL</p>  |
| <p><u>BLOUSE</u></p> <p>Indicate your size (S, L, etc.) _____</p>   | <p><u>SHIRT</u></p> <p>Neck Size(#) _____   Arm(#) _____</p>  |
| <p><u>SHOE</u></p> <p>Indicate your size (#) _____</p>  | <p><u>SHOE</u></p> <p>Indicate your size (#) _____</p>  |