

Policy and Procedure Manual

For

Kansas

Family, Career and Community Leaders of America

This manual has been prepared to assist advisers and members in performing their duties and responsibilities throughout the year.

Kansas Family, Career and Community Leaders of America

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GENERAL INFORMATION

OPERATIONS

Kansas Family, Career and Community Leaders of America (Kansas FCCLA) is a state association of the national organization of Family, Career & Community Leaders of America.

At the district level, leadership is provided by the number of district officers determined by each individual district, a district adviser, state executive and advisory council (SEAC) adviser, and an assistant district adviser.

In Kansas, each of the twelve districts may elect three state officer candidates. The candidates participate in the state officer selection process to fill the possible eight Executive Council (state officer) positions.

At the state level, leadership is represented in the Kansas FCCLA Hierarchy below.

The Executive Council and State Leadership Council coordinate a state program of work and provide leadership for state and district meetings. They serve as an important link between the national and chapter levels.

At the national level, leadership is provided by ten national officers, a Board of Directors and the National Professional Staff as outlined in the National FCCLA Policies and Procedure Manual.

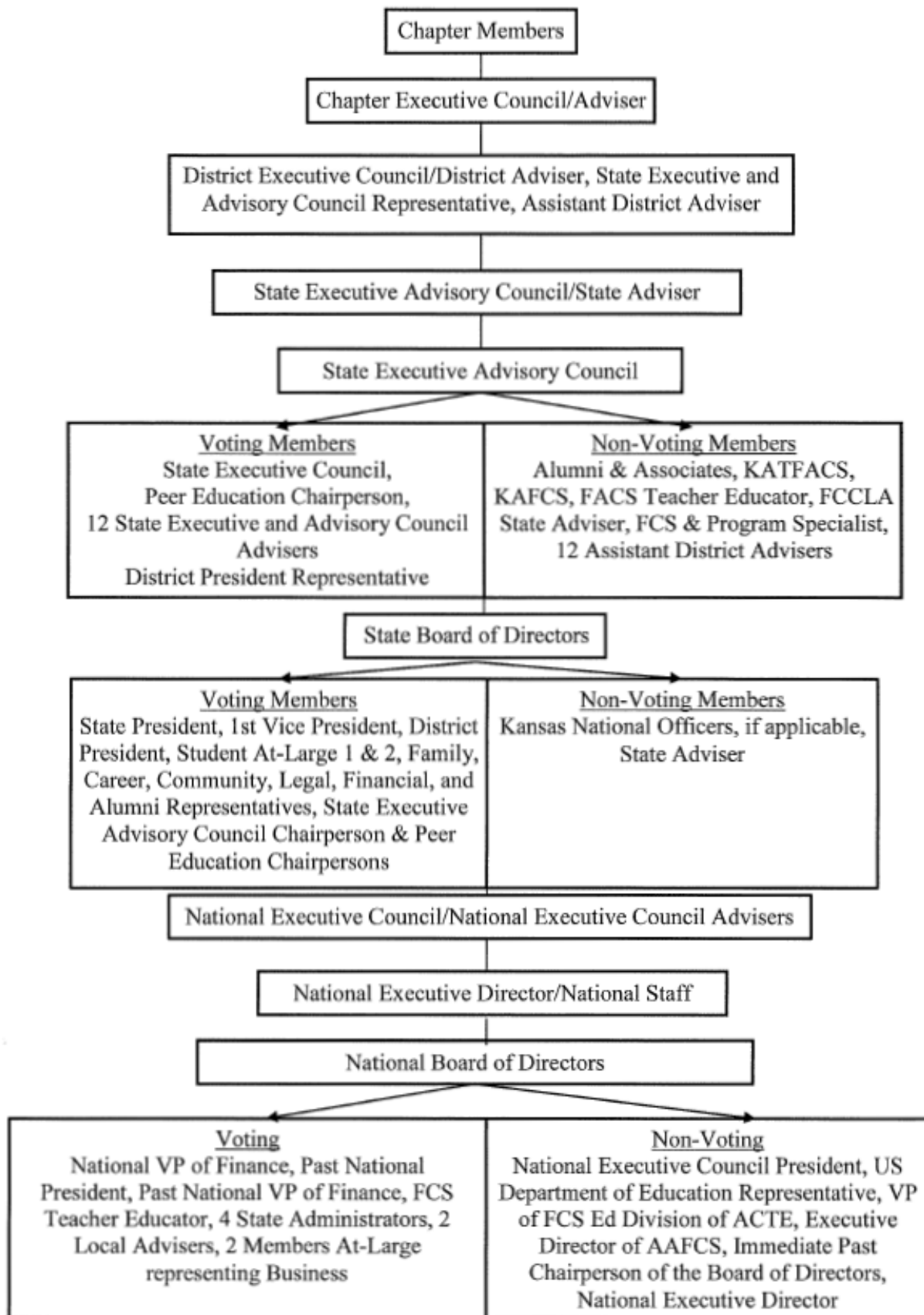
KANSAS FCCLA GENERAL OPERATING PROCEDURES

1. All new business items will be presented at one meeting, voted on and enacted the following year, unless voted on to enact immediately.
2. The state president's adviser will work with the state officers when the state adviser is not available.
3. All national policies and procedures will be followed.
4. There will be no appeals process for Kansas STAR events.
5. All state sponsored activities will work to be self-supporting with the exception of National Leadership Conference.
6. There should be two year's operating expenses in liquid assets.
7. The fiscal year will be September 1 to August 31.
8. Alumni and Associates will be allowed a sales booth at all state sponsored activities.
9. No chapter will be allowed a fundraising project at state activities.
10. State adviser will prepare a financial statement for each state executive and advisory council (SEAC) meeting and each state board meeting.
11. All registrations and fees should be paid in full by two weeks before the event/meeting. This payment will make the chapter members and advisers eligible for participation at each level.
12. Chapters will not be allowed participation in future state events until balance has been paid.
13. Chapters are responsible for all fees associated with registration for event attendance, submitted at the registration deadline. No refunds will be given after the registration deadline.
14. Per the bylaws, voting privileges will be suspended until financial accounts are current for the chapter.
15. All students must be accompanied by an adviser/adult (age 21 & over), designated by the

school/chapter adviser, that will be responsible for them at every event sponsored by Kansas FCCLA.

16. All Kansas FCCLA members must be driven/travel to the district, state, and national meetings by the chapter adviser, school staff member, or a relative over the age of 21 if traveling out of their school district unless otherwise approved in writing by a school administrator. An alternate transportation form can be found in Appendix E.

KANSAS FCCLA HIERARCHY



CHAPTER

Local chapters operate within Family and Consumer Sciences programs in schools. Chapters elect their own leaders, and the number of leaders may vary. To be an FCCLA chapter, the group must affiliate with Kansas FCCLA and national Family, Career and Community Leaders of America.

A Family and Consumer Sciences teacher serves as the adviser. (Full details can be found in National Bylaws Article XIII, 2024) Exceptions in special circumstances must be requested and approved by the state adviser on a temporary basis.

Chapter Information

FCCLA Chapters are organized to be integrated and operate within the Family and Consumer Sciences program. Members and the adviser work together to determine the chapter's components, structure, roles and activities.

Advisers and members may adapt or design the structure for their chapter to best fit the design of the FCS program and school situation. The chapter structure is flexible and can be changed as the needs of the chapter change.

There are five basic components of an FCCLA chapter:

1. **Membership:** to become an FCCLA chapter member, a student must be taking (or have taken) an FCS education course, or other course as determined by the Kansas State Department of Education. Students affiliate by paying state and national dues, though dues may also be required at the chapter and/or district levels. Affiliated members may hold FCCLA leadership positions, take part in national programs, competitive STAR events, receive recognition and participate in chapter activities, trips and projects.
2. **Adviser:** the FCS teacher serves as chapter adviser and supports chapter officers and members by participating in meetings, program development and project implementation.
3. **Leadership:** members select a set of officers to lead the chapter. Officers can be elected as one set, each class can have a separate set of leaders who sit on a school-wide FCCLA executive council, or another format may be initiated based on local needs. Additional leadership development may take place with chapter projects and committee involvement.
4. **Meetings:** chapter meetings, programs and work sessions may occur during class time or at other arranged times such as an activity period, before or after school. To prepare for meetings, FCCLA leaders may meet with the adviser(s) during class time, activity periods or other arranged times.
5. **Projects:** are planned and carried out by members, individually, in small groups or as a chapter. Projects are related to FCS curriculum, or coursework determined by the Kansas State Department of Education. Work may occur as part of a class activity or assignment, or outside the class depending on the structure of the chapter. Projects may involve school and community action during class time, on weekends, or before or after school.

Active Chapter Report

Chapters are expected to submit the Active Chapter Report to the State Adviser no later than June 1 each year.

AFFILIATION INFORMATION

DUES: REQUIRED

- **National \$9.00 per member/adviser**
- **Kansas \$5.00 per member/adviser**
- **Chapter Fee \$15 applied towards Kansas FCCLA Scholarship Fund**

National FCCLA offers Membership Packages, the State Adviser will establish benefits and costs for the state portion of these packages each year.

**Affiliation will be completed on the FCCLA Portal through the National Website.
The date the PAYMENT is posted is the official affiliation date.**

Chapter affiliation shall be designated by school building unless other arrangements have been made with the state adviser. Issues that might be considered are concerns of hardship to the school, district, or adviser.

AFFILIATION DEADLINES

- **November 1** – National Deadline to receive all materials provided by Nationals and to compete for Spotlight Chapter Points at the state-level.
- **December 15** – to participate in Kansas District or state STAR Events, to run for District, State or National Officer, or be on the Peer Education Team.
- **December 15** – **for all chapters having current district, state and national officers and current peer education members, chapter must be affiliated and the individual member holding a position**
- **December 15** – chapter must affiliate by this date to have voting delegates at District Elections and SLC.
- **January 31** – for new students to your school, arriving after December 15th, and the second semester students IF the chapter was previously affiliated by December 15th and meets all other requirements to participate in STAR events.
- STAR Event participants must be affiliated by January 31st.

Chapters and students may affiliate after these dates BUT these chapters/students may NOT participate in district or state STAR Events, run for office or be a Peer Education team member.

Affiliation forms must be posted at nationals by the dates above.

THESE DUE DATES ARE STRICTLY ENFORCED. Make sure ample time is allowed for the local school district to process the payment when affiliating.

Cases of special circumstance of affiliation deadlines out of chapter control can be reviewed by the state adviser on a case-by-case basis.

District Adviser or District designee: Receives payment for District Dues (Contact the District Adviser for the amount and due date).

Local Chapter: Chapter Dues amount are at the discretion of the Chapter.

DISTRICT

I. GENERAL INFORMATION

If weather or extenuating circumstances does not permit holding the district meeting on the scheduled date, rescheduling will be coordinated by the District Adviser Team and District Executive Council following guidance in the District Bylaws.

Districts may hold elections by mail or videoconference if the scheduled election meeting was canceled.

If a school district is in more than one FCCLA, they can work with the state adviser on a case-by-case basis to determine the best FCCLA district to be assigned to.

II. DISTRICT ADVISER RESPONSIBILITIES

District functions are planned by district officers with the assistance of the District Adviser, State Executive and Advisory Council (SEAC) Representative and Assistant District Adviser.

The District Adviser duties are chiefly advisory, but the ultimate success of the District Meetings will rest with you. Specific responsibilities will be delegated to the officers and their advisers, but you, as district adviser, will need to know that everything has been done.

As the District Adviser you should:

- A. Maintain communication with SEAC Representative, Assistant District Adviser, and District Officers to assist them as they carry out responsibilities.
- B. Maintain communication with Chapter Advisers in the District.
- C. Supervise the planning of the District Meetings.
 1. Schedule meetings with the consultation of the District Adviser Team, District Officers, and their chapter advisers.
 2. District President shall send copies of the meeting agendas two weeks prior to the meetings for your approval. If there are issues to be discussed of which District President may not be aware, please inform/discuss well in advance.
 3. District President shall send you copies of their correspondence for chapters two weeks before it is to be distributed for your approval.
 4. Please respond promptly to the District President indicating your approval or corrections to be made.
- D. Follow policies and procedures for the district with the consultation of the SEAC Representative and Assistant District Adviser. Update district policies and procedures as needed; procedure to update should be included in the policies and procedures manual or bylaws. District Bylaws and Policies and Procedures should align with state level materials provided by Kansas FCCLA. A copy of current District Bylaws should be on file with the state office.
- E. Determine the time and place for chapter advisers to meet during the Fall Leadership Conference for planning purposes and potential future issues.

- F. Arrange for district meeting dates and places one year in advance and prior to leaving post.
- G. Reschedule annual district meetings as needed with the assistance of the District Executive Council.
- H. Maintain current file of materials related to the district business.
 - 1. Budget and financial records for three years
 - 2. Current releases for District Officers from District Officer Qualification Packet
 - 3. Officers' and advisers' names and addresses
 - 4. Copies of current correspondence (sent and received)
 - 5. List of current affiliated chapters
 - 6. District Bylaws and Policies and Procedures
 - 7. District Executive Council Minutes
 - 8. Calendar of District events
 - 9. District Meeting Plans
 - 10. Minutes of meetings for previous three years
 - 11. Other information as established by the district
 - 12. Suggestions for future years; including evaluations
- I. Use a method of choice to store information and transfer to the next district adviser.
- J. Use a method of choice to store information that is accessible to chapter advisers in the district.
- K. Responsible for District finances through communication with the District VP of Finance:
 - 1. Keep a record of District finances, including details of expenses, income, and balances.
 - 2. Assist in planning the district budget.
 - 3. Assist District Vice-President of Finance and their adviser to prepare and give treasurer reports at District Executive Council Meetings.
 - 4. Make sure all bills are paid.
 - 5. Have the Vice President of Finance give a report at all district meetings.
 - 6. Transfer District financial records to the new District Adviser and the adviser of the newly elected District Vice President of Finance immediately upon designation each year.
 - a. District financial accounts should have a minimum of two authorized signatures (at least one officer and one adviser, from different schools) on each account.
 - b. The District Vice President of Finance shall pay district meeting bills, under the guidance of the district adviser.
 - c. The District Adviser shall decide whether they or the Vice President of Finance is to receive district dues and registration monies.
- L. Maintain file of affiliation information and chapter payments to the district to assure which chapters are in good standing and therefore permitted to have District and State Officers or Competitors allowed to participate in functions of these divisions of the Association.
- M. Correspond with new District Officers to assure that they attend the State Leadership Conference.
- N. The District Adviser, State Executive Advisory Council Adviser and Assistant District Adviser are highly encouraged to attend State Leadership Conference.

- O. Encourage schools in the district to affiliate with Kansas FCCLA.
- P. District Advisers shall know and be able to interpret **election** rules and procedures.
1. Qualification forms and election rules can be found in the procedure manual. The District Adviser will inform chapter advisers about the election process.
 2. Ensure that a district officer sends election reminders to chapters at least two weeks in advance of the due date set by the District Executive Council.
 3. A District Executive Council meeting may be held prior to the district elections to compile qualifications and develop election procedures. All district officers should have definite responsibilities at the election meeting unless they are running for another office.
 4. The District Executive Council, except those running for office, will select and approve election questions. Knowledge questions for elections will be developed by the state adviser and sent confidentially to district advisers to be placed in a sealed envelope. Answers to questions will be provided for voting delegates. Questions and answers will come from official FCCLA publications. The envelope should be opened the day of elections.
 5. Certificates of honor will be given on the district level to officers who have completed the responsibilities of their office and met all deadlines. District level Certificates of honor should be given at the last district meeting the District Executive Council is responsible for. The District Adviser, SEAC Representative, and Assistant District Adviser shall determine which district officers will receive this award. District level certificates will be presented at District Elections.
- Q. District Advisers shall know and be able to interpret **STAR Event** guidelines. Should a problem arise, contact the state FCCLA Adviser on the day of the competition.
1. STAR Events guidelines can be found in the FCCLA Portal on the national website, www.fcclainc.org.
 2. Ensure that each district STAR Event participant is an affiliated FCCLA member by requiring each chapter to send you a current list of affiliated members.
 3. Ensure that all chapters participating in district STAR Events were affiliated by the required Kansas deadline of December 15th.
 4. A District Executive Council meeting may be held prior to the district STAR Events to organize room consultants and evaluators for each event.
 5. A STAR Event entry fee may be charged by the district if they so desire.
 6. STAR Events that require handouts from the state adviser will be sent to the district advisers.
 7. Ensure that the individual or team, with the top score in each category of each event is the representative from your district to state STAR Events; regardless of whether they earn a bronze, silver, or gold ranking. Competitors must earn a score of at least 60 points at district to advance to state competition. If the top scoring individual or team cannot participate in state STAR Events then the district adviser will determine their replacement based on placings.
 8. Send district STAR Events report form by e-mail to the state adviser within three days of the competition.
- R. District STAR Event Report Form – can be found on the State Resources tab of the FCCLA Portal on the National Website.

III. DISTRICT OFFICER RESPONSIBILITIES

- A. Responsibilities of Elected District Officers:
1. All district officers must be a member of an active chapter in the assigned FCCLA district. Active is interpreted as having a currently employed FCS teacher be the FCCLA adviser and national, state and district dues have been paid. Exceptions to the adviser rule can be made on a case-by-case basis from the state adviser.
 2. Attend all district meetings. It is considered a meeting if the district executive council and district adviser team gather for District FCCLA planning, preparation, or events.
 3. Complete tasks as assigned by your duties or with your district executive council/district adviser team.
 4. Participate in planning district events.
 5. Report on planning meetings to local chapter(s) within your district as needed.
 6. Become acquainted with students holding the same/similar office at chapter and state levels.
 7. Keep appropriate records and pass them on to your successor.
 8. Know opening and closing ceremonies.
 9. Serve as a member of the District Executive Council.
 10. Familiarize yourself with District meeting scripts, handouts, etc.
 11. Familiarize yourself with basic parliamentary procedures.
- B. Elected district officers are required to attend the following meetings, if applicable, and to carry out their office responsibilities:
1. District Leadership Training
 2. State Leadership Conference
 3. District Fall Leadership Conference
 4. District STAR events and Elections
 5. District Executive Council Meetings as requested
 6. Exceptions to attendance at the above meetings:
 - a. Exceptions are serious illness, death, inclement weather or excused absences.
 - b. Absences can be excused if approved by the district adviser, SEAC rep, and assistant district adviser and the district executive council. Excused absences should be obtained one week in advance, if possible. This includes sending a **copy of a written request** for absence to all district officers, the District Adviser, SEAC Rep, and Assistant District Adviser for voting purposes. A majority vote is required to obtain an excused absence.
 - c. Discussion over unexcused vs excused absences must occur during an Executive Session. This is confidential and can not be discussed outside of this session with anyone. Respect must be maintained through the conversation. This is not a bullying session, the purpose is to establish if the absence is excused. Motions can be made following the Executive Session.
 - d. District Advisers have the authority to make a judgment call without consultation of the SEAC Rep, Assistant District Adviser and District Executive Council and consider an absence excused when confidentiality of the district officer and/or situation dictates. Examples could include: legally protected information, concern for wellbeing of the student, etc. If the district officer in question is from the District Adviser's chapter, authority of the call is diverted to the SEAC Rep. Consultation may be made with the state adviser on this decision if guidance is needed.

- e. Notification of the absence must be made by the District Officer themselves if possible; Chapter Adviser would be allowed to make the initial communication under extenuating circumstances with the district officer following up in a timely manner.
 - f. If advance notice is not possible, the officer must make verbal contact with the District Adviser, followed by a written explanation for the absence within one week of the missed meeting date.
 - g. Failure to notify of a district officer's absence is presumed to be unexcused, unless determined as an excused absence at a later date.
 - h. Motions to excuse or unexcuse an absence must be documented in the minutes. Letters of request should be kept on file with the District Adviser, when applicable.
 - i. District Adviser should complete the District Officer Unexcused Absence Form and submit it to the State Adviser following the decision.
 - j. Upon the second unexcused absence the officer must relinquish his/her office.
 - k. Any person removed from a district office who seeks to have the removal determination reviewed must petition for review in writing to the District Adviser within two weeks of the date of removal. The District Adviser should notify the State Adviser of the request. The District Adviser will assemble a review committee consisting of two State Officers (chosen by random draw), the District Adviser, SEAC Representative, the Assistant Director Adviser, State Adviser and a State Board of Directors representative appointed by the State Adviser. The review committee will conduct a hearing in accordance with parliamentary procedure within two weeks from the date of the written petition for review. The determination by the review committee shall be final.
- C. Elected district presidents are required to attend the following meetings in addition to the above stated meetings for district officers.
1. National Leadership Conference and assigned meetings as scheduled by the state adviser. Each district president will be allowed \$200, credited to the Chapter account, by Kansas FCCLA.
 2. Take AIM conference and assigned meetings as scheduled. Lodging at Take AIM will be credited to the Chapter account for each district president by Kansas FCCLA.
 3. Should a chapter not affiliate for the current school year, any district, state, or national officers from that chapter would need to resign from their elected office as soon as they are aware that their school does not have an FCCLA chapter.

IV. DISTRICT OFFICER POSITIONS AND DUTIES

District Officer Uniforms will consist of black FCCLA oxford shirt, black pants/skirt, black closed-toed shoes, and tie/ascot.

- A. District President
 1. Attend the Spring District President training
 2. Required attendance at National Leadership Conference and Take AIM Leadership Conference. Advisers of district presidents are strongly encouraged to attend these two activities also.
 3. Preside at district meetings:
 - a. Opening session at Fall Leadership Conference
 - b. STAR event and Elections District meeting
 - c. District Planning Meetings

- d. Any other district meetings of FCCLA members and officers
 4. Become familiar with all district business, using the procedure manual as a guide
 5. Have a prepared agenda of all business matters that need to be discussed and settled; know the necessary background to be able to discuss/share all items on the agenda or know who will present information.
 6. Work closely with District Officers, District Advisers, all district chapters, and the State Officers and State Adviser.
 7. Develop meeting releases and agendas; these must be approved by district adviser before distribution and implementation
 8. Be familiar with parliamentary procedure
 9. Understand, interpret and enforce the election rules.
 10. Respond to state officer liaison each month.
- B. Vice President of Membership
1. Substitute or serve in place of President when necessary
 2. Preside at one session of the Fall Leadership Conference or other district meetings as appropriate
 3. Participate at all district meetings and planning meetings
 4. Work with State Vice President of Membership on promoting membership in our organization
 5. Assist in recognizing chapters/members for membership promotion
 6. Have on hand for each meeting copies of district bylaws, state bylaws, national bylaws and Robert's Rule of Order (most current edition)
 7. Be familiar with parliamentary procedure and act as consultant during general business meetings and executive council meetings
 8. Keep bylaws up to date by consulting SEAC Representative after State Advisory and Executive Council (SEAC) meetings
 9. Compile and discuss meeting evaluations for future reference
- C. Secretary or VP or Records
1. Keep accurate minutes of all district meetings.
 2. Keep one copy in secretary's book
 3. Send one copy within one week to each of the following: District Adviser, State Executive and Advisory Council Adviser, Assistant District Adviser, and all District Officers.
 4. Have creative ideas for roll call for all district meetings
 5. All minutes should include:
 - a. Business that was brought before the group, including all motion details
 - b. Decisions made and dates, time and location of coming events
 - c. Contest winner names, chapters, schools
 - d. Copy of agenda or program if available
 6. Send thank you notes following meetings as appropriate
 7. Keep records, pictures, and other materials of historic importance to the organization
- D. Vice President of Finance
1. Cooperate with the District Adviser in keeping financial records of district organization
 2. Develop a district budget each year – proposed budget presented in summer and fall planning meetings

3. Present a financial report at all executive council meetings
 4. Collect and present ideas about chapter budgets and fundraising projects through district newsletters or other methods available
 5. Coordinate with the district adviser to complete the check and pay bills.
 6. Keep a copy of the financial record on an official sheet; compare with the district adviser at various times
 7. Complete an annual financial report at the end of the term of office.
- E. Vice President of Power of One
1. Annually review district participation of Power of One program at District Fall Leadership Conference.
 2. Make recommendations for state and district level implementation of Power of One programs through newsletters and correspondence
 3. Provide for recognition at the district level of all members who have completed modules
 4. Promote program and develop interest through whatever means are available at the district and local levels
 5. Gain personal background knowledge of the individual growth programs to be prepared for questions and opportunities to discuss benefits
 6. Work with the State Vice President of Recognition
- F. Vice President of Public Relations
1. Be responsible for publicity and news releases concerning Fall Leadership Conference and Spring STAR Events and Elections distributed to all chapters in the district
 2. Work with the State Vice President of Public Relations
 3. Edit and distribute fall and spring District Newsletters (collect articles from District Officers and chapters):
 4. Send copies to district chapters, district adviser, SEAC representative, assistant district adviser, district officers
 5. Share with chapters innovative ways to project a positive image of the organization and gain more public recognition
 6. Consider contact of media in host chapter area for local coverage
 7. Use social media to appropriately promote district FCCLA events and activities.
- G. Vice President of STAR Events
1. Work with the State Vice President of STAR Events
 2. Be familiar with the STAR Events conducted at both the district & state level
 3. Have working knowledge of the general guidelines for STAR Events
 4. Plan and carry out recognition for STAR Events at the district level
 5. Assist the District Adviser in conducting district STAR Events: room signs, greeting participants and judges, review rules, assist in verifying score sheets and complete certificates, if necessary
- H. Failure to meet the responsibilities outlined in Section III and duties outlined above in Section IV may result in loss of “honor” status upon retiring from office, placement of the officer on probationary status, or a request for resignation from office. The determination of fulfilling

expectations will be decided by the District Adviser Team.

V. DISTRICT ELECTIONS

A. Offices available for candidates

1. Officers to be elected at FCCLA District Elections are up to three State Officer Candidates and District President. Other recommended positions could include: VP of Membership, Secretary or VP of Records, VP of Finance, VP of Power of One, VP of Public Relations, VP of STAR Events, and others as deemed necessary by district.
2. Districts with middle school/junior high chapters should consider a method for selection of a delegate to represent middle school/junior high members at all District Executive Council meetings.
3. Each district is eligible to elect up to three state officer candidates. Members wanting to run for State Officer Candidate shall follow the same election procedure as the District Officer Candidates. Candidates wanting to run for State Officer/National Officer do not have to be included in the three candidates allowed per chapter if they have previously served as a District Officer, Peer Education Member and/or State Officer in good standing.
4. Districts will not elect national officer candidates but instead state officer candidates wanting to run for National Officer Candidate. They must be selected as a state officer by the state/national officer selection committee. Candidates who have previously served as a District Officer/Peer Education Member/State Officer must have completed their term with honors to run for a National Office. They must still follow the election process.
5. Districts may elect an alternate during District Elections. The alternate will fill any positions that are vacant any time one month before FLC. This must be designated during elections.
6. Officers may serve in the same position more than once.
7. If an officer resigns during their term, an alternate may fill the open position up to 1 month prior to FLC if one was designated at Elections. If alternates were not designated or too much time has passed, duties will be distributed by the District Adviser Team among remaining District Executive Council members.

B. Chapters eligible to submit officer candidates

1. Chapters affiliated by December 15 may send two voting delegates.
2. Should a chapter not affiliate for the current school year, they will not be eligible to run any officer candidates or have voting delegates.
3. Each chapter will be allowed three officer candidates per chapter to run at District Elections unless otherwise noted by the district bylaws or exceptions noted above in #3 from section above.
 - a. If not enough officer applications are obtained having each school submit 3 candidates, alternates from the schools with 3 candidates will also be allowed to run. The adviser will submit 3 candidates and up to 3 additional alternate candidates (the alternates will be numbered in the order they will be allowed to run). All interested candidates would need to submit their applications at the initial due date with the alternates labeled and will be contacted as to whether the alternates will be allowed to run.
4. A chapter may have a state officer and district president in the same year.
5. Chapter observers may attend the election meeting at the discretion of each district.
6. If district STAR Events are held in conjunction with elections, contestants may observe but

cannot be counted as voting delegates.

C. Qualifications for National, State and District Officer Candidates

1. A candidate must have completed 1 credit of Family and Consumer Sciences courses for a state or national office and .5 credit of Family and Consumer Sciences for a district office before assuming official responsibilities. State and National officer candidates shall presently be an affiliated FCCLA member at the 8th grade level or above. A district officer candidate must presently be an affiliated FCCLA member at the 7th grade level or above. National Officer Candidates must have a cumulative 3.0 GPA or above on a 4.0 scale. State Officers must be in good standing with their schools and have a cumulative 3.0 GPA or above on a 4.0 scale. District Officers must be in good standing with their schools and have a cumulative 2.5 GPA or above on a 4.0 scale.
2. A candidate must have been an FCCLA member for one year before assuming official responsibilities. They must have demonstrated leadership in the chapter as a chapter officer, committee chairperson, or active responsible member.
3. District or state officers desiring to run for a second term of district, state or national office must have completed their current term of office with honors and meet the 1 credit of FCS course requirement stated above. If current term of office was not completed with honors the student may run after a one year waiting period.
4. District Officers may serve in a position more than once.
5. District President can be elected as a State Officer Candidate. Student may NOT serve as both District President and State Officer if selected by the committee. In the situation that a District President is elected as a State Officer Candidate, the District must have an alternate plan in place for the District President position if selected by the committee as a State Officer.

D. Responsibilities of Officer Candidates

1. State and district officer candidates should carefully study the district portion of the procedure manual, election rules, social media contract, qualifications form and contract forms. The qualification form and contract forms must be completed, signed, and sent to the district adviser in charge of elections by the date set by district executive council or by January 10.
2. Members wishing to be considered as a State Officer Candidate must submit all paperwork to the State Adviser by February 10, regardless if District Elections have taken place or not. Members with paperwork who are not submitted by the district as State Officer Candidates will have their paperwork withdrawn at the state level.
3. State and district officer candidates shall follow the same district level election procedure.
 - a. Each candidate must participate at the District Election Meeting unless excused by the adviser in charge of elections because of illness or death. If the candidate is excused because of illness or death, the candidate's name is allowed to remain on the ballot as a candidate for district officer. The candidate is considered based on information on their qualification form only. The speech submitted by the candidate could be read by a non-returning district officer or district adviser. The second consideration could be a video presentation in lieu of the speech. These options are at the discretion of the District Adviser Team. No additional speech, question responses or written test/comments would be given. An announcement would be made that the candidate is excused because of illness or death and should still be considered as a candidate for district office. Voting would continue as normal.

E. Election Procedure

1. After all District officer candidate qualification forms, evaluation forms, and contracts are turned in, the district adviser will randomly assign each officer candidate a letter which will be placed on both parts of the qualification form (candidates should be lettered randomly - not in alphabetical order or any order that could be an indicator as to what officer candidate the qualifications are referencing).
2. The district adviser should cut off the officer candidate name, address, and school and make copies (at least two copies per each chapter in the district) of all candidate forms as submitted by the candidate. (except Personal Profiles)
3. The district adviser, SEAC representative, and the assistant district adviser shall be the final decision-making body concerning district elections. The results are final that day and will not be discussed any further.
4. District and state officer candidates should be introduced by number only. Their school's name shall not be announced at all during the election process.
5. Any candidate who desires to be considered for only a state officer candidate must inform the District Adviser prior to voting for the district officer slate.
 - a. Positions of interest are expressed on the qualification form. These can be edited the day of elections, at the discretion of the district adviser team.
6. National FCCLA or Kansas FCCLA Official Dress Code is required for district officer candidates. Current district, state, or national officers who are rerunning should remove their name tag.
7. All officer candidates will give a prepared oral presentation in 3 minutes or less on one of the following topics: (Candidate will stop speaking at the 3-minute time limit)
 - a. FCS Career, Power of One, Planning Process, FCCLA Week, Honor Chapter, Parliamentary Procedure, National Programs, Leadership, or any area of Family and Consumer Sciences.
 - b. Speeches should not contain anything on officer qualifications, or what they would do if elected, or anything else that could possibly be considered campaigning. The purpose of this presentation is to demonstrate their public speaking ability.
 - c. Copies of the speeches or a detailed outline shall be submitted to the district adviser in charge of elections prior to their presentation at least 1 week prior to district elections. The candidate may use notes.
 - d. The candidate is the only person allowed to speak during his or her presentation.
 - e. Recorded music or sound effects, props, costumes, and visuals, including power point, may not be used during candidate's presentation. Failure to follow this will result in disqualification from running for an office.
 - f. Campaigning is NOT permitted during the speech. Failure to follow this will result in disqualification from running for an office. Examples of campaigning may include but are not limited to: I have held the following offices, when I was an officer I..., last year in my STAR events I..., I will make the following changes when elected.
 - g. Candidates cannot distribute or post any campaign materials or campaign in any other way prior to the election, this includes social media posts.
 - h. Candidates cannot request votes.
 - i. Candidates are not permitted to pass out business cards or other paraphernalia (such as candy, trinkets, gifts, etc.) before or during the election process.
8. The District Executive Council may choose to ask the officer candidates a Fun question. They will be allowed 1 minute to answer one question. (Questions will be provided by the State

Office to the District Adviser in a sealed envelope.)

9. Accommodations may be made by the Adviser Team based on student need.
 10. Resources for Election Preparation should be used to prepare for the election process.
- F. State Officer candidates may be elected as district president. See section on Qualifications for National, State and District Officer Candidates for full details.

G. Election Day Procedure

Even if District Officer elections and STAR Events are the same day this is the procedure to follow.

1. Upon arriving at District Officer Elections, each officer candidate is escorted to a meeting room only for officer candidates. Voting delegates, other members and advisers are directed to a separate room.
2. Officer candidates will answer a written FCCLA fact question. Five minutes will be given for organizing and writing the answer, which will be read word for word to the voting delegates. All of the candidate's papers will be turned in to the district adviser and a copy will be made for the District Adviser to follow along as the candidate reads his/her answer. All officer candidates will answer the same question. (FCCLA fact questions will be provided confidentially by the State Office and placed in a sealed envelope.)
3. After completing and handing in the written answer to the fact question by all officer candidates, the officer candidates will be given a 10-point written knowledge test on FCCLA and parliamentary procedure. This test will be compiled and provided by the State Office confidentially. Officer Candidates will be given 20 minutes to complete this test. All officer candidates will remain in the officer candidate meeting room until voting delegates have finished reviewing and rating officer candidate qualification sheets using the rubric provided in the state procedure manual.
4. Voting delegates will proceed to the main meeting room where they should have appropriate name badges and a special seating section.
5. While district officer candidates are answering the FCCLA fact question and taking the written test, voting delegates will be given officer candidate qualification forms, identified by random letters only, to review and rate using the rubric provided in the state procedure manual. All rubrics will be given to the District Adviser at the end of the given time. (Approximately 30 minutes, depending on the number of officer candidates.)
6. District Adviser team (District Adviser, SEAC Representative, and the Assistant District Adviser), or other appointed adults, will review Qualification Form rubrics and transfer the scores to the district officer election tally sheet.
7. The district officer in charge of elections will read the fact question and the correct answer to the voting delegates.
8. Each candidate (both district officer and state officer candidate only), one at a time, by officer candidate number in numerical order will present an up to 3-minute presentation followed by reading their fact question answer word for word to the voting delegates.
9. If the district chooses to ask the candidates a Fun question, it shall be asked immediately following the fact question. A time limit of 1 minute will be given for each answer. Fun questions will be provided by the State Office.
10. Voting delegates will complete the rubrics for Speech, Fact Question, Spontaneous/Fun Question, and Professional Image Displayed for each district officer candidate.
11. All rubrics will be returned to the district officer in charge of elections to be given to the District Adviser. Scores will be recorded on the tally sheet by District Adviser team (District Adviser,

State Executive and Advisory Council Representative, and Assistant District Adviser), or other appointed adults. A total score for each officer candidate will be determined. The top total scores will be elected as the officer team, with a minimum score of 60%.

H. Elected District officer candidates

1. After candidates are elected, the following will take place:
 - a. Positions of interest are expressed on the qualification form. These can be edited the day of elections, at the discretion of the district adviser team. If you choose to do so, this is the time to review and update in consultation with the chapter adviser.
 - b. The District Adviser team will review the officer position preference list on the qualification sheet for any of the elected candidates desiring to seek the position of state officer candidate or district president. It must be indicated on the qualification sheet. All additional paperwork for state officer must have been completed and handed in to the District Adviser prior to elections.
 - c. Candidates desiring to run for the State Officer candidate positions, one at a time, by officer candidate number in numerical order shall tell the voting delegates why they desire the position. The district may ask the state officer candidates another question from the FCCLA fact or fun questions provided by the State Office with an impromptu answer, if the district desires. Voting delegates may elect a maximum of three state officer candidates. The voting delegates vote will be combined with the total rubric score, and the highest scores will be elected as State Officer candidates. If there is a tie the candidate or candidates with the highest total rubric scores will be elected as the State Officer candidate(s). In the event of another tie, another FCCLA fact question or fun question will be used with an impromptu answer and voting delegates will vote again.
 - d. Any state officer candidate may seek the position of national officer candidate if elected as a state officer at state officer selection. A state officer candidate may not run for national office if they are not elected to the state executive council.
 - e. Candidates desiring to run for the District President position, one at a time, by officer candidate number in numerical order, shall tell the voting delegates why they desire the position. The district may ask the District President candidates another question from the FCCLA fact or fun questions provided by the State Office if the district desires. The voting delegate vote will be combined with the total rubric score, and the highest score will be elected as district president. If there is a tie the candidate with the highest total rubric scores will be elected as district president. The District Officer team will be announced to the voting delegates.
2. All candidates shall return to their private meeting room to determine the other officer positions.
3. District Officer Candidates who scored at least a 60% in the selection process can become alternates for the District Officer team but must be designated on the results submitted to the State Office following elections. Results should be submitted to the state adviser within 3 days of District Elections.

STAR Events – Appendix D

- A. Kansas FCCLA STAR Event Information Sheet
- B. STAR Event Forms
 - 1. District STAR event entry form
 - 2. District STAR event results form

Forms – Appendix A

- 1. District Officer Qualification Form
- 2. District Officer Candidate Contract
- 3. District Officer Code of Conduct
- 4. District Officer Elections Qualifications Rubric
- 5. District Adviser Tally Sheet for District Elections
- 6. Social Media Contract
- 7. Personal Profile Sheet
- 8. Photo/Video/Audio Release Form
- 9. District Officer Unexcused Absence Form

PLEASE ATTACH ONE COPY OF YOUR AFFILIATED MEMBERSHIP FORM WITH THE NAMES OF PARTICIPANTS HIGHLIGHTED.

INSERT DISTRICT BYLAWS

STATE

I. State Officer Responsibilities

- A. All state officers of Kansas Family, Career & Community Leaders of America shall:
1. Be required to attend all state-sponsored meetings including:
 - a. State Leadership Conference
 - b. State Officer/CTSO Training
 - c. State Executive and Advisory Council (SEAC) Meetings
 - d. National Leadership Conference (NLC)
 - e. State Executive Council Meetings
 - f. Take AIM Conference
 - g. Citizenship Day
 - h. Briefcase Exchange
 - i. State Board of Director meetings for President and First Vice-President only
 - j. Optional meetings include: K-ACTE Adviser Workshop, United Associations Conference (UAC), New Adviser Workshop, National Fall Leadership Institute (FLI) and Capitol Leadership or others as determined by the State Adviser and State Executive Council.

Meals and lodging will be provided by Kansas FCCLA at all required state-sponsored meetings except for National Leadership Conference where \$750 will be allotted for each state officer to attend. State Officers will attend the assigned meetings as scheduled by the state adviser.

If a state officer attends Capitol Leadership, Kansas FCCLA will provide registration, lodging and meals during the event. The state adviser, adviser of the state president or another adviser designated by the state adviser will be asked to be the chaperone and will be paid \$1000 for expenses to attend.

If state officers attend the National Fall Leadership Institute, separate from the SEC, \$150 of their registration cost may be reimbursed by Kansas FCCLA.

In election years, when no Capitol Leadership event is held, it is at the discretion of the state adviser to coordinate a state officer retreat (which incorporates leadership training and team building) or select to attend Fall Leadership Institute as a SEC. If it is designated by the state adviser to attend FLI, Kansas FCCLA will provide registration, meals, and lodging.

All other optional meeting(s) expenses will be at the discretion of the Kansas FCCLA State Adviser.

If elected State Officers are not in attendance at the above required meetings for an unexcused absence, they will automatically forfeit their office. Personal extenuating circumstances or death in the family are exceptions to the above rule. The officer must make verbal contact to the state adviser before the date of the event followed by a written letter of explanation for the absence within 2 weeks of the missed date. Absences will be determined as excused/unexcused by the State Adviser.

The State FCCLA Adviser will notify the officer in writing that they have forfeited his/her office. Vacated state offices will not be filled.

Any officer removed from a state office who seeks to have the removal determination reviewed must petition for review in writing to the State Adviser within two weeks from the date of removal. The State Adviser will assemble a review committee consisting of

- three District Presidents (chosen by random draw), the State Advisory Council Chair, State Adviser and an adult from the State Board of Directors. The peer review committee will conduct a hearing in accord with parliamentary procedure within two weeks from the date of the written petition for review. The determination by the peer review committee shall be final.
2. Meet with the SEAC members to consider long-term and short-term procedures as they affect the annual state program of work.
 3. Recommend the business to be brought before the delegates at the State Leadership Conference.
 4. With SEAC, SLC Coordinators, and State Adviser, officers determine the time, place and type of State Leadership Conference.
 5. With SEAC and State Adviser, officers determine the procedures to follow in case an emergency arises which results in cancellation of any state events.
 6. With SEAC and State Adviser, officers review and make recommendations on the procedure for electing state officers and conducting elections within the regulations established by the State Bylaws and Policies.
 7. Be responsible for planning and promoting the state program of work.
 8. Conduct such other business as shall be necessary to facilitate the growth of the organization.
 9. Fulfill official duties as related to appointed office.
 10. Consult and communicate with their parents, advisers, and school administration about their responsibilities.
 11. Participate in local and district FCCLA activities as schedule permits.
 12. Conduct business promptly and professionally.
 13. Use parliamentary procedure during official business meetings.

II. STATE OFFICER SELECTION PROCESS

- A. Each district may elect three state officer candidates at district elections. The three candidates will run for one of eight possible state officer positions.
- B. Selection Committee
 1. The State Officer selection committee shall be composed of up to seven representatives from Kansas FCCLA. Kansas FCCLA State Adviser will appoint the selection committee members and facilitator.
 2. The selection committee will be composed of:
 - a. 2 FCCLA Chapter Advisers
 - b. 1 FCCLA Alumni and Associates
 - c. 1 Past Kansas FCCLA state officer, out of high school
 - d. 1 FCCLA District President
 - e. 2 at-large student representatives
 3. The selection committee shall evaluate all state officer candidates and select up to 8 to serve as the FCCLA State Executive Council. The selection committee will also appoint the specific offices to those selected to serve on the State Executive Council. In the event that there are not eight selected candidates, those offices that may not be left vacant are president and first vice-president. The duties of the office(s) that are left vacant in the event of lack of selected candidates will have the duties equally distributed amongst the newly elected officer team. Duties will be assigned by the State Adviser.
 4. The State President selected by the State Officer Selection Committee can be a National

Officer Candidate. The committee will determine the alternate plan for positions if the President and/or 1st Vice President are interested in the National Officer Candidate position.

C. Process

1. The selection process will include the following components:
 - a. Interview
 - b. Officer Presentation as a 3-minute speech
 - c. Written Exam
 - d. Technical Writing Exercise
 - e. Committee Involvement
2. The selection committee will meet with a facilitator for training on the selection process prior to the selection date. The candidates, advisers and selection committee will have an orientation session before the selection process begins.
3. Each candidate will have a set amount of time with the selection committee for the interview portion. The candidate will give a 3-minute speech and respond to interview questions. The interview questions will be related to qualities necessary for being a state officer.
4. A written exam will be administered to determine the student's knowledge of Kansas FCCLA.
5. The candidate's writing skills will be assessed via a situational FCCLA technical writing exercise.
6. The selection process will include an informal interaction time where committee members can evaluate character qualities of the candidates

D. The selection committee will slate selected candidates into available positions. Officers may serve in a position more than once.

E. Within 24 hours of the completion of the selection process, State Officer Candidates will be notified of the selection results.

F. State Officer Candidates will serve on the district officer team for the upcoming year if not selected to a state office, unless they had told the district adviser ahead of time they were only running for state officer candidate and not a district office.

G. Vacated state offices will not be filled.

H. Certificates of honor will be given on the state level to officers who have completed the responsibilities of their office and met all state officer goals. The state adviser shall determine officers receiving this award at the state level. State certificates will be presented at the new and retiring officers' banquet.

III. State Officer Positions

A. GENERAL: FOR ALL STATE OFFICERS

Any state officer desiring to run for a second term of office must have completed their current term of office with honors and met the 1 credit of FCS course requirement. If the current term of office was not completed with honors the student may run after a one year waiting period. State officer advisers are encouraged to attend all required meetings for state officers. The following guidelines below are recommendations to receive the state officer award with honors. The State Executive Council in collaboration with the State Adviser will set the final requirements to meet honors each year.

1. Required to attend the following meetings: State Leadership Conference for two years, State Officer/CTSO training, two State Executive and Advisory Council meetings, National Leadership Conference, State Officer meetings, Take AIM Conference, Citizenship Day, Briefcase Exchange, State BOD meetings for President and First Vice-President.
2. Optional meetings include: K-ACTE Adviser Workshop, United Associations Conference (UAC),

New Adviser Workshop, National Fall Leadership Institute (FLI) and Capitol Leadership or others as determined by the State Adviser and State Executive Council.

3. Jointly with the state executive council members, SEAC, SLC Coordinators, and State Adviser determine plans for the State Leadership Conference
4. Consult and communicate with their parents, advisers, and school administration about their responsibilities
5. Participate in local and district FCCLA activities as schedule permits
6. Assist with membership recruitment and chapter development for area chapters.
7. Give leadership to chapters and members.
8. Develop state officer workshop that will be presented at various activities.
9. Submit at least one news article to a local paper and/or social media platform related to your role as a state officer
10. Make a presentation to at least one civic group or your school board about FCCLA
11. Submit State Officer Report Form at each SEC meeting.
12. Chair state committees at SEAC as designated by officer position
13. Practice parliamentary procedure, presiding, public speaking, and business writing.
14. Attend State Executive Council meetings and preside over assigned sessions
15. Attend the National Leadership Conference and complete related duties as assigned
16. Work closely with chapter adviser for approval of all written correspondence, oral presentations, and officer project ideas; get final approval from the state adviser
17. Keep your SEC files up to date with copies of all designated information in location designated by the state adviser
18. Adhere to state officer code of conduct and social media contract.
19. Adhere to all deadline dates for special responsibilities
20. Meet the required number of individual state officer goals as determined by the state officers while at CTSO training.
21. Attend National Network meetings for specific office, provided by National FCCLA.

B. PRESIDENT

1. Provide leadership to other state officers and delegate responsibilities
2. Keep in close communication with state adviser and state officers
3. Work closely with state adviser, State Executive and Advisory Council (SEAC), Advisory chairperson, Conference Coordinating Committee, and State Board of Directors
4. Preside over all business meetings of Kansas FCCLA
5. Prepare agendas for CTSO Training, NLC meetings, State Executive/Advisory Council meetings with help of state adviser
6. Remain neutral while maintaining harmony during discussions
7. Use parliamentary procedure at all SEC and SEAC meetings
8. Lead the process for selection of the SEC goals and maintain an updated record of progress toward those goals
9. Serve as an ex-officio member of all committees and check progress of committee work
10. Serve as the official spokesperson for the state association

C. 1st VICE-PRESIDENT

1. Assume the duties of the president in their absence
2. Co-chair the Election, Bylaws and Policies Committee with a member of the Kansas FCCLA

SEAC

3. Keep a written record of State Executive Council, SEAC, and Kansas Association meetings.
4. Send minutes to the state adviser for approval within 7 days of all SEC meetings
5. Review election rules annually with State Executive and Advisory Council
6. Work with Election, Bylaws and Policies Committee to conduct the election of national officer candidate(s)
7. Present information for consideration by voting delegates at State Leadership Conference
8. Serve as parliamentarian at State Executive Council meetings and State Leadership Conference
9. Assist with training in parliamentary procedure

D. VICE PRESIDENT OF INDIVIDUAL PROGRAMS

1. Co-chair the STAR Events committee with a member of the Kansas FCCLA SEAC
2. Coordinate STAR Events with state STAR Events committee
3. Assist the Kansas FCCLA state STAR Events coordinator with planning and conducting STAR Events at Kansas FCCLA State Leadership Conference.
4. Greet room consultants, evaluators and student helpers before state STAR Events begin
5. Assist with medal awards for STAR Event recognition ceremony
6. Promote National Programs at the state level.

E. VICE PRESIDENT OF RECOGNITION

1. Co-chair the Recognition committee with a member of the Kansas FCCLA State Advisory Council
2. Review and recommend recognition awards and forms annually and plan new ones, if necessary
3. Using established committee, conduct a review of completed recognition forms in March and June.
4. Plan and coordinate presentation of all recognition awards
5. Promote opportunities for recognition for the general membership

F. VICE PRESIDENT OF PEER EDUCATION PROGRAMS

1. Co-chair the Kansas FCCLA Community Service Committee with a member of the Kansas FCCLA SEAC
2. Act as the communication liaison between the state officer team and peer education officers and coordinator.
3. Plan and promote the Kansas FCCLA community service project throughout term of office at chapter and district levels at various FLC's
4. Promote FCCLA's Peer Education programs for the year.
5. Promote National Programs at the state level.
6. Serve as a Kansas voting delegate at the National Leadership Conference

G. VICE PRESIDENT OF PUBLIC RELATIONS

1. Co-chair the Public Relations Committee with a member of the Kansas FCCLA SEAC
2. Be responsible for the publicity of the association, including news releases and social media content for state sponsored FCCLA activities
3. Arrange for coverage of the State Leadership Conference by media
4. Prepare NLC recap presentation for use at Fall Leadership Conferences by SEC

5. Send invitations to and introduce special guests at state leadership conference
6. Develop new publications as needed for Kansas FCCLA
7. Become familiar with Brand FCCLA and how it can be used effectively
8. Manage Kansas FCCLA social media accounts.

H. VICE PRESIDENT OF MEMBERSHIP

1. Co-chair the Membership committee with a member of the Kansas FCCLA SEAC
2. Recognize chapters with increased membership and new chapters
3. Promote increased membership for chapters across the state
4. Contact chapters who were affiliated the previous year but not this year

I. VICE PRESIDENT OF CORPORATE RELATIONS/FINANCE

1. Co-chair the Corporate Relations/Finance committee with a member of the Kansas FCCLA SEAC
2. Coordinate corporate contacts with State Executive Council
3. Identify possible corporate financial support
4. Develop annual plan for corporate relations
5. Identify budget priorities
6. Serve on the Kansas FCCLA Foundation Board of Trustees as a non-voting member.

PEER EDUCATION

I. GENERAL INFORMATION

The Mission of Kansas Peer Education is for teens to interact and reach out to other teens to promote individual and team communication skills, focus on national programs, address local needs, and develop family, career and community leaders.

A. An Effective Peer Educator

1. Is a good communicator, a self-starter and motivator
2. Is a team player and respects others
3. Is organized
4. Is someone willing to make the time and energy commitment
5. Is a leader who is respected and works well with others
6. Has good verbal and written communication skills
7. Is able to work with people of all ages

B. Team Responsibilities

1. Have working knowledge of national programs.
2. Conduct research to prepare for presentations.
3. Present a minimum of three workshops or presentations during their term.
4. Attend peer education meetings as scheduled by Peer Education Coordinator or State Adviser
5. Attend peer education meetings and training sessions as required by the Kansas FCCLA Office:
 - a. State Leadership Conference and Peer Education Training at SLC
 - b. Peer Education Training in the Spring (typically in April)
 - c. National Leadership Conference
 - d. Take AIM Conference
 - e. Others as designated by the State Adviser
6. Meet all deadlines and carry their share of the responsibilities.
7. Act professionally at all FCCLA functions (which include local to national levels).

C. National Programs

The program materials used by KANSAS Peer Education are produced by the National FCCLA, Inc. office and include:

1. **Career Connection**—Assists teens in making career decisions today that will affect their future
2. **Community Service** – guides students to develop, plan, carry out, and evaluate projects that improve the quality of life in their communities.
3. **Families Acting for Community Traffic Safety**—Stresses the importance of practicing safety when addressing traffic issues
4. **Families First**—A look at building stronger families.
5. **Financial Fitness**—Shares the financial information teens need.
6. **Stand UP**—guide members to make positive impact through advocacy.
7. **Student Body**—Keeping us healthy and well through making wise decisions about nutrition, physical fitness, and wellness issues.

D. Training (held in the Spring, typically in April)

1. Peer Education training for the members is mandatory.
2. Training topics will include officer election, uniform selection, professional development training as needed by the members and workshop presentations
3. Cost for the training will be paid by Kansas FCCLA.

E. Uniforms

1. Uniforms will be discussed on or before the training meeting and are the expense of the members
2. The official uniform colors are white, red and black.
3. The complete uniforms are to be worn at all official FCCLA events. Official attire will be worn at National Leadership Conference.
4. Name tags are to be worn at all official FCCLA events and replacement costs are up to the member.

F. Conferences

1. The Peer Education Teams and the advisers of the team members will be in charge of and in attendance at the annual Take AIM Conference that is held in Kansas.
2. The Peer Education Team advisers will help in planning the Take AIM Advisors track.
3. Meals and lodging expenses for the peer education members attending the Take AIM Conference will be paid for by Kansas FCCLA through credit to the chapter account.
4. Kansas FCCLA will provide public relations posters and flyers for Take AIM packets.

G. Organization of Teams

1. The Peer Education Team may consist of up to a total of 16 members.
2. The themes of each team will be selected annually from the National Programs available.
3. Chapter Advisers of team members will oversee the responsibilities of the peer education teams.

H. Financial Responsibilities

1. Lodging for peer education chairperson will be paid for by Kansas FCCLA at SEAC meetings.
2. Kansas FCCLA will provide peer education team members with name tags, team flyers. Replacement costs are up to the member. Uniform costs are the expense of the member.
3. Each team member will obtain the reimbursement form for supplies from the Kansas web site. Each team is allotted \$100 to purchase presentation supplies. If funds are used for non-consumable supplies, materials should be returned to the Peer Education Coordinator for future use. Use of candy must be approved by a team adviser.
4. The team advisor will send the request for reimbursement to the state adviser.
5. Kansas FCCLA will reimburse the team members for workshop supply expenses within the budget set.
6. Kansas FCCLA will pay \$200 for each peer education delegate that attends National Leadership conference.
7. Meals and lodging are to be provided by the District/Chapter requesting a peer education presentation.
8. No candy is allowed with money generated for Peer Education unless approved by the team adviser.
9. Peer education coordinator will be paid a yearly honorarium of \$500.00 in June of the current fiscal year.

II. PEER EDUCATION RESPONSIBILITIES

A. Responsibilities of the State Peer Education Coordinator are:

1. Has prior experience with peer education
2. Acts in an advisory capacity the following year.

3. Selected by past peer education team advisers that are present at the SLC meeting.
 4. May serve for consecutive years.
 5. Create request form and submit to state FCCLA office for distribution prior to summer adviser workshop
 6. Meet with the newly elected team members at State Leadership Conference to discuss: team assignment, national meeting details and expenses, meeting dates, training, state leadership conference presentation, uniforms, and addresses.
 7. Work with state adviser to oversee peer education budget
 8. Plan team training with state adviser and peer education officers
 9. Coordinate Peer Education meetings at the National Leadership Conference
 10. Oversee Take AIM conference planning
- B. Responsibilities of the Team Advisers are:
1. Contact person for individuals who are requesting workshop presenters
 2. Contact team members to coordinate workshops
 3. Oversees reimbursement requests from team members
 4. Prepare or make sure items are ready for workshops ahead of time
 5. Assist in transportation for the team members
 6. Communicate with State Peer Education Coordinator in regard to team concerns
 7. Attend all team presentations or arrange with another adult to attend in your Place
- C. Peer Education Member Responsibilities
1. All team members will have a working knowledge of all peer education programs.
 2. Attend SLC, Peer Education Training (held in the Spring, typically in April), NLC, and Take AIM. These are required. If selected Peer Education Team members are not in attendance at the above required meetings for an unexcused absence, they will automatically forfeit their office. Personal extenuating circumstances or death in the family are exceptions to the above rule, this is determined by the Peer Education Coordinator. For all other meetings, communication must be made with the Peer Education Coordinator to determine if absence is excused. Examples of excused absence include: illness, medical emergency, family death, etc. One unexcused absence places member on probation. A second unexcused absence will require the Peer Education member to relinquish their position from the team. If a Peer Education Team position becomes open during the year, it will remain vacant and not be filled.
 3. Meet 90% of all deadlines established by the teams and Peer Education coordinator.
 4. Team members will offer workshops as requested during their term.
 5. Team members will attend peer education training sessions and governance meetings.
 6. Team members are required to attend National Leadership Conference to provide members the opportunity for experience/learning of the national programs and gain a working knowledge of the assigned programs. Members are to attend scheduled sessions assigned by the state adviser.
 7. Term of position is from State Leadership Conference to State Leadership Conference.
 8. Act in a professional manner when representing FCCLA.
 9. Wear official uniform.
 10. Be informed about the Kansas and National FCCLA web sites
 11. Answer each e-mail in a time manner with an acknowledgement to the sender.
 12. Failure to meet the responsibilities as stated will result in probation. The second offense will be the removal from the Peer Education Team. Exceptions to this will be a joint decision by the Peer Education Coordinator, Team Advisers, and State Adviser.

13. To earn honors, members must fulfill these responsibilities and be able to run for further officers or run again.

III. PEER EDUCATION SELECTION

A. Selection Process

1. Anyone interested in applying for the Peer Education team will need to complete the application process by the determined date set by the state office.
2. Up to sixteen members will be selected by the existing team
3. No District President or State Officer can serve on the Peer Education Team
4. The existing team members will determine team assignments
5. Three applications are allowed per chapter
6. Candidates must be 9th grade or above during year of term.
7. Candidates must have taken or currently enrolled in 1 credit of FCS classes during Junior High or High School to qualify as a peer education member. Transcript shall be included with the application.
8. Candidates must have received honors in previous district and state level offices held in the year they are applying. If a term was not completed with honors, the student may run after a one year waiting period.

IV. PEER EDUCATION OFFICERS: ELECTED AT THE TRAINING MEETING

A. Chairperson

1. Conducts peer education meetings
2. Spokesperson for the peer education group
3. Approves agenda with peer education coordinator two weeks prior to scheduled meetings
4. Sends agenda for meetings to team members and all advisors one week prior to the meeting
5. Coordinates stage presentations with other members for State Leadership Conference
6. Serves as voting member of the State Executive and Advisory Council (SEAC) meetings. Two are held yearly.

B. Secretary

1. Takes minutes of all meetings.
2. Presents minutes at meetings.
3. Sends out minutes to all members, advisers and state advisor within two weeks of the meeting.
4. Keep record of past documents.
5. Assists Chairperson with stage presentation for the State Leadership Conference.

C. Voting Delegate for NLC

1. Serves as a Voting Delegate for the state at NLC.
2. Receive updates and information for business meeting at NLC from the State Adviser.

V. PEER EDUCATION FORMS – Appendix B

- A. Peer Education Team Member Application Form
- B. Code of Conduct
- C. Social Media Contract
- D. Reimbursement Request Form
- E. Peer Education Team Member Agreement

STATE EXECUTIVE AND ADVISORY COUNCIL (SEAC)

I. GENERAL INFORMATION

A. Membership

The State Executive Advisory Council shall be composed of the following persons:

1. 12 FCCLA advisory council advisers (voting members)
2. Up to 8 State Executive Council members (voting members)
3. Peer Education Chairperson (voting member)
4. 1 District President (elected by the 12 district presidents) (voting member)
5. 12 FCCLA assistant district advisers (non-voting members)
6. Representative from Kansas FCCLA Alumni and Associates (non-voting)
7. Representative from Kansas Association of Teachers of Family and Consumer Sciences (non-voting)
8. Representative from Kansas Association of Family and Consumer Sciences (non-voting)
9. Representative from Kansas FCCLA Educational Foundation (non-voting)
10. Kansas FCCLA state adviser (non-voting)
11. FCS Educational State Staff (non-voting)
12. Family and Consumer Sciences Teacher Educator (non-voting)

B. Selection

Advisors serving on the State Executive and Advisory Council will be selected or appointed from affiliated chapters from their respective districts.

C. Term

FCCLA Advisers serve a two-year term on a rotating basis, one year as assistant district advisor and one year serving as state advisory council member. The third year the adviser will serve as district adviser, if this is the choice of the district.

D. Vacancies

If a State Executive and Advisory Council representative position becomes vacant, it is the responsibility of that district to fill that position. All other positions shall be filled by the organization sending the representative.

E. Duties

The State Advisory Council shall serve in an advisory capacity to the Executive Council. The duties are as follows:

1. To help determine policies and procedures.
2. To consult with the State Adviser on the work of the organization.
3. To review legal matters.
4. To review the budget with the State Executive Council.
5. To review, with the State Executive Council, the time, place, and type of meetings of Kansas FCCLA each year.
6. To determine procedures for electing officers and conducting other business of the organization in case annual meetings cannot be held due to an emergency.
7. To attend a national leadership conference if elected as chairperson or secretary.

8. To serve on committees throughout their term
9. Additional Challenges

In addition, the State Executive and Advisory Council as a group performs other services and duties. Some of these are the same as those identified as “additional challenges” of the Executive Council:

- a. Provide leadership to chapters and encouraging them to participate in FCCLA meetings and activities at the state, district and local levels.
- b. Encourage each member to be an active member of FCCLA and gain leadership skills.
- c. Communicate FCCLA activities, purposes and goals to school and community.

F. Teacher Educators

1. Provide support for State Officers, their advisers, and district advisers to successfully complete their duties, assignments and responsibilities.
2. Communicate frequently with District Adviser in respective area of state.
3. Keep state adviser informed of activities, plans, and deadlines.
4. Assist classroom teachers and prospective teachers to integrate FCCLA and leadership development.
5. Keep all teachers informed of FCCLA activities and events. Involve Family & Consumer Sciences Education majors in activities and events.

II. STATE EXECUTIVE AND ADVISORY COUNCIL RESPONSIBILITIES

A. Assistant District Adviser

The newly appointed/elected Assistant District Adviser will begin a two-year term. This first year will serve as a year of preparation for serving on the State Executive and Advisory Council and possibly for the position of District Adviser at the completion of the second year. The Assistant District Adviser will participate in all state and district meetings and events and will be a nonvoting member of the State Executive and Advisory Council.

B. State Advisory Council Representative

The State Advisory Council representative will serve the second year of the two-year term. This year will help prepare the adviser for the position of District Adviser the following year, if this is the choice of the district. They will serve in an advisory capacity to the State Officers and in the work of the State. The SEAC representative will be a voting member of the State Executive and Advisory Council.

1. The newly elected State Executive and Advisory Council chairperson and secretary will attend National Leadership Conference the summer before their term. Financial assistance can be viewed in the National Section – III of the Procedure Manual.

C. The State Executive and Advisory Council Member and Assistant District Adviser will participate in the state association in the following ways:

1. Attend all scheduled State Executive Advisory Council Meetings
2. Serve in an advisory capacity to the State Officers. The duties are as follows:
 - a. Consult with the State Adviser on the work of the organization.
 - b. Determine with the State Officers the time, location and type of meetings to be held each

- year.
- c. Assist the state officers in fulfilling responsibilities. Help them prepare, complete and evaluate assignments.
 - d. Be responsible for the health, safety, and well-being of the State Officers during their participation in FCCLA meetings and activities.
3. Attend the National Leadership Conference during the summer after being Assistant District Advisor if elected as chairperson or secretary for the following year.
 4. Provide leadership to chapters and encourage them to participate in FCCLA meetings and activities at the state, district and local levels.
 5. Communicate FCCLA activities, purposes and goals to the school, community, and district.
 6. Know FCCLA deadlines, decisions, Bylaws and Policies made by the State Officers, State Executive Advisory Council and the FCCLA State Board.
 7. Serve as a liaison between the State Association and local chapters. Encourage advisers and members in districts to communicate their ideas to the State Association. Keep the local level informed of State Association concerns and decisions.
 8. Keep the State Adviser informed of district activities, decisions and concerns.
 9. Give local administration advance notice of meeting dates and possible financial responsibilities.
 10. SEAC Representatives and Assistant District Advisers should not be appointed to two consecutive terms, unless determined as the best interest of the district.

III. SEPTEMBER STATE EXECUTIVE ADVISORY COUNCIL MEETING

- A. Purposes:
 1. Review National Leadership Conference and Summer Adviser meeting evaluations
 2. Plan State Leadership Conference
 3. Review plans for District Fall Leadership Conference
 4. Committee Work
 5. Make recommendations for state association business to be presented to the State FCCLA Board
- B. Committees for the State Leadership Conference may include but are not limited to:
 1. Conference coordination
 - a. Work with SLC coordinators to oversee the planning and writing of the SLC script
 - b. Contact, organize and manage the state officers and their tasks
 - c. Plan for SLC evaluations
 - d. Communicate the new state officer responsibilities
 - e. Coordinate District Image Award at SLC
 - f. Consider Diversity needs at SLC
 2. Official business
 - a. Plan for the official business needed at SLC including national officer election, state board elections and bylaw changes
 - b. Create roll call for district officers, send out script and assign committee members to assist with logistics
 - c. Coordinate volunteers from committee members to work at registration table
 3. Community Service

- a. Oversee the Community Service Project and recognition at SLC
- b. Arrange track session door monitors, hallway monitors, and speaker introductions at SLC.
- c. Serve as the liaison to the peer education teams about their role as ambassadors at SLC as well as their onstage responsibilities
4. Membership
 - a. Plan and coordinate Monday Night Entertainment at SLC
 - b. Think about creative ways to engage members at SLC
 - c. Serve as the link to Alumni & Associates
 - d. Serve at the link to Kansas FCCLA Foundation
5. Corporate Finance Committee
 - a. Plan, organize, and carry out the State Officer Banquet
 - b. Plan, organize, and carry out recognition of Corporate Partners
 - c. Present the annual financial report
6. Recognition
 - a. Plan, organize and carry out the recognition at SLC
 - b. Contribute volunteers to the general registration table – coordinated by the 1st VP
7. STAR Events
 - a. Plan and organize the state STAR Events schedule with help from committee and state adviser
 - b. Contact room consultants to help with STAR Events, help secure evaluators, runners, timers, and doorkeepers
 - c. Plan, organize and promote the STAR Events recognition session at SLC.
8. Public relations
 - a. Plan and organize the public relations events for SLC
 - b. Prepare a list and create the special guest invitations for SLC
 - c. Coordinate a schedule of volunteers from committee to staff the welcome table
 - d. Oversee the creation, printing, writing, and distributing thank you notes

II. DECEMBER STATE EXECUTIVE ADVISORY COUNCIL MEETING

- A. Purposes
 1. Finalize Plans for State Leadership Conference
 2. Evaluate Fall Leadership Conferences
 3. Review Bylaws & Policies for Election Meeting
 4. Review Election Plans
 5. Committee Work
 6. Act on recommendations from September Meeting
- B. Committees for the State Leadership Conference may include but are not limited to:
 1. Continue working on committees formed in September

STATE BOARD OF DIRECTORS

I. Membership

- A. The State Board of Directors shall consist of sixteen members.
 - 1. Elected members of the State Board of Directors shall consist of the following:
 - a. 1 career representative
 - b. 1 family representative
 - c. 1 community representative
 - d. 1 district president
 - e. 3 members at large
 - 2. Appointed members of the State Board of Directors consist of the following:
 - a. 1 alumni and associates representative
 - b. 1 KS FCCLA Educational Foundation representative
 - c. 1 SEAC chairperson
 - d. 1 state president
 - e. 1 state first vice-president
 - f. 1 peer education chairperson
 - 3. Appointed (non-voting) members of the State Board of Directors consist of the following:
 - a. legal representative
 - b. 1 financial representative
 - 4. Kansas FCCLA State adviser shall serve as ex-officio, non-voting, member of the State Board of Directors.
- B. As outlined in the Bylaws, officers of the board shall be President, Vice President, and Secretary. These will be elected at the first meeting of the FCCLA year by the Board of Director members.

II. Responsibilities of the FCCLA State Board

- A. Set policy related to program and fiscal matters
- B. Be responsible for sound management.
- C. Receives and acts upon the recommendations of the State Executive Advisory Council and the State Adviser

III. Terms of Elected Members

- A. Family, Career and Community Board representative shall serve for one three-year rotation.
- B. It is recommended that no individual Board member hold the same position for two consecutive terms.
- C. The following positions will go off the Board at the year listed. New board members will be elected to these positions at that time. Rotation will continue on a three-year basis.

Career - 2024, 2027, 2030, 2033

Community - 2025, 2028, 2031, 2034

Family - 2026, 2029, 2032, 2035

IV. Terms of Appointed Members

- A. The Legal and Financial representatives shall serve on the State Board of Directors by appointment by the state adviser.

V. Qualifications of Members-At-Large:

- A. Position 1 and Position 2 Student-At-Large members are elected for a two-year rotation. Position 3 Student-At-Large will be elected yearly. Position 1 will be elected in odd years and Position 2 will be elected in even years.
- B. Candidates for Student-At-Large Member 1 & 2 must meet the following requirements:
 - 1. A candidate must have completed one year of Family and Consumer Science courses as available, before assuming official responsibilities.
 - 2. A candidate must be a current affiliated FCCLA member at the 9th or 10th grade.
 - 3. A candidate must have been an FCCLA member for one year before assuming official responsibilities.
 - 4. A candidate must have demonstrated leadership in the FCCLA organization as an officer, committee chairperson, or active responsible member.
 - 5. A candidate must be affiliated by December 15 of the election year.
- C. Candidates for Student-At-Large 3 must meet the following requirements:
 - 1. Candidate must be a currently affiliated secondary or post-secondary FCCLA member.
 - 2. A candidate must have been an FCCLA member for one year before assuming official responsibilities. A candidate must have demonstrated leadership in the FCCLA organization as an officer, committee chairperson, or active responsible member.
 - 3. A candidate must be affiliated by December 15th of the election year.

VI. District President Election

At the time of their election as District President, district presidents will have the opportunity to submit a State Board Nomination form for a position on the State Board of Directors. District Presidents will vote for their representative to the State Board while at State Leadership Conference. If no nominations are received, the State Adviser may appoint the position. This will be a one-year term.

VII. Peer Education Team Member Selection

The Peer Education Chairperson shall serve as the Peer Education representative on the Kansas FCCLA State Board of Directors serving a one-year term.

VIII. Nominations

- A. Chapter members will nominate at-large members for the Kansas FCCLA State Board of Directors.
- B. Election of the State Board Directors will take place by secret ballot at the State Leadership Conference by Kansas FCCLA chapter voting delegates.
- C. The candidate(s) with the highest number of votes will be elected.

IX. Vacancies

If an elected position has no nominations for election at the State Leadership Conference, the state adviser will appoint a qualified person to fill the position prior to the first annual meeting of the State Board of Directors. Appointments to vacant positions shall serve the duration of the term for the position to which they are appointed.

X. Meeting Dates

The Kansas FCCLA State Board of Directors will meet a minimum of twice yearly on dates and at sites agreed to by the members of the State Board of Directors

XI. Miscellaneous

In the absence of the president and vice president the state adviser will conduct the meeting.

XII. Forms – Appendix E

State Board Application

NATIONAL

I. NATIONAL OFFICER CANDIDATE PROCEDURE

A. District Procedures:

1. The national officer candidate shall participate in the district election process as a state officer candidate. Each candidate must gain the support of district voting delegates to be a state officer candidate. Members wishing to be considered for National Officer Candidate, follow the same process as those running for District or State officer positions.

B. State Procedures:

1. National officer candidates must have the endorsement of the local adviser and district submitting application to the State Office. Only national officer candidates that have received the support of the district-voting delegates are eligible to be considered for the state level positions.
2. Eligible candidates must apply to the state office by a designated date of the current year by submitting the National Officer Candidate Application. The candidate will be elected as a National Officer Candidate at the State Leadership Conference by voting delegates after being selected as a state officer by the state officer selection committee.
3. Voting delegates will attend an orientation session prior to the Opening General Session. At this session, delegates will be briefed on the voting delegate's duties, election procedure and any proposed bylaw changes.
4. Qualified candidates and voting delegates will meet during the State Leadership Conference for the selection process.
5. Each qualified candidate will give a presentation of up to three-minutes during the first general session to the entire delegation, answer an impromptu knowledge question about FCCLA and tell why they want the position.
6. Each chapter may have two voting delegates.
7. Voting delegates will interview the candidates. In the interview, candidates will be given one minute to introduce themselves to the delegates. Voting delegates will then interview each of the candidates and will cast their chapter ballot as scheduled.
 - a. Interview questions will be selected by the state adviser. They will be general FCCLA interview questions (NOT FCCLA fact questions). There will be 4-8 questions submitted to the voting delegates in a sealed envelope.
 - b. All questions must be asked consistently for each candidate.
8. The national officer candidate(s) will be announced during a general session.
9. Each state is allowed two national officer candidates.
10. To be successful National Officer Candidates, they need to prepare extensively for the National Officer Election process. Contacting past National Officers and National Officer Candidates or their advisers is recommended prior to national elections.
11. If not elected to a national office, the National Officer Candidates will serve on the state executive council for the upcoming year in the state officer position they were elected.
12. If the national officer candidate(s) is elected as a national officer, then their state officer duties will be reassigned to current state officers.

II. KANSAS NATIONAL OFFICER CANDIDATE APPLICATION – Appendix E

- A. Kansas National Officer Candidate Application (KNOFCA)

III. NATIONAL LEADERSHIP CONFERENCE PARTICIPATION

- A. The Kansas delegation to the National Leadership Conference (NLC) shall include:
 - 1. Up to 8 state officers
 - 2. 12 District presidents
 - 3. Up to 2 National officer candidates
 - 4. 16 Peer Education Team members
 - 5. State Executive and Advisory Council chairperson and secretary
 - 6. State Qualified STAR event participants
 - 7. Competitive Event participants
 - 8. State Adviser
 - 9. Additional delegates as space allows
- B. According to State Policy, financial assistance is provided to national Conference delegates as follows:
 - 1. State Officers - \$750.00 each
 - 2. District Presidents - \$200.00 each
 - 3. Peer Education - \$200.00 each
 - 4. SEAC Chairperson and Secretary - \$600.00 each
- C. Kansas participation plans for the national meeting will be made by the incoming state executive council under the approval of the state adviser.
- D. Chapters attending National Leadership Conference can sign up for volunteer assignments. If the required volunteer numbers are lacking, the state adviser will recruit for volunteer assignments. Chapters will make their own lodging and transportation arrangements.
- E. It will be the responsibility of the chapter adviser or assigned sponsor to register Online and to pick up their individual registration packets at the National Leadership Conference.
- F. All Kansas delegates will be expected to stay in the designated hotel(s).
- G. Delegates will receive specific information and suggestions concerning the NLC as it is available from the national and state office.
- H. Delegates will adhere to professional conduct guidelines or they will be subject to being sent home early.

State Adviser's Suggested Monthly Guidelines

May

- National STAR Events Registration DUE to Nationals by April 25
- National Registration Due by May 1
- Attend Peer Ed training meeting in the Spring
- Consult with New State President
- Meeting with retired and new President and State Adviser in early May
- Contact with new officers and order polos
- Order backpacks, polos, trading pins and/or t-shirts for NLC
- Approve officer reports for CTSO
- Approve agendas for CTSO
- Keep in contact with all new state officers
- Before CTSO check the location and check with facilitator about information
- Take AIM Registration
- Prepare Kansas Schedule for National Leadership Meeting
- Choose Voting Delegates for NLC (none from the same district)
District President; 1- State Officer; 1- Peer Ed member; 1-member at large

June

- CTSO Training for state officers
- Incorporate State Officer Meetings into CTSO training
- Discuss Capitol Leadership Training Attendance with state officers
- Assign state officer duties for K-ACTE meeting for Advisors
- Establish state officer goals with state executive council
- Oversee Fall Leadership Academy slideshow and state report
- NLC Scripts approval
- Community Service partner approval
- Discuss with state officers: goals, corporate partners, workshops
- Plan NLC Schedule
- Brainstorm SLC Speakers
- Assign National Program Teams and Voting Delegates for NLC
- Oversee E-newsletter and website
- Brain Storm Public Relations ideas
- SLC after CTSO (NLC Delegation Meeting Planning with SLC reps)
- Oversee planning of NLC Delegation meetings
- State Board Meeting after SLC
- Oversee script for NLC and Agendas- Outline budget for NLC expenses
- Oversee Alumni Assistant room registration and District Presidents' training
- Ship NLC State items to NLC Hotel

July

- NLC
- State Adviser will hand out room keys with help from assistant.
- Early Registration
- Carry all code of conduct forms for Kansas Delegates
- Meet with Peer Education to organize distribution of registration
- Attend State Adviser meetings
- Oversee practice and set up for delegation meetings
- State officer meetings held
- K-ACTE planning meeting for Advisers workshop
- Approve and print brochures and Corporate Partner Packets
- Approve state officer workshops
- Write scholarship checks to various colleges

August

- Attend K-ACTE meeting and host FCCLA Adviser Workshop
- Finalize Take AIM Registration
- Prepare handouts and name tags for Take AIM
- Complete Room arrangements for Take AIM
- Meet with SLC coordinator and State Officers before Take AIM
- Book facilities for all of next years' events
- Assist Peer Education Coordinator in planning Advisor workshops
- Approve and distribute State Report for Officers to share at FLC meetings
- Fiscal year ends August 31

September

- Prepare Budget for SEAC to review
- Start preparing Income Taxes
- Set and Approve Agenda for SEAC with State President
- Applications for Capitol Leadership due
- Registration and Room arrangements for SEAC
- Procedure manual changes printed for SEAC meeting
- Prepare agenda for State Board
- Attend SEAC meeting
- Meet with State Officers before SEAC meeting
- Prepare State Adviser Report for SEAC
- Serve as an advisory member to the SEAC and Executive Council
- Help prepare adviser agenda

October

- Capitol Leadership (State Adviser or assigned adviser must attend)
- State Board Meeting
- Preside over the election of State Board President
- Attend District FLC meetings and offer to speak to delegation
- Register to attend National Fall Conference
- Work with United Conference to secure time on the agenda
- Contact SLC keynote speaker and track session speakers

November

- Attend District FLC meetings and offer to speak to delegation
- Tour and meet with Marriott for SLC to finalize facility plans.
- Attend National Fall Conference
- Registration and rooming assignments for SLC
- Prepare budget for SEAC to review
- Set agenda for SEAC with State President
- Review SLC Scripts
- Submit tax information to Accountant and request a financial statement
- Attend SEAC meeting
- Meet with State Officers before SEAC meeting
- Prepare State Adviser Report
- Serve as an advisory member to the SEAC and Executive Council
- Help prepare advisor agenda

December

- Confirm SLC Location and Dates
- Confirm Marriott and Century II contracts
- Send out all District STAR Events and Elections Packet to District advisors
- Meet with Accountant to finalize financial statement and Income Tax Return
- Prepare a State Board agenda with the president
- Send State Board the January meeting agenda
- Mail State Officer packet for preparations for Citizenship Day
- Confirm members of officer selection committee
- Review SLC Scripts
- Order STAR Events Medals if needed
- Complete taxes to be ready for mailing

January

- Final preparations for Citizenship Day and Attend Citizenship Day
- Attend State Board meeting
- Finalize income tax return
- Complete secretary of state's report online
- Be available on designated dates of district elections and STAR events to answer any questions or problems that may occur
- Review SLC Scripts
- Contact DJ for State Leadership Conference
- Mail packets to state officer selection committee and team members
- Attend SAMM in preparation for NLC

February

- Organize State STAR Events
- Recognition and Scholarship selections
- Prepare materials for State Officer Selection
- Follow Up and secure SLC Speakers
- Review final SLC Scripts.
- Oversee VP of STAR Events state officer to make phone calls to room consultants
- Send out room consultant packets by end of month

March

- Peer Ed and State Officer Selection and Release Results
- Process all SLC registrations
- Attend United Conference
- Create dance tickets and track session tickets
- Prepare materials for SLC adviser packets
- Prepare materials for state STAR events

April

- Attend SLC
- Assist with registration
- Assist with STAR Events
- Supervise practice sessions for SLC staging
- Distribute officer awards at honors banquet
- Oversee all workshops and trainings
- Meet with New and old officers
- Meet with all NLC Attendees at the end of SLC
- National STAR Events Registration
- Consult with peer education coordinator
- Order business cards and name tags for state officers

**Kansas FCCLA – Policy and Procedure Manual
Appendix A**

Personal Information

District/State Officer Qualifications Form

District Officer Contract

District Officer Code of Conduct

District Officer Elections Qualifications Rubric

District Adviser Tally Sheet for District Elections

State Officer Candidate – Designated Office Interest Form

State Officer Contract

State Officer Code of Conduct

Social Media Code of Conduct

Personal Profile for District / State Officer Candidates

Photo/Video/Audio Release

District Officer Unexcused Absence

**Kansas FCCLA State / District Officer Candidate
Personal Information**

Due by February 10

Please TYPE the following information.

Your name

Parent(s) Name(s)

Home Address including City, State & Zip

Home Phone Number

Your Cell Phone Number

Your Email Address

School Name

School Address including City, State & Zip

School Phone Number

Adviser Name

Adviser Home Address including City, State
& Zip

Home Phone Number

Cell Phone Number

Email Address

**KANSAS ASSOCIATION
FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA**

District / State Officer Qualification Form

OFFICERS' QUALIFICATION FORM FOR DISTRICT AND STATE ELECTIONS

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

EMAIL TO DISTRICT ADVISER BY MIDNIGHT on JANUARY 10

STATE OFFICER CANDIDATES EMAIL TO: sdandres@ksu.edu by midnight on FEBRUARY 10

Officer Candidate for District: _____ Chapter: _____ GPA: _____ on 4.0 scale
Min. of 3.0

Name: _____
Current Grade Level: _____ Graduation Year: _____

I wish to run for: (check all that apply):

- District Officer only
- State Officer Candidate only
- District or State Officer Position
- I wish to be considered for National Officer Candidate

Please rank in order your **DISTRICT** officer position preferences for all 8 positions.

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

State Officer Candidates – complete the Designated Office interest form

- I have read the District portion of the Policy and Procedure Manual to better understand the duties and process. (check the box and sign) Signature _____

Required Forms for District Officer Candidate – send to designated member of District Adviser Team:

- Personal Information Page
- District/State Officer Qualification Form
- District Officer Candidate Contract
- District Officer Code of Conduct
- Social Media Contract
- Photo/Video/Audio Release
- Personal Profile Sheet (2)
- Chapter Affiliation with name highlighted

Required Forms for State Officer Candidate – send to State Adviser by Feb 10:

- Personal Information Page
- District/State Officer Qualification Form
- State Officer Candidate: Designated Office Interest Form
- State Officer Candidate Contract
- State Officer Code of Conduct
- Social Media Contract
- Photo/Video/Audio Release
- Personal Profile Sheet (2)
- Copy of Transcript
- Chapter Affiliation with name highlighted



Candidate Letter (office use only)

Candidate Letter (office use only)

District officer candidates must complete .5 credit of Family and Consumer Sciences at 6th grade or above prior to assuming responsibilities. State or National Officer Candidates must have completed 1 credit of Family and Consumer Sciences courses at 6th grade or above prior to assuming responsibilities. List FCS 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 _____.

What other leadership and school commitments do you have?

Explain how you plan to make FCCLA a priority with your commitment if you are selected as a District, State, or National officer?

Identify responsibilities or activities completed in each category that would help you in serving as an FCCLA officer. Example: Basketball; Student Council Officer. Consider all levels of participation (home, school, community)

Responsibilities, Achievements & Activities
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Check Power of One modules completed (recommended, not required)

_____ 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.

**KANSAS FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA
DISTRICT OFFICER CONTRACT**

After being elected as a District and/or State Officer of the Kansas Family, Career and Community Leaders of America, I

_____ of the _____ chapter, 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 adviser.
2. Adhere to the code of conduct for officer work and travel. Violation of conduct rules may result in the delegate being sent home immediately at their own expense.
3. Complete my officer responsibilities on time or will notify the appropriate adviser in writing as to the reason for delay. Officer must receive approval and extension by the appropriate adviser.
4. Attend the Take AIM Conference and State Leadership Conference.
5. Attend the National Leadership Conference if elected as a State Officer or District President. District President is also required to attend the District President Training in April.
6. Attend District Officer Required activities outlined in the Procedure Manual.
7. Provide a file of the activities completed during my term of office to better assist future officer teams in their planning.
8. Remain in good standing with my school.

Failure to meet any of the above requirements will result in the loss of the "Officer Certificate with Honors" and may result in removal from office as determined in the Policies and Procedure Manual of Kansas FCCLA.

Date: _____ Signed _____, District Officer
I shall be responsible to communicate my need for transportation to meetings with the people listed below.

(Candidate's Name) _____ has our permission to become an FCCLA District Officer.
I/We shall cooperate in every way to assist her/him to attend the above meetings and to fulfill his/her officer responsibilities.

Date: _____ Signed _____, Parent/Guardian

As a chapter adviser, I believe this officer has the qualifications for the office she/he was elected. I shall cooperate in every way to assist her/him to attend the above meetings and to fulfill her/his officer responsibilities.

Date: _____ Signed _____, Chapter Adviser

The school administration gives approval for the above officer to complete her/his duties and pledge our support by providing school transportation to and from all required meetings.

Date: _____ Signed _____, Local Administrator

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, unless permitted for religious reasons.
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 only in public meeting areas. Sleeping rooms are off limits without the presence of assigned adult.
5. Wear appropriate clothing. I will wear official dress unless otherwise specified by the district adviser.
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 adviser & keep them always informed of my whereabouts.
9. Keep my belongings together and out of the way of others.
10. Always keep hotel room key with me. 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. I 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 child 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

**This paper includes 2 of the same rubric. Each voting delegate is to receive one of these rubrics for each officer candidate, to be turned in with each qualification sheet.

FCCLA District Officer Elections Qualification Sheet Rubric: Candidate Letter: _____

Please circle one number and write the same number in the points column on the right side.

						Points
0	1-2-3-4	5-6-7-8	9-10-11-12	13-14-15-16	17-18-19-20	
Not turned in	Turned in incomplete and/or not typed	Turned in incomplete, or with many spelling or grammar mistakes	Turned in complete, but with few spelling or grammar mistakes	Turned in complete, but un-informative, or directions not followed	Turned in complete, informative, and followed all directions	

School _____

Initials _____

FCCLA District Officer Elections Qualification Sheet Rubric: Candidate Letter: _____

Please circle one number and write the same number in the points column on the right side.

						Points
0	1-2-3-4	5-6-7-8	9-10-11-12	13-14-15-16	17-18-19-20	
Not turned in	Turned in incomplete and/or not typed	Turned in incomplete, or with many spelling or grammar mistakes	Turned in complete, but with few spelling or grammar mistakes	Turned in complete, but un-informative, or directions not followed	Turned in complete, informative, and followed all directions	

School _____

Initials _____

District Adviser TALLY Sheet

FCCLA District Officer Elections

Candidate Name: _____

Candidate Letter: _____ Candidate Number: _____

****To be filled out by District Adviser:**

Candidate Information Forms (Code of Conduct, Social Media Contract, Candidate Contract, Officer Qualification Form, Personal Profiles)

0 Did not turn in	1 Turned in with missing forms	2 Turned in incomplete and late	3 Turned in late but complete	4 Turned in incomplete	5 Turned in complete and on time	
----------------------	-----------------------------------	------------------------------------	----------------------------------	---------------------------	-------------------------------------	--

Personal Profiles

Score as indicated by the profiles, added together, and divided by 10	
---	--

Test (by number correct)

0 Did not turn in	1 1-2 questions were answered correctly	2 3-4 questions were answered correctly	3 5-6 questions were answered correctly	4 7-8 questions were answered correctly	5 9-10 questions were answered correctly	
----------------------	--	--	--	--	---	--

Subtotal:

From the Voting Delegate Rubric:
Average from all Voting Delegates

	Points
Speech	/25
Fact Question	/10
Fun Question	/5
Professional Image Displayed (FCCLA official dress is required)	/5
Qualification Form	/20

Subtotal:

Grand Total:

**KANSAS ASSOCIATION
FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA**

State Officer Candidate: Designated Office Interest Form

This form has been created in order to facilitate the state Selection Committee in assigning designated offices to those candidates elected by the voting delegates. This is similar to the process used by the national FCCLA organization. The Selection Committee will interview the elected candidates and assign them to designated offices based on interest and qualifications. The completion of this form will indicate to the committee those offices in which you are interested and for which you feel qualified. **You may indicate an interest in several positions.**

Candidate's Name: _____

I have read the attached duties and responsibilities of each office in the Kansas Association, and wish to be given consideration by the Selection Committee for the specific offices numbered with 1 being my first choice below. ***I understand that the offices of president and 1st vice president require additional days absent from school.***

- _____ State President (This officer serves a one-year term on the Board of Directors, resulting in two extra meetings in addition to the regular executive council meetings.)
- _____ 1st Vice President (This officer serves a one-year term on the Board of Directors, resulting in two extra meetings in addition to the regular executive council meetings.)
- _____ Vice President of Individual Programs
- _____ Vice President of Membership
- _____ Vice President of Peer Education Programs
- _____ Vice President of Recognition
- _____ Vice President of Public Relations
- _____ Vice President of Corporate Relations/Finance

Signed: _____, Officer Candidate

We approve the selection of this candidate for the offices checked above and understand that certain offices require additional time away from school for both the officer and the adviser.

Signed: _____
(Chapter Adviser)

Signed: _____
(School Principal)

**KANSAS FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA
STATE OFFICER CONTRACT**

After being elected as a State Officer of the Kansas Family, Career and Community Leaders of America, I

_____, of the _____ chapter, will

- 9. Attend and participate in all activities of my local chapter and district as well as meetings designated for my office by the state association or state adviser.
- 10. Adhere to the code of conduct for state officers. Violation of the code of conduct rules may result in being sent home immediately from an activity at my own expense and/or possible dismissal from office. The appropriate process for violation of the code of conduct will be followed. The student must maintain good standing with their school, meet attendance standards set by the school and no disciplinary actions due to misbehavior at the discretion of the chapter adviser. The state officer will have an accumulative 3.0 GPA for the past three semesters.
- 11. Meet all deadlines and complete the responsibilities of my office on time or will notify the state adviser as to the reason for delay. Officer must receive approval and extension by the state adviser.
- 12. Attend Briefcase Exchange, State Leadership Conference, state STAR events, CTSO state officer training, National Leadership Conference, Take AIM Conference, State Executive and Advisory Council meetings, State Executive Council Meetings, and Citizenship Day.
- 13. Provide a file of the activities completed during my term of office to better assist future officer teams in their planning.
- 14. Attend assigned District Fall Leadership Academies and present state officer workshop.
- 15. Keep personal address, home phone numbers, and personal email confidential to maintain privacy.

**Those signing below give permission, if elected to State Executive Council, for the State Officer to ride with the State Adviser or a driver designated by the State Adviser at SEC attended events.

Failure to meet any of the above requirements will result in the loss of the "Officer Certificate with Honors" and may result in removal from office as determined by the policies committee of the State Executive and Advisory Council.

Date: _____ Signed _____, State Officer
I shall be responsible to communicate my need for transportation to meetings with the people listed below.

(Candidate's Name) _____ has our permission to become an FCCLA State Officer.
I/We shall cooperate in every way to assist her/him to attend the above meetings and to fulfill his/her officer responsibilities.

Date: _____ Signed _____, Parent/Guardian

As a chapter adviser, I believe this officer has the qualifications for the office she/he was elected. I shall cooperate in every way to assist her/him to attend the above meetings and to fulfill her/his officer responsibilities.

Date: _____ Signed _____, Adviser

The school administration gives approval for the above officer to complete her/his duties and pledge our support by providing school transportation to and from all required meetings.

Date: _____ Signed _____, Local Administrator

Kansas Family, Career & Community Leaders of America State Officer Code of Conduct

All meetings and activities of Kansas FCCLA are educational functions and plans are made with that objective in mind. Your behavior at these meeting and activities is a direct reflection of Kansas FCCLA. The Kansas Association wants every person to have an enjoyable experience with maximum attention to safety and comfort. The following policies are mandatory and non-negotiable. These policies will be enforced for every state officer attending a local, district, state or national FCCLA activity of the Kansas Association. This includes appropriate behavior on a daily basis as well.

I, as a state officer of Kansas Family, Career & Community Leaders of America will NOT:

1. Possess or consume the following, which includes but is not limited to: tobacco, cigarettes, vape, cap 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 use any offensive verbal communication that may cause anger or may alarm anyone.
4. Wear inappropriate clothing to FCCLA meetings, which include jeans, flip-flops, hats or any other item of clothing that advisors feel, is demeaning to the organization as a whole.
5. Use any audio device during an FCCLA meetings (ex. Cell phones, iPod's, etc.) and well keep the items off at all times.
6. Leave any meetings without permission of an adviser.
7. Make charges to my hotel rooms and keep my room clean when traveling under Kansas FCCLA.
8. Break any establish curfews.
9. Discriminate against any person due to age, race, gender, religion, or sexuality.
10. Be found to have committed a felony by court of law or adjudicated for a felony including probation.

I, as a state officer of Kansas Family, Career & Community Leaders of America will:

1. Attend all meeting sessions for the entirety for which I am registered.
2. Properly secure all valuables and be cautious in displaying these items. The State association well not be responsible for any lost or stolen items.
3. Review agendas with advisers & keep them informed of my location and activity at ALL times.
4. Meet other students or adults in public meeting areas. Other sleeping rooms are off limits without the permission of an assigned chaperone or adviser.
5. Behave professionally at all times; be courteous to all guests and friendly to other delegates. Respect the rights of others and use proper protocol at ALL times.
6. Attend all meetings I am required to be in attendance for, which include State Leadership Conference (2 years), National Leadership Conference, CTSO training, State officer meetings, Take AIM and/ or any meetings required for my selected position.
7. Behave in such a way that reflects me as a person, my school and the organization as a whole, in a positive manner.
8. Remember that I am a member of a team, and work together to better Kansas FCCLA.

ALL RULES OF MY SPECIFIC SCHOOL AND DISTRICT WILL ALSO APPLY WHEN AT FCCLA ACTIVITIES.

I understand that should I violate any of the policies above I may be dismissed from my current position in Kansas FCCLA, may be asked to leave from any meeting/ conference and may be responsible for any reimbursement of the State Association for all expenses relating to this event. If violated and need review, the current State Officer Advisory Board consisting of the State President, State Board of Director's President and State Adviser well make a decision if removal of position or attendance is needed.

Date

Participant's Signature

We have read and understand the Code of Conduct policies. We also agree that the state staff has the right to send our son/ daughter home from the activity at our expenses, provided he/she violated the conduct policies and/or his/her conduct had become a deterrent to the activity or image of the State Association as determined by the State Officer Advisory Board.

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. 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 or anyone
- 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 in every post 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 adviser. 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/Guardian: _____ Date: _____

Disclose Social Media User Names Facebook _____

Instagram _____ Tik Tok _____

Snapchat _____ Other _____

PERSONAL PROFILE FOR DISTRICT / STATE OFFICER CANDIDATE

(Confidential: NOT to be seen by applicant) Please fill out this form and email to sdandres@ksu.edu by Feb. 10.

Candidate's Name _____

District _____

Chapter _____

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

	1	2	3	4	5
Mark X in the appropriate column					
Character					
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					
Scholarship					
1. Class work (family and consumer sciences & others)					
2. Ability to carry out instructions					
3. Effort in terms of ability					
Leadership					
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					
Services					
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)					
Citizenship					
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?

Yes ___ No ___

Signed _____

Position or Title _____

Total Points:

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)

Yes ___ No ___

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.

KANSAS FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA
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. (please print)

Student's Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Student's Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

KANSAS FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA
District Officer Unexcused Absence Form

District _____

District Adviser _____

District Officer _____

Date of Absence _____

Date of Discussion and Vote _____

Explanation of Absence and Action:

District Adviser Signature: _____ Date: _____

Kansas FCCLA – Policy and Procedure Manual
Appendix B

Application Form

Team Member Agreement

Peer Education Team Code of Conduct

Social Media Code of Conduct

Expenses Reimbursement Request Form

Peer Education Selection Score Sheet

KANSAS PEER EDUCATION TEAM MEMBER APPLICATION FORM

Email received at State Office by February 10

- ◆ Sixteen peer education team members will be selected. Teams to be determined.
- ◆ Team members will be selected and notified prior to State Leadership Conference.
- ◆ Three applications are allowed per chapter.
- ◆ Candidates must be 9th grade or above during year of term.
- ◆ Candidates must have completed 1 credit of FCS classes before accepting their peer education position, submit transcripts or a copy of school schedule

Candidate Information: Please Type

District: _____ Chapter Name: _____

Candidate Name: _____ Guardian/Parent: _____

Number of years in FCCLA: _____ Current Age: _____

Candidate E-mail address: _____

Home Mailing Address: _____ City: _____ Zip: _____

Home Phone: _____ Candidate Cell Phone Number: _____

Advisor's Name: _____ Advisor's Home Phone: _____

Advisor's E-mail: _____ Advisor's Cell Phone Number: _____

School Mailing Address: _____ City: _____ Zip: _____

School Phone: _____ School Fax: _____

National Programs: Indicate which programs you have experience with. (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Stand UP | <input type="checkbox"/> Financial Fitness |
| <input type="checkbox"/> Families First | <input type="checkbox"/> Families Acting for Community Traffic Safety |
| <input type="checkbox"/> Community Service | <input type="checkbox"/> Student Body |
| | <input type="checkbox"/> Career Connection |

Written Application Guidelines:

1. **Type** a list including the following information (limit information to 1 page only) Do not include school, town or community (anything that would identify student's home community) Bullet items.
 - Name at top of page (this will be blackened out before judging)
 - ◆ Bullet List FACS classes taken and course length.
 - ◆ Current age and years of membership in FCCLA, and Grade in School.
 - ◆ Bullet list your participation in FCCLA at the local, district, state and national levels (including offices and peer education experience)
 - ◆ Bullet list your experiences with peer education outside of FCCLA- Community Service or Leadership Opportunities.
 - ◆ Describe in 50 words or less, why you want to be a peer ed. member.
2. Create a video 1-2 minutes in length following the guidelines provided in the "Video Guidelines" Section.
3. Candidates will be evaluated based upon peer education experiences within and outside of FCCLA, FACS classes taken, leadership within FCCLA and ability to communicate in written and oral forms. See the "Score Sheet Outline" section for more information.
4. Enclose a copy of the Chapter's Affiliation with date and member's name highlighted for each applicant.
5. Attach a copy of applicant's transcript or schedule of classes.

VIDEO GUIDELINES:

1. The presentation is to be on a National program of the candidate's choice. (see National Programs list)
2. The video is to be 1-2 minutes in length and begins with first audio sound, music or voice. (-2 deduction if under 1 minute or over 2 minutes in length)
3. The **VIDEO** must **not** include the candidate's school, district or name as part of the script, props or background. (-2 deduction if included per occurrence)
Please **include your name in the VIDEO TITLE** but not within the video.
4. Review the score sheet outline below to see the scoring for the written and video/recording as well as the deductions possible.
5. If the **VIDEO** has a backdrop, please make it simple so as not to distract from the candidate or props.
6. Use a tripod to film so the movement of the camera is minimal.
7. If editing, make sure the change has a smooth transition.
8. Label the file with candidate's name and school for identification.
9. Be sure to zoom in on props and displays if used.
10. Speak clearly.
11. Please review the video before sending to keep imperfections to a minimum.
12. Others may assist. Limit speaking parts. (past or current Peer Ed members, district officers or state officers are not allowed to have a speaking part).
13. **Upload the video into Google Drive and make it shareable with the Peer Education Coordinator and State Adviser.**

Other Guidelines

14. A minimum score of 70% is required for the candidate to be considered for the peer education team. A score lower will result in disqualification.
15. **Application emailed** after the deadline OR recordings uploaded in wrong format will be disqualified. If you do not have google available, please contact us.
16. **Deadline is February 10.**

Helpful Hints-

- √ Be Creative
- √ Dress the part
- √ Be comfortable in front of the camera
- √ Check for good sound on more than one computer
- √ Center your video around your interests and talents
- √ Use your 2 minutes wisely
- √ Show as much experience and knowledge as possible
- √ Show your personality
- √ Try to memorize- read off the script as little as possible

PEER EDUCATION TEAM MEMBER AGREEMENT

PERSONAL/FAMILY OBLIGATION

My parents and I understand the obligation of this position, the requirements to attend all meetings asked of me, and the responsibility for all personal expenses beyond those paid by the local, district, or state associations. The state or local association will not be held responsible in the event of an accident. I will allow my name and picture to be released for publicity purposes on web pages, brochures, etc. My privacy will be maintained by keeping school name, personal and school addresses, phone numbers and e-mail addresses confidential. If elected, I will serve to the best of my ability.

Signature of applicant

Signature of parent/guardian

Date

Date

SCHOOL OBLIGATION

We understand the commitments inherent in this office and pledge our support and assistance if the candidate is elected. Obligations include attendance at all team meetings, some that will occur during the summer and some during the school year. By signing below, the advisor pledges to provide guidance and direction to the candidate during the term of office and understands that the local chapter and candidate must remain in good standing with the school, state, and national FCCLA offices of the association or the candidate may be removed from the position. It is understood that the local advisor, or another adult who has approval of the school district, will accompany the student member to all team related events.

We at _____(school) realize that, should a student from our school be selected to serve on the State FCCLA Peer Education Team, he/she will be required to miss school days for workshops and presentations. The applicant, _____, has the full support of our school. It is understood that the local advisor, or another adult who has approval of the school district, will accompany the student member to all team related events.

Administrator's signature

Adviser's signature

Title

Date

Note- Signatures of the building administrator and advisor where the student will be attending classes for the specified year _____are required. If you are changing buildings due to grade level or any other reason, please be aware of this provision.

Kansas Family, Career & Community Leaders of America

Peer Education Team Code of Conduct

All meetings and activities of Kansas FCCLA are educational functions and plans are made with that objective in mind. Your behavior at these meeting and activities is a direct reflection of Kansas FCCLA. The Kansas Association wants every person to have an enjoyable experience with maximum attention to safety and comfort. The following policies are mandatory and non-negotiable. These policies will be enforced for every peer education team member attending a local, district, state or national FCCLA activity of the Kansas Association.

I, as a Peer Education team member of Kansas Family, Career & Community Leaders of America will NOT:

1. Possess or consume the following, which includes but is not limited to: tobacco, cigarettes, vape, cap 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 social media contract.
3. Use vulgar language or use any offensive verbal communication that may cause anger or may alarm anyone.
4. Wear inappropriate clothing to FCCLA meetings, which include jeans, flip-flops, hats or any other item of clothing that advisors feel is demeaning to the organization as a whole.
5. Use any audio device during an FCCLA meetings (ex. Cell phones, iPod's, CD Players, etc.) and will keep the items off at all times.
6. Leave any meetings without permission of an advisor.
7. Make charges to my hotel rooms and keep my hotel room clean when traveling under Kansas FCCLA.
8. Break any establish curfews.
9. Discriminate against any person due to age, race, gender, religion or sexuality.
10. Be found to have committed a felony by court of law or adjudicated for a felony including probation.

I, as a Peer Education team member of Kansas Family, Career & Community Leaders of America will:

1. Attend all meeting sessions for the entirety for which I am registered.
2. Properly secure all valuables and be cautious in displaying these items. The State association well not be responsible for any lost or stolen items.
3. Review agendas with advisors & keep them informed of my location and activity at ALL times.
4. Meet other students or adults in public meeting areas. Other sleeping rooms are off limits without the permission of an assigned chaperone or advisor.
5. Behave professionally at all times; be courteous to all guests and friendly to other delegates. Respect the rights of others and use proper protocol at ALL times.
6. Attend all meetings I am required to be in attendance for, which include State Leadership Conference (2 years), Peer Education team meetings or trainings, National Leadership Conference, Take AIM and or/ any meetings required for my position.
7. Behave in such a way that reflects me as a person, my school and the organization as a whole, in a positive manner.
8. Remember that I am a member of a team, and work together to better Kansas FCCLA

ALL RULES OF MY SPECIFIC SCHOOL AND DISTRICT WILL ALSO APPLY WHEN AT FCCLA ACTIVITIES.

I understand that should I violate any of the policies above I may be dismissed from my current position in Kansas FCCLA, may be asked to leave from any meeting/ conference and may be responsible for any reimbursement of the State Association for all expenses relating to this event. If violated and needed review, the Peer Education Advisory board consisting of the Peer Education current President and/or Secretary and/ or Treasurer and the State Advisor well decide if removal of position or attendance is needed.

Date

Participant's Signature

We have read and understand the Code of Conduct policies. We also agree that the state staff has the right to send our son/ daughter home from the activity at our expenses, provided he/she violated the conduct policies and/or his/her conduct had become a deterrent to the activity or image of the State Association as determined by the State Officer Advisory Board.

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 in every post 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 officer: _____

Date: _____

Peer Education Expenses Reimbursement Request Form

Please forward to State Adviser within two weeks of purchase for reimbursement.

Team Name: _____

Team Leader: _____

Payment is to be made to: _____

Address for Recipient of Check: _____

Original receipts must be attached to receive payment.

Date Purchased	Item Purchased	Cost

Signature of Team/Chapter Adviser: _____

Date Sent to State Adviser: _____

FOR STATE OFFICE USE ONLY

Date Received: _____

State Adviser Signature: _____

Date Paid: _____

Peer Education Selection Score Sheet - Applicant # _____

I. Written Materials: 40 pts possible

FCCLA Experience (Local, District, State, Region, National)	- 20 pts possible	
Peer Education (Within and outside of FCCLA)	-10 pts possible	
<i>Format, Grammar, Punctuation, Neatness, Completeness</i>	<i>-10 pts possible</i>	

II. Video Presentation: 50 pts

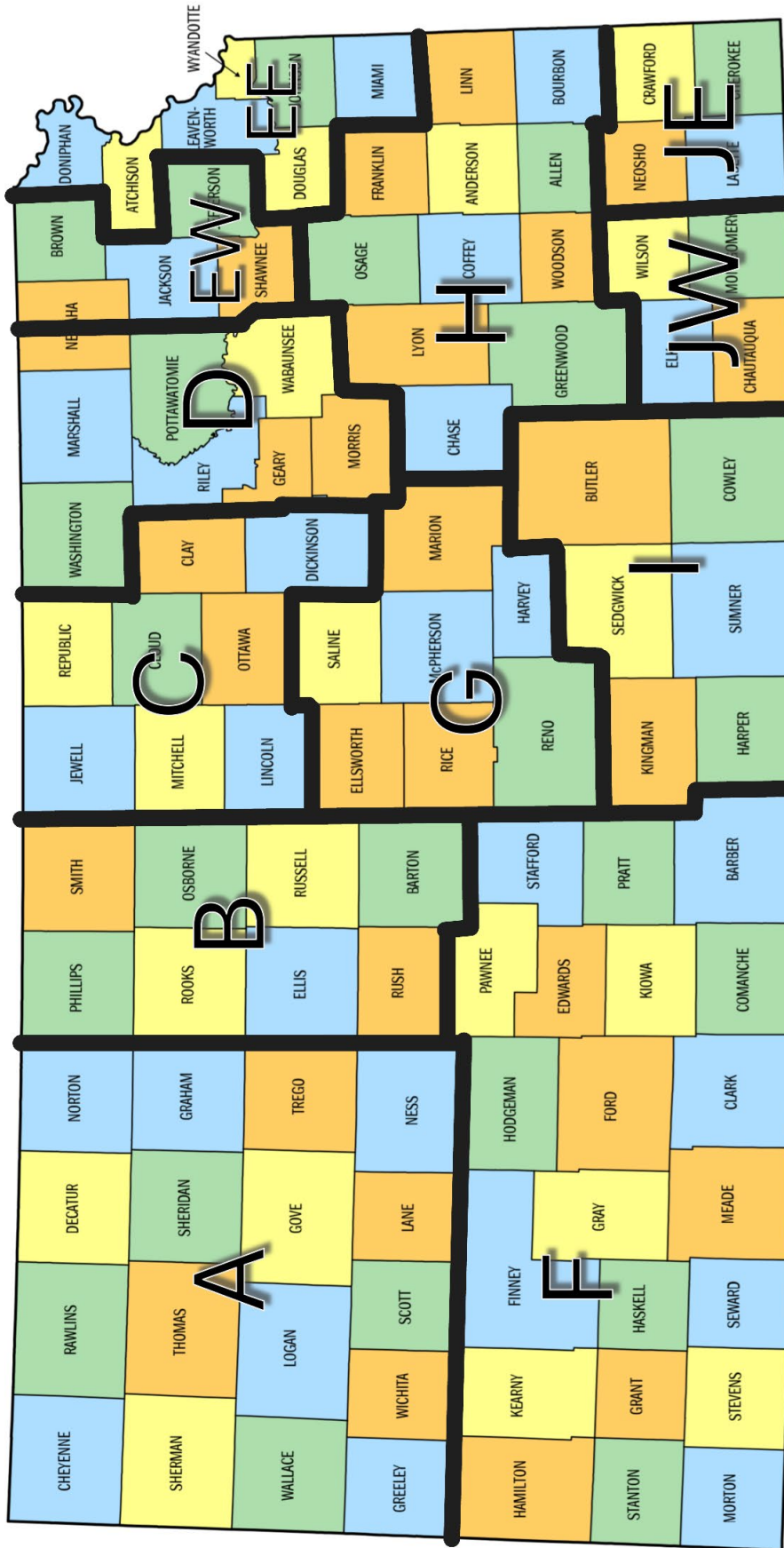
Content and Knowledge of National Program	- 20 pts possible	
Poise and Delivery	-10 pts possible	
Appropriate appearance according to video	-10 pts possible	
Creativity and Imaginative Props	-10 pts possible	

III. Deductions: 10 pts (-2 per occurrence, not to exceed a total of 10 pts.)

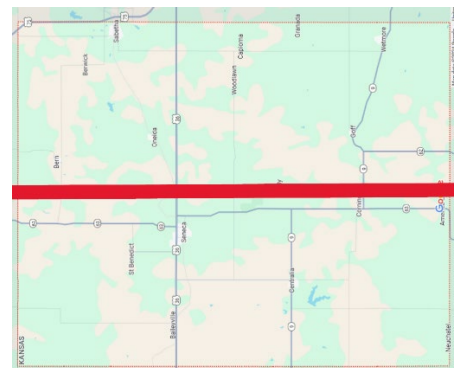
No deductions (10 points given unless the following are found)	+ 10 pts	
Name said or displayed in video	-2	
Name said or displayed on resume page (other than top of page)	-2	
School or community included on resume page	-2	
School or community displayed or said in video	-2	
Not uploaded into Google Drive	-2	
Video timing under one or over 2 minutes	-2	
51 or more words in essay	-2	
Incomplete Application (missing documents or information)	-2	
Exceeds page limit	-2	

TOTAL SCORE _____

KANSAS



Effective 8/1/2025



Nemaha County

Kansas FCCLA STAR Event Information

1. District and State STAR Events will be conducted according to the rules and regulations of the National STAR Event manual found in the adviser portal on the national website, www.fcclainc.org.
2. Members may not participate in both Online and In Person STAR Events.
3. All STAR Event participants are required to be affiliated by December 15 (of current school year). The affiliation form, student membership list and payment must reach National FCCLA with a received by date on or before December 15 (see affiliation information sheet).
4. New student(s) to your school or program after the December 15 deadline date may be added to an affiliated chapter by a posted date of January 31 or before of the current year. These new students may participate in District and State STAR Events as long as the chapter affiliated by the December 15 deadline. If the District STAR Event entry deadline is prior to January 31, the deadline becomes the District STAR Event entry deadline.
5. ALL state STAR Events must first be presented at FCCLA District STAR Events with the exception of Culinary Arts, Baking and Pastry and Post-Secondary events.
 - a Culinary Arts competition will take place at the State Leadership Conference.
 - b Baking and Pastry competition will take place at the State Leadership Conference.
6. One entry per FCCLA District for each national event in all three levels may participate at the state STAR events competition. Participants must receive a score of 60 or higher at the District level to be eligible for the state level of competition.
7. All state STAR Event entries will receive recognition at the State Leadership Conference.
8. Participants who receive an 85 or higher at State STAR Events are eligible to participate at the National level. Kansas will send the number of qualifiers allowed by Nationals for each level if they are eligible. This is typically two per level in each event. If receiving a gold at state, the top qualifying team or individual in each level of the event will get their STAR Event registration for NLC paid for.
9. Any member substitutions must be less than half of the team.
10. **District Advisers only:** Report the top two competitors in Levels I, II, and III.
11. If a member has already qualified for a national-qualifying event (ex. Knowledge Bowl), they may not compete in district star events.
12. FCCLA Districts may host LEOs at District STAR Event competitions. Each entry will receive a ribbon of recognition purchased from Alumni & Associates; members may enter at the district, state or both levels; placement at the district level does not determine participation at the state level. Use of revenue earned will be determined per district. All entries may still be submitted at the State level.

Kansas FCCLA Alternate Transportation Request

Please use this form for requests of parents/guardians or advisers that would like their son/daughter or student to go to a FCCLA sponsored activity with the parent, adviser or designated adult outside of their school/home system.

This form is used to maintain the integrity of providing legal and moral responsibility for safety and well-being of students under our supervision.

All Kansas FCCLA members must be driven/travel to the district, state, and national meetings by the chapter adviser, school staff member, or a relative over the age of 21 if traveling out of their school district, unless otherwise approved in writing by a school administrator. Students will NOT be transported by any other individual(s) such as friends or drive themselves.

Section A: For parent releasing their son/daughter to another adult

I give my permission for (student's name) _____

To be transported by (name of adult) _____

To and from the (activity) _____ at (location) _____

On (dates) _____

Parent Signature _____ Date _____

Work Number _____ Cell Number _____

Adviser's Name _____ Adviser's Cell _____

Section B: For adult who will be responsible for student listed above

I (print name) _____ will be responsible for the transportation of the

student listed above on (dates) _____

Signature _____ Date _____

Kansas FCCLA Medical Release/Guardian’s Consent Form

Name of Participant _____ Social Security Number _____

Address _____ Date of Birth _____

Parent/Guardian Name(s) _____

Home Phone Number _____ Cell Phone Number _____

Additional Parent Contact Info _____

School Name _____ Adviser’s Name _____

Name of Activity _____ Date(s) of Activity _____

Currently Under Medical Care yes no

If yes, please explain _____

Allergies, Medications, etc. _____

Past serious illness or injury _____

Medical Insurance Company _____ Policy Number _____

Name of Insured _____ Relationship to student _____

Family Physician _____ Physician’s Phone Number _____

Emergency Contacts – name and phone numbers (if parent(s) can’t be reached at the contact information listed above)

1 _____ 2 _____

STUDENTS ONLY

As with all such conferences, there is the possibility that your son/daughter will have the opportunity to swim, go on sightseeing tours, etc. I hereby give my permission for my son/daughter to participate in these related activities. I hereby authorize in an advance any necessary medical treatment required by my son/daughter while he/she is attending this event.

Signature of parent/guardian

Date

NOTE: A separate form is required for each person attending the event.

Subscribed and sworn before me at (city) _____ (state) _____

This _____ day of _____ A.D. _____

(SEAL)

(Signature of notary)

My commission expires _____

Kansas FCCLA Expenses Reimbursement Request Form

Please forward to State Adviser within two weeks of purchase for reimbursement.

Payable to: _____

Position: _____

Event item(s) purchased for: _____

Address for Recipient of Check: _____

Original receipts must be attached to receive payment.

Date Purchased	Item Purchased	Cost

Signature of Chapter Adviser: _____

Date Sent to State Adviser: _____

FOR STATE OFFICE USE ONLY

Date Received: _____

State Adviser Signature: _____

Date Paid: _____

STATE BOARD APPLICATION

Due electronically by Feb. 20 to sdandres@ksu.edu

Position Description:

The Kansas Family, Career and Community Leaders of America State Board acts in a decision-making capacity and responds to suggestions of the State Executive and Advisory Council. The diversity of the board provides a broad range of knowledge that is important to the success of the Association. The FCCLA State Board will meet a minimum of two times each year to address governing issues of the organization.

State FCCLA Board Position Application:

Name: _____ Phone Number: _____

Home Address: _____

Email Address: _____

Business/School Address: _____

Applicant Bio Information (this will be presented on the ballot exactly as submitted on this form)

I _____ am willing to serve as the _____
Representative on the FCCLA State Board of Directors. I will serve the position to the best of my
ability for the benefit of Kansas FCCLA members on the State Association.

Signatures:

Applicant _____ Date _____

If student, must also obtain signatures below.

Chapter Adviser _____ Date _____

Administrator _____ Date _____

KANSAS FCCLA Procedure Manual – Change Request Form

Please return to the State Adviser:

1324 Lovers Lane
Manhattan, KS 66506
sdandres@ksu.edu

This change request will be addressed at the next scheduled State Executive and Advisory Council (SEAC) and State Board of Directors meetings.

Person and Chapter Requesting Change: _____

Phone Number: _____ Email Address: _____

Date Requested: _____

Section and Page of Requested Change: _____

Policy Subject: _____

Problem with Current Policy: _____

Suggestion for Change: _____

State Executive and Advisory Council

Date Policy Item Discussed at SEAC: _____

Executive and Advisory Council Signatures: _____

SEAC – Action Taken: _____

State Board of Directors

Date Policy Item Discussed at State Board of Directors: _____

State Board President Signature: _____

State Board – Action Taken: _____

Kansas National Officer Candidate Application Form Instructions

Read all instructions before filling out the application.

1. Please type all information requested on the form, using the space provided.
2. Attach recommendations indicating personal qualifications from chapter adviser and school administrator or other school official. Recommendations need to indicate their support should the officer be elected. Please discuss the national officer and adviser responsibilities in detail before securing each recommendation.
3. Attach a copy of chapter affiliation form, verifying candidate's membership.
4. Attach an official transcript, which indicates the candidate's unweighted 3.0 GPA for the previous 3 semesters.
5. A summary of the application form will be given to voting delegates. Please use only the space provided. Do not attach additional information or sheets.

Kansas National Officer Candidate Application Form

Return Electronically to:

State Adviser
 Kansas FCCLA
 1324 Lovers Lane
 Manhattan, KS 66506

State _____ National Region _____

CANDIDATE INFORMATION

Name of Candidate _____ Date of Birth _____
 Mailing Address _____ Home Phone _____
 City _____ State _____ Zip _____

Email Address _____

Father's Full Name _____

Mailing Address _____ Cell Phone _____

City _____ State _____ Zip _____

Mother's Full Name _____

Mailing Address (if different than father's) _____ Cell Phone _____

City _____ State _____ Zip _____

CANDIDATE'S SCHOOL

Name of School _____

Mailing Address _____ City/State/Zip _____

School Phone _____ Circle One: Jr HS Sr HS Other

Approx. School Enrollment _____ Current Grade Level _____ Cumulative GPA _____ (on 4.0 scale)

Note: Transcript should reflect same GPA as above on a 4.0 scale. If different system is used, please explain in the space provided and have school official provide grade point on a 4.0 scale. Note: National Headquarters may verify this information with school officials.

CHAPTER ADVISER

Name _____ Cell Phone _____

Mailing Address _____ City/State/Zip _____

Email Address _____

If school is different from officer candidate's school:

Name of Adviser's school _____

CANDIDATE’S SUMMARY SHEET

Candidate’s Name _____ State _____ National Region _____

I am interested in being:

- Candidate to represent member-at-large
- Candidate to represent regional membership

Number of membership years in FCCLA _____

Total years of family and consumer sciences instruction completed as of the end of this school year:

List family and consumer science course(s) and grade level when taken. List course titles as they appear on the student’s transcript _____

List your participation, offices in FCCLA, and contributions to the family and consumer sciences program in the levels below.

LEVELS: Local; District/Regional/Areas/etc.; State; National

Participation in school (list major activities and organizations in which involved, community activities, and job experiences):

Chapter Adviser

Date