

## Tennessee FCCLA State Officer Candidate Information

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Applications are DUE to Tennessee FCCLA on **Dec. 15, 2020 by 11:59 p.m. CT** via [Google Forms](#). All uploads must be included in one PDF document, excluding the letters of recommendation.

### **The following items must be submitted by the deadline:**

1. State Officer Candidate Info Form
2. Completed State Officer Candidate Application
3. Completed Essay (Topic Provided)
4. A Recent Individual digital Photo in Official FCCLA Dress (red blazer) for use in the Conference Program (See Application for Details)
5. Signed Candidate Release Forms
6. Official Transcript
7. An Absenteeism Statement or Letter (School Attendance Record)
8. Resume (See Application for details)
9. Required Letters of Recommendation (See Application for Details)

### **Special Notes:**

- Applicants are not permitted to announce that they have applied to be a state officer candidate, taken the Tennessee FCCLA State Officer Candidate Test, or advanced to the interview round.
- Applicants may not begin campaigning (which includes telling others about their current application status) until they have passed the interview stage.
- All policies apply to all social media (yours and others). It is strongly recommended that the applicant and adviser keep this information confidential until they have made it past the interview round. This will avoid any possibility of others announcing your candidacy.
- It is important to remember that it is not guaranteed that all of the applicants who advance to the interview will be chosen as state officer candidates. Only those candidates deemed highly qualified by the nominating committee will be on the ballot.
- If the candidate advances, he/she will be required to give a campaign speech at the 2021 Business Meeting. The speech should not exceed two minutes and should incorporate the conference theme.
- State officer candidates may not serve as voting delegates.
- State officer candidates will be required to attend a variety of events, meetings, and general session rehearsals during the Tennessee FCCLA State Leadership Conference. A detailed itinerary will be provided prior to the state officer candidate meeting.
- It is important to note that some aspects of the candidate process may be done virtually. (Candidate test, interviews, etc.)

## Is Running for State Office Right for Me?



The opportunities provided to state officers are tremendous and many of the 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 come many important responsibilities. Those interested should carefully consider the 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 assignments and responsibilities. Prior to state officer meetings, conferences and FCCLA events the amount of time required tends to spike as officers finalize preparations and polish up assignments. It is important to realize that, although academics remain the number one priority, officers will not be able to fall behind in their responsibilities as a FCCLA officer. Officers will be required to participate in the team decision-making process, perform their assigned tasks, and attend all required conferences and events.

It is important to understand that if elected, officers will be required to attend conferences, officer meetings and FCCLA events throughout the year. Officers will not be allowed to leave early, come late, or miss any parts of these events (except in the case of an extreme emergency) without permission. Officers have frequently had to miss out on big games, dances, trips, etc. because they conflicted with their state officer responsibilities. The expectation is that state officer responsibilities and commitments will take priority after an officer's academics.

Anyone willing to make this kind of commitment and that has the drive to succeed and the encouragement and dedication to get the job done should seriously consider running for state office! If unsure, it is recommended members consult with their local adviser and get their opinion and advice. Those who decide to run for office can be assured that holding state office will be one of the most memorable experiences of their life and one of the most effective career preparation experiences they could ever have while in high school.

## Tennessee FCCLA State Officer Candidate Process

### Application

Complete and submit the online **Tennessee FCCLA Officer Candidate Application and Required Documents**. A selected committee will review your application. The committee will determine your eligibility to run for State FCCLA Office at the 2021 FCCLA State Leadership Conference. You will receive a letter by email confirming that your application has been reviewed and if you have or have not been selected to continue to the testing round of the application process.

### Test

If you advance, you are required to take a state officer candidacy test the first week of February. All applicants must be properly registered to take the test on or before the registration deadline.

This test will be administered by a non-adviser within the candidate's school. The test will include the following topics:

- Tennessee FCCLA History
- FCCLA Creed
- Purposes of FCCLA
- FCCLA Mission Statement
- National FCCLA History
- Parliamentary Procedure

**Only those applicants scoring a minimum of 80%** on the test will advance to the next round of the candidacy process, which will take place onsite at the 2021 State Leadership Conference. Candidates will be notified, through email whether, or not they have advanced following the last district conference.

### State Officer Candidate Board Displays & Interview

Those qualifying candidates will be **required** to attend a State Officer Candidate session prior to the State Officer Candidate Board Displays on April 12. Board Display guidelines will be sent to those qualifying candidates after the conclusion of district conferences. At the conclusion of candidate board displays, all candidates will be given an assigned interview time for the following morning. Candidates will be required to be in official dress for their interview.

### Campaigning

Those applicants deemed qualified to run for state office will move on from the interview round. Only after the candidates have made it through the interview process are they allowed to campaign. All guidelines outlined in this packet must be followed during the campaigning process.

### Election

Candidates will be required to give a speech (not to exceed two minutes in length) at the 2021 Tennessee FCCLA Business Meeting. This speech **should include** the 2020-21 National FCCLA theme, Beyond Measure. Following the candidates' speeches, the election of the 2021-22 Executive Council will take place.

The newly-elected Tennessee FCCLA Executive Council will be announced at the STAR Event Awards Session at the 2021 State Leadership Conference.

## **Tennessee FCCLA Executive Council**

### **President**

It shall preside over all business meetings of the association and of the state executive council; shall be a member of the state advisory board; appoint, after consultation with the state adviser, the chairman of all executive council committees; and be a member ex-officio of all committees.

### **First Vice President**

It shall assume the responsibility of all parliamentary law issues and provide leadership in assuring that the business at state meetings and executive council meetings are conducted in accordance with acceptable parliamentary law and shall assume responsibilities of the president in the absence of that officer.

### **Vice President of STAR Events**

It shall provide leadership in planning and implementing the organization's STAR Events program and shall keep the minutes of all state meetings and meetings of the executive council.

### **Vice President of Community Service and Public Relations**

It shall provide leadership in planning and implementing the organization's community service programs in addition to implementing all public relations programs.

### **Vice President of Finance and Membership**

It shall provide leadership in planning and implementing programs for membership promotion and development.

### **Vice President of Individual Development**

It shall provide leadership in planning and implementing programs for peer education, individual development and recognition of the organization's members.

## State Officer Candidate Application Form

<b>Student Name:</b>			
	Last , First		
<b>Home Address</b>			
	<b>Street</b>		
		<b>City</b>	<b>Zip Code</b>
<b>Email Address</b>			
<b>Home Phone</b>			
<b>Cell Phone</b>			
<b>School Name</b>			
<b>School Address</b>			
	<b>Street</b>		
		<b>City</b>	<b>Zip Code</b>
<b>School Phone</b>			
<b>Career Goal</b>			
<p><b>In the below spaces, please indicate your top THREE choices of office if you were to be elected as a member of the FCCLA Executive Council.</b></p> <p>There is NO guarantee you will get one of these positions. It is only meant to aid the nominating committee in their discussion.</p>			
<b>Have you been accepted to a postsecondary or college program to pursue your education?</b>			
<b>If yes, please provide the institution name:</b>			
<b>If no, please indicate where you have applied:</b>			
<b>Grade level for the 2020-21 Year</b>			
<b>GPA:</b>		<b>(On a 4.0 non weighted scale)</b>	
<b>Indicate SAT and ACT scores if available</b>			
<b>ACT:</b>		<b>SAT:</b>	

<b>School Involvement &amp; Extracurricular Activities:</b>	
<b>School Positions/Offices Held (if applicable)</b>	
List FCCLA and other School offices you have held and activities in which you have been involved.	
<b>Year:</b>	
<b>Community Involvement</b>	
List community activities (other than FCCLA or school activities above) in which you have been involved.	
<b>Year:</b>	
<b>References</b>	
List the names of the persons writing letters of recommendation for each category	
<b>Teacher, Advisor, Principal or CTE Director</b>	
<b>Employer or community leader</b>	
<b>Any source other than a relative</b>	
<b>Essay</b>	
Write an essay (500 words MAXIMUM) answering the following questions: <b>In your own words, define leading by example and describe how you can use it in your own life.</b>	

**To submit officer application, upload the following in one document to [Google Forms](#):**

1. A recent headshot photo in official FCCLA dress with a solid color background
2. Essay
3. Application
4. Résumé.
5. Official transcript
6. All signed permission forms

### **Letters of Recommendation**

Candidates must submit email addresses to the state advisor for the three individuals submitting a letter of recommendation. ([Christina.Isong@tn.gov](mailto:Christina.Isong@tn.gov)) Each will be emailed a link to submit their letters of recommendation. After all three letters have been submitted, candidates will be sent an email stating requirements for this portion have been finalized. All must be submitted by Dec. 15, 2020.

### **Résumé Requirements**

Applicants are required to upload a resume with this application.

**Paper Size:** 8 1/2x 11 format (Front Only)

**Type of Paper:** Plain white paper only with black type. Résumés with the use of color, more than one page, or double-sided will **NOT** be accepted.

#### **What Must be Included:**

- Your full name, school, state, and current grade level.
- FCCLA Achievements
- Number of Years as a FCCLA member
- Other Achievements (i.e. Honors, Awards, offices held in other organizations)

It is acceptable but not required to use a photo, but the photo must be in black and white.

This resume is in addition to the State Officer Application and must be in professional business format.

## STATE OFFICER CANDIDATE AGREEMENT

Becoming a Tennessee FCCLA State Officer requires a commitment on the part of all parties concerned. In order to make that commitment, each party must understand their responsibility to this leadership training experience. In order for a candidate to be eligible for office, all parties indicated *must* sign this agreement. State officer candidates should understand that, if elected, attendance at *all* state officer meetings and activities is mandatory and that failure to attend any of these meetings can result in their removal from office, with the exception of emergencies/unsafe traveling conditions. They should also understand that they may be removed from office if in the opinion of the State Management Team they fail to comply with State Officer responsibilities/assignments or participate in activities/conduct which would reflect negatively on Tennessee FCCLA or the Executive Council.

### **If elected, the candidate agrees to:**

1. Attend and participate in all meetings (including, but not limited to, state officer meetings, state officer training's, regional, state and International conferences) and attest that:  
**"I fully understand the responsibilities and obligations of the position I seek and, if elected, will carry them out to the very best of my ability. I further understand that if, in the opinion of the majority of the Management Team, State Officer Coach, or State Adviser, I fail to fulfill my responsibilities and obligations of office, and/or I violate the Tennessee FCCLA Conduct Code, I can be removed from office. Should I fail to complete the duties of my office, I will be liable to return to FCCLA the amount expended for my participation during my term in office."**
2. Perform to the best of his/her ability the duties of the elected office.
3. Maintain a GPA of 2.5 or better based on a 4.0 scale during their term of office.
4. Maintain active membership in a Secondary chapter by signing up for membership and paying national and state dues.
5. Participate in **ALL MANDATORY** activities scheduled by the State Adviser and State Officer Coach of Tennessee FCCLA including:
  - State Officer Conference Calls
  - State Officer Training (May/June)
  - National FCCLA Leadership Conference (June/July)
  - Tennessee CTSO State Officer Leadership Training (July)
  - Capitol Leadership For State Officers and/or National Fall Conference (Sept.)
  - FCCLA Leadership Camp (Oct.)
  - State Conference Planning Meeting (Nov./ Dec. & Feb./ March)
  - District Conferences (Jan. /Feb.)
  - Youth, Citizenship and Government (Feb.)
  - Tennessee FCCLA State Leadership Conference (March/April)

*In addition to the required state officer events above there will be additional travel required for chapter visits and other opportunities that may arise throughout the year.*

**The Parent(s) and Candidate Agree To:**

1. Grant permission to Tennessee FCCLA and its staff/contractors, State Department of Education, and sponsors/supporters to use the above delegate's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational, promotional and other related purposes without further consideration, and acknowledge the right of Tennessee FCCLA to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.
2. Pay for certain costs associated with being a State Officer as they may arise throughout the year.
3. Understand that expenses for travel and meals will be reimbursed according to the policies set by Tennessee FCCLA.

**The Parent(s) Agree To:**

1. Permit the candidate to participate in all scheduled Tennessee FCCLA activities, State Officer meetings, chapter visits, and other official officer duties.
2. If the student is elected, permit, and in the case of parents, authorize the student to visit Tennessee schools and participate in Tennessee FCCLA chapter activities for the purpose of conducting official FCCLA state officer business.
3. Encourage the candidate to take full benefit of the leadership development experience.

**The Adviser(s) and All School Officials Listed Below Agree To:**

1. Recommend for state office only those candidates who are qualified. (See information provided.)
2. Ensure the candidate's attendance at all Tennessee FCCLA activities.
3. Permit the candidate to visit Tennessee schools and participate in FCCLA chapter activities for the purpose of conducting official FCCLA state officer business.
4. Certify that the candidate has earned a GPA of 2.5 (4.0 base) or better for the term preceding the election and that officer maintains this during their term of office.
5. Read the Candidate Agreement and Participant Code of Conduct and discuss it with the student.

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Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

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Chapter Adviser Signature \_\_\_\_\_ Date \_\_\_\_\_

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Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

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Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

## STUDENT CONDUCT AGREEMENT

*The following conduct policies apply to all state officers and will be in effect for the full duration of their term of office. Official conference and activities begin when the officer leaves home for the event and ends when they return home, therefore this code is in effect throughout this entire period of time.*

*"I agree to follow the State FCCLA Officer Code of Conduct while I am representing Tennessee FCCLA as a member of the State Officer Team. I will resign my office if I fail to follow this code."*

- I will not possess or consume any alcoholic beverages, tobacco products, or illegal substances of any kind.
- I will follow the established curfew. Curfew means I am quiet and in my own room with only those assigned to be there.
- I will 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 through open communications.
- I will wear appropriate dress at all official functions. Denim and jean-like apparel are appropriate at certain dances, but not during any other official sessions or meeting.
- I will not be engaged in any inappropriate or illicit behavior. I will immediately remove myself from all situations that could compromise my professional image.
- I will not deface public property. I will be responsible for any damages caused to rooms or facilities.
- I will keep the state FCCLA staff informed of my whereabouts and activities at all times, where the activities are an official function of my office, or while I am in their charge.
- I will be prompt and prepared at all times. I will carry out my duties and responsibilities to the best of my abilities. I will always conduct myself in a professional manner as a representative of FCCLA.
- I will attend all official conference activities, unless I receive proper approval from the state adviser and state officer coach to be absent. If I am unable to participate in all required State Officer meetings, I will resign my office. Special permission must be received from the state adviser to be excused from required meetings.
- I am responsible for reporting any violations of these codes of conduct committed by myself or by fellow officers.
- I will participate in all activities required of me at a conference, meeting, or official state officer function. If other situations arise that are not covered by the Code of Conduct for State FCCLA Officers, I will use my best judgment in the situation. Above all I will try to act in such a way that I will reflect positively on Tennessee FCCLA.

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Student Signature

Date

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Parent Signature

Date



## SCHOOL ADMINISTRATION STATEMENT OF SUPPORT

### TENNESSEE FCCLA STATE OFFICER CANDIDATE APPLICATION

I understand that **FCCLA** is a national and state organization officially endorsed by the U.S. Department of Education.

I understand that \_\_\_\_\_ (applicant name) has been officially endorsed by our school's FCCLA chapter, our FCCLA chapter adviser, and his/her parents/guardians to pursue a position on the Tennessee FCCLA Executive Council.

I understand that if the above named student is successfully selected to serve as a State Officer that he/she will be required to attend meetings, leadership conferences, and education activities that on occasion may occur during the regular instructional period.

Our school agrees to maintain an active local FCCLA chapter and chapter adviser during the above named student's term of service as a Tennessee FCCLA State Officer.

Our school agrees to support the above named student's duties and responsibilities as a Tennessee FCCLA State Officer including approval of absences for Tennessee FCCLA official functions. We also understand that it is the local chapter's responsibility to comply with any school district policies and practices regarding a state officer's participation in Tennessee FCCLA official functions.

I understand that serving as a Tennessee FCCLA State Officer is a position of high honor and important responsibility to our school, community, and the citizens of Tennessee. Our school pledges to work in partnership with the Tennessee FCCLA to ensure the success of the above named student's leadership, academic, and career pursuits while serving as a State Officer.

AUTHORIZED BY:

\_\_\_\_\_  
Print Name of Administrator

\_\_\_\_\_  
Administrator Signature                      Date

\_\_\_\_\_  
Print Name of Adviser

\_\_\_\_\_  
Adviser Signature                      Date