

## District / State Officer Qualification Form

OFFICERS' QUALIFICATION FORM FOR DISTRICT AND STATE ELECTIONS

All information **must be TYPED and kept to this one page format.**

EMAIL TO DISTRICT ADVISER BY MIDNIGHT on JANUARY 10 or set date

STATE OFFICER CANDIDATES EMAIL TO: [plamb@ksde.org](mailto:plamb@ksde.org) by FEBRUARY 12

Officer Candidate for District: \_\_\_\_\_ Chapter: \_\_\_\_\_ GPA: \_\_\_\_\_  
 Name: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Please list in order your top 3 officer position preferences. (include district & if running for state)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Candidate Letter (office use only)

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District officer candidates must complete one unit of Family and Consumer Sciences at 6th grade or above prior to assuming responsibilities. State or National Officer Candidates must have completed two courses of Family and Consumer Sciences courses at 6th grade or above prior to assuming responsibilities. List FACS courses, course length, and year taken.

Candidates must have been an FCCLA member for **one year** prior to assuming official responsibilities. Number of years as an FCCLA member \_\_\_\_\_.

Identify **only TWO specific** responsibilities or activities completed in each category that would help you in serving as an FCCLA officer. Example: Basketball; Student Council Officer

FCCLA CHAPTER 1. 2.	HOME 1. 2.
DISTRICT FCCLA 1. 2.	SCHOOL 1. 2.
STATE FCCLA 1. 2.	COMMUNITY 1. 2.

Check Power of One modules completed

A Better You                       Take the Lead                       Family Ties  
 Speak Out for FCCLA                       Working on Working

Tell why you feel you should be an FCCLA officer in 50 words or less. Please do not directly include previous FCCLA offices.

I am also seeking the position of National Officer Candidate.  Yes  No

## District Officer Candidate Contract

### KANSAS FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA RECEIVED BY THE DISTRICT ADVISER & DISTRICT PRESIDENT BY \_\_\_\_\_

As a district and/or state officer candidate of the Family, Career and Community Leaders of America I,

\_\_\_\_\_, of \_\_\_\_\_  
(Name of candidate) (Name of chapter)

If elected I will:

1. Attend and participate in all activities of my local chapter, all district meetings, and all meetings designated for my office by the state association or state advisor.
2. Adhere to the code of conduct rules for officer work and travel. Violation of conduct rules may result in the delegate being sent home immediately at his/her own expense.
3. Complete my officer responsibilities on time or will notify the appropriate adviser as to the reason for delay. Officer must receive approval and extension by the appropriate adviser.
4. Required attendance at National Leadership Conference and Take AIM Conference, if elected as State Officer or District President. District President is required to also attend the District President Training in April.
5. Maintain privacy by keeping personal address, home phone numbers, and personal email confidential.
6. Remain in good standing with the school, which includes expulsion or probation.

Failure to meet any of the above requirements may result in immediate removal from office or loss of the "Honor Officer Certificate".

Signed \_\_\_\_\_ Candidate Date: \_\_\_\_\_

Our daughter/son \_\_\_\_\_ has our permission to become an FCCLA officer candidate. If elected, we shall cooperate in every way to assist her/him to attend the above meetings and to fulfill their officer responsibilities.

Signed \_\_\_\_\_ Parent/Guardian Date: \_\_\_\_\_

Address \_\_\_\_\_ Home Phone: \_\_\_\_\_

As a chapter adviser, I believe the candidate has the qualifications for the office she/he is seeking. If elected, I will assist in all assigned duties and attend meetings with them as requested.

Signed \_\_\_\_\_ Adviser Date: \_\_\_\_\_

The school administration gives approval for the above officer candidate and if elected, we pledge our support.

Signed \_\_\_\_\_ Administrator Date: \_\_\_\_\_

**Code of Conduct**  
**KANSAS FAMILY, CAREER, & COMMUNITY LEADERS OF AMERICA**  
**DISTRICT OFFICER CODE OF CONDUCT**

All meetings and activities of the Kansas FCCLA are educational functions and plans are made with that objective in mind. Your behavior at these meetings and activities is a direct reflection on yourself, your local chapter, school, home, district and the state association.

The Kansas Association wants every person to have an enjoyable experience with maximum attention to safety and comfort. Everyone is expected to conduct him/herself in a manner best representing our organization both at meetings and in daily life. In order that everyone may receive maximum benefits from their participation, the following policies are mandatory and non- negotiable. These policies will be enforced for every student attending a district, state and/or national FCCLA activity of the Kansas Association.

**I will not:**

1. Possess or consume the following, which includes but is not limited to: tobacco, cigarettes, vape, or e-cigarettes, nicotine products, alcohol or any other illegal drugs.
2. Use the internet/social media in any way that will degrade myself, others or Kansas FCCLA. (Sign the attached social media document.)
3. Use vulgar language or make demeaning remarks to any student or adult.
4. Wear caps/hats inside meeting rooms
5. Leave meeting without permission of adviser.
6. Charge any expenses to my room including food, telephone, pay TV, etc.

**I will:**

1. Attend all sessions in their entirety for which I am registered.
2. Behave appropriately at all times: be courteous to all guests and staff, friendly to other delegates (students and adults), respect property of others (private and public), use proper manners, and refrain from unnecessary physical contact.
3. Follow established curfews.
4. Meet students of the opposite sex only in public meeting areas. Sleeping rooms are off limits without the presence of assigned adult.
5. Wear appropriate clothing, which for FCCLA events are NO jeans.
6. Maintain the volume of audio devices (i.e. Cell phones, I-pods, etc.) at a reasonable level (the State Association is not responsible for theft).
7. Properly secure valuables (recommend using safe in hotels) and use caution in displaying these items. The State Association will not be responsible for theft or damage.
8. Review schedules or agendas with advisor & keep them informed of my whereabouts at all times.
9. Keep my belongings together and out of the way of others (especially hotel cleaning services).
10. Keep hotel room key with me at all times. I will NOT loan it to others or block the door open.

If any of the above statements are violated and needed to be reviewed, the **DISTRICT OFFICER ADVISORY BOARD** consisting of the District President, District Vice President and the District Advisor will resolve district officer conduct issues as they arise. All decisions of this board will be final.

**RULES OF MY SPECIFIC SCHOOL DISTRICT WILL ALSO APPLY WHEN ATTENDING AN FCCLA ACTIVITY.**

I understand that should I violate any of the above policies I may be dismissed from the meeting/conference and may not be allowed to attend any future functions of the Kansas FCCLA and may have to reimburse the District or State Association for all expenses relating to this event.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant's Signature

We have read and understand the conduct policies. We also agree that the district/state staff has the right to send our son/daughter home from the activity at our expense, provided s/he violated the conduct policies and/or his/her conduct has become a detriment to the activity or image of the District/State Association.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature



# KANSAS FCCLA

## *Social Media Code of Conduct*

I, \_\_\_\_\_, agree to follow all the guidelines of Family, Career and Community Leaders of America (FCCLA) with regard to social media use. This includes, but is not limited to, Facebook, Twitter, Pinterest, Vine, Tumblr, and Instagram. As an elected officer of Kansas FCCLA, I agree to the following:

- └ I will not post any content on my social media pages that reveals myself or anyone else participating in any illegal activity or other questionable activities
- └ I will not say anything derogatory towards a specific religious or political group
- └ I will not post any pictures or statuses that reveal inappropriate public displays of affection (PDA)
- └ I will not post any content with vulgar language

In addition, officers will abide by the following guidelines:

- └ My posts on any social media site will reflect that of a real-life teenager but also that of an FCCLA officer. This will include:
  - Using proper grammar on social media
  - Maintaining a positive and professional image
  - Wearing appropriate clothing in a modest manner
- └ I will promote FCCLA and build excitement for members through my social media pages whenever it is asked of me
- └ I will support the other officers on social media with regard to FCCLA and personal activities
- └ I will keep the other officers accountable for their actions on social media by use of private messaging and in connection with an appropriate advisor. When others ask for removal of a certain post, I will respect that opinion and take down the post.
- └ I will always be respectful on social media.

If I am found in violation of any of these areas, the appropriate advisor and governing body will decide upon a consequence that fits the transgression.

Signature of Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Local Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Disclose Social Media User Names Facebook \_\_\_\_\_

Instagram \_\_\_\_\_ Twitter \_\_\_\_\_

Snapchat \_\_\_\_\_ Other \_\_\_\_\_

# PERSONAL PROFILE FOR DISTRICT / STATE OFFICER CANDIDATE

**(Confidential: NOT to be seen by applicant)** Please fill out this form and email to \_\_\_\_\_ by January 10

Candidate's Name \_\_\_\_\_

District Officer Use \_\_\_\_\_

Chapter \_\_\_\_\_

State Officer Use \_\_\_\_\_

KEY FOR CHECKING: Superior-5 Excellent-4 Good-3 Fair-2 Poor-1

	1	2	3	4	5
Mark X in the appropriate column					
<b>Character</b>					
1. Acceptable personal appearance (well-groomed)					
2. Shows interest in position					
3. Acceptable personal behavior					
4. Personal traits: consider- honesty, trustworthiness, effort, sense of humor, enthusiasm, attitude, ability to accept criticism					
<b>Scholarship</b>					
1. Class work (family and consumer sciences & others)					
2. Ability to carry out instructions					
3. Effort in terms of ability					
<b>Leadership</b>					
1. Ability to express self and explain clearly facts & ideas to others					
2. Punctuality; including meeting deadlines					
3. Organization ability (possesses skills to serve as state officer)					
4. Assumes responsibility					
5. Works well with others, is a team player					
6. Ability to use time well					
<b>Services</b>					
1. Chapter (knowledge of organization, participation in activities, interest)					
2. Home (family members & student are willing to co-operate in working out needed transportation, use of time, money, & home responsibilities)					
3. School (participates in worthwhile activities in proportion to the whole school program, home obligations, and personal energies & time)					
4. Community (other youth organizations)					
<b>Citizenship</b>					
1. Attendance to class (not tardy or absent unnecessarily)					
2. Respectful and responsible for others and personal belongings					

Do you feel that this student is ready to assume the responsibilities of being an FCCLA District Officer?

**Total Points :**

Yes\_\_\_ No\_\_\_

Do you feel that this student is ready to assume the responsibilities and obligations of being an FCCLA State Officer? (only check if member is running for State Officer)

Signed \_\_\_\_\_

Yes\_\_\_ No\_\_\_

Position or Title \_\_\_\_\_

Two Personal Profile Sheets are to be completed, one by the candidate's chapter adviser and the other by an adult school staff member familiar with the candidate's qualifications. When the chapter adviser is the parent of the applicant, the Profile Sheets should be by another

## **Name/Photo/Video/Audio Release**

Project Description: Family, Career and Community Leaders of America Web Site and Calendar

Use: Information

I, \_\_\_\_\_, in consideration of using my name, photograph, videotape, or otherwise recording me, hereby grant to Kansas Family, Career and Community Leaders of America the irrevocable right and license to use my name, and/or likeness on the Kansas Family, Career and Community Leaders of America Web Site and/or Kansas Family, Career and Community Leaders of America Publications.

I agree to hold Kansas Family, Career and Community Leaders of America harmless against any liability, loss or damage resulting from the use of my name, image and/or voice, and hereby release and discharge Kansas Family, Career and Community Leaders of America from any and all claims whatsoever in connection with such use of my name, image and/or voice.

Please fill out the bottom portion of this form completely.

Student's Name: \_\_\_\_\_  
Please Print

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_