



MINNESOTA
STATE ASSOCIATION

**Minnesota Family, Career &
Community Leaders of America**

Officer & JHC Handbook

2016-2017

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Welcome

Family, Career and Community Leaders of America

To: FCCLA Leaders
From: Wendy Ambrose, Executive Director
Re: Greetings and Congratulations

Hello and welcome to the Minnesota FCCLA Area leadership team! I would like to congratulate you on being selected to lead your Area forward. You have been chosen to provide guidance and energy to your new Area for the school year. It will be an exciting year!

Your year as an Area leader will be filled with many ups and downs and smiles and frowns as you learn to work together with youth and adults and perform many tasks together.

You may learn how to negotiate with meeting sites, represent your organization to community groups, become more skilled at public speaking, writing, organizing or talking to new people. Maybe you will learn how to be more patient, assertive, less shy or more tolerant of others. There is something for every person to gain from the experience of being an Area leader!

I hope your term in office is successful as you want it to be! I hope that one year from today, you will be able to look back and to say **“I gave it all I’ve got!”**

Once again, congratulations and best of luck to you and your new Area officer team as you begin the journey together!

FCCLA Overview

As a member of the Area leadership team there are several aspects of FCCLA you must understand and be familiar with. Some of these, you may already know and some may be relatively new to you. The following pages are meant to serve as a reference for these items. Please familiarize yourself with their content as it will help you as an Officer or JHC and a member of FCCLA.

Mission

To promote personal growth and development through family and consumer sciences education, focusing on the multiple roles of family members, wage earners and community leaders. Members develop skills for life through:

- * Character development
- * Creative and critical thinking
- * Interpersonal communication
- * Practical knowledge
- * Vocational preparation

Case Statement

Minnesota FCCLA is a dynamic and effective student organization that helps young men and women become leaders and address important personal, family, work and societal issues through career and technical family and consumer sciences education.

National FCCLA Creed

We are the Family, Career and Community Leaders of America.
We face the future with warm courage and high hope.

For we have the clear and consciousness of seeking old and precious values.
For we are the builders of homes, homes for America's future,
Homes where living will be the expression of everything that is good and fair,
Homes where truth and love and security and faith will be realities, not dreams.

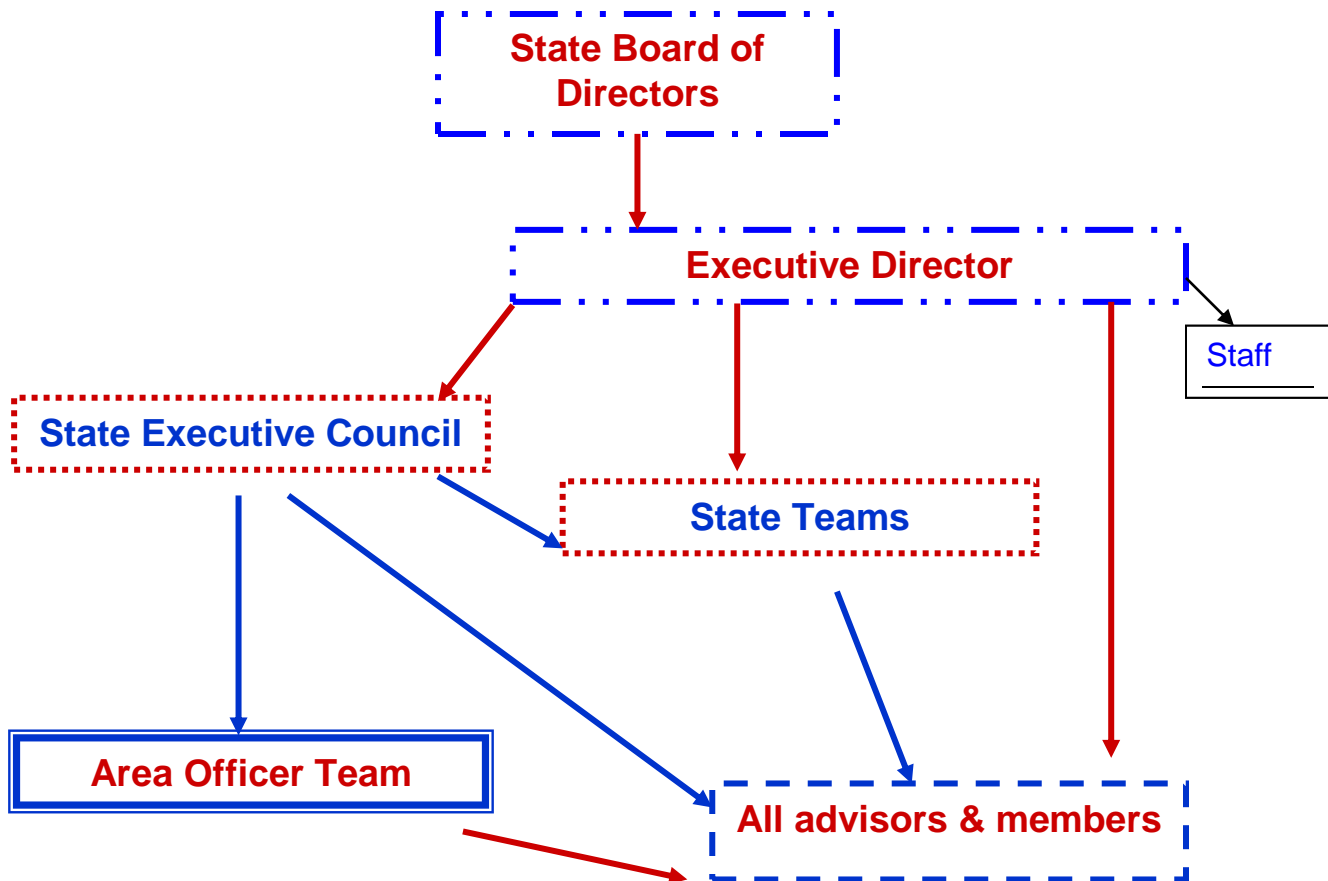
We are the Family, Career and Community Leaders of America.
We face the future with warm courage and high hope.

FCCLA 8 Purposes

1. To provide opportunities for personal development and preparation for adult life
2. To strengthen the function of the family as the basic unit of society
3. To encourage democracy through cooperative action in the home and family
4. To encourage individual and group involvement in helping achieve global cooperation and harmony
5. To institute greater understanding between youth and adults
6. To provide opportunities for making decisions and for assuming responsibilities
7. To prepare for the multiple roles of men and women in today's society
8. To develop interest in family and consumer sciences, family and consumer sciences careers and related occupations

FCCLA Organizational Chart

The structure of FCCLA emphasizes teamwork between many different levels of the organization. As a Area Officer or JHC, you will work with members and adults at all levels. The chart below indicates how the structure supports teamwork as well as a flow of information from the State Board of Directors to the members of FCCLA.



Area Leadership Teams Officers Calendar 2016-2017

FCCLA CALENDAR DATES

Date	Event	Location
July 26-28	Dynamic I-Leadership Camp	Bethel College, Arden Hills
September/ Oct	Local Leadership Training days	5 locations
Sept-October	Fall Area Conferences	5 locations
January	Mid winter meetings	All Areas
February 2017	Shadow Day- depends on Legislative schedule	State Capitol
March 23-25, 2017	MN FCCLA State Conference	Doubletree Hotel
July 2017	Nat'l Conference-July 2-6	Nashville

Project Organization

FCCLA offers two tools to help members organize their projects. These tools are similar, however are not intended to replace one another. We can use either tool as a process for completing projects and educating peers.

Five Stages of FCCLA Program Involvement

This concept is an organization tool to help you think about the types of activities to complete when implementing a program.

1. **Learn** about the program and related issues
2. **Investigate** specific needs, interests, and concerns in the local program, school and community
3. **Work with others** if possible
4. Plan and carry out **projects** that address the identified needs, interests and concerns
5. **Evaluate, share** and **report** results

FCCLA Planning Process

This process is a step by step procedure to turn interests and concerns into actions.



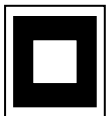
Identify Concerns-

Brainstorm concerns, evaluate concerns, narrow to one workable idea



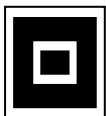
Set a Goal-

Get a clear picture of what you want to accomplish, write it down, evaluate it



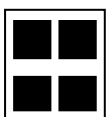
Form a Plan-

Plan how to achieve your goal; decide who, what, where, when, why and how



Act-

Carry out project



Follow Up-

Evaluate project, recognize participants

Five Stages of FCCLA Program Involvement

Use this worksheet to help you use the five stages as you implement projects.

1. **Learn** about the program and related issues

What program are you working with?

What issues do you need to learn about?

What sources will you use to research?

2. **Investigate** specific needs, interests, and concerns in the local program, school and community

What specific issues do you want to educate your peers on?

What are your goals for your peer education efforts?

3. **Work with others** if possible

Who will you work with?

4. Plan and carry out **projects** that address the identified needs, interests and concerns

When and where will you reach your peers?

How will you reach them?

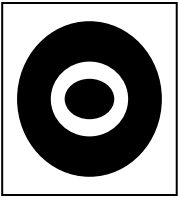
5. **Evaluate, share** and **report** results

Did you meet your original goals?

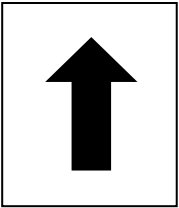
What changes do you need to make to better reach your goals?

FCCLA Planning Process

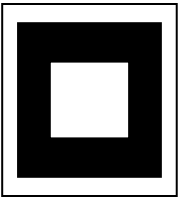
Identify Concerns:



Set a Goal:



Form a Plan:



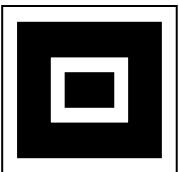
Who:

What:

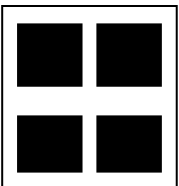
Where/When:

How:

Act:



Follow Up:



National Programs



Career Connection

Learn how to explore career pathways and skills for success in families, careers and communities

- * **PLUG IN** to Careers-Understand work and the Career Connection Program
- * **SIGN ON** to the Career Connection-Link personal interests, skills, and goals to career clusters
- * **PROGRAM** Career Steps-Prepare with education, leadership, and work experiences
- * **LINK UP** to Jobs-Learn how to find and land a job
- * **ACCESS SKILLS** for Career Success-Practice being productive and promotable
- * **INTEGRATE** Work and Life-Manage interconnected roles in families, careers, and communities



Leadership Service in Action

Take action in your community and discover the difference you can make

- * helps young people build skills for family, career, and community roles;
- * provides youth-centered learning experiences related to Family and Consumer Sciences Education;
- * encourages young people to develop the positive character traits of trustworthiness, respect, responsibility, fairness, caring, and citizenship

Families Acting for Community Traffic Safety



FACTS projects relate to three topic areas:

- **People-** to understand and promote your role as a driver or passenger and keep yourself and others safe
- **Vehicles-** to understand vehicle safety and the role it plays in safety for you and others
- **Roads-** to understand and promote your role on the road as well as the safety hazards you may encounter and how to avoid or react to them.



Families First

Discover how to strengthen family relationships through peer education

- * Families Today – understand and celebrate families
- * You-Me-Us – strengthen family relationships
- * Meet the Challenge – overcome obstacles together
- * Balancing Family and Career – manage multiple responsibilities
- * Parent Practice – learn to nurture children



YFU is a Part of Families First.....

Youth For Understanding-Japanese Exchange Program

Be selected for a scholarship to travel to Japan and share your FCCLA involvement

- * Pre-departure orientation
- * Round-trip airfare to and from Japan
- * Domestic airfare
- * Placement with a Japanese host family
- * Room and board
- * YFU USA staff and volunteer support in the U.S. and Japan



Financial Fitness

Use this program to help you make, save, and spend money wisely

- * Banking Basics – Conquer bank accounts, credit, and investments
- * Cash Control – Track and plan personal spending
- * Making Money – Sharpen on-the-job financial fitness
- * Consumer Clout – Become a savvy spender
- * Financing Your Future – Apply financial skills to real life



Power of One

Make a positive change in your family, career and community one goal at a time

- * A Better You - Improve personal traits
- * Family Ties - Get along better with family members
- * Working on Working - Explore work options, prepare for a career, or sharpen skills useful in business
- * Take the Lead - Develop leadership qualities
- * Speak out for FCCLA - Tell others about positive experiences in FCCLA
- *



Competitive Events

Build proficiency and achievement in leadership and job-related skills.

- * cooperative – teams work to accomplish specific goals;
- * individualized – an individual member works alone to accomplish specific goals; and
- * competitive – individual or team performance measured by an established set of criteria

STAR Events categories are Leadership Events, Foundational Events and Career-specific events.



STOP the Violence-Students Taking On Prevention

Empower youth with attitudes, skills and resources to recognize, report and reduce youth violence

- * Empower students
- * Engage young people in efforts
- * Use peer education to increase
- * youth awareness
- * Reduce the potential for youth violence in schools



Student Body

FCCLA's Student Body national peer education program helps young people make informed, responsible decisions about their health, provides youth opportunities to teach others, and develops healthy lifestyles along with communication and leadership skills.

- *The Healthy You* Empowering teens to make wise food and lifestyle choices
- *The Fit You-* Empowering teens to take charge of their health and their level of fitness
- *The Real You-* Empowering teens to maintain positive mental health
- *The Resilient You-* Empowering teens to live in ways that build emotional health



Dynamic Leadership -embedded into many National Programs

Try new leadership experiences and investigate exciting topics through interactive participation in various activities

- * Model good character
- * Solve problems
- * Foster positive relationships
- * Manage conflict
- * Build teams
- * Educate peers

FCCLA Leaders

Exemplary Leadership

- 1) Model the way
- 2) Inspire a shared vision
- 3) Challenge the process
- 4) Enable others to act
- 5) Encourage the heart

*From Student Leadership Challenge
by James Kouzes and Barry Posner*

Balancing a busy schedule

Serving as a Area Officer is an added responsibility to your involvement in MN FCCLA. This can be a challenge as you most likely are involved in other activities in your school and community! However, your experience as an officer is meant to be nothing but a positive opportunity for you to grow, learn and develop as a leader and as a person. Below are some tips to help you juggle your newest responsibility successfully.

Plan Ahead

Look at your schedule for the year as a FCCLA officer. Mark the dates on your calendar and make note of other events that occur during those times. Preparing yourself in advance for a busy time in your schedule will help it stay manageable in your mind. Make a to-do list to keep yourself on track and to ensure you are fully prepared. Notify your teachers of an upcoming absence at least a week in advance so they can help you make up any work prior to your absence. This way when you return to school you are already caught up!

Budget Your Time

Set aside time regularly to work on your FCCLA efforts. This will help your work from building up and becoming overwhelming. Also, allowing yourself ample time to complete a project will ensure your work is of highest quality! Depending on your schedule and the size of your to-do list, you may schedule time to work on your officer duties after school a few days a week, for a few hours each weekend or every other week. Keep your advisor and your State Officer Coordinator updated on your progress.

Organize Yourself

Find an organization system that works best for you then utilize it to keep your officer efforts moving forward. What may work for one person may not work for another so use a system you are most comfortable with and that you know you can maintain.

Support Each Other

As a FCCLA officer you have access to a new network of FCCLA members and advisors across the state who have a goal common to your own. Become resources for each other by sharing your concerns or challenges and successes with the other Area Officer and JHC members

Ask for Help

When the task at hand becomes overwhelming or you become “stuck” on a project, ask for help! Many people and resources are available for you to utilize to make your year as an officer successful. No one expects you to achieve your goals alone and asking for help is strength, not a weakness. Your advisor, teachers at your school, your officer team members, FCCLA chapter members, the State Officers and the State Office are all available to offer their assistance, however, you must first ask for help!

Take Time for FUN!

A successful FCCLA officer project takes time and commitment on the part of the officer. However, it is critical you don't become overwhelmed by your project. Utilize the above tips to become a successful officer but also remember to have fun! When you feel yourself viewing your responsibility in a negative manner, step back and take a small break to do something fun. Also, add fun whenever possible to your project! It is important that your peers view your office in a positive light too so they will want to become more involved in FCCLA.

Leadership Development

Information from this section is adapted from the National FCCLA program *Dynamic Leadership*.

From global leaders to classroom students, everyone needs leadership abilities. Leadership enables individuals and groups to make a difference in areas that matter to them. FCCLA helps members become leaders in their families, careers and communities.

- * **Families** need people who can set goals, make decisions, manage resources and make choices that reflect their personal priorities.
- * Success in **careers** requires integrity, persistence and teamwork.
- * **Communities** need citizens and leaders who can express their concerns, make plans and take action to make a difference.

Through FCCLA involvement, students observe, learn, test, practice and refine leadership skills. FCCLA leadership development opportunities include:

- * Learning and using the FCCLA Planning Process
- * Participating in chapter meetings and group decision making
- * Participating in FCCLA programs at the local, Area, state and national levels
- * Creating individual, team and chapter activities and projects
- * Addressing issues through peer education
- * Collaborating with others in the school and community

What is “leadership”?

Many people have an idea of what leadership is and it can mean different things to different people:

“Leadership is the process of helping people do the worthwhile things they want to do”
–Jan Kurtz

“True leadership is the art of changing a group from what it is into what it ought to be.”
-Virginia Allan

“A leader is an individual who influences others and is willing to work and serve to make a difference.”
-Craig Hillier

“Leadership is courage to adjust mistakes, vision to welcome chance and confidence to stay out of step when everyone else is marching to the wrong tune.”
-Patty Hendrickson

My definition of leadership is: _____

What is Your Leadership Style?

Read the following sentences and circle the response that reflects your first reaction.

As a leader, I tend to..	Always	Often	Sometimes	Never
1. make my own decisions	4	3	2	1
2. tell members what to do	4	3	2	1
3. suggest a decision to members	4	3	2	1
4. persuade others to do things my way	4	3	2	1
5. participate just like any other member	4	3	2	1
6. provide resources to members	4	3	2	1
7. gather members' feedback before deciding	4	3	2	1
8. rely on my own judgment	4	3	2	1
9. make sure the majority rules	4	3	2	1
10. turn decisions over to members	4	3	2	1
11. ask members to brainstorm choices	4	3	2	1
12. not share my own ideas	4	3	2	1

Find your leadership style

Total your points for each of the questions listed in A, B, & C below.

	A	B	C
Questions:	1, 2, 4, 8	3, 7, 9, 11	5, 6, 10, 12
Point total:	_____	_____	_____

Transfer your highest score to the next page to see the leadership style most natural to you.

What is Your Leadership Style?

Highest Score	A	B	C
Style	Autocratic	Participative	Free Rein
Summary	I rely on rules and directives. I tell people what to do.	I rely on input from members. I invite people to work with me.	I rely on members taking care of themselves. My role is to support people as they work.
Advantages	<ul style="list-style-type: none"> * Quick decisions * Order 	<ul style="list-style-type: none"> * Group ownership of projects 	<ul style="list-style-type: none"> * Allows leaders to emerge from group
Disadvantages	<ul style="list-style-type: none"> ▪ Low group commitment 	<ul style="list-style-type: none"> ▪ Takes time to make decisions 	<ul style="list-style-type: none"> ▪ Can lead to confusion and disorganization ▪ Takes a long time to make decisions
Good to use when...	...the group is facing a crisis.	...the group has time to create projects together.	...the group is ready to lead itself.

My leadership style is: _____

I can balance my leadership style by incorporating these aspects of my lower scoring styles:

Qualities of a Strong Leader

Here is a list of qualities of strong leaders. For each characteristic, think of a leader who successfully displays that trait and write it in the blank.

Responsible _____

Sincere _____

Punctual _____

Energetic _____

Enthusiastic _____

Prepared _____

Poised _____

Understanding _____

Flexible _____

Cooperative _____

Listener _____

Humorous _____

Outgoing _____

Informative _____

Knowledgeable _____

Creative _____

Helpful _____

Humble _____

Friendly _____

Kind _____

Courteous _____

Practical _____

Ambitious _____

Confident _____

Expectations for Area Officers & JHCs

As an Area Leadership Team you will be expected to complete the following items throughout the year:

- * Participate in all training events provided by MN FCCLA (see schedule on page 8)
- * Remain eligible for the entire term of office
- * Forgo all alcohol, drugs and tobacco and avoid places or activities which these items are present
- * Behave in a manner that reflects positively on the organization and yourself
- * Present at the Fall Conference
- * Coordinate and facilitate the Mid-Winter Meeting

Officer Responsibilities

President

- * Chairperson of the leadership team
- * Calls meetings, organizes an agenda for the planning meetings
- * Presides over the voting delegate session at State Conference

Vice President

- * Take over when President unavailable
- * Work with Area STAR Event Coordinator
- * Coordinate STAR Events student judges and awards

Secretary

- * Keep accurate minutes of the meetings of the officer team
- * Send out newsletters and notices
- * Coordinate mailings to chapters

Treasurer

- * Keep financial records for the Area
- * Keep budget and record of income for Area Fall and Midwinter Conferences
- * Send Requests for checks and financial reports to the State Office
- * Sends deposits to the state office for processing
- * Submit Check Requests to State Office

Junior High Council

- * Coordinate programs for middle level members/chapters
- * Correspond with middle level members

All Officers

- * Conduct Workshop at Fall Conference
- * Membership recruitment plan for the Area
- * Participate in Shadow Day /Capitol Day
- * Attend and participate in State Conference
- * Participate in Global Youth Service Day

A good officer...

- ...**is well prepared.** Leadership takes practice and work
- ...**is group minded** Every member of the officer team is important.
- ...**likes people.** Be understanding and friendly.
- ...**is poised.** Don't let irritations bother you.
- ...**has humility.** Be confident and don't be afraid to say "I don't know."
- ...**is a hard worker.** Don't ask something of someone you wouldn't be willing to do yourself.
- ...**is responsible.** Live up to your word.
- ...**is cooperative.** Know how to work with others and have fun together!
- ...**is courteous.** Use the words "please" and "thank you" often.
- ...**thinks ahead.** Plan your work then work your plan.
- ...**sets goals.** Remind yourself of them each day and work hard to achieve them.
- ...**does their best!**

Rewards of Being an Officer

- * Develop self confidence and poise
- * Become more mature
- * Improve your knowledge of the organization
- * Gain skills in assuming leadership roles
- * Improve relationships with adults and your family
- * Learn to organize your time and energy
- * Participate in opportunities to improve your public speaking
- * Meet new friends from all parts of the state and nation
- * Learn independence in your thinking and actions
- * Gain ideas to increase and improve your chapter efforts

Policies

Policies

Removal from Office

In the event that an officer violates any of the responsibilities agreed to and signed on the Candidate Responsibility Contract of the Code of Conduct, the following procedure will be followed:

1. A written statement of officer's conduct may be submitted to the State Executive Council. This may be submitted by a local chapter, Area Leadership Team Officers, State Executive Council or the Board of Directors.
2. The State Executive Council, STAR Directors and/or the Board of Directors will review the statement.
3. If the offense is deemed worthy of attention, the officer would be notified in writing and given an opportunity to appear before the above committee and speak on his/her own behalf. The local advisor would accompany the officer.
4. If evidence is found of misconduct or violation of the above, the officer will be given an opportunity to resign within one week.
5. If the officer refuses to resign and 2/3 of the committee present voted for removal, the officer would be removed from office and the vacancy would be filled by the policy in the Minnesota State FCCLA By-Laws, Article III, Section A.

Incomplete Term

In the case of a resignation or removal from office of an Area Leadership Team Officer the following options exist (depending on the timing of the resignation):
Following a consultation with the Executive Director, Board of Directors and advisors of the Area Leadership Team officers:

1. Appointment of the runner-up
 - A. The first runner-up and so on down the line would be asked
2. Appointment of another member (in consultation with Officer Advisors and Executive Director) who has shown interest
3. No replacement is appointed and the other officers assume the duties
The appointed officer will retire from office at the same time as the other officers.

Area Leadership Team Funds:

The money will be kept in an account at the same bank the association uses. This is a separate account for your Area that is affiliated with the MN FCCLA accounts. The Board of Directors of FCCLA has determined that Area Accounts give you \$150 scholarship to help to pay for the officers and JHC to attend National Conference and camp. The national Conference funds will be paid AFTER your year is COMPLETED! Attendance to national conference is optional but a very good experience. Attendance for leadership training in the summer is MANDATORY. The Area is to have a budget for \$150 per National Conference attendees and 1/2 of the cost of the Leadership Camp costs. Attendance at Camp is mandatory for Area Leadership Team Officers and JHC. Attendance at National Leadership Conference is optional.

Uniforms

Organizational colors of red and black should be used for uniform colors.

Area plan for official uniform dress – The Board of Directors voted to establish a state wide set of red blazers for an Area trade-in annual policy.

Funding: This would be funded and maintained by designation 10% of each Area's fund in August.

Management:

Uniforms jackets have been purchased by the state association using the uniform funding.

Area Leadership Team Officers **MUST** be established by the candidate deadline of March and selection at state conference. Size requests will be collected on the candidate applications. Each officer would be assessed a "jacket use" rental fee to cover the cost of dry cleaning, repair at the end of their term.

The maintenance of the uniform during their term would be their responsibility. The uniform should be dry cleaned at least 2 times during their term of office.

Each officer could trade their uniform should they grow out of it during the year, depending on the availability of a new size.

Definitions:

Official dress:

Red jacket, Black skirt or pants, Black toed shoes (lower than a 2 inch heel) and appropriately colored hosiery and socks, ties or ascots, Nametags.

FCCLA business casual: Blank pants, White, red or Black shirts, Toed shoes and socks.

FCCLA street casual: T shirts with FCCLA emblems, Black or Khaki pants or Bermuda length shorts.

Polo or embroidered shirt from MN FCCLA can be purchased at the beginning of their term. This can be worn for official and business casual dress: Each officer will purchase black slacks or skirts, black shoes for the year. Officer's chapter would be responsible for the "jacket use" deposit.

State Association Fund Development– Because the fiscal health of our state organization is important to all Areas in our state, the state association will establish a set aside account for cash flow in low revenue months. This will be established by adding a \$2.00 fee to each event that the state association plans. Each Area will be assessed 5% of their Areaal account to be added to the set aside account each August. If the officers have a question about this assessment, they can contact the state office prior to August. This state event fee will generate about \$2400 per year and the Areaal assessment will generate about \$1000 per year. The goal will be \$33,000 for this Rainy Day fund that will bin in an interest bearing account.

Sexual Harassment

From the Minnesota FCCLA Board of Directors policy

What is sexual harassment?

Sexual harassment is any type of unwelcome talk or actions that may happen to you just because of your sex. This includes, sexual touch, sexual words, the way things are said and forceful acts.

Flirting vs. Harassment

There are similarities between flirting and sexual harassment, but they feel quite different. The following chart helps explain this.

Flirting/Good Teasing	Sexual Harassment
* Feels good	* Feels bad
* Makes me feel attractive	* Is degrading
* Is a compliment	* Makes me feel cheap
* Is two-way	* Is one-way
* Is positive	* Is negative
* Is liked	* Makes me feel helpless or powerless

Board of Directors Policy

The MN FCCLA Association opposes sexual harassment of any kind. It is the policy of MN FCCLA to maintain a learning and working environment that is free from sexual harassment. Sexual harassment of students is a real and serious problem in education at all levels. It can affect any student regardless of sex, race, or age. Sexual harassment can threaten a student's physical or emotional well-being, influence how well a student does in school, and make it difficult for a student to achieve his or her career goals. Sexual harassment is illegal; Title IX of Education act 1972 prohibits sex discrimination, including sexual harassment.

Title IX protects students from unlawful sexual harassment in all school programs or activities, whether they take place in the facilities of the school, on a school bus, at a class or training program sponsored by the school or at another location, or elsewhere. Title IX protects both male and female students from sexual harassment, regardless of who the harasser is.

FCCLA activities are integral to local school instructional programs. Therefore the sexual harassment policies and procedures in effect in a students' school are the means by which sexual harassment issues at FCCLA events will be addressed.*

If a student feels he/she has been sexually harassed while attending or participating in an FCCLA event of activity, he/she is strongly encouraged to report the incident

immediately to his/her school, the local advisor, the state advisor, or the school principal. Harassment issues reported to the state advisor will be referred to the student's home school administrator.

Training sessions for FCCLA officers shall include information about sexual harassment policies. Officers shall discuss and contribute to practices that encourage delegates at conferences to refrain from sexual harassment behaviors in general sessions.

* MN FCCLA always reserves the right to respond to any disciplinary situation independent of any action by a school as deemed appropriate.

Financial Policies

Mileage

Officers are encouraged to ride with their advisors to meetings and to training sessions. Guidelines of the local school district should be followed for transportation to school sponsored events and activities. This usually means that a student needs to be transported to a meeting by an advisor or parent.

Federally funded (perkins funds) reimbursed programs can submit to the school mileage of the advisor transporting a student to FCCLA meetings.

MN FCCLA pays no mileage for miles to and from Camp or National Leadership Meeting. Also no mileage will be paid for STAR Events, Areaal Conferences or State Conferences as the officer comes to these events with their chapter via school transportation.

Invitations from another Chapter or School

Mileage for any workshop, training or presentation done for another chapter or school as a Area Officer must receive prior approval from the State Office.

Reimbursable Expenses

Seek in kind donations from your schools when you are able to do so.

- * Telephone calls placed from home phones should not exceed \$20.00 per team member for the year. Many phone calls can be made from school.
- * Postage for all letters regarding Area Leadership business should be itemized and sent in on an expense form to the Treasurer.
- * Film and supplies used in developing a workshop for other chapters need prior approval from the Officer Advisors.
- * Hotel bill required for business purposes must be pre approved by the Executive Director. If overnight stay is required for the assignment, the cost of the hotel will be reimbursed. This does not include events officers are already expected to attend including Camp and State Conference.

Submitting an Expense Report

1. Fill out an expense report
2. Attach receipts and bills for items purchased if over \$3.00
3. Submit to the Area Treasurer within 21 days after expense is incurred.

Attending FCCLA Events

Reimbursement or reduced registration will apply to Area Officers as follows:

State Conference

Outgoing Area Officers do not pay the State Conference registration fee.

National Conference-Optional Event

At the end of your term of office, you may receive up to \$150.00 toward the cost of the National conference. This comes from Area Leadership funds. This maximum applies no matter how many Officers per Area attend. If the Area does not have funds to cover the full \$150.00 for each officer, the amount will be lowered and pro-rated among officers attending. Attendance at the National Leadership Meeting is optional however if an Area Leadership Officer cannot attend for financial reasons, the Executive Director should be notified at State Conference.

THIS IS A CHANGE- The National Conference Scholarship will be paid at the END OF YOUR TERM.

Camp- Leadership Camp-July

Area Officers will receive a reduced registration fee for Leadership Extravaganza. Area funds may be used to pay up to ½ of the cost of registration and housing.

Summit- (If scheduled) November Summit

Area Officer may request ½ of the registration cost of November Summit from Area Funds. This Area check for ½ of the costs should come with their registration.

Shadow Day

Area officers and JHC are encouraged to attend the Shadow Day where you meet with legislators and explain FCCLA to them. These are exciting opportunities to be an advocate for your program.

MN FCCLA Officer & JHC

Expense Form

Name: _____ Team: _____

Address: _____

Attach all receipts and for each expenditure note the following information:

Date	Expense	Purpose	Payee	Amount

Total Reimbursement:

I agree these expenses are correct and have NOT been reimbursed from other sources.

Signature of officer: _____

Signature of Advisor: _____

Send request for payment to the State Office.

Area Leadership Treasurers

Policies amended or changed by the Board of Directors when needed

MN FCCLA Area Account Policies:

Updated June 2016

Area Check Requests:

All check requests must be submitted to the State FCCLA office at least 10 days prior to the check due date.

Please send, email or fax check request to:
MN FCCLA wendy.ambrose@state.mn.us

MN FCCLA
PO Box 131386
Roseville, MN 55113

The Area Treasurer's and their advisors should be subtracting their check request amounts out of the Meeting Account register.

Check Request Forms:

No checks will be issued without a check request form submitted to the State FCCLA Office.

No Blank Checks:

MN FCCLA will not issue "blank checks" Undesignated vendor or amounts.
All check requests must have an amount before a check is issued.

Area meeting reimbursements checks:

All check requests must have receipts attached to the check request. Checks requests sent for meeting reimbursements without receipts attached will be sent back to the Area treasurer without payment.

.....

Deposits:

Meeting Registration Checks:

All checks collected for meeting registrations must be submitted to the state FCCLA office one week before your Area meeting. Any checks collected at a Area meeting must be submitted to the state officer no later than one week after the Area meeting. Checks collected over a week after an Area meeting must be submitted to the state office within two days after the check was received by the treasurer. Collect checks early. Send checks into the State Office right away.

Do not hold your checks. They need to be deposited right away!

.....

Area Bank Statements:

Copies of your Bank Statement will be sent to the Treasurer's Advisor school address monthly. Copies of the statements should on or around the 15th of every month.

Treasurers and their advisors should be reviewing bank statements with the Meeting Account register. Be sure to subtract any account service fees that were assessed on the monthly bank statement.

Area Leadership FCCLA Accounts

1. You have an account that is a separate account. It will be kept at the US Bank year after year. If a large fund balance accumulates for any area, the Minnesota FCCLA Board of Directors will designate possible uses for the large balance.

The Board of Directors has established that these items are to come from Area Leadership Funds:

1) State Association Fund Development– Because the fiscal health of our state organization is important to all Areas in our state, the state association will establish a set aside account for cash flow in low revenue months. This will be established by adding a \$2.00 fee to each event that the state association plans. Each Area will be assessed 5% of their account to be added to the set aside account each August. If the officers have a question about this assessment, they can contact the state office prior to August. This state event fee will generate about \$2400 per year and the area assessment will generate about \$1000 per year. The goal will be \$33,000 for this Rainy Day fund that will bin in an interest bearing account.

2) Uniform Jacket fund;

Area plan for official uniform dress – The Board of Directors voted to establish a state wide set of red blazers for an Area trade-in or rental annual policy.

Funding: This would be funded and maintained by designation 10% of each area's fund in August of 2010 and again in August of 2011 (and in continuing years). This 10% surcharge to the area would generate about \$2000 each year. The goal would be to have 45 uniforms purchased by May 2012 for the "Uniform Closet".

Management:

Uniforms jackets will be purchased by the state association using the uniform funding, the uniforms are turned in on Friday or Saturday of State Conference.

Area Officers MUST be established by the candidate deadline of March and selection at state conference. Size requests will be collected on the candidate applications.

Each officer would be assessed a "jacket use" rental fee to their chapters to cover the cost of dry cleaning, repair at the end of their term.

The maintenance of the uniform during their term would be their responsibility. The uniform should be dry cleaned at least 2 times during their term of office.

Each officer could trade their uniform should they grow out of it during the year, depending on the availability of a new size.

MN FCCLA Area Check Request Form:

Check requests must be submitted to the State FCCLA office at least 10 days prior to the check due date. Please fax this form to MN FCCLA at 651-330-2950 or send it to: MN FCCLA, PO Box 131386, Roseville, MN 55113-0012

Area Information

Area _____

Date Check Requested: _____
Needed: _____

Date Check

.....
Method of handling the check:

Choose one:

_____ Send check to the Treasurer to send or hand to vendor.

_____ Send check to the vendor directly.

_____ Amount was paid by a person or chapter and is reimbursed to them.

Name of Person to send check to: _____

Address to send check: _____

.....
Check writing information:

Pay to the order of: _____

Check Amount: _____

Reason for Check: _____

.....
Approval from Area for payment:

Treasurer's Signature: _____

Treasurer's Advisor's Signature: _____

Send to:
MN FCCLA

Account Balance: _____

Check Request Amount: _____

Attn: MN FCCLA
PO Box 131386
Roseville, MN 55113- 0012

New Balance: _____

Treasurer's Yearly Checklist STEPS

Dynamic Leadership Training—SUMMER

- _____ **Step 1:** Decide who the adult will be for the check request signature
- _____ **Step 2:** Write check requests for officers attending July camp.
- _____ **Step 3:** Set a budget with the Officer team for the year. Set a fee for the Areaal Fall conference registration. Tell chapters to write the checks to "Area #____ FCCLA."
- _____ **Step 4** In August, your area leadership team fee for the Jacket collection will be taken form your account.
In August, the Area fee of 5% of your funds will be taken to place it in a set aside account as determined by the Board of Directors. This will be automatic, you do not need to file papers for this process.

During the School Year

- _____ **Step 5:** Send in check requests –to pay the bills for the Area convention with checks from your account. Keep an accurate account balance. Review the monthly balance information from the bank.
- _____ **Step 6:** At Fall Area Leadership Meeting, Report on your Area fund balance in the script for the Fall Area Meeting.
- _____ **Step 7:** As a officer team, determine the budget for the Mid-Winter conference.
- _____ **Step 8:** Set a fee for the Area Mid-winter conference registration. Tell chapters to write the checks to "Area #____ FCCLA."
- _____ **Step 9:** Send in checks for deposit. Send in check requests to pay the bills for the Mid-winter conference with checks from your account. Keep an account balance. Check the monthly balance information from the bank.

State Conference at the End of the Next Year

- _____ **Step 10:** Finish the account balance pages of the Officer Handbook (see section VIII of the Area Officer Handbook). The old and new Treasurers will meet at State Conference to review the account and to receive training.

COMPLETE AND RETURN TO:

MN FCCLA
 PO 131386
 Roseville, MN 55113-4266

Send with this form a copy of expenses and income sheet to the State Office.

YEAR: _____
 AREA: _____
 TOTAL NO. CHAPTER ATTENDING _____
 TOTAL NO. DELEGATES ATTENDING _____

BALANCE SHEET

INCOME				EXPENSE	
Reg.	No.	Fee	Total		
Chapter fee	_____ X _____	= _____		LUNCH (food & labor)	_____
Late chapter fee	_____ X _____	= _____		Other food break	_____
Delegate fee	_____ X _____	= _____		Program Printing	_____
Late Delegate fee	_____ X _____	= _____		Speakers & Workshops	_____
				List is honorarium, gift, mileage or fee	
				Miscellaneous expenses	_____
				Janitors	_____
				List each as bus driver lunch, food sold, donations	
				Postage	_____
				Flowers	_____
				Decorations, backdrop, etc.	_____
				Supplies (pens markers, candles	_____
				Miscellaneous itemize	_____
TOTAL INCOME					

TOTAL INCOME _____					
TOTAL EXPENSE _____					

PROFIT =====					

				TOTAL EXPENSES	_____

Attach the total expense and income sheets, keep the receipts and canceled checks in the Area treasurer file.

Please return one copy of this within one month of the Area Leadership Conference.

**FCCLA
OFFICIAL RECORD OF EXPENSE**

Date	Itemize	Amount
8/16	Example: Flowers - Olson's Greenhouse	
	3 corsages	\$6.00
	1 centerpiece	\$7.00
		TOTAL
	Total Income	
	Total Expense	

MID-WINTER CONFERENCE REPORT

RETURN TO:

MN FCCLA
PO 131386
Roseville MN 55113

YEAR: _____

AREA: _____

TOTAL # CHAPTER ATTENDING _____

TOTAL # DELEGATES ATTENDING _____

INCOME

# People		Fee For Lunch	
_____	x	_____	= _____

# People		Registration	
_____	x	_____	= _____

TOTAL INCOME _____

SUMMARY

Total Income \$ _____

Total Expenses \$ _____

Profit \$ _____

IMMEDIATELY!

Send to the State Office. PO 131386, Roseville, MN 55113

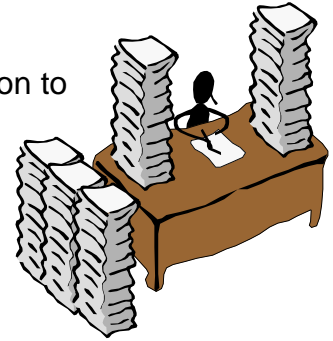
**RETURN COPY OF THIS SHEET ONE MONTH AFTER CONFERENCE

**RETURN ANOTHER COPY WITH BALANCE SHEET BY FEBRUARY

Training Others

Presentation Skills

As a MN FCCLA Officer you will be called upon to present information to your peers. To ensure your message is expressed clearly and that your peers get the most out of your project or training you must have polished presentation skills. The next few pages cover tips and guidelines to follow when making presentations, public speaking, making displays and posters and creating workshops. You will be able to draw on these skills as you provide training/workshops for delegates.



This conference will also allow Area Leadership team and State Officers to work together in a new capacity as you plan, coordinate and present general sessions, workshops and trainings together.

Pre-Presentation Details

Know Your Audience

Before a presentation always first think about your audience. Some details of the audience may affect how you plan to present your information. Some aspects to consider:

- * Age
- * Sex
- * Educational Level
- * Religion
- * Racial/Ethnic background
- * Economic status
- * Political views
- * Occupation
- * Cultural influences

Think in terms of the audience's values, attitudes and beliefs then adapt your presentation to best meet their needs and get your information to them.

Location

Find out where you will be giving your presentation and the expectations for your presentation. Will you be speaking to a group in a classroom, in an auditorium? Will you be standing next to a display speaking with individuals?

Ask about the following items prior to the presentation day:

- * Sound system
- * Podium, lectern or none
- * Audiovisual equipment
- * Lighting
- * Seating arrangements of audience

Know how to get to the presentation and allow extra time in case you have difficulties finding the location.

Appearance

People form their first impression based on how you look and present yourself. When presenting as an FCCLA peer educator you must remember that you

represent FCCLA. You should wear your peer educator uniform or appropriate semi-professional clothing. The goal of your presentation is to educate others not make a fashion statement. Make sure your appearance is neat and clean.

Work on Your Confidence

Present yourself in a confident manner and people will respect you and what you are saying to them.

Feel Confident

There are several things you can do to help feel more confident prior to giving a presentation. Practice your presentation several times. The more familiar you are with it the better you will feel about it. Try giving your presentation to a smaller audience such as family members or chapter members. Ask them for feedback. Also view the presentation in a positive manner. If you think you will do well, you will! Finally, remember that you are a highly trained peer educator! You are very qualified to give successful presentations!

Look Confident

Posture-People can tell from your posture how you feel and how you feel about yourself.

Eye contact-Look directly into people's eyes when you speak to them or when they are speaking to you. But, keep in mind there are many cultural differences regarding eye contact so you may need to research this prior to your presentation.

Voice- Speak with enthusiasm and energy in your voice to set the tone of your presentation.

Facial expression-Show your interest in your face and people will feel good about you as a presenter.

Stance-People who are confident stand 16-19 inches from someone's face. Less confident people stand too far away or too close. Face the person you are speaking with and stand up straight.

Making Presentations

Basic Format for Presentations

First: (Introduction) Tell them what you are going to tell them
Second: (Body) Tell them-Keep your body to 3-5 main points
Third: (Conclusion) Tell them what you told them

Know the Facts

Remember, you are the expert so you must know the facts. You don't want an audience to leave with the wrong information on your program or issue.

Have a Goal

Identify what you want to achieve during the presentation then develop your presentation plans around the goal. In most cases, set one goal for each presentation, any more and your audience will have trouble keeping the information straight.

Be Organized

Define the major points you want to cover then present them in a logical manner covering all details before moving onto the next point. Limit your presentation to three to five main points. Make sure your visuals follow your speaking outline.

Use Visual Aids When Appropriate

PowerPoint presentations, posters, overhead transparencies, photographs, slides, charts and videos can help clarify and add to your message. When giving statistics verbally, always try to show them visually too so your audience will be more likely to comprehend and retain them.

Speak From an Outline

Using an outline to speak from will help you sound more conversational and less as though you are reading a speech to your audience. Speaking from an outline does require practice prior to giving the presentation but remember practice will help you feel more confident about your presentation! If you still feel uncomfortable about speaking from an outline keep in mind that you can add details or word cues to your outline to help you make all your points.

Give the Audience Information to Take With Them

Either provide a handout with the points you want the audience to remember or allow them some time at the end to write down one or two ideas from your presentation and what they will do to carry out those ideas.

Developing workshops

Workshops teach the audience through hands on involvement and activities.

Organizing the Workshop

Workshops are organized much like a speech or presentation. A dynamic workshop will have the following parts:

- * Introduction
Introduce yourself and the workshop to the audience including your credentials for leading the workshop. You may want to include a mixer or activity to get the audience involved and interacting from the start.
- * Body
Present the information utilizing hands on activities and involvement from the audience to keep them interested and engaged in the learning process.
- * Summary & Conclusion
Wrap up the workshop by reviewing your main points. Allow audience members to ask questions and ask them to fill out an evaluation.

Workshop Title & Theme

Make your workshop fun and appealing by incorporating a fun theme and a catchy title. This will help create interest for your workshop and can be a way to tie all parts of the workshop together.

Choosing a Catchy Title

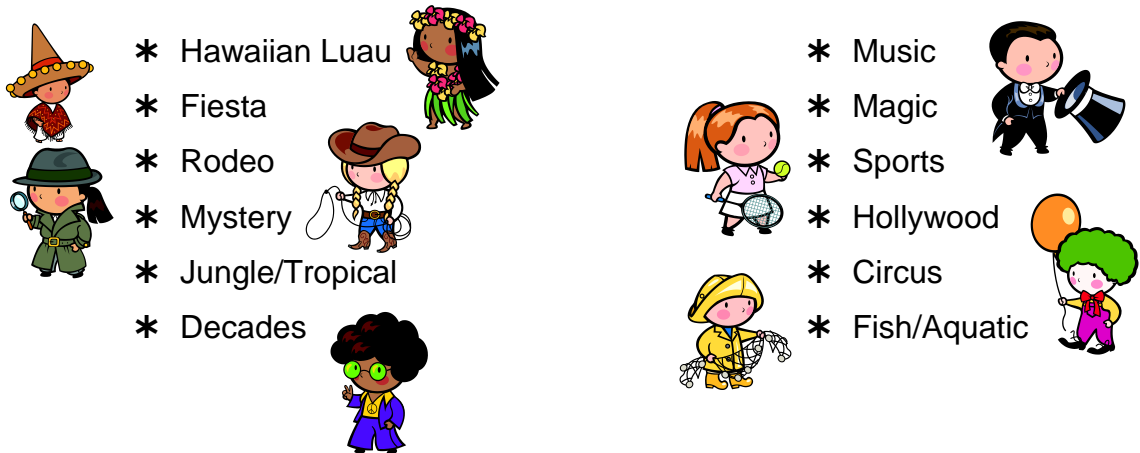
Choose a powerful title that uses imagination, humor and appeals to your potential audience. Here are some ideas:

- * Use an exciting verb
“Astounding your Members”
- * Adapt a song title
“Head, Shoulders, Knees and Toes- Student Body 101”
- * Adapt a book title
“Oh The Places You’ll Go with FCCLA”
- * Adapt a movie title
“Head ‘Back to the Future’ with FCCLA”
- * Ask a question
“Do you Dream in Color? -Involving Members in Start Something”
- * Be surprising
“Talk to Strangers! –Key Aspects of Networking”
- * Adapt a well known concept
“Two Heads are Better than One-Making Teamwork Work For You”
- * Use a number
“Three Steps to Increased Membership”

Creating a Theme

A well thought out theme will help you add fun to your workshop and tie all your points and activities together. Use themes that are familiar to most people and be sensitive to cultural differences when choosing a theme for your workshop. Keep in mind the age of your audience. Also choose a theme that will be easy to connect throughout your workshop to activities and handouts.

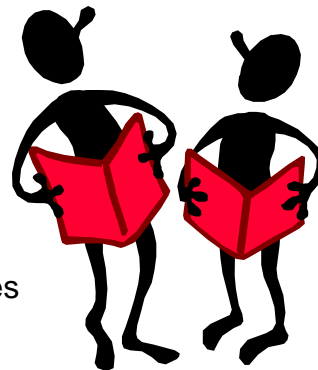
Some theme ideas are:



Workshop Activity Resources

To keep your workshop audience interested and involved you will want to incorporate learning activities into the body of the workshop. Many resources are available to you with activity examples you can utilize in your workshop.

- * FCCLA Program Handbooks
Available from your advisor or National FCCLA supply service
 - Dynamic Leadership
 - Power of One
 - Families First
 - Student Body
 - STOP the Violence
 - Financial Fitness
- * Activities That Teach and More
Activities That Teach
By Tom Jackson
- * Activities That Teach Family Values
By Tom Jackson
- * Energizers and Icebreakers for All Ages
and Stages
By Elizabeth Foster
- * Team-Building Activities for Every Group
By Alanna Jones



Do not feel you need to limit yourself to these resources. Your advisor may have other books or resources to help you out. Also you may have completed an activity in a class or through another organization that you can incorporate into your workshop.

Mixers & Icebreakers

- * **Animal Sounds** Put names of different animals on cards. As people enter the room they each take a card. Tell them to get into groups by making the sound that the animals make. Example: Cow (moo)
- * **Transportation Mixer** Same principle as animal mixer only use things like plane, train, boat, car motorcycle.
- * **Human Knot** Get group into circle. Have each person grab the hands of 2 different people, not next to them. Tell them to untangle themselves without releasing hands.
- * **Mingle, Mingle** Everyone goes around the room saying, Mingle, Mingle, Mingle, until the leader says, "stop". The participants are to introduce themselves to the person next to them, then mingling continues.
- * **That's Me** The leader says a personal quality or activity and if it applies to them, they stand up and yell "That's me".
- * **Circle Game** All the participants are seated in a circle of chairs. The leader calls out directions and participants move accordingly. For example, "Move three chairs to the left if you have brown hair." The participants will end up sitting on each others' laps.
- * **Me Tags** Have participants write their names vertically on a piece of paper. For each letter, have them write a word describing them.
- * **Rumdiddles** Give each participant a few pipe cleaners. Ask them to make sculptures describing themselves, activities, etc.
- * **Find Someone Who...** Put this on the top of a page and ten list certain qualities. Everyone goes around getting the signatures of the people who fit the sentence. (Sheets are pre-designed and then distributed so that participants only need to sign their names on sheets.)
- * **Body Puzzles** Give participants a piece of paper and ask them to draw a body. For each part ask them to write a leadership quality. (Option: cut-out pieces beforehand and have them put them together before writing leadership qualities.)

- * **Backwards Dancing** Play music and have participants link arms with one another and dance back to back. The leader yells "switch" and participants switch partners, introduce themselves and begin dancing backwards. The leader can also yell "link-up" so that there are 2 groups (4 people) dancing together and repeat so that there are groups of eight and use this mixer as a way of grouping people for projects.
- * **The Boss Game** Divide participants into groups of four. Have them decide, within their groups, who is going to be the Head Honcho, Big Chief, Top Banana, and Top Dog. After they have decided, instruct them that, for example, Top Bananas will go first. They can boss the others in their group to do anything. Rotate turns so that everyone in the group gets the chance to boss the other three.
- * **Running Game** The leader divides participants into teams. The leader says, "Bring me someone who..." (example: can recite the creed). The team that get someone to the leader first gets a point. The team with the most points wins.
- * **Fruit Basket Upset** Everyone sits in a circle of chairs except for one person so that you are one chair short. Number them off 1-4. Give each number the name of a fruit. When you call that name, that group runs for an open chair. The person left standing calls out the name of a fruit. When "fruit basket upset" is called, everyone runs for an open chair.
- * **Zip, Zap, Zowie** Everyone sits in a circle. They ask the names of the people next to them. The person to their right is zip and their left is zap. If the person in the middle say zip to you, you have to holler out the name of the person on your right, and so on until someone messes up and then that person is in the middle. If the middle person cannot get someone to mess up, they yell zowie and everyone changes chairs and play resumes.
- * **"Who's the Hottest Leader?"** Divide them into groups. Give each group an ice cube. They pass it from person to person and the group that melts their ice cube first wins.

Dividing Groups

As they enter, have them take one of these things and group them accordingly:

- 1.Candy bars
- 2.Stickers
- 3.Balloons
- 4.Puzzle Pieces
- 5.Deck of cards

Or, divide them by:

- 1.Birthdays
- 2.The color of their shirt
- 3.Shoe size
- 4.Favorite sport or activity
- 5.Movie preferences
6. Music choices

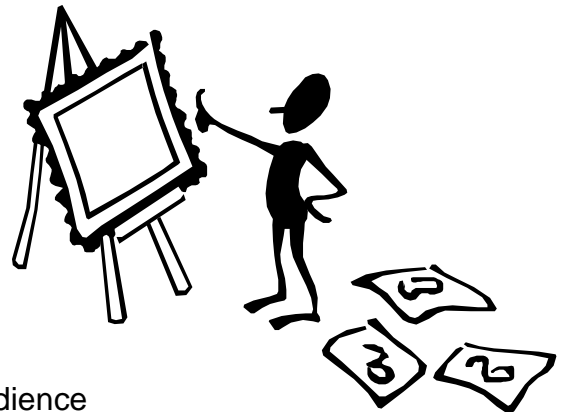
Visual Aids

Visual aids help a speaker effectively make a point to the audience. When presenting, utilize the visual aids that will add to your presentation and that you feel comfortable with. Visual aids should enhance your presentation, not distract from what you are saying. You can produce visual aids electronically such as a PowerPoint or video or manually such as a display or poster.

Pros & Cons of Visual Aids

Pros:

- * Help the audience focus
- * Help the audience grasp facts
- * Clarify a complicated message
- * Show comparisons
- * Emphasize key points
- * Serve as a guide for the presentation
- * Adopt a brief theme or single idea



Cons:

- * Distract audience
- * Talk to the visual aid instead of the audience
- * Equipment worries or malfunctions

Making Use of Visual Aids

There are many options available to you when choosing a visual aid to utilize during a presentation. Here are some options and some tips for using them successfully.

Slides/PowerPoint

PowerPoint and similar programs allow you to create professional looking presentation aids that you can alter and adapt depending on your audience and presentation details. However, many people make some common mistakes which cause PowerPoint to actually deter from their presentation, not emphasize it. Follow these tips when using PowerPoint for a presentation.

- * Avoid distracting or “busy” backgrounds and remember the rules of color contrast
- * Keep text in short, concise phrases-never write complete sentences or paragraphs!
- * Use the guidelines for font and choose a size large enough to be easily read
- * Avoid using distracting animation -keep it simple
- * Don't use sound effects
- * Check for spelling errors

- * Allow enough time prior to the presentation for set up and equipment troubleshooting

Projectors

Projectors allow you to emphasize main points through text and produced properly can be clearly seen from a distance. These tips will help you utilize overhead projectors successfully.

- * Follow the font guidelines on the following pages
- * Practice so you don't fumble with the powerpoint.

Flipcharts

Flipcharts-large pieces of paper on an easel are effective only for audiences of less than 50 people. Flipcharts work best for capturing main points of discussions during a presentation or workshop. When using a flipchart remember:

- * Write large enough so the audience can read the flipchart
- * Use black or another dark color ink
- * Use the entire sheet
- * It may be helpful to utilize a helper to write while you facilitate the discussion

Handouts

Handouts allow you to highlight points in your presentation and give audience members a reference of your points they can take with them. Also, utilizing handouts ensures members of your audience will be able to see and read your points. (They have a copy right in front of them!) When using handouts:

- * Reproduce on good quality paper
- * Keep them simple and not too busy so information is simple to locate on the handout
- * Include your contact information
- * Add clip art to keep the handout interesting and fun!
- * Distribute them when appropriate-while discussing the points on the handout or at the conclusion as a summary of your presentation

Displays

The best situation for using a display as a visual aid is when you are presenting in an exhibit or fair type situation. Also a well designed and executed display can educate an audience on its own without a presenter.

When creating a display follow these tips:

- * Use a catchy theme to decorate the display that will draw attention
- * Use large stencils or a computer generated title
- * Main points should also be typed
- * Just as important as the information on the display is the appearance- if a display does not appear neat or appealing people may not approach it
- * Keep text brief and highlight main points
- * Supplement the display information with a handout that contains more details
- * Create your display as if you were being judged on its appearance and content

Design Principles

When developing visual aids, remember that if an audience member has difficulty seeing or reading it they will be distracted from your presentation. To prevent this follow these guidelines.

Contrast

Some color combinations are less likely to be seen at a distance. To ensure your visual aids are easily read, use two colors with high contrast (one is light and the other is dark).

Good color combinations with high contrast:

- * Black & white
- * Black & yellow
- * Black & red
- * Red & white
- * Darker blue & white

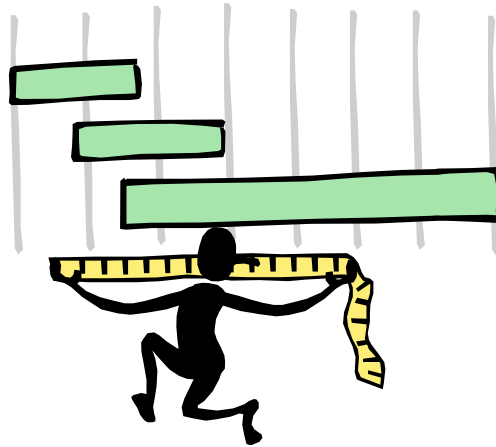
Poor color combinations with low contrast:

- * Black & dark blue or dark purple
- * Yellow & violet
- * Blue & green
- * Red & orange
- * Yellow & white

Font

Although word processing programs have many fun and interesting fonts available, some of these fonts may actually be difficult to read and distract from your presentation. Simpler, heavier fonts tend to be easier to read compared to thinner and fancier fonts.

- * A good rule of thumb is to use no more than two different fonts on a visual aid.



Communication

Communication

As a FCCLA peer educator you will communicate with many individuals and groups through a variety of means. We have already discussed guidelines for communicating your message through presentations. This section will provide you with information for professional written and electronic communication.

Guidelines for Correspondence

Regardless of the type of correspondence keep these guidelines in mind:

- * Always proofread your correspondence before sending it out
- * Type letters on a word processor or computer
- * Utilize computer spell check and grammar check tools
- * Have your advisor read all correspondence before sending it out
- * Submit a copy of your correspondence to your Special Teams Coordinator
- * Reply to correspondence in a timely fashion

Correspondence via Mail

You should correspond through the mail when making requests to present, replying to a request to present (unless directed to make contact via E-mail or telephone), informing a group or individual on your program or requesting participation in your program from an individual or group.

When corresponding through a letter follow this format:

Your name Your address
Date
Name of letter recipient Address
Dear Mr./Mrs. ____:
Body of letter
Sincerely,
<i>(Signature)</i>
Your name Your title



Correspondence via E-mail

Because of the increased ability for people to access E-mail and its convenience, you will most likely correspond with people via E-mail. Treat an E-mail in the same professional manner as you would a letter. Use correct grammar, punctuation and capitalization and format the E-mail similar to the letter example above excluding your address, the date and the address of the recipient. Include your contact information (address, phone and E-mail address) either in the body of the E-mail or after your signature. Another aspect to consider is your E-mail address itself. You should have a professional sounding E-mail address and you may want to set up an account just for your FCCLA peer education involvement.

Here are some examples of inappropriate E-mail addresses:

- * Hottie2007@yahoo.com
- * dumbblondegirl@hotmail.com
- * party4ever@msn.com
- * boycrazy_69@yahoo.com

Some appropriate options include:

- * Using your name or initials
Ex) JaneD34@hotmail.com
- * Using an E-mail address provided by your school
Ex) John.Doe@school.k12.mn.us
- * Using a combination of FCCLA, your name and/or numbers
Ex) Bob_FCCLA@yahoo.com

Correspondence via Telephone

When making telephone calls as a FCCLA peer educator, follow this format:

1. Introduce yourself
2. State your position in FCCLA
3. State the purpose of your call
4. Give your contact information



Conferences and Meeting Planning

PLANNING SHEET FOR CONFERENCES

Purpose / Conference Title _____

Type of Conference _____ Date _____ # People _____

Conference Location _____

Timing	Activity	Methods	Who

CONFERENCE CHECKLIST

Date: _____

Alternate Date: _____

Area Conferences

What	Who	When	Done	Notes
Find Location- With accommodations for: <ul style="list-style-type: none"> • Registration • Large group • Workshops • Advisor meeting • Meal 				
Send out and collect registration forms				
Program: Create & copy-should include: <ul style="list-style-type: none"> • Floor plan/map • Agenda 				
Signs: <ul style="list-style-type: none"> • Welcome • Registration • Parking • Lunch • Workshops • Restroom 				
Supplies & equipment <ul style="list-style-type: none"> • Registration Table • Pencils/paper • Name tags • Registration packet • Other 				
Contact & confirm speaker				
Workshop topics: <ul style="list-style-type: none"> • • • • • • 				

Stage set-up <ul style="list-style-type: none"> • Podium • Theme presentation props • Gavel • Decorations 				
Assign duties to chapters				
Meal				
Pack chapter packets <ul style="list-style-type: none"> • Programs • Name tags • Map • Tickets for workshops • Meal tickets 				
Income & Expense forms Pay bills Send forms to State Office				
Publicity: <ul style="list-style-type: none"> • News release • Pictures 				
Evaluation Create & copy				
Tabulate evaluations				
Thank You Letters <ul style="list-style-type: none"> • Speakers • Guests • Helpers 				

ARRANGEMENTS

PRELIMINARY ARRANGEMENTS

1. Contact administration and get conference date on calendar early.
2. Find costs involved in use of school.
3. Obtain floor plan of school to make room assignments for workshops.
Consider the following:
 - a. seating capacity
 - b. blackboards and screens available
 - c. AV equipment in school

PRE-REGISTRATION MATERIALS

1. Send registration materials to schools at least 5-6 weeks in advance.
2. Include in packet:
 - a. Registration form
 - b. Tentative agenda
 - c. Chapter responsibilities
3. Determine a deadline for all registration materials to be in. If not returned by deadline date, call the school to get the number of those attending.

DAY OF REGISTRATION

1. Have one packet per chapter stuffed with necessary information for the day of the meeting. This includes:
 - a. lunch tickets
 - b. programs
 - c. name tags
 - d. maps in program
 - e. list of workshops with description and room numbers
 - f. tickets for workshops
2. Have a table set up to handle registration. Supplies needed are as follows:
 - a. packets described in item one
 - b. extra programs
 - c. extra lunch tickets for guests, speakers, workshop people
 - d. change for late registration
 - e. mileage checks and honorariums ready in labeled envelopes in advance or the addresses to send them to.
3. Provide hosts to greet guests and speakers and usher them to the room they will be using.

PROGRAM

(Decisions concerning program should be made by all officers and their advisors.)

1. Tentative program:
 - a. What is to be included –Opening session, workshops (in own rooms), service project, Closing session with speaker.
 - b. How will the day be organized?
 - c. Tentative time schedule
 - d. Who to obtain - speakers, workshop leaders, etc.
 - e. Responsibilities of each officer in carrying out the program
 - f. Special assignments to chapters of the Area
 - g. Program booklet design and layout
 - h. Special programming for junior high delegates
2. After program is set make sure that:
 - a. Speakers know their time allotment
 - b. You obtain a list of equipment and AV supplies needed for each workshop and speaker
 - c. You have a written agreement as to the cost of each workshop and speaker. Follow up with a check and thank you note from the officer responsible for obtaining the person.

LUNCH

1. Possible ways of serving lunch:
 - a. School lunch cooks
 - b. A local church
 - c. Commercial restaurant or caterer
 - d. Members' parents
 - e. Box lunches prepared ahead of time.
2. Get a definite menu with a cost.
3. Determine number to be served at one time and set up shifts so all can be served in an efficient manner.
4. Make arrangements for speakers and guests to be served quickly.

PRINTING

1. Programs:
 - a. Use graphic arts department, if available, for printing.
 - b. Assign one school to duplicate and assemble.
2. Lunch tickets
3. Workshop information and tickets.
4. Evaluation sheet
5. A news release to be sent home

GENERAL

1. Make assignments for chapter responsibilities and make sure they do it.
2. Seating for special guests.
3. Seating for chapter delegates (HINT: The closer and more directly in front of the podium the delegates are seated, the less easy it is for them to move about during sessions when they should remain seated. Seating to the sides and the back make audience control difficult.
4. Podium placement.
5. Placement of backdrop, if one is used.
6. Flag placement for flag ceremony.
7. Special lighting.
8. Audio-visual equipment, if needed for officers' report or speakers.
9. Microphone and P.A. system (test it before the meeting begins).
10. Piano or other special equipment.
11. Flowers:
 - a. Corsages for officers, advisors
 - b. Roses for installation to give to new officers
12. Contact local newspaper for coverage.
13. Provide room for bus drivers and make arrangements for their lunch.
14. Contests, such as poster or nametags, help to give recognition to more chapters.
15. Favors for each chapter given out at the beginning of the day, if they can be obtained free or for little cost.

NOTE: Encourage students not to wear blue jeans. It will affect behavior in a positive way if students "dress-up".

GENERAL CONVENTION RULES

Delegates are to attend all sessions.

No smoking is allowed.

No alcoholic beverages are allowed.

We ask that you remain in the building until the convention is over.

FCCLA'ers are known for their good appearance. Remember the dress code –

NO BLUE JEANS!!

SAMPLE LETTER

We, the Area Leadership Team Officers share our enthusiasm with you. We will challenge you to explore your potential, reach for new leadership opportunities and let your energy shine!

GET INTO THE ACTION AT _____ (time) ON _____
(date). AREA _____ CONFERENCE STARTS WITH REGISTRATION AT
_____ (time) ON _____ (date) AT
_____ (location).

THE FIRST DYNAMIC SESSION WILL BEGIN AT _____(time).

Enthusiasm will fly in all directions!!!!
See dynamic speaker sessions, learn about FCCLA programs and our
energy will end at _____ time.

HOPE TO SEE YOU THER!

Your officer team

**P.S. IF YOUR CHAPTER WOULD LIKE A PACKET FULL OF IDEAS
BEFORE THE AREA CONFERENCE, JUST SEND A NOTE TO
MOE AND HE/SHE WILL MAKE ARRANGEMENTS FOR A AREA
OFFICER TO VISIT YOU!!!**

(INSERT YOUR TENTATIVE AGENDA)

SAMPLE LETTER

INFORMATION CONCERNING THE AREA _____ CONFERENCE

PLACE: West High School

DATE: Tuesday, September 10

TIME: 12:30 - 5:00 p.m. (approximately)

SCHEDULE: 12:30 - 1:00 Registration and arrival
1:00 - 1:15 Energize - Round 1 - General Session
1:30 - 2:15 Speaker:
2:15 - 3:45 Snack - Resource Fair
Workshop - Film Fair
Voting Delegate and Candidate Session
3:45 - 5:00 Energize - Round 2 - General Session

A more complete schedule of workshops, films, etc. will be mailed to each chapter prior to the Area _____ Conference.

REMINDER OF CHAPTER ASSIGNMENTS

- Each chapter must contribute a booth for the Resource Fair (see enclosed flyer)
- Supplies for the service project (or donation for service project)
- Chapter flag for roll call Parade of Chapters

SAMPLE

REGISTRATION FORM

FCCLA CONFERENCE

<u>QUANTITY</u>	<u>REGISTRATION</u>	<u>PRICE*</u>	<u>TOTAL</u>
_____	Chapter Registration Fee	\$5.00 per chapter	_____
_____	Individual Registration Fee	\$3.00 per person	_____
	____# of advisors attending		
	____# of members attending		
	____# of chapter mother attending		
_____	Late Registration Fee	\$.50	_____
	TOTAL RECEIVED		_____

* Budgets may change your amounts.

SEND REGISTRATION TO:

Registrations should be postmarked and returned no later than _____, without late registration fee penalty.

Enclosed is a check for \$_____

BUDGETING FOR CONFERENCE EXPENSES

Conference expenses vary. Thus, many decisions will be based on individual situations and resources available. Uses of Area Leadership team funds are as follows:

Planning and presenting at the Conference

July Camp- The Area may pay ½ of the registration costs if there is adequate funding. It is mandatory for officer to attend.

November Summit- The Area may pay ½ of the registration costs if there is adequate funding. It is mandatory for officer to attend.

National Conference - \$150 each for officer - (up to \$750.00) -Paid at the end of the term. National Conference is optional

Workshops within the Area to bring ideas to local chapters (none)

Officer supplies, postage, phone calls

STAR Event Coordinator \$200 fee – (½ paid by Area, ½ paid by state)

All Officers and Advisors should start by planning a budget for Conference before deciding on fee needed to charge.

The following chart is a sample representing the average expenses of a Conference in fall.

Profit totally \$_____ is needed to fill financial obligation of each Area Leadership Team is all Officers attend National. You should feel obligated to contribute that amount to reimburse the treasury for next year's officers.

EXAMPLE:

Income:	20 chapters x \$5.00 =	\$100.00
	350 people x \$4.00 =	<u>\$1,400.00</u>
		\$1,500.00

Meal @ \$2.25 per plate	=	\$790.00
Guests meals (10)	=	22.50
Speaker	=	200.00
Band	=	100.00
Flowers	=	60.00
Workshop expenses	=	100.00
Decoration - supplies	=	60.00
Program/printing	=	<u>35.00</u>
		\$1,367.50

TOTAL PROFIT = \$132.50

This will not support your Area this year - what and where can you cut? Or are you raising registration, or are you getting more people to come?

You will find that budget for your Area is very limited, so try to get by as cheaply as possible. Try to cut corners by using the "free" resources around. If schools within your Area wish to assume some of the expenses it will be most helpful. You might be able to use their supplies and equipment.

Keep cost of meals and/or lodging reasonable and car pool whenever possible to meetings.

Suggested Conference Budget

<u>Item</u>	<u>Average Cost Per Conference:</u>	<u>Comments:</u>
Registration	Chapter \$5.00 Individual \$2.00	This should not exceed about \$2.00 per person, unless it included the cost of a meal.
Meal Tickets	Cost of food	Find an inexpensive way (State Officers, presenters and SO Advisors should be guests for meals)
Honorariums	Films, workshops, mileage, \$200.00	Costs of films are pro-rated per all Areas and then available for all to borrow.
Decorations	\$35.00 (flowers, candles, backdrop)	Backdrop should not cost over \$20. Flowers for the officers are OK, but advisor corsages should be purchased by the officers as gifts.
Program Printing	Free, if possible	
Janitor Costs	Free, if possible	
Miscellaneous	\$40.00 Postage, phone calls, supplies/paper, dittos, poster board, art supplies.	All postage should be itemized and paid from Area conference.
Average Attendance	300 - 500	
Average Profit	\$500.00	
Donations for State Conference Speakers/ Entertainment etc		
DONATIONS TO STATE ASSOCIATION		

Other Expenses Incurred for Conference and Officers

Officer & Jr. High Council Outfits.....	Personal expenses of officer
Bus to Conference.....	Each chapter pays own
Name tags.....	Have each chapter make them
Brunch or Reception.....	Each chapter bring treats
Duplicating.....	Local school - cheapest way that's possible
National Conference (Cost of scholarship -\$150).....	Officer, their school, communities help with dollars
Spending money at meetings.....	Paid by officers
Optional: Gift to new officer.....	Paid by officer, if desired.
Donations for State conference Speakers/ Entertainment etc	

OPENING CEREMONY MINNESOTA FCCLA

PRESIDENT: *(Give rap with the gavel with signals the officers and members to stand)* We are the Minnesota Family, Career and Community Leaders of America. Our objective is to help individuals improve personal, family and community living.

OFFICERS: Our objectives focus on individual growth, preparation for family life, careers, leadership and action toward a better world.

MEMBERS: As we work toward the accomplishment of our goals, we develop leadership qualities, learn cooperation, take responsibility and give service.

PRESIDENT: The _____ conference of the Minnesota FCCLA is now in session. Let us repeat our creed.

FCCLA Creed

We are the Family, Career and Community Leaders of America.
We face the future with warm courage and high hope.

For we have the clear and consciousness of seeking old and precious values.
For we are the builders of homes, homes for America's future,
Homes where living will be the expression of everything that is good and fair,
Homes where truth and love and security and faith will be realities, not dreams.

We are the Family, Career and Community Leaders of America.
We face the future with warm courage and high hope

PRESIDENT: You may be seated.

CLOSING CEREMONY MINNESOTA FCCLA

PRESIDENT: Gives rap with the gavel as a signal for all to stand.

We are challenged to accept the responsibility of
making today's decisions that affect tomorrow's world.
Let us repeat our creed.....

FCCLA Creed

We are the Family, Career and Community Leaders of America.
We face the future with warm courage and high hope.
For we have the clear and consciousness of seeking old and precious values.
For we are the builders of homes, homes for America's future,
Homes where living will be the expression of everything that is good and fair,
Homes where truth and love and security and faith will be realities, not dreams.

We are the Family, Career and Community Leaders of America.

We face the future with warm courage and high hope.

PRESIDENT: This meeting is now adjourned.

Area Leadership Team Elections

Minnesota FCCLA Opportunities for Elected Office Positions

State Officer - EIGHT POSITIONS

(must be younger than a senior to run for this position)

Elected at State Conference by interview, test & voting delegates

Area Leadership Teams Officers - FOUR POSITIONS IN EACH OF THE AREAS

(must be younger than a senior to run)

Elected at State Conference by test & voting delegates

Junior High Council Member - ONE POSITION PER AREA

(must be in grades 6, 7, 8, 9 when serving this term)

Elected at State Conference by test & voting delegates

Peer Education Team

(must be younger than a senior to run for these positions)

Selected at State Conference through interview

Running for Office

Who can run for office?

- * Any student in grades 5-11 who has taken a course in Family and Consumer Sciences

Qualifications & Standards

- Dependable and responsible; meets all obligations and duties.
- Mature and able to communicate and get along well with other people.
 - Have an interest in the knowledge and ideals of the FCCLA organization.
 - Make FCCLA a priority for the year.
 - Promote the image youth as leaders.
- Family, principal, and advisor understand FCCLA and the responsibilities the candidate would have as officer.
- Be willing to follow code of conduct.
- Supported and recommended for candidacy by the chapter, advisor, school and administrator

Policy of the Board of Directors

What an Area must do to be in good standing:

1. Elect Officers from at least 3 chapters.
(Exception- Area 7 due to geographic challenges)
2. All Officers and All Advisors must attend Summer Leadership training.
3. All Officers and All Advisors must attend the Fall Conference and host mid winter meetings.
4. The Area Leadership Team Officers must work with the State Officer coordinating their set of officers. The Area is encouraged to donate to FCCLA
5. All Officers and All Advisors must participate in State Conference- Elections, Area tasks, meeting of Officers.

If a Area is not in good standing, they will be notified that they are not in good standing and need to respond to these options.

- 1) Disperse the chapters into a nearby Area.
- 2) Seek to elect officers from 3 chapters by one month from the state conference.
- 3) Correct their omissions by one month's time.
- 4) If not, the state Board for Directors will determine the best path for the Area

Candidates for Area Officer Policy.

Candidate policy: By the deadline, Any Area without enough candidates for a full team will be notified. A one-week extension will be granted.

By 4 weeks prior to state Conference, the Area not having 4 or more candidates will be contacted and told that their Area is being merged into the adjoin Area. A chapter may choose which area they will be joining.

The chapters will meet with the new Area at state conference. The previous area will no longer exist and will not meet as an area.

Current officers will attend and participate in conducting the Area meeting they are joining.

PRELIMINARIES OF ELECTIONS

1. Notify chapters of the applications for officer positions.
2. Applications are checked to see if the chapter is eligible to submit a candidate to run for that office; i.e. - 9th grader or above cannot run for junior high council.

Applications are checked to see that they have all the required signatures.
3. A deadline is set for accepting applications.
- 4.
5. Upon receiving applications for Officer positions and Junior High Council, each candidate is sent further specific information. This information could include:
 - a schedule of events on election day for the candidate.
 - questions which might be asked of the candidate.
 - topic for a short prepared speech to be presented in front of the entire delegate assembly or voting delegates.
 - responsibilities of Area Officers and Junior High Council Member.
6. At the State Conference officer candidates will be expected to appear at the Area meetings. They will either present a pre-assigned "speech", creative ad, etc. or they will answer questions. The questions are sent to each Area by the Executive Director.
7. Each candidate will take a written organization fact test. This is developed at the state level; the same test is given to each area officer & JHC candidate.
8. Each election will include a formal voting delegate session. The candidates will be asked to do one or more of the following:
 - deliver a short prepared speech
 - answer several questions "on the spot" in front of the delegate assembly.
 - allow candidates to be questioned in a large group, making sure all candidates are asked at least one question.
9. Each chapter will choose a voting delegate to the voting delegate assembly. In addition to this, each chapter that has members in 8th grade or below will appoint an additional voting delegate for the Junior High Council.

OFFICER ELECTION PROCEDURE

1. Applications will be sent out by the State Office before state conference.
2. Each chapter may run one candidate for an Officer unless candidate numbers are determined too low to make a complete officer team, then more than one candidate per chapter will be allowed
3. When filling out an application the candidate will be asked to list in order of preference for the Officer positions. The officer receiving the most votes will receive the first preference; the officer receiving the second most votes will receive their first available preference, and so on.
4. Send in completed application to the state office by a set deadline.
5. Information will be sent shortly after the applications deadline telling specific instructions for preparations.
6. Candidates will have to prepare some type of stage presentation, take a test on FCCLA facts and be prepared for the formal voting delegate session.
7. Area Team Officers will be announced and installed at State Conference.

CHECKLIST FOR PREPARING A STUDENT TO RUN FOR OFFICE

- _____ 1. Candidate confers with advisor about responsibilities and expectation of the office.
- _____ 2. Candidate completes candidate application form (including school administration approval) and understands code of conduct.
- _____ 3. Candidate/Advisor mails form to the state office by designated deadline.
- _____ 4. Candidate prepares self with knowledge of FCCLA organization and ideas for carrying out responsibilities of office for which he/she is running.
- _____ 5. Candidate prepares appropriate requirements for election procedure (such as: stage presentations, test, interview process, voting delegate session.)
- _____ 6. Candidate/advisor/chapter constructively critique candidate's preparations.
- _____ 7. Advisor arranges for attendance at state meeting.
- _____ 8. Candidate/advisor hold a post-election evaluation meeting.

ELECTION RULES

1. Each Area sets up a House of Delegates for the purpose of electing new Officers and State Junior High Council members.
2. All chapters attending the meeting should appoint a voting delegate for the House of Delegates that elects Officers
3. Each delegate should receive a copy of the portion of the candidates' application question 1-8 and 2 questions they answered. This sheet should contain only first name, appointed number and no mention of hometown and chapter.
4. Each delegate should have a question sheet and know the answers for fact questioning. An officer running the session will go through the correct answers. The thought questions have no "right" answer.
5. A fact test is given to each candidate. Results should be posted in voting delegate session.
6. Each voting delegate will vote for three candidates. The candidate has indicated his/her choice of office on the nomination blank. The highest vote winner will get his/her first choice. The second highest vote winner, etc. his/her first choice if it has not already been selected. The third place winner gets the remaining office. Each voting delegate of Junior High Council House of Delegates will vote for one candidate.
7. Announcement and installation of new officers will be made sometime during the Mid-Winter Conference.
8. The Officers elections and JHC elections should be done with written ballots. Candidates should be listed by first name and number.

What to do in the event of a tie

The candidate with the higher test score will become the new Area Officer

INSTALLATION CEREMONY

Occurs during State Conference- This may be altered depending on the State Conference schedule.

Arrangements:

1. Installing officers may form a semi-circle behind a table in the order of the president, vice-president, secretary, treasurer, and JHC. The incoming officers stand behind the corresponding installing officers.
2. The installing officers are the outgoing officers.
3. Eight white candles are on the table - these represent the eight purposes of the organization. One red candle is behind these, representing the flame of family and consumer sciences.
4. The flower, emblem and colors of the organization are used in decorating the room.
5. Soft music may be played during the ceremony, if desired. Officers and officers-elect may go to their places while the soft music is being played.
6. The room should be dark except for the lighted candle representing the flame of family and consumer sciences.

INSTALLATION CEREMONY

President: The ___ Area of the Family, Career and Community Leaders of America is in regular session to install our officers. As the present leaders, we will relinquish our officers to the officers-elect. You, as members, will witness their promise to lead our organization onward.

We have before us the light of Family and Consumer Sciences—a light that radiates throughout the world This is the light of our ideals and our purposes, which enables us to make our homes, communities, nation, and world a happier place in which to live.

Speaker I: (*Light first candle from red candle*) This candle is a symbol of one of our purposes to provide opportunities for self-development and preparation for family and community living and for employment.

Speaker II: (*Light candle*) This symbolizes our second purpose - to strengthen the function of the family as a basic unit of society.

Speaker III: (*Light candle*) This candle symbolizes our third purpose - to encourage democracy through cooperative action in the home and community.

Speaker IV: (*Light candle*) This candle symbolizes our fourth purpose - to encourage individual and group involvement in helping achieve worldwide brotherhood.

Speaker V: (*Light candle*) This candle symbolizes our fifth purpose - to institute programs promoting greater understanding between youth and adults.

Speaker VI: *(Light candle)* This candle symbolizes our sixth purpose - to provide opportunities for decision-making and for assuming responsibility.

Speaker VII: *(Light candle)* This candle symbolizes our seventh purpose - to become aware of the multiple roles of men and women in today's society.

Speaker VIII: *(Light candle)* This candle symbolizes our eight purpose - to develop interest in family and consumer sciences, family and consumer sciences careers and related occupations.

President: The following officers have been elected as ___ officers of Family, Career and Community Leaders of America for the year _____. *(President reads officer and officer-elect names in the following order: President, Vice President, Secretary, Treasurer and Junior High Council.)*

During the past year we, as officers of the Family, Career and Community Leaders of America, have fulfilled our responsibilities to the best of our ability.

The officers-elect must realize that a great honor is being bestowed upon you. The pledge of your office signifies your willingness to lead our organization onward.

(Each officer will step forward with his/her officer-elect in this order: Junior High Council, Treasurer, Secretary, Vice-President, and President.)

President: Will the new officers please come forward?

Officer: The new officers are _____.
Do you accept the office and promise to faithfully perform all the duties belonging to this office?

Officers-Elect: Yes, we solemnly promise to the best of our abilities, faithfully perform all the duties belonging to this office for which we have been elected.

President: You have heard the pledge that the officers have made. It is important that each member assists these officers in the performance of their duties. As members, we believe you are capable of carrying out these duties and have faith and confidence in your ability to lead the organization onward. As members of the Family, Career and Community Leaders of America do you accept these newly elected officers? If so, repeat after me:

Members: Yes, as member we have faith that these officers can lead our organization onward.

President: Will the President-Elect please come forward?
The office of President is one of great responsibility. You will want to be pleasant, firm, impartial, considerate, and a real friend to every member of the organization. As incoming President of Area _____ of Family, Career, Community Leaders of America, do you accept the office of President and promise to perform all the duties belonging to the office for which you have been elected?

President-Elect: Yes, as President, I solemnly promise I will, to the best of my ability, faithfully perform all the duties belonging to the office for which I have been elected.

President: By giving you this gavel, I relinquish to you the position of President of the Area _____ of Family, Career and Community Leaders of America. We are confident that the organization will continue to make progress under the leadership that you and the other officers will provide.

Resources

FCCLA State Office

www.mnfccla.org

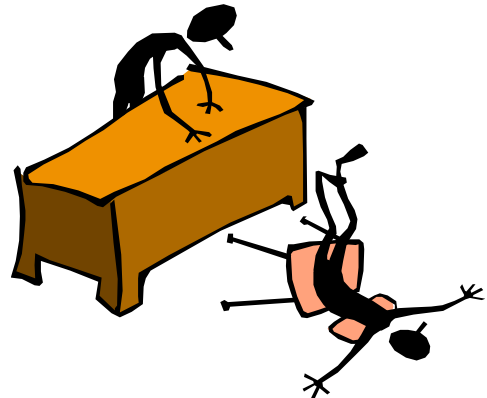
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