

FCCLA KNOWLEDGE/

OFFICER CANDIDATE STUDY GUIDE

**REVISED: MARCH 2021**

**REVISION COMMITTEE:**

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1. Career Connection helps members learn more about themselves, the workplace, and careers so that they can put themselves on the pathway to future success.
2. Community Service guides members to identify local concerns and carry out projects to improve the quality of life in their communities.
3. Name the 3 units of the national program Community Service
	1. Learn, Lead, Serve
4. What is the name of the national program through which young people strive to arrive alive through sober drinking, seat belt use, and safe driving habits?
	1. FACTS
5. Name the national program through which youth can strengthen family relationships through FCCLA's national peer education program.
	1. Families First
6. Name three of the Families' First units. Could be any of the following:
	1. Families Today, You-Me-Us, Meet the Challenge, Balancing Family and Career, Parent Practice
7. Name the program that involves youth teaching one another how to earn, save, and protect money wisely.
	1. Financial Fitness
8. Power of One helps members to find and use their personal power.
9. What are the focus areas of the Student Body program?
	1. The healthy you, fit you, real you, and resilient you
10. Name three out of five modules in the national program Power of One.
	1. A Better You, Speak out for FCCLA, Family Ties, Working on Working, Take the Lead
11. Stand Up national peer education program guides members to develop, plan, carry out, and evaluate advocacy activities to improve the quality of life in their communities.
12. What are the 3 units in the National Program Stand Up?
	1. Assess current needs, Educate others regarding concerns, Advocate so that they can make a difference now and in the future
13. Name the two new national STAR Events introduced for the 2008-2009 school year:
	1. Promote and Publicize FCCLA! and Teach and Train
14. Name four national programs.
	1. Career Connection, Community Service, FACTS, Stand Up
15. The national program which promotes job readiness is called:
	1. Career Connection
16. This opportunity offers full scholarships for FCCLA members who are sophomores and juniors in high school to spend six weeks with a Japanese host family.
	1. Japanese Exchange Program
17. Name the competitive events program that recognizes members for proficiency and achievement in leadership and job-related skills.
	1. STAR EVENTS
18. What does the acronym STAR stand for in STAR Events?
	1. Students Taking Action with Recognition
19. Which of the following is a Families Acting for Community Traffic Safety (FACTS) category?
	1. People, Vehicles, Roads
20. What are the Units of Career Connection?
	1. My Skills, My Life, My Career, My Path
21. Name the three essential topics of FACTS:
	1. People, Vehicles, Roads
22. What is the FCCLA Tagline:
	1. The Ultimate Leadership Experience
23. What is the National FCCLA website?
	1. fcclainc.org
24. Who is the legal governing board of Family, Career and Community Leaders of America?
	1. The National Board of Directors
25. Name the four national FCCLA regions?
	1. North Atlantic, Pacific, Central, Southern
26. Name two other career and technical student organizations.
	1. TSA, FFA, BPA, DECA, HOSA, FBLA, SkillsUSA
27. Meetings should be opened and closed with:
	1. Official Ceremonies
28. Adults and former FCCLA members who are interested in supporting the goals of the organization may become
	1. Alumni & Associates members
29. How many National Officers are elected:
	1. 10
30. In Parliamentary Procedure, what motion is required to correct a mistake?
	1. Point of Order
31. "To strengthen the function of the family as a basic unit of society" is from the FCCLA..*.*?
	1. Purposes
32. What are the three R's of the Be Part of it! Membership Campaign?
	1. Recruit, Retain, Recognize
33. Which national officers serve as voting members on the Board of Directors?
	1. National President and National Vice President of Finance
34. Who is the founder of FCCL*A/*FH*A*?
	1. Edna Amadon
35. What are the names of the national meetings held in November and July?
	1. National Fall Conference and National Leadership Conference
36. What are the eight purposes of FCCLA?
37. -To provide opportunities for personal development and preparation for adult life.
38. -To strengthen the function of the family as a basic unit of society.
39. -To encourage democracy through cooperative action in the home and community.
40. -To encourage individual and group involvement in helping achieve global cooperation and harmony.
41. -To promote greater understanding between youth and adults.
42. -To provide opportunities for making decisions and for assuming responsibilities.
43. -To prepare for the multiple roles of men and women in today's society.
44. -To promote Family and Consumer Sciences and related occupations.
45. What are the 52 state associations?
	1. The 50 states, Puerto Rico and the Virgin Islands
46. Who is the current executive director of FCCLA?
	1. Sandy Spavone
47. What is the role of a chapter president?
	1. Presides over the class during project selection and planning. Appoints committees or members for specific jobs related to projects. Serves on the chapter executive council if one exists.
48. What is the role of the chapter vice-president?
	1. Assists the president in overseeing the work of project committees. Fills in when the president is absent.
49. What is the role of the chapter secretary?
	1. Maintains written minutes of the decisions related to projects and activities. Works with the president to complete a written Planning Process worksheet to be posted for member review.
50. What is the role of the chapter treasurer?
	1. Collects and records all fundraising monies and dues. Maintains written records and receipts for all funds spent on chapter project(s).
51. What are bylaws?
	1. Bylaws are the rules adopted by an organization for governing its activities.
52. Name the four kinds of membership in FCCLA.
	1. Active, Alumni, Associate, and Honorary
53. What are the three methods of voting?
	1. Voice votes, roll call, or ballot
54. What is a Quorum?
	1. Minimum number of members that must be present to conduct the business of the meeting; usually a simple majority unless otherwise specified in the bylaws.
55. How is FCCLA financed?
	1. FCCLA is a nonprofit organization funded primarily by membership dues.
56. What do national dues support?
	1. Teen Times; The Adviser Newsletter; chapter mailings, national program development; chapter resources; leadership training; national promotion of the organization; membership cards and processing; membership promotion; National Board of Directors and National Executive Council activities; fundraising and seeking corporate sponsors; operating expenses of the national headquarters and staff.
57. What is affiliation?
	1. The process of formally joining FCCLA by paying membership dues.
58. Who is eligible to use the names "Family, Career and Community Leaders of America" and "FCCLA", as well as the emblem?
	1. Only affiliated (dues paying) members and chapters.
59. What does the FCCLA emblem represent?
	1. The FCCLA emblem represents Family, Career and Community Leaders of America as a dynamic, active organization. The dominant collegiate lettering articulates a focus on education and student leadership. The swooping arch embodies an active organization that moves toward new arenas. The color of the emblem is one of the organizational colors - red.
60. What are the official FCCLA colors?
	1. Red suggests strength, courage, and determination - personal qualities leading to happiness through a positive self-image. White symbolizes sincerity of purpose and integrity of action, qualities that will help individuals build a better tomorrow.
61. What is the FCCLA flower?
	1. The red rose represents the organization because it gives joy through its beauty and fragrance. It symbolizes a desire for beauty in everyday living.
62. What is the FCCLA motto?
	1. A motto is a short expression of an organization's guiding principles - a phrase that is appropriate to or indicates its character. The FCCLA motto is Toward New Horizons.
63. Repeat the creed.

We are the Family, Career and Community Leaders of America. We face the future with warm courage and high hope.

For we have the clear consciousness of seeking old and precious values. For we are the builders of home, Home for America's future, Homes where living will be the expression of everything that is good and fair, Homes where truth and love and security and faith will be realities, not dreams.

We are the Family, Career and Community Leaders of America. We face the future with warm courage and high hope.

1. Where should the FCCLA emblem be worn?
	1. Wear the emblem over the heart or on a jacket pocket.
2. Where should the FCCLA emblem pin be worn?
	1. The pin is worn over the heart, Members, advisers, honorary members, Alumni & Associate members and chapter parents may wear the pin.
3. Who is considered one of the most influential leaders in the founding of Future Homemakers of America?
	1. Edna P. Amidon, an educator and promoter of home economics education. She served as the organization's first board chair.
4. Who was the first national advisor?
	1. Dr. Hazel Frost
5. What was the amount of the first dues in 1945?
	1. 10 cents
6. When and where was Future Homemakers of America founded?
	1. June, 1945 in Chicago, Illinois
7. What is the name of the organization's magazine?
	1. Teen Times
8. When was Teen Times first published?

**a.** 1945

1. The first national convention was held where and when?
	1. July 1948, in Kansas City, MO
2. What is the organization's central focus?

The family

1. When did the Future Homemakers of America and the New Homemakers of America merge?
	1. July, 1965
2. When were HERO (Home Economics Related Organizations) chapters founded?

**a.** 1971

1. STAR Events began in what year?

**a.** 1983

1. When and where was the name of the organization changed to Family, Career and Community Leaders of America?
	1. July, 1999; Boston, MA
2. Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life. What are skills for life?
	1. Planning, goal setting, problem solving, decision making and interpersonal communication - necessary in the home and workplace.
3. Who is the current 2020-2021 National President?
	1. Supriya Patel, Minnesota
4. How many students are involved in FCCLA?
	1. Over 225,000 chapter members in nearly 7,000 local chapters. Over nine million youth have been involved in the organization since its founding in 1945.
5. What are the six career areas of family and consumer sciences?
	1. Early Childhood, Education and Services Food Production and Services Hospitality, Tourism and Recreation Housing, Interiors and Furnishings Textiles and Apparel Family and Consumer Sciences Education
6. What qualifications are needed to be a chapter advisor?
	1. Must be a certificated comprehensive or occupational family and consumer sciences educator.
7. Who is eligible for Alumni & Associates membership?
	1. Former FCCLA, FHA (Future Homemakers of America), NHA (New Homemakers of America), HERO members, and individuals who share the goals and purposes of Family, Career and Community Leaders of America.
8. By what procedure are all meetings to be conducted?
	1. Parliamentary Procedure, using Robert's Rules of Order
9. How many issues of Teen Times are published each year?
	1. Two (August and December)
10. Name the five steps of the Planning Process.
	1. Identify Concerns, Set a Goal, Form a Plan, Act, and Follow Up
11. Name the Advisor Recognition Programs available.
	1. Master Advisor, Advisor Mentor, Years of Service, and Spirit of Advising
12. Name the five units of Power of One.
	1. You, Family Ties, Working on Working, Take the Lead, Speak out for FCCLA
13. What is the meaning of the acronym FACTS?
	1. Families Acting for Community Traffic Safety
14. Who is the Oklahoma FCCLA State Adviser
	1. Brittani Phillips
15. When was Oklahoma Alumni and Associates founded?
	1. July 17, 1998
16. What is the name of the Oklahoma FCCLA magazine?
	1. Connection Magazine
17. How many National FCCLA presidents has Oklahoma had?
18. 2
	1. FACTS is a national FCCLA program through which young people strive to save lives through sober driving, seat belt use, and safe driving habits.
19. Name the three topic areas of FACTS.
	1. Think SMART, Buckle-Up and Arrive Alive
20. What is peer education?
	1. A method of education where teens teach teens - their peers
21. What is the tagline message for Financial Fitness?
	1. Financial Fitness is a national FCCLA program that teaches young people to make, save, and spend money wisely.
22. Name the five Financial Fitness units.
	1. Banking Basics, Cash Control, Consumer Clout, Making Money, Financing Your Future
23. What is the tagline message for Student Body?
	1. Student Body is a national FCCLA program that teaches young people to eat right, be fit, and make healthy choices.
24. Name the three topic areas of Student Body.
	1. Eat Right, Be Fit and Make Healthy Choices
25. Who is eligible for full scholarships in the Japanese Exchange Program?
	1. Members in their sophomore and junior years of high school
26. What is the tagline message for Stand Up?
	1. The FCCLA Stand Up national peer education program guides members to develop, plan, carry out, and evaluate advocacy activities to improve the quality of life in their communities. Members develop their voice to make a positive impact. Through their projects, members experience character development and improve their critical and creative thinking, interpersonal communication, leadership, practical knowledge, and career preparation.
27. What are the three Stand Up Units?
	1. Assess current needs, Educate others regarding concerns, Advocate so that they can make a difference now and in the future
28. What are the two awards given in recognition of exemplary public relations efforts?
	1. National Outstanding Media Award and the National Chapter Public Relations Award
29. What are the five essential elements of a chapter's public relations plan?
	1. Message, Audience, Purpose, Method, and Feedback
30. What are the five basic components of an FCCLA chapter?
	1. Membership, Advisor, Leadership, Meetings, and Projects
31. What is the national address?
	1. Family, Career and Community Leaders of America Inc. National Headquarters 1910 Association Drive Reston, VA 20191-1584
32. Who sponsors the Japanese Exchange Program?
	1. The Kikkoman Corps
33. What is the FCCLA fiscal year?
	1. September 1st through August 31st
34. When was the official tagline changed?

**a.** 2003

1. Who was the first male national officer and when?
	1. Toney Bingham, 1973
2. What is TSA?
	1. Technology Student Association
3. What are CTSO’s?
	1. Career and Technical Student Organizations
4. What is the NCT?
	1. The NCT is the National Consultant Team, which is a team of advisors who train other advisors and give presentations for a fee.
5. What is DECA?
	1. The National DECA (delta epsilon chi alpha) Organization
6. What is BPA?
	1. Business Professionals of America
7. What is FFA?
	1. The National FFA Organization.
8. What is NHTSA?
	1. National Highway Traffic Safety Administration
9. What is HOSA?
	1. Health Occupation Students of America
10. What is NASSP?
	1. National Association of Secondary School Principals
11. Who is eligible to be a member of FCCLA?
	1. Any student who is taking or has taken a family and consumer sciences education course and who pays the appropriate membership dues, or is a part of a middle level or urban chapter affiliation program.
12. What is FCCLA?
	1. Family, Career and Community Leaders of America, a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work and societal issues through family and consumer sciences education.
13. What is the mission of FCCLA?
	1. To promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.
14. What is the largest room in National Headquarters named?
	1. The Oklahoma Room.
15. What are the 4 career pathways through FCCLA?
	1. Human Services, Hospitality and Tourism, Education and Training, and Visual Arts and Design.