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Accept the Challenge

**Congratulations!** As an elected state officer in California FCCLA, you have accepted the highest honor of leadership. You represent over 4,500 members throughout the state, as well as over 130,000 students served annually by Family and Consumer Sciences (FCS) Education programs.

Accept the challenge to become an outstanding leader and to make a difference to the organization and its members! Use the State Officer Training Handbook to prepare yourself for your role as a State Officer. Refer to it often to polish your skills, define your responsibilities and motivate yourself to fill the potential of your office. Read the handbook and familiarize yourself with the forms and organizational policies that must be followed. Put your best effort into serving FCCLA and enjoy the rewards of leadership.

This year as a State Officer will go like a whirlwind from the State Leadership Conference to State Officers’ Meetings, to the National Leadership Conference, Region Officers Training Conference, and Region Meetings, to Advisor Conferences, and the Capitol Leadership Experience and finally there you will be... electrified with pride as you present the best State Leadership Conference ever! During this year, you will be challenged to stand tall, be proud of who you are and proud of being state officers in FCCLA.

To think about as you begin the year . . .

- Have you given serious thought to your assigned responsibilities and commitments to FCCLA?
- Do you know what it means to provide Service Leadership?
- How will you manage your time and studies to include your new responsibilities?
- Have you considered the kind of impression your actions or appearance conveys to others?
- Do you thoroughly understand FCCLA is a career technical student organization that is integral to Family and Consumer Sciences instruction, and can you explain FCCLA to others with confidence?

If you cannot answer the above questions confidently, do not feel alone or overwhelmed. Most people are bothered by doubts when they begin a new job, start a new course in school, or initiate a new project.

Remember that those who elected you to office had confidence in your personal qualifications and selected you to represent them during the coming year. As you begin your term of office, remember that a positive attitude and a lot of hard work will help make a great year!
FCCLA Mission

The mission of FCCLA is to promote personal growth and leadership development through Family and Consumer Sciences Education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through character development; creative and critical thinking; interpersonal communications; practical knowledge; and career preparation.

FCCLA Creed – Revised July 1, 1999

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 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.

“Our attitude almost always determines your altitude in life.”
Dear Colleagues:

The Office of Vocational and Adult Education (OVAE) maintains a close relationship with the career and technical student organizations (CTSOs). We recognize that the past performance and future potential of your organizations are compatible with the challenging objectives of education in the 21st century, and we support your objectives and want to involve the thinking of all of the CTSOs in the improvement of career and technical education. On behalf of OVAE, I welcome the cooperation and support from your organizations in strengthening the goals of No Child Left Behind through your effective career technical education programs: stronger accountability for results, more freedom for states and communities, encouraging proven educational methods, and more choices for parents.

OVAE recognizes that the educational programs and philosophies embraced by the following CTSOs as being an integral part of career and technical education instructional programs:

- Business Professionals of America
- DECA
- Future Business Leaders of America-Phi Beta Lambda
- National FFA Organization
- Family, Career and Community Leaders of America
- Health Occupations Students of America
- National Postsecondary Agricultural Student Organization
- National Young Farmer Educational Association
- Technology Student Association
- SkillsUSA

In addition, OVAE recognizes the concept of total student development as being necessary for all career and technical education students to assume successful roles in society and to enter the labor market. Our office will facilitate technical and supportive services to assist your organizations through state agencies in their efforts to improve the quality and relevance of instruction, develop student leadership, enhance citizenship responsibilities, eliminate sex and race discrimination and stereotyping, and serve students of special populations.

OVAE recognizes that the responsibility for career and technical instructional programs and related activities, including career and technical student organizations, rests with the state and local education agencies. Further, we look forward to working together to increase the principles of No Child Left Behind and the President’s American Competitiveness Initiative.

Sincerely,

Troy R. Justesen, Ed.D.
Making the Difference

Some people in history have been told, you can’t do it, it is impossible, why even try? Consider some individuals who set high goals, worked hard to reach them and in the end achieved success. These people believed and achieved.

Cripple him, and you have a Sir Walter Scott. Lock him in a prison cell, and you have a Paul Bunyan. Bury him in the snows of Valley Forge, and you have a George Washington. Raise him in abject poverty, and you have an Abraham Lincoln. Strike him down with infantile paralysis, and he becomes a Franklin D. Roosevelt, the only President of the U.S. to be elected to four terms. When a lad of eight, burn him so severely in a school house fire that the doctors say he will never walk again, and you have a Glen Cunningham, holder of the world’s record in 1934 for running a mile in four minutes and six point seven seconds. Deafen a genius composer, who continued to compose some of the world’s most beautiful music, and you have a Ludwig Van Beethoven. Call him a slow learner, retarded, and write him off as uneducable, and you have an Albert Einstein.

*Remember, you can make a difference!*

One day a man saw an old woman stooped over on a beach that was covered with starfish. He asked her what she was doing. She replied, “I am throwing the starfish back in to the sea; if I don’t they will dry up and die.” Laughing, the man said, “But old woman, there are so many starfish on the beach, you can’t possibly make a difference.” She proceeded to pick up another starfish and throw it back in the sea. Then looking at the man, she said, “I just did to that one.” The next day the old woman visited the beach to check on the starfish. She saw the man and his children throwing the starfish back into the sea. “Hello, old woman,” he said with fulfillment in his eyes, “we are here to make a difference to a few more starfish.”

*Make a difference in your chapter, region and state by giving 100%, 100% of the time.*

*Good luck as you enjoy your year as a State Officer!*
Learning How to Lead

Perhaps you’ve heard that old saying, “Leaders are born, not made.” However, did you know that it is possible to learn leadership? Alternatively, that many of those we think of as born leaders – historical figures such as Abraham Lincoln and Winston Churchill – suffered bitter defeats and disappointments before they tasted success?

Your own leadership potential was recognized when you were elected a State Officer of FCCLA. However, no matter how much natural ability you may possess, there is always room for practice and improvement!

What Is a Leader?

What, exactly, does a leader do? What are some of the roles and duties he or she may be called upon to fill?

A leader:

- Motivates the other members of the group and inspires teamwork.
- Is visionary. He or she looks to the future for what the organization and membership can become, not what they currently are, then translates this vision into action. Defines problems and sets goals that lead toward attaining the vision. Looks at the “big picture” and how all the parts interrelate. Represents the organization to the outside world by speaking well, handling questions skillfully, looking the part, and relating to others effectively.
- As you can see from the above list, nowhere does it say a leader “bosses” the other members of the team or demands they do his/her bidding.

Many helpful books written on the subject of leadership agree that the true leader inspires action rather than forces it. An ancient Chinese philosopher stated it best, “The great leader is one of whom the people say, ‘We did it ourselves.’”

Cultivating Your Leadership Skills

Perhaps the best way to cultivate your skills as an FCCLA State Officer is to keep the following tips in mind every time you are in a situation where you are called upon to lead:

- Guide discussions or activities, but don’t dominate them.
- Encourage others to participate.
- Be a team player.
- Be prepared for changing situations.
- Be flexible and adaptable if the situation calls for it.
- Remember that listening is as important as talking, sometimes even more so!
- Work hard.
- Don’t shove tedious or unpleasant tasks off on others simply because you don’t want to do them yourself.
- Take advice gracefully and be willing to entertain other points of view.
- Express yourself clearly.
- Be confident, but have some modesty and humility.

“Our lives are not determined by what happens to us, but how we react to what happens; not by what life brings to us, but by the attitude we bring to life. A positive attitude causes a chain reaction of positive thoughts, events, and outcomes. It is a catalyst, a spark that creates extraordinary results.”
Teamwork Works!

Individually, we can achieve a great deal. However, when we work together with others in a spirit of cooperation and trust, pulling together as a team, the results can be extraordinary.

As a State Officer, you and your peers are part of a very select team. However, you are also part of a much larger team – that of FCCLA, both your own chapter and the many others throughout California.

Forging a common vision and shared goals is an essential element for successful teamwork. To accomplish this, you must be open to ideas and opinions different from yours. Nobody really has all the “right answers.” Good team-players recognize that by forging the individual efforts of many people, the sum is greater than its parts. Collecting perspectives and thoughts from a range of people often leads to the best possible answer, along with the consensus, or agreement, that is necessary to move forward.

Scientists tell us that geese flying together in a “V” formation can fly over 70 percent farther than birds flying alone. This is possible because the wings flapping in sync create a lift that helps all the birds fly more easily and quickly. Likewise, time and time again, a group of individuals have accomplished far more by working together than would have been possible working alone.

Fostering Teamwork

What are the key skills that make teamwork possible?

- **Respect.** Everyone wants to be treated with consideration and dignity, just like you.
- **Listening.** Listen with an open mind; you might be surprised by what you hear.
- **Sharing.** Contribute your ideas; the final decision will be stronger because your ideas are a part of it.

As a team leader, you play a special role in which you’ll be called upon to:

- Offer resources and support to the team.
- Give recognition to the individuals and other teams who make up the organization and reward those who “go the extra mile.”
- Communicate and maintain an information network so that everyone is kept “in the loop.”
- Delegate responsibilities. No matter how talented and capable you are, no one person can possibly do everything.
- Encourage trust among other members of the team by demonstrating it yourself.
Team Values

To achieve the ideal team, each officer needs to share common values. Let the values below become part of each team member – and your State Officer team will have the makings of an extremely talented and ambitious team that will raise California FCCLA to great heights.

**Respect** – Seek it, earn it, give it

**Unity** – Achieved through camaraderie

**Determination** – Perseverance to complete a short term goal or task

**Dedication** – Perseverance to complete a long term goal or task

**Sense of Humor** – Keep it, use it, share it

**Courage** – Lack of fear to try something new or unknown

**Honesty** – and its partner, trust

**Team Spirit** – Say it, share it, use it

**Accountability** – Take responsibility for your actions

**Punctuality** – Be there!

**Team Pride** – Proud of FCCLA, of the uniform, of serving as an officer

**Confidence** – We can do it!

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**Brainstorming Made Easy**

As a team member, you will have numerous opportunities to “brainstorm.” Here’s how it works.

Brainstorming is a method for developing creative ideas and solutions. It works by focusing on a topic, then coming up with as many ideas as possible, and pushing the ideas as far as possible.

**Brainstorming Rules**

1. Collect as many ideas as possible from all participants with no criticism or judgments made while ideas are being generated.
2. All ideas are welcome no matter how silly or far out they seem. Be creative!
3. Absolutely no discussion takes place during the brainstorming activity. Talking about the ideas will take place after brainstorming is complete.
4. Do not criticize or judge. Don’t even groan, frown, or laugh. All ideas are equally valid at this point.
5. Do build on others’ ideas.
6. Do write all ideas on a flipchart or board so the whole group can easily see them.
7. Set a time limit for brainstorming.

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“Teamwork is the fuel that allows common people to attain uncommon results.”
State Officer is the highest level of leadership attainable in California FCCLA. Members have placed confidence and trust in your abilities to hold the reins of leadership for the coming year.

Review your general and individual responsibilities often to be sure you’re doing your best. Remember the installation ceremony? You pledged before the entire California delegation that you would, to the best of your abilities, fulfill the duties of the office to which you were elected. Good luck!

General Responsibilities
State Officers must fulfill the duties of their specific offices, as well as general responsibilities in the following areas.

Familiarize yourself with:
- FCCLA and how it relates to you.
- The entire FCCLA program, from the chapter through the region, state, and national levels.
- State and national resources, as well as the state and national constitution and bylaws to be able to interpret them to others.
- The financial structure, philosophy, and policies of FCCLA.
- FCCLA opening and closing ceremonies.
- All FCCLA publications and how to effectively use them in your work. This includes the national FCCLA magazine *TEEN TIMES* and the State Newsletter.

Communicate:
- With Region counterparts and the State Officers.

Organize:
- New chapters in your region. Presentations for students to promote FCCLA and publicize what’s happening in the organization.
- All official correspondence in your files and keep them up-to-date with all necessary materials relating to your work as an officer.

Participate in:
- All Meetings as assigned: State Leadership Conference, National Leadership Conference, Region Officers Training Conference, and other meetings as planned by the State Office.
- Planning and carrying out projects in your chapter.
- Special assignments needed to follow through with your responsibilities.

Inform:
- Your parents and chapter advisor, as well as the State Advisor on all matters pertaining to your work.
- Chapters and regions of all plans in which they are involved.

Provide:
- The State Office with required information and materials on or before deadline dates.
- Your chapter advisor and the State Office with completed activity forms 10 days after participation in State Officer activities.
- Opportunities for many members to participate in your committee work. An active member is an interested member.
- Recognition to those who assist you with your work. Simple thanks encourages participation.
- A good public relations image for FCCLA.
What's in a File?
State Officers must organize themselves and their information so they can effectively serve as a resource for officers, members, and advisors. A file should be kept by each officer on the team and should include the following:

- Names and addresses of State Officers, Your advisor, State Advisor, Family and Consumer Sciences State Staff, Board of Directors President, and State Executive Council (SEC) members
- Calendar of Activities
- Minutes of the SEC meetings for the preceding and current year
- Other Items/Supplies: tape, stapler, hole punch, writing materials, and a sewing kit.
- Personal business items forms, registrations, travel documents, etc.
- Reports from the State Office, State Officers, Regions, and your participation.
- Copies of current FCCLA resources and publications.
- Copies of all memorandums and correspondence received and sent out (except personal mail) for the preceding year.
- Other materials helpful in carrying out your responsibilities.
- Ideas to help your successor.

Transferring Your File to Your Successor
Discard oldest sets of releases and materials (from the year directly preceding your term of office).
List all suggestions you feel will be helpful to your successor and add to the folder.

“Success is not final; failure is not fatal; it is the courage to continue that counts.”
-Winston Churchill

Action Needed! Forms, Forms, Forms!

- **Activity Report Form**
  Due 10 days after every meeting or activity. This form helps officers reflect on the activity and provide feedback to the State Office about the event.

- **State Officer Request Form**
  Any chapter or region requesting a state officer’s involvement in a meeting or activity must complete a State Officer Request Form at least five weeks prior to the event. The State Office will coordinate details with the officer. Officers may attend their own region meetings, but are unable to participate without prior approval from the State Office.

- **Itinerary**
  Due the first day of each month. This provides the State Office your tentative schedule to review assignments and helps avoid conflicts.
Make a prompt completion of these forms a habit. They are all brief and take only a few minutes to complete. Mark in your calendar now the due dates for your itineraries for the rest of the year. As meetings and activities are scheduled and you mark them on the calendar, take time to mark your activity report form, provide them with request forms and then follow up with the State Office for details. Following these simple instructions and guidelines will help the year be more organized. Remember, make it great!

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<th>Responsibilities</th>
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<tr>
<td><strong>President’s Duties</strong></td>
<td>• Declare the officers who are elected at the State Leadership Conference.</td>
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<tr>
<td>• Preside over all business meetings of FCCLA and the State Executive Council.</td>
<td>• Serve as an ex-officio member of all committees except the Nominating Committee.</td>
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<tr>
<td>• Assist with planning the agenda for State Executive Council Meetings and State Conference.</td>
<td>• Coordinate the work of the FCCLA with the presidents and/or chairpersons of the regions.</td>
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<tr>
<td>• After consultation with the State Advisor, appoint the chairperson and members of all special committees not otherwise designated.</td>
<td>• Appoint two tellers from each region and designate the State Vice President to tally ballots and report the election results to the President.</td>
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| **Vice President’s Duties** |  |
| • Serve as a member advisor to State Staff for statewide FCS meetings. | • Serve on recognition and scholarship committees. |
| • Be familiar with the bylaws governing FCCLA. | • Keep records of state membership and chapter affiliation. |
| • Be responsible for reviewing and revising the state bylaws. | • Assist with the promotion of new chapters in the state. |
| • Conduct elections during the annual FCCLA State Leadership Conference. | • Assist with the Nominating Committee during the annual State Leadership Conference. |

| **Secretary’s Duties** |  |
| • Encourage regions and chapters to keep accurate records of their meetings and activities. | • Report on the financial status of FCCLA to the State Executive Council. |
| • Serve on recognition and scholarship committees. | • Serve on the committee to develop, implement, and promote state Competitive Recognition Events (CRE) and national Students Taking Action (STAR) Events. |
| • Keep records of state membership and chapter affiliation. | • Assist with the promotion of new chapters in the state. |
| • Assist with the Nominating Committee during the annual State Leadership Conference. | • Serve on the committee to develop, implement, and promote state Competitive Recognition Events (CRE) and national Students Taking Action (STAR) Events. |

| **Treasurer’s Duties** |  |
| • Keep accurate record of the annual State Meeting and all meetings of the State Executive Council, and keep all state and region officers informed of business transacted. | • Serve on recognition and scholarship committees. |
| • Remind chapters to affiliate before October 15 each year. | • Keep records of state membership and chapter affiliation. |
| • Assist with the promotion of new chapters in the state. | • Assist with the Nominating Committee during the annual State Leadership Conference. |
First Impressions Count
First impressions make a lasting impression. The image you project has a lasting influence on others. Once you make that initial impression, it is extremely difficult to reverse or change.

Your appearance is a form of communication that tells others how you feel about yourself and those you represent. Be proud of who you are, proud of your accomplishments, and proud of your membership in FCCLA. Take advantage of every opportunity to tell others you meet about the organization and help mold their opinions and knowledge of FCCLA from the very beginning.

State Officers are expected to be neat in appearance and appropriately groomed to reflect a professional image. When traveling, you should always wear the official uniform. Besides conveying a favorable impression to others, a neat appearance helps give you a feeling of self-confidence and well-being. Keep your appearance polished at all times by following the guidelines below.

Hair
Clean and combed or brushed neatly off the collar, pulled back.

Hands and Nails
Clean hands and neatly trimmed nails.

Clothing
A FCCLA member should dress appropriately, based on the official dress standards outlined for the gender for which they identify. Headcovers that are required for religious purposes or to honor cultural tradition are allowed. Whether wearing the official FCCLA uniform or other accepted dress, your clothing should be well-fitting, clean and neatly pressed.

Shoes
Shined and appropriate for your outfit. If heels are worn and broken, they should be replaced.

Accessories
Simple and limited when wearing the official FCCLA uniform. No other pins or emblems should be worn besides the State Officer pin, name badge, and official emblem. No facial or body piercings should show, other than one pair of earrings for females.

Posture
Poor posture can spoil an entire look; stand up straight and sit erect.

Young Men
Officers should be clean shaven.

Young Women – Makeup
Avoid excessive use of makeup; makeup should enhance appearance.

Emblem and Officer Pin
In addition to the official dress, follow these guidelines when wearing the FCCLA emblem and the officer pin.

When wearing the official emblem on clothing remember:
- Wear the emblem on the official blazer, not on other clothing or jackets.
- Use the official FCCLA emblem.
- Place the emblem on the lower left hand pocket of the blazer.
- The officer pin should be worn on the left side over the heart of the lapel of the FCCLA official blazer.
- You may wear your highest degree pin on your lapel beneath your officer pin.
Official Uniform for State Officers

**Young Women**

**Blazers:** A tailored official red blazer with emblem on the lower left pocket.

**Skirts:**
Solid tailored black A-line or straight skirt in suit-weight fabric *(Examples include gabardine or a similar-looking 100% woven polyester or woven polyester blend).* The skirt length must be in the following range: two inches above to two inches below the knee.

**Blouses:**
Tailored solid white blouse with collar of the same fabric, free from decoration other than stitching with white buttons down the full front of the garment.

**Ascot:**
Official FCCLA red and black striped ascot is required. State Officers wear the ascot with a pearl pin.

**Shoes:**
Solid black dress pumps with closed toe and heel.

**Hosiery:**
Flesh-toned hose without a pattern.

**Jewelry:**
Simple gold or silver chains, rings, small earrings, watches and/or bracelets are acceptable. Limited to one ring per hand and one earring in each ear.

**Accessories:**
Belts and hair accessories that are functional.

**Official Pins:**
State Officers and Region Officers are entitled to wear two pins (1) officer pin and (1) highest earned degree pin.

**Young Men**

**Blazers:** A tailored official red blazer with emblem on the lower left pocket.

**Slacks:**
Solid black tailored dress slacks in suit-weight fabric *(Examples include gabardine or a similar-looking 100% polyester or woven polyester blend).*

**Shirts:**
Tailored solid white dress shirts with a traditional collar. Collars may be button-down or non-button-down. Shirt must be suitable for use with a tie.

**Neckties:**
Official FCCLA red and black striped long necktie is required.

**Shoes:**
Solid black leather dress shoes.

**Socks:**
Solid black dress socks.

**Accessories:**
Belts that are functional may be worn.

**Official Pins:**
State Officers and Region Officers are entitled to ear two pins (1) officer pin and (1) highest earned degree pin.
Serving as a State Officer means the opportunity to travel! How exciting to represent FCCLA at local, region, state, and national meetings, events, and workshops. When you were elected as a State Officer, the FCCLA members in California placed their confidence in you as their leader and representative. Now, you must rise to the occasion and represent the membership well. This section is filled with information regarding your travel, finances, packing, and conduct—everything you’ll need to know when you’re on the go!

Planning & Financing Your Trip

Throughout your term as State Officer, you will be requested to travel to participate in special events and meetings. Officers are expected to pay for their own expenses and will be reimbursed after submitting an expense voucher to the Financial Services Office. OFFICIAL travel is that authorized by the State Office and generally includes travel to FCCLA activities on a state, region, or national level. No travel reimbursement is allowed unless the State Office has given prior approval. The State Office will notify you of meetings to attend in ample time to make travel plans and inform your family, teachers, school administrators, and chapter advisor. The State Office must approve travel plans in advance. Participation of State Officers will be prohibited from attending an event unless travel arrangements are completed 7 days before the planned activity.

You will receive reimbursement for the following items relating to travel:

Transportation

Travel arrangements for State Officers are always coordinated by the State Officer and Financial Services Office (FSO). All plane, bus, and train tickets will be purchased in advance through the FSO. The least expensive mode of travel will always be chosen based on State requirements. Upon finalization of travel plans, you must complete and return a travel form to the State Office at least two weeks prior to the meeting activity. Authorized modes of transportation are as follows:

**Plane**—commuter or coach fare. From airport terminal to the meeting site, use the least expensive mode of transportation. This is usually the hotel shuttle or private car. Keep the receipts. FSO will make arrangements and pre-pay if possible.

**Bus and Train**—commercial bus and train lines. Keep ticket stub.

**Car**—car mileage may not exceed comparable air travel rates. If several persons travel together by car, only one person is allowed to claim mileage.
Meals
Receipts must be kept for all meals. Actual meal costs are not to exceed State allowance per day. The allowance is provided for meals while attending and traveling to and from meetings.

Lodging
The State Office will make hotel/motel reservations for the meeting or other assigned activities unless otherwise specified. In most cases, you will share a room with another officer.

Tips
Tipping is a way to say thanks for a service.

Meals (other than those served at the conference), room service, taxi service – 15% of the total bill before tax or $.75 minimum.

Baggage handling $.50–$1.00 per bag.

Items which cannot be reimbursed:
- Personal telephone calls
- Between meal snacks
- Room service
- Unauthorized expenses

Claiming Reimbursement for Travel Expenses
Travel Expenses (form included) In order to be reimbursed for expenses, you must submit receipts for all expenses and complete the expense form within 10 days after the meeting. Expense voucher forms are included at the end of this section.

All miscellaneous items must have a receipt. Miscellaneous items include parking fees, bridge or toll fees, or purchase of supplies approved in advance.

Submit your expense form immediately after the meeting. Reimbursement cannot be made until all participants’ expense vouchers are turned into the Financial Services Office.

What to Wear Traveling
When participating in official travel by public transportation (plane, train, or bus), you are expected to wear your California FCCLA uniform. Not only does wearing your uniform solve the problem of what to wear in route to a meeting, but it is also good public relations for FCCLA.

Remembering Your School Teachers
Be sure to stay in close contact with your teachers and keep them informed of your travel dates.

Teachers are usually much more accommodating to your needs if you let them know the who, what, why, when, and where of each trip.

Make arrangements in advance for schoolwork that will be missed, and try to make up the work before you leave. This will make your trip more enjoyable and reduce your stress once you return home.

What to Wear Traveling
When participating in official travel by public transportation (plane, train, or bus), you are expected to wear your California FCCLA uniform. Not only does wearing your uniform solve the problem of what to wear in route to a meeting, but it is also good public relations for FCCLA.

Remembering Your Family
Always keep your family informed about your activities with a copy of your itinerary. It is nice to remember them with a note or card while you are away from home.
Packing Tips

- The experienced traveler packs light. Take just enough clothing for the trip.
- Be sure to put nametags on your luggage and briefcase to prevent loss or mix-ups.
- Leave gadgets at home. Do not take expensive jewelry unless you wear it all the time.
- Take necessary toilet articles in tubes, plastic bottles, or other leak proof and unbreakable containers.
- Don’t forget your briefcase or important FCCLA materials you will need for the meetings. To avoid loss, always carry your briefcase with you. It should not be checked in with your luggage.
- When transferring between buses or planes, be careful to verify that your luggage is also transferred.

Before You Leave Home…

1. All officers must have on file in the State Office a Health Information and Consent for Emergency Treatment form. The form must be completed, signed, and notarized for the State of California prior to any official travel as an officer.

2. Officers, their parents, and their advisors must all read and sign the Delegates Responsibility Sheet and have it on file in the State Office before attending state sponsored and national meetings.

3. Inform your chapter advisor of tentative plans and travel.

4. If you plan to cash a check during your trip, make sure you have the proper identification. For out-of-state Leadership Conferences it is advisable to carry traveler’s checks. Never carry large amounts of cash.

5. All officers must have some form of California identification such as a California Driver’s License or Identification Card.

6. When traveling by plane or bus, reservations will be made well in advance. Always reconfirm reservations 24 hours before departure. If you must cancel a reservation, do so with the Financial Services Office at least 24 hours in advance.

7. Confirm meeting dates and times before departure.

Be a Gracious Hotel and Home Guest

1. Be sure you are properly registered in the hotel or motel. When checking in at the registration desk, give your name to the clerk. Be sure to tell him/her that you are with FCCLA. The clerk will then give you your assigned room and key.

2. If your luggage is carried to your room, you are expected to tip the bell person at least $0.50 to $1.00 per bag.

3. Remember: There are other guests in a hotel or motel who will judge our organization by the manner in which you conduct yourself. Act in a professional manner.
4. The following guidelines established by hotels and motels are to be remembered during your stay:

    When outside your room, you must be fully attired and hair properly combed.

    In areas away from the pool, swimming attire should be covered.

5. Keep room orderly and neat so the housekeeper can clean your room without inconvenience.

6. Be courteous and helpful. Try to keep work areas clean and neat.

**Conduct at Meetings**

The purpose of the guidelines is to give officers a clear-cut idea of how to conduct themselves at meetings.

1. Members should conduct themselves in a manner which is of credit to themselves, their families, schools, and California FCCLA. This includes respecting the rights and comfort of others in respect to manners, noise, language, and general conduct.

2. No alcoholic beverages or unprescribed drugs (including cigarettes) in any form shall be in the possession of or consumed by members at any time while representing the FCCLA organization.

3. Members and their chapters will be responsible for damages they incur.

4. Advisors shall be informed by members of their activities and whereabouts at all times.

5. Members will abide by the established curfew for each FCCLA activity.

6. Male and female socializing will be allowed in the designated areas as decided by delegates and advisors. Doors and curtains shall remain open during gatherings in individual guest rooms where both males and females are in attendance.

7. Instances of misconduct will be reported to advisors, parents/guardians, and proper school authorities.

8. The participation of a delegate in a FCCLA activity may be terminated in the event the guidelines for conduct are not followed. The expenses of telephone calls and travel will be assumed by the member and his/her parents/guardians.
Personal Safety Tips

State Officers have many opportunities to attend meetings, conferences and workshops; stay in hotels; and travel by car, bus, train or plane. The tips below can help you avoid becoming a victim of crime when you are out and about serving California FCCLA.

Although the chance of you becoming a victim is unlikely, read through the safety information in this section to help you avoid unnecessary risks.

By taking a few simple precautions, you can reduce risk to yourself and also discourage those who commit crimes.

Be Prepared

- Always be alert and aware of the people around you.
- Educate yourself concerning prevention tactics.
- Be aware of situations and locations that make you vulnerable to crime.
- Walk confidently and at a steady pace.
- Make eye contact with people when walking.
- Know and practice self-defense tactics.

Street Precautions

- Be alert to your surroundings and the people around you – especially if you are alone or it is dark.
- Whenever possible, travel with a friend. Walk close to the curb. Avoid doorways, bushes and alleys where someone could hide.
- If you carry a purse, your personal safety might depend on not clinging to it. Although a purse-snatcher's intent is to steal the purse, the grabbing and shoving that may take place could result in you being injured.
- Carry a shoulder bag securely between your arm and your body. Carry a clutch bag unsnapped and upside down, with your wallet in a zippered compartment. If someone tries to steal your purse, loosen your grip – thus allowing the contents to fall to the ground.
- If you carry an item to use as a weapon (e.g. keys, pen whistle, etc.), walk with it in your hand, rather than in your purse or pocket.
- Do not respond to conversation from strangers on the street – continue walking.

Car Safety

- Always lock your doors after entering or leaving your car.
- Park in well-lit areas.
- Have your keys in your hand so you don’t have to linger before entering your car. Keys can also serve as a weapon against an attacker.
- Check the back seat before entering your car. If you think you are being followed, drive to a public place or police station.
- If your car breaks down, open the hood, attach a white cloth to your antenna and get back in the car. If someone stops to help, stay in your locked car and ask them to call the police or a garage.
- Don’t stop to aid disabled motorists. Go to a phone and request help for them.
While Waiting for a Bus or Train

- Try to avoid isolated bus stops.
- Stand away from the curb until the bus arrives.
- Don’t open your purse or wallet while boarding the bus – have your pass or money already in your hand.
- Don’t invite trouble – keep gold chains out of sight; don’t flash your jewelry.

While On Board Buses and Trains

- During off hours, ride as near to the driver as possible.
- Stay alert and be aware of the people around you.
- If someone bothers you, change seats and/or tell the driver.
- Carry your wallet inside your coat or in a front pocket. A comb, placed horizontally in the fold of your wallet, will alert you if someone tries to remove it from your pocket.
- Keep your handbag in front of you and hold it close to your body with both hands.
- Check your purse or wallet if someone is jostling or crowding you.
- If you see any suspicious activity, tell the bus operator.

Hotel Security

- Never leave your purse or billfold in plain view.
- Don’t leave cash or valuables in your hotel room or in a meeting room.
- If you are with another person on the elevator and feel threatened, press the alarm and as many buttons as possible.
- Be alert to pickpockets on crowded elevators.
- Keep the door of your room locked.
- Never walk around the hotel at night alone, find another officer or advisor to go with you.
- Be aware of escape routes and telephone locations for emergencies.

Action Needed! Travel Plans

Travel Plans must be submitted to the State Office at least 7 days prior to an activity. As soon as you are invited to participate in an activity, make the necessary travel arrangements and submit the information on the Travel Plan Form to the State Office. Remember, the form must be submitted at least 7 days before the activity or your involvement will be cancelled.

Expense Vouchers

Expense vouchers and receipts for all expenses must be completed no more than 10 days following the conclusion of a meeting or activity. Be sure to send in your form and receipts on time. The Financial Services Office cannot process reimbursement requests until they are received from ALL participants in a meeting.

“Some people dream of success... while others wake up and work hard at it.”

As a State Officer, don’t just be a dreamer, be a doer that makes things happen!
The People Around You

Everyone has different abilities, needs and purposes in life. To get along with other people and get results, you need to find out what makes them tick. Take time to interact with members and officers as often as possible. The best way to get to know someone is through direct personal contact. Be familiar with each person and his or her unique qualities and characteristics.

Effective officers put their knowledge and understanding of each member to work!

Be aware of expectations.
Everyone needs individual treatment because everyone expects something different – recognition, a chance to learn, a chance to work with a particular person, etc.

Be creative.
A repetitious, dull routine can cause boredom and poor performance. Try to think of new (and better) approaches to the old ways of doing things.

Provide rewards.
There’s no substitute for a simple thank-you or pat on the back. It’s a source of personal satisfaction and positive reinforcement for a job well done.

Delegate responsibilities.
All members can share pride in the group’s accomplishments, if everyone has shared in the work. Be sure everyone knows what’s expected, what resources are available, and what deadlines need to be met. Therefore, you all share the workload and responsibility.

Introduction Etiquette

You’ve probably heard more than you ever want to about etiquette and using your manners. However, did you know there’s more to etiquette than just mealtime manners? The way you greet and introduce others has a whole set of etiquette rules too.

What do I say?

As a State Officer, you will meet many new people. You will also have numerous occasions to introduce your new acquaintances to other officers or members. Here are some simple rules to follow for introductions:

• Say the woman’s name before the man’s.
• Say an older person’s name before a younger person’s name.
• Say a distinguished person’s name before a lesser-known person. For example: Senator Brown, may I present (state or region officer).
• Say an adult’s name before a child’s name because a child is always presented to an adult.
Meeting new people

*When you are introduced to others remember to:*

- Look the new acquaintance in the eye when extending your hand. Smile.
- Grip the acquaintance’s hand firmly.
- When being introduced to a woman, wait until she extends her hand before you offer a handshake.
- Boys and men stand when being introduced. Women should stand when being introduced to an older person.
- If it is not possible or is awkward to stand when introduced, you may remain seated (for example, you are seated on the inside of a booth).
- Ask the name of the new acquaintance again if you misunderstood it. Acknowledge an introduction with “How do you do Mr. ________.”
- After an introduction, a brief conversation usually follows. When you are ready to leave you should express your pleasure for having made the new acquaintance with, “I hope to see you again,” or “I have enjoyed meeting you.”

What’s that name?

Sometimes it sure is hard to remember the names of all the new people you have met. Here are some tricks of the trade for remembering people’s names:

- **Impression.** Hear the name clearly and observe facial expressions. Get a clear impression of the person’s size and voice and think about their name while being introduced.
- **Repetition.** Repeat the name immediately. Say, “How do you do, Mr. ________?” Repeat the name silently while the person is talking.
- **Association.** Try to associate the name with a business, a rhyme, an unusual appearance or personality character, a mind picture or a similar name.

*Remember, “Nothing sounds sweeter to people than the sound of their name!”*

Introducing your legislators

Below are some examples for properly introducing legislators to a group. The same introductions can also be used at other events legislators attend.

- I am pleased to introduce the honorable Senator/Assembly member ________.
- It is my honor to present Senator/Assembly member ________.
- Joining us from the ________ Senatorial/Assembly District is ________.
- May I present ________, Senator/Assembly member from the ________ District.
- Please join me in welcoming Senator ________ from the ________ District.
Getting to Know You

Which Fork?

What to know about eating with manners
Using manners and proper etiquette presents a positive image to those around you. By following these rules, you'll make a lasting favorable impression about FCCLA:

• Always sit down from the left side of the chair. The men and boys should help to seat the women and the girls by pushing their chairs gently forward as they sit down.
• The napkin is placed on the lap after seating. Use it throughout the meal to wipe fingers and blot lips.
• Wait to start eating until everyone at your table is served. Wait until the guest of honor starts eating. Take cues from others as to mealtime procedures. Remember not to put too much food in your mouth at once. Chew with your mouth closed and do not talk with food in your mouth.
• Assist with passing food, but do not help yourself first unless asked to do so. Foods are generally passed to the right.
• If for any reason you do not wish to eat the food that is being passed, decline it quietly and without explanation, or take a very small portion that may be left on your plate.
• Cut the large pieces of food into small ones, but not all at once. Cut off just a bite or two of the food before you eat it.
• Take your turn with conversation at the table. Keep it pleasant and include topics of general interest to the group. Listen to what others have to say.
• When you are finished eating, place the flatware used at the “10 minutes to 4 o’clock” position on your plate.
• When the meal has ended, place your napkin at the left of your plate.

How’s your etiquette?
Good table manners are a way to show consideration and respect for others. Knowing correct etiquette can help you feel more confident and relaxed. What would you do in the following circumstances?

(answer yes or no)

a. Put one elbow on a restaurant table between courses?
b. Put butter on bread with a fork?
c. Rest the handle of your knife on the table when it is not in use?
d. Help yourself from a common dish with your individual silverware?
e. Talk with food in your mouth?
f. Use a knife for cutting lettuce?
g. Begin eating as soon as you are served?
h. Eat the salad placed to your right?
i. Talk about very controversial items to keep the conversation stimulating?
j. Use the bread and butter plate placed in the upper left hand portion of your setting?

Answers: a – no, b – no, c – no, d – no, e – no, f – no, g – no, h – no, i – no, j - yes
Conversation Starters

Meeting and talking with people is an art. All people like hearing their own name and knowing that you are interested in them. Practice meeting new people and asking questions that will help both of you be relaxed, get to know each other, and enjoy a pleasant, meaningful conversation. Here are some topics and starters to get you going on your conversations:

With FCCLA members…

- Discuss or ask the members about their families, schools, or interests in FCCLA.
- Ask their opinion on the meeting you are attending and how they feel about FCCLA in general.
- Ask about duties, responsibilities, or projects they have participated in as FCCLA members; ask about coming events that they might be working on or are familiar.

With adults…

- Discuss or ask questions about where they live, their families, their occupations.
- Be aware of current events by reading newspapers or articles when traveling to engage in conversation.
- Find out why they are interested in FCCLA, their opinions about the organization, and what they might be doing in the interest of Family and Consumer Sciences Education.

Remember: You want people to talk about themselves. Once they start talking, the greatest compliment you can pay a person is to be genuinely interested in what that individual has to say.

Meeting with your legislators

Meeting with legislators gives you additional opportunities to get to know the legislator and influence their opinions of FCCLA and Family and Consumer Sciences Education. Take time to show the legislator your interest in him/her, but also be sure to put in your two cents worth about the organization and our programs.

Some ideas for questions and topics to discuss with your legislators during meetings with them or at meal functions:

- Ask about their jobs, specific committees or assignments, how they got involved in politics.
- Get to know the legislators families, interests, hobbies.
- Find out about their involvement during high school – were they involved in any career technical student organizations?
- Share your thoughts about the benefits of FCCLA (leadership development, competitive events, community service, skills for life, etc.)
- Tell them about your chapter’s activities.
- As appropriate, ask them to support legislation that will benefit Family and Consumer Sciences and FCCLA.

“Unless you try to do something beyond what you have already mastered, you will never grow.”

Before your contact with the legislator is over be sure to make at least one positive comment about the FCCLA chapter at your school!
As a leader, your success will be determined by how well you communicate with other members and advisors at state, region and chapter levels, as well as with students and teachers at your school and members of your community. In short, everyone with whom you come in contact! There are several different ways of communicating or getting a message across:

**Spoken**

Transmitted by your voice, as in a formal speech or interview (covered in the “Public Speaking” and “Public Relations” chapters of this handbook), or person-to-person in a simple conversation or telephone call. To be a good interpersonal communicator you will need to:
- Work on developing your skills. Practice makes perfect!
- Be a good listener. Take notes and ask questions if called for. Be courteous and pay attention.
- Not get off track by presenting information that’s irrelevant or untimely.
- Keep your attitude pleasant, open and released, even if you disagree with the other speaker or the interviewer asks confusing questions.

**Written**

Presented or sent in the form of a letter, report or memo. Written communication, which is covered in greater detail in this chapter, should always be:
- Brief and to the point
- Simple
- Accurate

**“Silent” Communication**

Your body and mannerisms speak volumes. To keep body language consistent with your message:
- Relax, but maintain good posture.
- Show interest in the other speaker by leaning forward and looking him or her in the eye.
- Maintain a pleasant, friendly tone of voice. If you are nervous take a deep breath.
- Smile!

**Correspondence**

Communication with the State Advisor, your chapter advisor, other State Officers, and fellow FCCLA members is essential to achieving good working relationships. State Officers should strive to keep each other informed about project progress, region news, FCCLA related activities, and even personal news you would like to share.

Congratulatory notes and thank you letters are also important forms of communication. A short congratulatory note to a member who has been elected to a new office or has received a special honor is always appreciated by the recipient. Don’t neglect those who have helped you establish goals, sponsored projects, or have assisted you in any way. Acknowledge these people, whether they are directly associated with FCCLA or outside the organization, with a thank you note or letter.
Sharpening Your Letter Writing Skills

Your correspondence paints a picture of both you and FCCLA; it is hoped that picture will be a favorable one. Answer all correspondence promptly; this indicates that your interest and that you care.

The following are some other important letter writing rules to follow. Make sure your letter:
- Gets off to a fast, interesting and appropriate start.
- Gets to the point quickly.
- Is clear and concise – says what has to be said in as few words as possible without being curt.
- Is easy and interesting to read with points that follow in a natural sequence without tiresome repetition.
- Refrains from giving unnecessary detail and stating the obvious.
- Is friendly, considerate, tactful, and relates to the readers interests and problems.
- Has all words spelled correctly.

Use correct grammar and punctuation.
- If keyboarded, is free of typographical errors.
- Follows a consistent style (see sample at end of this section).
- Motivates the reader to do, think, or feel as you wish them to.
- Has an appropriate close.

As an FCCLA officer, it is important that you inform people about FCCLA and the important role it plays in Family and Consumer Sciences education. Letters are an excellent way to convey such information. When writing to legislators, public officials, or school administrators, remember the main points to cover in your letter.

Letter Follow-up:

Merely dropping the letter in the mailbox is not the end of your responsibilities. Here are some additional points to keep in mind:
- Keep copies of all outgoing letters. Keep one copy for your files, give one copy to your advisor, and send one copy to the State Advisor.
- Keep all correspondence from one individual, both written and received, in a folder with the latest letter on the top.
- Keep a file of all correspondence folders and arrange them in alphabetical order.
- Keep a file of important people with whom you have met as well as their addresses for possible future correspondence (refer to Appendix, “Addresses of Government Officials”).

Points to cover in letters:
- Identify the reason you are writing (if you are interested in a specific bill, identify it).
- Tell of personal benefits you have received by being a member and officer of a career technical student organization. Be specific about the skills you have learned and experiences you have enjoyed.
- Ask for their support of Family and Consumer Sciences education programs and FCCLA.
- Request a written response indicating their position on the issue.
- Offer to provide additional information upon request.
- Thank the person(s) for his/her consideration.
Sample Letter

September 1, 2017

Your Address

Miss Mary Smith
Address

Dear Miss Smith:

This letter has nine standard parts. The parts include: the heading, the date, the inside address, the salutation, the body of the letter, the complimentary close, the keyboarded signature and person's title, the word "enclosure" which indicates material is being sent with the letter, and "cc" which indicates the people who were sent copies of the letter. Personal letters sometimes omit the inside address.

The body is the most important part of a letter. It may have one paragraph or several. Paragraphs are separated by one extra line between them. Keyboarded letters are single spaced with the exception of the extremely short letters, which may be double-spaced.

Regardless of the type of letter style used, all lines of the signature should be aligned with the complimentary close.

Sincerely,

Anna Jones
Title
Enclosure
cc: Brown

Thanking Your Legislators

State and Region Officers have the honor of meeting legislators in their Sacramento offices and during the Capitol Leadership Experience. In addition to helping officers learn more about the legislative process, this opportunity is used to inform your legislators about the value of FCCLA and Family and Consumer Sciences programs. Below are some details about optimizing the public relations opportunity with your legislator. Please refer to the public relations section for more details about meeting with legislators.

• When you return home from your legislative visit, write a thank you letter to each legislator with whom you had appointments, and to each legislator or aide from your district who attended the luncheon.
• Include with your letter a copy of the picture you took with the legislators for them to remember you.
• Also include with your letter a copy of the article that appeared in your local newspaper.
• Type the letter on FCCLA letterhead or your school letterhead.
• Show the letters to your FCCLA advisor to proof for spelling, punctuation and content errors.
• Make copies of the letters for your files.
• Mail the letter NO LATER than one week following the event.
Sample: Thank You Letter to a Legislator

(Use FCCLA letterhead; please use the following sample as a guide only – your letter will be so much more meaningful in your own words!)

September 1, 2017

The Honorable (name)
California State Assembly (or Senate)
State Capitol
Sacramento, CA 95814

Dear Assembly member/Senator (last name):

Thank you for your interest in student leadership and the career technical student organization, FCCLA, and for the Family and Consumer Sciences education program.

I appreciate you taking a few minutes from your busy schedule to [meet me] OR [join with me and the other FCCLA officers for lunch] to learn more about the value and benefits of Family and Consumer Sciences education and FCCLA.

My experiences in FCCLA have…(tell your feelings about the benefits/opportunities of FCCLA—such as, …helped me develop higher self-esteem, learn decision-making skills, and explore career options).

During our two-day stay in Sacramento I learned more about the legislative process and your roles as a lawmaker. Thank you for helping make this leadership experience a success for me. Enclosed is a photograph for you to keep as a reminder of our visit.

As a FCCLA member and officer, I value your support for programs that help me develop skills for life and prepare for my future plans in the community, family, and workplace. Thank you again for taking the time to meet with us.

Sincerely,

Name
Region, Office
Public Speaking

Did you know that public speaking ranks right up there with death and taxes on the list of things Americans fear most?

This doesn’t have to be the case. As a FCCLA State Officer, you’ll be speaking on a subject that is familiar, and that you should already be well-versed and enthusiastic. This knowledge, coupled with preparation and practice, will mean the difference between sweaty palms and shaky delivery and polished poise.

The ability to speak easily and competently in front of individuals as well as groups is vital to effective leadership. As a State Officer you will be involved in presenting programs that interpret FCCLA to the public and in communicating your ideas to other members. Your communication may range from simple introductions to formal speeches. Whatever the format, the following guidelines will help you improve your verbal communication skills.

Essentials of a Good Speech

Your intent when you stand to speak will vary from speech to speech and audience to audience. Perhaps you must spur action from your audience or gain their confidence. You may want to inform or impress your listeners or simply to entertain them along with delivering a message.

No matter what type of speech you have in mind, there are four important steps to a well-received speech:

Prepare, Polish, Practice, and Present!

Prepare

The time you spend preparing your talk will reflect itself many times over in the finished product.

- Select a subject you feel confident in speaking about, then limit yourself to a specific area. As ideas occur, jot them down and they will become the major points you wish to make.
- Don’t assume you’ll wing it or speak extemporaneously (off the cuff). Mark Twain once said that his best extemporaneous speech was one that took him three weeks to write…and this master speaker probably was right!
- Know your audience. Identify your materials with the major interests of the group you are addressing. Find out their age, interests, and common bonds. Tailor the speech to fit the needs of the audience.
- Organize your speech into an introduction, body, and conclusion. The introduction will give the theme and purpose (tell them what you’re going to tell them). It should grab your listeners’ attention and build trust and rapport. The body of the speech will develop your ideas or offer solutions to support them (tell them); try to stick to just a few main points, and use comparisons or contrasts for easier understanding. The conclusion will repeat the theme and summarize (tell them what you told them). Wrap your speech up quickly; it may be a good idea to review the main points briefly.
- After organizing your speech, you are ready to humanize and personalize your points with stories, suspense, and drama – but don’t overdo it! Use humor carefully (if at all); it must be relevant, fresh and in good taste.
• Write for the ear, not the eye. Use concrete, vivid language. Skillfully used literary devices such as alliteration, repetition, metaphor and simile can make even a dry speech memorable.
• Demand a positive response from your audience. Your speech should have a point (thesis).
• Another important part of preparing is knowing the location of your speech. Find out ahead of time the type of room you will be working in, check it out and then make the necessary adjustments and schedule audio-visual equipment before you give your speech.

Polish
Once you’ve written that first draft, don’t sit back and assume your speech is finished. Rewriting and revising are an important part of the process, and further changes will come as you practice it aloud. Remember that writing an effective speech will take patience and perseverance.

Practice
How often have you heard someone say, It wasn’t so much what the speaker said, but how he or she said it? Everyone needs to practice in order to speak effectively, and it is this practice that brings about the confidence to present your ideas in a way that is meaningful to your listeners.

• Rehearse in front of a mirror, use a tape and/or video recorder, or make a “captive audience” of your advisor, speech teacher, family or friends.
• Have you been given a time limit for your talk? Enlist a friend to time it with a stopwatch, or keep an eye to the clock. If you will be using visual aids (see following section), include them in your practice.

• Practice gestures so they come naturally.

Present
• Concentrate on your audience. Pick a friendly face and talk to its owner for a while. This is one way to forget yourself and any stage fright you may be feeling. Then remember to look around the room at your total audience and not just at the front row, at the back wall, or out the window.
• Keep your speech short. When you end your speech the response you generate from your listeners should be an “already?”, rather than a bored “finally.” Also, remember to quit when you are through instead of dragging out your ending.
• Watch your mannerisms. Avoid waving or wringing your hands, playing with your glasses, keys, coins in your pocket, or the microphone. Do not adjust your clothing, tinker with buttons or a tie; avoid leaning on the table, podium, or desk. Stand tall with your arms relaxed at your side. Hand gestures can be used to express yourself, but exaggerated gestures detract from the overall presentation.

“Every morning in Africa, a gazelle wakes up. It knows it must run faster than the fastest lion or it will be killed... Every morning a lion wakes up. It knows it must outrun the slowest gazelle or it will starve to death. It doesn’t matter whether you are a lion or a gazelle... When the sun comes up, you’d better be running.”
Visual Aids – Not Crutches!

Visual aids can enhance your speech by illustrating ideas and key points. They can add interest and color. They can help give you confidence and keep you organized, but don’t lean on them too heavily or what you have to say may lose its effectiveness. Visual aids should supplement, not replace, a well-thought-out presentation.

In a sense, your first visual aid is you, as you rise from your seat, and move to the podium. Project confidence and look the part of the polished speaker and you’re halfway there! Speaking visually – painting vivid word-pictures in the audience’s mind – is the simplest use of “visual aids,” without the time or trouble of creating slides.

When using visual aids:

- Make them stand out. Visual aids should be accurate, clean and in the right order.
- Each slide or chart should be simple and should make a single point.
- Visual aids should be large enough for the total audience in all areas of the room to see.
- Walk through your visuals more than once beforehand, to make sure they are in the right order.
- If you are using a projector or computer-generated slide presentation, arrange beforehand to have someone else turn the lights on and off. Keep them off as briefly as possible.

Avoid standing in front of the screen or turning your back to the audience.

Electronic Presentations

With today’s multi-media capabilities, electronic presentations are becoming the norm. Here are some specifics to follow when you create a presentation in a program such as PowerPoint or Prezi.

Your presentation needs to have a definite style with coordinating typefaces and colors that establish the overall tone of your presentation.

Keep these points in mind as you create your presentation:

- **Use Contrast.**
The text on your slides will usually be made up of headlines and subheads. Use a heavy, bold sans serif typeface for headlines and a light serif face for subheads.

  **Headlines in sans serif**
  Sub-heads in serif

- **Limit word amounts.**
The less text you try to cram on the slide, the more space you’ll have for readable typefaces and attention-grabbing graphics.

- **Break up information.**
The best way to keep your audience’s attention is to organize your information into bite-sized chunks. Use white space and bullets to separate points, and use numbers to help organize the information.

- **Make type readable.**
The most readable type is using upper and lower-case (not all caps), and left-aligned text.

- **Choose colors that are readable.**
The most readable combination of colors in slides is light text on a dark background.
Use graphics wisely. Graphics (like tables or charts) help make complicated information easier to understand, but should only be used to illustrate main points. Clip art graphics can be added to create visual interest and enthusiasm. Coordinate the colors in your graphics with those used in the rest of your presentation.

Select colors with a purpose. Select one color for the background, another for the type, and a third for graphic elements (bullets, ruling lines, etc.). Use these colors consistently throughout the presentation.

Introductions, Presentations, and Acceptances
Some of the shorter forms of address you’ll be called upon to give as a State Officer include introductions, presentations and acceptances. While briefer and often more informal than a speech, they still require preparation and practice.

Introducing a Speaker
You can help or hinder the guest speaker by your introduction. Here are a few ideas for making an effective introduction.

- Make your remarks few. Don’t start with the person’s birth and chronicle the events of his or her life. Mention only those past experiences that relate directly to the subject of the speech.
- Don’t try to capture the audience with your personality, a string of funny stories or with your knowledge of the subject. Remember, the guest is the speaker.
- Create suspense – the thought that what the speaker is about to say is important. You might mention the speaker’s name only once, at the end of your remarks, then stay on the platform and lead the applause. Retire during the applause.

Don’t gild the lily. Exaggerated praise leads to disbelief and to possible disappointment all around.

Never apologize to the audience if the speaker is a substitute, fill-in or program change. All too often such substitutes are far better than the originals.

Set a time limit. Before your introduction, tell your speaker that he/she is to speak for 45 minutes and that you will warn him/her five minutes before “time is up.”

Presenting an Award
Some simple rules to remember when presenting an award are:

- Briefly explain why the award is being made.
- Tell something that would be of interest to the group about the recipient’s life or activities.
- Congratulate the recipient and convey everyone’s good wishes.

Accepting an Award
If you are at the other end of the handshake remember to:

- Give a warm, sincere “thank you” to the group.
- Give credit to others who have assisted you – officers, friends, family.
- Tell what the award/gift means to you.
- If it is wrapped, open and display it.
- Tell the audience how useful or decorative it is and how it is intended to be used.
- End with a sincere expression of your gratitude.
Public Relations

All of us practice public relations, in one way or another, every single day. Each interaction with another human being makes an impression, which is a simple way of defining public relations. Every conversation we have, every letter we write is, in a sense, a public relations event.

Knowing a bit about some of the tools and tactics used by professional public relations practitioners will help you spread the word about FCCLA and its objectives to others outside of the organization. A proactive public relations effort will inform, create awareness and understanding, and promote a favorable attitude about FCCLA. Good public relations also maintains pride amongst the members of the organization and inspires them to further progress.

The tools you use to practice public relations on behalf of the organization can be as simple and spontaneous as a warm smile and firm handshake. Or they may be more complex and require thought and planning, such as writing a press release or being interviewed on a radio program. In any event, plan on putting public relations to work for you, your chapter and the organization. Remember: Good public relations makes friends, and all State Officers should work to see to it that FCCLA has many!

You Create the Image

The image you project as an individual member of FCCLA does much to “sell” the organization to the public. Step back for a moment and take a look at your personal style and how you interact with others. Does it all come together to create a favorable overall impression?

See how many of the following questions you can answer “yes” to:

Yes  No

❑  ❑ Do you dress neatly and appropriately for each occasion? You represent not only yourself and your school, but the total FCCLA organization and image.

❑  ❑ Do you give credit to others when it is due, and pass on to others any compliments paid to them by third parties, if they are sincere?

❑  ❑ Are you courteous at all times, and do you show respect for the rights of others? Do you shake hands firmly, look the other person in the eye, use please and thank you generously and practice good etiquette on all occasions? This indicates you feel the other person is important enough to deserve your courteous behavior.

❑  ❑ Do you make a habit of being punctual and attending all meetings promptly? Do you make it a point of honor to fulfill all appointments and commitments, and to respect the opinions of others in discussions?

❑  ❑ Do you answer the phone promptly and pleasantly? Do you speak clearly and distinctly, and always end calls courteously with a goodbye or a thank you? Even though the other person cannot see you, you will still leave an impression. Do you always keep a pencil and paper nearby, and offer to take a message without being asked?

❑  ❑ Are you prompt, considerate and sincere in answering correspondence? Do you tailor each letter to the recipient?

❑  ❑ Are you a good sport; modest if you win and generous if you lose?
Helping Others Understand FCCLA

If you answered yes to the questions on the previous page, you are well aware of the manners that all of us should practice in our daily lives. As a State Officer, your public relations duties go above and beyond simple courtesy. Your special charge extends to working with individuals and groups to foster an understanding of and appreciation for the overall picture of FCCLA. To this end, some of your public relations efforts will be aimed at:

• Explaining your activities as a State Officer and the activities of your chapter. Helping others understand how FCCLA operates as an integral part of the Family and Consumer Sciences program by fulfilling the same goals and purposes.

• Expressing what belonging to the organization means to you personally.

• Emphasizing the ways in which FCCLA chapters provide opportunities for all members to participate beyond the local level.

• Illustrating ways in which participation in FCCLA contributes to the members, their homes, communities and career planning.

• Being prepared to interpret the financial structure of the state and national organization and what members gain from their dues.

Publicity Tips and Tools

Publicity is a cornerstone of public relations and is often what people think of first when they try to define the term. You’ll be using publicity to make others aware of the purposes, goals and activities of FCCLA and create interest on the part of the public. In addition, you’ll use it to keep other students informed and interested and to attract new members to your organization.

As a State Officer, you and your fellow officers are responsible for keeping an eye out for any news pertaining to your chapter, members and region, and to submit articles or news releases to your local news media. Newsworthy events include the election of new officers, meetings or community service projects, as well as human interest features (check with the State Advisor for more suggestions of newsworthy stories). Features are usually lengthier and delve more into the how and why than briefer news items have space for. They are most often written by print media or broadcast reporters, but these men and women are always open to good ideas.

Sometimes, all it takes is a simple news release or more targeted pitch letter to spark the interest of a reporter or editor. Radio stations can be used to publicize news; to feature personality spots, guest interviews or discussions; and to give on-the-spot coverage, community bulletins and public service announcements. Contact TV stations for coverage of news, feature stories, interviews, panel or group discussions, demonstrations or conference coverage.

Remember that the standard news media (daily and weekly newspapers, radio, and television) are not the only ones. Many communities and cities publish citywide newsletters that welcome information. There are also school papers, church bulletins, chapter newsletters, and the State Newsletter. Besides providing releases and features, most media welcome contributions to their calendar or upcoming events sections, or letters to the editor.

Be sure to keep a scrapbook of all news coverage to serve as a record of activities.
News Releases

The news media are constantly on deadline, so there’s nothing staler than yesterday’s news. Bear in mind that timeliness is a key to getting your information used, so write and submit releases immediately.

Another key is simplicity – don’t fall into the everything but the kitchen sink trap! Supplemental information can be provided on a separate fact sheet or backgrounder submitted with the release.

It goes without saying that the content of your news release is important, but so is its form and how it is addressed. Releases should be sent to the proper person, preferably by name, so call the paper or station first to find out the name of the editor who covers student leadership events (he or she may be the education editor). Radio stations usually have a program director, news director or public broadcasting director who can be contacted when you have news. TV stations, whether local or cable outlets, usually have a news director or assignment editors with whom to make contact and sometimes they may have a youth or education reporter. Many editors prefer that releases be faxed or e-mailed, so find out if this is the case. Ask, too, whether he or she would mind receiving a follow-up phone call a day or two after a release is submitted.

Become familiar with the media you will be targeting with your releases. For example, read the newspaper and its sections to see what types of stories are run and where yours might fit in. Study photographs it runs. If you are sending your release to a broadcast outlet (radio or television) think of the sorts of visuals that might be used.

Don’t be disappointed if your release is rewritten. Many newspapers, particularly larger ones, prefer to write stories in their own style but will use your release for information. And don’t give up if you submit a release and it doesn’t run. It could be that late-breaking news simply shoved it aside.

Content Cues

• Include all important information that is pertinent to the story. A rule of thumb is to include the 5 W’s: WHO, WHAT, WHEN, WHERE, WHY, plus HOW.
• Follow the standard pyramid style of news reporting: Put the most important information first, least important last. Editors often cut the last paragraph or two when space is limited.
• Be scrupulously accurate about all names, addresses, titles and facts. If there are unusual names, place a check over each one to let the editor know you have checked them for accuracy. Show your release to your FCCLA advisor to proof for spelling and punctuation errors.
• Give complete information about the people you mention. If you are writing about a member who has done something interesting or received an award, give his or her age, school, and interests in FCCLA (many local papers want the names and addresses of parents). When writing about guests, be sure to give their correct titles and tell why they visited the meeting or activity.
• At the same time, keep it brief – one page, two at most. Use short sentences and paragraphs.
"Excellence is the result of caring more than others think is wise, risking more than others think is safe, dreaming more than others think is practical and expecting more than others think is possible."

SAMPLE NEWS RELEASE

FOR IMMEDIATE RELEASE SEPTEMBER 1, 20XX

FOR MORE INFORMATION, CALL (teacher’s name) at (school phone, home phone) OR (student’s name) at (home phone number).

FCCLA STUDENT OFFICER MEETS WITH LEGISLATORS

(Name of officer), a (year in school) at (name of school) met with state legislators in Sacramento February 5, to discuss the importance of Family and Consumer Sciences education. (Last name of officer), is (state or region) (position) for California FCCLA, a nationwide student organization with over 4,000 young men and women in California alone.

State and region officers from throughout the state met with their own legislators and other lawmakers to explain that Family and Consumer Sciences education also teaches young people to become better parents, financially responsible and prepared to contribute to society as adults.

Following several leadership training sessions, (last name of officer) visited with Senator (name) and Assemblymember (name) in their Capitol offices. "I enjoyed talking to the people who represent us and learning that they really do have our interests in mind when they enact legislation," said (last name of officer). "Meeting with them also helped me understand better what’s expected of me as an officer representing other students in FCCLA" (or add your own comments about the experience).

The legislators also attended a luncheon funded by the California Financial Services Association and coordinated by the Family and Consumer Sciences State Staff. The Legislators’ Luncheon gave student officers and lawmakers an opportunity to meet less formally and to talk about the importance of today’s Family and Consumer Sciences courses.

FCCLA is a national career-technical student organization for secondary school students who are enrolled in a Family and Consumer Sciences class. The organization functions as part of the Family and Consumer Sciences curriculum in aiding students’ development of leadership, citizenship, and occupational skills.

###
Picture Perfect

Even if a picture doesn’t really speak a thousand words, it certainly contributes toward telling a story. More and more, newspapers and newsletters are relying on photography and eye-catching visuals to convey information to time-strapped readers.

If you are taking photos with a specific publication in mind, check first with the photo editor to find out what kind of film and format are preferred. It used to be that publicity photos had to be black-and-white, but the miracle of computers has eliminated many of the old steps necessary to print photos and has greatly increased flexibility. More newspapers – the dailies, at least regularly use color, particularly in their feature sections.

Photo Pointers

• Use your flash. Even outdoors, a flash will help eliminate shadows, particularly if your subjects are standing among trees or squinting into harsh sunlight.
• Turn off the date stamp.
• The photo should tell a story. Subjects should be doing something, rather than standing like a row of deer frozen in the headlights! Candid shots are more interesting than posed ones.
• Find a background that helps tell the story (flag, bookcase, plaque-lined wall, etc.). Make sure the area you select is neat and professional looking. Do a little rearranging, if necessary (but in a polite, not pushy way!).
• Take two or three shots of each pose to ensure that everyone’s eyes are open and expressions are pleasant.
• Recheck that your official dress looks sharp and that your jacket is buttoned.
• Remember to SMILE.

Processing, Preparing and Submitting Photos

• Get your film processed promptly and request double prints. As a general rule, larger is better (5”x7” or 8”x10”, rather than 3.5”x5”). Check with your local paper – 4”x6” may be sufficient.
• Select the sharpest photo that is neither extremely dark nor burned out looking.
• Attach a caption to the back of each photo you submit that identifies all the subjects and their affiliations, and describes the action. This is important even if you send a news release – the two could easily get separated in a busy newsroom. Identify subjects from left to right, with a brief description of the action. Don’t use paper clips, staples, or write on the front or back of the photo (ink smears).
• Send one photo immediately with a news release to your local paper (additional copies should be sent along with a thank-you letter to the legislator or other subjects).
• Put the extra copies in your chapter manual.

Meet the Press

The media interview offers a unique opportunity to tell the FCCLA story. There is no need to feel intimidated; meet the reporter or broadcaster with an attitude of openness and hospitality. You should also:
• Do your homework in advance, and anticipate questions you may be asked. Try to determine what the interviewer’s audience will want to know.
• Know what you want to say before you speak, and be concise and vivid. Try to stick to two or three main points. Speak in brief sentences and avoid rambling.
• If this is a TV interview, your facial language speaks volumes, so it may help to practice before a mirror. Proper posture is also important.
• Look the interviewer in the eye.
• Even if a question is simple or seems ignorant, answer it politely and thoughtfully.
• Dress for the occasion in your FCCLA uniform. If you wear make-up, keep it muted.
• Relax! If he or she is with a school paper, your interviewer may be just as nervous as you are.
• If your interviewer requests additional information, respond quickly.
• Afterwards, call the reporter to thank him or her for the opportunity and ask for some feedback so you can improve in future interview situations.

The Capitol Leadership Experience

In few arenas are good public relations more important than in government. California’s legislators decide the fate of school programs and budgets, so it is vital to impress them with the importance of FCCLA – that as members we are proud of our organization and that it is an asset to the school and community. That we are an organization of doers and not just joiners!

Perhaps the best opportunity to make a favorable impression on our lawmakers is at the Capitol Leadership Experience, where you will have a chance not only to talk about your organization, but also to find out more about what they do. As a State Officer, you will be responsible for escorting legislators to their assigned tables and for engaging them in conversation as well as following up afterward. Some pointers you’ll want to keep in mind on this important day include:

• Remember your good table manners during lunch!
• People like to talk about themselves, and even small talk helps build bridges. Ask the legislators you’re seated with how they became involved in politics, and about their job or specific committees or assignments.
• Get to know the legislator’s family, interests, and hobbies.
• Find out his or her high school experiences and involvement in any career technical student organizations.
• Share your thoughts about the benefits of FCCLA leadership development, competitive events, community service, skills for life, etc. Tell him or her about your chapter’s activities.
• Share information about your school’s Family and Consumer Sciences program or the FCCLA chapter at your school.
• Write a thank you letter to each legislator with whom you had appointments and to each legislator or aide from your district who attended the luncheon. Include a copy of the picture you took with the legislators for them to remember you and a copy of the article that appears in your local newspapers.
# Your Contacts

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<tr>
<th>Local Advisor</th>
<th>State Senator</th>
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<td>School Principal</td>
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TENTATIVE CALENDAR

May
- State Officer Conference Call

June
- State Officers Meeting
- Leadership and Management Conference

July
- National Leadership Conference

August
- ROTC *

October
- Fall Region Meetings *

November
- State Executive Council Meeting *

December
- State Officer Preparation

January
- State Officer Preparation
- Dues Deadline for CRE Participants

February
- National FCCLA Week
- Spring Region Meetings *

March
- State Officers Meeting
- Capitol Leadership Experience *
- State Executive Council Meeting *

April
- State Leadership Conference

* Region Officers Involved
Parliamentary Procedure 101

Over the years, FCCLA chapters and members have prided themselves in conducting orderly meetings according to the rules of parliamentary procedure. Although this procedure may at first seem somewhat formal and complicated, you’ll soon come to appreciate this as an orderly method of conducting business which assures that all sides of an issue are treated fairly. And once you catch on, you’ll find that parliamentary procedure not only makes good sense, but also can be fun. Parliamentary procedure is another learning by doing experience. Don’t worry about making mistakes. You can enjoy the practice sessions if you add a little humor to your motions and debate. As your skills improve, so will your participation in chapter meetings, but the only way to develop your skills is to take an active part in meetings.

FCCLA meetings give you the opportunity to try your new skills in a meeting situation.

All successful FCCLA chapters hold regular, well-planned meetings that allow members to become deeply involved. Parliamentary law is designed to accomplish four main objectives. In a properly operated business meeting, we will have:

1. One thing at a time
2. Courtesy to everyone
3. The rule of the majority
4. The rights of the minority

There is nothing mysterious or complex about parliamentary law. However, there are certain things you must know in order to properly participate in a business meeting.

Requirements for a Meeting

There are three requirements if a meeting is to take place. A presiding officer, someone to keep a record of what takes place, and a group of other officers and members who present the motions and take part in the proceedings. The president and secretary have specific jobs to handle at each meeting.

The president presides, but does not direct. The president may not enter into the discussion nor may the president introduce new items of business. The president votes only in the case of a tie.

The secretary prepares the agenda for each meeting and keeps an accurate record of the actions taken by the group.

Conducting the Meeting

The main motion is used to get group approval for a new project or some other course of action. Use the following procedure:

1. The member rises and addresses the chair.
2. When recognized, the member begins the motion with the words: “I move that…” or “I move to…”

Never, under any circumstances say, “I make a motion…” To do so indicates ignorance of both parlance and grammar.

Following the motion, a second is needed to make sure that at least two of the members are interested. If no one seconds the motion, the president will say: “The motion is lost for want of a second.” If, however, a second is secured, the president repeats the motion and informs the members as to what action is needed. For example, if the motion is debatable, the chair will call for discussion. Every member has a right to be heard. No member may present another main motion nor discuss another item of business while the first motion is on the floor.

When there is no further discussion, the president calls for the vote, first repeating the motion to avoid misunderstanding. In most instances we vote “vive voice.” The proper form to use is:
President: “All those in favor of the motion to ______, signify by saying ‘Aye.’ (Members respond)” “All those opposed, say ‘No.’ (Members respond)” The motion ______ (passes/fails).

**Making Amendments**

If a member favors the main motion, in general, but feels that it could be improved, there are three common ways to present amendments:

1. By addition
2. By substitution
3. By striking out

As an example, let us suppose that the following motion has been properly presented and has received a second:

“…that our chapter purchases 1,000 T-shirts for sale to our members.”

As a member, you might move to amend the motion by adding, “…that our chapter purchases 1,000 T-shirts for sale to our members as a fundraiser.”

Or substituting, “…that our chapter purchases 500 T-shirts for sale to our members.”

Or by striking out, “…that our chapter purchases 1,000 T-shirts for sale.”

After an amendment has been offered, it too requires a second. It is also permissible to offer an amendment to the amendment. In any case, the amendments and motions are voted upon in reverse order to which they were presented. Amendments are used to modify a motion, not to change its entire meaning. If you wish to change the motion completely, then vote against it.

Referrals – sometimes you may wish for more information before making a final decision on an item of business. The motion to refer to committee would serve this purpose. “I move to refer this motion to a special committee of three, appointed by the chair, to report at our next meeting.” When the committee reports, then this motion is before the chapter again in its debatable form.

**Moving the Previous Question**

Suppose a motion before the chapter is taking a lot more time than is needed. You want to get things over with so you say, “I move the previous question.” This motion requires a second but is neither debatable nor amendable and since it limits the rights of the members, it requires a two-thirds majority. If it carries, the original motion must be voted upon at once, using a rising vote so that the two-thirds majority can be verified.

**Lay on the Table**

If something urgent arises and needs to be addressed, a member may move to lay the pending motion on the table. This lays the pending motion aside temporarily while other issues are addressed. “I move to lay the question on the table.” This motion needs a second and is not amendable or debatable.

**Postpone Indefinitely**

To kill the main motion without taking a direct vote on the motion you say, “I move to postpone the question indefinitely.” This motion requires a second and is not debatable or amendable.

**To Limit or Extend Debate**

To exercise special control over debate on a pending question or a series of pending motions. This motion must have a second, is not debatable, but can be amended. An example would be, “I move to limit debate on the pending motion to one minute per person and that debate be limited to ten minutes for the question.”

These are all the basic motions and tools you will need to conduct your meetings in an organized manner. For more information contact your local Family and Consumer Sciences instructor or pick up a copy of Robert’s Rules of Order.
FCCLA Opening Ceremony

President: (Raps the gavel twice and says:)  
The meeting will come to order. (Raps the gavel three times, signaling the officers and members to stand, and says:)  
“We are members of Family, Career and Community Leaders of America. Our mission is to promote personal growth and leadership development through Family and Consumer Sciences education.”  
“Officers, upon what do our activities focus?”  
Officers: “Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.”  
President: “Members, as we work toward the accomplishment of our goals, what do we learn?”  
Members: “As we work toward the accomplishment of our goals, we learn cooperation, take responsibility, develop leadership, and give service.”  
President: The (insert appropriate title) meeting of Family, Career and Community Leaders of America is now in session. You may be seated. (Raps the gavel once, signaling members to sit.)

FCCLA Closing Ceremony

President: (Raps the gavel three times, signaling the officers and members to stand, and says:)  
“Members, please stand. FCCLA members, we are challenged to accept the responsibility of making decisions that affect our lives today and the world tomorrow. Let us repeat our creed.”  
Members: (Repeat 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 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: The (insert appropriate title) meeting of Family, Career and Community Leaders of America is now adjourned.” (Raps the gavel once.)
The following due dates and policies regarding travel plans, itineraries, expense claims, activity reports, assignments, and telephone communication are necessary to ensure prompt reimbursement, proper planning, and necessary follow-up and evaluation. Your cooperation regarding these matters will be appreciated very much.

The following forms are due in Sacramento at the State Office as indicated:

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<th>Deadline Date</th>
<th>Policy &amp; Follow-Up</th>
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<td>Travel Plans</td>
<td>Seven days prior to an activity</td>
<td>$25.00 can be deducted from all expense claims when travel plans have not been filed. It is suggested that travel plans be emailed or faxed to the State Office.</td>
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<td>Itineraries</td>
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<td>Expense Claims/Receipts</td>
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<td>Assignments, such as drafts, etc.</td>
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<td>Activity Report Form</td>
<td>Within ten (10) days following an activity</td>
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<td>Telephone Communication</td>
<td>Family and Consumer Sciences Main Line Phone: 916-319-0890 Office Hours: 8:00 a.m.–5:00 p.m.</td>
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<tr>
<td>E-mail</td>
<td>Melissa Webb, State Advisor <a href="mailto:mwebb@cde.ca.gov">mwebb@cde.ca.gov</a> 916–319–0773</td>
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Send forms to: Family and Consumer Sciences Education 1430 N Street, Suite 4202 Sacramento, CA 95814
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**FCCLA TRAVEL PLANS**

**Directions:** This form *must be* submitted by each California FCCLA member seven (7) days *prior* to attending a meeting sponsored by or representing California FCCLA. **Please mail or fax this form to the State Office at:**

California FCCLA/Family and Consumer Sciences  
Attention: Melissa Webb, FCCLA State Advisor  
1430 N Street, Suite 4202  
Sacramento, CA 95814  
Fax: 916-319-0166

<table>
<thead>
<tr>
<th>Student Address:</th>
<th>Parent/Guardian Address:</th>
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</thead>
<tbody>
<tr>
<td>City:</td>
<td>ZIP:</td>
</tr>
<tr>
<td></td>
<td>City:</td>
</tr>
<tr>
<td>Cell: ( )</td>
<td>Cell: ( )</td>
</tr>
</tbody>
</table>

**Transportation:** (check all needed)  
- [ ] Private Car  
- [ ] Bus  
- [ ] Train  
- [ ] Airplane  
- [ ] Light Rail

- [ ] Private Car  
  Arrival Date: _______ Time: __________ City: _______________  
  Driver's Name: ___________________  
  Depart Date: _______ Time: __________ City: _______________

- [ ] Bus  
  Arrival Date: _______ Time: __________ City: _______________  
  Bus Company: ___________________  
  Depart Date: _______ Time: __________ City: _______________

- [ ] Train  
  Arrival Date: _______ Time: __________ City: _______________  
  Train Company: ___________________  
  Depart Date: _______ Time: __________ City: _______________

- [ ] Airplane  
  Flight #:_______ Arrival Date: _______ Time: ________ City: _______________  
  Airline: ___________________  
  Flight #:_______ Depart Date: _______ Time: ________ City: _______________

**LODGING:** Please make a hotel reservation for me:  
- [ ] Yes*  
- [ ] No  

* Number of Days ________________  
Dates: ______________

I have read the above travel plans and give my approval for these plans.

_________________________________________  
Parent/Guardian Signature  
Date
## California FCCLA

**ACTIVITY REPORT FORM**

**Directions:** Submit within ten (10) days of your participation in any FCCLA meeting or activity.

Please type and return this form to the FCCLA State Office:

<table>
<thead>
<tr>
<th>Meeting:</th>
</tr>
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<tbody>
<tr>
<td><strong>Date of Meeting:</strong></td>
</tr>
<tr>
<td><strong>Location:</strong> (i.e., hotel, school):</td>
</tr>
<tr>
<td><strong>Address:</strong></td>
</tr>
<tr>
<td><strong>City:</strong></td>
</tr>
</tbody>
</table>

**Purpose of meeting:**

**What did you gain from this participation?**

**How did your participation benefit the organization?**

**Suggestions or recommendations for the organization:**

**Follow-up Activity (correspondence, materials, etc.):**

Name:
California FCCLA
REQUEST FOR STATE OFFICER VISIT

All State Officers’ participation at region and chapter meetings will be approved and coordinated through the State Office. Region presidents, Region Coordinators, Chapter Presidents and/or Chapter Advisors should complete this form and submit to the State Office at least five (5) weeks before the activity. Please send completed form to:

Family and Consumer Sciences Education
Attn: Melissa Webb, State Advisor
1430 N Street, Suite 4202
Sacramento, CA  95814

1. Requests will be approved based on the availability of officer(s) and travel funds.

2. The State Office will notify the contact person of the participating officer(s) and confirm the meeting logistics.

3. State Officers may attend their respective region meetings, however any form of participation (speaking, workshops, etc.) must be approved in advance.

<table>
<thead>
<tr>
<th>CONTACT PERSON</th>
<th>MEETING INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Officer(s) Requested:</td>
</tr>
<tr>
<td>Title:</td>
<td>Location:</td>
</tr>
<tr>
<td>Street:</td>
<td>Street:</td>
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<td>City/ZIP:</td>
<td>City/Zip:</td>
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<tr>
<td>Phone: Home</td>
<td>Date:</td>
</tr>
<tr>
<td>Work</td>
<td>Time:</td>
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<tr>
<td>Region/Chapter</td>
<td></td>
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</table>

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<thead>
<tr>
<th>PRESENTATION INFORMATION</th>
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<tbody>
<tr>
<td>Title:</td>
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<tr>
<td>Length of Presentation:</td>
</tr>
<tr>
<td>Min.</td>
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</tbody>
</table>

Specify key ideas and issues to be covered in presentation.
California FCCLA Travel Expense Claim  
Policy and Information

GENERAL INSTRUCTIONS

I. Complete and submit “Travel Expense Claim” and duplicate form (including receipts) within 10 days of the date of travel.
   • Send originals to the California FCCLA Financial Services Office
   • Keep one (1) copy for your files

II. No travel reimbursement is allowed unless prior approval has been given by California FCCLA. Expenses not reimbursable include personal phone calls, snacks, unauthorized expenses, etc. Receipts must be originals, legible and taped to white paper.

III. State the “Purpose of Trip” clearly, such as, “Leadership Training, Organize New Chapter…”

IV. Show the inclusive dates for travel. Include the date and time you departed from home and the date and time you returned home.

   A. MEALS AND LODGING
      Individual receipts must be kept for all meals and room accommodations. Actual meal costs, not to exceed the California State Rates which are: breakfast $7.00, lunch $11.00, & dinner $23.00 will be reimbursed. Breakfast can only be claimed if the hotel does not provide it.

   B. RECEIPTS
      All receipts must be legible, and taped onto a blank sheet of paper with the entire receipt visible. Only individual original receipts will be accepted. (No written receipts from a receipt book, or group receipts will be accepted.)

   C. TRANSPORTATION
      Show the “Date” and travel “From” and “To” each geographic location daily. You may visit several locations during a single day. Each one should be listed on a separate line in the “From” and “To” columns. Use more than one form if necessary.
      “Mode” of transportation is the way you traveled. A combination of the following methods are possible:
      - PC = private car, to destination (airport, bus terminal, etc.)
      - CB = commercial bus
      - CP = commercial plane
      - T = train
      - P = passenger in private car
      - TX = taxi/limo
      Please use the least expensive mode of travel. Plane or train travel must be approved in advance by the State Office. Car mileage may not exceed comparable air travel rates.

   D. MISCELLANEOUS EXPENSES
      All miscellaneous items must have a receipt. Miscellaneous items include: parking fees, bridge or toll fees, purchase of supplies approved in advance.
      Any travel-connected expenses not normally covered should be fully explained under miscellaneous entries.

   E. SIGNATURE
      Sign and date completed form and send to Financial Services Office within 10 days of travel (return home).
CALIFORNIA FCCLA
TRAVEL EXPENSE CLAIM

Directions: Submit within ten (10) days after completion of trip. Travel policy and information are on the reverse side. Read carefully before completing this form. Receipts for hotels, plane fares, parking, and miscellaneous expenses attached to a separate sheet of paper must accompany this form.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Purpose of Trip:</th>
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<tbody>
<tr>
<td>Address:</td>
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<tr>
<td>City:</td>
<td>Left Home: Date _________ Time _________</td>
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<tr>
<td>Zip:</td>
<td>Returned: Date _______ Time _________</td>
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<tr>
<td>Region:</td>
<td></td>
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<tr>
<td>Office Held:</td>
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</table>

MEALS

<table>
<thead>
<tr>
<th>Date</th>
<th>Meals</th>
<th>Daily Total</th>
<th>Total Meals:</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$ ______</td>
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TRANSPORTATION

<table>
<thead>
<tr>
<th>Date</th>
<th>Location From</th>
<th>Location To</th>
<th>Mode</th>
<th>Miles</th>
<th>Daily Total</th>
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Total: ____________  PC Allowance Total: $ ____________  
(State Office will compute at prevailing state rate)

MISCELLANEOUS EXPENSES (Specify)

Travel Expense Grand Total: $ ____________________

I certify that the above stated expenses were incurred while traveling on business or conducting work for California FCCLA. A separate CA FCCLA Expense Claim must be filed for each trip.

SIGNED: ______________________________________ DATE: ____________

FOR USE BY STATE OFFICE: APPROVED ____________________________ DATE: ____________

Please mail completed forms to: California FCCLA, Financial Services Office, P.O. Box 6, Galt, CA 95632

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FCCLA

STATE OFFICER PROGRAM OF WORK

Use the program of work to plan your year. Start by adding dates for FCCLA State and National deadlines. Work with your State Officer Team to decide on service learning projects, STAR Events work days, and fundraising opportunities, etc. **HINT:** Include other schools in your region and community activities to help the members see the BIG PICTURE.

A Program of Work (POW) is:

1. A written plan of action that includes all of the activities the State Officer team wants to accomplish during the school year.
2. Based on the goals and objectives established by the State Officers for the current year.
3. A plan of not only WHAT the State Officer team will do, but also WHY, HOW, WHEN, and WHO will carry out the activities.

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<th>October</th>
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<td>February</td>
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<td>May</td>
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<tr>
<td>Performance Goals</td>
<td>Measures</td>
<td>Responsible Person</td>
<td>Activities</td>
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Program of Work Repo
(Name) ___________________ School__________________________________

State Officers of FCCLA have the responsibility to represent all members of the organization. Your conduct must be exemplary at all times while representing the organization and on your personal time. You will have an opportunity to meet students, advisors, administrators, business and industry representatives during your term of office. Your actions will set a standard for all FCCLA members to follow.

When you sign this State Officer Contract, it should be with the understanding that your obligations are great, as are the rewards of serving your fellow members. You will also be reaffirming the ideals of California FCCLA.

As a State Officer of California FCCLA, I agree to adhere to the following rules and regulations:

1. I will, at all times, respect all public - private property and the rights of others.
2. When traveling for FCCLA, I will spend each night in the room of the hotel/motel to which I am assigned.
3. When traveling for FCCLA, I will abide by the curfew established.
4. When traveling for FCCLA, I will keep the assigned FCCLA State Advisor informed of my whereabouts at all times.
5. When traveling for FCCLA, I will not leave the hotel/motel to which I am assigned without the express permission of the State Advisor.
6. I will not be in the sleeping room with a member of the opposite sex.
7. I will not use alcoholic beverages or nonprescription drugs at any time.
8. My conduct will be exemplary at all times, during and outside of FCCLA functions. Any behaviors contrary to FCCLA culture of inclusion and diversity will result in disciplinary action.
9. I will forfeit my office if I leave school before completing my training program, am suspended, or expelled.
10. I will respect authority at all times.
11. I will adhere to the dress code at all times.
12. I will respect the official FCCLA dress by not smoking.
13. I will attend all activities for which I am assigned, registered and will be on time to all functions and assignments.
14. I will attend all FCCLA functions as assigned.
15. I will send State Officer monthly itineraries and reports to the FCCLA State Office.
16. I will strive to maintain above average grades in all my classes and I will forfeit my office if I receive an F on my report card.
17. I will attend school each day it is in session, unless I am on official FCCLA business or ill. I will make up all work missed.
18. I will serve my state in an ex-officio capacity.
19. I will accept FCCLA assignments when possible and understand I am to keep accurate records of all expenses incurred. I will submit the proper vouchers and receipts to the FCCLA Financial Services Office within ten days of completion of an assignment.

20. I will submit my name on a membership roster and affiliate as a member for the year in which I am a State Officer by October 15th.

21. If involved in any activity that is detrimental to FCCLA, and/or my school, such as police arrest, I will immediately forfeit my office.

22. I will attend or take classes at the school where my FCCLA Chapter is based.

23. If I forfeit my office as State Officer, I will repay all travel expenses paid by FCCLA within 30 days and return all FCCLA supplies, badge, officer pin, and equipment.

24. As a FCCLA State Officer, I will represent my organization with respect. I will give permission to California FCCLA to be my Friend/Follow any content I post on social media. I understand these Web sites will be monitored, and I will be requested to remove offensive material or any material not reflecting FCCLA culture of inclusion and diversity. If I fail to do so and post inappropriate, unapproved or any material contrary to FCCLA culture of inclusion and diversity, I will be put on probation as an officer and subject to the consequences. I also understand my personal e-mail address must reflect a professional image, or I will create a new e-mail address for FCCLA correspondence.

____________________________________________________________________

Violations and Penalties

Violations of any items in this contract may result in a warning and/or reprimand. Violations may be grounds for disqualification or suspension from an activity or office. The violator may be sent home at his/her own expense.

Proper notification of the violation and action taken, as described in the FCCLA Policies and Procedures, will be sent to the appropriate parties.

I understand that, by signing this contract and if elected, if I am in violation of any of the above regulations and/or conduct myself in a manner unbecoming of a FCCLA State Officer, I may be removed from office or suspended from travel appearances. I further agree to accept the penalty imposed on me with the understanding that all such actions will be explained to me. I realize the severity of the penalty may increase with the severity of the violation.

Typed or Print Name of Candidate _______________________________ / / /

Signature of Candidate _______________________________ / / /

Date _______________________________ / / /

I have read and understand the California FCCLA State Officer Contract and agree to support its guidelines and the above named student to the best of my ability:

Parent/Guardian _______________________________ / / /

Date _______________________________ / / /

California FCCLA Advisor _______________________________ / / /

Date _______________________________ / / /

Local Administrator _______________________________ / / /

Date