



# Running for a District Office

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Welcome to the guide that will provide you essential information to becoming a district officer!

- Personal Growth
- Leadership Development
- Creative & Critical Thinking
- Interpersonal Communication
- Practical Knowledge
- Career Preparation



[hhs.ksu.edu/ahs/outreach/fccla](https://hhs.ksu.edu/ahs/outreach/fccla)

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# Alphabet Soup

FCCLA has so many acronyms, they can be hard to keep track of! This is a reference guide as you are preparing for district officer elections.

**FCCLA:** Family, Career and Community Leaders of America

**FCS:** Family & Consumer Sciences (The courses your adviser teaches!)

**CTE:** Career & Technical Education; this is what FCS falls under! It is a type of education involving hands on learning designed to promote career readiness. Examples: agriculture, business, healthcare, etc.

**CTSO:** Career & Technical Student Organization; this is what FCCLA falls under! They are linked to CTE and are specifically led by students . Examples: FFA, DECA, HOSA, TSA, etc.

**Chapter Adviser:** The FCS teacher at your school who offers you advice regarding FCCLA activities.

**District Adviser:** A local FCCLA adviser from your district who oversees the district officer team. They typically rotate every year.

**STAR Event:** A STAR Event is a year-long project in which FCCLA members choose a topic they are interested in, and set a goal, form a plan, act and follow up. Examples: Leadership, Focus on Children, Sustainability Challenge, etc.

**FLC:** Fall Leadership Conference; this is an event that each district hosts annually in the fall promoting community service, leadership and teamwork. The district officer team is responsible for representing their members during the conference.

**SLC:** State Leadership Conference; this is hosted in Wichita every year in the spring. During this time district officers receive training, bond with their team and develop a better sense of FCCLA.

# District Officer Duties

Before you decide to run as a district officer, it is essential that you understand what will be expected of you, your adviser and your parent(s)/guardian(s)! Members of the district executive council are vital to Kansas FCCLA, so we want you to be as prepared as possible!

- 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.)
- 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.
- Complete tasks as assigned by your duties or with your district executive council/district adviser team.
- Participate in planning district events.
- Report on planning meetings to local chapter(s) within your district as needed.
- Become acquainted with students holding the same/similar office at chapter and state levels.
- Keep appropriate records and pass them on to your successor.
- Know opening and closing ceremonies.
- Serve as a member of the District Executive Council.
- Familiarize yourself with District meeting scripts, handouts, etc.
- Familiarize yourself with basic parliamentary procedures.

# The Application

Although it may seem overwhelming at first, the application can be simple to navigate if you read through everything and start in advance. Remember your “why” throughout this process to maintain motivation!

- **Typed Personal Information Page**

- Use a simple and readable font. Preferably Times New Roman, Arial, Georgia, etc. Be sure to type in black.
- If you don't have a home phone number, don't stress! You can write “N/A”.

- **Qualification Form**

- Reflect on your strengths and research district offices before rating them on the form.
- When writing responsibilities, achievements and activities, use a plethora of different subjects so that you represent a well rounded candidate.
- Make sure that you fully read the Policies & Procedures Manual throughout this project. Although it is long, it will be your best friend!

- **Contracts**

- Give yourself plenty of time to contact your adviser, guardian(s) and administrators.
- To keep your papers organized, keep them in a specific folder in your backpack!

- **Personal Profile**

- Ask your teacher prior to giving them the form; be sure to fully explain to them what you are aiming to participate in.
- Give the evaluator at least one week to fill this out before the deadline.

# The Test

The District FCCLA Knowledge Test is all about gauging your understanding of the organization, which is a vital aspect of being a district officer! Tests vary by district, but most use a true or false or multiple choice format. While studying, remember to be kind to yourself and relax.

- **Resources**

- Your Chapter Adviser
- The Kansas FCCLA Website: [hhs.ksu.edu/ahs/outreach/fccla](http://hhs.ksu.edu/ahs/outreach/fccla)
- The National FCCLA Website: [fcclainc.org](http://fcclainc.org)

- **Information (This may be included)**

- National Programs
- FCCLA's Motto
- FCCLA's Purposes
- Power of One Units
- FCCLA's Colors
- FCCLA's Flower
- FCCLA's Mission
- FCCLA's Tagline
- FCCLA's Creed
- Career Pathways
- State & National Conferences
- Parliamentary Procedure

- **Studying Tips**

- Comb through the national and state FCCLA websites to gain knowledge.
- Create a study guide or note cards to look over!
- Don't overdo it!

- **Testing Tips**

- Bring a water bottle to the test room to stay hydrated.
- Double check that you have filled out all of the information.
- Don't forget to pack a pencil!
- If you need testing accommodations, please reach out to your district adviser!
- Take a deep breath.

# The Interview

The day of elections, the biggest thing you can remember is to be yourself!  
Everything will fall the way that it is supposed to.

- **Speech**

- The speech must be over an FCCLA topic (National Program, Career Pathway, etc.)
- A candidate cannot take longer than 3 minutes to present their speech.
- The best presentations have a theme!
- You may use note cards during the speech.
- Maintain eye contact with the delegates.
- Be yourself!

- **Fact Question**

- Studying for the test is the best way to prepare.
- Situational questions may be used. If this occurs; the STAR method is a great way to respond.

- **Fun Question**

- Don't stress about this!
- Be yourself.

- **Dress**

- FCCLA Official Dress is required!
- This includes a red blazer, with a sheath dress, white button down with a skirt, white button down with slacks or a black button down with black slacks.
- Don't forget a tie, ascot or pearls!

- **Insider Tips**

- Be sure to slow down while you are talking.
- Get a good night's sleep the night before.
- Bring snacks for elections!