



# 2021 National Officer Candidate

## Application Packet

**NOC Name:**

**State:**

**Region:**



## 2021 NATIONAL OFFICER CANDIDATE APPLICATION INSTRUCTIONS

National Officer Candidates must provide proof of FCCLA leadership experience in their families, careers, and communities, appropriate documentation, signatures, recommendations, and approval in order to run for national office. In addition to verifying your eligibility to run for a national office, the application is your opportunity to tell the nominating committee members and election voting delegates about your qualifications. Your application should reflect who you are, why you joined FCCLA, your experiences, your future goals, and why you want to be a national officer. Portions of the application form – resume and essays – will be posted online at [www.fcclainc.org](http://www.fcclainc.org). In addition to these documents, the nominating committee members will also receive the letters of recommendations for review. Please review the following information carefully.

### Checklist of Application Instructions:

**NOC Intent to Run Form**

Complete the National Officer Candidate “Intent to Run” form online by April 15, so that FCCLA National Staff will know to expect the candidate’s application.

**NOC Application Form**

Please type all information requested on the 2021 National Officer Candidate Application Form, using only the space provided. This form should not be altered or changed in any way. Additional information, beyond the requested attachments below, will not be considered.

▪ Essay Questions (Pages 4-5)

Candidates must complete essay questions 1 and 2 of the application. The essays must be typed in the space provided. Essay questions must be answered by the candidate only. Please note, your responses or a portion of your response, may be used in FCCLA publications, and/or social media platforms.

▪ Approval (Page 6)

Candidates must receive approval in order to run for national office. Candidates must seek prior approval for travel to miss school for FCCLA meetings, conferences, and related activities. Candidates must receive support for their candidacy from each of the individuals listed. Please have each person check **all** the boxes and they must include a signature and date. If all boxes are not checked due to lack of support, National FCCLA cannot accept your application.

*\*If the school administrator does **not** place an “X” in the box to allow the officer to travel alone due to a school regulation, a letter must be attached stating that the school or state association will be responsible for covering the adviser’s expenses to travel with the officer.*

▪ National Officer Candidate Forms (Pages 7-11)

Please obtain all of the appropriate signatures for the following forms:

- Transcript Release Parental Agreement Form
- Photography and Website Consent Release Form
- Code of Conduct Agreement and National Officer Agreement
- Election Policies
- National Officer Preference Form and Travel Permission
- Social Media Code of Conduct

**FCCLA Resume**

Attach a professional FCCLA resume, one page only in length, typed in Calibri or Arial size 11 font (Name heading may be larger but not exceed size 14 font) with margins set at no smaller than .75 all around, providing the information listed below:

- Name, state, school, chapter, year in school, number of years in FCCLA, and total years of FCS instruction completed at the end of the 2020-2021 school year.
- List all Family and Consumer Sciences course(s) and grade level(s) when taken or Family and Consumer Sciences Occupation related course(s), grade level(s) when taken, and area of occupational training (food service, clothing, childcare, etc.). List the course title(s) as they appear on your transcript along with the credit earned for each course.

- List your participation in FCCLA at the local, district/region/area (if applicable), state, and national level. List offices held in FCCLA (consider noting any restrictions your state has on how many times you can run for State Office positions).
- List contributions to Family and Consumer Sciences education.
- List participation in your school and community (major activities in your community, job experience, etc.)

**Letters of Recommendation**

Provide 3 letters of recommendation. Please have the national officer candidate adviser, state adviser, and a school or community professional who is knowledgeable about your activities both in and out of FCCLA each submit a recommendation letter. Please discuss the national officer and adviser responsibilities in detail before securing each recommendation. Recommendation letter requirements:

- Maximum of one page in length per letter
- Addresses leadership skills, community involvement, and academic performance
- Recommendations need to indicate support should the officer be elected
- Name and title of person writing the recommendation
- Signed and dated

**Official Transcript (\*)**

Attach an official transcript(s). Transcripts must verify the following two qualifications:

- The National Officer Candidate's cumulative grade point average on a 4.0 non-weighted scale. Candidates must have a cumulative grade point average of 3.0 or higher for the 3 previous semesters.
- The National Officer Candidate must have completed a **minimum of 1 year** of Family and Consumer Sciences Education (FCS) in order to run for national office. Please include an official transcript, in addition to the current high school, if FCS classes for this requirement were completed at another high school or middle school.

**Transcripts should be emailed directly from the candidate's school to Karen Patti, Director of Leadership, at [leadership@fclclainc.org](mailto:leadership@fclclainc.org) or mailed to National Headquarters and must be postmarked by May 1, 2021.**

**Membership Affiliation**

Verify that the candidate is affiliated, including a received payment, by March 1, 2021. *Note: No paperwork necessary – National Headquarters will check candidates' affiliation status in the national database following receipt of the NOC Intent to Run Form.*

**National Leadership Conference Registration & Housing Policy**

Verify that the candidate is registered for the 2021 National Leadership Conference. If a weekly registration package is offered, the candidate must be registered for the package and be staying within the official 2021 National Leadership Conference hotel block. *Note: No paperwork necessary – National Headquarters will compare the candidate list to the registration and housing lists. When making reservations, it is important that you include all attendee names to ensure accuracy of the housing list.*

- Double check your application to ensure all information is complete and all signatures are present.** Please make a copy of your application for your records before you submit it to national headquarters.

- Submit application electronically to the Director of Leadership, Karen Patti, at [leadership@fclclainc.org](mailto:leadership@fclclainc.org) by May 1, 2021. Transcripts should be emailed by the school to this same email or mailed, postmarked by May 1 to:**

Director of Leadership  
 Family, Career and Community Leaders of America  
 1910 Association Drive  
 Reston, VA 20191-1584

If you have any questions, please email Karen Patti at [leadership@fclclainc.org](mailto:leadership@fclclainc.org) or call 703-476-4900 x309.



## NATIONAL OFFICER CANDIDATE ESSAY 1

The essay question below is limited to one page only, do not alter this format, and do not attach additional information.

**National Officer Candidate:**

**State:**

How have you advocated “Beyond Measure” for FCCLA and FCS education throughout your time in FCCLA and what do you plan to do in the future to continue these efforts?

STOP typing here! You must not continue typing past this page for Essay 1. Additional pages will not be accepted.



## NATIONAL OFFICER CANDIDATE ESSAY 2

The essay question below is limited to one page only, do not alter this format, and do not attach additional information.

**National Officer Candidate:**

**State:**

Describe how you were able to adapt as a leader and continue to make positive changes during the global pandemic.

STOP typing here! You must not continue typing past this page for Essay 2. Additional pages will not be accepted.



## NATIONAL OFFICER CANDIDATE SUPPORT

### National Officer Candidate Commitment/Parent/guardian consent – Boxes **MUST** be checked in order for application to be accepted.

If elected as a national officer, I agree to:

- read and follow the 2021-2022 National Executive Council/Adviser Handbook rules, guidelines, and responsibilities.
- attend the following events, which may be required:
  - Up to two (2) National Executive Council meetings – August 5-9, 2021 and during FCCLA Week February 14-18, 2022 (exact dates TBD)
  - Capitol Leadership/National Fall Conference Nov. 13-15, 2021 in Washington, D.C. (tentative arrival date Nov. 11)
  - 2022 National Leadership Conference in San Diego, CA – June 27-July 1, 2021 (tentative arrival date June 24, 2021)
  - FCCLA required events
- communicate with my school administration, advisers, chapter, state association, and national organization throughout the year.
- attend all required FCCLA national activities and perform all assigned officer responsibilities.
- devote the necessary time and effort to the work and travel requirements of a national officer.

NOC Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

### National Officer Candidate Adviser Support – Boxes **MUST** be checked in order for application to be accepted.

If the student is elected to a national office, I agree to:

- support the national officer if he/she is elected.
- read and follow the 2021-2022 National Executive Council/Adviser Handbook rules, guidelines, and responsibilities.
- attend the National Executive Council Adviser meeting in the Washington, D.C. Metro Area – August 5-8, 2021.
- attend the National Leadership Conference in San Diego, CA – June 27- July 1, 2022. Due to the volunteer schedule and potential housing placement, NECA will not be able to chaperone chapter members during the conference.
- serve as a consultant to help my national officer prepare for his/her assigned responsibilities throughout his/her term.
- monitor my officer's academic progress and serve as a liaison for school officials, keeping school administration informed of officer activities.
- support the efforts and decisions of the FCCLA National Staff as they endeavor to develop national officers to their highest potential as representatives of the national organization.

NOCA's Signature \_\_\_\_\_ Date \_\_\_\_\_

### School Administrator Support – Boxes **MUST** be checked in order for application to be accepted.

*(Cost for officer travel is paid by National FCCLA. Candidates must pay for their trip to the 2021 National Leadership Conference in Washington, D.C. Costs for adviser travel to the 2021 National Leadership Conference are paid by National FCCLA if the adviser attends the meeting held in August 2021.)*

If the student is elected to a national office, I agree to:

- as the (circle one) principal/superintendent, support the national officer if he/she is elected.
- allow the officer to attend FCCLA events and activities required of a national officer.
- support the officer in his/her travel which may include the following events:
  - Up to two (2) National Executive Council meetings – August 5-9, 2021 and during FCCLA Week February 14-18, 2022 (exact dates TBD)
  - Capitol Leadership/National Fall Conference Nov. 13-15, 2021 in Washington, D.C. (tentative arrival date Nov. 11)
  - 2022 National Leadership Conference in San Diego, CA – June 27-July 1, 2021 (tentative arrival date June 24, 2021)
  - FCCLA required events
- allow national officer to travel alone to designated activities. Please note that during all required national officer activities, a member of the National Staff or adult representative serves as the National Executive Council chaperone. At events required, yet not nationally sponsored, a chaperone is appointed to this role.
- support the National Officer Candidate Adviser in his/her responsibilities as outlined above throughout the year, including his/her attendance at the NECA meeting in August 2021 and the 2022 National Leadership Conference.

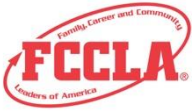
Administrator Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

### State Adviser Support – Boxes **MUST** be checked in order for application to be accepted.

If the student is elected to a national office, I agree to:

- support the national officer if he/she is elected, understanding this role takes priority over any state responsibilities or meetings.
- assist national officer with his/her roles and responsibilities throughout his/her term.
- support the officer in his/her travel which may include the following events:
  - Up to two (2) National Executive Council meetings – August 5-9, 2021 and during FCCLA Week February 14-18, 2022 (exact dates TBD)
  - Capitol Leadership/National Fall Conference Nov. 13-15, 2021 in Washington, D.C. (tentative arrival date Nov. 11)
  - 2022 National Leadership Conference in San Diego, CA – June 27-July 1, 2021 (tentative arrival date June 24, 2021)
  - FCCLA required events
- assist the national officer's adviser in his/her role throughout the year and attendance at FCCLA events and activities.

State Adviser's Signature \_\_\_\_\_ Date \_\_\_\_\_



## TRANSCRIPT RELEASE PARENTAL AGREEMENT

National Officer Candidate \_\_\_\_\_

Candidates must submit a school transcript as part of their candidate application. By signing this form, you are agreeing to the release of the above-named candidate's school transcript to FCCLA.

Parent(s) or legal guardian(s):

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

Printed Name \_\_\_\_\_

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

Printed Name \_\_\_\_\_

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### PHOTOGRAPHY & WEBSITE CONSENT AND RELEASE AGREEMENT

I, \_\_\_\_\_, hereby give Family, Career and Community Leaders of America the absolute right and permission to photograph me. I hereby grant to Family, Career and Community Leaders of America all rights to reproduce and disseminate such photographs and images, in whole or in part, or altered in character or form, that will be used by the Family, Career and Community Leaders of America in conjunction with presentations, programs, and publications.

I further grant Family, Career and Community Leaders of America all rights to make further reproductions of such pictures and images through any media, for educational purposes, art, entertainment, advertising of, and internal use for other lawful purposes. I also grant to Family, Career and Community Leaders of America the right to copyright such pictures and images in its own name or to publish, to market, and to assign without compensation or report to me.

I hereby waive the rights or interests that I may have in the pictures or images, including any rights to inspect and/or approve the finished photographs and images or the use of which it may be applied so long as its use shall be lawful.

I expressly release Family, Career and Community Leaders of America, their agents, employees, licensees and assigns from and against any and all claims which I have or may have for invasion of privacy, defamation or any other case of action arising out of the production, distribution, publication, and exhibition of the photographs and images.

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

NOC Signature \_\_\_\_\_ Date \_\_\_\_\_



## FCCLA CODE OF CONDUCT AGREEMENT Verification Statement

This is to acknowledge I have read and understand the *2021-2022 National Executive Council/Adviser Handbook* and Code of Conduct under which the FCCLA National Executive Council operates. The Code of Conduct is found in *2021-2022 National Executive Council/Adviser Handbook*.

NOC Signature \_\_\_\_\_ Date \_\_\_\_\_

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

NOCA Signature \_\_\_\_\_ Date \_\_\_\_\_

State Adviser Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

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### NATIONAL OFFICER AGREEMENT

The two decision-making bodies of Family, Career and Community Leaders of America, Inc., (FCCLA) are: for policy – the National Board of Directors (National Executive Council Members serve on Committees of the Board and the position of President and Vice President of Finance serve on the Board of Directors); and for management – the National Headquarters Staff. Conduct of the National Board of Directors, the National Executive Council, and the National Headquarters Staff shall be above reproach so as to maintain the respect and trust of each other and all members.

*As a National Executive Council member, I will –*

- *listen carefully to my teammates, and those served by the NEC.*
- *respect the opinion of other officers.*
- *respect and support the majority decisions of the NEC.*
- *recognize that all authority is vested in the NEC when it meets in legal session and not with individual officers.*
- *keep well informed of developments that are relevant to issues that may come before the NEC.*
- *participate actively in NEC meetings and actions.*
- *call to the attention of the NEC any issues that I believe will have an adverse effect on FCCLA and those we serve.*
- *attempt to interpret the needs of beneficiaries of the NEC and interpret the action of the NEC to its beneficiaries.*
- *refer complaints to the proper level on the chain of command.*
- *vote to appoint the best possible person to manage the National Executive Council.*
- *represent all the beneficiaries of the NEC and not a particular geographic area or special interest group.*
- *do my best to ensure that the NEC is well maintained, financially secure, growing, and always operating in the best interests of its beneficiaries.*
- *commit to raising a minimum of \$1,000 financial support for the national organization during my term.*
- *always work to learn more about the officer's job and how to do it better.*
- *declare any conflict of interest between my personal life and my position on the National Executive Council, and avoid voting on issues that appear to be a conflict of interest.*

*As a National Executive Council member, I will not –*

- *be critical, in or outside of the NEC meetings, of other officers or their opinions.*
- *use the NEC or any part of the NEC for my personal advantage or the personal advantage of my friends or relatives.*
- *discuss the confidential proceedings of FCCLA outside the NEC meetings.*
- *promise prior to a meeting how I will vote on any issue in the meeting.*
- *intervene with duties of the Executive Director or undermine the Executive Director's authority.*

**Any infringement of these guidelines shall be addressed in a timely manner by the National Executive Council and National Staff.**

As a member of the National Executive Council, I agree to adhere to the responsibilities and expectations of Family, Career and Community Leaders of America, Inc. throughout my term.

NOC Signature \_\_\_\_\_ Date \_\_\_\_\_



## FCCLA CAMPAIGN AND CELL PHONE POLICY AGREEMENT

### ***The campaign policy reads:***

Campaigning, Distribution of Paraphernalia, Use of Electronic Devices and Campaign Violations

#### **Campaigning**

National Officer Candidates and/or their supporters may openly share that the candidate is running for a National office and may address the candidate's qualifications both verbally and in writing (e.g. social media). National Officer Candidates and/or their supporters must never make disparaging statements about another candidate.

#### **Distribution of Paraphernalia**

National Officer Candidates and/or their supporters must not purchase, create, or distribute any physical paraphernalia supporting the candidate, including but not limited to: business cards, brochures, stickers, etc. In order to avoid the appearance of distribution of paraphernalia, candidates may not trade state pins with any participants at the National Leadership Conference until the election is over.

#### **Use of Electronic Devices**

National Officer Candidates are prohibited from using electronic devices (cell phones, tablets, etc.) during National Officer Candidate election sessions at the National Leadership Conference. Nominating committee members and all voting delegates are prohibited from using electronic devices (cell phones, tablets, etc.) during election sessions.

The purpose of this policy is to prohibit communication or the sharing of resources between officer candidates, spectators, and/or voting delegates, which might give the candidate an unfair advantage during the election process.

#### **Campaign Violations**

If a member or adviser of Family, Career and Community Leaders of America has evidence that a National Officer Candidate and/or their supporters, Nominating Committee Member, or Voting Delegate has violated these policies; such violation must be reported, in writing, via email to [leadership@fcclainc.org](mailto:leadership@fcclainc.org) prior to the close of the voting process.

The chapter and state adviser of the member will be notified that a panel of five consisting of the Officers of the Board of Directors (past chair, chair, and vice chair), immediate past president, and immediate past vice president of finance will jointly investigate the allegation(s) and allow the candidate, Nominating Committee member or Voting Delegate a hearing to address the allegations if further action is deemed necessary. If the review panel determines the National Officer Candidate and/or their supporter(s), a Nominating Committee Member, or a Voting Delegate has violated this policy, that individual may be removed from the election process and/or the candidate may be disqualified from election. The decision of the review panel is final.

This is to acknowledge I have read and understand the campaign and electronic device policies. As a National Officer Candidate, I agree to adhere to these policies of Family, Career and Community Leaders of America, Inc.

NOC Signature \_\_\_\_\_ Date \_\_\_\_\_

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

NOCA Signature \_\_\_\_\_ Date \_\_\_\_\_

State Adviser Signature \_\_\_\_\_ Date \_\_\_\_\_



## NATIONAL OFFICER PREFERENCE FORM and TRAVEL PERMISSION

I, \_\_\_\_\_, hereby place my name in nomination for the following office(s). Check all of the offices you would consider.

- President
- First Vice President
- Vice President of Community Service
- Vice President of Competitive Events
- Vice President of Development
- Vice President of Finance
- Vice President of Membership
- Vice President of Parliamentary Law
- Vice President of Programs
- Vice President of Public Relations

NOC Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Parent/Guardian: (be sure to check boxes)**

#### **Board of Directors Acknowledgement:**

I/We understand that individuals elected to the positions of National President and Vice President of Finance will serve as members of the FCCLA National Board of Directors and may be held legally liable for actions of the Board of Directors and sued individually. In the case of a minor, parents would be the responsible party. The FCCLA organization secures a Directors and Officers liability insurance policy that covers all Board member's actions that occur within the limitations of the Board roles. If the box is not checked, the candidate may not be elected to the roles of President or Vice President of Finance.

#### **Travel Acknowledgement:**

I/We understand that officers will travel alone as part of their responsibilities.

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



## FCCLA National Executive Council - *Social Media Code of Conduct*

FCCLA National officers are representatives of FCCLA and must use social media responsibly and abide by this Social Media Code of Conduct in both their role as a national officer and in their personal use. National officers are responsible for monitoring and regulating all content posted to or tagged on their social media accounts. It is recommended that privacy and/or tagging permission settings be implemented for all personal social media accounts.

FCCLA National Officers are expected to set an example for other members and should create and maintain a social media image that is positive, ethical, professional, and kind. Social media should never be used to air your grievances. Be aware that if you post your attendance or participation in an activity that you are endorsing that activity or product.

“Social media” refers to all websites and applications that enable users to create and share content or to participate in social networking, whether or not it is associated or affiliated with the organization, as well as any other form of electronic communication. These include, but are not limited to Facebook, Instagram, Twitter, Snapchat, YouTube, LinkedIn, blogs, vlogs, and other online threads.



## FCCLA National Executive Council - *Social Media Code of Conduct*

*Please review the details of the agreement and sign and date acknowledging you understand the expectations should you be elected to serve as a national officer.*

I, \_\_\_\_\_, agree to follow all the guidelines of Family, Career and Community Leaders of America (FCCLA) with regard to social media use. If elected as a member of the FCCLA National Executive Council, I agree to not to publish, post, share, like, or release content containing or involving:

- Information that is confidential or not for public consumption
- An individual's private information (your own or someone else's)
- Commentary, content, or images that are inappropriate, defamatory, proprietary, harassing, libelous, volatile, potentially inflammatory, contain vulgar or inappropriate language, and/or that can or do create a hostile environment
- Guns, weapons, alcohol, smoking, vaping, violence, protests, sexual content, nudity, and/or any illegal activity that reveals myself or anyone else participating in questionable activities
- Pictures or statuses that reveal public displays of affection (PDA)
- Politics, religion, and/or other controversial topics which may alienate individual members or misrepresent the views of FCCLA as a whole
  - FCCLA National Officers represent an organization of diverse members with various backgrounds and views. As an educational organization, FCCLA is bipartisan
- Fake, false, or misleading information
- Negative statements about FCCLA or anyone affiliated with FCCLA

In addition, national 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
- Embodying the leader lifestyle in everything – living it and posting it
- Showing modesty (no pictures with swimsuits, short skirts/shorts, cleavage, etc.)
- Promoting FCCLA and building excitement for members through my social media pages whenever it is asked of me
- Supporting the other national officers on social media with regard to FCCLA and personal activities
- Keeping the other National Executive Council members accountable for their actions on social media by use of private messaging and in connection with national staff. When others ask for removal of a certain post, I will respect that opinion and take down the post
- Always being respectful on social media

If I am found in violation of any of these areas, national staff in consultation with the President will decide upon a consequence that fits the transgression, which could include being placed on probation or removal from office.

Signature of candidate: \_\_\_\_\_ Date: \_\_\_\_\_