



Foreword

Congratulations! You are now the proud Advisor to an FCCLA State Officer. As an Advisor to a State Officer, you may be wondering about your role and how to best support your officer. This handbook was developed with input from former State Officer Advisors and State Officers, and it will answer many of the questions and concerns you may have. Included is information about your role as an advisor and about your student's role as an officer. We hope you find this handbook helpful as you guide your officer through the next year.

Being a State Officer Advisor not only means some additional responsibilities, but also rewards. Students and other advisors will look to you for guidance as you assume this leadership role. Thank you for your willingness to be a State Officer Advisor. Your involvement is critical to a well-functioning organization. Best wishes for a successful and rewarding year of FCCLA leadership.

State Officer Advisor Handbook

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Tips for a Successful Year

The following list of suggestions will assist your FCCLA State Officer and you in having a positive year.

- Meet with the State Officer(s) on a regular basis.
- Meet with parents of State Officer(s) in preparing to discuss the officer's responsibilities, Family and Consumer Sciences, and FCCLA.
- Meet with teachers and administrators as needed to explain the officer's responsibilities, upcoming activities, and dates of absences from school.
- Prepare a school board presentation to inform them of the officer's responsibilities.
- Assist in providing leadership experiences and developing leadership skills in the officer(s) and members of local chapters.
- Assist the officer in preparing for meetings by reviewing their work assignments, discussion of travel plans, completing school site and district forms for the student to be absent, and ensuring the officer has the necessary financial support.
- Provide assistance to state officer(s) in completing requested reports.
- Contact a minimum of five schools annually and work cooperatively with the Region Advisor and State Office to encourage the establishment of FCCLA chapters at the prospective sites. Information for contacts should be developed with staff; staff also promotes FCCLA during each on-site visit.
- Promote a positive image for Family and Consumer Sciences Education and FCCLA.
- Interpret and enforce rules, regulations, and policies in a positive manner.
- Encourage advisors to buy blazers and meeting paraphernalia to achieve professionalism.
- Set a good example as a State Officer Advisor by wearing the official blazer with the appropriate clothing.
- After election of new officers, meet with new State Officer Advisors to ease transition.
- Keep State Advisor informed about upcoming events and activities in which State Officers will be participating.
- Inform State Advisor of concerns or problems that may occur with officers or their team members.
- Build a strong active local chapter by planning a motivating program of work that involves all members and students in the Family and Consumer Sciences program. A strong local chapter helps the State Officer and builds an advocacy for Family and Consumer Sciences and FCCLA.



Qualities of an Effective Advisor

Setting the Example

As an advisor, your students as well as other teachers will look to you for assistance and guidance. This may be intimidating, but you can also look at it as a chance to have an impact on other's lives. If you set a good example as a dedicated teacher and advisor others will follow your lead. Students will strive to do their best, teachers will admire your work, and parents will appreciate your positive influence on their child's life. This is your opportunity to change someone's life for the better and take pride in what you have accomplished. Example:

- ♦ Understanding of FCCLA
- ♦ Encouraging members to take advantage of opportunities
- ♦ Wearing official dress
- ♦ Being a positive role model

Allowing Students to Take Responsibility

One can always be proud of their own accomplishments; giving a speech, organizing an activity, or completing a goal. Something even better than celebrating your own achievements is celebrating the achievements of others because of your influence. There is an old saying, "You know when you are a success if things get done without you." It means you can take pride when your students plan and follow-through on activities by themselves. This is when you can sit back and see the results of your teaching and the difference you make in the lives of others. Being a good teacher and advisor means knowing when to let your students try on their own even if it means they will fail. Students must learn how to deal with failure as well as success and once they do, they will thank you for the valuable lesson.

"For teachers the biggest thrill is to have a former student walk into the classroom years later and say how much the experience with that teacher meant to him. This is what gives meaning to his (her) work and confirms him (her) as an educator." – Myron Brenton

*"Most people can remember great teachers from their own years in school – caring adults who excited youthful imaginations, or inspired hard work and achievement."
– Louis V. Gerstner*



Meeting with Officers

One of your most important responsibilities is to meet with your officer on a regular basis. The officer should have you as a teacher for at least one class each semester while in office. This will allow you to keep in contact daily. You should also arrange to meet outside of class time. These meetings should help the two of you keep updated on how projects and assignments are progressing, what he/she needs help with, address issues

that may arise, and build a close bond between you. During these meetings, you should discuss what events are coming up and what preparation is needed before the meeting. Try to give constructive criticism when necessary and always be encouraging. By meeting outside of a classroom setting, you can truly become an advisor and mentor to the officer, developing trust and understanding between the two of you.

Meeting with Parents

Parent support is essential for an effective officer. Many parents are skeptical and uninformed about FCCLA. In order to help the officer gain support from their parents, it is important for you to communicate with the parents and help them understand what their daughter/son will be doing through out the year. It is recommended that you meet with the parents right after elections to explain what the next year will entail for their child. You should keep in contact with the parents throughout the summer and report back to them

before and after meetings. This will allow the parents to feel that they are a part of their child's life and they will be informed about what he/she is accomplishing. Being a State Officer is a lot of work, but the payoff is priceless; we want parents to know and understand this. You and your chapter also benefit by having parents who will support both the Family and Consumer Sciences program and FCCLA.

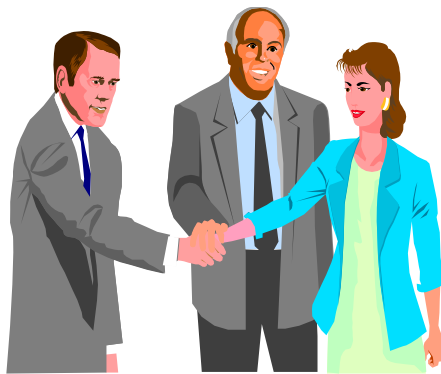
*"Who is not able to recall the impact of some particular teacher – an enthusiast, a devotee of a point of view, a disciplinarian whose ardor came from love of subject, a playful but serious mind? There are many images, and they are precious."
- Jerome S. Brunner*



Meeting with Administrators

Support from your school district and site administrator is also very important. Communicating with your local administration will keep them involved, excited, and supportive of your students and your program. Having a State Officer from your school is an honor that is shared with your administration. As soon as you return from the State Leadership Conference, you and your officer should **meet with your administrators** to review the responsibilities of the officer and yourself. The administrator should understand that the officer will be

traveling alone and they will be missing classes and that they will be away from school for leadership and career development activities. You need to check with your school district about traveling regulations, including students driving themselves to and from events. Keep your administrators updated about meetings and report back to them after activities so that they are aware of educational experiences in which the officer is participating. The administration will greatly appreciate being kept informed about the officer and other FCCLA activities.



Meeting with Teachers

The first priority for all officers is to inform the officer's teachers that he/she has been elected to a statewide position. It is very important to keep teachers informed of absences and activities that could keep the officer out of class. At the beginning of the school year and of each semester, your officer should meet with all of their teachers to review some dates and events that the officer will be attending. Don't assume that this meeting will be all the teachers need. As events approach, the officer

should send reminder notes to all of his/her teachers with the dates they will be gone. The teachers and officer should come up with some kind of system for making up missed work or tests. It is important that officers attend all meetings so teachers should have as much notice of absences as possible. The officer will have a much better year if they are on good terms with all of their teachers. We encourage your participation in these student-teacher meetings if possible.

Contacting State Staff

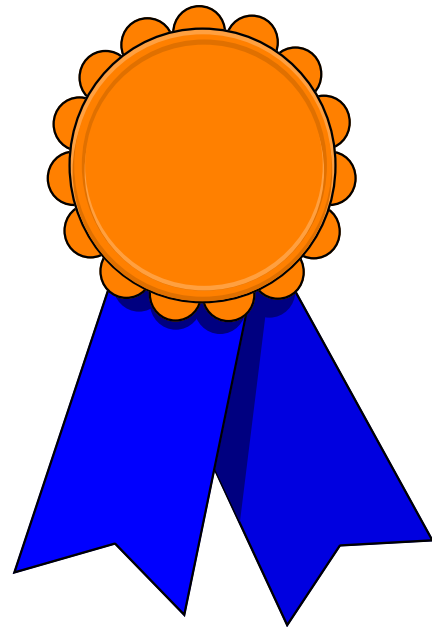
State Officers will have a lot of contact with state staff through state executive meetings, weekly communication, and other FCCLA activities and correspondence. State staff is an essential part of the organization and should be kept informed of changes happening locally. If you find that your officer is having problems finishing his/her work, missing

classes without cause, falling behind in other classes, or having behavioral problems, we encourage you to keep state staff informed of the situation. Problems at school and at home can cause problems in officer's performance and follow through. State staff will be much more understanding and aware of the situation if they are informed of possible problems before they occur.

Integrating FCCLA

Because FCCLA is an integral part of Family and Consumer Sciences education, the planned FCCLA activities should extend and enrich the curriculum. This means that FCCLA activities should take place during class time as a part of the instructional program, rather than operating outside of class time. The first step to integrating FCCLA into your classroom is to teach a module on "What is FCCLA?" Explain the various types of chapter activities and how they relate to your class and the students' futures. Be sure to inform students about the leadership development opportunities and types of recognition available to them. One way to involve students is to survey them to determine their interest and plan activities that they will enjoy.

By integrating FCCLA into your classroom activities, students will gain the benefits of FCCLA and Family and Consumer Sciences education even if they are not FCCLA members. It is important to have a strong Family and Consumer Sciences program as well as a strong and active FCCLA chapter to support your State Officer.



FREQUENTLY ASKED QUESTIONS (FAQs)

What are the main duties and responsibilities of the State Officer?

The officer has specific elected duties for the office to which he/she was elected. These general and specific duties can be found in the California FCCLA bylaws. In addition, the officer has the following responsibilities: completing and submitting required forms and assignments on time; keeping the chapter advisor(s) informed of meetings, assignments, and other topics; attending all State Officer and State Executive Council meetings, the Region Officers Training Conference, the State Leadership Conference, the National Leadership Conference and other assigned meetings; following through with each assignment or responsibility for which he/she volunteers; keeping their parents, teachers, and administrators informed of their activities; and keeping up with school assignments.

What will be my time commitment?

The time that the Advisor must devote to working with the State Officer will vary from week to week, depending upon the time of year and the upcoming activities. However, at the very minimum, it is suggested that the Advisor meet with the State Officer for an hour each week. Time can be set aside during the Family and Consumer Sciences course in which the State Officer has enrolled. The time spent working together will benefit both the State Officer and Advisor.

Will I have to help the State Officer develop speeches?

Officers are expected to develop their own scripts and to submit them to the FCCLA State Office for review and editing. However, it is strongly suggested that you also review the materials your State Officer develops to ensure grammar is correct and that the assignment is completed.

As an Advisor to a State Officer, how many meetings will I be expected to attend?

It is expected that the Advisors will attend two State Leadership Conferences during which the student is serving as State Officer—one when the student was elected and installed and the second when the State Officer assists in conducting the conference. In addition, there is a meeting for Incoming State Officers and Advisors at the State Leadership Conference during which the Officer was elected and installed and a meeting for State Officers and Advisors in June. There may be other meetings to which Advisors are invited. The State Officers usually travel and attend scheduled meetings on their own.

Do I have to attend the National Leadership Conference with my State Officer?

It is not a requirement that the Advisor must attend; however, if the Advisor wants to attend it does provide additional support for the Officer. The state Family and Consumer Sciences Education Staff provides supervision for the State Officers and often spends time working with the Officers on assignments during the National Leadership Conference.

Who arranges for the State Officers' travel?

FCCLA Financial Services handles the travel arrangements for the Officers. Officers are usually informed of the travel arrangements via e-mail. Copies of the communications and confirmations are also sent to the Advisors. Airline travel is usually ticket-less. Officers must be certain to have photo identification in order to check in. Train and bus travel is frequently ticket-less as well.

How can I help the State Officer prepare for traveling to meetings?

Advisors can be of great assistance by checking the travel arrangements and ensuring that the Officers have the necessary funds for the trip. If there is a problem, the Officer is expected to call the State Advisor at either the office or home, depending upon the day of the week he/she is traveling. Security is an important factor these days. Therefore, the Officer should be reminded to call their parents and, as appropriate, the Advisor once he/she have arrived at their destination.

What are my responsibilities for assisting the State Officer to secure funds for traveling?

Lodging and travel are placed on FCCLA's master account. Therefore, the Officer does not have to bring money to cover lodging, unless the meeting is not a specific FCCLA function. Officers need to bring money to pay for meals, snacks, telephone calls and other incidentals while attending meetings. While most families assume the responsibility for providing money for trips, on occasion Advisors need to assist Officers' finance their participation in activities/meetings. In such instances, either the chapter or the student body loans the officer money until he/she is reimbursed by FCCLA. Fundraising activities to finance trips such as the National Leadership Conference are often conducted by the chapter. The Board of Directors helps to partially fund the Officers trip.

Am I expected to help the Officer obtain official clothing needed for their term of office?

The State Office will order the uniforms and officers purchase their own skirts or slacks, shirts, shoes and other personal clothing items once they arrive or on a payment option. Often chapters assist officers in purchasing an official blazer that fits well. FCCLA, when it is financially able, contributes limited funds for the purchase of a jacket. In addition FCCLA provides ties/ascots for both female and male officers.

How can I assist FCCLA during the time my student is a State Officer?

Advisors can be of great assistance by alerting the State Staff to any problems or concerns that may affect the performance of the State Officer. In addition, the Advisor can assist in keeping the Officer's parents informed of FCCLA activities. The Advisors to State Officers are often asked to assist in recruiting new chapters as well as providing assistance to new Advisors.

What will be my role at the State Leadership Conference?

Each Advisor to a State Officer can be asked to assist with various activities and responsibilities to ensure a successful State Leadership Conference for both members and Advisors. The responsibilities range from hosting guests to assisting with the seating of voting delegates. Prior to the State Leadership Conference, a memorandum is sent to all of the Advisors to the State Officers with assignments that they are individually and collectively being asked to assist.

If I have concerns or questions, with whom can I speak?

Any member of the Family and Consumer Sciences Education staff can assist by answering questions. However, if the questions deal with serious matters, it would be best to speak directly with the State Advisor.

State Officer General Duties

State Officers should review their general and individual responsibilities often to be sure they are doing their best. At the installation ceremony, they pledged before the entire California delegation that they would, to the best of their abilities, fulfill the duties of the office to which they were elected.

General Responsibilities

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

Familiarize with:

- ♦ FCCLA and how it relates to them.
- ♦ The Family and Consumer Sciences Education instructional programs.
- ♦ The entire FCCLA program, from the chapter through the region, state, and national levels.
- ♦ State and national resources, as well as the state and national constitution and bylaws to be able to interpret them to others.
- ♦ The financial structure, philosophy, and policies of the FCCLA.
- ♦ FCCLA opening and closing ceremonies.
- ♦ All FCCLA publications and how to effectively use them in their work. This includes each issue of the national FCCLA magazine *Teen Times* and the State Newsletter.

Communicate:

- ♦ With Chapter and Region counterparts and the FCCLA State Officers.

Organize:

- ♦ New chapters in their region.
- ♦ Presentations for students to promote FCCLA and publicize what's happening in the organization.
- ♦ All official correspondence in their files and keep them up-to-date with all necessary materials relating to their work as a State Officer.

Participate in:

- ♦ All Executive Council Meetings, State Leadership Conference, National Leadership Conference, Region Officers Training Conference, Capitol Leadership, and other meetings as planned by the FCCLA State Office.
- ♦ Planning and carrying out projects in their chapter.
- ♦ Special assignments needed to follow through with their responsibilities.

Inform:

- ♦ Their parents and Chapter Advisor, as well as the State and Region Advisors, on all matters pertaining to their work.
- ♦ Chapters and regions of all plans in which they are involved.

Provide:

- ♦ The State Office with required information and materials on or before deadline dates.
- ♦ Their Chapter Advisor and the State Office with completed activity forms 10 days after participation in State Officer activities.
- ♦ Opportunities for many members to participate in their committee work. An active member is an interested member.
- ♦ Recognition to those who assist them with their work. A simple thanks encourages participation.
- ♦ A good public relations image for FCCLA.

State Officer Elected Duties

President's Duties

- ◆ Preside over all business meetings of FCCLA and the State Executive Council.
- ◆ Assist with planning the agenda for State Executive Council Meetings and the State Leadership Conference.
- ◆ After consultation with the State Advisor, appoint the chairperson and members of all special committees not otherwise designated.
- ◆ Declare the Officers who are elected at the State Leadership Conference.
- ◆ Serve as an ex-officio member of all committees, except the Nominating Committee.
- ◆ Coordinate the work of FCCLA with the presidents and/or chairpersons of the regions.
- ◆ Appoint two tellers from each region and designate the State Vice President to tally ballots and report the election results to the President.

Vice President's Duties

- ◆ Assist the President in all ways possible.
- ◆ Preside at all meetings of the organization in the absence of the President.
- ◆ Promote state programs and projects.
- ◆ Serve as a member advisor to State Staff for statewide Family and Consumer Sciences meetings.
- ◆ Be familiar with the bylaws governing FCCLA.
- ◆ Be responsible for reviewing and revising the state bylaws.
- ◆ Conduct elections during the annual State Leadership Conference.

Secretary's Duties

- ◆ Keep an accurate record of the annual State Leadership Conference and all meetings of the State Executive Council, and keep all State and Region Officers informed of business transacted.
- ◆ Remind chapters to affiliate before October 15 each year.
- ◆ Serve on recognition and scholarship committees.
- ◆ Encourage regions and chapters to keep accurate records of their meetings and activities.
- ◆ Keep records of state membership and chapter affiliation.
- ◆ Assist with the promotion of new chapters in the state.
- ◆ Assist with the Nominating Committee during the annual State Leadership Conference.

Treasurer's Duties

- ◆ Report on the financial status of FCCLA to the State Executive Council.
- ◆ Serve as a representative to the Board of Directors.
- ◆ Present region budgets to the Board of Directors.
- ◆ Present the proposed budget for the coming year to the State Executive Council for information.
- ◆ Ensure that accurate financial records are maintained.
- ◆ Be a member of the committee that nominates the Board of Directors.
- ◆ Serve on the committee to develop, implement, and promote Competitive Recognition Events and Students Taking Action with Recognition (STAR) Events.
- ◆ Coordinate recreational activities at state meetings and activities.
- ◆ Serve as an alternate for the Vice President as a student member advisor to State Staff.
- ◆ Encourage regions and chapters to provide ideas for the vice president as a student member advisor to state staff.

Historian's Duties

- ◆ Prepare a narrative history of the year for FCCLA.
- ◆ Provide the State Advisor with a written copy of the annual history prior to the annual State Leadership Conference.
- ◆ Compile and maintain a scrapbook to be presented at the annual State Leadership Conference and other appropriate places.
- ◆ Prepare for display at the annual State Leadership Conference an exhibit and/or media presentation of the state activities for the year.
- ◆ Encourage regions and chapters to maintain scrapbooks and prepare project exhibits for display at region meetings, school, in the community, and in other appropriate places.
- ◆ Encourage regions and chapters to observe National FCCLA week.

Reporter's Duties

- ◆ Work cooperatively with region reporters to collect information, stories, and pictures which are to be included in the issues of the State Newsletter produced each year.
- ◆ Submit news articles for *Teen Times*, the national magazine.
- ◆ Encourage regions and chapters to make use of all resources (printed materials) for interpreting and publicizing the FCCLA program and activities including those in the community.
- ◆ Supply regions and chapters with sample news releases pertaining to state and national activities and meetings.
- ◆ Keep a complete file of the State Newsletter and *Teen Times*.
- ◆ Plan and conduct a public relations program to inform the public about FCCLA, including media contacts.

State Officer Professional Image

First Impressions Count

First impressions make a lasting impression. Once they make that initial impression, it is extremely difficult to reverse or change. Their appearance is a form of communication that tells others how they feel about themselves and those they represent. They should be proud of who they are, proud of their accomplishments, and proud of their membership in California FCCLA. They should also take advantage of every opportunity to tell others they meet about the organization and help mold their opinions and knowledge of FCCLA from the very beginning.

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

Hair: Clean and combed or brushed neatly.

Hands and Nails: Clean hands and neatly trimmed nails.

Clothing: Whether wearing the official California FCCLA uniform or other accepted dress, their clothing should be well-fitting, clean, and neatly pressed.

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

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

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

Young Men: Officers should be clean shaven.

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

Emblem and Officer Pin

In addition to the official dress, State Officers should follow these guidelines when wearing the FCCLA emblem and officer pin.

When wearing the official emblem on clothing remember:

- ◆ To wear the emblem on the official blazer only, not on other clothing or jackets.
- ◆ To use the official emblem.
- ◆ To place the emblem on the lower left hand pocket of the jacket.

The officer pin should be worn on the left side over the heart on the lapel of the official FCCLA blazer. **They may wear their highest degree pin on the lapel beneath their officer pin.**

State Officer Official Uniform

Young Women

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

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

Ties: State Officers wear the ascot tie with a pearl pin.

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

Hosiery: Flesh-toned hose without a pattern.

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

Accessories: Belts and hair accessories that are functional.

Young Men

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

Shirts: Solid white dress shirts with a traditional dress shirt collar. Collars may be button-down or non-button-down.

Neckties: Striped necktie with a Windsor or four-in-hand style knot. Long neckties are required.

Shoes: Solid black leather dress shoes.

Socks: Solid black dress socks.

Accessories: Belts that are functional may be worn.

California FCCLA

**FORMS, DUE DATES AND POLICIES
FOR STATE OFFICERS**

The following due dates and policies regarding travel plans, itineraries, expense claims, activity reports, assignments, and telephone communication are necessary to ensure prompt reimbursement, proper planning, and necessary follow-up and evaluation. Your cooperation regarding these matters will be appreciated very much.

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

<u>Activity</u>	<u>Deadline Date</u>	<u>Policy & Follow-Up</u>
• Travel Plans	Seven days prior to an activity	\$25.00 can be deducted from all expense claims when travel plans have not been filed. It is suggested that travel plans be emailed or faxed to the State Office.
• Itineraries	First day of each month	
• Expense Claims/ Receipts	Within ten (10) days following an activity. Note: Receipts are to be taped/glued and labeled on separate receipt form (always use white paper).	\$25 can be deducted from expense claims that are not sent in on time.
• Assignments, such as drafts, etc.	On or before the deadline date	
• Activity Report Form	Within ten (10) days following an activity	
• Telephone Communication	Family and Consumer Sciences Main Line Phone: 916-319-0890 Office Hours: 8:00 a.m.–5:00 p.m.	
• E-mail	Melissa Webb, State Advisor mwebb@cde.ca.gov 916–319–0773	
Send forms to:	Family and Consumer Sciences Education 1430 N Street, Suite 4202 Sacramento, CA 95814	

California FCCLA
ITINERARY/LOG FORM

Name:
Month:

DATE	LOCATION	PURPOSE	CONTACT PERSON / PHONE
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Meeting:	Student Name:
Dates:	Date of Birth:
Location:	Parent/Guardian Name(s):

FCCLA TRAVEL PLANS

Directions: This form *must be* submitted by each California FCCLA member seven (7) days *prior* to attending a meeting sponsored by or representing California FCCLA.

Please mail or fax this form to the State Office at:

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

Student Address:	Parent/Guardian Address:
City: _____ ZIP: _____	City: _____ ZIP: _____
Cell: () _____	Cell: () _____
Transportation: (check all needed) <input type="checkbox"/> Private Car <input type="checkbox"/> Bus <input type="checkbox"/> Train <input type="checkbox"/> Airplane <input type="checkbox"/> Light Rail	
<input type="checkbox"/> Private Car Arrival Date: _____ Time: _____ City: _____ Driver's Name: _____ _____ Depart Date: _____ Time: _____ City: _____	
<input type="checkbox"/> Bus Arrival Date: _____ Time: _____ City: _____ Bus Company: _____ _____ Depart Date: _____ Time: _____ City: _____	
<input type="checkbox"/> Train Arrival Date: _____ Time: _____ City: _____ Train Company: _____ _____ Depart Date: _____ Time: _____ City: _____	
<input type="checkbox"/> Airplane Flight #: _____ Arrival Date: _____ Time: _____ City: _____ Airline: _____ Flight # _____ Depart Date: _____ Time: _____ City: _____	
<p>LODGING: Please make a hotel reservation for me: <input type="checkbox"/> Yes* <input type="checkbox"/> No</p> <p>* Number of Days _____ Dates: _____</p> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">I have read the above travel plans and give my approval for these plans.</p> <hr style="border: 0.5px solid black;"/> <p>Parent/Guardian Signature _____ Date _____</p>	



Name:

California FCCLA

ACTIVITY REPORT FORM

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

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

California FCCLA
Attn: Melissa Webb
1430 N Street, Suite 4202
Sacramento, CA 95814
mwebb@cde.ca.gov; Fax: 916-319-0166

Meeting:		
Date of Meeting:	Contact Person:	
Location: (i.e., hotel, school):		
Address:		
City:	State:	Zip:
Purpose of meeting:		
What did you gain from this participation?		
How did your participation benefit the organization?		
Suggestions or recommendations for the organization:		
Follow-up Activity (correspondence, materials, etc.):		

California FCCLA

REQUEST FOR STATE OFFICER VISIT

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

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

1. Requests will be approved based on the availability of officer(s) and travel funds.
2. The State Office will notify the contact person of the participating officer(s) and confirm the meeting logistics.
3. State Officers may attend their respective region meetings, however any form of participation (speaking, workshops, etc.) must be approved in advance.

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.	

California FCCLA Travel Expense Claim

Policy and Information

GENERAL INSTRUCTIONS

- I. Complete and submit "Travel Expense Claim" and duplicate form (including receipts) within 10 days of the date of travel.
 - Send originals to the California FCCLA Financial Services Office
 - Keep one (1) copy for your files
- II. No travel reimbursement is allowed unless prior approval has been given by California FCCLA. Expenses not reimbursable include personal phone calls, snacks, unauthorized expenses, etc. Receipts must be originals, legible and taped to white paper.
- III. State the "Purpose of Trip" clearly, such as, "Leadership Training, Organize New Chapter..."
- IV. Show the inclusive dates for travel. Include the date and time you departed from home and the date and time you returned home.

A. MEALS AND LODGING

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

B. RECEIPTS

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

C. TRANSPORTATION

Show the "Date" and travel "From" and "To" each geographic location daily. You may visit several locations during a single day. Each one should be listed on a separate line in the "From" and "To" columns. Use more than one form if necessary.

"Mode" of transportation is the way you traveled. A combination of the following methods are possible:

PC = private car, to destination (airport, bus terminal, etc.)

CB = commercial bus

CP = commercial plane

T = train

P = passenger in private car

TX = taxi/limo

Please use the least expensive mode of travel. Plane or train travel must be approved in advance by the State Office. Car mileage may not exceed comparable air travel rates.

D. MISCELLANEOUS EXPENSES

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

Any travel-connected expenses not normally covered should be fully explained under miscellaneous entries.

E. SIGNATURE

Sign and date completed form and send to Financial Services Office within 10 days of travel (return home).

NAME _____

MEETING _____

MEETING DATES _____

DATE:

(ATTACH RECEIPTS HERE AND CIRCLE AMOUNTS)

Breakfast

Lunch

Dinner

DATE:

(ATTACH RECEIPTS HERE AND CIRCLE AMOUNTS)

Breakfast

Lunch

Dinner

FCCLA

STATE OFFICER PROGRAM OF WORK

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

A Program of Work (POW) is:

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

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

FCCLA

STATE OFFICER PROGRAM OF WORK

Performance Goals	Measures	Responsible Person	Activities	Timeline	Product/ Outcome	Budget

Program of Work Report:

California FCCLA State Officer Contract

(Name) _____ School _____

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

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

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

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

