

# State Officer Candidates

If you are looking to develop leadership skills, plan and implement Leadership Conferences; represent your state membership and have fun, then this position is for you! Louisiana FCCLA is looking for qualified individuals to fill State Officer positions, which combine to form the State Executive Council.

## **Requirements/Experience:**

- Active and current membership in an affiliated chapter
- Minimum of one semester of Family & Consumer Sciences.
- Minimum grade point average of 2.5 on a 4.0 scale
- Recommended by the chapter in accordance with this application
- Members may run for office in their 9<sup>th</sup>, 10<sup>th</sup>, 11th grade years

## **Required Activities:**

**Advisers are not required to attend each of these activities; however, they are responsible to assist students with their travel plans.**

## **Required State Officer Activities**

- State Officer Training, *2 days in June, Location TBD*
- State Executive Council Meeting, *September, January TBD*
- Attend the Fall Leadership Conference, *2 days in the Fall , Location TBD.*
- State Leadership Conference, *Spring 2026 TBD*

## **Optional State Officer Activities**

- *National Leadership Conference, Orlando, Florida July 5-9, 2025*

*All state officers shall attend the meetings of the State Executive Council, share in program planning, assist with regional activities, attend leadership training workshops, attend the Fall Leadership and State Conferences, and upon request of Louisiana FCCLA, make visits as requested by new chapters, and serve on special committees as designated by the State FCCLA State Executive Council representing the state association.*

***Candidates may provide justification for the position they would prefer in their application, but final assignment of officer positions will be made during a meeting of the State Adviser and the Nomination Committee as part of the interview process at State Leadership Conference.***

- **President** - *The President shall preside over all business meetings of the State Association and of the State Executive Council.*
- **First Vice President** - *The First Vice President shall keep accurate minutes of each State Executive Council meeting and shall also serve on the State Election Committee.*
- **Vice President of Finance** - *The Vice President of Finance shall assist the state adviser in all financial matters related to the organization. VP of Finance shall also serve as a voting member of the Louisiana FCCLA Board of Directors.*
- **Vice President Community Service**- *The Vice President of Service Learning shall coordinate and promote the state community service project and encourage chapters to apply for the community service award at both the state and national levels.*
- **Vice President of Public Relations & Membership** - *The Vice President of Public Relations shall coordinate all public relations activities, including the state newsletter and facilitate all state social media sites.*
- **Vice President of Competitive Events** - *The Vice President of Competitive Events shall promote participation in Life Skills and STAR Events and be knowledgeable of the events.*

## **Your Responsibility To...**

### **(1) The Organization**

- *Your foremost responsibility as an officer is to represent the FCCLA members throughout the organization.*
- *The entire organization will be judged by other people's impressions of you. Consequently, you must always be mindful of the image you project in appearance, speaking and manners.*
- *You are charged with the responsibility of projecting yourself as a professional student leader.*
- *You are charged with the responsibility of developing enthusiasm for Louisiana FCCLA.*
- *The growth of Louisiana FCCLA during your term of office will depend on the performance of your duties and the impression you leave with people who are interested in our activities.*
- *As a state officer, you should select a few priority items as ones which will command your major attention and expertise, and concentrate on their further development.*

### **(2) FCCLA Members**

- *As a state officer, you have the challenge to provide guidance, leadership and inspiration to all FCCLA Members. The example which you set will affect each member's enthusiasm, involvement and emotion toward FCCLA.*
- *You must at all times exhibit the qualities of leadership that will contribute to the growth of FCCLA.*
- *You will inspire leadership in direct proportion to the degree that you, as an individual, give leadership.*
- *You will instill in those you meet the desire for self-improvement and the attainment of higher goals.*

### **(3) Self and Family**

- *Remember you have a responsibility to yourself and your family. Keep your parents informed of what you do as a State Officer. Their support and guidance is very important to your success as an officer.*
- *In selecting your personal priorities, keep in mind that FCCLA **does not** take precedence over your education. But it does take priority over other extra curricular activities and your employment.*

# State Officer Candidate Application Information

**Deadline: February 28, 2025**

**Instructions:** **Type and complete each item in detail. *Handwritten applications will not be accepted.*** Please mail a copy of the complete application packet to the State Office. **Applications must be submitted and postmarked by February 28th.**

**Mail to: Louisiana FCCLA, PO Box 2351 Abbeville, LA 70511**

**Each affiliated school may nominate a maximum of two (2) candidates for a state/national office.**

**The election procedure for State Office if 6 or less apply:**

- Eligible candidates will complete and send their applications for review to Louisiana FCCLA.
- The candidates will deliver their 2 minute nomination speeches at the State Leadership Conference. Candidates should NOT reference a specific position in their speech.
- Voting Delegates will select the officers to serve as the State Executive Council.
- Final assignment of officer positions will be determined by the Nominating Committee members and the State Adviser

**The election procedure for State Office if 7 or more apply:**

- Candidates should not specify which office they are seeking.
- Eligible candidates will complete and send their applications for review to Louisiana FCCLA.
- Candidates will complete FCCLA Knowledge Test [STUDY GUIDE](#)
- Candidates will complete an Interview with the Nomination Committee panel and present their 2 minute speech.
- The six candidates with highest scores following the test and interviews will present their 1-2 minute speeches at the State Leadership Conference Business Session.
- Voting Delegates will select the officers to serve as the State Executive Council.
- Final assignment of officer positions will be determined by the Nominating Committee members and the State Adviser.

**2025 Speech Topic: 2 minutes**

**“Inspiring and Empowering Others: The Power of Effective Leadership”**

**For this topic discuss the qualities and actions that make you a strong leader, how do you motivate and inspire others, and what is the importance of empowering others within a team and FCCLA**

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

If you have any questions please call Louisiana FCCLA at (337) 3.

# State Officer Candidate Application Instructions

**Deadline: February 28, 2025**

Please send the following to Louisiana FCCLA by the application deadline:

## **Candidate application, which includes:**

- Submission of the State Officer Application ([Google Form](#))
- Candidate's information and qualifications (Page 5)
- Statement of Support, signed by the parent/guardian, adviser, principal. (Page 6)
- Acceptance of Candidate's Responsibility, signed by the candidate and adviser. (Page 7)
- State Officer Code of Conduct, signed by the candidate, adviser, and parent/guardian (Page 8)
- State Officer Internet Policy, signed by the candidate, adviser, and parent/guardian (Page 9)
- Medical Release Form (Page 10)
- Recommendation for State Officer Candidate - The completed form from 3 adults, not related to the candidate. *The form should be placed in a sealed envelope by the person submitting the recommendation.* You should have 3 sealed envelopes, one from each adult. (Page 11)
- Official high school transcript.

**All Lines on the form are fillable blanks. Please type responses, then print out the forms to get them. Signed.**

# State Officer Candidate Application Form

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

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Name of School: \_\_\_\_\_

**Our Chapter Recommends the Candidate According to the Following Qualifications:**

**The Officer Candidate:** Place an X in the appropriate box.

**YES    NO**

		<b>1. Has active membership in a chapter for one year and is currently a member</b>
		<b>2. Has had at least one semester of classes in Family &amp; Consumer Sciences.</b>
		<b>3. Is currently in the 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> grade.</b>
		<b>3. Has held a responsible position at the chapter level</b>
		<b>4. Has a grade point average of 2.5 or above. (Must attach transcript)</b>
		<b>5. Is recommended by their school in accordance with the information requested on the application form.</b>

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

\_\_\_\_\_  
Signature of Applicant

## Statement of Support

Wishes to apply to run for a Louisiana FCCLA State Office.

\_\_\_\_\_  
Name of Candidate (type)

The candidate's success is closely related to the support he/she receives from his/her family, chapter and school officials. Please indicate your approval and support of him/her pursuing the goal to be an effective State Officer.

***"I am in support of this candidate becoming an elected State Officer of Louisiana FCCLA. I will do whatever I can to support and encourage him/her. To the best of my knowledge, all information provided in the application is up-to-date and correct."***

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

## Acceptance of Candidate's Responsibility

I recognize that the following obligations are a part of a State Officer's responsibilities. I plan to perform to the best of my abilities, these and any other duties of the office to which I may be elected.

Initial each item:

1. To become knowledgeable about the state and national FCCLA program of activities, and to be able to discuss it with chapter officers and other interested parties.

2. Observe standards of official dress, exemplary personal conduct, and personal grooming while representing FCCLA.

3. Attendance and participation in the Fall Leadership Conference and the State Leadership Conference is required. Attendance at the National Leadership Conference is optional.

4. Full attendance and participating in the meetings of the FCCLA State Officers. I will resign from my office if I am unable to attend required training workshops.

5. Careful preparations for fulfilling responsibilities in FCCLA activities in which I am involved.

6. Notification to the Louisiana FCCLA state adviser of all invitations for representation of FCCLA.

7. Responsible and timely reporting of activities conducted as a representative of the FCCLA association, via Monthly reports.

8. Development of a Program of Work in cooperation with the State Adviser.

9. Follow all guidelines to be an effective State Officer as presented at training.

10. Fulfill all responsibilities as spelled out in the State Officer's Program of Work.

11. Abide by the State Officer Code of Conduct, from the time that I am a candidate through my term of office. I will resign my office if I fail to follow the State Officer Code of Conduct.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Candidate Name:(type) \_\_\_\_\_

## State Officer Code of Conduct

1. I shall not possess or consume any alcoholic beverages or illegal controlled substances of any kind
2. I shall follow the established curfew. Curfew means I am quiet and in my own room unless I am conducting official business at the instruction of the Louisiana State FCCLA Staff.
3. Official conferences and activities begin when I leave home for the event and end when I return home.
4. I will always conduct myself in a professional manner as a representative of FCCLA.
5. I shall apply appropriate leadership principles at all times. These include, but are not limited to the following: consensus building, compromising, listening, respecting other people’s opinions and possessions, maintaining enthusiasm and involvement, and conflict resolution
6. I shall refrain from the use of tobacco in any form while representing FCCLA.
7. I shall wear appropriate dress at all official functions. Denim jeans, skirts or dresses are not professional dress. Denim and jean-like apparel may be appropriate at dances and leisure activities if approved by Louisiana FCCLA Staff, but not during any other official sessions or meetings.
8. I shall immediately remove myself from all situations that could compromise my professional image.
9. I shall refrain from dating relationships with fellow State Officers while I am in office.
10. I shall not deface public property and I am responsible for any damage to rooms or facilities I utilize
11. I shall be prompt and prepared at all times.
12. I shall carry out my duties and responsibilities to the best of my abilities.
13. I shall attend all official conference activities, unless I receive prior approval from Louisiana FCCLA Staff to be absent. If unable to participate in all required meetings, I will resign from my office.
14. I shall keep my local chapter adviser informed of all official correspondence. I shall forward a copy of all official correspondence written by me to the Louisiana FCCLA State Adviser
15. I shall follow my local school policies where they are more restrictive than the Louisiana FCCLA policies and guidelines.
16. I shall not be engaged in inappropriate or illicit behavior.
17. I am responsible for reporting any violations of this Code of Conduct committed by myself or fellow officers.
18. State Officers shall allow Louisiana FCCLA to use conference photographs, video footage, and their names for promotional purposes.
19. I shall not post any inappropriate content, photos or other materials on any social media website.
20. If other situations arise that are not covered by the Code of Conduct for Louisiana FCCLA State Officers, I shall use my best judgment in the situation. Above all I will try to act in such a way that it will reflect positively on the Louisiana Association of FCCLA.

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Signature of Candidate

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Date

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Signature of Chapter Adviser

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Date

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Signature of Parent or Guardian

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Date



## **State Officer’s Internet Policy**

### **Using Facebook, Twitter, Instagram, Snapchat, TikTok, YouTube, or other Public Sites.**

Please keep in mind that as an officer for Louisiana FCCLA, you are a public figure. As an officer you represent your school, your state association and even FCCLA on a national level. As you post content to personal web pages, Facebook, Twitter, Instagram, Snapchat, YouTube, or other sites, keep in mind that people you do not know (including potential employers) might “look you up” in cyberspace or Google your name. Be sure your personal materials including comments, photographs, video or sound files would not embarrass you if they were viewed by FCCLA staff, business partners, instructors or others.

### **Email Address**

You will be assigned an email address at State Officer Training. Be sure to check e-mail daily during your term of office as travel opportunities are often offered via e-mail. Please use your Louisiana FCCLA for all of your FCCLA correspondence.

### **Code of Conduct Statement**

As an officer of the Louisiana Association of Family, Career and Community Leaders of America, I will represent my organization, state and school with respect. This means that, for my term of office, any content I post on the internet, including websites such as (but not limited to) Facebook, Twitter, Instagram, Snapchat, YouTube, TikTok, or other sites. I also understand that these sites will be monitored and I may be requested to remove material.

If I fail to do so and post inappropriate or unapproved material, I will be on probation as an officer and subject to the consequences of my adviser, school or state adviser.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

Candidate Name:(type) \_\_\_\_\_

### State Officer's Medical Release Form

Name of Student:	_____	Date of Birth:	_____
Address:	_____	City/State/Zip:	_____
Student's Cell Phone:	_____		

This is to certify that \_\_\_\_\_ has my permission to attend FCCLA activities from March 2025 to March 2026. On behalf of the above named student member, I hereby absolve and release the school officials, the FCCLA chapter adviser(s), and Louisiana FCCLA association and staff from any claims for personal injuries which might be sustained while he/she is en-route to, from and during such FCCLA sponsored activities providing that this agreement shall not apply to any injury arising out of sole negligence of the preceding parties. I authorize the above named adviser(s), the Louisiana FCCLA State Adviser to secure the service of a physician or hospital and to incur the expenses for necessary services, in the event of an accident or illness, and I will provide the payment of these costs.

_____ Signature of Candidate	_____ Date
_____ Signature of Chapter Adviser	_____ Date
_____ Signature of Parent or Guardian	_____ Date

### Required Medical Information

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

Special medication being taken: \_\_\_\_\_

Date of last tetanus shot: \_\_\_\_\_

History of heart condition, diabetes, asthma, epilepsy or rheumatic fever: \_\_\_\_\_

Physical Restrictions: \_\_\_\_\_

Other conditions: \_\_\_\_\_

Family Doctor: \_\_\_\_\_

Parent/Guardian Work Phone \_\_\_\_\_ Home / Cell: \_\_\_\_\_

Insurance Company Name \_\_\_\_\_ Policy Number \_\_\_\_\_

## Recommendation for State Officer Candidate

Candidate: Make three (3) copies of this form. This counts as the last three pages of the State Officer Candidate Application.

Recommendations must be completed by three (3) adults, and may not include parents, other relatives, or classmates. **At least one recommendation must be from the chapter adviser.** Place completed form and letter of recommendation in a **sealed envelope** and return to the candidate.

Candidate's Name: \_\_\_\_\_ School: \_\_\_\_\_

Recommended by: \_\_\_\_\_ Relationship: \_\_\_\_\_

Check each characteristic:

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

\_\_\_\_\_ **Signature** \_\_\_\_\_ **Date**

\_\_\_\_\_ **Title/Position**