



NORTH CAROLINA
STATE ASSOCIATION

**2021-2022 North Carolina State Officer Candidate
Application Packet**

Candidate Name: _____

School: _____

Grade for 2021-2022: _____

District: _____

If participating in a STAR Event, please provide the STAR Event Name and
Level:



2021-2022 North Carolina State Officer Candidate Application Instructions

State Officer Candidates (SOC) must provide proof of FCCLA leadership experience in their families, careers, and communities, appropriate documentation, signatures, recommendations, and approval in order to run for national office. In addition to verifying your eligibility to run for a state office, the application is your opportunity to tell the State Officer Selection Committee members and election voting delegates about your qualifications. Your application should reflect who you are, why you joined FCCLA, your experiences, your future goals, and why you want to be a state officer. Portions of this application form - resume and essays - will be provided to the delegation through the website and any other necessary platforms. In addition to these documents, the selection committee will review your letters of recommendation, if you are elected by the voting delegates, to help them in determining the position you would serve as a 2021-2022 State Officer. Please review the following information carefully.

State Officer Candidate Eligibility Requirements:

- Possess an overall unweighted GPA of 3.0 on a 4.0 scale. Middle school students must have an unweighted scholastic average of 85 or above.
- Be a member in good standing for one year, or in the process of completing an active membership in an affiliated chapter. Member in good standing means that the student is affiliated, and is currently enrolled in an FCS course, or has completed an FCS course. SOC must have been affiliated, with payment made, by Friday, Feb. 12th by 5:00pm.
- Must be a rising 7th-12th grader. Rising 7th-8th graders will be considered for the V.P. of Middle Schools position.

In addition to fulfilling these requirements, State Officer Candidates must also complete the following:

- ❑ **Intent to Run Form** - Due Friday, Feb. 12th by 5:00pm.
Complete the NC FCCLA State Officer Candidate "Intent to Run" form online [here](#). The Executive Director will review your intent to run, and ensure your eligibility. Remember, you must be affiliated, with payment made, by this deadline.
- ❑ **Power of One Recognition Application** - Due Monday, Mar. 1st by 5:00 pm.
Complete all 5 Units of the Power of One National Program, and submit the Power of One Recognition Application to your Chapter Adviser. Your Chapter Adviser must upload this into the chapter portal for you by the deadline of Mar. 1st.
- ❑ **SOC Application** - Due Fri. Mar. 12th by 5:00pm.
The application can be completed electronically and uploaded [here](#), or printed and mailed. If mailed, it must be postmarked by Wednesday, Mar. 10th. You may use only the space provided on the form. The form should not be altered or changed in any way. Additional information, beyond the requested attachments below, will not be considered.
 - Essay Questions

- Candidates must complete essay questions 1 & 2 of the application. The essays must be typed in the space provided. Essay questions must be answered by the candidate only.
- Approval Forms
 - Candidates must receive approval in order to run for state office. Candidates must seek prior approval to miss school for FCCLA meetings and related activities. Candidates must receive support for their candidacy from each of the individuals listed. Please have each person check **all** the boxes and they must include a signature and date. If all boxes are not checked due to lack of support, we cannot accept your application.

**Advisers are required to travel with their students during all State Officer required events. Financial support for their travel should be covered by their school or district. If a principal, superintendent, or CTE Director does not provide this support, the application cannot be accepted.*

- State Officer Candidate Forms
Please obtain all of the appropriate signatures for the following forms:
 - Photography & Website Consent & Release Form
 - Code of Ethics Agreement
 - Election Policies
 - State Officer Preference

☐ **FCCLA Resume** - Due with application by Fri. Mar. 12th by 5:00pm.

Attach a professional FCCLA resume, one page only in length, typed in Calibri or Arial size 11 font (Name Heading may be larger but not exceed size 14 font) with margins set at no smaller than .75 all around, providing the information listed below:

- Name, state, school, chapter, year in school, number of years in FCCLA, and total years of FCS instruction completed at the end of the 2020-2021 school year.
- List all Family and Consumer Sciences course(s), grade level(s) when taken, and Career Pathway. List the courses title(s) as they appear on your transcript along with the credit earned for each course.
- List your participation in FCCLA at the local, district, state, and national level.
- List offices held in FCCLA (consider noting any restrictions your local chapter may have on how many times you can run for a local chapter office position).
- List contributions to Family and Consumer Sciences education.
- List participation in your school and community (major activities in your community, job experiences, etc.).

This must be submitted with the application either electronically [here](#), or mailed with the application, postmarked by Wed. Mar. 10th.

☐ **Letters of Recommendation** - Due by Friday, Mar. 12th by 5:00pm.

Provide 2 letters of recommendation. Please use 2 school or community professionals who are knowledgeable about your activities both in and out of FCCLA. Your chapter adviser may **not** complete a letter of recommendation for you. Please discuss the state officer and adviser responsibilities in detail before securing each recommendation.

Recommendation letter requirements:

- Maximum of one page in length per letter.
- Addresses leadership skills, community involvement, and academic performance.

- Recommendations need to indicate support should the officer be elected.
- Name and title of person writing the recommendation.
- Signed and dated.
- Letters of Recommendations MUST be submitted using this link: <https://forms.gle/xcjc37BFbrsCK4gcA> (Provide this link to the 2 school or community professionals that will be submitting this on your behalf. You should not be including these on your application submission.)

- ❑ **Official Transcript** - Due with the application by Friday, Mar. 12th at 5:00pm. Attach an official transcript. Transcripts must verify the following qualifications:
 - The State Officer Candidates unweighted grade point average of 3.0 on a 4.0 scale. If the candidate is a Middle School student, they must have an unweighted scholastic average of 85 or above.
 - The State Officer Candidate must be currently enrolled in an FCS course or have completed an FCS course during middle or high school.
 This must be submitted with the application either electronically [here](#), or mailed with the application, postmarked by Wed. Mar. 10th.

- ❑ **Membership Affiliation** - Completed by Friday, Feb. 12th by 5:00pm. Verification that the candidate is affiliated, including received payment. *Note: No paperwork is necessary. NC FCCLA will check candidates' affiliation status following receipt of the candidate's intent to run form. Candidates who are not affiliated by the deadline above will be disqualified from running.*

- ❑ **State Leadership Conference Registration** Verification that the candidate is attending the 2021 State Leadership Conference, by way of their chapters' registration, by the State Leadership Registration deadline. *Note: No paperwork necessary. NC FCCLA will compare the candidate list to the registration list. The candidates chapter registration for the 2021 SLC will be verified, as the chapter registration will encompass each students' registration for SLC.*

- ❑ Double check your application and ensure that all information is complete, and all signatures are present. Please make a copy of your completed application for your records before you submit it to NC FCCLA. Please note that NC FCCLA cannot provide copies of your application once it has been submitted.

- ❑ Submit your application electronically [here](#), or mail your application (postmarked by Wed. Mar. 10, 2021).

Mail to:
 NC FCCLA
 Attn: Catie Lewis
 P.O. Box 1412
 Havelock, NC 28532

If you have any questions, please contact Catie Lewis at clewis@fclclainc.org or call 703-716-1317.



Additional Dates and Deadlines

State Officer Candidates and Advisers must also be aware of the following dates and deadlines related to the State Officer Election Process.

SOC's will receive more detailed information after their application, and required materials, have been reviewed and verified of their eligibility to run for office.

- ❑ **Pre-Recorded Speech** - Due Friday, Mar. 26th by 5:00pm.
State Officer Candidates will submit their 3 minute pre-recorded speech on the topic provided on the NC FCCLA website. They will be provided further instruction on how to record the speech in the email they will receive when their application, and other required materials, have been reviewed.
- ❑ **General FCCLA Knowledge Test** - Tuesday, April 6th
State Officer Candidates will be provided a testing link to complete the General FCCLA Knowledge test, as well as a link to an online video chat platform (Zoom). . SOC's will be required to complete this test via an online video chat platform (Zoom) to ensure that SOC's are not using materials to assist them in completing the test.
- ❑ **SOC Orientation** - Monday, April 12th
SOC's will participate in a virtual SOC orientation to review the process of elections at the virtual State Leadership Conference. They will be provided with a link to this meeting via email.
- ❑ **SOC Introductions** - Monday, April 12th
SOC's will participate in the virtual SLC General Opening Session through introductions to the NC FCCLA delegation of their eligibility to run for a 2021-2022 State Officer position.
- ❑ **SOC Networking with Voting Delegates** - Tuesday, April 13th
You will participate in a virtual networking session with voting delegates through an online video platform (Zoom). This session will allow you to meet and interact with voting delegates from all chapters in attendance at the virtual State Leadership Conference.
- ❑ **State Officer Candidate Letter Drop #1** - Wednesday, April 14th
After SOC Election polls have closed, and votes are counted and confirmed, SOC's will receive an email letter drop to inform you if you have been elected to serve as a 2021-2022 NC FCCLA State Officer. All SOC's will receive an email letter drop regardless if you are elected as a State Officer or not.
- ❑ **State Officer Selection Committee Interviews** - Thursday, April 15th
Newly elected State Officers will participate in Selection Committee Interviews to determine the position that you will serve on the 2021-2022 State Executive Council.
- ❑ **State Officer Letter Drop #2** - Thursday, April 15th
After State Officer Selection Committee Interviews have completed, and positions have been determined, newly elected officers will receive an email letter drop informing you of the position you will serve on the 2021-2022 State Executive Council.
- ❑ **State Officer Installation Ceremony** - Friday, April 16th
During a live video broadcast, during the State Leadership Conference Closing Session, newly elected officers will participate in an Installation Ceremony to confirm and announce their positions to serve on the 2021-2022 State Executive Council.



State Officer Candidate Essay 1

The essay question below is limited to one page only, do not alter this format, and do not attach additional information.

State Officer Candidate:

District:

Describe how your experiences in the Family and Consumer Sciences classroom and in FCCLA helps you “Lead Beyond Measure”. How have these opportunities helped you prepare for the next chapter in your family, career, and community?



State Officer Candidate Essay 2

The essay question below is limited to one page only, do not alter this format, and do not attach additional information.

State Officer Candidate:

District:

In what ways has Family and Consumer Sciences(FCS) changed over the past 75 years, and how do you anticipate FCCLA and FCS evolving in the years to come?



State Officer Candidate Approval Form 1
SOC and Parent/Guardian

State Officer Candidate Commitment & Parent/Guardian Support

All boxes must be checked in order for application to be accepted.

State Officer:

If elected as a North Carolina State Officer, I agree to:

- Follow the State Officer rules, guidelines and responsibilities.
- Attend all leadership trainings, conferences, or events as required by the State Officer position, to include:
 - Incoming State Officer Training - June 2021
 - FCCLA National Leadership Conference - June-July 2021
 - CTE Summer Conference - July 2021
 - Fall District Leadership Meeting - October/November 2021
 - Winter State Officer Training - January 2021
 - Board of Directors and Committee Meetings (virtual) - Various times throughout the year.
 - State Executive Council Meetings (virtual) - Various times throughout the year.
- Devote the time and effort to fulfill the work and travel requirements of a State Officer through the summer, fall, and spring (until State Leadership Conference) of my term, realizing that other activities will need to be curtailed, eliminated, or rescheduled if it interferes with my duties as an officer.
- Cooperate with my school, adviser, chapter and state associations throughout my candidacy and office, if elected, to ensure they are kept informed of deadlines and accomplishments.
- Completion of monthly reports to the State Executive Director, no later than the 5th day of each month, that summarize the accomplishments and tasks achieved and worked on the previous month.
- Repay any funds to NC FCCLA, school, chapter and/or administrative unit that was spent on me during my candidacy or term, if I resign from my position.
- If elected as a state officer, to fulfill all requirements and expectations as stated in the State Officer Candidate handbook related to Membership, National Programs, Partnerships, etc.

SOC Name: _____

SOC Signature: _____ Date: _____

Parent/Guardian:

If my child is elected a state officer position, I agree to:

- Support him/her in his/her responsibilities as a State Officer as outlined in the State Officer Candidate handbook, and above, whether that be with my time, or financially.

SOC Parent/Guardian Name: _____

SOC Parent/Guardian Signature: _____ Date: _____



State Officer Candidate Approval Form 2
SOC Chapter Adviser

State Officer Candidate Adviser Support

All boxes must be checked in order for application to be accepted.

If the student is elected to a state office, I agree to:

- Read and follow the rules, guidelines, and responsibilities as outlined in the SOC Adviser handbook.
- Travel with the SOC, if elected, and attend required district, state, and national events to include:
 - Incoming State Officer Training - June 2021
 - FCCLA National Leadership Conference - June-July 2021
 - CTE Summer Conference - July 2021
 - Fall District Leadership Meeting - October/November 2021
 - Winter State Officer Training - January 2021
 - Board of Directors and Committee Meetings (virtual) - Various times throughout the year.
 - State Executive Council Meetings (virtual) - Various times throughout the year.
- Serve as liaison, keeping school administration, superintendent, and CTE Director informed of the officer's activities and accomplishments.
- Assist and encourage the SOC, if elected, in fulfilling all requirements and expectations as stated in the State Officer Candidate handbook related to Membership, National Programs, Partnerships, etc.
- Inform the State Executive Director if I am no longer the SOC's Chapter Adviser due to job promotion, resignation, or retirement. Per NC FCCLA Bylaws, Article VI, Section 3, an adviser to a state officer shall be the adviser to the local chapter, of which the officer is a member, the new local chapter adviser will assume the responsibility of the State Officer Adviser. If a new local chapter adviser is not assigned, the State Executive Director, in consultation with the State Officer's school administration and/or CTE Director, will approve of a non-local chapter adviser.

SOC Adviser Name: _____

SOC Adviser Signature: _____ Date: _____



State Officer Candidate Approval Form 3
School Administrator, CTE Director, & Superintendent Support

State Officer Candidate School Administrator, CTE Director, and Superintendent Support
All boxes must be checked in order for application to be accepted.

If the student is elected to a state office, I agree to:

- Support the attendance, and financial costs, of the State Officer Candidate Adviser, if the student is elected as a State Officer, to travel with the State Officer Candidate, if elected, to the following meetings/events:
 - Incoming State Officer Training - June 2021
 - FCCLA National Leadership Conference - June-July 2021
 - CTE Summer Conference - July 2021
 - Fall District Leadership Meeting - October/November 2021
 - Winter State Officer Training - January 2021
 - Board of Directors and Committee Meetings (virtual) - Various times throughout the year.
 - State Executive Council Meetings (virtual) - Various times throughout the year.
- *State Officer Candidate Advisers, if their student is elected, are required to travel with their officer to the meetings and events above.*
- Approve and support the SOC, if elected as a State Officer in their duties, activities, and attendance at NC FCCLA events, meetings and activities as required. (See the list above.)

SOC School Administrator Name: _____

SOC School Administrator Signature: _____ Date: _____

SOC CTE Director Name: _____

SOC CTE Director Signature: _____ Date: _____

SOC Superintendent Name: _____

SOC Superintendent Signature: _____ Date: _____



2021-2022 State Officer Adviser Estimated Expenses

School Administrator, Superintendent, and/or CTE Director,

Please use this as a snapshot of the estimated expenses for the State Officer Adviser through their commitment of supporting a North Carolina State Officer for the 2021-2022 year; and the requirement that advisers must travel with their State Officer.

These expenses are estimated for in-person events, with COVID safety precautions in mind, providing that all persons in attendance will be in their own rooms. These events are tentative, and could change from in-person to virtual, allowing the estimated pricing to decrease.

Incoming State Officer Training - June 2021

- Hotel Rooms - \$75.10/night x 3 nights = \$225.30
- Group Food - \$30.00

National Leadership Conference, Nashville, TN - June 2021

- Individual Registration - \$200 (estimate)
- Hotel Room - \$75.10/night x 5 nights = \$375.50

CTE Summer Conference - July 2021

- Hotel Room - \$75.10/night x 4 nights = \$300.40
- Individual Registration - TBD

Winter State Officer Training - January 2022

- Hotel Rooms - \$75.10/night x 2 nights = \$150.20
- Group Food - \$30.00

State Leadership Conference - Spring 2022

- Hotel Rooms - \$75.10/night x 3 nights = \$225.30
- Group Food - \$30.00

All pricing indicated is an estimate. Hotel rates are shown at the state rate, and could be higher. Transportation costs have not been provided, as these may vary depending on the event, and the type of transportation method chosen.

If you have questions, you may email ncfccla@fcclainc.org.



Photography & Website Consent and Release Agreement

I, _____, hereby give North Carolina Family, Career and Community Leaders of America the absolute right and permission to photograph me. I hereby grant to NC FCCLA all rights to reproduce and disseminate such photographs and images, in whole or in part, or altered in character or form, that will be used by North Carolina Family, Career and Community Leaders of America in conjunction with presentations, programs, and publications.

I further grant North Carolina Family, Career and Community Leaders of America all rights to make further reproductions of such pictures and images through any media, for educational purposes, art, entertainment, advertising of, and internal use for other lawful purposes. I also grant to North Carolina Family, Career and Community Leaders of America the right to copyright such pictures and images in its own name or to publish, to market, and to assign without compensation or report to me.

I hereby waive the rights or interests that I may have in the pictures or images, including any rights to inspect and/or approve the finished photographs and images or the use of which it may be applied so long as its use shall be lawful.

I expressly release North Carolina Family, Career and Community Leaders of America, their agents, employees, licensees, and assigns from and against any and all claims which I have or may have for invasion of privacy, defamation or any other case of action arising out of the production, distribution, publication, and exhibition of the photographs and images.

Parent/Guardian Signature: _____ Date: _____

SOC Signature: _____ Date: _____



NC FCCLA Code of Ethics Agreement

As a State Executive Council member, I will -

- Listen carefully to my teammates, and those served by the SEC.
- Respect the opinions of other officers.
- Respect and support the majority decisions of the SEC.
- Recognize that all authority is vested in the SEC when it meets in legal session and not with individual officers.
- Keep well informed of developments that are relevant to issues that may come before the SEC.
- Participate actively in SEC meetings and actions.
- Call to the attention of the SEC any issues that I believe will have an adverse effect on NC FCCLA and those we serve.
- Attempt to interpret the needs of beneficiaries of the SEC and interpret the action of the SEC to its beneficiaries.
- Refer to complaints to the proper level on the chain of command.
- Represent all the beneficiaries of the SEC, and not a particular geographic area or special interest group.
- Do my best to ensure that the SEC is well maintained, financially secure, growing, and always operating in the best interests of its beneficiaries.
- Always work to learn more about the officer's job and how to do it better.
- Declare any conflict of interest between my personal life and my position on the State Executive Council, and avoid voting on issues that appear to be conflict of interest.

Any infringement of these guidelines shall be addressed in a timely manner by the State Executive Council and State Executive Director.

As a member of the State Executive Council, I agree to adhere to the Code of Ethics of North Carolina Family, Career and Community Leaders of America throughout my term.

SOC Signature: _____ Date: _____



North Carolina FCCLA Campaign Policy Agreement

Campaigning

State Officer Candidates and/or their supporters may NOT openly share that the candidate is running for a State Office and may NOT address the candidate's qualifications both verbally and in writing (e.g. social media, etc.). State Officer Candidates and/or their supporters must never make disparaging statements about another candidate. Candidate names and information may only be shared by NC FCCLA, at times in which the organization feels best to release to the delegation, and voting delegates.

Distribution of Paraphernalia

State Officer Candidates and/or their supporters must not purchase, create, or distribute any physical paraphernalia supporting the candidate, including but not limited to: business cards, brochures, stickers, etc.

Campaign Violations

If a member or adviser of North Carolina Family, Career and Community Leaders of America has evidence that a National Officer Candidate and/or their supporters, State Officer Selection Committee Member, or Voting Delegate has violated these policies; such violation must be reported, in writing, via email to ncfccla@fcclainc.org prior to the close of the voting process.

The chapter adviser of the member will be notified that a panel of five, consisting of the Officers of the Board of Directors (past chair, chair, chair-elect), immediate past president, and immediate past vice president of parliamentary law will jointly investigate the allegation(s), and allow the candidate, State Officer Selection Committee member or Voting Delegate a hearing to address the allegations if further action is deemed necessary. If the review panel determines the State Officer Candidate and/or their supporter(s), a State Selection Committee Member, or a Voting Delegate has violated this policy, that individual may be removed from the election process and/or the candidate may be disqualified from election. The decision of the review panel is final.

This is to acknowledge I have read and understand the campaign and electronic device policies. As a State Officer Candidate, I agree to adhere to these policies of North Carolina Family, Career and Community Leaders of America.

SOC Signature: _____ Date: _____
Parent/Guardian Signature: _____ Date: _____



State Officer Preference Form

I, _____, hereby place my name in nomination for the following office(s). Please rank the offices below from 1-8, with 1 being the position you'd most like to be selected for, and 8 being the position you'd least like to be selected for, if elected as a 2021-2022 State Officer. Your preferences will be used by the State Selection Committee to determine the position you will serve, if elected as a 2021-2022 State Officer.

State Officer Candidates who are rising 7th or 8th graders will only be eligible for the V.P. of Middle Schools State Officer position.

- _____ President
- _____ First Vice President
- _____ Vice President of Programs
- _____ Vice President of Public Relations
- _____ Vice President of Community (Service)
- _____ Vice President of Parliamentary Law
- _____ Vice President of STAR Events (Competitive Events)
- _____ Vice President of Membership
- _____ Vice President of Middle Schools (Position for rising 7th & 8th grade SOC's only.)

SOC Signature: _____ Date: _____