

## FOREWORD

Welcome to the State Level Adult Leadership Team for California FCCLA! As a Region Coordinator, you will work closely with the Family and Consumer Sciences (FCS) State Staff, Region Officers, Advisors to the Region Officers, and other FCS Teachers/FCCLA Advisors in your region as well as colleagues throughout the state. Your role is important to the expansion and improvement of FCCLA leadership and career development opportunities at the chapter, region, and state levels.

This handbook will provide the information that you will need to complete your responsibilities as a Region Coordinator. Since this resource was developed with the assistance and input from former Region Coordinators, it includes detailed information and a variety of resources to assist you.

Thank you for accepting the role of Region Coordinator. Your position is “key” to a well-functioning organization. We hope that you will have a successful as well as a personally and professionally rewarding year of leadership through FCCLA.

## TABLE OF CONTENTS

|  |    |
|--|----|
| Responsibilities of Adult Leadership Team .....                              | 3  |
| Region Coordinator .....   | 3  |
| State Advisor .....  | 6  |
| Region Officer Advisors .....  | 7  |
| Annual Activities .....  | 10 |
| Timeline for Region Coordinator Activities .....                             | 10 |
| Region Calendar of Activities .....  | 12 |
| Planning Region Meetings .....   | 13 |
| Responsibilities for Region Meetings .....                                   | 14 |
| Region Meeting Officer Assignments .....                                     | 17 |
| Fall Region Meeting.....   | 18 |
| Spring Region Meeting and Competitive Recognition Events .....               | 19 |
| Sample Agenda – Qualifying Competition Day .....                             | 20 |
| Sample Agenda – Region Meetings at State Meeting .....                       | 22 |
| Sample Agenda – Incoming/Outgoing Officers Meeting .....                     | 23 |
| Region Meeting Arrangements and Facilities – Summary for Host Chapters ..... | 24 |
| Officer Candidates and Elections .....                                       | 25 |
| Recruiting Officers for the Next Year .....                                  | 25 |
| Elections .....  | 25 |
| Procedure for Nominating and Electing Region Officers .....                  | 26 |
| Qualifications for Region Officer Candidates.....                            | 27 |
| Application for Region Officer Candidate .....                               | 28 |
| Guidelines for Conduct and Dress.....  | 32 |
| Region Officer Resignation Policy .....                                      | 34 |
| Region Voting Delegate Information .....                                     | 36 |
| Appendix .....   | 37 |
| Region Coordinators’ Agreement .....   | 38 |
| Region Meeting Attendance and Registration .....                             | 40 |
| Procedures for the Expenditure and Deposit of Region Funds .....             | 42 |
| Sample – Proposed Budget.....  | 45 |
| Sample – End-of-Year Financial Report.....                                   | 46 |
| Region Receipts and Expenses .....   | 47 |
| Financial Statement.....   | 48 |
| Deposit Form .....   | 49 |
| Region Meeting Report Form .....   | 50 |
| Request for State Officer Visit .....  | 51 |
| Region Officer Briefcase Inventory .....                                     | 52 |
| Blank Region Officers Directory .....  | 53 |
| Region Name Badge Order Form.....  | 56 |
| Region Coordinators Expense Form .....                                       | 57 |
| Directions for Substitute Reimbursement Invoice.....                         | 58 |
| Motion Cards .....   | 59 |
| Glossary.....  | 60 |
| Disbursement Request/Authorization Region Account                            |    |
| Disbursement Request/Authorization State Account                             |    |

## RESPONSIBILITIES OF THE REGION ADULT LEADERSHIP TEAM

Welcome to one of the most important adult leadership roles in California FCCLA – that of Region Coordinator. As a result of being the Advisor to a Region President, you have an opportunity to assist in planning and coordinating leadership and career development opportunities for student members. In your role, you will also be assisting fellow FCCLA Advisors to strengthen their chapters' operation as an integral part of the Family and Consumer Sciences (FCS) program at their school sites.

This section provides you with detailed information about your responsibilities as well as those of the State Advisor and Advisors to Region Officers. Together, with the State Advisor and other Advisors to Region Officers, you are part of the region level adult leadership team. For a successful year, it is important that all of the adult leaders work cooperatively and supportively. Even though you are in a lead role for the region, you can expect to be supported by the State Advisor and the Advisors to the Region Officers. The information that follows outlines the responsibilities of the Region Coordinator, State Advisor, and Advisors to Region Officers.

### **ROLE AND RESPONSIBILITIES OF THE REGION COORDINATOR**

- 1) Become familiar with the guidelines and policies of California FCCLA.
- 2) Assist in providing leadership experiences and developing leadership skills among Region Officers.
- 3) Work with the State Advisor to assist and guide Region Officers in fulfilling their duties.
- 4) Provide guidance to Region Officers in completing responsibilities and requested reports.
- 5) Assist in planning fall and spring Region Meetings as well as Region Meetings held during the annual State Leadership Conference.
- 6) Contact a minimum of five schools annually and work cooperatively with the State Advisor and State Office to encourage the establishment of an FCCLA chapter at the prospective sites (information for contacts should be developed with FCS State Staff).
- 7) Assist in planning and attend all Region Executive Council Meetings, region activities, and Region Coordinators' Meetings.
- 8) Assist the FCCLA State Office in coordinating activities for the annual FCCLA State Leadership Conference (you will receive information about this after the November State Executive Council Meeting).

- 9) Check regularly with State Advisor to:
  - a. Communicate assistance needed by officers and you;
  - b. Confirm all dates and meeting places for Executive Council and Region Meetings; and
  - c. Obtain office and mailing supplies as needed.
- 10) Work with Region Officers to promote a positive image for Family and Consumer Sciences Education and FCCLA.
- 11) Interpret and enforce rules, regulations, and policies in a positive manner.
- 12) Encourage advisors to buy blazers and emblematic materials to achieve professionalism.
- 13) Serve as a role model for officers and chapter advisors by wearing an official blazer with appropriate white and black clothing.
- 14) Maintain a region file to include all correspondence for a minimum of two years (other materials such as previous programs, forms, etc., should be retained in the file as long as they are of use to future coordinators and officers).
- 15) Provide the following support for Competitive Recognition Events (CRE) by:
  - a. Working cooperatively with and providing support to the CRE Chairperson;
  - b. Serving as a consultant to the State Office and assisting the State Advisor in selecting a CRE Chairperson;
  - c. Inviting CRE Chairpersons to participate in planning meetings;
  - d. Providing time at the fall region meeting to the chairperson to promote and obtain assistance for CRE activities; and
  - e. Assisting the CRE Chairpersons in coordinating the Region Qualifying Competition.
- 16) Provide consultant services to schools interested in affiliating with FCCLA at the request of the Family and Consumer Sciences State Staff.
- 17) After the election of officers, order name badges and ensure the briefcases, all notebooks, pins, etc., are passed to new officers and submit dates for future meetings.
- 18) Forward names of new officers and coordinator and submit claims for reimbursement to the FCCLA Financial Services Office.
- 19) After election of new officers, meet with new Region Coordinator and Region Officers to ensure a smooth transition from the outgoing team to the new.

## CHECKLIST FOR REGION COORDINATOR

- \_\_\_\_\_ 1. Make travel plans for Region Officers Training Conference.
- \_\_\_\_\_ 2. Assist in planning fall and spring region meetings.
- \_\_\_\_\_ 3. Submit state meeting assignments by deadline date to State Office.
- \_\_\_\_\_ 4. Set up calendar of events in cooperation with the State Advisor and send to State Office.
- \_\_\_\_\_ 5. Submit new region officer directory by deadline date to State Office.
- \_\_\_\_\_ 6. Submit expense claims and appropriate invoices by deadline date to the FCCLA Financial Services Office.
- \_\_\_\_\_ 7. Submit a list of the dates and locations of region activities for next program year by deadline date to State Office.
- \_\_\_\_\_ 8. Provide assistance to Region Treasurer in preparation for end-of-the-year financial statement.
- \_\_\_\_\_ 9. After election of new officers, meet with new Region Coordinator to ease transition.
- \_\_\_\_\_ 10. Order name badges for incoming region officers (check with State Advisor).

### **Miscellaneous**

- \_\_\_\_\_ File all correspondence from State Office for minimum of two years.
- \_\_\_\_\_ File all correspondence from State Advisor.
- \_\_\_\_\_ File all region correspondence.
- \_\_\_\_\_ Collect region meeting registration form from Region Secretary to aid in preparation of region meeting reports.
- \_\_\_\_\_ Submit region meeting reports to State Advisor and State Office--due 10 days after activities.
- \_\_\_\_\_ Submit expense claim--one week after activity.
- \_\_\_\_\_ Attend Region Coordinators' meetings.
- \_\_\_\_\_ Contact a minimum of five schools annually to encourage establishment of FCCLA chapters.
- \_\_\_\_\_ After election of officers, make sure the briefcases, all notebooks, pins, etc., are passed on to new officers. (Retain and update records of officer materials. Order pins, etc., as needed).
- \_\_\_\_\_ Be sure procedure for nominating and electing region officers is followed.

## **ROLE AND RESPONSIBILITIES OF THE STATE ADVISOR**

The State Advisor is a member of the State Family and Consumer Sciences Education Staff at the California Department of Education. The State Advisor has the responsibility of coordinating FCCLA leadership and career development activities at the state and region level. This individual will provide general direction for state and region level activities for FCCLA. It is intended for the relationship between the Region Coordinators and the State Advisor to be cooperative and mutually supportive.

1. Assist the Region Coordinator and officers in carrying out their duties.
2. Attend all region executive council, region and state meetings, and all CRE activities.
3. Work cooperatively with the Region Coordinator to set up dates and meeting places and assist with the development of region calendar of events.
4. Assist the Region Coordinator in planning meetings, preparing agendas and mailings to officers and chapters informing them of region and state activities. If necessary, provide supplies and postage for mailings.
5. Check regularly with the Region Coordinator to let him/her know what is needed.
6. Assist in getting all chapter advisors involved by developing assignment schedules for region meeting activities, CRE programs, and State Leadership Conference.
7. Plan and prepare a schedule of meetings for Region Officers; schedule meetings during school time only if necessary.
8. Assist the CRE Chairperson with his/her responsibilities.
9. Enforce state policies and guidelines.
10. Help develop leadership experiences for the officers.
11. Encourage chapter affiliation during on-site visits and professional development activities.
12. Alert Region Coordinator to possible activities, programs and resources.
13. Assist with public relations and promotion and alert region and/or chapters to public relations opportunities.
14. Review and approve region and state candidates to insure that they meet minimum officer candidate requirements.
15. Assist Region Treasurer and advisor to prepare the budget, maintain financial records, submit end-of-year report, and give final approval on all financial matters.

16. Send a congratulatory letter to incoming officers, parents of officers-elect, and Region Coordinator with copy to advisors, parents, officers and principals.
17. Work with Region Coordinator to select region CRE Chairperson and an assistant.
18. Assist in planning and conducting a minimum of four executive council meetings (ROTC, Fall, Spring, and Incoming/Outgoing).
19. Following elections meet with elected officers and determine offices.
20. Check, in advance, to determine which officer candidates' advisors are willing to serve as Region Coordinator.

### **RESPONSIBILITIES OF REGION OFFICER ADVISORS**

The following guidelines for advisors to Region Officers were developed by a committee of teachers who have served as advisors to region, state, and national officers. These guidelines were developed in an effort to inform you of how you can be of assistance to the region officer from your chapter which will result in a strengthened FCCLA organization. Your support and help is critical to the effectiveness and success of California FCCLA – both at the state and region levels.

An advisor to a Region Officer should:

1. Meet regularly with the officer to discuss and follow-up on elected responsibilities and duties in a timely manner, provide counsel, and answer questions.
2. Assist the officer in preparing to carry out the responsibilities and duties of the office. Encourage the region officer to continue active involvement in local chapter activities.
3. Work with the officer to keep the school administrator(s) and faculty informed of activities, plans, and meetings. Be sure the officer maintains a 2.5 grade point average and fulfills duties and responsibilities at the chapter and school level.
4. Meet with the officer and her/his parents regarding responsibilities, priorities, travel, expenses, the benefits of FCCLA, and the value of Family and Consumer Sciences education.
5. Assist the officer(s) in securing the official uniform so that all articles of clothing fit well and are clean and pressed. Explain the value and importance of the uniform and the need for officers to portray a positive image and to display pride in FCCLA.
6. Know and be able to recite the FCCLA opening and closing ceremonies. Be familiar with the FCCLA Creed.
7. Maintain a file/binder for FCCLA region materials containing correspondence, affiliation packet, CRE information, and other FCCLA materials and resources. To assist both region and chapter officers, ensure that the files/binder are kept current.

8. Attend all FCCLA Region Executive Council Meetings with your officer so that you can assist your officer(s) in fulfilling their responsibilities. Discuss the possibility of district support for attendance at official FCCLA meetings.
9. Provide background information that will help officers understand the FCCLA program of activities, purpose and relationship to the Family and Consumer Sciences program.
10. Become familiar with the duties of your region officer(s) and work with them to complete all assignments by the established deadlines.
11. Assist the State Advisor and Region Coordinator at the Executive Council meetings, Region meetings, and at the State Leadership Conference. Participate in all the planned region meetings or arrange for another staff member to assist when you are unavailable.
12. Be a positive role model by supporting the guidelines, traditions, and policies for FCCLA, as well as helping officers understand their purpose.
13. Ensure local chapter has an active membership and follows established guidelines and procedures.
14. Bookmark and become familiar with the California FCCLA Web site: [www.ca-fccla.org](http://www.ca-fccla.org).

Enthusiastic advisors are **"KEY"** people for a strong FCCLA organization. It is our belief that Region Officers will only be as strong as the support and encouragement they receive from their advisor. Though having a Region Officer may bring some added responsibilities, the personal satisfaction that you will experience in observing the growth of this young person through FCCLA leadership experiences will be immeasurable.



## **DUTIES OF A REGION OFFICER'S ADVISOR - OFFICER SPECIFIC TASKS**

### **Advisor to Region President**

1. Assure that all materials are sent to Region Officers in advance of meetings.
2. Confirm, with host advisor, arrangements for region meetings.

### **Advisor to Region Vice President**

1. Work with Vice President in preparing materials for dissemination of State Project Goals, region programs and projects, Honor Chapter Award and/or the State Superior Chapter Award.
2. Review region bylaws with Vice President for necessary revisions.
3. Oversee the preparation of ballots and region elections.

### **Advisor to Region Secretary**

1. Review minutes of all region meetings and Region Executive Council meetings.
2. Oversee all correspondence to Region Officers, Region Advisor, and the Region Coordinator.
3. Review and support region membership committee activities.
4. Answer Region Officer/Advisor questions about affiliation.
5. Provide support to officers for assistance with new chapters within the region.
6. Oversee the development and compilation of evaluation forms and the report of region activities.

### **Advisor to Region Treasurer**

1. Become familiar with the budget that is created with Region Advisor and Treasurer.
2. Assist with the maintenance of financial records and preparation with financial report as needed.
3. Provide assistance as needed in collecting funds, issuing receipts and recording income and deposits, and payment of expense claims for region.
4. Assist with end-of-fiscal-year statement.
5. Provide support for region fundraising and recreational activities.

### **Advisor to Region Historian**

1. Provide support in the development of written history, annual history, region activities manual, exhibit/PowerPoint/slide presentation of the region activities for the year.
2. Provide assistance as needed to encourage chapters to publicize Competitive Recognition Events in the local schools and community and to observe State and National FCCLA Week.
3. Ensure that articles and pictures are sent to the State Historian for the state activities manual.

### **Advisor to Region Reporter**

1. Assist the officer with the development of the region newsletter and submission of articles for the State Newsletter, *Teen Times*, and the FCCLA Web site to the state office.
2. Assure that news articles to local papers where region activities are held are submitted in a timely manner.
3. Assist the officer to prepare and distribute sample news releases and other public relations information to chapters.
4. Assist the officer to encourage chapters to use all community resources in interpreting and publicizing the FCCLA program and activities.

## TIMELINE FOR YEAR

### July

National Leadership Conference  
Make travel plans for Region Officers Training Conference (ROTC)  
Meet with region officers to plan workshop and other responsibilities for ROTC  
Attend and participate at ROTC

### August

Region Officers, Coordinators, and Advisors Meeting:  
a. Review proposed budget  
b. Review calendar of region events  
c. Plan fall and spring meetings

### September

Affiliation packets sent by State Office  
Chapter Officers Training Conference Meeting  
CRE Chairpersons Meeting

### October

Encourage all chapters who wish to participate in CRE activities to affiliate by October 15 or earlier  
Remind chapters to submit applications and entry fees for CRE by November 15  
Remind graduating seniors to apply for FCCLA scholarships by March 1  
Remind chapters to nominate individuals for recognition awards by March 1  
Fall Region Meeting  
Submit fall region meeting report (due 10 days after region meeting)  
Encourage potential region and state officers

### November

State Executive Council Meeting\*  
Submit region newsletter to be published on the state FCCLA Web site  
Fall Region Meeting (if not held in October)  
CRE entry fees and forms due November 15

### December

Mail CRE meeting information (mailed by CRE Chairperson)

### January

Mail region officer applications to all chapters  
Last day for new and reinstated chapters to affiliate and submit CRE entry forms and dues is January 15  
Encourage region officer applications (due by January 15)

## **February**

Encourage chapters to submit additional dues by May 1  
Encourage chapters to submit state officer candidate applications to the State Office by March 1  
Scholarship applications and Nominations for Recognition Awards due Region Qualifying Region Qualifying Meeting/Spring region meetings--Election of new officers  
Submit spring region meeting report (due 10 days after meeting)  
Submit region newsletter to be published on the state FCCLA Web site  
Encourage application for Golden State Degree

## **March**

State Officer Candidate applications and Honor Chapter applications due  
State Leadership Conference assignments due by March 1  
State Leadership Conference reservations and hotel reservations deadline  
Spring region meeting (if not held in February)  
Reminder--final dues deadline and deposits for National Leadership Conference due in April

## **April**

State Leadership Conference--dates and location to be announced  
Submit region newsletter to be published on the FCCLA Web site

## **May**

Submit Region Officers' directory for incoming officers and coordinator to State Office by May 15  
Order name badges for incoming Region Officers by May 15  
Submit list of dates and locations for region activities for following year by May 15  
Submit Region State Leadership Conference Report, Region Coordinator binder and flash drive to Region Advisor by May 15  
Write congratulatory letter to new officers and coordinator  
Region Officer transition meeting  
Submit expense claims to State Financial Services Office by May 31

## **June**

Submit end-of-year financial statement prepared by treasurer by June 1 to State Advisor

**NOTE:** See Calendar of State Activities for dates not specified.

\* Submit expense claims one week after activity.

## CALENDAR OF ACTIVITIES FOR 20XX-XX

### 20XX

- June 9 Executive Council Meeting, Chico 11 a.m.- 3 p.m.  
Refreshments: Las Plumas HS Dress: Official Casual
- July 27 Travel to Region Officers Training Conference (ROTC) -- Fresno  
Meet at Oroville Bus Stop – 11:30 a.m. sharp! Dress: Official
- July 28-31 ROTC, CSU, Fresno Dress: Official and Official Casual
- September 11 Executive Council Meeting, Tehama COE Building 10 a.m. – 2 p.m.  
Refreshments: Big Valley HS Dress: Official
- October 9 Rehearse for Region Meeting –Southside Center 8 a.m. – 8 p.m.  
Lunch: Las Plumas HS; Snacks: Ms. Jones Dress: Official Casual
- October 10 Fall Region Meeting –Southside Center, 7 a.m. - ? Dress: Official
- November 18-20 State Executive Council Meeting, Sacramento  
Claudia Rodriguez, as the president, attends
- ~~~~~

### 20XX

- January 12 Executive Council Meeting, Shasta COE Building 10 a.m. – 2:00 p.m.  
Refreshments: Las Plumas HS Dress: Official
- February 2-4 Capitol Leadership Experience, Sacramento
- February 6 Rehearse for Spring Region Meeting –Chico 10 a.m. – 8 p.m.  
Refreshments: Big Valley HS; Snacks: Ms. Jones Dress: Official Casual
- February 7 Spring Region Meeting – Pleasant Valley HS 7 a.m. - ?  
Dress: Official
- February 9-13 FCCLA Week
- March 9 Executive Council Meeting, Las Plumas HS 11 a.m. – 3 p.m.  
Refreshments: Las Plumas HS Dress: Official Casual
- March 28-31 State Leadership Meeting (two region meetings will be held in Fresno)
- April or May – TBD Incoming/Outgoing Officers and Advisors Meeting Time: TBD  
Refreshments: Dress: Official Casual

## PLANNING REGION MEETINGS

The Region Officer and region meeting activities are extremely important to the success of the Association.

Meet with Region Advisor and Region Officers to develop meeting theme, agenda, etc. See "Suggestions for Agendas" on pages 17-23 for ideas and content.

Determine region meeting assignments with Region Advisor and Region Officers. See "Region Meeting Assignments" sheet on page 17.

Assist the Region Advisor in preparing packet of information about the meeting to be mailed out a minimum of six weeks in advance. Included in packet:

- Agenda
- Map and directions
- Copy of meeting assignment sheet
- List of other responsibilities chapters may have as to what to bring, etc.
- Copies of minutes of previous meeting
- Any other information

Keep a record of any advance replies or registration information requested.

Suggestions for keeping Region Officers on task with their responsibilities in getting ready for region meetings:

- Immediately following the planning session at the previously mentioned Executive Council Meeting, create officer specific "to do" lists with deadlines in cooperation with the Region Advisor. Make sure that each officer receives a written copy of his/her specific "to do" list. Also, see that the officers' advisors receive pertinent copies of the lists.
- At least three weeks before the region meeting, either meet again to confirm that all assignments are being completed, or phone each officer to discuss his/her progress on assigned work.
- Two weeks before the region meeting, remind officers of the deadlines on their "to do" lists. Discuss any problems they may be having in meeting the requirements of their task load. Contact advisors, as needed, for additional assistance in meeting officer goals.
- Require that all scripts be completed and available for editing at least one week before the region meeting. Make appropriate contacts with officers and their advisors, as needed.

See specific region lists on upcoming pages for other responsibilities. Supervise all planning, coordinating, etc., of meeting.

Complete region meeting report and mail within ten days following the meeting.

## RESPONSIBILITIES FOR REGION MEETINGS

Listed below are tasks and responsibilities that need to be completed to ensure successful region meetings, including those held in the fall, spring, and during the annual State Leadership Conference. If the tasks relate to only a specific type of region meeting, it is noted in parentheses. The individuals who should assume responsibility for the completion of the tasks are noted. Assistance can be requested from the Advisors to Region Officers as well as members and advisors from the host site and other chapters.

### Region Coordinator and State Advisor

1. Reserve meeting facilities for desired date
2. Request meeting space to accommodate the expected number of participants and the planned activities
  - a) General Sessions
  - b) Registration area
  - c) Food service (morning snack and lunch) arrangements and eating areas
  - d) Member workshops (Fall Meeting only)
  - e) Advisors session (Fall Meeting only)
  - f) Competitive Recognition Events (CRE) (Spring Meeting only)  
NOTE: Check with the Region CRE Chairperson regarding rooms needed
  - g) Voting delegates orientation (Spring Meeting only)
  - h) Elections (Spring Meeting only)
  - i) Newly elected officers and advisors meeting (Spring Meeting only)
  - j) Other space as needed for the meeting
3. Request Set-up
  - a) General Session (stage and seating)
    - (1) Microphone
    - (2) Podium
    - (3) Two tables on stage with six chairs for officers
    - (4) Chairs for participants
    - (5) Emblem for podium
    - (6) AV equipment as needed
  - b) Breakout rooms for workshops, special sessions, and CRE
    - (1) Tables as needed
    - (2) Chairs as needed
    - (3) AV equipment as needed
  - c) Registration
    - (1) 1 table
    - (2) 2 chairs
  - d) Food orders
    - (1) 1 table
    - (2) 2 chairs

- e) Election (Spring Meeting only)
    - (1) 2 tables
  - f) Installation of officers (State Leadership Conference only)
    - (1) 1 table
    - (2) Candelabra and Installation Ceremony
  - g) Morning refreshments and lunch service
    - (1) Tables and covers
    - (2) Outlets for hot beverages
4. Arrange for photographer to take pictures of new region officers and CRE winners (Spring Meeting only)
  5. Identify and arrange for speakers
    - a) Host chapter President to welcome participants
    - b) Administrators/Dignitaries to bring greetings (Host site Advisor)
    - c) Arrange for speakers, as needed, for general session and workshops

President and Region Coordinator

1. Regularly monitor work of Region Officer team to ensure all officers are completing assigned tasks and officer responsibilities by established deadline dates
2. Plan and conduct installation of officers at the Region Meeting held during the State Leadership Conference
  - a) Notify candidates of campaign speech and other activities as well as official dress needed for installation
  - b) Send officer candidates copies of installation ceremony
  - c) Secure necessary materials for installation
  - d) Set up installation table
  - e) Conduct practice and coordinate installation

Vice President

1. Prepare and present information on the State Project Goals
2. Plan and conduct election at Spring Region Meeting
  - a) Prepare ballots (list of officer candidates to be sent by Region President and Region Coordinator)
  - b) Prepare a list of affiliated chapters
  - c) Prepare voting delegates' badges
  - d) Prepare ballot box
  - e) Secure pencils for election
  - f) Conduct the election using two officers plus vice president's advisor
    - (1) When voting, one person will check off the chapter's name and one person will provide the ballot to the chapter's voting delegate
    - (2) Check to make sure voting delegates have their voting delegate badges
  - g) Check ballots (advisor to be present)
  - h) Notify Region Coordinator and State Advisor immediately of the results

### Secretary

1. Plan procedure for registration with sufficient people to assist
2. Have registration materials set up no later than one-half hour before start of meeting
3. Register all members/advisors and alumni, parents, and other guests
  - a) Have all form(s) (see Appendix for forms) to keep an accurate record of people attending meeting (the secretary will complete the registration form and forward a copy to the Region Coordinator and State Advisor)
  - b) Hand out programs, name tags, maps, etc.
  - c) Prepare a summary of attendance to use during Roll Call of Chapters
  - d) At Spring Meeting, identify voting delegates and distribute identification badges

### Treasurer

1. Collect registration fees for total number of members, advisors, and guests and record on appropriate forms (see Appendix for forms)
2. Prepare receipts (registration fee will not be collected from special guests, speakers, judges, etc.)
3. Count money collected from registration; prepare a deposit slip; mail to Financial Services Office and give a copy to the Region Coordinator and State Advisor
4. Count money collected from donation drawing or other fund raising activity; prepare a deposit slip; mail to Financial Services Office and give a copy to the Region Coordinator and State Advisor
5. Collect money for lunch if host chapter does not choose to do so

### Historian

1. Take pictures of each chapter's members, advisors, and guests in attendance at the meeting for the Region's Activity Manual (Fall Region Meeting)
2. Submit copies of pictures to the State Historian
3. Develop a plan to secure pictures of each chapter's activities as well as region meetings
4. Prepare an exhibit of region pictures and materials to display at meetings

### Reporter

1. Develop a plan to receive articles from each region to post on the state FCCLA Web site
2. Prepare sample news releases to be distributed to:
  - a) All affiliated chapters
  - b) Region Officers
  - c) Region Coordinator
  - d) State Advisor

*(All publicity should be approved by State Advisor and Region Coordinator)*

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# REGION MEETING OFFICER ASSIGNMENTS

## **All Region Meetings**

- Theme
- Objective
- Stage Decorations
- Programs
- Nametags
- Registration
- Officer Reports
- Region and State Reports
- Evaluation
- Publicity
- Pledge of Allegiance
- Roll Call of Chapters
- Morning Snack
- Guest Speakers
- Multimedia Presentation (video, PowerPoint, etc.)
- Workshops\*
- Advisors Session\*
- Announcements
- Fundraiser
- Lunch
- Lunch Activities
- Audio Visual Equipment
- Appreciation and Thanks
- Entertainment/Recreational Activity
- Region Awards
- CRE Overview
- CRE Awards and Recognition\*
- Other

\*This activity is conducted at either Fall or Spring Region Meetings

## **Fall Meetings**

- Officer Introduction
- Honor Chapter Explanation
- State Project Goals Explanation

## **Spring Meetings**

- Event Room Consultants Orientation
- Evaluators Orientation
- Officer Candidate Meeting
- CRE Competition and Awards
- State Meeting Preview
- Election of Officers
- Newly Elected Officers Meeting

## **Region Meetings at Annual State Leadership Conference**

- Installation of Officers
- Outgoing Officer Farewell
- Region Recognition Awards

## **Incoming and Outgoing Officers Meeting**

- Exchange Materials & Share Officer/Coordinator Information
- Order Officer Paraphernalia
- Plan dates for Executive Council Meetings
- Plan Calendar of Events for the Year

# FALL REGION MEETING

## **Suggestions for Agenda**

Opening Ceremony

Pledge of Allegiance

Welcome

Introductions (Officers, Advisors and Guests)

Roll Call of Chapters

Minutes from Previous Meeting (written or oral)

Financial Report (written)

Officer Reports (written or oral)

Unfinished Business

- 
- 

New Business

- Update from FCCLA
- National Leadership Conference Report
- Competitive Recognition Events Orientation
- Calendar of Activities
- Region Officer Candidate Recruitment
- Announcements
- Other

Program:

- Speaker(s)
- Multimedia presentation
- Field Trips
- Workshops

Other:

- 
- 

Closing Ceremony

Adjournment

NOTE:

- Each officer should have a specific responsibility
- Some type of recreation or mixer should be included at each meeting

## **Advisors Session**

Topics to be addressed may include, but are not limited to, the following:

1. Update on Family and Consumer Sciences and FCCLA from State Advisor
2. Deadline dates
3. Announcements pertaining to policy changes, new directions, etc.
4. Scholarship contribution and applications
5. State Project Goals for current year
6. Officer candidates for region, state and national
7. Questions and answers
8. Special speaker or presentation to provide in-service
9. Official dress
10. Encourage officer candidates and discuss commitment requirements
11. CRE orientation (Spring Meeting only)

# SPRING REGION MEETING AND COMPETITIVE RECOGNITION EVENTS

## **Suggestions for Agenda**

Opening Ceremony  
Pledge of Allegiance  
Welcome  
Introductions  
Roll Call of Chapters  
Minutes from previous meeting (written or oral)  
Financial Report (written)  
Officer Reports

Unfinished Business

## New Business

- Officer Candidate introductions and campaign speeches
- Community Involvement Project Reports
- Elections
- Chapter recognition
- State Leadership Conference Assignments
- Announcements
- Other

CRE Activities  
CRE Recognition Program  
Announcements  
Awards and Appreciation  
Other:

Closing Ceremony  
Adjournment

## **Other Sessions to Include:**

- 1) Meeting of newly elected officers with region president and advisor  
NOTE: To be held after announcement of newly elected officers. The purpose is to make specific officer assignments.
- 2) Meeting of Outgoing and Incoming Officers, State Advisor and Region Coordinator
- 3) Advisors Session - Items to include:
  - Update from State Advisor
  - Guidelines for conduct and dress at State Leadership Conference
  - State Leadership Conference Assignments
  - National Leadership Conference Information
  - Important dates
  - New developments in Family and Consumer Sciences Education
  - Questions and Answers
  - Other

NOTE: Each officer should have a specific responsibility  
Some type of recreation or mixer should be included at each meeting

# SAMPLE AGENDA

## REGION 12 QUALIFYING COMPETITION DAY Grand High School January 26, 20XX

### REGISTRATION AND REFRESHMENTS

|                   |  |                  |
|-------------------|--|------------------|
| 8:00 – 8:30 A.M.  | General Chapter Registration   | Auditorium Foyer |
| 8:30 – 9:30 A.M.  | Event Room Consultants Orientation   | Room 1           |
|                   | Competitive Recognition Events (CRE)<br>Individual, Team and Chapter<br>Participants Information | Room 2           |
| 8:30 – 9:00 A.M.  | Refreshments   | Cafeteria        |
| 9:30 – 10:30 A.M. | Evaluators Orientation   | Room 1           |

### GENERAL SESSION AND DRESS CHECK

|                  |   |   |
|------------------|---|---|
| 9:00 –10:30 A.M. | General Session<br>Opening Ceremony                       | Auditorium<br>Bob Jones, Region<br>President                            |
|                  | Welcome<br>Overview of Recognition Day<br>CRE Orientation | Mary Smith, Principal<br>Bob Jones<br>Bonnie Booker, CRE<br>Chairperson |
|                  | Miscellaneous<br>CRE Dress Check                          |   |

### COMPETITIVE RECOGNITION EVENTS

|            |                                       |                   |
|------------|---------------------------------------|-------------------|
| 10:30 A.M. | Illustrated Talk*                     | S-6               |
|            | Job Interview**                       | Counseling Center |
|            | Culinary Arts**                       | HECT 5            |
|            | Child Development*                    | HECT 10           |
|            | Environmental Ambassador*             | S-5               |
|            | Chapter in Review Portfolio*          | A-3               |
|            | Promote and Publicize FCCLA*          | A-5               |
|            | Nutrition and Wellness*               | S-7               |
|            | Life Event Planning*                  | HECT 15           |
|            | Fashion Construction**                | HECT 20           |
|            | Interior Design*                      | A-12              |
|            | Food Innovations*                     | Counseling Center |
|            | Culinary Display**                    | B-8               |
|            | Fashion Design*                       | B-10              |
|            | Hospitality, Tourism, and Recreation* | D-6               |
|            | Menu Planning and Table Display**     | Library           |
|            | Salad Preparation*                    | D-2               |
|            | Teach and Train*                      | D-4               |

- \* Observers allowed in presentation room
- \*\* Observers not allowed in presentation room

**SAMPLE AGENDA FOR QUALIFYING COMPETITION (CONTINUED)**

10:30 – 12:00 P.M. Special Sessions (students not participating in or viewing Competitive Recognition Events may attend one of the sessions listed below:  
 -Current video on Family and Consumer Sciences Education programs S-2  
 -Setting the FCCLA Pace – a workshop to help members explore ways to interpret FCCLA to the school and the community  
 -State Leadership Conference sign-ups  
 -An exploration of the State Project Goals  
 -Preparing region pride materials for State Leadership Conference

12:00 – 1:00 P.M. Lunch Cafeteria  
 View exhibits, portfolios, interior design A-3  
 presentation boards and sewing projects  
 Practice the region cheer  
 Participate in the region fundraiser

**CLOSING AND AWARDS SESSION**

1:00 – 2:30 P.M. Call to order Auditorium  
 Roll Call  
 Minutes from previous meeting  
 Treasurer’s Report  
 Officer Reports  
 Officer candidate speeches  
 Elections  
 Chapter Service Project Display/National Programs in Action presentations  
 State Leadership Conference Overview  
 Assignments for Region/State Leadership Conference  
 Region awards and appreciation  
 CRE Awards  
 Announcements  
 Closing Ceremony

2:30 P.M. Adjournment

2:30 – 3:00 P.M. Dismantle all exhibits  
 Meeting of Outgoing and Incoming Region Officers to discuss State Leadership Conference responsibilities Room 1

3:00 – 3:30 P.M. Meeting of incoming officers to determine officer positions Room 1

# REGION MEETINGS AT STATE LEADERSHIP CONFERENCE

## Suggestions for Agenda

### **SATURDAY**

Opening Ceremony  
Pledge of Allegiance  
Welcome  
Introductions  
Roll Call  
Minutes from previous meeting (written or oral)  
Financial report (written)  
Officer reports  
Get acquainted activity

Unfinished business

New business

- State Leadership Conference overview
- CRE participant recognition
- Special State Leadership Conference participant recognition (State Officer candidates, State Officers, etc.)
- Review of State Leadership Conference Assignments

Announcements

Other

Closing Ceremony  
Adjournment

### **SUNDAY**

Opening Ceremony  
Pledge of Allegiance  
Welcome  
Introductions  
Roll Call

Unfinished business

New business

- Recognition of individuals
- Recognition of chapters
- Outgoing officer farewell
- Officer installation

Announcements

Other

Closing Ceremony  
Adjournment

# INCOMING/OUTGOING OFFICERS MEETING

## **Suggestions for Agenda**

Opening Ceremony  
Pledge of Allegiance  
Welcome  
Introductions  
Roll Call  
Minutes from previous meeting (written or oral)  
Financial report (written)  
Get acquainted activity

Unfinished business

New business

- Exchange materials and share officer/coordinator information
- Order officer paraphernalia
- Plan for Executive Council Meetings

Announcements

Other

Closing Ceremony  
Adjournment

## REGION MEETING ARRANGEMENTS AND FACILITIES SUMMARY FOR HOST CHAPTERS

1.  **SIGNS:** Place in front of school, "Welcome FCCLA" and, as needed, additional signs to find registration area and meeting room.
2.  **REGISTRATION/REFRESHMENTS AREA:** Assign two (2) students and one (1) advisor to assist with registration and refreshments.
  - 4 Tables (2 each for registration & refreshments)
  - Chairs (4 at each registration table)
  - 1 Cash box/receipt book (For lunch registration)
  - Signs for the above tables "**Registration**" and "**Refreshments**"
3.  **MORNING SNACKS/BEVERAGES:** Please have your chapter (or students) prepare and serve nutritious nut breads or muffins, juice, and coffee. Provide cups, napkins, and paper plates as needed to serve the group. You will be reimbursed from region funds based upon approved budget. Send invoice and proper region disbursement authorization to the FCCLA Financial Services Office within 10 days following the meeting.
4.  **CRE QUALIFYING COMPETITION ONLY:** A budget will be provided to defray lunch expenses for Evaluators, Region Officers, and Room Consultants. Reserve a room large enough for the Evaluators, Region Officer, and Room Consultants, and plan to serve a simple lunch.
5.  **GENERAL SESSION ROOMS:** Provide seating for anticipated number of participants. Place a FCCLA Emblem on the Podium and the U.S. Flag on the stage area. Provide a microphone if group of members and advisors will be over 100 in attendance. Provide AV as requested prior to the meeting. An auditorium with theatre style seating is preferred for general sessions.
6.  **THEME SIGN:** Display a large sign for the back of the stage stating the theme. Sign should be large enough for the entire delegation to see.
7.  **OFFICERS SEATING:** Place a table on the stage or in front of the room with seating for six officers. Cover the front of the table with a tablecloth.
8.  **WELCOME/GREETINGS:** Ask the FCCLA Chapter President to welcome the group to the campus and introduce the chapter members and advisors. Invite the site principal (or another administrator) to bring a 3–5 minute greeting.
9.  **HOST/HOSTESS BADGES:** Have chapter members make a badge to identify them as "host" for the day.
10.  **LUNCH AREA:** Provide an area for students, advisors, and guests to eat lunch.



## OFFICER CANDIDATES AND ELECTIONS

An adequate number of candidates should be recruited prior to the deadline date for submitting officer candidate applications. Suggestions to recruit candidates and election information are provided below:

### **RECRUITING OFFICER CANDIDATES FOR THE NEXT YEAR**

- Include a discussion in the Advisor's Session at the Fall Region Meeting to discuss the importance of each chapter providing at least one officer candidate for the upcoming Spring Meeting elections.
- Include an activity at the Fall Region Meeting that reminds members of the officer candidate opportunity.
- Make sure that the Fall Region Newsletter includes an article encouraging chapters to have officer candidates run.
- Begin identifying potential candidates at the January Executive Council meeting.
- In January, make phone calls to all chapters to solicit candidates.
- A mailing with applications and a description of the election process should go out in January.
- Follow-up phone calls to the advisors of chapters with the potential for at least one officer candidate should be made two weeks prior to the Spring Region Meeting.
- Individual phone calls to members identified as candidates should be made one week prior to the Spring Region Meeting. The purpose of these phone calls is to ensure that members are prepared to perform well during the election process.

### **ELECTIONS**

- Read all election materials and procedures.
- Obtain copies of Region Officer applications from Region Coordinator.
- Review candidate applications received from chapters prior to the election to make sure all are complete and all candidates are qualified.
- Recruit additional candidates as needed.
- Refer chapters to Region Officer applications on the FCCLA Web site.
- Work with Vice President and his/her advisor to make sure elections run smoothly and correct procedures for nominating and electing officers are followed.
- Ensure vice president's advisor is present during ballot counting and verifying that ballots are counted confidentially and accurately.
- Inform State Advisor and Region Coordinator of election results

**California FCCLA**  
**PROCEDURE FOR**  
**NOMINATING AND ELECTING REGION OFFICERS**

**Nomination of Officer Candidates**

1. Only affiliated FCCLA chapters in good standing with FCCLA may nominate a candidate(s) for region office.
2. Each chapter is allowed to nominate only 2 candidates for region office.
3. All candidates must submit an application to the Region Coordinator by the January 15 deadline.
4. Candidates will run for the position of region office.
5. Each candidate will be interviewed during the region meeting prior to the election.
6. Candidates will be asked to prepare and give a two-minute speech in front of a general assembly at the region meeting. In addition, each candidate will be asked questions about FCCLA during the meeting and/or before voting delegates.
7. Specific offices will be decided upon at a meeting following the announcement of election results. The decision will be made jointly by the newly elected officers and Region Advisor. No other individuals shall be present at this meeting.

**Campaign and Elections**

1. Campaigning will be limited to a two-minute speech and answering questions on FCCLA and other related topics.
2. Each chapter will be allowed one voting delegate.
3. Each candidate will be introduced by name only. No reference shall be made to the school or chapter the candidate attends and the town in which he/she lives.
4. No more than three elected officers may be members of middle school or junior high school chapters (grades 7–9). There is no limit on the number of offices which can be held by members of senior high school chapters.
5. The advisor to the president will serve as Region Coordinator (see attached outline for responsibilities). No school can have the region president more than two years in a row).

**Elected Officers**

1. Only members who will be in grades 10–12 the year they are in office are eligible to serve as region president.
2. All region officers are required to have the official uniform for participation in all FCCLA activities.

## California FCCLA

### QUALIFICATIONS FOR REGION OFFICER CANDIDATES

Candidates for Region Officer must meet the following qualifications. The candidates shall:

1. Be a member of an affiliated FCCLA chapter in good standing with FCCLA for at least one full semester.
2. Be listed on the chapter's membership roster on file in the State Office.
3. Obtain written consent of the FCCLA chapter advisor and principal at the school he/she will be attending during the term of office prior to filing an application for region office.
4. Submit an application for region officer candidate with requested signatures to Region Coordinator by the deadline date set by the region.
5. Be enrolled in grades 7–11 at the time of nomination. During the term of office, elected officers must be enrolled in grades 8–12.
6. Have a grade point average of C+ (2.5) or higher.
7. Have the following knowledge of the organization:
  - a. Officer duties
  - b. Goals, purposes and creed
  - c. Relationship of FCCLA to the Family and Consumer Sciences education programs
  - d. FCCLA materials and resources
8. Possess the following personal characteristics:
  - a. Reliability, dependability and willingness to carry out the responsibility of the office
  - b. Ability to express ideas verbally and in written form
  - c. Ability to work cooperatively with others
9. Have participated in chapter activities and projects.
10. Be willing to attend all executive council meetings, all region meetings to which his/her chapter belongs, the State Leadership Conference, and the National Leadership Conference if possible.
11. Have the FCCLA official uniform.
12. Have a chapter degree (desired, but not required) OR be willing to work on a chapter, region or state degree.

**California FCCLA**  
**APPLICATION FOR REGION OFFICER CANDIDATE**

The following candidate application should be sent to the Region Coordinator no later than one week before the Region Spring Meeting. This application must be typed or printed legibly or it will be returned for clarification. Attach a current unofficial copy of your transcript to the application.

The \_\_\_\_\_ chapter of California FCCLA nominates:

Name: \_\_\_\_\_ as a candidate for Region Officer.

Mother/Guardian Name:

Father/Guardian Name:

Student's Residence Address:

City: \_\_\_\_\_ Zip: \_\_\_\_\_ -

Home Phone: ( ) - Cell Phone: ( ) - DOB: -select- 00, -select-

Email Address:

Name of school applicant will attend during the coming year:

City: \_\_\_\_\_ School District:

FCCLA Region: -select- County:

Number of years enrolled in a Family and Consumer Sciences (FCS) Program: \_\_\_\_\_  
Check each year FCS classes were taken:  7<sup>th</sup>,  8<sup>th</sup>,  9<sup>th</sup>,  10<sup>th</sup>,  11<sup>th</sup>,  12<sup>th</sup>

List titles of FCS courses taken:

Number of years membership in FCCLA: \_\_\_\_\_ Current GPA: \_\_\_\_\_  
Overall GPA: \_\_\_\_\_

Grade for next school year: -select-

Qualifications

a. The candidate has held the following FCCLA positions of responsibility in:

- 1) Local Chapter:
- 2) Region:

b. Other leadership positions and/or offices held:

- 1) School Organizations:
- 2) Community and Youth Groups:
- 3) Youth Organizations:
- 4) Church Groups:

c. Describe participation in some major school/community/organization activities:

**Comments about the candidate (required):**

a. Describe candidate's leadership characteristics that would enable them to be an effective Region Officer:

\_\_\_\_\_  
Signature - Parent/Guardian

b. Comments by local chapter officer indicating personal qualifications:

\_\_\_\_\_  
Signature - Title of Chapter Officer

c. Comments by local chapter advisor indicating personal qualifications:  
**NOTE:** Use additional sheets if necessary.

\_\_\_\_\_  
Signature - Advisor

I have read the qualifications for Region Officer and I am qualified to hold a region office in California FCCLA. I realize I am committed to ALL of the following obligations and responsibilities:

1. Attendance at the following meetings:
    - a) Two State Leadership Conferences (one as a new officer and one as a retiring officer, unless you receive prior approval from your Region Advisor).
    - b) Region Officer Training Conference (last week of July; NOTE: expenses to attend the conference are paid by FCCLA and are approximately \$250.00)
    - c) Region Executive Council Meetings
    - d) Region Meetings (six days, including State Leadership Conference)
    - e) Capitol Leadership Experience (three days in early February; held in Sacramento)
- NOTE:** The Region President is also expected to attend the State Executive Council (SEC) Meeting in November for 2-3 days, and in March for 1-2 days. If the Region President is unable to attend the SEC Meeting for reasons approved by the State Advisor, he/she must find a replacement in the officer team to go in his/her place.



**ADVISOR'S STATEMENT**

As the advisor to the applicant for region office, I have read the communication outlining the duties of a Region Officer, the Region Officer's Advisor, and support his/her candidacy for office. I am aware of the duties, responsibilities, resignation policy, and obligations of a Region Officer and will give my support. In the event the applicant is elected to office, I will assist him/her in completing his/her responsibilities and uphold my duties as the Advisor,

**And**

I am willing to assume the role of **Region Coordinator** should my student be selected as president. **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

\_\_\_\_\_  
Signature - Advisor

\_\_\_\_\_  
Date

SCHOOL ADDRESS:

SCHOOL PHONE: ( ) -

ADVISOR'S HOME ADDRESS:

ADVISOR'S HOME PHONE: ( ) - CELL NO. ( ) -

ADVISOR'S EMAIL ADDRESS:

**REGION OFFICER  
GUIDELINES FOR CONDUCT AND DRESS**

As a Region Officer of California FCCLA, you have privileges as well as responsibilities. The following guidelines were developed to ensure that FCCLA can be proud of its region officer teams and have them reflect a professional image.

## **Conduct**

- Members should conduct themselves in a manner which is of credit to themselves, their families and schools, as well as California FCCLA. This includes respecting the rights and comfort of others in respect to manners, noise, language, and general conduct.
- Members will follow the directions of adult supervisor and chaperones. They will be respectful and courteous in their speech and behavior.
- No alcoholic beverages, unprescribed drugs, cigarettes or spit/smokeless tobacco in any form shall be in the possession of, or consumed by members at any time while representing FCCLA or attending FCCLA activities.
- Members, their parents, and their chapters will be responsible for damages they incur.
- Advisors shall be informed by members of their activities and whereabouts at all times.
- Members will abide by the established curfew for each FCCLA activity. This includes being in the assigned hotel room by 11:00 p.m.
- Male and female socializing will be allowed in the designated areas as decided by delegates and advisors. Doors shall remain ajar and curtains open while socializing in individual guest rooms where both males and females are present.
- Instances of misconduct will be reported to advisors, parents/guardians, and proper school authorities.

In the event that a member does not follow these guidelines, the participation of that member in an FCCLA activity may be terminated. The expenses of telephone calls and return travel will be assumed by the member and his/her parents/guardians. If a student knowingly breaks the established rules which results in bodily harm to self or others or damage to facilities, the supervising advisors shall not be liable.

## **Dress**

Members are expected to be neat in appearance and well-groomed at all times.

### Dress for FCCLA meetings and activities:

Official FCCLA dress should be worn when indicated. This consists of the official FCCLA blazer worn with the following:

- |  |  |
|--|--|
| Girls: - Solid black skirt             | Boys: - Black dress slacks             |
| - White blouse with tailored collar    | - White shirt                          |
| - Hose: flesh-tone and without pattern | - Striped FCCLA tie                    |
| - Shoes: black pumps                   | - Solid black dress socks              |
| - Official FCCLA ascot                 | - Shoes: black, laced or slip-on style |



Appropriate accessories for Official Dress:

Females:

- Hair accessories that are functional and blend with hair color and with the uniform may be worn.
- Jewelry: simple gold or silver necklace, rings (one per hand), small earrings (one per ear), wrist watches, and/or bracelets are acceptable. Ankle bracelets are not acceptable.

Males:

- Jewelry: rings (one per hand) and wrist watches are acceptable.

Visible Body Adornments

- Members shall not have visible tattoos, ear gauges, rings and studs attached by piercing body parts. Band aids may not be used to cover such adornments.

Acceptable Casual Clothing for Members:

Khaki and other slacks of fabric other than denim, jean-like material, sweaters, shirts, and official FCCLA T-Shirts. Shoes may include tennis shoes or other casual shoes.

Inappropriate dress for members at FCCLA activities:

Jean-type design pants, short shorts, coveralls, jeans, cut-offs, T-shirts (including those with offensive language), school sweaters, letterman jackets, and halter tops (including midriff tops).

NOTE: Members who wear inappropriate clothing will not be allowed to attend sessions or participate in other group activities.

**Guidelines for Travel**

Hotel courtesies and suggestions to ensure a positive image for yourself, FCCLA and Family and Consumer Sciences:

- Be sure you are properly registered in the hotel.
- Tip the bell person for taking luggage to your room (\$ .50 to \$1.00 per bag is acceptable).
- Conduct yourself in a respectful and courteous manner, as well as show consideration of others.

**Travel Courtesies**

Tipping is the way to say "thanks" for a service. Guidelines for tipping are listed below:

- Meals (other than those served at the conference), room service, taxi service – 15 percent of the total bill before tax or \$1.00 minimum.
- Airport, bus, or train baggage handling (skycaps) – \$1.00 per bag.

**California FCCLA**  
**REGION OFFICER RESIGNATION POLICY**

- I. The resignation of a region officer shall be deemed necessary if the following conditions exist:
- A. The officer does not:
    - 1) Attend the Region Officer Training Conference;
    - 2) Attend all region executive council meetings, except in the event of illness or family emergency;
    - 3) Attend all region meetings, except in the event of illness or family emergency;
    - 4) Notify the Region Coordinator of illness or family emergency.
  - B. The officer is unable to fulfill his/her region officer responsibilities:
    - 1) As stated in the region bylaws and/or as outlined in the Region Officer Handbook;OR
    - 2) As determined by the Region President, Region Coordinator, and/or State Advisor.
  - C. The officer does not abide by the established policies and guidelines.
- II. If the resignation of a region officer is deemed necessary, the following steps shall be followed:
- A. The officer shall:
    - 1) Call the Region Coordinator and State Advisor to inform them verbally he/she is unable to serve.
    - 2) Submit a written letter of resignation to the State Advisor within two weeks following verbal resignation.
  - B. Responsibilities of the office shall be carried out by the resigning officer until the letter of resignation is received.
  - C. All region officer materials (notebooks, briefcase, etc.) shall be returned to the Region Coordinator within 15 days of the written resignation.
    - 1) The resigning officer will assume all expenses incurred in returning the materials.
    - 2) The officer will reimburse the region/state for materials not returned.
    - 3) If materials are not returned and/or costs reimbursed by the officer, the chapter will assume responsibility of payment.

- D. If no letter is received, the Region Coordinator in cooperation with the State Advisor will notify the State Office and the officer's advisor that the officer is no longer holding the office, and the office will be declared vacant by the Region President.
- III. The resigning officer shall reimburse the region and state for any expenses incurred during his/her term of office as follows:
- A. Expenses of the Region Officers Training Conference; including meals, lodging, materials (approximately \$250).
  - B. Travel expenses incurred for the Region Officers Training Conference (\$50).
  - C. Additional expenses for travel incurred by the region and/or FCCLA.
  - D. Other expenses for paraphernalia/materials assumed by the region as determined by the Region President, Region Coordinator, and State Advisor.
- IV. If an office is vacated prior to the first Region Executive Council Meeting, the Region Officers, Region Coordinator, and State Advisor shall determine whether or not to fill that office. **In any event, no vacancies shall be filled once ROTC begins.**

**SAMPLE LETTER OF RESIGNATION**

July 13, 20XX

Ms. Jane Jones, Advisor  
California FCCLA Region 12  
California Department of Education  
2000 Maple Drive  
Happy Town, CA 95814

Dear Ms. Jones:

It is with regret that I need to resign from my Region Office. Due to conflicts with school and personal activities, I will not be able to complete my duties as Region Reporter.

I am returning my briefcase and other officer supplies to Mr. Smith, the Region 12 Coordinator. I understand that I may need to reimburse FCCLA for expenses that I incurred as an officer. Please inform me if I need to reimburse either the region or State.

Best wishes to the members of the region officer team for a good year.

Sincerely,

**Peter Johnson**

Peter Johnson

# REGION VOTING DELEGATE INFORMATION

## **Chapter Quota and Selection of Voting Delegates**

- Only affiliated chapters may exercise the voting privilege.
- Each affiliated chapter is allowed one voting delegate.
- Chapter voting delegate should be selected and briefed prior to the opening general session.

## **Voting Delegate Responsibilities**

- Listen carefully to campaign speeches.
- Talk with candidates during the informal rap session.
- Wear voting delegate's badge.
- Caucus with members regarding candidates' qualifications.
- Represent their chapter at the election polls.

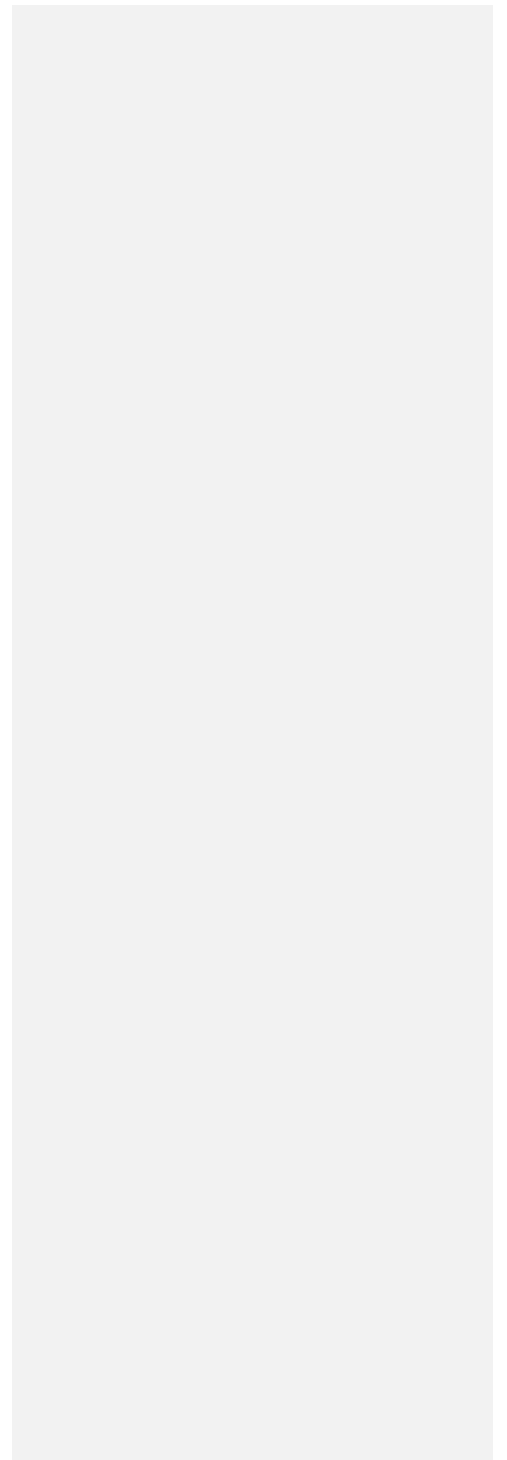
## **Voting Regulations**

At the election polls the voting delegates must:

- Give their name and chapter affiliation.
- Present their voting delegates badge (no one will be allowed to vote without showing a badge).
- Cast a ballot only once for 6 candidates.

## APPENDIX

CALIFORNIA FCCLA  
37



## **REGION COORDINATORS AGREEMENT**

The purpose of this agreement is to provide consultative services to the Family and Consumer Sciences (FCS) State Staff and to assist in the expansion and future development of California FCCLA in middle and secondary FCS education programs, including Consumer and Family Studies and Family and Consumer Sciences Related Occupations career pathways.

Services contracted for under the provisions of this agreement with selected individuals shall be rendered from July 1, 20XX to June 30, 20XX of the current program year.

### **GOAL**

To expand participation and improve coordination of chapter, region, and state FCCLA programs and activities.

### **OBJECTIVE**

To assist the FCCLA State Advisor in planning, coordinating, and evaluating FCCLA activities at the regional levels.

FCCLA Region Coordinators will assume the following duties and responsibilities in providing services to the FCS State Staff.

#### **Coordination**

1. Confer with the State Advisor to prepare and disseminate information on state and region FCCLA activities to affiliated and prospective chapters within assigned region.
2. Work with the State Advisor, State Office, and Competitive Recognition Events Chairpersons to organize programs, identify facilities, and assist with Competitive Recognition Events activities.
3. Assist the State Advisor in providing leadership training to Region Officers, Chapter Members, and Advisors.
4. Work with the State Advisor to assist and guide Region Officers in fulfilling their duties and completing requested reports.
5. Assist the State Advisor in coordinating activities for the annual FCCLA State Leadership Conference.

#### **Promotion**

1. Encourage and assist the Region Reporter in preparing and disseminating news releases to local media regarding youth group activities and in submitting region news to the State Office for issues of the State Newsletter and/or for the California FCCLA Web site.
2. Provide consultative services to schools interested in affiliation with California FCCLA at the request of the FCS State Staff.
3. Identify a minimum of five schools and work cooperatively with the State Advisor and State Office to encourage the establishment of an FCCLA chapter at the prospective sites.

**Evaluation and Reporting**

1. Collect, prepare, and forward necessary reports and information on chapter and region meetings and activities to the State Office.
2. Assist in evaluating FCCLA activities and make recommendations to strengthen and expand the total leadership and career development program.
3. Submit the following information to the State Advisor, State Office and/or Financial Services Office:
  - By May 15, a directory of Region Officers, their parents, their advisors, administrators, schools and school districts for the next program year.
  - By May 15, a list of the dates and locations of region activities for the next program year.
  - By May 15, expense claims and appropriate invoices.
  - By June 1, provide assistance to Region Treasurer in preparation of end-of-the-year financial statement.

For services provided for in this agreement, the FCCLA Financial Services Office agrees to pay an honorarium of \$750.00. The services described in this agreement must be provided in full and by the indicated dates to receive the total honorarium.

Date: \_\_\_\_\_ Name of Region Coordinator: \_\_\_\_\_

Accepted: \_\_\_\_\_  
(Signature)

FCCLA Region: \_\_\_\_\_

Name of School: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

City Zip

Home Telephone: (\_\_\_\_) \_\_\_\_\_

Home Email: \_\_\_\_\_

Social Security #: \_\_\_\_\_







# PROCEDURES FOR EXPENDITURE AND DEPOSIT OF REGION FUNDS

## 1. Budget

- a. Region Treasurer, with assistance of the chapter advisor, Region Coordinator and State Advisor develops and presents a proposed budget to the Region Executive Council for approval.
- b. Region Executive Council discusses, votes and approves budget. The Executive Council may **not** approve a negative budget. It must be a balanced budget. If a region's estimated finances are such that the budget would be positive, simply add a category under the "Estimated Expenses" section labeled "Added to Savings" and insert the anticipated amount of income in excess of expenses. This will create a balanced budget. Action regarding budget must be recorded in the minutes.
- c. Copies of the approved budget should be sent to all Region Officers, Region Coordinator, State Advisor, the FCCLA Financial Services Office (FSO) and affiliated chapters within the region.

## 2. Financial Records

- a. Income and Expense Form - all transactions--receipt of income, disbursements and deposits--are to be recorded on this form with the current balance indicated.
  - 1) Receipts will be issued for all income; the original is issued to the payee; a duplicate is kept by the Region Treasurer.
  - 2) Receipts will then be forwarded in a timely manner to the FSO with a completed deposit form.
  - 3) Each disbursement request must be recorded on the Income and Expense form and then forwarded to the FSO for Board of Directors' approval.
  - 4) Upon receipt of the monthly financial statement from the FSO, the Region Treasurer shall reconcile the Income and Expense form by performing the following tasks:
    - A) Enter the check number disbursed for each expenditure.
    - B) Enter any transactions which appear on the monthly financial statement that are not already entered on the Income and Expense form.
    - C) Reconcile balance from Income and Expense form to monthly financial statement.
- b. Disbursement Request Authorization - to receive payment for services or reimbursement, a disbursement request authorization must be completed and submitted to the FSO. The submitted request form must be completely filled out, abide by all rules and policies listed on the form, and have all required documentation attached.
- c. A monthly statement will be prepared by the FSO and sent to the State Advisor. The State Advisor will forward it to the treasurer.
- d. End-of-the-year Financial Statement - a statement listing income and expenditures for the year and the ending balance shall be prepared by the treasurer. Copies shall be sent to all Region Officers, Region Coordinator, and the State Advisor.

3. **Accounts, Deposits, and Statements**

- a. A deposit form should be prepared by the Region Treasurer each time receipts are received. The original and yellow copy are submitted with the check(s) for the amount of the deposit to the FSO for deposit. No cash or coins may be submitted for deposit. The pink copy should be retained by the treasurer.
- b. Region Coordinators may also deposit funds.
- c. Monthly financial statements from the FSO will be sent to the State Advisor who will send copies of the statement to the treasurer and Region Coordinator.

4. **Approved Region Expenses**

- a. Expenditures of region funds that may be approved by the Executive Council include (but are not necessarily limited to):
  - 1) Postage
  - 2) Telephone calls as authorized by Region Executive Council and State Advisor
  - 3) Equipment or supplies for Region Officers, Coordinators, Advisors and activities
  - 4) Travel for region officers' attendance at State and National Leadership Conferences.
- b. Other types of expenditures may also be authorized by approval of the Region Executive Council.

5. **Procedure for Payment of Expenses**

- a. Following each activity, disbursement request authorizations can be obtained from the Region Treasurer, State Advisor, or Region Coordinator.
- b. Expense claims must be completed on the Official FCCLA Disbursement Request/Authorization Form.
  - 1) One copy should be made by the individual requesting payment before the original form is submitted to the treasurer for review.
  - 2) The treasurer will sign the original, provided the expenditure has been approved by the Executive Council, attach the appropriate approved budget and/or Executive Council Minutes and forward to the FSO.
- c. All original bills and receipts supporting the claim must be attached to the original Disbursement Request Form. **No expenses will be reimbursed without bills or Receipts** except for personal automobile miles being claimed for official region travel.
- d. The Region President or Region Coordinator may approve requests in the absence of the treasurer (or when the treasurer is the individual submitting the request) by signing the original request form, retaining a copy for the treasurer, and forwarding the original paperwork with **receipts and proper approved budget and/or Executive Council Minutes attached** to the FSO for Board of Directors' approval.
- e. The FSO will process payment and forward a check directly to the individual requesting payment. All original expense claims with receipts will be kept in the FSO. Processing will take approximately two weeks from receipt.
- f. Payment will **not** be made for the following reasons:
  - 1) The official state form for region expenses is not used or is not filled out completely and accurately.

- 2) More than sixty days have passed since the date of the expenditure OR it is after May 31<sup>st</sup> of the program year in which the expense occurred.
- 3) The signature of the approving Region Officer or Coordinator is not on the form.
- 4) The receipts or approved budget/minutes are not attached to the expense claim verifying it has been approved by the Executive Council for payment.
- 5) Services have not yet been rendered.
- 6) Disbursement request is made via telephone, fax or email (originals only).

**NOTE:** Only the Region Treasurer, President, and Coordinator are authorized to **sign Region Disbursement Request Forms.**

**6. Duties of Treasurer**

- a. Prepares and presents a budget for approval of the Region Executive Council.
- b. Collects money and issues receipts.
- c. Approves and forwards expense claims to the FSO.  
**NOTE:** No claims may be paid unless a qualifying region official has signed the region disbursement request form.
- d. Deposits region funds with the FSO.
- e. Records all transactions on the income and expense sheets by activity.
- f. Maintains income and expense sheet so it is up-to-date.
- g. Prepares end-of-the-fiscal year statement.
- h. Retains copies of all financial transactions for treasurer's files.
- i. Forwards copies of all records and transactions to appropriate individuals (State Advisor, Region Coordinator, and FSO).
- j. Develops ideas for chapter fundraising, conducts fundraising and recreational activities at region meetings and events.

**7. Responsibility of State Advisor**

- a. Assists Region Treasurer in preparing annual budget.
- b. Keeps a master file of all region financial statements provided by the FSO.
- c. Forwards monthly statements to the Region Treasurer, Region Coordinator, and Advisor to Region Treasurer.

**8. Responsibilities of Region Coordinator**

- a. Assists Region Treasurer in preparing the budget and other financial reports.
- b. Maintains an accurate and up-to-date file on region finances.
- c. Assists Region Treasurer and State Advisor as necessary.

**9. Responsibilities of Treasurer's Advisor**

- a. Assists Region Treasurer in preparing a budget and end-of-year financial report.
- b. Assists Region Treasurer to maintain accurate and up-to-date records.
- c. Assists Region Coordinator and State Advisor as necessary.
- d. Assists Region Treasurer to complete and forward reports.

\* SAMPLE ONLY \*

Region 12  
California FCCLA

**PROPOSED BUDGET**  
**20XX – 20XX**

**ESTIMATED INCOME**

|  |            |
|--|------------|
| Balance forward  | \$2,500.00 |
| Registration Fees for Fall Region Meeting<br>(200 members @ \$2.00)            | 400.00     |
| Donation Drawing Receipts from Fall Region Meeting<br>(180 tickets @ \$1.00)   | 180.00     |
| Registration Fees for Spring Region Meeting<br>(200 members @ \$2.00)          | 400.00     |
| Donation Drawing Receipts from Spring Region Meeting<br>(180 tickets @ \$1.00) | 180.00     |
| Membership Dues Reimbursement<br>(First 25 members @ \$1.00)                   | 25.00      |
| (26 <sup>th</sup> – 35 <sup>th</sup> member @ \$0.88)                          | 8.80       |
| (36 <sup>th</sup> – 50 <sup>th</sup> member @ \$0.67)                          | 10.05      |
| (51 <sup>st</sup> – 75 <sup>th</sup> member @ \$0.65)                          | 16.25      |
| (76 <sup>th</sup> – 150 <sup>th</sup> member @ \$0.35)                         | 26.25      |
| (151 <sup>st</sup> member and above @ \$0.13) -- Estimate 800<br>members total | 84.50      |

Miscellaneous Income

50.00

**TOTAL INCOME**

**\$3,880.85**

**ESTIMATED EXPENSES**

|   |         |
|---|---------|
| Officer Name Badges                               | \$55.00 |
| Region Scrapbook                                  | 40.95   |
| Fall Meeting Materials                            | 50.00   |
| Fall Meeting Food                                 | 400.00  |
| Fall Meeting Custodial                            | 300.00  |
| Spring Meeting Materials                          | 50.00   |
| Spring Meeting Food                               | 475.00  |
| Spring Meeting Custodial                          | 500.00  |
| Spring Meeting CRE Expenses                       | 350.00  |
| Host Sub Release-Spr. Mtg.                        | 100.00  |
| Scrapbook & Photo expenses                        | 75.00   |
| End of year Advisor gifts                         | 75.00   |
| New Region Officer Pins                           | 38.80   |
| Supplies for State Leadership Conference          | 50.00   |
| Scholarship Contribution to State (optional)      | 100.00  |
| Lodging for Region Officers before Fall Meeting   | 500.00  |
| Lodging for Region Officers before Spring Meeting | 500.00  |
| Contingency Fund                                  | 100.00  |

**TOTAL EXPENSES**

**\$3,759.75**

Balance forward to 20XX – 20XX

\$ 121.10

\* SAMPLE ONLY \*

Region 12  
California FCCLA

**END-OF-YEAR FINANCIAL REPORT**

20XX – 20XX

| <b><u>INCOME</u></b>  | <b>Budgeted Income</b>       | <b>Actual Income</b>       |
|---|------------------------------|----------------------------|
| Balance forward   | \$150.00                     | 150.00                     |
| Registration Fees for Fall Region Meeting<br>(200 members @ \$2.00)   | 400.00                       | 360.00                     |
| Registration Fees for Spring Region Meeting<br>(200 members @ \$2.00) | 400.00                       | 360.00                     |
| Scholarship Contributions   | 500.00                       | 498.00                     |
| Membership Dues Reimbursement<br>(700 members @ \$1.00)               | 700.00                       | 650.00                     |
| Miscellaneous Income  | <u>50.00</u>                 | <u>89.00</u>               |
| <b>TOTAL<br/>INCOME</b>   | <b>\$2,200.00</b>            | <b>\$2,147.00</b>          |
| <br>  |                              |                            |
| <b><u>EXPENSES</u></b>  | <b>Budgeted<br/>Expenses</b> | <b>Actual<br/>Expenses</b> |
| Officer Name Badges<br>(6 @ \$6.00)                                   | \$36.00                      | 36.00                      |
| Fall Meeting Speaker  | 100.00                       | 75.00                      |
| Fall Meeting Programs   | 50.00                        | 45.00                      |
| Spring Meeting Programs   | 50.00                        | 55.00                      |
| Region Meeting Materials  | 50.00                        | 48.00                      |
| Scholarship Contribution to State (optional)                          | 500.00                       | 500.00                     |
| Officer Expenses  | 140.00                       | 140.00                     |
| President - \$20.00   |                              |                            |
| Vice President – 10.00  |                              |                            |
| Secretary – 10.00   |                              |                            |
| Treasurer – 10.00   |                              |                            |
| Reporter – 40.00  |                              |                            |
| Historian – 50.00   |                              |                            |
| Travel Expenses for Region Officers<br>(6 @ \$30)                     | 180.00                       | 150.00                     |
| Contingency Fund  | <u>200.00</u>                | <u>250.00</u>              |
| <b>TOTAL<br/>EXPENSES</b>   | <b>\$1,306.00</b>            | <b>1,299.00</b>            |
| <br>  |                              |                            |
| Balance forward to 20XX – 20XX  | 894.00                       | 848.00                     |



REGION \_\_\_\_\_  
California FCCLA

20\_\_-20\_\_

**FINANCIAL STATEMENT**

| Beginning Balance                 |             |                       |               |
|-----------------------------------|-------------|-----------------------|---------------|
| <b>Income:</b>                    |             |                       |               |
|                                   | <b>Date</b> | <b>Activity</b>       | <b>Amount</b> |
| 1.                                |             |                       |               |
| 2.                                |             |                       |               |
| 3.                                |             |                       |               |
| 4.                                |             |                       |               |
| 5.                                |             |                       |               |
| 6.                                |             |                       |               |
| 7.                                |             |                       |               |
| 8.                                |             |                       |               |
| 9.                                |             |                       |               |
|                                   |             | <b>Total Income</b>   |               |
| <b>Expenses:</b>                  |             |                       |               |
|                                   | <b>Date</b> | <b>Activity</b>       | <b>Amount</b> |
| 1.                                |             |                       |               |
| 2.                                |             |                       |               |
| 3.                                |             |                       |               |
| 4.                                |             |                       |               |
| 5.                                |             |                       |               |
| 6.                                |             |                       |               |
| 7.                                |             |                       |               |
| 8.                                |             |                       |               |
| 9.                                |             |                       |               |
|                                   |             | <b>Total Expenses</b> |               |
| <b>Balance as of June 1, 20__</b> |             |                       |               |

\_\_\_\_\_  
Signature – Region Treasurer

\_\_\_\_\_  
Date





Due: 10 days following meeting

California FCCLA

**Region Meeting Report**

Region \_\_\_\_\_ President \_\_\_\_\_

Date \_\_\_\_\_ Region Coordinator \_\_\_\_\_

Location \_\_\_\_\_ Region Advisor \_\_\_\_\_

Purpose of Meeting:

Overview of Activities (attach an agenda or program):

General Comments on Overall Success of the Meeting:

Attendance:

A. Number attending region meeting: GRAND TOTAL \_\_\_\_\_

Members \_\_\_\_\_  
Non-members \_\_\_\_\_  
Administrators \_\_\_\_\_  
Advisors \_\_\_\_\_  
Parents \_\_\_\_\_  
Other \_\_\_\_\_  
(specify) \_\_\_\_\_

B. Number of chapters in attendance: \_\_\_\_\_  
(list chapters on back)

Report submitted by \_\_\_\_\_  
Region Coordinator

**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  
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.

| CONTACT PERSON  | MEETING INFORMATION                        |
|---|--|
| Name:   | Officer(s) Requested:                      |
| Title:  |  |
| Street:   | Location:                                  |
| City/ZIP:   | Street:                                    |
| Phone: Home _____   | City/Zip:                                  |
| Work _____  | Date:                                      |
| Region/Chapter:   | Time:                                      |
| PRESENTATION INFORMATION                                    |  |
| Title:  | Length of Presentation: ____ Hr. ____ Min. |
| Specify key ideas and issues to be covered in presentation: |  |
|   |  |

# REGION OFFICER BRIEFCASE INVENTORY

For your year as a Region Officer, you are being provided with a briefcase; equipment, as appropriate to your office; and supplies. At the end of your term of office, the briefcase and contents need to be returned. The following items have been placed in your Region Officer briefcase for your use during the year:

Received

- \_\_\_\_\_ 1 briefcase
- \_\_\_\_\_ 1 officer pin
- \_\_\_\_\_ Supplies: clips, highlighter,  
Pencil, pen\*, 5" x 8" cards\*
  
- \_\_\_\_\_ Binder for 5" x 8" cards
- \_\_\_\_\_ Binder for 8 ½ x 11" sheets
  
- \_\_\_\_\_ Tablet paper\*
- \_\_\_\_\_ 1 luggage ID band
  
- \_\_\_\_\_ Region Officers Handbook
- \_\_\_\_\_ Members Handbook
  
- \_\_\_\_\_ Other: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Officer Specific Supplies

- \_\_\_\_\_ President: Robert's Rules of Order
- \_\_\_\_\_ Gavel & Block
- \_\_\_\_\_ Master scripts from  
previous meetings
  
- \_\_\_\_\_ Vice Pres: Info. about State Project  
Goals
- \_\_\_\_\_ Info. about election process
  
- \_\_\_\_\_ Secretary: Current and past minutes
- \_\_\_\_\_ Motion cards
  
- \_\_\_\_\_ Treasurer: Current and past receipt book
- \_\_\_\_\_ Previous year's records
- \_\_\_\_\_ Reimbursement forms
- \_\_\_\_\_ Deposit forms
  
- \_\_\_\_\_ Reporter: Current and past newsletters
  
- \_\_\_\_\_ Historian: Camera (if issued)
- \_\_\_\_\_ Film
- \_\_\_\_\_ Current and past  
scrapbooks

I have checked my briefcase and acknowledge receipt of the above mentioned items. I agree to return my briefcase and all other resource materials at the end of my term of office, except for the starred (\*) consumable items. In addition, I agree to clean out my briefcase so that the incoming Region Officer will begin his/her term of office with a clean case.

Officer: \_\_\_\_\_ Date Received: \_\_\_\_\_

Officer: \_\_\_\_\_ Date Received: \_\_\_\_\_

Condition of briefcase when received (note both interior and exterior conditions): \_\_\_\_\_

Condition of briefcase when returned (note both interior and exterior conditions): \_\_\_\_\_

\_\_\_\_\_  
Signature of Region Coordinator

\_\_\_\_\_  
Date

REGION: \_\_\_\_\_

Due: May 15<sup>th</sup>

**California FCCLA  
REGION OFFICERS DIRECTORY**

1. Please type or print all information
2. Mail the completed form by May 15<sup>th</sup> to the address listed at the right:

Family and Consumer Sciences Education  
California Department of Education  
1430 N Street, Suite 4202  
Sacramento, CA 95814

|                                   |                           |                 |
|-----------------------------------|---------------------------|-----------------|
| <b>PRESIDENT:</b> (Gender: )      | <b>ADVISOR:</b>           | <b>CHAPTER:</b> |
| First Name:                       | First Name:               | School:         |
| Last Name:                        | Last Name:                | Street:         |
| Street:                           | Street:                   | City/ZIP        |
| City/ZIP:                         | City/ZIP:                 | Phone: ( )      |
| Phone: ( )                        | Phone: ( )                | Fax: ( )        |
| Email:                            | Email:                    | Principal:      |
| Date of birth:                    |                           |                 |
| <b>MOTHER / GUARDIAN:</b>         | <b>FATHER / GUARDIAN:</b> |                 |
| First Name:                       | First Name:               |                 |
| Last Name:                        | Last Name:                |                 |
| Street:                           | Street:                   |                 |
| City/ZIP:                         | City/ZIP:                 |                 |
| Phone: ( )                        | Phone: ( )                |                 |
| Email:                            | Email:                    |                 |
| <b>VICE PRESIDENT:</b> (Gender: ) | <b>ADVISOR:</b>           | <b>CHAPTER:</b> |
| First Name:                       | First Name:               | School:         |
| Last Name:                        | Last Name:                | Street:         |
| Street:                           | Street:                   | City/ZIP        |
| City/ZIP:                         | City/ZIP:                 | Phone: ( )      |
| Phone: ( )                        | Phone: ( )                | Fax: ( )        |
| Email:                            | Email:                    | Principal:      |
| Date of birth:                    |                           |                 |
| <b>MOTHER / GUARDIAN:</b>         | <b>FATHER / GUARDIAN:</b> |                 |
| First Name:                       | First Name:               |                 |
| Last Name:                        | Last Name:                |                 |
| Street:                           | Street:                   |                 |
| City/ZIP:                         | City/ZIP:                 |                 |
| Phone: ( )                        | Phone: ( )                |                 |
| Email:                            | Email:                    |                 |

REGION OFFICER DIRECTORY continued

|                              |                           |                 |
|------------------------------|---------------------------|-----------------|
| <b>SECRETARY:</b> (Gender: ) | <b>ADVISOR:</b>           | <b>CHAPTER:</b> |
| First Name:                  | First Name:               | School:         |
| Last Name:                   | Last Name:                | Street:         |
| Street:                      | Street:                   | City/ZIP        |
| City/ZIP:                    | City/ZIP:                 | Phone: ( )      |
| Phone: ( )                   | Phone: ( )                | Fax: ( )        |
| Email:                       | Email:                    | Principal:      |
| Date of birth:               |                           |                 |
| <b>MOTHER / GUARDIAN:</b>    | <b>FATHER / GUARDIAN:</b> |                 |
| First Name:                  | First Name:               |                 |
| Last Name:                   | Last Name:                |                 |
| Street:                      | Street:                   |                 |
| City/ZIP:                    | City/ZIP:                 |                 |
| Phone: ( )                   | Phone: ( )                |                 |
| Email:                       | Email:                    |                 |
| <b>TREASURER:</b> (Gender: ) | <b>ADVISOR:</b>           | <b>CHAPTER:</b> |
| First Name:                  | First Name:               | School:         |
| Last Name:                   | Last Name:                | Street:         |
| Street:                      | Street:                   | City/ZIP        |
| City/ZIP:                    | City/ZIP:                 | Phone: ( )      |
| Phone: ( )                   | Phone: ( )                | Fax: ( )        |
| Email:                       | Email:                    | Principal:      |
| Date of birth:               |                           |                 |
| <b>MOTHER / GUARDIAN:</b>    | <b>FATHER / GUARDIAN:</b> |                 |
| First Name:                  | First Name:               |                 |
| Last Name:                   | Last Name:                |                 |
| Street:                      | Street:                   |                 |
| City/ZIP:                    | City/ZIP:                 |                 |
| Phone: ( )                   | Phone: ( )                |                 |
| Email:                       | Email:                    |                 |

REGION OFFICER DIRECTORY continued

|                              |                           |                 |
|------------------------------|---------------------------|-----------------|
| <b>HISTORIAN:</b> (Gender: ) | <b>ADVISOR:</b>           | <b>CHAPTER:</b> |
| First Name:                  | First Name:               | School:         |
| Last Name:                   | Last Name:                | Street:         |
| Street:                      | Street:                   | City/ZIP        |
| City/ZIP:                    | City/ZIP:                 | Phone: ( )      |
| Phone: ( )                   | Phone: ( )                | Fax: ( )        |
| Email:                       | Email:                    | Principal:      |
| Date of birth:               |                           |                 |
| <b>MOTHER / GUARDIAN:</b>    | <b>FATHER / GUARDIAN:</b> |                 |
| First Name:                  | First Name:               |                 |
| Last Name:                   | Last Name:                |                 |
| Street:                      | Street:                   |                 |
| City/ZIP:                    | City/ZIP:                 |                 |
| Phone: ( )                   | Phone: ( )                |                 |
| Email:                       | Email:                    |                 |
| <b>REPORTER:</b> (Gender: )  | <b>ADVISOR:</b>           | <b>CHAPTER:</b> |
| First Name:                  | First Name:               | School:         |
| Last Name:                   | Last Name:                | Street:         |
| Street:                      | Street:                   | City/ZIP        |
| City/ZIP:                    | City/ZIP:                 | Phone: ( )      |
| Phone: ( )                   | Phone: ( )                | Fax: ( )        |
| Email:                       | Email:                    | Principal:      |
| Date of birth:               |                           |                 |
| <b>MOTHER / GUARDIAN:</b>    | <b>FATHER / GUARDIAN:</b> |                 |
| First Name:                  | First Name:               |                 |
| Last Name:                   | Last Name:                |                 |
| Street:                      | Street:                   |                 |
| City/ZIP:                    | City/ZIP:                 |                 |
| Phone: ( )                   | Phone: ( )                |                 |
| Email:                       | Email:                    |                 |

**CALIFORNIA FCCLA  
REGION NAME BADGES  
ORDER FORM**

Submit by May 15th to the FCCLA State Office via fax at (916) 319-0166 or mail to:  
Family and Consumer Sciences Education  
1430 N Street, Suite 4202  
Sacramento, CA 95814

FROM: \_\_\_\_\_  
Advisor, Region \_\_\_\_\_

SUBJECT: Name Badges

Please prepare the following region name badges with FCCLA emblems:                      Region Officer Initials

- |                    |       |
|--------------------|-------|
| 1. _____           | _____ |
| President          |       |
| 2. _____           | _____ |
| Vice President     |       |
| 3. _____           | _____ |
| Secretary          |       |
| 4. _____           | _____ |
| Treasurer          |       |
| 5. _____           | _____ |
| Historian          |       |
| 6. _____           | _____ |
| Reporter           |       |
| 7. _____           | _____ |
| Region Coordinator |       |

These name badges are to be billed and shipped to:

\_\_\_\_\_  
Name of State Advisor

\_\_\_\_\_  
Region  
California FCCLA

\_\_\_\_\_  
Address

\_\_\_\_\_  
City    State    ZIP

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Telephone

**Due: May 15<sup>th</sup>**





**Family and Consumer Sciences Education**  
California FCCLA

**Directions for Substitute Reimbursement Invoice**

1. To receive substitute reimbursement for a teacher who serves on the adult Board of Directors, or any other duly constituted committee, working group, or task force; the school district or ROCP is required to submit an **OFFICIAL INVOICE WITHIN 30 DAYS** to the address below. FCCLA will reimburse the school directly for expenses if billed in the appropriate timeline within 30 days after service.
2. The invoice must include the following information:
  - a. Name of released teacher
  - b. School site of released teacher
  - c. School address of released teacher
  - d. Reason substitute needed
  - e. Name of substitute
  - f. Date(s) of service and full or half day(s) and total time missed
  - g. District daily substitute rate
  - h. Total claim for substitute expense
  - i. Signature of superintendent or designee
3. Return official invoice within 30 days to:

**California FCCLA**  
**Financial Services Office**  
**P.O. Box 6**  
**Galt, CA 95632**

*If you have any questions call: 209-744-1979.*

California FCCLA

**MOTION CARD FOR REGION EXECUTIVE COUNCIL MEETINGS**

I move \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Name)

I second the motion

\_\_\_\_\_  
(Name)

California FCCLA

**MOTION CARD FOR REGION MEETINGS**

**To make a motion, stand and state:**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(School) (Chapter)

**And say:**

I move that \_\_\_\_\_

\_\_\_\_\_  
(state motion)

**To second a motion, stand and say:**

"I second the motion."

**To amend a motion, state name, school, and chapter (as above) and say:**

"I move to amend the motion to \_\_\_\_\_

\_\_\_\_\_

## GLOSSARY

1. **Application for Region Officer Candidate**: A form sent to chapters in the Fall for prospective Region Officer Candidates. Completed applications deadline dates are set by the Region Coordinator and Region Advisor, and are sent to the Region Coordinator.
2. **Competitive Recognition Events (CRE)**: Activities that offer additional opportunities for FCCLA members to receive recognition for skills learned through the Family and Consumer Sciences Pathway Program.
3. **Consumer and Family Studies (CFS)**: An instructional program that prepares individuals for the acquisition of knowledge, attitudes and skills relevant to the management of the home and living environment, the quality of individual and family life, and the interrelationship of family and work to potential employability. The program encompasses consumer education, foods and nutrition, family relationships and parenthood education, child development and guidance, housing and home management (including resource management), and clothing and textiles.
4. **End-of-the-Year Financial Statement**: A statement that is completed by the Region Treasurer with the Region Coordinator's assistance. The statement, along with the record of receipts and expense form, is filed with the Region Advisor by June 30.
5. **Financial Services Office (FSO)**: Person who handles the finances of California FCCLA.
6. **Family and Consumer Sciences Related Occupations (FCSRO)**: An instructional program which prepares individuals with competencies needed for paid employment in recognized occupations involving knowledge and skills based on subject areas of Family and Consumer Sciences education. Such occupational areas include, but are not limited to, food service, child care services, clothing production, housing and home furnishings. FCSRO programs may be operated under the administrative auspices of either ROCPs or district Career-Technical Education Offices.
7. **M.T.C. (Member Training Conference)**: A leadership conference for current and future members to help them learn more about California FCCLA.
8. **Region Coordinator**: Chapter Advisor to the Region President.
9. **Region Expense Claim**: A form that is used for reimbursement of approved region expenditures. The form can be obtained from the Region Treasurer, Advisor, or Coordinator. The claim must be completed with bills attached and submitted to the FSO. **No expenses will be reimbursed without bills or receipts.**
10. **Region Meeting Report**: A report that needs to be completed and forwarded within 10 days following a Region and Spring Meeting and State Leadership Conference. The report goes to the Region Advisor, Region Officers, and State Office.

11. **Region Advisor**: Members of the Family and Consumer Sciences Education State Staff who serve as Region Advisors for a specific geographic area. They provide leadership and technical assistance for Family and Consumer Sciences Education staff including FCCLA.
12. **Registration Sheet**: A form used to keep track of the total chapters, members, advisors, other participants and registration fees during a region meeting.
13. **R.O.T.C. (Region Officer Training Conference)**: A leadership conference for region officers usually scheduled during the summer.
14. **State Advisor**: A Family and Consumer Sciences Education Consultant from the Agriculture Education and Family and Consumer Sciences Office serves as State Advisor and gives general guidance to California FCCLA.
15. **Career-Technical Student Organizations (CTSO)**: Organizations used as a teaching strategy based on career technical education instructional programs. Each program has a student organization. They are: DECA; FBLA; FCCLA; FFA; HOSA; and SkillsUSA California.