

FOREWORD

Numerous requests have been made by past and present FCCLA Region Officers for a handbook that would assist them in defining their roles and in becoming more effective Officers. The *Region Officer Handbook* has been developed for just that purpose. It is designed to acquaint you with your job and the duties associated with it, as well as to provide a convenient reference for dealing with FCCLA guidelines and for working with others.

As a Region Officer, you will find within the handbook the pertinent information you will need to serve those you represent. Your position is what you make it, so begin now by acquainting yourself with the enclosed information and then working to make your term a dynamic, progressive and innovative year.

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THE REGION OFFICER

Congratulations! You have been elected to serve as a leader. You should be pleased and looking forward to the role. However, a successful term as a Region Officer doesn't just happen. It takes thought, planning, and preparation.

If you have already served as a Chapter Officer, you have had an opportunity to develop your leadership abilities. As a Region Officer, you will be able to further develop these skills. If you undertake these responsibilities, here are a few questions to consider:

- Have you given serious thought to the duties you have been elected to undertake?
- Can you manage your time to include your new responsibilities?
- As a leader, have you considered the kind of impression your actions or appearance convey to others?
- Do you thoroughly understand FCCLA and can you confidently explain it to others?

If you cannot answer the above questions confidently, don't feel alone or overwhelmed. Most people are bothered by doubts when they begin a new job, start a new course in school, or initiate a new project. On the other hand, you have the assurance that those who elected you had enough confidence in your personal qualifications to make you an officer. It is now up to you to seek better ways of using your abilities.

Your Chapter Advisor, Region Advisor, Region Coordinator, your friends and your family are not the only ones who will have suggestions for making you a successful officer. Members will have some suggestions as well. What you do must make as much sense to them as it does to you. Try not to become so involved in your own ideas or beliefs that you neglect the members. If you want loyalty, interest, and best efforts as group members, you must take into account their needs as well. Members need:

- To feel a **SENSE OF BELONGING** and a feeling that they are welcome and needed for their total selves and the contribution they can make.
- To **SHARE IN PLANNING GROUP GOALS**.
- To strive for goals that are **WITHIN REACH** and that have meaning to them.
- To feel that what they're doing **CONTRIBUTES TO SOCIETY** and that the value extends beyond the group itself.
- To share in **MAKING THE RULES OF THE GROUP**.
- To know clearly **WHAT IS EXPECTED** so they can work confidently.
- To have **RESPONSIBILITIES THAT CHALLENGE** yet are within the range of their abilities.
- To **SEE PROGRESS** toward goals you have set **TOGETHER**.
- To be kept **INFORMED**.
- To have confidence in their leader – **CONFIDENCE OF CONSISTENT FAIR TREATMENT, of RECOGNITION WHEN IT IS DUE, and TRUST THAT LOYALTY WILL BRING INCREASED SECURITY**.

Finally, as you work with other Region Officers, strive for unity and cooperation. Meetings that are conducted haphazardly (debates over vital issues which are taken personally), and decisions made in the interest of only a few will not accomplish your goals or utilize the group's abilities. Instead, strive for an enthusiastic and positive approach to your responsibilities as region officers and to the service you give.

GENERAL OFFICER RESPONSIBILITIES

Region Officers must carry out not only the duties of their specific offices, but also general responsibilities as well. As a FCCLA Region Officer you should:

Familiarize Yourself

- With a thorough knowledge of FCCLA and how it relates to the Family and Consumer Sciences instructional programs.
- With the total FCCLA program from the chapter through the region, state, and national levels.
- With state and national resources, as well as the region, state and national constitution and bylaws, to be able to interpret them.
- With the financial structure, philosophy, and policies of FCCLA.
- With the FCCLA opening and closing ceremonies and Creed.
- With all FCCLA publications and how to effectively use them in your work.
- With the national FCCLA magazine *Teen Times* and the California State Newsletter – which will provide many ideas for carrying out state projects.
- With the FCCLA Web site found at: www.ca-fccla.org.

Organize

- New chapters in your region.
- Presentations for students to promote FCCLA and publicize what's happening in the organization.
- All official correspondence in your files and keep them up-to-date with all necessary materials relating to your work as an officer (refer to Appendix, "Keeping a File").

Participate

- In all Executive Council Meetings, Region Meetings, and the State Leadership Conference.
- In your chapter and chapters in your region in planning and carrying out projects.
- In special assignments and in following through with your responsibilities.

Inform

- Chapters of all plans in which they are involved.
- Your parents, Chapter Advisor, Region Coordinator, and Region Advisor of all matters pertaining to your work.

Provide

- The Region Advisor and coordinator with required information and materials on or before deadline dates.
- Opportunities for many members to participate in your committee work. An active member is an interested member.
- Recognition to those who assist you with your work. A simple "thanks" encourages participation.
- A good public relations image for FCCLA.

INDIVIDUAL OFFICER RESPONSIBILITIES



President

1. Works directly with the Region Advisor and coordinator in carrying out duties;
2. Presides over all business meetings of the region and Executive Council;
3. Assists with planning the agenda for the Region Executive Council and other regional meetings;
4. Appoints, after consultation with the Region Advisor and Region Coordinator, the chairperson and members of all special committees not otherwise designated;
5. Serves as an ex-officio member of all committees;
6. Coordinates the work of the region with FCCLA, including the visits of State Officers (refer to Appendix, "Request for State Officer Visit");
7. Serves as a member of State Executive Council.



Vice President

1. Assists the President in all ways possible;
2. Presides at all meetings of the organization in the President's absence;
3. Promotes state programs and State Project Goals.
4. Promotes region programs and projects;
5. Encourages chapters to work toward quality programs and projects by applying for the Honor Chapter Award and/or the State Superior Chapter Award;
6. Reviews region bylaws for necessary revisions;
7. Prepares ballots and conducts region elections.



Secretary

1. Keeps accurate minutes of all region meetings and the Region Executive Council meetings. Uses motion cards to accurately reflect votes taken during the meeting;
2. Keeps all region officers, region advisor and the region coordinator informed of the business transacted;
3. Encourages chapters to keep accurate records of their meetings and activities;
4. Serves as chairperson of the region membership committee;
5. Encourages chapters to submit initial affiliation material before October 15 and to submit additional dues by May 31;
6. Assists with the promotion of new chapters within the region;
7. Develops evaluation forms for region activities, compiles results, and prepares a written report to be submitted to the Executive Council, Region Advisor, Region Coordinator, and State Office.



Treasurer



1. Prepares a budget with the assistance of the region advisor and presents the proposed budget to the Executive Council for approval;
2. Keeps up-to-date and accurate financial records on file and prepares a report on the region financial status for the Executive Council and chapters;
3. Collects funds, issues receipts, records all income by activity, and deposits region funds;
4. Approves and completes payment of region expense claims with approval of the region advisor;
5. Prepares end-of-the-fiscal-year (July 1 to June 30) statement and submits to the Region Advisor and the State Office;
6. Develops ideas for chapter fundraising;
7. Conducts region fundraising activities;
8. Coordinates recreational activities at region meetings and activities.

Historian



1. Keeps an ongoing accurate written history of the region's activities in the region activities manual;
2. Provides the Region Advisor with a written copy of the "Year in Review" summary prior to the "Changing of the Guard" meeting;
3. Compiles and maintains an activities manual to be presented at the spring region meeting, annual State Leadership Conference, and other appropriate places;

4. Prepares an exhibit/PowerPoint/slide show of the region activities for the year which will be presented at the spring region meeting and State Leadership Conference;
5. Encourages chapters to prepare project exhibits for display at school for Competitive Recognition Events and in the community;
6. Encourages chapters to observe State and National FCCLA Week;
7. Sends articles and pictures from the region to the State Historian for the state activities manual.



Reporter

1. Works with chapter reporters to prepare a region newsletter;
2. Works cooperatively with chapter reporters to collect and submit information, stories, and pictures for the State Newsletter to the State Office;
3. Submits news articles for *Teen Times*, the national magazine; to the State Office and the Web site.
4. Submits news articles to local papers where region activities are held;
5. Supplies chapters with sample news releases and other public relations information pertaining to region activities and meetings;
6. Encourages chapters to make use of all community resources for interpreting and publicizing the FCCLA program and activities.

OFFICER APPEARANCE

First impressions count. Your appearance is a form of communication that tells the onlooker how you feel about yourself or those you represent. Many people may never get to talk to you as a Region Officer and may see you only in passing. It would be unfortunate to give them a bad impression of yourself or FCCLA on looks alone. Remember: You can never take back your first impression.

FCCLA wants members and advisors to be proud of their leaders. Living in California, we are accustomed to casual clothing – jeans, sandals, and T-shirts. In addition, many schools no longer restrict student dress, and it is easy to carry over this casualness to other roles in life. Region Officers are expected to be neat in appearance and appropriately groomed to reflect a professional image.

GROOMING

Besides conveying a favorable impression to others, a neat appearance gives one a feeling of self-confidence and well-being. Keep your appearance well-polished at all times. Check the following list and whether or not your appearance is appropriate for each item. Here are some general tips:

Female Officers

- Hair:** Should be clean and a natural color
Should be styled so that it is away from the face and out of the eyes
If hair is long hair, it may be pulled back or worn up (looking businesslike and no straggling ends)
Hair accessories should blend with the color of the hair and be discreet
- Jewelry:** Small earrings are acceptable (one per ear)
No facial adornments (piercings or ear gauges), including anything in the tongue
No visible necklace
One ring per hand
One bracelet/wrist watch per arm; no cloth friendship bracelets
- Makeup:** Should be discreet and look natural
- Tattoos/ Gauges:** No tattoos that are visible or ear gauges
- Nails:** If polished, should be a clear color with no designs or glitter
Nails should be no longer than ¼” past the fingertip
Clean nail beds
- Tie:** Should be worn adjusted to the proper length to comfortably fit the neck and collar
Should be tucked under the collar
- Blouse:** Should be clean and well-pressed
Should be tucked in

- Skirt:** Should be clean and well-pressed
Should be neither too tight nor too loose
Should be the appropriate length and style
- Blazer:** Should be clean with no visible spots or ink marks
Should have nothing in the pockets that they lay perfectly flat
Should fit properly, being neither too large nor too small
Emblem patch should be securely attached and flat on the left hip pocket
Officer pin and highest degree pin only should be worn on the left lapel under the officer name badge
- Shoes:** Should be closed-toe pumps, clean and shined, with no visible scuff marks
- Hosiery:** Flesh-tone without pattern

Male Officers

- Hair:** Should be clean and a natural color
Should be styled so that is away from the face and out of the eyes
Style should be businesslike in appearance
No facial hair, including sideburns that extend below the earlobe and are not shaped
- Jewelry:** No earrings
No facial adornments (piercings or ear gauges), including anything in the tongue
No visible necklace
One ring per hand
One bracelet/wrist watch per arm; no cloth friendship bracelets
- Tattoos/ Gauges:** No tattoos that are visible or ear gauges
- Nails:** Nails should not be past the fingertip in length
Clean nail beds
- Tie:** Should be worn
Should be the proper length and tied correctly (tied correctly to the collar)
Should be pressed, not wrinkled
- Shirt:** Should be clean and well-pressed
Should be buttoned at the collar
Should be tucked in
- Slacks:** Should be clean and pressed
Should be the appropriate length and style
Belt should always be worn
- Blazer:** Should be clean with no visible spots or stains
Should have nothing in the pockets that they lay perfectly flat

Should fit properly, being neither too large nor too small
Emblem patch should be securely attached and flat on the left hip pocket
Officer pin and highest degree pin only should be worn on the left lapel under
the officer name badge

Shoes: Should be the appropriate style (either slip-on or lace-up style), clean and shined, with no visible scuff marks

Socks: Solid black, mid-calf length

GUIDELINES FOR DRESS

A. OFFICIAL BLAZER FOR MALES AND FEMALES

1. The official blazer is red with a two-button front closure. It is a fully lined, classic cut with a center back vent and metal button trim.
2. The official FCCLA emblem should be worn on the lower left-hand pocket of the official FCCLA blazer.

B. FEMALES

1. Skirts – solid black tailored A-line or straight skirt in suit weight fabric. Examples include gabardine or a similar looking 100% woven polyester or woven polyester blend. The skirt length must be in the following range: 1” above the knee down to and including mid-calf.
2. Blouses – tailored solid white blouses with collars of the same fabric, free from decoration other than stitching, with white buttons down the full front of the garment.
3. Ties – striped FCCLA ascot is required.
4. Shoes – solid black dress pumps with closed toe and heel.
5. Hosiery – flesh tone hose without a pattern.
6. Jewelry – simple gold or silver necklace, rings, small earrings, watches and/or bracelets are acceptable. Officers may wear one earring per ear and one ring per hand. Ankle bracelets are not acceptable, nor are rings or studs that are attached to any other visible body parts. Visible tattoos and ear gauges are not acceptable.
7. Accessories – coordinating belts and hair accessories that are functional are acceptable.

C. MALES

1. Slacks – solid black tailored dress slacks in suit weight fabric. Examples include gabardine or a similar looking 100% woven polyester or woven polyester blend.
2. Shirts – solid white dress shirts with a traditional shirt collar. Collars may be button-down or non-button-down. Buttons and stitching should be white.
3. Neckties – striped FCCLA necktie with a Windsor or Four-in-Hand style knot. Long neckties are required.
4. Shoes – solid black leather dress shoes; may be laced or slip-on style.
5. Socks – solid black, mid-calf length.
6. Jewelry – simple gold or silver necklace, rings, watches and/or bracelets are acceptable. Earrings are not acceptable, nor are rings or studs that are attached to any other visible body parts. Officers may wear one ring per hand. Visible tattoos and ear gauges are not acceptable.
7. Accessories – coordinating belts that are functional may be worn.

Inappropriate dress with official FCCLA blazer includes, but is not limited to: colored or patterned hose, anklets, tennis shoes, red shoes, mini-skirts, and hats.

Inappropriate dress for members of FCCLA during activities and meetings includes, but is not limited to: pants of jean-type design, coveralls, jeans, shorts, tee-shirts, school sweaters, and halter-tops.

PIN

The region pin should be worn on the left side over the heart on the lapel of the California FCCLA official blazer. The only other pin that should be worn on the blazer is the highest degree pin. The officer and degree pin should be placed under the name badge.

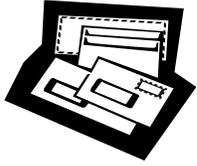
THE FCCLA EMBLEM

The emblem shows that FCCLA is a dynamic, active organization bound for the future. The dominant collegiate lettering shows a focus on education and student leadership. The swooping arch represents an active organization that moves toward new arenas. The color of the emblem is one of the organizational colors-red.

When wearing the official emblem on clothing, members should observe the following guidelines:

- The emblem should only be worn on the official blazer.
- The four-inch official emblem is suggested as most appropriate for use on apparel.
- The emblem should not be worn in combination with other school or organization emblems or pins.
- When wearing the California FCCLA official uniform, the emblem appears on the lower left-hand pocket of the blazer.





CORRESPONDENCE

Communications with the Region Advisor, your Chapter Advisor, other Region Officers and fellow FCCLA members are essential in achieving good working relationships. Region Officers should strive to keep each other informed about project progress, region news, FCCLA related activities, and even personal news you would like to share.

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

SHARPENING YOUR LETTER WRITING SKILLS

Your correspondence paints a picture of yourself and FCCLA; hopefully that picture will be a favorable one. Answer all correspondence promptly; this indicates that you are interested and that you care. The following are some other important letter writing rules to follow.

MAKE SURE YOUR LETTER:

- Is easy to read.
- Gets off to a fast, interesting and appropriate start.
- Gets to the point quickly.
- Is CLEAR and CONCISE – says what has to be said in as few words as possible without being curt.
- Is easy and interesting to read with points that follow in a natural sequence without tiresome repetition.
- Refrains from giving unnecessary detail and stating the obvious.
- Is friendly, considerate, tactful and relates to the reader's interests and problems.
- Has all words spelled correctly.
- Uses correct grammar and punctuation.
- Is typed and free of typographical errors,
- Motivates the reader to do, think or feel as you wish them to.
- Has an appropriate close.

Letters may be written in the full block, block, or semi-block styles. Each type of letter contains the same standard parts, but the difference lies in the type of indentations used. The full block has no indentations and everything, including the date and complimentary close, begins at the extreme left. This form is neat in appearance and easy to read. The block style has the inside address and paragraph beginnings aligned with the left margin as they are in the full block style. However, the sender's address and the date are flush with the right margin, and the complimentary close begins slightly to the right of the center of the page.

The semi-block style differs from the block form in only one respect – the first line of each paragraph is indented five or ten spaces. The following is an example of the full block style:

Your Name
Your Address

June 17, 20XX

Miss Mary Smith
Address

Dear Miss Smith:

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

The body is the most important part of a letter. It may have one paragraph or several. Paragraphs are separated by one extra line between them. Typewritten letters are single spaced with the exception of extremely short letters, which may be double-spaced. Regardless of the type of letter style used, all lines of the signature should be aligned with the complimentary close.

Sincerely,

Anna Jones
Title

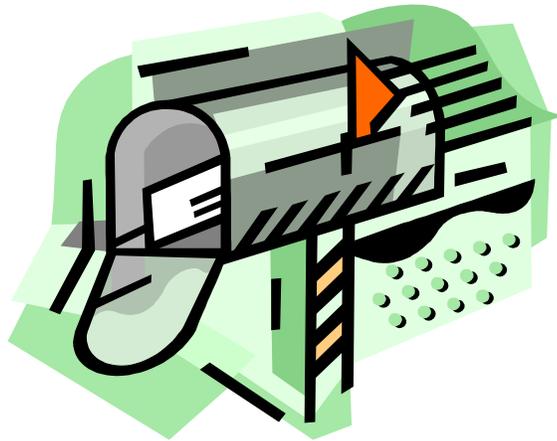
Enclosure

cc: Jim Brown

As a FCCLA Region Officer, it is important that you inform people about FCCLA and the important role it plays in Family and Consumer Sciences Education. Letters are an excellent way to convey such information. When writing to legislators, public officials, or school administrators, it is important to remember the following points:

POINTS TO COVER IN YOUR LETTERS:

1. **Identify** the reason you are writing (if you are interested in a specific bill, identify it).
2. **Tell** of personal benefits you have received by being a member and officer of a Career Technical Student Organization. Be specific about the skills you have learned and experiences you have enjoyed.
3. **Ask** for their support of Family and Consumer Sciences Education subject matter and Career Technical Student Organizations.
4. **Request** a written response indicating their position on the issue.
5. **Offer** to provide additional information upon request.
6. **Thank** the person(s) for his/her consideration.



LETTER FOLLOW-UP

Merely dropping a letter in the mailbox is not the end of your responsibilities. Here are some additional points to keep in mind:

1. Keep copies of all outgoing letters. Keep one copy for your files; send one copy to your Advisor, one copy to the Region Advisor, and one to the Region Coordinator.
2. Keep all correspondence from one individual, both written and received, in a folder with the latest letter on the top.
3. Keep a file of all correspondence folders and arrange them in alphabetical order.
4. Keep a file of important people with whom you have met as well as their addresses for possible future correspondence.



PUBLIC SPEAKING

The ability to speak easily and competently in front of individuals as well as groups is important for effective leadership. As a Region Officer, you are involved in presenting programs that promote FCCLA to the public and in communicating your ideas to other members. Communications range from simple instructions to formal speeches. The following are guidelines to improving your communication skills:

ESSENTIALS OF A GOOD SPEECH

The types of speeches you might give vary. Perhaps you are trying to get action from your audience or gain their confidence. You may want to inform or impress them or simply to entertain your listeners along with your “message.” No matter what form of speech you have in mind, there are three important guides to consider: Preparation, Practice, and Persistence.

PREPARATION: The time you spend in the preparation of a talk reflects itself in the finished product. Select a subject you feel confident in speaking about, then limit yourself to a specific area. As ideas occur, jot them down and they will become the major points you wish to make. Organize your speech into an introduction, body, and conclusion. The introduction will give the theme and purpose or “Tell them what you’re going to tell them.” The body of the speech will develop your ideas or offer solutions to support your theme or “Tell them.” The conclusion will repeat the theme and summarize or “Tell them what you told them.” After organizing your speech, you are ready to humanize and personalize your points with stories, suspense, and drama – but don’t overdo it.

PRACTICE: Everyone needs to practice in order to speak effectively. How often have you heard someone say, “It wasn’t so much what the speaker said, but how he or she said it?” It is the practice that brings about the confidence to present your ideas in a way that is meaningful to your listeners. Rehearse in front of a mirror, use a tape recorder, or make a “captive audience” of your advisor, speech teacher, family or friends.

PERSISTENCE: Rewriting and revising are necessary for a good speech. Preparing a speech and speaking effectively takes patience and perseverance. You will not become a good public speaker with just one speech. It takes persistence to see your goals accomplished.

MAKING THE SPEECH

1. **KNOW YOUR AUDIENCE.** Identify your material with the major interests of the group you are addressing. Know the age, interests, and common bonds of your audience.
2. **CONCENTRATE ON YOUR AUDIENCE.** Pick a friendly face and talk to its owner for a while. This is one way to forget yourself and your stage fright. Then remember to look around the room at your total audience and not just at the front row, at the back wall or out the window.
3. **CONSIDER THE LOCATION.** If you plan to use visual aids or small group discussions you will need a flexible location. Find out ahead of time the type of room you will be working in, check it out, and then make the necessary adjustments before you give your speech.
4. **KEEP YOUR SPEECH SHORT.** When you end your speech the response you generate from your listeners should be an “already?” rather than a bored “finally.” Also, remember to quit when you are through instead of dragging out your ending.
5. **USE VISUALS.** Visual aids can enhance your speech by illustrating ideas and key points. Visual materials should be large enough for the total audience in all areas of the room to see. A word of caution – don’t depend entirely on visuals or what you have to say may lose its effectiveness.
6. **WATCH YOUR MANNERISMS.** Avoid waving or wringing your hands, playing with your glasses, keys, coins in your pocket, or the microphone. Do not adjust your clothing, tinker with buttons or a tie; avoid leaning on the table, podium, or desk. Stand erect with your arms relaxed to your side. Hand gestures can be used to express yourself, however exaggerated gestures detract from the overall presentation.

INTRODUCING A SPEAKER. You can help or hinder the guest speaker by your introduction. Here are a few ideas for making an effective introduction:

1. **MAKE YOUR REMARKS FEW.** Don’t start with the person’s birth and chronicle the events of his or her life. Mention only those past experiences that relate directly to the subject of the speech.
2. **DON’T TRY TO CAPTURE THE AUDIENCE** with your personality, a string of funny stories, or with your knowledge of the subject. Remember, the guest is the speaker.
3. **CREATE SUSPENSE.** Create the thought that what the speaker is about to say is important and mention the speaker’s name only once at the end of your remarks, then stay on the platform and lead the applause. Retire during the applause.
4. **DON’T GILD THE LILY.** Exaggerated praise leads to disbelief and to possible disappointment all around.
5. **NEVER APOLOGIZE** to the audience if the speaker is a substitute, fill-in or program change. All too often such substitutes are far better than the originals.
6. **SET A TIME LIMIT.** Before your introduction, tell your speaker that they are to speak for 45 minutes and that you will warn them five minutes before “time is up.”

PRESENTING AN AWARD. Some simple rules to remember when presenting an award are:

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

ACCEPTING AN AWARD. The recipient of an award should:

- Give a warm, sincere "thank you" to the group.
- Give credit to others who have assisted you – associates, friends, family, etc.
- Tell what the award (or gift) means to you.
- If it is wrapped, open and display it.
- Tell the audience how useful or decorative it is and how it is intended to be used.
- End with a sincere expression of gratitude.

INTRODUCTION – some simple rules to follow:

1. Say the woman's name before the man's because the man is presented to the woman.
2. Say an older person's name before a younger person's because the younger person is always presented to an older person.
3. Say an adult's name before a child's name because a child is always presented to an adult.
4. Say a distinguished person's name before a lesser-known person because the lesser known person is always presented to the distinguished person. For example: Mr. (older person), may I present Mr. (younger person).

BEING INTRODUCED TO OTHERS

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

TIPS FOR REMEMBERING NAMES

1. **IMPRESSION.** Hear the name clearly and observe facial expressions. Get a clear impression of the person's size and voice and think about their name while being introduced.
2. **REPETITION.** Repeat the name immediately. Say, "How do you do, Mr. _____?" Repeat the name silently while the person is talking.
3. **ASSOCIATION.** Try to associate the name with a business, a rhyme, an unusual appearance or personality character, a mind picture, or a similar name.

Remember: *Nothing sounds sweeter to people than the sound of their own name.*

WAYS OF STARTING A CONVERSATION

With FCCLA members:

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

With Adults:

- Discuss or ask questions about where they live, their families, or their occupations.
- Find out why they are interested in FCCLA, their opinions about the organization, and what they might be doing in the interest of career technical education in general.

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





PUBLIC RELATIONS

As FCCLA members, we are proud of our organization and feel that it is an asset to the school and community. We are an organization of “doers” and not just “joiners.” We want others outside of the organization to know about it. How do we go about that? The answer is public relations. Public relations consist of those things that are done, or sometimes not done, to make an impression on the public. It is through public relations that the public forms an impression about the organization and its objectives. A positive public relations effort will inform, create awareness and understanding, and promote a favorable attitude about FCCLA.

YOU CREATE THE IMAGE

Good public relations involves more than just writing news stories or appearing on radio or television shows. To the public, you are the organization and you must sell yourself. Here are some ideas to help you create a favorable public relations image:

1. Dress neatly and appropriately for the occasion. When attending FCCLA meetings and activities, take pride in yourself and how you dress. You represent not only yourself and your school, but also the total FCCLA image.
2. Never neglect “to give the other fellow credit.” Also, pass on to people any compliments which are paid to them by third parties, but only if they are true and sincere.
3. Show respect for the rights of others by being courteous at all times. Have a firm handshake, look people in the eye, and use “please” and “thank you” generously and practice good etiquette on all occasions. Courtesy shows respect for the other person. It indicates that you feel the other person is important enough to deserve your courteous behavior toward her or him.
4. Attend all meetings promptly by making a habit of being punctual. Fulfill all appointments and commitments you have made and respect the opinions of others in discussion.
5. When communicating on the telephone, remember that although the other party cannot see you, you will still leave an impression. Answer phones promptly, speak pleasantly, talk distinctly, and always end calls courteously with a “goodbye” or a “thank you.” Have a pencil and paper nearby to take messages.
6. In answering correspondence, be prompt, considerate and sincere. Do not forget to personalize your letters.
7. Demonstrate sportsmanship in competitive relationships – be modest in winning and generous in defeat.

OUTGOING PUBLIC RELATIONS. As you work with individuals and groups, you need to help them see an overall picture of FCCLA.

- Explain your activities as a Region Officer and the activities of your chapter.
- Help others to understand the two types of chapter affiliations – comprehensive and occupational.
- Help others to understand how FCCLA operates as an integral part of the Family and Consumer Sciences program fulfilling the same goals and purposes.
- Tell what belonging to the organization means to you personally.
- Emphasize the ways in which FCCLA chapters provide opportunities for all members to participate beyond the local level.
- Illustrate ways in which participation in FCCLA contributes to the members, their homes, communities and career planning.
- Be prepared to interpret the financial structure of the state and national organization and what members gain from their dues.

PUBLICITY

Publicity makes others aware of the purposes, goals and activities of FCCLA and creates interest on the part of the public. In addition, publicity keeps students informed and interested as well as attracts new members to the organization. Good public relations also maintains pride among the members of the organization and stimulates them to further progress.

It is the responsibility of all Region Officers to keep an eye open for news and to submit articles or news releases about members, chapters, or regions. In addition to regular news such as the election of new officers, meetings, or community service projects, there are features or human-interest stories. These stories are usually longer and delve more into the “who” than the “how” that news stories can. Most often the newspaper, radio or television reporter will write features, but you can give them ideas by first sending them a news release of the activities.

FCCLA WEB SITE

You can send photos and articles for the Region’s Web site to the FCCLA State Office in Sacramento by e-mail to mwebb@cde.ca.gov, or by US Mail to:

**California FCCLA
1430 N Street, Suite 4202
Sacramento, CA 95814**

TIPS FOR WRITING A NEWS RELEASE

Preparing news items for the State Newsletter will be the job of the State FCCLA Reporter, but all Region Officers have the responsibility of submitting news articles to the local papers. As well as being able to recognize what is and what is not news, you must recognize who will be interested. Check with the State or Region Advisor for suggestions for newsworthy stories. When writing a story for use in a local newspaper, state or national publications, use the following guidelines:

STORY CONTENT

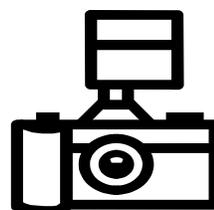
- Include all important information. A good rule to remember is to include the 5 W's – WHO, WHAT, WHY, WHEN, WHERE plus HOW. Place the 5 W's first in your story and the less important information and further details later.
- Give complete information about the people you mention. Be sure names are spelled correctly. If you are writing about a member who has done something interesting or received an award, give their age, school, and interests in FCCLA (many local papers want the names and addresses of parents). When writing about guests, be sure to give their correct titles and tell why they visited the meeting or activity.
- Be completely accurate about names, addresses, titles and facts. If there are unusual names, place a check over each one to let the editor know you have checked them for accuracy.
- Be brief. Use short sentences and paragraphs.

SUBMITTING THE STORY

- Neatly typed double-spaced on 8 ½" by 11" plain white paper of good quality. Do not use tissue weight or onion skin. Photocopy extra copies if you need them.
- In the upper left-hand corner of your story, type the date submitted; and in the upper right-hand corner type the FCCLA contact person, address and phone number.
- Begin typing the story one-third of the way down the page so the editor has space to write a headline or typesetting information.
- If the story runs more than one page, type MORE at the bottom of each page except the last. Always end each page with a complete sentence and paragraph.
- Write the least important information last. Editors often cut last paragraphs when space is limited (refer to Appendix, "Sample News Release").

SUBMITTING PHOTOS

- Check with editors about photo requirements. Submit black and white photos only and be sure to attach a caption with correct names, titles, and information pertaining to the photo.
- When submitting photos, try to use those depicting action. Shoot pictures close up so that faces and activities are readily identifiable.



CONTACTS FOR PUBLICITY

Newspapers include dailies, weeklies, school papers, church papers, chapter newsletters, and the State Newsletter. For weekly newspapers the best contact is the editor. Daily newspapers usually have a youth or education editor or contact. Besides providing newspapers with news and feature stories, you may also wish to contribute to the community calendar, editorials, photo stories, or letters to the editor.

Radio stations can be used to publicize news; to feature personality spots, guest interviews or discussions; and to give on-the-spot coverage, community bulletins, and public service announcements. Stations usually have a program director, news director or public broadcasting director who can be contacted when you have news.

TV stations, whether local or cable outlets, usually have a news director or assignment editors with whom to make contact and sometimes they may have a youth or education reporter. Contact TV stations for coverage of news, feature stories, interviews, panel or group discussion, demonstration or conference coverage (refer to Appendix, "30-second Spot Announcement").

No matter whom you contact for publicity, remember that editors are more likely to be interested in your release if you deliver it in person or mail it promptly. Also, keep in mind that news people are busy so do not annoy them with constant interruptions. Finally, keep a scrapbook of all news releases and compare the releases to what actually gets printed. This will serve as a guide in helping to improve your next release.

Remember: Good public relations makes friends; all Region Officers should work to see to it that FCCLA has many.



APPENDIX

FCCLA Opening Ceremony

President: (Raps the gavel twice and says:)

The meeting will come to order. **(Raps the gavel three times, signaling the officers and members to stand, and says:)**

“We are members of Family, Career and Community Leaders of America. Our mission is to promote personal growth and leadership development through Family and Consumer Sciences education.”

“Officers, upon what do our activities focus?”

Officers: “Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.”

President: “Members, as we work toward the accomplishment of our goals, what do we learn?”

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

President: The **(insert appropriate title)** meeting of Family, Career and Community Leaders of America is now in session. You may be seated. **(Raps the gavel once, signaling members to sit.)**

FCCLA Closing Ceremony

President: (Raps the gavel three times, signaling the officers and members to stand, and says:)

“Members, please stand. FCCLA members, we are challenged to accept the responsibility of making decisions that affect our lives today and the world tomorrow. Let us repeat our creed.”

Members: (Repeat Creed)

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

We face the future with warm courage and high hope.

For we have the clear consciousness of seeking old and precious values.

For we are the builders of homes,

Homes for America’s future,

Homes where living will be the expression of everything that is good and fair,

Homes where truth and love and security and faith will be realities, not dreams.

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

We face the future with warm courage and high hope.”

President: The **(insert appropriate title)** meeting of Family, Career and Community Leaders of America is now adjourned.” **(Raps the gavel once.)**

PARLIAMENTARY PROCEDURE EASY REFERENCE CHART

Motions listed in order of precedence, highest to lowest	Can it be debated?	Can it be amended?	What vote is usually required?	Is a second required?	Can subsidiary motions be applied to it?	Is it in order when another has the floor?
To adjourn	No	No	Majority	Yes	No	No
To raise a question of privilege	No	No	#4	No	No	Yes #16
To reconsider	Yes #19	No	Majority	Yes	Yes	Yes
To raise a point of order	No	No	Majority #4	No	No	Yes #16
To appeal for a decision from the chair	Yes #6	No	Majority #5	Yes	Yes	Yes #16
To call for a division	No	No	#4	No	No	Yes #16
To lay on the table or take from table	No	No	Majority	Yes	No	No
To call for the previous question	No	No	2/3	Yes	No	No
To postpone definitely (to a certain time)	Yes	Yes	Majority	Yes	Yes	No
To commit or refer	Yes	Yes	Majority	Yes	Yes	No
To amend	Yes #2	Yes	Majority	Yes	Yes	No
To postpone indefinitely	Yes	No	Majority	Yes	Yes #3	No
Main Motions	Yes	Yes	Majority	Yes	Yes	No

- Majority** - **Majority, 2/3 – 2/3 Majority**
- 2** - **Can be debated only when the question being amended is debatable**
- 3** - **Can have only a motion calling for the previous question and motions limiting or extending time or debate applied to it**
- 4** - **Is usually decided by chair, without calling for a vote**
- 5** - **A tie vote sustains the chair and presiding officer may cast the vote that make a tie**
- 6** - **Cannot be debated if made during a division of the assembly, or when the pending question is undebatable. Cannot be debated when it applies to indecorum, transgression of the rules of speaking or to priority of business**
- 16** - **May interrupt if urgent enough to justify such action**
- 19** - **Debatable when the question to be reconsidered is debatable**

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 _____

California FCCLA

PROCEDURE FOR NOMINATING AND ELECTING REGION OFFICERS

Nomination of Officer Candidates

1. Only affiliated FCCLA chapters in good standing with California 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 no later than a week prior to the Spring Meeting.
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.

ELECTIONS

- Read all election materials and procedures.
- Obtain copies of Region Officer Applications from Region Coordinator and mail to targeted chapters.
- 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 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 Region Advisor and Region Coordinator of election results.

VOTING DELEGATE INFORMATION FOR REGIONS

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.

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 Officers 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 Supervisor/Advisor 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 Region 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 Region Advisor to inform them verbally he/she is unable to serve.
 - 2) Submit a written letter of resignation to the Region 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 Region 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 state.
 - D. Other expenses for paraphernalia/materials assumed by the region as determined by the Region President, Region Coordinator, Region Advisor.
- IV. If an office is vacated prior to the first Region Executive Council Meeting, the Region Officers, Coordinator, and Region Advisor shall determine whether or not to fill that office. **In any event, no vacancies shall be filled once ROTC begins.**

SAMPLE LETTER OF REGION OFFICER 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

SAMPLE AGENDA

California FCCLA
Region 12 Executive Council Meeting Agenda
July 9, 20XX

- | | | |
|-----|---|---|
| 1. | <u>Opening Ceremony</u> | President/Officers |
| 2. | <u>Welcome</u> | President |
| 3. | <u>Minutes from Previous Meeting</u> | Secretary |
| 5. | <u>Treasurer's Report</u> | Treasurer |
| 6. | <u>Review Officer Responsibilities</u>
a. Assignment of Historian's duties | Region Advisor
Region Coordinator |
| 7. | <u>Planning for 20XX-XX</u> | Officers and Advisors |
| 8. | <u>Region Cheer</u> | Officers |
| 9. | <u>Getting Ready for ROTC</u>
a. Review mailing
b. Review assignments
c. Review travel plans
d. Review departure time from ROTC
(Arrive 15 minutes prior to scheduled departure time)
e. Rehearse ceremonies and creed recitation | Chapter Advisor |
| 10. | <u>Old Business</u> <ul style="list-style-type: none">• Officer Uniforms• Supplies needed by officers | President and Advisor
Teacher
Advisor |
| 11. | <u>New Business</u> <ul style="list-style-type: none">• Next Meeting••• | President |
| 12. | <u>Announcements</u> | Officers and Advisors |
| 13. | <u>Thanks</u> | President and Region Advisor |
| 14. | <u>Closing Ceremony and Adjournment</u> | Officers |

SAMPLE MINUTES

California FCCLA
Region 12 Officers Meeting
Your Town, California
May 9, 20XX

President John Smith called the meeting to order at 1:55 p.m.

Members in attendance were: Reporter Joe Smith, Secretary Bob Smith, Treasurer Jane Smith, Historian Janet Smith, President John Smith, Vice President Betty Smith, Visiting Advisor Mrs. Smith, and State Advisor Mrs. Ford.

Everyone shared their favorite part of the State Leadership Conference, including the advisors.

Betty will send Bob the minutes from the last executive council meeting (Saturday and Sunday @ the State Leadership Conference).

Jane read the Region 12 Financial Report. John moved to approve it as presented and Bob seconded the motion. It was accepted as presented.

Everyone talked about the activities that they thought were the best. Fundraising and community service activities topped the list. Sally told us about the canned food drive/volleyball tournament they held. The proceeds went to help their local women's shelter. Sam talked about the breast cancer awareness program they did and Bob talked about "Pennies for Patients" benefitting the leukemia patients.

The official uniform was discussed, and female officers chose their identical skirt. Shoes were also discussed, and it was advised that comfortable dress shoes were the most appropriate.

The next Region Executive Council Meeting was discussed and June 9, 20XX was chosen as the date. A place was not chosen. It was proposed that we hold Fall Meeting at Anytown High School.

Jane conducted the Closing Ceremony and adjourned the meeting at 3:46 p.m.

Call to Order/
Opening
Ceremony
Roll Call

Minutes

Financial Report

Region Activity
Manual

"The Best Thing
about the Year"

New Business

Tentative
Calendar/Location
for Next Year

Adjournment/
Closing Ceremony

Respectfully submitted,
Bob Smith, 20XX-20XX Secretary



CALIFORNIA FCCLA MEETING FOLLOW-UP ACTIONS

NAME: _____

MEETING: _____ DATE: _____

Date Assigned	Assignments/ Action Needed	Date Due	Date Completed

TIPS FOR KEEPING A FILE

Maintain a file with the following pieces of information:

- Names and addresses of the current Region Executive Council members
- Names and addresses of the current region officers and coordinators
- Name and address of the Region Advisor
- Name and address of the State Advisor
- Names and addresses of State Officers
- Minutes of the State Executive Council meetings for the preceding year
- Calendar of Activities
- Reports from: State Office, State Officers, Regions, and your participation as a Region Officer
- All memoranda and correspondence from the State Office
- Copies of current FCCLA resources and publications
- Copies of all correspondence received and sent out (except personal mail) for the preceding year
- Other materials which you receive and are of assistance in carrying out your responsibilities
- Ideas to help your successor

TRANSFERRING YOUR FILE TO YOUR SUCCESSOR

- Discard oldest sets of releases and materials (from the year directly preceding your term of office).
- List all suggestions you feel will be helpful to your successor and add to the folder.
- Mark any material which you would like to have returned when they are no longer of use to your successor.

USE OF PARLIAMENTARY PROCEDURE

- Assists a chairperson in keeping order during a meeting
- Enables an organization to accomplish its purposes and handle its business democratically and efficiently
- Ensures that majority rule is recognized and the rights of the minority are protected

PROCEDURES FOR EXPENDITURE AND DEPOSIT OF REGION FUNDS

1. Budget

- a. Region Treasurer, with assistance of the Chapter Advisor, Region Coordinator and Region 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, Region Advisor, 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 Region Advisor. The Region 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 Region 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 Region 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 Region Advisor
 - 3) Equipment or supplies for region officers, coordinators, advisors and activities
 - 4) Travel for region officers' attendance at state and national meetings
- 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, Region 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 31st of the program year in which the expense occurred.

- 3) The signature of the approving Region Officer or Region 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 Region 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 (Region Advisor, Region Coordinator, and FSO).
- j. Develops ideas for chapter fundraising, conducts fundraising and recreational activities at region meetings and events.

7. Responsibility of Region 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 and Region Coordinator.

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 Region Advisor as necessary.

9. Responsibilities of Treasurer's Advisor

- a. Assists Region Treasurer in preparing a budget and the end-of-the-year financial report.
- b. Assists Region Treasurer to maintain accurate and up-to-date records.
- c. Assists Region Coordinator and Region 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 (200 members @ \$2.00)	400.00
Donation Drawing Receipts from Fall Region Meeting (180 tickets @ \$1.00)	180.00
Registration Fees for Spring Region Meeting (200 members @ \$2.00)	400.00
Donation Drawing Receipts from Spring Region Meeting (180 tickets @ \$1.00)	180.00
Membership Dues Reimbursement (First 25 members @ \$1.00)	25.00
(26 th – 35 th member @ \$0.88)	8.80
(36 th – 50 th member @ \$0.67)	10.05
(51 st – 75 th member @ \$0.65)	16.25
(76 th – 150 th member @ \$0.35)	26.25
(151 st member and above @ \$0.13) -- Estimate 800 members total	84.50
Miscellaneous Income	<u>50.00</u>
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 Meeting	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	<u>100.00</u>
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

<u>INCOME</u>	Budgeted Income	Actual Income
Balance forward	\$150.00	150.00
Registration Fees for Fall Region Meeting (200 members @ \$2.00)	400.00	360.00
Registration Fees for Spring Region Meeting (200 members @ \$2.00)	400.00	360.00
Scholarship Contributions	500.00	498.00
Membership Dues Reimbursement (700 members @ \$1.00)	700.00	650.00
Miscellaneous Income	<u>50.00</u>	<u>89.00</u>
TOTAL INCOME	\$2,200.00	\$2,147.00
<u>EXPENSES</u>	Budgeted Expenses	Actual Expenses
Officer Name Badges (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	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 (6 @ \$30)	180.00	150.00
Contingency Fund	<u>200.00</u>	<u>250.00</u>
TOTAL EXPENSES	\$1,306.00	1,299.00
Balance forward to 20XX – 20XX	894.00	848.00

REGION _____
California FCCLA

20__ - 20__

FINANCIAL STATEMENT

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

Signature – Region Treasurer

Date

*** SAMPLE ONLY ***

30-SECOND SPOT ANNOUNCEMENT

FCCLA, the state organization for high school students in Family and Consumer Sciences courses, will observe STATE FCCLA WEEK, February 7 through 14. These young people have chosen the theme _____ for this week to show that over four thousand teenage members throughout the state are interested in exploring the multiple roles individuals play in family, community, and career life.

It's a pleasure to salute FCCLA and offer our congratulations for the fine work they are doing.



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:	

FCCLA

REGION OFFICER PROGRAM OF WORK

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

A Program of Work (POW) is:

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

June	July	August	September
October	November	December	January
February	March	April	May