

Officer Application



For Southmoore FCCLA to continue to accomplish things like receiving the Chapter Gold Award and having a record number of winners at Star Events, we need to continue working hard to build our membership and increase member involvement. To do this, we need to set goals for the year. By running for an office, you can help us to achieve our goals and have a lot of fun along the way. We are thrilled that you are up for the challenge!!

Goals

- Increase member participation.
- Increase star event participation.

FCCLA Officer Application Process

1. Read the Officer Application Packet carefully.
2. Select the office that you believe is the best fit for you.
3. Submit packet by deadline.
4. Officer Candidate Panel Interview:
 - a. What does FCCLA stand for?
 - b. Be ready to answer questions about yourself and your leadership beliefs and experience.
 - c. Dress nicely. This is a formal interview!!
5. Interview panel will select officers and announce the new officers.

Officer Duties

Officer Requirements:

- Be a dues paying member of FCCLA by Sept. 15th
- Attend ALL FCCLA functions (Such as District meetings and State Convention)
- Miss no more than 2 FCCLA functions during their term (All missed functions must be discussed with a sponsor before the event.)
- Attend officer meetings once a month, or as needed
- Attend FCCLA LEAD Conference (Officer Training)
- Participate in a STAR Event
- To fulfill all duties according to their office
- Maintain contact with other officers and members, keeping them updated at all times

President:

- Work with sponsors to prepare agendas for all meetings
- Helps advisors to lead all meetings
- Represents chapter at school events
- Maintain correspondence between officers and sponsors

Vice President

- Maintain membership list
- Maintain an accurate and up-to-date point chart

Secretary

- Handles correspondence (including thank you notes, etc.)
- Maintains minutes from all meetings
- Maintains attendance records

Historian (Photographer)

- Responsible for taking pictures at all events
- Keeps a journal of events including time, date, and description
- Download, organize, and print pictures
- Collect items that will be put in the scrapbook at the end of the year

Public Relations (Reporter/Publicist)

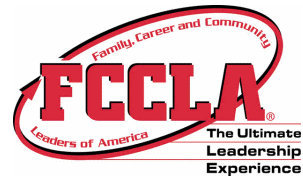
- Creates posters and fliers for upcoming events
- Maintains an informative and eye catching FCCLA News Board

Hospitality

- Responsible for preparing refreshments for meetings
- Makes sure the plates, napkins, cups, etc. are out before members arrive to the meetings
- Cleans up the refreshments after the meetings



OFFICER APPLICATION



NAME _____ DATE _____

CURRENT GRADE _____ BIRTHDATE _____

Cell # _____ Home # _____

Address _____

Email _____

Employment _____ Hours per Week _____

Sports Involvement _____

Rank in order – 1 being your first choice – your office preferences.

_____ President

_____ Vice President

_____ Secretary

_____ Historian (photographer)

_____ Public Relations (reporter)

_____ Hospitality

OFFICER QUESTIONS

List your activities and/or accomplishments in school, community groups, and other organizations.

Have you taken any Family and Consumer Sciences classes? If so, what classes? If not, do you plan on taking any? Why or why not?

Do you have a vehicle that you drive to school every day? If not, how do you plan on getting home after meetings and activities?

Why would you make a good FCCLA officer? Why did you choose to be part of this organization?

Describe one activity or community service project that we have not done in the past that you would like to do. Please describe in detail.

What can be done to recruit more members?

Every year, we struggle with getting members to participate in 2nd semester activities and meetings. What can be done to get members to continue participating?

Due to new rules regarding fundraising, we can no longer sale candy or other unhealthy foods. What are some ways to raise money that do not involve selling food? What are some non-food items that you think members could sale easily?

ELIGIBILITY GUIDELINES

1. I shall stay in good standing with my grades.
2. I understand that if I am on the ineligible list for one week, I am on probation and if I am on it for two weeks in a row, I am ineligible.
3. I understand that if I am on the ineligible list for three weeks in a row, I will lose my officer position and will be replaced.

SOUTHMOORE FCCLA CODE OF CONDUCT

As an officer of the SOUTHMOORE FCCLA, I understand that I serve as an ambassador for this organization and my conduct and behavior are critical to the success of our mission. If I violate or ignore any or all of the following Code of Conduct during my term of office, I will subject myself to being withdrawn from my office.

CODE OF CONDUCT

1. I shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon FCCLA.
2. I shall fully participate in all appropriate activities, conferences, workshops, business meetings, etc., for which I have responsibility.
3. I shall abide by the dress code as prescribed for the occasion.
4. I shall be willing to take and follow instructions as directed by those responsible for me.
5. I shall treat all members equally.
6. I shall not violate any school rules or regulations or state or federal laws.

As a Southmoore FCCLA member, I agree that I will abide by the above, prescribed code of conduct and eligibility guidelines.

I certify that the information in this application is true and filled out to the best of my ability. I understand that being a FCCLA officer is time consuming and will take much devotion and responsibility. I am willing to work with an entire officer team and all chapter members in a cooperative pleasant manner to make the Southmoore FCCLA Chapter outstanding in the coming year.

Applicant Signature

Date

Parent/Guardian Signature

Date

Recommendations

Teachers/Administrators,

_____ is applying to be an FCCLA officer. If you feel this student would be a good candidate, please sign below. Also, feel free to leave any comments that you might have.

Thanks,
Sara Johnson and Jamie Jackson
FCCLA Advisors

I think the above applicant would be an asset to the Southmoore FCCLA Chapter officer team. I would recommend him/her for an officer position.

Teacher or Administrator Signature

Date

Teacher or Administrator Signature

Date

Teacher/Administrator Comments:

The above teachers cannot be the FCCLA advisors!!