

## **Kansas FCCLA Corporate Relations Liaison**

*Application Deadline: February 19 –Email to Pam Lamb, [plamb@ksde.org](mailto:plamb@ksde.org)*

On January 12, 2016 the Kansas State Board of Directors voted to elect two (2) Corporate Relations Liaison(s) to aid the current Corporate Relations Director in the process of establishing and working with partnerships and financial contributions from corporations in Kansas.

The open positions will be awarded annually through an application process. Applicants may be elected to serve consecutive yearly positions by reapplying each February. The selection process will take place in late February. The FCCLA State Adviser will notify selected applicants through email. Term of position will begin on April 4<sup>th</sup>, 2017 and end on February 19<sup>th</sup>, 2018. A training session for selected applicants will be held during State Leadership Conference in April.

### **Position Requirements:**

1. Each Corporate Liaison will be required to make a minimum 8 business contacts yearly.
2. Mandatory submitted reports (electronic or hard copy) sent to Kansas FCCLA State Adviser and Corporate Relations Liaison Director for SEAC and State Board of Directors meetings.
3. Required *quarterly contact* with a detailed report of Business Contacts sent to Kansas FCCLA State Adviser and Corporate Relations Liaison Director.
4. A stipend of \$2000 will be given to each Corporate Liaison made in four (4) equal payments between the dates of April 4, 2017 and February 19<sup>th</sup>, 2018 as long as evidence is provided that position responsibilities are being met.

### **Official Documentation:**

- a. Phone or In-person Contact Documentation
  - i. Name of associate
  - ii. Time/date of contact
  - iii. Information discussed
  - iv. Name, title, phone number, and email of contact
- b. Email Contact Documentation:
  - i. Electronic or hard copy of all email correspondence
  - ii. Name, title, phone number, and email of contact
- c. Letter Contact Documentation:
  - i. Electronic or hard copy of all mailed correspondence
  - ii. Name, title, phone number, and email of contact

### **Definitions:**

1. Unsatisfactory Performance: Not showing progress in making business contacts and/or failure to communicate with Kansas FCCLA State Adviser and Corporate Relations Liaison Chairperson on progress.
2. Business Contact: Contact with reply from potential corporate sponsor supported with official documentation.

**Application Requirements:**

1. The applicant process is open to current Kansas FCCLA Advisers or Kansas Alumni Members with a minimum of three (3) years of FCCLA experience.
2. Email the completed application along with one (1) letter of recommendation to Pam Lamb no later than February 19.

**Kansas FCCLA Corporate Relations Liaison Application**  
*(Application Deadline February 19<sup>th</sup> –Emailed to Pam Lamb)*

Name: \_\_\_\_\_  
School: (if applicable) \_\_\_\_\_  
Chapter Name: (if applicable) \_\_\_\_\_  
Address: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_

List your involvement as a FCCLA Adviser or FCCLA Alumni Member in the FCCLA organization in the past three (3) years:

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Describe in 50 words or less what qualities you bring to Kansas FCCLA that would make you successful as a Corporate Relations Liaison.

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If selected for the position of Corporate Relations Liaison for Kansas FCCLA I agree to fulfill the responsibilities of the position in order to receive the set stipend granted.

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Applicant Signature

Date