**Tennessee FCCLA State Officer Application Form**

Candidate’s Name                               Birth Date          Chapter            
District           Adviser                     Age          Grade (2016-17 year)            
Home Address                              City/State/Zip                                
Parent/Guardian’s Name                                                              
Parent/Guardian’s Phone Number                                                         
Candidate’s School                               Principal                           
School Address                                                              
City/State/Zip                                                              
Candidate’s Fall Semester Grade Point Average (Minimum 2.5)

**NOTE TO PARENTS/GUARDIAN AND ADVISERS:** This student is applying for consideration as a state officer candidate. It is an honor and responsibility for the student if elected.

**NOTE TO PARENTS:** This will require your support financially, emotionally, and physically. In general, the student will require strong parental backing if elected.

I, the parent/legal guardian of the candidate, give my support for my student to apply for the position of state officer of the Tennessee Association of Family, Career and Community Leaders of America. I understand and agree that should the candidate be elected and fail to serve the full term for any reason, he/she will be responsible for reimbursing Tennessee FCCLA for all financial investments made for his/her training up to the point of termination.

Parent/Guardian Signature                                Date

Upon reaching the age of 18, I, the candidate for state FCCLA officer, understand and agree that should I be elected and fail to serve the full term for any reason, I will be responsible for reimbursing Tennessee FCCLA for all financial investments made for my training up to the point of termination.

Candidate Signature                                Date

**NOTE TO ADVISERS***:* Your signature is verification of the qualifications of this candidate. Your assistance is required in completing all duties assigned to your officer.

**CHAPTER ADVISER STATEMENT**: The candidate’s chapter and chapter adviser have recommended this candidate for state officer. I will support this candidate by attending all required meetings. This includes, but is not limited to, supporting the state officer candidate in planning, preparing, and executing all responsibilities.

**I AM WILLING TO ACCEPT THESE RESPONSIBILITIES AND SUPPORT THIS CANDIDATE FOR STATE OFFICER.**

Adviser’s Signature                               Date                                
Principal’s Signature                              Date                                
CTE Director’s Signature                              Date

**Tennessee FCCLA State Officer Code of Conduct**

As a State Officer of the Tennessee Association of Family, Career and Community Leaders of America, I recognize that the following activities are part of an officer’s responsibilities, and I agree to perform, to the best of my ability, these and other duties of the office to which I am elected.

|  |  |
| --- | --- |
| **Required Attendance** | **Optional Attendance** |
| State Executive Council Meetings | National Fall Cluster Meetings |
| State Leadership Conference | Capitol Leadership |
| National Leadership Conference |  |
| Fall Leadership Conferences |  |
| CTSO State Officer Leadership Training |  |
| Fall Leadership Camp |  |
| Youth, Citizenship, and Government Seminar |  |

Responsibilities:

1. When representing the State Association at meetings and conferences, carry out the responsibilities as designated by the State FCCLA Specialist and report the results of those responsibilities to him/her.
2. Prepare educational leadership presentations to be shared with local chapters at fall leadership conference, leadership camp, and state leadership conference.
3. Maintain weekly correspondence (email) with State FCCLA Specialist.
4. Notify the State FCCLA Specialist of any change in address, email address, phone number or student classification.
5. Notify the State FCCLA Specialist in writing prior to accepting invitations to attend and participate in local activities.
6. Maintain a scholastic rating of above average throughout the term of office.
7. Complete all five modules of the Power of One and submit it to the State Office by March 14, 2016.
8. Each state officer must wear official dress when traveling and speaking on behalf of FCCLA.
9. Each officer will travel with an adult and/or adviser unless otherwise approved in writing by the State FCCLA Specialist and parents.
10. Follow the guidelines established in the Tennessee FCCLA Participant Code of Conduct.
11. Complete and turn in travel claims (with proper receipts) within 20 days of the event attended.

Ethics and Conduct:

1. Conduct yourself, at all times, in a manner which will display your leadership ability and which will bring credit to you, your school, Tennessee FCCLA, and National FCCLA.
2. Treat every person with equal respect. Avoid conversations which would belittle others.
3. Behave in a manner which conveys and commands respect.
4. Avoid places and activities which would raise questions as to moral character or conduct.
5. Use wholesome language in all formal and informal occasions.
6. Maintain proper dress and good grooming for all occasions.
7. Any accidents, injuries or illnesses should be reported to state and local advisers immediately.
8. State officers will observe the same curfew as other members.
9. If an officer is found responsible for stealing or vandalism, the officer and his/her parents or guardians will be expected to pay all damages.
10. State officers may not purchase, possess, consume or be under the influence of alcohol, tobacco or illegal drugs at any time. Drinking mock cocktails is prohibited.
11. Avoid expressing personal opinions regarding political or controversial issues.
12. Each of the above mentioned characteristics should be reflected in personal conduct, cell phone, and computer use (i.e. social networks).

Candidate’s Signature                               Date                            
  
Adviser’s Signature                               Date                                 
  
Parent/Guardian’s Signature                                Date                            
  
Principal’s Signature                                Date                                 
  
CTE Director’s Signature                                Date                                 
  
Director of School’s Signature                               Date

**State Officer Application  
Required Item Checklist**

Attach the following to this form:

☐ Two letters of recommendation from school administrators or teachers on leadership, citizenship, scholarship, maturity level, etc.

☐ A copy of your transcript with Human Services/Education and Training Career Cluster courses highlighted.

☐ A copy of your chapter affiliation form with your name highlighted.

☐ A wallet-size photograph and an emailed digital photo to the FCCLA Specialist.

Write an essay (150-words maximum) portraying your involvement in FCCLA to include the following:

☐ Describe your involvement in FCCLA at the local, and/or state level (include any FCCLA chapter offices you have held).

☐ List your participation in other school and community activities other than FCCLA (include major activities, organizations you belong to, offices held, and awards or honors received).

☐ Discuss how FCCLA has helped you as an individual.

☐ Detail your thoughts on the most important qualities of an effective leader.

**STATEMENT OF ACCEPTANCE OF RESPONSIBILITY FOR CHAPTER ADVISER**

As a local adviser to a state officer of the Tennessee Association of Family, Career and Community Leaders of America, I am aware that the activities identified below are the responsibility of the local adviser. Having reviewed these activities and after consultation with my principal, local director, and/or superintendent, I agree to perform, to the best of my ability, these and other duties which I am given as a local adviser to a state officer. In the event that I am unable to assume a specific responsibility as an adviser to a state officer, I will consult with the State Office.

1. Serve as a state officer adviser on the Tennessee FCCLA Executive Council.
2. Provide transportation to and accompany the state officer to all state executive council meetings.
3. Attend and assist in planning and directing the annual state leadership conference held each spring.
4. Assist in planning, attend, and participate in leadership camp at Camp Clements.
5. Assist in seeing that the state officer’s deadlines and responsibilities are met.
6. See that transportation is provided for the state officer when on official duties.
7. Assist in planning and participating in fall leadership conferences.
8. Prior to executive council meetings, review information/agenda with the state officer and prepare ideas and recommendations for the meeting.

Adviser’s Signature                               Date                                 
  
Principal’s Signature                                Date                                 
  
CTE Director’s Signature                                Date                                 
  
Director of School’s Signature                               Date

Mail to:   
**Pamela Sieffert, CTE Specialist  
Tennessee FCCLA  
11th Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, Tennessee 37243-0383**