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# **SOUTH CAROLINA STATE EXECUTIVE COUNCIL HANDBOOK**

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*Family Career and Community Leaders of America*





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## **SOUTH CAROLINA STATE EXECUTIVE COUNCIL HANDBOOK INTRODUCTION**

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### *Family Career and Community Leaders of America*

*Hello South Carolina FCCLA,*

Leadership roles in the South Carolina Association of Family, Career and Community Leaders of America (SCAFCCLA) are important for the future growth and direction of the Association. Chapters are urged to carefully review the bylaws and this handbook for leadership qualifications and election procedures.

Please promote association leadership by encouraging and supporting interested, capable and eligible members to seek a position of leadership on the local and state level. Please stress to interested members the importance of the responsibilities they will assume if elected to office and the meetings they will be required to attend. Their participation will place some extra demands on personal time, but the benefits derived will reward any professional commitment.

Candidate Application Forms must be completed and sent no later than midnight on **January 6th, 2025**. Email completed applications to **Ginger Hill, SCFCCLA Executive Adviser** at [scfccla.seccandidate@gmail.com](mailto:scfccla.seccandidate@gmail.com).





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## **SOUTH CAROLINA STATE EXECUTIVE COUNCIL HANDBOOK**

### ***LETTER TO ADVISERS***

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#### *Family Career and Community Leaders of America*

#### ***LETTER TO ADVISERS***

##### ***South Carolina FCCLA Chapter Advisers:***

The South Carolina FCCLA State Officer Program and State Executive Council 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; and, 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 related campaign materials
- Make a personal commitment to cooperate with the State Executive Secretary, State Executive Council Adviser and State Management Team to ensure that your state officer fulfills all of their state officer responsibilities
- Attend various meetings and functions with your state officer
- 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 Program of Work to ensure that they are on track and up to date on all assignments
- Assist with travel arrangements, and travel with your officer when necessary
- Edit and review materials and communications before officers submit and distribute them
- Provide your officer with workspace, supplies, telephone access, computer access, email access and any necessary financial support.
- Assist with the ongoing training of all officers.

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

Thank you for encouraging your student to step forward and seek a state officer position with South Carolina FCCLA.

Sincerely,

Ginger Hill – State Adviser and Executive Secretary  
Molly Gordon – Executive Council Adviser

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## **SOUTH CAROLINA STATE EXECUTIVE COUNCIL HANDBOOK**

### ***LETTER TO OFFICER CANDIDATES***

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#### *Family Career and Community Leaders of America*

##### ***LETTER TO OFFICER CANDIDATES***

###### ***South Carolina FCCLA State Officer Candidates:***

We are excited that you are considering running for a South Carolina 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 projects. 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 a FCCLA State Officer. You will participate in the team decision-making process, perform your assigned tasks, and attend all required conferences and events.

It is important to understand if elected, you will be required to attend conferences, officer meetings and FCCLA events throughout the year. You will not be allowed to leave early, arrive late, or miss any part 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 elected, you have a responsibility to your peers and to SCFCCLA to represent us with the utmost integrity and good judgment. 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, becoming a FCCLA State Officer 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 the right decision 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 could ever have while in high school. Best Wishes on your pursuits!

Sincerely,

Ginger Hill – State Executive Secretary  
Molly Gordon – Executive Council Adviser

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## SOUTH CAROLINA STATE EXECUTIVE COUNCIL HANDBOOK

### CRITERIA FOR STATE EXECUTIVE COUNCIL OFFICER

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#### *Family Career and Community Leaders of America*

##### **CRITERIA FOR STATE FCCLA OFFICER**

1. Attend all required meetings including: Executive Council (approx. 12); CHAMP Camp (2 days), National Leadership Conference (1 week); Officer Training Session (2 days); Fall Leadership Conference (1 day); State Leadership Conference (2-4 days); and all required practice sessions.
  2. The **Officer Candidate** should be a student of good academic standing, possess writing and public speaking skills, and practice positive body language.
  3. The **Officer Candidate** must have taken and/or been enrolled in a Family and Consumer Science course and must be prepared to devote time during the year they serve as an officer. This assures contact between the adviser and officer on a continuing basis.
  4. The **Officer Candidate** should be a positive role model for other members of Family, Career and Community Leaders of America. The State Officer is a representative of not only the local chapter but the state association.
  5. The **Officer Candidate** should complete the application form accurately and as instructed.
  6. The **Officer Candidate** must complete the interview process and prepare a speech to be given before the state delegation/voting delegates, following assigned guidelines.
  7. The **Officer Candidate** must take and pass with at least a **70** a FCCLA knowledge test to qualify to be a state officer (a study guide will be given).
  8. The **Officer Candidate** must prepare to answer a fishbowl knowledge/situational question on stage at the State Leadership Conference Business Session following their speech. The possible question topics will be sent out after the candidate's application has been approved.
  9. The **Officer Candidate** must prepare to complete officer reports and written assignments on time.
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10. The *Officer Candidate (if elected)* must attend the Officer Training Session, the purpose of which is to develop the State Program of Work, execute the Program of Work, and plan and conduct workshops at the Fall and Spring Leadership Conferences.
  11. The *Officer Candidate* should maintain professional appearance and behavior both in person and on social media.
  12. The *Officer Candidate* is responsible for any expenses not covered by the state association or local school.
  13. The *Officer Candidate* should note that once elected, any State Officer violating the Code of Conduct, convicted of a crime, becoming pregnant or expelled from school shall be terminated from office.
  14. The *Officer Candidate (if elected)* must attend the consecutive National Leadership Conference during the summer DURING their election term.
  15. The *Officer Candidate* must prepare and execute a workshop for both the SC Fall Leadership Conference and the SC State Leadership Conference.
  16. The *Officer Candidate (if elected)* must respond to any and all communication sent by fellow SEC members, State Advisers, National Staff, or SEC advisers within 24 hours of receiving the communication this includes: texts, phone calls, emails, and social media communication.
  17. The *Officer Candidate (if elected)* may not hold any chapter or state level leadership positions for any other CTSO.
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## **SOUTH CAROLINA STATE EXECUTIVE COUNCIL HANDBOOK**

### ***CRITERIA For STATE EXECUTIVE COUNCIL OFFICER ADVISER***

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*Family Career and Community Leaders of America*

#### ***CRITERIA FOR A FCCLA OFFICERS CHAPTER ADVISER***

1. Attend all required meetings including: Select Executive Council Meetings (approx. 5); CHAMP Camp (2 days), National Leadership Conference (1 week); Fall Leadership Conference (1 day); State Leadership Conference (2-4 days); and all required practice sessions.
  2. Be present for the officer's entire term of office.
  3. Screen potential candidate running for office. Obtain parental and administrative support.
  4. Oversee candidate's application, interview and speech preparation.
  5. Provide travel and or set up travel plans for your State Officer by state adviser's deadline.
  6. Accept duties in preparation for national meeting: luggage tags, schedule making, registering, purchasing trading pins (obtain or make your own), and appropriate dress.
  7. Oversee officer reports and written assignments.
  8. Support officers in workshop presentations with ideas, handouts, materials and rewards.
  9. Monitor officer's dress for specific occasions as a FCCLA representative.
  10. Be responsible for any expenses not covered by the state association.
  11. Ensure your officer attends and participates in all required meetings.
  12. Ensure your officer attends Leadership Academy at The National Leadership Conference.
  13. Report any disciplinary or academic reports immediately to state staff if they even remotely involve the officer.
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## SOUTH CAROLINA STATE EXECUTIVE COUNCIL HANDBOOK ELECTION PROCEDURES

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*Family Career and Community Leaders of America*

### ELECTION PROCEDURES

#### CANDIDATE QUALIFICATIONS

1. Must be an affiliated member of a local chapter.
2. Must be a current freshman, sophomore or junior to run for all positions (EXCEPT Vice President of Middle School Programs). Candidates for the office of Vice President of Middle School Programs must be Level 1 students (grades 6 through 9).
3. Must currently have and **maintain** an academic **3.0 GPA or better** based on the last grading period and the South Carolina Uniform Grading Policy.
4. Must have demonstrated a leadership role at the local, district or community level (leadership role – chairperson of a committee, officer of a class organization, at work or in the community).
5. Must display basic knowledge about the career and technical student organization of FCCLA and Family and Consumer Sciences. A written exam will be required at the State Leadership Conference. A minimum grade of 70 or higher is required for a candidate to continue in consideration.
6. Must NOT be running for State Office in any other Career and Technical Student Organization.
7. Must secure support from parent/guardian(s), local adviser, and school administrator.

#### APPLICATION PROCESS

**STEP ONE:** Complete the following necessary paperwork in this order and submit it to State Office by established date:

1. A State Officer Candidate Application Form.
2. Submit digital photo
3. Attach the one-page resume and complete the essay
4. Complete and submit Responsibility and Qualifications Signature Sheet with all required signatures.
5. Obtain (3) Three LETTERS OF RECOMMENDATION (one must be from a FCCLA Chapter Adviser). This paperwork must be sent to [scfccla.seccandidate@gmail.com](mailto:scfccla.seccandidate@gmail.com) no later than 11:59 pm on 1/15/25. The email must be labeled: the candidate's name, adviser's name, and the chapter name.
6. Upon receipt, each candidate will have an evaluation of their resume and submitted essay. These will be evaluated on the following points:
  - Legibility and neatness
  - Inclusion of pertinent information
  - Thoroughness and completeness
  - Mechanics of spelling and grammar
  - All materials will be evaluated using the candidacy rubric.
7. Each applicant will then receive official notification of their Official acceptance as an officer candidate by January 31st. **Letter Drop #1.**



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## SOUTH CAROLINA STATE EXECUTIVE COUNCIL HANDBOOK

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## ***ELECTION PROCEDURES***

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### *Family Career and Community Leaders of America*

**STEP TWO:** On the day of State Officer Interviews online via a virtual meeting, candidates will participate in the screening interview and preliminary FCCLA Knowledge Exam. The screening interview will be conducted by the State Executive Council Advisers, the current State President, one other Executive Council member, Board of Directors members, and the State Adviser (or his/her designee). During or before the Screening Interview the Candidate will be asked to:

1. **Each State Officer Applicant will attend the Election Orientation:** State Officer Candidates. Advisers and State Officer Advisers will meet to go over logistics for the officer selection procedure. This is an information-only meeting and is not part of the selection process.  
***WHILE ATTENDING THE VIRTUAL STATE OFFICER INTERVIEWS STUDENTS MUST BE IN OFFICIAL FCCLA DRESS AND IN A PROFESSIONAL SETTING ON A COMPUTER WITHOUT A DISTRACTING BACKGROUND WITH PROPER LIGHTING.***
2. Recite the FCCLA Creed from memory to Interview Panel.
  - a. State Officer Candidates will be required to recite the FCCLA Creed. Candidates will be evaluated on how well they have the Creed memorized and if they speak clearly and not too fast.
  - b. Present a one-minute introduction.
  - c. Organize a short talk about yourself covering the topics below (two minutes' minimum, three minutes' maximum). Points will be deducted if not within the required time limit. This speech should be memorized. Note cards will be allowed. Topics to include in the presentation (in any order):
    - i. The contributions you have made to FCCLA and what you think you can contribute to the South Carolina Association as a State Officer.
    - ii. Relate why you would like to become a State FCCLA Officer.
    - iii. Describe your participation in your chapter FCCLA activities and other school or community organizations.
    - iv. Review your qualifications to be a State Officer
2. Answer three (3) questions that will be asked of all Candidates seeking office that year. These questions will be at the discretion of the interview panel. Questions may stem from any of the following 6 areas:
  - a. Personality Question
  - b. Situational Response Questions
  - c. Parliamentary Procedure Question
  - d. Resume Based Question
  - e. Follow Up Question Based On Interview
3. Take the FCCLA Knowledge Exam.
4. Candidates will receive notification of their permission to continue in the Election Process no later than March 1st. **Letter Drop #2.**

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### **SOUTH CAROLINA STATE EXECUTIVE COUNCIL HANDBOOK**



## ***ELECTION PROCEDURES***

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### *Family Career and Community Leaders of America*

**STEP THREE:** At the State Leadership Conference at a designated time and location, candidates will participate in the Opening General Session and the Voting Delegate Meet and Greet Networking Session. Candidates will be

1. During the Opening General Session, Candidates will be asked to do a one-minute introduction of self to attendees (this can be the SAME INTRODUCTION used for screening interview).
  - a. Candidates will introduce themselves to the entire delegation at the Opening Session. The introduction will be a one-minute presentation. The subject will be a free choice of the candidate. If speeches run beyond one minute, points will be deducted but candidates will be allowed to finish. The evaluation will be based on:
    - i. Preparedness
    - ii. Creativity
    - iii. Volume
    - iv. Clarity
2. Voting Delegate Meet and Greet Candidates will introduce themselves to the Voting Delegates at the Networking Session in an informal meet and greet. Candidates' interactions with the Voting Delegates may be observed by the state interview panel. Students can have one 24 in x 36 in poster with their photo, campaign details, and highlights from their resume. It must be on brand with the FCCLA National Theme for the year. (A photo submission of this poster will be due to the State Executive Council Adviser 10 days before SLC.)

**STEP FOUR:** At the State Leadership Conference at a designated time and location, candidates will participate in the Election Session with Voting Delegates.

1. Candidates will present a 2 minute speech aligned with the specific topic outlined in the #2 letter drop.
2. Candidates will be asked one question from a member of the current executive council. Candidates will answer the question in front of the voting delegation.
3. Candidates will then be released from the voting area and will be sequestered.
4. Candidates will receive notification of election by 11:59 pm that evening and be invited to be a part of the State Executive Council. **Letter Drop #3.**

**STEP FIVE:** At the State Leadership Conference, at a designated time and location, Newly Elected Officers will meet with the State Adviser and State Executive Council Adviser to discuss preference for their specific officer positions. New State Officers are announced at the State Leadership Conference and these officers must attend the Installation Ceremony at the Awards Session.

If a student is elected as a State Officer, as a member of the Executive Council, they are required (unless noted) to attend the following:

1. State Officer Huddle immediately following the SLC Awards Session.
  2. State Officer Orientation: March 29th-30th, Location TBD
  3. CHAMP CAMP: June 7th, 2025 Location TBD
  4. National Leadership Conference: July 5th-July 9th, 2025 (Orlando, FL)
  5. Fall Officer Regroup/ Officer Training: 2 days in August 2025
  6. State Officer FLC Planning Meeting: 1 Day-September 2025
  7. Ultimate Fall Leadership Conference: 1 day in October 2025
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8. State Officer Meeting: 1 Day-November 2025
9. Spring Officer Regroup Meeting: 1 Day-January 2026
10. State Leadership Conference Planning Meeting: 1 Day-February 2026
11. Annual State Leadership Conference: 3 days March 2026



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## **SOUTH CAROLINA STATE EXECUTIVE COUNCIL HANDBOOK ELECTION PROCEDURES**

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*Family Career and Community Leaders of America*

### **DRESS CODE FOR STATE OFFICER CANDIDATES**

Officer candidates are to look professional throughout the entire conference unless otherwise stated. During both the speech on stage and the interview, only official FCCLA dress will be allowed; no costumes of any sort will be acceptable.

- Slacks or skirts, a button-up shirt and/or jacket/blazer are required, or a sheath black dress for females.
- When wearing white shirts or slacks, skin-tone undergarments should be worn underneath.
- For installation, female candidates should wear a white semi-formal dress, and male candidates should wear the official red FCCLA blazer and black slacks with a black tie.
- No visible tattoos are allowed.
- Candidates are allowed three piercings in each ear and no distracting piercings on the face. *All other jewelry (i.e., bracelets or necklaces) should be tactful and kept to a minimum*
- Nail polish should be professionally manicured and coordinated with attire.
- Hair color needs to be of a natural color.
- Name Tags must be worn at all times.

### **CANDIDATES DISQUALIFICATIONS**

1. Being late to any Officer Candidate Meeting may result in immediate disqualification. *Candidates must be aware from the onset that promptness is important!*
  2. Violation of Policies and Disciplinary Procedures results in immediate disqualification.
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## **SOUTH CAROLINA STATE EXECUTIVE COUNCIL HANDBOOK ELECTION GUIDELINES**

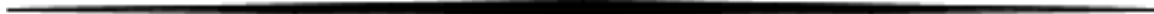
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*Family Career and Community Leaders of America*

### **ELECTION GUIDELINES**

1. The official South Carolina FCCLA Election Procedure consists of the Voting Delegate Election Session. The total of the votes will be calculated to determine who has been elected to each available office and each elected person will be announced during the Awards Session Sunday morning. A minimum of the majority percentage must be achieved in order for the person to be officially elected.
  - a) All state officers will be elected by a majority of all voting delegates
  - b) Voting will be done by secret ballot
2. Each Chapter can run up to 2 candidates for State Executive Council each fiscal year.
3. Additional Election Guidelines:
  - a) Newly elected state officers will be announced and installed at the conclusion of the Awards Session at the State Leadership Conference.
  - b) If a candidate does not receive a majority vote, but there are one or more vacant State Officer positions the State Board of Directors may appoint one of the candidates under their discretion to that office.
  - c) If no candidate is elected for a specific office, the State Executive Secretary with input from the Board of Directors, State Executive Council Adviser and State Management Team, may appoint that office.

**\*\*If you change schools during your term of office for SC FCCLA, you may have to resign from your position.**





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## **SOUTH CAROLINA STATE EXECUTIVE COUNCIL HANDBOOK**

### ***STATE OFFICER ROLES AND RESPONSIBILITIES***

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#### *Family Career and Community Leaders of America*

#### ***STATE OFFICER ROLES AND RESPONSIBILITIES***

The South Carolina Association of FCCLA has a maximum of ten offices: one state president and nine vice presidents. To be a good state officer there are certain general characteristics an officer should possess or be willing to develop. They include:

- The ability to communicate effectively
- A good working knowledge of human relations
- The ability to handle conflicts through open communication
- An open mind to look at all angles of situations
- The ability to work with all types of people
- A neat and professional dress code
- An enthusiastic personality that inspires others
- Extroverted when working with others
- Self-motivated to accomplish goals
- Productive in accomplishing goals
- Follow through on all responsibilities
- A motivator of people
- A strong desire to devote time and effort to SC FCCLA activities

#### **ALL OFFICERS**

1. Attend all State Officer meetings from **start to finish**.
  2. Plan the Program of Work as a team for the members of South Carolina FCCLA, and work to achieve the goals and objectives set in the Program of Work.
  3. Communicate with the President, State Executive Council Adviser, State Adviser/Executive Secretary, and other appropriate parties on a regular basis.
  4. Keep a notebook of all activities during term in office.
  5. Work to spread the visibility and reach of South Carolina FCCLA among the business community and state and federal government.
  6. Work to recruit new chapters and new members.
  7. Support chapter Advisers in their efforts to implement the FCCLA program.
  8. Be an active participant in their local chapter.
  9. Make visits to local chapters to discuss FCCLA and encourage further participation in state and national FCCLA programs.
  10. Be accountable for the completion and follow through of all assignments and responsibilities throughout the term of office.
  11. Represent South Carolina FCCLA with the utmost integrity.
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## **SOUTH CAROLINA STATE EXECUTIVE COUNCIL HANDBOOK**

### ***STATE OFFICER POSITIONS***

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#### *Family Career and Community Leaders of America*

#### ***STATE OFFICER POSITIONS***

The President shall preside over all business meetings of the organization and of the State Executive Council; appoint, after consultation with the Executive Secretary, the chairperson and members of all state committees; and be a member ex officio of all State Executive Council committees.

The 1st Vice-President shall assume responsibility in the absence of the president and shall keep the minutes of all state meetings and meetings of the State Executive Council.

The Vice-President of Community Service shall provide leadership in planning and implementing the organization's community service programs.

The Vice-President of Competitive Events shall provide leadership in planning and implementing the organization's Competitive Events.

The Vice-President of Development shall provide leadership in seeking and continuing corporate sponsorships for the organization's programs and events.

The Vice-President of Finance shall provide leadership by serving as a member of the State Board of Directors and the Finance Committee.

The Vice-President of Membership shall provide leadership in planning and implementing programs for membership promotion and development.

The Vice-President of Parliamentary Law shall provide leadership in assuring that the business sessions for the national organization and meetings of the State Executive Council are conducted in accordance with acceptable parliamentary law.

The Vice-President of Programs shall provide leadership in planning and implementing the organization's individual recognition, scholarship, and national programs.

The Vice-President of Public Relations shall provide leadership in planning and implementing the organization's public relations program.

**ALL INFORMATION MUST BE SENT TO THE STATE ADVISER/EXECUTIVE SECRETARY AND STATE EXECUTIVE COUNCIL ADVISER FOR APPROVAL. THIS APPROVAL MUST BE GAINED FROM THE STATE ADVISER/EXECUTIVE SECRETARY AND STATE EXECUTIVE COUNCIL ADVISER PRIOR TO INFORMATION BEING SHARED OR RELEASED.**

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## **SOUTH CAROLINA STATE EXECUTIVE COUNCIL HANDBOOK**

### ***GENERAL RESPONSIBILITIES***

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#### *Family Career and Community Leaders of America*

#### ***GENERAL STATE OFFICER RESPONSIBILITIES***

##### **1. To the Organization**

- Your foremost responsibility as a State Officer is to professionally represent SC FCCLA members throughout the State of South Carolina
- You are charged with the responsibility of projecting a professional student leader image
- The entire organization will be judged by others' impression of you. Consequently, you must always be mindful of the image you project
- You are charged with the responsibility of developing enthusiasm whenever you speak officially for FCCLA
- You are expected to attend all district and state SC FCCLA meetings that relate to your office
- You are expected to be prepared for all activities in advance

##### **2. To FCCLA Members**

- As a State Officer, you have the challenge to provide guidance, leadership, and inspiration to all members of FCCLA
- The example you set, will affect each member's enthusiasm, involvement, and emotions toward FCCLA
- You must at all times exhibit the qualities of leadership that will contribute to the growth of FCCLA through its many members
- You will inspire leadership in direct proportion to the degree that you, as an individual, give leadership
- You should reach for higher goals and self-improvement, so that those you meet will have the same desire for self-improvement and attainment of higher goals

##### **1. To Self and Family**

- Remember you have a responsibility to yourself and to your family
- In selecting your priorities, keep in mind that FCCLA does not take preference over your education; however, it does take priority over other extra school activities
- Vince Lombardi said, ***"Winning isn't everything, but wanting to win is."*** You owe yourself the obligation to ***"want to succeed"*** to achieve as much as you can and the best you can
- Keep your parent(s) and/or guardian(s) informed of what you do in FCCLA. Their support and guidance is very important to your success as an officer

##### **2. To Other State Officers**

- The other State Officers will act as a very important support group; often, only they can relate to the problems and situations you are experiencing
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## **SOUTH CAROLINA STATE EXECUTIVE COUNCIL HANDBOOK**

### ***GENERAL RESPONSIBILITIES***

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#### *Family Career and Community Leaders of America*

- Avoid forming cliques with a few of the other State Officers. *There may be several officers you want to spend more time with but the success of the team depends on everyone "getting along" and working together.*
- If there is a problem with another State Officer, talk it out immediately. *When rooming together, respect everyone's space and possessions. Small problems that aren't immediately taken care of can grow into immense problems.*
- Respect all opinions. You are all leaders and often you will need to compromise for the good of the organization. After a decision is made, it is your responsibility to support that decision. Present a uniform front of togetherness.
- It is your duty to correspond with other members of the team and keep them informed about the progress you are making and as well as the activities you may have undertaken.

#### **3. To your Local Chapter**

- Because of the many state FCCLA activities you will be actively involved in, you may have less time than you would like to spend on local chapter activities
- Do as much as humanly possible but do not accept responsibilities that you do not have time to complete
- State Officers should not be local chapter officers
- Give support to your local chapter, let them know what you're doing as a State Officer
- Do not dominate chapter meetings or discussions. *Have the president add you to the agenda if you have a report to give on State or District activities.*
- When at State activities, such as the Fall Leadership and Spring Leadership Conferences, please remember you are a member of the State team and not a member of your local chapter. **You should not show partiality or favor to any individual chapter including your own.**

#### **4. To Your Chapter Adviser**

- It is extremely important that you keep your chapter Adviser informed of your activities at all times. It is suggested that you schedule a ten-minute meeting with your Adviser each week for the purpose of discussing State activities
- Your chapter Adviser's encouragement and support is very important! Do not expect special privileges from your Adviser because you are a State Officer.
- Make sure all your classroom work is completed on time. *If a time extension is needed, talk to your Adviser.*

#### **5. To the South Carolina FCCLA State Adviser/Executive Secretary & Executive Council Adviser**

- Send in all requests and requested information on time.
  - Copies of all FCCLA correspondence should be sent to the Executive Council Adviser except personal items. *All correspondence is filed for future reference and next year's officers.*
  - Be on time for all meetings and activities. Call if you will be late or your plans change (emergency situations)
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## **SOUTH CAROLINA STATE EXECUTIVE COUNCIL HANDBOOK**

### ***GENERAL RESPONSIBILITIES***

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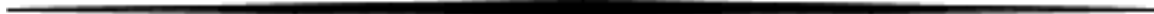
#### *Family Career and Community Leaders of America*

##### **6. To South Carolina FCCLA Chapters**

- Assist in the planning of all activities as requested
- Attend all activities as requested. Be prepared
- Listen to everyone's idea and have an open mind

##### **7. To your Employer**

- Request time off for FCCLA activities as soon as possible absences *due to work obligations are not* excused.
- Keep them informed of your FCCLA activities. *Managers will be more supportive if they understand what you are doing.*





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## **SOUTH CAROLINA STATE EXECUTIVE COUNCIL HANDBOOK**

### ***OFFICIAL DRESS CODE***

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*Family Career and Community Leaders of America*

#### ***OFFICIAL DRESS CODE***

Below is the FCCLA Official Dress Code. The intention of the official dress code, approved in 2011, is to portray a professional and positive image of FCCLA. Additionally, State Officers may be required to purchase additional garments as uniform attire for official state functions.

#### **FEMALES**

- Red, black, or white polo or oxford shirt (long or short sleeves) \*
- Black dress slacks
- Black skirt – no shorter than 2 inches above the knee
- Black sheath dress
- Black dress shoes or sandals
- Official FCCLA Blazer
- *Jeans, t-shirts, and athletic wear are NOT acceptable*

#### **MALES**

- Red, black, or white polo or oxford shirt (long or short sleeves) \*
- Black dress slacks
- Dress shoes
- Official FCCLA Blazer
- *Jeans, t-shirts, and athletic wear are NOT acceptable*

#### **ADVISERS / CHAPERONES / GUESTS**

- Business professional (preferably red, black, or white)
- *Jeans, t-shirts, and athletic wear are NOT acceptable*

**\*Polo shirts and oxford shirts are not required to have the FCCLA logo. All attire with the FCCLA logo must be purchased through the official FCCLA emblematic supplier. To purchase official FCCLA polo and oxford shirts, visit the FCCLA store at <http://www.co-store.com/fccla>.**

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## SOUTH CAROLINA STATE EXECUTIVE COUNCIL HANDBOOK


### CHAPTER ADVISER CHECKLIST

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#### Family Career and Community Leaders of America

#### CHAPTER ADVISER CHECKLIST

The Chapter Adviser should schedule a meeting with the State Officer Candidate and their parent/guardian and carefully review this checklist and the rest of the State Officer Candidate Packet. Once the Adviser has held this meeting and reviewed the checklist it should be completed, signed and dated, and submitted to South Carolina FCCLA along with the required forms in this packet.

	ITEMS TO DISCUSS AND REVIEW WITH YOUR STATE OFFICER CANDIDATE
	Have a frank conversation with the state officer candidate to ensure that they understand the commitments required of state officers. Be sure that they understand that at times they will have to miss out on sporting events or other personal activities in order to fulfill their state officer responsibilities. Officers must recognize that FCCLA conferences and events come before other social functions, including athletics and dances.
	Ensure that state officer candidates understand that being a state officer is a privilege and will require their very best effort. If elected, the candidate will be required to devote several hours each week to their state officer responsibilities and will not be allowed to fall behind on state officer duties and responsibilities.
	Talk to the candidate about their involvement in other activities like sports, clubs, work, etc. Be sure that they have fully calculated the time commitment and are prepared to make FCCLA a priority if they are elected.
	Set up a plan for the officer to keep the Adviser regularly updated about their projects, upcoming responsibilities, and duties of office.
	Discuss and create a time management plan for when and how the officer will complete their FCCLA work each day. Officers should plan to spend about 30 minutes a day (sometimes more) on FCCLA work.
	Ensure the officer has access to a computer and the internet on a daily basis either at home or through the school. Officers will need access to his/her Gmail account for official state officer communications.
	Carefully review this packet with the candidate and be familiar with the rules and guidelines for state officers.
	Ensure that all forms from this packet have been completed.
	Ensure that the candidate reviews questions and is prepared for both the screening and election process.
	Be sure that the candidate understands that while being a FCCLA State Officer is an invaluable experience and will be a great accomplishment to highlight on their resume and college applications, being a state officer should be about their passion for FCCLA and desire to be a part of making South Carolina FCCLA great. This is a real commitment that will require time, effort, initiative, and commitment throughout their term of office.

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Chapter Adviser Signature

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Date

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

School: \_\_\_\_\_

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## SOUTH CAROLINA STATE EXECUTIVE COUNCIL HANDBOOK

### STATE OFFICER APPLICATION

#### Family Career and Community Leaders of America

Date: \_\_\_\_\_

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.** The candidate must currently be a freshman, sophomore or junior to apply for all offices EXCEPT VP of Middle School Programs. **ALL APPLICATIONS MUST BE TYPED.**

#### APPLICANT INFORMATION

STUDENT NAME: \_\_\_\_\_ AGE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CHAPTER: \_\_\_\_\_

SCHOOL/CAREER CENTER: \_\_\_\_\_

SCHOOL ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PRESENT GRADE LEVEL: ☐ 9<sup>th</sup> Grade ☐ 10<sup>th</sup> Grade ☐ 11<sup>th</sup> Grade

ADVISER: \_\_\_\_\_

ADVISER INFORMATION: \_\_\_\_\_  
\_\_\_\_\_

ADVISER CONTACT: Cell: \_\_\_\_\_ School Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

#### SCHOLASTIC ACHIEVEMENT, RESUME REQUIREMENTS and ESSAY

Student Grade Point Average: \_\_\_\_\_

Official Signature or Stamp: \_\_\_\_\_  
COUNSELOR OR REGISTRAR SIGNATURE

Please attach a **ONE page resume** using 10-12 point font that lists the following (you do not need to include education, work experience or references):

- ⇒ Your leadership qualifications
- ⇒ FCCLA contributions (including FCS courses; projects and years of involvement)
- ⇒ Any extracurricular activities you are involved in.

Please attach a **ONE PAGE essay** using 10-12 point font that:

- ⇒ Tell us your FCCLA Dream. (Why did you become involved, why are you still here? What has FCCLA done for you?)
- ⇒ Why do you want to be a member of the State Executive Council? (State Officer)
- ⇒ What will be your legacy? (How do you want to improve SC FCCLA and what do you want to leave behind?)

Please attach a digital color picture 3X5. The photograph shall be a "head and shoulders" shot of the candidate in Official FCCLA dress uniform against a white or brick wall.

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**SOUTH CAROLINA  
STATE EXECUTIVE COUNCIL APPLICATION**

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*Family Career and Community Leaders of America*

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.** The candidate must currently be a freshman, sophomore or junior to apply for all offices EXCEPT VP of Middle School Programs. **ALL APPLICATIONS MUST BE TYPED.**

**OFFICE CHOICE**

**STUDENT NAME:** \_\_\_\_\_

List from 1 – 9 your order of preference of office, with 1 being your first choice. Please note: this information is used by the selection committee to help determine final offices. It does NOT obligate the State or the Student to any role.

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

- ⇒ **President** - Shall be chairperson of the FCCLA State Executive Council, and shall appoint special committees, with the advice and consent of the State Adviser, and shall be an ex-officio member of all committees. Shall preside at FCCLA Officer Team meetings and at State Advisory Board meetings, as designated. Shall contact the State Office one week prior to meetings to review agenda items and specific responsibilities.
- ⇒ **First Vice President** – Shall perform the duties of the President during the absence or disability or on the request of the President. Shall receive midyear reports and final reports for the State Officer projects and prepare a summary sheet for the set of reports to be given at the Fall Planning Meeting and the State FCCLA Leadership Conference. Shall take and prepare minutes of all Executive Council meetings and all official meetings; turn in a rough draft of these minutes to the State Office no later than two weeks after said meeting. At the end of the term of office, shall be responsible for collecting copies of the minutes, financial reports, and other materials deemed necessary for historical purposes.
- ⇒ **Vice President of Finance** - Shall keep a close communication with the State Office concerning financial records, report the financial status of the organization at all meetings, and attend the audit committee meeting. Shall keep financial records for historical purposes and promote any national financial program.
- ⇒ **Vice President of Community Service**-shall provide leadership in planning and implementing the organization's community service programs. Shall serve as liaison between the South Carolina State organization and the National Organization to promote national community service programs and projects as established by the National Office.
- ⇒ **Vice President of Development**-shall provide leadership in seeking and continuing corporate sponsorships for the organization's programs and events. Shall serve as liaison between the South Carolina State organization and the National Organization to promote national programs and projects as established by the National Office.
- ⇒ **Vice President of Membership** - Shall promote membership and report at all Executive Council meetings and to the national level on the status of the state's membership, promote national membership program and may serve as a voting delegate at the National Leadership Meeting. Shall also serve as National Committee Member at the National Leadership Meeting.
- ⇒ **Vice President of Competitive Events** - Shall promote participation in STAR and State Events, work with the state coordinator of these events; provide input into revision of these events and attend meetings regarding these events. Shall also serve as a host/hostess at the State Leadership Conference. Shall serve as Chairperson of the Competitive Events Committee. NOTE: It is recommended that the VP of Competitive Events have participated in a STAR Event at the State Level or beyond.
- ⇒ **Vice President of Public Relations** - Shall promote the South Carolina Association and its Program of Work, prepare news releases relating to conferences and organize any necessary media presentations for the State Leadership Conference. Shall serve as a media relations resource for chapters. Shall prepare and submit articles to Teen Times, assist in preparation of the state publications and request a summary from districts of activities to be reported on at the State Executive Council meetings.
- ⇒ **Vice President of Parliamentary Law**-shall provide leadership in assuring that the business sessions for the national organization and meetings of the State Executive Council are conducted in accordance with acceptable parliamentary law.
- ⇒ **Vice President of Programs**- shall provide leadership in planning and implementing the organization's individual recognition, scholarship, and national programs.
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**SOUTH CAROLINA  
STATE EXECUTIVE COUNCIL APPLICATION**

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*Family Career and Community Leaders of America*

Date: \_\_\_\_\_

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.** The candidate must currently be a freshman, sophomore or junior to apply for all offices EXCEPT VP of Middle School Programs. **ALL APPLICATIONS MUST BE TYPED.**

**RESPONSIBILITY AND QUALIFICATION SIGNATURE SHEET**

**STUDENT**

*If elected, I agree that FCCLA will be my number one priority and I know it is my responsibility to perform to my very utmost and to place this obligation above school activities, keeping in mind that I must maintain a satisfactory scholastic average. It is my responsibility to attend all required meetings. In the event that I graduate prior to completing my term in office, I agree to put forth every effort to fulfill my duties of this office. I have also read and understand the South Carolina FCCLA Bylaws, the State Officer Handbook and the Policies and Disciplinary Procedures for South Carolina FCCLA State Officers. I also understand that the information that I have submitted may be shared with the State Interviewing Panels.*

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

**PARENT(S)/GUARDIAN(S)**

*Your son or daughter is applying for State Officer consideration. It is an honor and a great responsibility for a student to be an FCCLA State Officer. This will require your support financially, emotionally, physically, and in general, total parental backing. Yes, I/we am/are willing to accept these responsibilities and support my/our son or daughter for a State Office. I have read and understand the South Carolina FCCLA Bylaws, the State Officer Handbook and the policies and disciplinary procedures for FCCLA State Officers. I/we also understand that the information my daughter or son has submitted may be shared with the state and Interviewing Panels.*

\_\_\_\_\_  
PARENT(S)/GUARDIAN(S) SIGNATURE(S)

\_\_\_\_\_  
DATE

**ADVISER(S):**

*Your signature is verification of the qualifications of this candidate. Your assistance is required in completing all duties assigned to your State Officer during her/his term of office. Yes, I am willing to accept the responsibilities of a Local Adviser to a State Officer and will give my total support to the student during her/his term of office, including monitoring grade eligibility prior to required meetings. I have read and understand the South Carolina FCCLA Bylaws, the State Officer Handbook and the Policies and Disciplinary Procedures for FCCLA State Officers.*

\_\_\_\_\_  
LOCAL ADVISER SIGNATURE

\_\_\_\_\_  
DATE

**SCHOOL ADMINISTRATOR:**

*Your signature is verification of the qualifications of this candidate and of your continued support of this student during her/his term of office. I HAVE READ AND UNDERSTAND THE SOUTH CAROLINA FCCLA BYLAW, THE STATE OFFICER HANDBOOK AND THE POLICIES AND DISCIPLINARY PROCEDURES FOR FCCLA STATE OFFICERS.*

\_\_\_\_\_  
SCHOOL ADMINISTRATOR SIGNATURE

\_\_\_\_\_  
DATE

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## SOUTH CAROLINA STATE EXECUTIVE COUNCIL HANDBOOK

### STATE OFFICER APPLICATION

#### Family Career and Community Leaders of America

**TRAVEL PERMISSION FORMS** (please print and complete)

#### **I. PARENTAL APPROVAL FOR STUDENT TO ATTEND FCCLA ACTIVITY**

The South Carolina Association of Family, Career and Community Leaders of America sponsors activities during the year for FCCLA Chapter members. The following information is requested for each participating FCCLA. Please complete the form and submit it to the local chapter adviser. The adviser should retain this form during the entire activity.

\_\_\_\_\_ approval to attend \_\_\_\_\_  
(Name of Student) (Activity)

to be held \_\_\_\_\_ in \_\_\_\_\_ on \_\_\_\_\_.  
(Location) (Town) (Date)

Do you approve of the plans for the trip including who will chaperone the group, the mode of travel, where the group will stay, and any plans for sightseeing en-route? ☐ Yes ☐ No

Do you expect your child to visit/call relatives or friends while on this trip? ☐ Yes ☐ No

If yes, please provide name (s) and address (s): \_\_\_\_\_

Please identify any arrangements that have been made for your child to be visited while on this trip.

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All students are expected to remain with the group and attend all sessions/workshops as assigned. Should a student not abide by the established policies, parents will be notified and students may not be allowed continued participation in the activity.

*After reading the information outlining the trip and activity, I approve of the plans and established policies.*

\_\_\_\_\_ has my permission to attend.  
(Name of Student)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Name of Parent(s)/Guardian(s)

\_\_\_\_\_  
Signature of Parent(s)/Guardian(s)

Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

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## **SOUTH CAROLINA STATE EXECUTIVE COUNCIL HANDBOOK**

### ***STATE ADVISER AGREEMENT FORM***

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*Family Career and Community Leaders of America*

#### FCCLA State Officer Adviser Agreement

As an adviser to a State Officer candidate, you play a vital role in the state officer experience. It is important for you to be supportive and encouraging. You must be there to help relieve stress by listening and giving advice when the state officer needs it.

Encourage your candidate to practice presentations with you and help prepare them for question and answer sessions. They must be quick to answer the hard questions from FCCLA members and advisers.

Advisers, please initial each:

- \_\_\_ I will ensure that my State Officer is supervised at all times.
- \_\_\_ I am responsible for the actions and behavior of my State Officer (dress code, punctuality, meeting attendance, etc.)
- \_\_\_ I will ensure that my State Officer fulfills all of his/her duties as defined by FCCLA guidelines.
- \_\_\_ I will ensure that my officer attends mandatory events and is on time, prepared academically, and in the official uniform.
- \_\_\_ As an adviser to a State Officer, I understand I am expected to assist in workshops, rallies, conferences, and competitions in a variety of duties.

\_\_\_\_\_  
Adviser

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTAE Supervisor or School Principal

\_\_\_\_\_  
Date



# **SOUTH CAROLINA STATE EXECUTIVE COUNCIL HANDBOOK**

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## ***OFFICER CANDIDATE FORMS***

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*Family Career and Community Leaders of America*

### ***OFFICER CANDIDATE FORMS***

The forms on the following pages must be submitted for a candidate's application to be complete. Any missing forms could 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:       MAILED by January 1 or EMAILED to [scfccla.seccandidate@gmail.com](mailto:scfccla.seccandidate@gmail.com) by  
January 15th, 2024 by 11:59 pm

Mail Forms To:       SC FCCLA  
  
427 Trailsend Street  
  
Rock Hill, SC 29732

#### Required Forms:

1. Adviser Checklist
2. State Officer Candidate Application
3. Essay (one-page typed and single spaced)
4. Resume
5. Recommendations (3)
6. Student Travel Form
7. Signature Form
8. Permission/Medical Release Form

***THE STATE OFFICER CANDIDATE INTRODUCTION SPEECH MUST BE EMAILED AND SUBMITTED TO THE EXECUTIVE COUNCIL ADVISER BY THE CANDIDATE 1 WEEK PRIOR TO THE STATE LEADERSHIP CONFERENCE***

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## **SOUTH CAROLINA STATE EXECUTIVE COUNCIL HANDBOOK**

### ***DELIVERING A SPEECH***

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#### *Family Career and Community Leaders of America*

### ***DELIVERING A SPEECH***

#### Three “UPS” of Speech Delivery

Whether you are “saying a few words” at a committee meeting or making the main speech at a regional meeting, follow these important steps to insure success:

1. STAND UP
    - a. Stand straight
    - b. Stand tall!
    - c. Be relaxed
    - d. Don’t make distracting motions or display distracting mannerisms.
  2. SPEAK UP
    - a. Your voice comes from your abdomen, not your throat.
    - b. In speaking, use your lips.
    - c. Project your words clearly by using your lips.
    - d. Assume good relaxed posture
      - use your diaphragm and your lungs to protect any words, poems or tongue twisters using your lips to pronounce each letter—especially those on the end of the words.
    - e. When speaking, speak over the heads of the first rows to the last third of the audience.
    - f. Vary your emphasis – now powerful, now softer.
    - g. Vary your speed – now faster, now slower.
    - h. Try to keep your voice low; and raise the voice occasionally for variety especially if telling a human-interest story, an anecdote or imitating someone, or to stimulate an audience to action.
    - i. Deepen your voice for sincerity, for conviction, and especially when you swing into your last sentence or paragraphs or sections of your speech.
    - j. If you tend to be nervous, be especially careful that you don’t talk too fast and too shrilly.
  3. SHUT UP –WITH A SNAP
    - a. Quit when you are through.
    - b. A long, drawn-out rambling and aimless conclusion is an anticlimax and destroys the good impression you have made previously.
    - c. Deepen the voice as you say, “And now, in closing.. .” or “To summarize briefly. . .” or “Finally ...” say a few, very few sentences and close with a ringing sentence or a deeply sincere one.
    - d. Thank the audience (if you are giving a formal speech) and sit down.
-