**Kansas FCCLA Corporate Relations Liaison**

*Application Deadline: March 10 –Email to Pam Lamb,* [*plamb@ksde.org*](mailto:plamb@ksde.org)

Two (2) Corporate Relations Liaison(s) will be selected 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 be April 1– March 31. 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 quarterly submitted reports are to be (electronic or hard copy) sent to Kansas FCCLA State Adviser and Corporate Relations Liaison Director for SEAC and State Board of Directors meetings. ***Mandatory quarterly dates are: July 15th, September 15th, December 15th and March 15th.*** Description of business contact; Contact with reply from potential corporate sponsor supported with official documentation. Includes asking for financial support to Kansas FCCLA for competitive STAR events, guest speakers, special events, etc.
3. ***Required quarterly contact documentation will be sent per schedule listed;***

***July 15th-3 contacts, September 15th-3 contacts, December 15th-2 contacts, March 15th-business sponsorships finalized.***

1. A stipend of $2000 for 2 positions - will be given to each Corporate Liaison made in four (4) equal payments between the dates of April 1 – March 31 as long as evidence is provided that position responsibilities are being met.
   1. First quarterly deadline; July 15th-no evidence of required contact documentation will result in;
      1. With hold of quarterly payment
      2. Email reminder of contract agreement from State Adviser
   2. Second quarterly deadline; September 15th, no evidence of required contact documentation will result in;
      1. With hold of quarterly payment
      2. Email termination notice from State Adviser

**Official Documentation:**

1. Phone or In-person Contact Documentation
   1. Name of associate
   2. Time/date of contact
   3. Information discussed
   4. Name, title, phone number, and email of contact

1. Email Contact Documentation:
   1. Electronic or hard copy of all email correspondence
   2. Name, title, phone number, and email of contact
2. Letter Contact Documentation:
   1. Electronic or hard copy of all mailed correspondence
   2. 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 March 10.

**Kansas FCCLA Corporate Relations Liaison Application**

*(Application Deadline March 10 –Emailed to plamb@ksde.org)*

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:

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

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.

Applicant Signature Date