



## State Officer Candidate Application

**NEBRASKA**  
STATE ASSOCIATION

In accordance with current policy, candidates for State Office must complete this application. The candidate must have shown leadership responsibilities at the chapter level or above when nominated and must be a freshman, sophomore, or junior. Prior to service as a State Officer, candidates shall have completed the equivalent of one semester of a Family & Consumer Sciences (FCS) course.

Each chapter may run a candidate for State Office based on the previous year's affiliated membership, as follows:

1-20 members: 1 candidate

41-60 members: 3 candidates

21-40 members: 2 candidates

61 or more members: 4 candidates

### By completing this application, each State Officer Candidate acknowledges the following:

- I am currently an active member in good standing, in an affiliated chapter.
- I am a freshman, sophomore, or junior when running for office.
- Prior to service as an elected officer, I have completed the equivalent of one semester of a Family & Consumer Sciences class.
- I am not a present or former member of the FCCLA State Officer Team.
- I have shown leadership ability in responsibilities at the chapter level or above.
- I am not running for a state officer position in another Career & Technical Student Organization (CTSO).
- I agree to attend the State Officer Selection event as well as the State Leadership Conference, pending Phase I advancement.
- Due to the COVID impacted year, each step of the process will take place in the following formats based on whether the selection process is happening In-Person, Hybrid, or Virtual, per current Nebraska FCCLA guidance and Directed Health Measures:

Format	In-Person	Hybrid	Virtual
<b>Application</b>	Submitted electronically by January 15	Submitted electronically by January 15	Submitted electronically by January 15
<b>Phase I: Test &amp; Interview</b>	Test taken during Selection Event Interview conducted at Selection Event	Test taken using DLG during Virtual Selection Event Interview conducted at Virtual Selection Event	Test taken using DLG during Virtual Selection Event Interview conducted at Virtual Selection Event
<b>Phase II: Introduction &amp; Impromptu Question</b>	SLC General Session	SOC deliver in-person during Virtual Voting Delegate Session	Recorded prior to Virtual Voting Delegate Session
<b>Phase II: Team Building Experience</b>	SLC Voting Delegate Session	SOC participate in-person during Virtual Voting Delegate Session	SOC participate virtually during Virtual Voting Delegate Session
<b>Phase II: Speech</b>	SLC Voting Delegate Session	SOC deliver in-person during Virtual Voting Delegate Session	SOC deliver virtually during Virtual Voting Delegate Session
<b>Announcement</b>	SLC Closing Session	Virtual SLC Closing Session	Virtual SLC Closing Session

**Directions:**

- Save this form to your computer before beginning to fill it out. Close out of this form and open the one you saved. If you type on this form as it is, it will not save anything you type.
- Complete all pages of this form. Use only the space provided and do not manipulate the form in any way. You need to put the most important items in the space provided.
- Have 2 Personal Profile sheet filled out and emailed directly to the State Adviser, as they are confidential submissions. One should be completed by the candidate's chapter adviser and the other by an adult school staff member familiar with the candidate's qualifications. When the chapter adviser is the parent of the applicant, the Personal Profile should be completed by another adult school staff member.
- Complete the Code of Conduct form with appropriate required signatures.
- Submit the completed application and two Personal Profile sheets by January 15 to the State Adviser at [stateadviser@nebraskafccla.org](mailto:stateadviser@nebraskafccla.org).
- Candidates are required to send a digital head and shoulder photo of themselves to Terri Behl at [terri.behl@nebraska.gov](mailto:terri.behl@nebraska.gov). (Note: Do not use a school photo as these are protected with a copyright.)
- Present a speech, up to three minutes in length, without visuals on the following topic:  
    "The ongoing COVID-19 pandemic has created many challenges for families and communities. How has FCCLA helped prepare you to face tough situations, such as those presented during the pandemic?"

**STATE OFFICER CANDIDATE APPLICATION**

Personal Information				
Name			Grade	
Home Address		City		Zip
Email Address			Phone #	
Chapter Information				
Chapter Adviser Name			Email	
District Adviser Name			Email	
School Name				
School Address		City		Zip
School Phone #		District & Region		
Personal Qualifications				
The grade level students could first be an FCCLA member at my school				
The grade levels in which I have been/am a member of FCCLA				
List FCS courses and grade level when taken. Please list the courses as they appear on your transcript.				

Why do you want to be a Nebraska FCCLA State Officer?

Describe a time when you contributed to the success of a team you were a part of. Share your contributions to the team, how you handled conflict amongst members, etc.

As a member of the State Officer Team, you will be asked to help develop the State Association's Program of Work. What ideas do you have for expanding the current Program of Work or building on existing initiatives?

Your role as a State Officer will include advocating for FCCLA and Family & Consumer Sciences as well as the broader field of Career & Technical Education (CTE), including other Career & Technical Student Organizations (CTSOs). What experience do you have advocating for these fields and/or organizations and how will that experience help your advocacy efforts as a State Officer?

Social Media is a powerful tool to communicate with members and advisers. How will you use social media as a State Officer to build connections with members, recognize accomplishments, and promote events, conferences, and initiatives of the State Association?

Membership recruitment and retention is an ongoing effort for the State Association. How will you empower chapters across Nebraska to recruit, retain, and recognize members at the local level?

List your participation in FCCLA, school, & community activities in the space provided. Include offices held, programs, competitions, workshops, & contributions to the Family & Consumer Sciences program. Note that not every space may be filled.

	FCCLA/FCS Activities	Non-FCCLA Activities	Community Activities
Local			
District/ Regional			
State			
National			

Using the information from the previous chart, explain your leadership qualities & experiences & tell how they would help you be an effective FCCLA State Officer.

If elected to a State office, I am interested in running for election for the following specific office(s). Please specify which of the offices you would like to hold by indicating a 1-7, with a 1 being your first choice. Candidates should reference the State Officer Handbook for specific office descriptions and responsibilities. Officer positions will be determined at a later date.

\_\_\_\_\_ President/Vice President

*If this choice is selected, the person with the highest score shall be named President and the person with the next highest score will be named Vice President.*

\_\_\_\_\_ Secretary

\_\_\_\_\_ Vice President of Development

\_\_\_\_\_ Vice President of Public Relations

\_\_\_\_\_ Vice President of Membership

\_\_\_\_\_ Vice President of Competitive Events

\_\_\_\_\_ Vice President of Programs

## STATE OFFICER CANDIDATE BROCHURE & STATE LEADERSHIP CONFERENCE INFORMATION

In 100 words or less, write a brief description of yourself and your FCCLA experiences. This text will NOT be edited when it is put online for the membership to read so be sure to check spelling and grammar. Also, count your words to be sure you are under the 100-word limit. Once you hit that limit, your description will be stopped.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Adviser Signature

### Website Photo Release

I agree to permit my photograph to be displayed on the Nebraska FCCLA website.

I further agree that I, my heirs, and my legal representatives release and hold FCCLA, its officers, directors, members, employees, or agents, harmless from any injury, claims, unauthorized use, misuse, actions, judgments, or other liability that may result from the display of my photograph on the FCCLA website.

Please include a head and shoulders photo to be used in the form of a digital image. Do not use a photo that is copyright protected, such as a school photo.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

### State STAR Events Information

Are you participating in a STAR Event this year?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, then please indicate which event you *may* be participating in at this year's State Leadership Conference:

\_\_\_\_\_

## STATE OFFICER CANDIDATE CONTRACT

### State Officer Candidate

By signing below, I acknowledge the following statements:

- I will attend all official State Officer Team meetings, required State events, and I understand that my failure to do so may result in removal or resignation from office.
- I will attend the National Leadership Conference in June-July (unless absolutely not financially feasible).
- I have read and meet all of the qualifications for State Office.
- If elected, I agree that it is my responsibility to perform to the best of my ability and to place this obligation above other school co-curricular and extra-curricular activities, keeping in mind that I must maintain a satisfactory scholastic average. In the event that I graduate prior to completing my term of office, I understand that I will have to relinquish my position in accordance with the State FCCLA Bylaws.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

### Parent/Guardian

This student is applying to be a Nebraska FCCLA State Officer. It is an honor and a great responsibility for a student to be a State Officer. Being a State officer will require your support financially, emotionally, physically, and in general, total parental backing.

Our daughter/son has our permission to become an FCCLA State Officer Candidate. If elected, we shall cooperate in every way to assist her/him to attend the above meetings and to fulfill her/his officer responsibilities.

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

\_\_\_\_\_  
Date

### Adviser

As a chapter adviser, I believe the candidate has the qualifications for the office she/he is seeking. If elected, I will assist in all assigned duties and attend all meetings as requested.

\_\_\_\_\_  
Adviser Signature

\_\_\_\_\_  
Date

### School Administrator

The school administration gives approval for the above State Officer Candidate and, if elected, we pledge our support.

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date



## STATE OFFICER CANDIDATE CODE OF CONDUCT/PROCEDURES CODE

The Nebraska Career & Technical Student Organizations of Nebraska require each state officer candidate to read and complete this form and return to the state office as partial completion of their state officer application process.

1. Appropriate dress of businesslike attire will be expected. Official dress or uniform will be worn at all state approved activities, meetings, or conferences.
2. There shall be no defacing of property. Any damages to any property or furnishing in hotel rooms, meeting rooms, or conference locations must be paid by the individual responsible and may subject the individual to criminal prosecution.
3. State officers shall keep their State Adviser informed of their official activities and whereabouts at all times.
4. State officers shall be prompt and prepared for all official activities.
5. State officers must be in their sleeping rooms and quiet at curfew. Curfew will be established by the State Adviser.
6. No alcoholic beverages or narcotics in any form shall be possessed at any time, under any circumstances, while representing the local school and Career & Technical Student Organization. Possession of such substances may subject the individual to criminal prosecution.
7. No use of tobacco products (including e-cigarettes and/or vaping) in public will be permitted while a delegate is representing his/her local school and Career & Technical Student Organization.
8. State officers are required to attend all assigned activities such as workshops, competitive events, committee meetings, delegate assemblies, state officer meetings, etc. If a state officer cannot fulfill an assignment, the State Adviser must be notified immediately.
9. Identification badges will be worn at all times while serving in official capacity as a state officer.
10. Male and female officers may not be in the same sleeping room unless the door is open or an adviser/sponsor is present in the room.
11. Conduct not conducive to an educational conference will not be allowed. Such conduct includes actions disrupting a businesslike atmosphere, association with non-conference individuals or activities which endanger self/others.
12. State officers are directly responsible to the State Adviser. A state officer may also work closely with his/her chapter adviser in activities and assignments.
13. All official correspondence as a state officer should be typed correctly using proper letter style. A copy of all official correspondence as a state officer must be sent to the State Adviser. All correspondence mailed by the state officer shall be proofread.
14. The State Adviser will use his/her discretion in calling on a state officer (past or present) to represent the organization.
15. Education always takes precedence. State officers must plan accordingly so that problems do not occur.

16. Official travel by a Nebraska state officer must have approval from the State Adviser and may require chapter adviser and parent/guardian approval.
17. When expenses are paid by the state organization, reimbursement will be made directly to the state officer after submission of an expense reimbursement sheet.
18. An up-to-date itinerary must be prepared and left with parents, local advisers and the state office staff.
19. A travel authorization form may be required before any travel.
20. Candidates for state office must demonstrate appropriate social media use on all platforms.

PROCEDURES

1. The state officer shall be responsible to the State Adviser while serving in the capacity of a state officer.
2. Officers violating the conduct code will be dealt with by the State Adviser in cooperation with the local adviser and local school administration and the policy making body for the Career & Technical Student Organization. The officers may be sent home at their own expense and/or removed from office.

"I have read and fully understand the Nebraska FCCLA State Officer Conduct/Procedures Code and agree to comply with these conduct guidelines. Furthermore, I am aware of the consequences that will result from violation of any of the above guidelines."

\_\_\_\_\_

Date

\_\_\_\_\_

State Officer Candidate Signature

We approve the student named above to attend state approved Nebraska FCCLA activities. We agree to the provisions as stipulated in the Conduct/Procedures Code.

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Chapter Adviser Signature

\_\_\_\_\_

Work Phone                      Home/Cell Phone

\_\_\_\_\_

Work Phone                      Home/Cell Phone

\_\_\_\_\_

Auto Insurance Company Name/Policy Number