



NEBRASKA
STATE ASSOCIATION

State Officer Team Handbook

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NEBRASKA FCCLA
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Job Duties and Responsibilities

All Officers

All State Officers have the responsibility of serving the organization based on the mission and goals of the organization at that time. Many of these initiatives come from the current Strategic Plan and are outlined by the team as part of State Officer Leadership Academy (SOLA). Each officer is responsible for setting and working toward individual, group, and organizational goals that will build their own leadership potential as well as serve the needs of the organization.

Specific Offices

In addition to the responsibilities of all members of the State Officer Team, each officer has additional responsibilities depending on their office according to the Bylaws.

State President

Preside over sessions, appoint individuals to committees and serve as an ex-officio member of those committees, fulfill all other duties as assigned by the State Adviser and the Board of Directors, serve as an ex-officio, non-voting member of the Board of Directors

State First Vice-President

Preside over sessions in the President's absence, assist in the promotion and development of the organization, fulfill all other duties as assigned by the State Adviser and the Board of Directors, serve as an ex-officio, non-voting member of the Board of Directors

Secretary

Keep accurate minutes of all business meetings and delegate assemblies held during the Association's Annual State Leadership Conference and all other meetings and conferences, fulfill all other duties as assigned by the State Adviser and the Board of Directors, serve as an ex-officio, non-voting member of the Board of Directors

Vice-President of Development

Seek out new and continuing corporate sponsorships for the organization's programs and events, provide local FCCLA chapters with resources for seeking and recognizing development opportunities for themselves, fulfill all other duties as assigned by the State Adviser and the Board of Directors

Vice-President of Public Relations

Assist in the preparation of the *Red Leader*, and shall communicate regularly with the representatives of the media and local FCCLA chapters to promote the activities and accomplishments of the Association and its members, fulfill all other duties as assigned by the State Adviser and the Board of Directors

Vice-President of Programs

Promote, plan, and implement the organization's individual recognition and peer education programs, and shall work in cooperation with Nebraska SPOT, fulfill all other duties as assigned by the State Adviser and the Board of Directors

Vice-President of Competitive Events

Assist in the promotion, planning, and implementation of the Association's Competitive Events, fulfill all other duties as assigned by the State Adviser and the Board of Directors

Vice-President of Membership

Plan and implement programs for membership promotion and development, work with local chapters to engage members through recruitment, retention, and recognition efforts, fulfill all other duties as assigned by the State Adviser and the Board of Directors

State Officer Recognition System

The role of a State Officer is a privilege and responsibility that many members will never experience. The decision to serve Nebraska FCCLA in this capacity is not one that can be taken lightly. State Officers are expected to fulfill the minimum requirements and those that choose to excel will be recognized accordingly.

Each level of recognition is earned by a set number of points earned by the State Officer from the date of their installation to March 1 of the following year. Officers are responsible for reviewing their point status which is available via Google Drive.

Officers must meet required SOT duties and individual office point requirements **first**. Additional points may be added that will boost point totals to a higher level only after minimum requirements are met. This recognition will take place at the State Leadership Conference. The following outlines the requirements for State Officers to achieve recognition at different levels.

Bronze State Officer

- Earns 90% of all points for required SOT duties

Silver State Officer

- Earns 90% of all points for required SOT duties
- Earns 90% of all points for individual office duties

Gold State Officer

- Earns 90% of all points for required SOT duties
- Earns 90% of all points for individual office duties
- Earns at least 300 points in optional SOT duties

Required SOT Duties (must earn 90% of all points available to be eligible for any award)		
Description	Due Date	Points Available
Attend SOLA, NLC, FLW, CTSO Legislative Day/Winter Planning Meeting, and Peer Education Conference	N/A	100 per meeting (total of 500)
Submit 5th of the Month each month (July-March)	5th of each month	15 per report (total of 150 points)
Attend local chapter meetings		5 per meeting (max of 25 points)
Participate in local chapter projects		10 per event (max of 30 points)
Attend District Leadership Conference in own District	December 1	50
Submit 4 blog articles/vlogs/social media initiatives	March 1	20 per submission (total of 80 points)
Outreach to 5 Circle of Friends Sponsors	February 1	50
Submit State Officer Goals	July 1	50
Update State Officer Goals	January 1	25
Submit final State Officer goals	March 1	20
Submit final book review/report	February 15	50
Send Monthly Chapter Family Emails	March 1	50
Conduct 2 chapter visits	February 1	50 per visit (total of 100 points)
Attend Monthly Zoom Calls (August-March)	March 1	15 per meeting (total of 120 points)
Total Possible		1300

Optional Duties*

(may be added to any award total after minimum is met to gain additional points)

Description	Due Date	Points Available
Attend Mind Bending Careers Conference	First week in November	50
Attend Commissioner's Recognition	Monday before Thanksgiving	50
Present a session at National Fall Conference or National Leadership Conference	December 1	100
Assist with LifeSmarts State Championship	Mid-December	50
Represent Nebraska FCCLA at FCSTN Legislative Day	Mid-February	50
Assist with State Officer Screening Day	Mid-February	50
Represent Nebraska FCCLA at Proclamation Signing		50
Present about Nebraska FCCLA to local civic organization	March 1	100 per meeting (max of 300 points)
Represent Nebraska FCCLA at District Leadership Conference (other than own District)	December 1	50
Conduct chapter visit (above required 2)	March 1	50 per visit
Speak with State or National elected representative about FCCLA/FCS	March 1	100 per meeting (max of 300 points)
<i>*Additional opportunities as available throughout the year</i>		

Individual Officer Duties

(must earn 90% of all points available to be eligible for any award)

President

Description	Due Date	Points Available
Attend Summer & Winter Board of Directors Meetings	August/January	50
Coordinate script development for National Leadership Conference state meetings	June 20	100
Welcome Back email for Advisers	August 1	30
NLC in Review video for FLW	September 1	75
Coordinate Chapter Family Emails	1 st of each Month	10 per month (total of 70 points)
Year in Review video for SLC	March 1	75
Total Possible		400

First Vice-President		
Description	Due Date	Points Available
Attend Summer & Winter Board of Directors Meetings	August/January	50
Create Updates PowerPoint for current year's initiatives, events, etc.	August 1	75
Review & Update What is FCCLA PowerPoint	August 1	75
Website review	December 1	50
Coordinate SLC Community Service Project	February 15	100
Coordinate script development for Awards and Recognition Dinner at SLC	March 15	50
Total Possible		450

Secretary		
Description	Due Date	Points Available
Attend Summer & Winter Board of Directors Meetings	July/January	50
Record & distribute meeting minutes for all SOT meetings	1 week after meetings	425
Coordinate & Create SOT Farewell for SLC	March 1	75
Total Possible		550

Vice-President of Competitive Events		
Description	Due Date	Points Available
Coordinate STAR buddy program for NLC	July 1	50
Create Competitive Events Promotional Flyer	August 1	25
Review & Update STAR Event resources (toolkit, PowerPoint, etc.)	September 1	75
Promote FCCLA/LifeSmarts Knowledge Bowl & Recognize Participants	September 10, November 20	75
Promote Skill Demonstration Events & Recognize Participants	September 15, November 20	75
Promote FCCLA/Knowledge Matters Simulations & Recognize Participants	October 1, November 20, January 20, March 1	75
Promote STAR Events & Recognize Participants	December 15, March 1	75
Total Possible		450

Vice-President of Development		
Description	Due Date	Points Available
Review Circle of Friends and Alumni & Associates promotional materials & resources	August 1	75
Write Circle of Friends and STAR Event Trophy Sponsor Thank You letters	August 1	100
Create a bi-annual newsletter for Circle of Friends	September 1, March 1	200
Plan & Promote Alumni Engagement Campaign	November 1, March 1	
Promote & Select Chapter Developer Award	December 1, February 1	50
Total Possible		475

Vice-President of Membership		
Description	Due Date	Points Available
Review & Update State Membership Materials (Toolkit, Idea Sheet, etc.)	July 15	75
Select Monthly Recognition Awards (Aug-May)	1 st of each month	10 per month (total of 100 points)
Plan & Promote Statewide Membership Campaign	August 1	125
Promote and Select Membership Campaign Awards	January 1, March 1	50
Coordinate & Plan FCCLA Week Initiatives	January 15	100
Total Possible		450

Vice-President of Programs		
Description	Due Date	Points Available
Promote National Programs with Monthly Spotlights on Social Media & Website	10 th of each month	20 per month (total of 160 points)
Select Bi-Weekly Sunday Spotlights (August 14-April 30)	Every other Sunday	5 per spotlight (total of 95 points)
Promote & Evaluate Nebraska National Program awards	January 1, March 1	50
Coordinate & Plan Peer Ed Pre-Conference Activity	February 15	120
Total Possible		425

Vice-President of Public Relations		
Description	Due Date	Points Available
Update, Promote, & Evaluate Nebraska Public Relations Award	August 1, January 1, March 1	50
Coordinate all Social Media Efforts	March 1	125
Write press release for Fall Leadership Workshop	1 week prior	75
Write press release for Mind Bending Careers Conference (collaboratively with HOSA Officer)	1 week prior	75
Write short paragraph about Peer Ed Pre-Conference Activity	2 days following	25
Write press release for State Leadership Conference	1 week prior	75
Total Possible		425

Probation and Removal Process

The rationale for this officer removal process is to provide high expectations for each officer while providing them the support and accountability to grow and strengthen his/her leadership journey throughout his/her State Officer experience.

Policy

A demerit(s) will be assigned for discipline accountability based off the categories below. Emergency situations such as a major illness or family tragedy will NOT result in obtaining a demerit(s), but does require a written note from the parent, doctor, and/or administrator. For each demerit assigned, the State Officer and State Adviser will complete and sign a Discipline Action Form stating the classification of the demerit, date of occurrence, a written description of what occurred, & action steps for the officer moving forward. A copy of the completed Discipline Action Form will be emailed to the chapter adviser.

If an officer obtains 2 demerits, he/she will be placed on probation. Within the first 10 days of this probation, the State Officer will have a live or electronic meeting with his/her adviser, school administrator, State Adviser, parent/guardian and the State President. If the President is the officer that has received the demerits, the First Vice-President will be a part of this meeting. During this meeting a conversation will occur reflecting on the history of the demerits and actions steps assigned from the Discipline Action Form(s). From there, a Probationary Action Form complete with action steps for the State Officer to complete moving forward will be completed. The probation period will not end however, the State Officer may still be eligible to receive recognition through the State Officer Recognition System. If the State Officer obtains 2 additional demerits he/she will be removed from office.

If a State Officer obtains 2 more demerits during their probation or completes an action warranting immediate removal, the Board of Directors will be convened in a live or electronic meeting within 10 days to vote to remove the State Officer. The State Officer, their adviser, and/or a parent/guardian may attend that meeting. The Board will be supplied with the Discipline Action Form, information from the probation meeting, and the Probationary Action Form. The Board can choose to remove the State Officer from the State Officer Team or may assign additional probationary conditions.

The decision of the Board may be appealed by the former State Officer but must be done so in writing (email is acceptable) within 10 days of the decision. In this writing, the former State Officer must explain why they feel it should be appealed. The Board will then decide whether to reinstate given the additional information or to adhere to the previous decision.

Demerit Values

.5 demerits

- Tardy /leave early from a meeting, conference, or function, excused*
- Failure to support local chapter activity
- Failure to complete required activity identified by the SOT at SOLA

**Excused is defined as authorized by the adviser prior to the event.*

1 demerit

- Missing a meeting, conference, or function (1 demerit/day) excused*
- Not completing Required SOT Duties in written work that continues throughout term including but not limited to blog posts, *Red Leader* article(s), 5th of the Month report, book review/report, and/or SOT goals.
- Failure to conduct 2 chapter visits

**Excused is defined as authorized by the adviser prior to the event.*

2 demerits

- Unexcused absence or tardy
- Not fulfilling Individual Officer Duties, each occurrence
- Violation of the Nebraska FCCLA State Officer Team Leadership Pledge

Immediate Removal (referred to the Board of Directors)

- Two or more unexcused absences
- Violation of the Nebraska CTSO State Officer Conduct/Procedures Code
- Defiance/Insubordination of State Adviser, Chapter adviser, administrator or other school personnel
- Ineligible for two consecutive grading periods
- Fighting, harassment (digital or in person), abuse (physical, emotional, social)
- Not following through with action steps and/or intervention plan when given a demerit

Being a Team

After the election process has been completed the real challenge begins. How do 8 individuals from vastly different backgrounds come together to create a team meant to reach goals and move the organization forward? This is not a passive, but very active process that involves the entire Team.

State Officers need to first be supportive of one another. Whether it's finding out about receiving a scholarship or making it to State in basketball, a Team that is supportive in and out of FCCLA is going to be more productive. Encourage fellow team members and listen to the activities they are in. Support them whenever possible and expect the same in return.

Secondly, State Officers must be respectful of individual viewpoints and opinions. With 8 different individuals there will inevitably be different viewpoints on many issues. Listening respectfully and responding appropriately are necessary not only when discussing FCCLA related items but also when getting to know the other members of the team as individuals. Your own positive attitude, flexibility, and willingness to be supportive of others' ideas will be returned.

Finally, State Officers need to communicate clearly and often. Effective communication between each other and with the State Adviser will be one of the greatest tools to building the Team and as a result, the organization. State Officers should be checking email at least 3 times per week, engaging through text messaging, and completing 5th of the Month reports. Share your struggles, successes, and even failures. Each member of the team has been there before and could be one of the best resources for you to learn from and improve with.

State Officer Adviser Expectations

The role of the State Officer's adviser is important and in many ways the success of the State Officer depends on the support they receive from their adviser. Things the State Officer Adviser may be called on to do:

- Transport State Officer to and/or from events
- Listen to presentations
- Listen to script parts
- Assist in preparing presentations
- Assist in contacting individuals they need to reach out to
- Serve the student and school in addressing absences per the school's policies
- Support the State Officer in their efforts
- Assist and support State Officer in implementation of action steps for improvement, as needed
- Ensure their level of preparation of events and presentations
- Serve as a contact for the State Adviser as necessary
- Address issues that may arise with the State Officer in cooperation with the State Adviser

Reimbursement Policies

State Officers fulfill many roles throughout the year and as a result, may be reimbursed for certain expenses they may incur during their term. While the following is not a complete list of every situation, this should provide you a basic example of what is a reimbursable expense.

- Mileage to official events in which chapters do not attend (SOLA, Winter Planning, etc.)
- Mileage to state arranged events (chapter visits, DLC of other districts)
- Other mileage necessary to fulfill responsibilities within goals and Program of Work
- Postage for mailing official correspondence as directed by goals, Program of Work, and/or State Adviser

Hotels and meals for events and conferences are arranged by the State Association. When ordering meals, State Officers may be asked to keep overall cost below a certain threshold however, at least 75% of all items on any given menu will still be available below this threshold. Meals while attending a conference that is not a group event should be arranged in advance by the State Officer with the event host.

Any mileage that is incurred during the use of a school vehicle is not reimbursed and State Officers and their advisers are encouraged to utilize this option whenever possible. If you are not certain whether an expense is reimbursable, it is best to contact the State Adviser prior to incurring the expense.

When a State Officer is representing Nebraska FCCLA, they must apply for reimbursement and provide correct mileage for their travel. A request for reimbursement form must be submitted to the State Adviser within 30 days of the event. No mileage will be reimbursed if a Travel Authorization Form is not submitted at least 5 business days prior to the date of departure.

Uniform, Dress, and Hygiene

As a representative of the organization, your uniform, dress, and hygiene are extremely important. Things that might be acceptable at one point or another in your life will not be appropriate when you are representing the organization. This section will outline uniform expectations as well as dress for other events and overall hygiene.

Each State Officer is granted up to \$50 to purchase items for their uniform pieces. This will often include a polo, black shirts, officer nametag, officer pin, and/or accessories such as ties,

necklaces, and/or scarves. Anything necessary in addition to the \$50 is the responsibility of the State Officer. Uniform decisions are made by the team at the initial meeting at State Leadership Conference and individuals on the Team should be considerate of each other's preferences and styles.

Other attire you will need to provide include:

Females

- Red FCCLA blazer
- 1-2 skirts (at least two inches from the top of knee)
- 1 pair black dress pants
- 1 pair dress khaki pants
- 2-3 white, button-down collar dress shirts (can be short or long sleeved; short sleeved recommended)
- Jet black pantyhose
- 1 pair black pumps, max of 2 inch heel, closed toe and closed back
- 1 pair dressy black flats

Males

- Red FCCLA blazer
- 2-3 pair black dress pants
- 1 pair dress khaki pants
- 2-3 white, button-down collar dress shirts (can be short or long sleeved; short sleeved recommended)
- Black dress socks
- 1 pair black dress shoes

Thanks to contributions from former Officers and chapters, the State Association has a set of blazers that you may rent for the year. To do this, you must pay \$65 up front and upon return of the blazer, you will receive \$40 back. Arrangements for this program may be made with the State Adviser.

All State Officers should consider their physical appearance as one of the first impressions you provide. All State Officers should keep their nails neat and trimmed and their hair washed and presented neatly. Female State Officers may wear nail polish however it should be a neutral tone or red. Nail designs should be avoided.

Male State Officers may have facial hair but it should be kept neat and trimmed. Female State Officers should also take care in selecting and applying make-up. Make-up is not required however if it is worn, it should be applied appropriately. Eye shadow, blush, and lip color should be neutral and applied lightly. Additional lip color may be necessary for lighted stage environments, however, care in color selection should be given. Eye color including shadow, liner, and/or mascara should remain neutral in color and application.

Hair color and styles should remain neutral and avoid extreme trends in color or style. It should be worn neat and professional when representing the organization.

Jewelry should also be considered and care should be taken in selection. Simple earrings, a bracelet, or watch may be worn. The FCCLA pin and guard are placed on the left lapel of the official blazer. The guard is placed to the left of the pin level to the lower edge of the pin. No other pin should be attached to it, as it alone designates membership in FCCLA. Only one office guard should be worn with the pin. Other program symbols such as Power of One or STAR Events should not be worn when representing Nebraska FCCLA as a State Officer. The official name badge should be worn on the right lapel of the jacket.

Events

Required

Required meeting dates change year after year however State Officers should be aware of these dates prior to running and make arrangements.

Required meetings include:

State Officer Leadership Academy (SOLA)	Tuesday-Friday after Memorial Day
National Leadership Conference	late June-early July
Fall Leadership Workshop	mid to late September
District Leadership Conference(s)	October to early November
Winter Planning Meeting	late January to early February
CTSO Legislative Workshop	early February
Peer Education Conference	last Sunday and Monday in February
State Leadership Conference	early April
Board of Directors Meetings*	early August and early January
Monthly Zoom Conference Call Meetings	once each month

*only for applicable offices

Should a State Officer choose to participate in another activity scheduled on the same date(s) as one of the required meetings, that officer shall resign from their office. Exceptions will be granted for participation in a National FCCLA event or program, illness or death in the family or other family emergency, or hazardous weather. These determinations will be made by the State Adviser in consultation with the officer's adviser.

Recommended

Officers are encouraged to participate in a variety of activities and events that will strengthen their leadership skills and promote Nebraska FCCLA.

These events could include:

Capitol Leadership Conference	early to mid-October
Mind Bending Careers with NE HOSA	early November
National Fall Conference	early to mid-November
Commissioner's Recognition	Monday before Thanksgiving
Proclamation Signing with Governor	beginning of February
FCSTN Legislative Day	2 nd Wednesday in February
State Officer Screening Day	same date as FCSTN Legislative Day
Chapter Visits	throughout term

Meetings such as chapter visits and District Leadership Conferences must be arranged through the State Adviser. This is to ensure that students do not have excessive absences as well as the best possible savings for the chapter, District, and/or State Associations. Meetings arranged on a State Officer's own accord will not be eligible for reimbursement and not promoted to the local chapter adviser and/or administrator.

Making Change Happen

As with any business or organization, FCCLA has a process of change for making updates to the organization. There are many individuals and groups that have a stake in implementing change.

Local Chapters

Local chapters set their own Program of Work. While they are encouraged to participate in State and/or National initiatives, it is their own decision. State Officers are encouraged to promote these initiatives to their own chapters as well as others they interact with in order to achieve goals and promote the opportunities in the organization.

State Officer Team

The State Officer Team is one of the main, driving forces for short-term decisions and programs of the organization. Long-term goal setting is possible however, Officers may not get to see the fruits of their efforts first-hand. Officers should recognize that they have an opportunity to leave a legacy of continued improvement and work to help achieve the goals set by previous State Officer Teams.

Many changes are set in motion by the work put in at SOLA. This is a crucial time in which the tone and direction of the organization will be determined. Items such as the Program of Work, Strategic Plan action items, and subject matter of sessions at state conferences will be decided and planned by the State Officer Team.

State Adviser

The State Adviser is responsible for the day-to-day operations of the organization. In addition, the State Adviser works to implement the plans of the State Officer Team and Board of Directors. Decisions made by the State Adviser could include financial operations in line with a budget previously approved by the Board of Directors, steps toward implementation of approved programming decisions, and coordination of awards and recognition in line with Operational Procedures.

Board of Directors

The Board of Directors is the main decision-making body of Nebraska FCCLA. All financial, programmatic, and operational changes must be approved by this governing body. The State Adviser serves as a liaison to this group. The Board of Directors is made up of adviser representatives from each region, one at-large adviser representative, a member of the SPOT Adviser team, and a representative selected by FCSTN. The State President, First Vice-President, and Secretary serve as non-voting, ex-officio members of the Board and advise the Board of Directors on the workings of the State Officer Team and the perspectives from members.

District Advisers

These chapter advisers lead the district in their conferences and initiatives. They are liaisons between the State Association and the local chapters and share updates throughout the year with the advisers and District Officers within their District. They assist in the selection process for State Officers.

District STAR Event Coordinators

One chapter adviser from each district makes up this team as well. The STAR Event Coordinators plan the District STAR Event competitions as well as recommend state-wide STAR Event updates to the Board of Directors. This includes the addition or removal of specific STAR Events and registration changes that impact competition.

Where to Look

Bylaws

The Bylaws provide the basic guidelines of the organization. They are written broadly to meet the evolving needs of the organization. They govern the large decisions that may be made by the organization. The Bylaws may only be changed by a vote of the delegates at the State Leadership Conference.

Operational Procedures

The Operational Procedures guide more of the day-to-day operations of the organization including programming, evaluation, and membership. The Operational Procedures provide guidelines for these things as well as answer many questions on the procedures the State Adviser and others must follow on behalf of the organization. The Operational Procedures may be changed by a vote of the Board of Directors.

Nebraska FCCLA Website

The Nebraska FCCLA website contains all forms and documents that a chapter member or adviser may need to reference. The website also houses the Nebraska FCCLA blog, information about supporting Nebraska FCCLA, and necessary links to other opportunities for members, advisers, and chapters.

National FCCLA Website

The National FCCLA website includes promotional materials that are generic to all states as well as information about National Programs and initiatives. All National award applications can be found here as well as the National *Competitive Events Handbook*. Finally, this is also where you can link to the National FCCLA store for a variety of chapter supplies and emblematic apparel. The National website also has a search function to help you find items that may be available.

Who to Contact

Chapter Adviser

Your adviser is your immediate and best resource for information about FCCLA. They will serve as a connection to you and the local school and can assist you in ensuring all your paperwork is signed by the appropriate individuals.

National Network Team Leader

Each member of the National Executive Council heads up a group of similar leaders from each state that have similar job responsibilities. They will be able to assist you with development of new ideas or if you have questions about programs and initiatives that relate directly to your office. You will receive an email from this National Officer toward the beginning of your term and will interact with them through the year. If you're not sure of who your National Network Team Leader is, contact the State Adviser.

Nebraska FCCLA Interns

Interns help support the day-to-day operations work of the state association. They update resources, communicate with advisers, plan initiatives, and assist during conferences and events. They will be assisting State Officers with a variety of projects and activities throughout the year and are an invaluable resource to you and our state association.

Terri Donahue

Terri is a Professional Assistant on the NDE CTE Team who has great experience supporting FCCLA and Family and Consumer Sciences. She is an excellent resource and is someone who might be sending you reminders and direction on various projects. Her email address is terri.donahue@nebraska.gov and her phone number is 402-937-4367.

Tracy Way

Tracy is a Human Sciences & Education Career Field Specialist. Her role is to develop, support, and provide guidance for the Family & Consumer Sciences, Education & Training, and Government/Law & Public Safety career field areas. She connects the work of Educators Rising and FCCLA within the field and promotes the work of these organizations. Her email address is tracy.way@nebraska.gov and her phone number is 402-937-5095.

Chelsey Greene

Chelsey is the State Adviser for FCCLA and a Human Sciences & Education Career Field Specialist. Her primary role is to plan and coordinate all FCCLA events, programs, and recognition. She works directly with the Board of Directors as well as with advisers across the state. Her email address is chelsey.greene@nebraska.gov and her phone number is 531-207-3104.

Communicating

Whether it is in written, oral, or even non-verbal, communication is incredibly important to the image you present of FCCLA as well as yourself. There are many right and many wrong ways of engaging in communication. It's often found that what works best for you isn't what works best for someone else. Here are just a few things to consider as you communicate:

- Watch your body language and ensure that you appear like you are interested and engaged.
- Get rid of umm, uh, like, ya know, and other fillers. This is very difficult but it is much better to have a quiet break rather than filler.
- Be prepared when possible. Practice what you are going to say by writing it out and reading through until you reach a comfort level with the information.
- Ask questions to learn what the other person is really saying. After asking, show appreciation (even if it's disagreement) for what they are saying.
- Put your cell phone away. Or any other distraction. If you are in the middle of a conversation and must get pulled away for a call, ask to be excused rather than picking it up to respond. The top of your head is not the image you want to send home with someone.
- Really listen to what the other person is saying. Don't use their time to talk to think of a response in your head. Don't interrupt, but instead take some notes to help you remember what they said and what questions you might still have.

Development

Development is about advancement. This could be done through monetary donations, volunteer time, or ideas that help advance the organization. However, with any of these methods, communication is vital to ensuring development is successful. Communication should be clear and concise. However, when asking for donations, for example, it is not the same as selling cookie dough. Those you speak to are not getting a direct product but a direct impact. Asking "Do you want to buy some cookie dough?" is very clear and concise, however, "Do you want to donate money to FCCLA?" is concise but not clear at all.

When seeking donations for FCCLA, here are some things to keep in mind:

- **Have your case statement ready.** Lead with something you are comfortable and confident in saying.
- **Know who you are speaking to before you get there.** Know their name or who to ask for so that you can get straight to the point with the person that will make the decision. In addition, knowing about the company or individual and knowing what is important to them will give you an opportunity to connect those passions to FCCLA.

- **Lead the conversation.** The conversation will only go the direction you want it to if you lead it that direction. In addition, be aware of nonverbal cues of distraction or overstaying your welcome and respond accordingly.
- **Have a leave behind.** Have something that directs the individual to the next steps. The Circle of Friends handout would be an excellent resource to utilize because you can not only reference it for facts throughout your conversation, but it has all the information about next steps for the individual or business to take.
- **Kill it at closing.** When it comes time to say goodbye recap why you are there, thank them for their time, and wish them a good day. No matter how bad the meeting went, your closing should not indicate otherwise. You need to leave them with a positive impression of you and the organization.

Elevator Speeches and Case Statement

For too long, the incorrect practice has been promoted of *the* elevator speech. In all actuality, you need *many* elevator speeches. When you begin an interaction with someone who wants to know about something FCCLA you may begin at completely different locations. If someone is asking about what your role in FCCLA is you wouldn't start with what the organization is. In addition to the "What is FCCLA?" here are some topics that you should be prepared to give an elevator speech on:

- Activities as a member of the State Officer Team
- How chapters operate as a part of the FCS program
- What belonging to the organization means to you
- How participation in the organization's programs contribute to member's success in families, communities, and careers
- How FCCLA is unique
- How FCCLA is related to other CTSOs
- What the conference or meeting you are in right now is all about

A case statement is a great place to start. The purpose of a case statement is to make your claim and allow the other person to ask questions about the section(s) that interest or even confuse them. This is an example of a case statement that should be used when promoting the organization.

FCCLA: The Ultimate Leadership Experience is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work, and societal issues through Family and Consumer Sciences Education

Introductions

Introductions are an important part of your term as a State Officer. When interacting in a group, making an unnecessary introduction is better than finding out later that two individuals did not know each other. It is always appreciated when someone takes the lead in an introduction rather than leaving it up to those in the conversation.

If you know both parties that don't know each other, it is your responsibility to introduce them to each other. To do this, begin speaking with the person you would like to honor first. For example, "Mrs. Jones, this is another member of our State Officer Team, Billy Smith, the State President. Billy, this is my Principal, Mrs. Jones." From there you can work to begin a conversation where all parties feel included. In this situation you might say something like, "Mrs. Jones has been an outstanding supporter of FCCLA in our school district. I believe you are even evaluating STAR Events this week?" Don't leave the two individuals alone to begin their conversation at random.

Script Writing

There will be opportunities throughout the year to develop scripts for different state events. This includes NLC State Meetings, FLW, and SLC. While some sections of the scripts are developed independently by the State Adviser and Backstage Coordinator there are times where you will need to prepare something. Adherence to deadlines in these situations is absolutely necessary as there are multiple things going on at the same time that require attention.

When writing scripts, it is important to keep to the necessary information; remember what the purpose of you speaking should be. Before sending your script part, ensure that you have indeed communicated what needed to be communicated. While your own mannerisms will come through in your speaking, State Officers should take care to avoid slang, words with multiple meanings that could be confused, and colloquial language that is too casual for the audience.

Public Relations and Networking

Public relations in FCCLA is the constant practice of building a positive image for the organization. This takes place over time, across many interactions with many different people. A positive image can take years to build, and unfortunately, only a few moments to destroy.

The way you look, act, speak, and listen all contribute to the impression people have of you and the organization. Your actions should show that you are well-informed, passionate, and prepared to speak on behalf of the organization.

There are many resources that can assist you in the area of public relations. One of the best things to check is the National FCCLA *Branding and Promotion Guide*. This guide provides information about logo usage, writing a press release, and basic information about the National Association that can be used for building your own and others' knowledge about the organization. The internet also provides multiple examples of good written and oral communication that can assist you in forming thoughts, checking for good form, and considering additional points of view. Finally, the State Adviser is a resource for building that positive image through advice and edits. All correspondence that you send as a State Officer should be approved by the State Adviser or Administrative Assistant prior to sending/ mailing.

This helps ensure that we know what is going on as well as ensuring the consistent message and branding of FCCLA.

The following are some things to keep in mind as you build the positive image of FCCLA and of yourself:

- Foster positive relationships with local media. Keep them informed of events that would interest their readers/viewers/listeners/advertisers.
- Be prepared to speak about FCCLA at all times. Being prepared will help you appear professional and will calm your nerves.
- Have your own story prepared about your role, experiences, and history with the organization.
- Seek out opportunities to attend meetings and speak about FCCLA. These could include civic organizations, community groups, or schools' Board of Education.
- Work at remembering and/or recording names and contact information for people that you meet. Utilize networking cards to spread your message.

Chapter Visits

Many times you will be asked to visit chapters for a variety of events. This may include presenting in a classroom, attending a social event hosted by the chapter, or participating in a service project. These visits should be arranged with consideration of the State Officer Team's Program of Work, the organization's goals, and requests from chapters. If you are contacted by a chapter to arrange a visit, you should contact the State Adviser before finalizing arrangements. The following are things to keep in mind before, during and after your chapter visit.

Before

- Make certain you have all details of the event including date, time, location, parking, and where to check in.
- Have a clear understanding of what your role at the event will be; are you presenting, attending, introducing someone, or giving an award.
- Align your dress to the nature of the event.
- Working with the State Adviser and chapter adviser, coordinate travel method and reimbursement procedures.
- Prepare any presentation materials. If you require copies of something, submit your request to the State Adviser at least 10 business days in advance of the date needed. You can also make your own copies.

During

- Arrive slightly early depending on your role at the event.
- Represent FCCLA and yourself in a positive light.
- Greet individuals at the event.
- Offer and follow through on assisting with set-up and tear-down.

After

- Write a thank-you note to the chapter adviser and members.
- Write a thank-you or follow up to other individuals that presented or attended as appropriate.
- Submit final reimbursement for mileage and/or other reimbursement as appropriate.

Planning Sessions

As a State Officer you will prepare and present a wide variety of sessions. These will vary in length, audience, and content. You may even be asked to present on a topic on which you are not as knowledgeable on. However, you should consider these opportunities the chance to expand your FCCLA knowledge and further your own leadership development.

Resources

When planning a session, the most important resource for a State Officer is not their own knowledge. The most important resource for a State Officer is everything else around them. When you rely only on your own knowledge for a session, you will not have the best session you possibly can. State Officers should talk to their Team, adviser, State Adviser, and reference the Nebraska and National FCCLA websites. The first step to being successful is admitting that you may not have all of the answers.

Best Practices

There are a few things to keep in mind as a session takes shape. The first is to begin with the end in mind. This means that you need to consider and write what your objectives *first* before you try to plan any events. Next, before you plan any activities, make certain that you know what your session specifics will be. Some things to consider include:

- Audience
- Length of time
- Room set-up
- AV availability

Once you have resolved these issues, you can begin planning your session. Be certain that your activities relate to the objectives that you identified in the beginning. Everything from your introduction or ice breaker to your evaluation at the end should connect to those objectives.

When preparing a session, you need to plan the introduction, content, and ending. State Officers should be aware that activities may take longer or shorter. As a result, it's always a good idea to plan a few extra, purposeful activities or points just in case a session doesn't quite go as planned. In closing, the State Officer should be certain there are a few minutes for question/answer as well as sharing the latest updates with Nebraska FCCLA, directing them to Nebraska FCCLA on social media, and offering contact information for further questions that may arise.

Finally, as scary as it may sound, the final best practice to share is to gather an evaluation from the session. Getting feedback from the session will help you not only improve in your own presentation skills but will also help the State Association as a whole determine what topics and/or questions still need to be covered.

Format

Sessions that are planned should follow the Nebraska FCCLA Workshop Plan. This plan provides insight into all the necessary components to building a successful session. It should be completed fully with consideration to each section. When the session is for a state event, the Workshop Plan will be required at least 4-6 weeks prior to the event. The State Adviser will work with the State Officer Team to set the due date as well as ensuring any incomplete sections are completed.

The Workshop Plan can be found in the Appendix section of this Handbook as well as on Google Drive.

When it's Over

Return of Items

While many of the items you will receive to complete your duties are yours to keep, there will be some items that must be returned. While this is not a complete list the following items must be returned at the end of your term:

- Ascots/Ties
- SLC Binder
- Red Blazer (if borrowed)

These items must be turned in at a specific time to a specific individual at the State Leadership Conference. Any items that are not returned will be billed to the State Officer.

What's Next?

To be honest, the next thing is the let-down. You will be so exhausted at the end of the State Leadership Conference that once you finally get your sleep caught up and have time to reflect, you will have some happiness and some sadness. You have planned and carried out a

State Leadership Conference that has provided motivation, leadership development, and new experiences for so many. You will soon come to the awareness that your term has ended and the position has been picked up by someone new. So what now?

It's time to bow out and prepare for the fact that things will be different. Different doesn't mean bad, it means that you can assume a new role in FCCLA. Your leadership skills are still a valuable resource to FCCLA and those around you. You can be a good resource at the State and local levels so make your interest known to those around you.

When it's over, it will have been quite a year to reflect on! You will have accomplished so much but you still have so much more to look forward to. Take what you have learned with you and believe that the best is yet to come!

2022-2023 Calendar of Events

Please note that some of these dates are subject to change. For the most up-to-date information, check the Nebraska FCCLA website.

2022-2023 Nebraska FCCLA Program of Work

August

- 2-3** Board of Directors Meeting in Grand Island
- 22** Fall Leadership Workshop registration opens
- 31** August Adviser, Chapter, & Member of the Month nominations due

September

- 1** LifeSmarts Coaches Registration Opens
- 9** Fall Leadership Workshop registration closes
- 12** LifeSmarts Online Competition begins
- 19** Fall Leadership Workshop in Kearney
- 30** Health & Safety TeamSmarts Quiz due
September Adviser, Chapter, & Member of the Month nominations due

October

- 1** A Day in Your Future applications due
New Chapter Grant Application due
- 10** Mind Bending Careers registration opens
- 10-12** Capitol Leadership in Washington D.C.
- 14** A Day in your Future applicants notified of status
- 28** Mind Bending Careers registration closes
- 31** Personal Finance TeamSmarts Quiz due
October Adviser, Chapter, & Member of the Month nominations due

November

- 1** Initial Affiliation deadline (paid)
- 7** Mind Bending Careers in Kearney
- 11-13** National Fall Conference in Washington D.C.
- 15** LifeSmarts Online Competition closes
- 21** Commissioner's Recognition in Lincoln (invitation only)
- 30** Consumer Rights & Responsibilities TeamSmarts Quiz due
November Adviser, Chapter, & Member of the Month nominations due

December

- 14** LifeSmarts State Competition in Lincoln
- 15** SPOT applications due
- 31** Technology TeamSmarts Quiz due
December Adviser, Chapter, & Member of the Month nominations due

January

- 1** Affiliation deadline (paid) for STAR Event participants
State Degree Portfolio due to State Adviser – to receive initial review
- 10** Nebraska FCCLA State Degree Portfolio due
- 16** State Officer Candidate applications due
National Officer Candidate applications due
- 17** Peer Education Conference registration opens
- 19-21** Chapter Adviser Summit in Denver, CO
- 31** Environment TeamSmarts Quiz Due
January Adviser, Chapter, & Member of the Month nominations due

February

CTE Month

- 1** State Degree Candidates notified of status
SPOT Candidates notified of status
A Day in Your Future follow up forms due
Nebraska FCCLA Scholarship applications due: Collegiate, FCS Education, Non-FCS Education, & SPOT
Nebraska Honorary Membership & Distinguished Service Award applications due
Chapter Developer Award due
SLC registration opens
- 8** State Officer Candidate Screening Day in Lincoln
FCTSN Legislative Workshop in Lincoln
- 10** SLC Honorary Conference Assistant applications due
SLC National Anthem auditions due
- 13-17** FCCLA Week
- 15** SPOT Award applications due
Peer Education Conference registration closes
- 26-27** Peer Education Conference in Kearney
- 28** Capstone TeamSmarts Quiz Due
February Adviser, Chapter, & Member of the Month nominations due

March

- 1** National Program Awards, National Chapter Public Relations Award, & National Scholarship applications due
National Master Adviser, Adviser Mentor, & Educated Adviser Award applications due
National School Administrator, Alumni Achievement, Distinguished Service, Honorary Membership, & STAR Events Volunteer Award applications due
Safe Rides Save Lives PSA submissions due
SLC registration closes
Affiliation deadline (paid) for SLC participants
Nebraska Individual, Chapter, and Adviser Award applications due
- 17** SLC payment deadline
- 31** March Adviser, Chapter, & Member of the Month nominations due

April

- 1** Go For the Red Award Applications due
- 2-4** State Leadership Conference in Lincoln
- 12** National STAR Event Competitors due
- 27-30** LifeSmarts National Competition in Cincinnati, OH
- 21** Nebraska NLC Special Event registration due
- 30** April Adviser, Chapter, & Member of the Month nominations due

June

- May 30-2** State Officer Leadership Academy in Ashland
- 9** Nebraska NLC payments due
- 12** District Officer/SPOT Training in Kearney
- 13** SPOT Training in Kearney

July

- 2-6** National Leadership Conference in Denver, CO



NEBRASKA
STATE ASSOCIATION

Appendices

State Officer Candidate Contract

CTSO State Officer Candidate Code of Conduct/Procedures Code

FCCLA State Officer Leadership Pledge

CTSO Medical Release/Photo-Video Release Form

State Vehicle Waiver Form

Travel Authorization Form

Reimbursement Form

Discipline Action Form

Probationary Action Form

STATE OFFICER CANDIDATE CONTRACT

State Officer Candidate

By signing below, I acknowledge the following statements:

- I will attend all official State Officer Team meetings and required state events including but not limited to those listed below. I understand that my failure to do so may result in removal or resignation from office.
 - State Leadership Conference – April 3-5, 2022
 - SOLA – May 31-June 3, 2022
 - National Leadership Conference – June 29-July 3, 2022 in San Diego, CA
 - Fall Leadership Workshop – September 18-19, 2022 in Kearney
 - District Leadership Conferences – October/November 2022
 - Winter Planning – January/February 2023 (*dates will be selected by the team at SOLA*)
 - CTSO Legislative Day – February 5-6, 2023 (*tentative*)
 - Peer Education Conference – February 26-27, 2023 in Kearney
 - State Leadership Conference – April 1-4, 2023 in Lincoln
- 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



NEBRASKA FCCLA

State Officer Team Leadership Pledge

As a leader in Nebraska FCCLA, I recognize that leadership means opportunity and responsibility. Because I am a leader, I represent much more than myself. Others, both youth and adults, will see in me the image of the organization I represent. I alone have the power to ensure that the image that I project is one that is positive and above reproach.

I believe in myself and in FCCLA. I acknowledge that I am a creative, responsible, maturing person, capable of working independently as well as cooperating with others.

I pledge myself to:

- Increase my understanding of FCCLA and the opportunities membership provides.
- Identify those areas of FCCLA in which I can be most effective, set goals for my own FCCLA action, and take responsibility for carrying out these goals.
- Develop skill in communicating FCCLA to others.
- Frequently and effectively communicate with the State Adviser to ensure the success of the Nebraska FCCLA Association and its programs.
- Serve as a resource person to others by searching out ideas, trying new techniques, and using FCCLA materials in Family and Consumer Sciences classes and FCCLA chapters.
- Share my leadership opportunities by involving members of my chapter in planning for, carrying out, and evaluating my responsibilities.
- Set an example for other FCCLA members by caring about those with whom I come in contact, maintaining pride in my appearance, and behaving in a manner appropriate to the occasion.
- Follow the guidance of the advisers and other adults who share the responsibility for helping me grow as a person and as an FCCLA member.
- Refrain from the use and/or distribution of drugs, alcohol or tobacco.
- Be a positive participant and contributor in chapter, district, state and national FCCLA meetings and events.
- Adhere to all guidelines of the Nebraska FCCLA State Officer Handbook

I understand that failure to complete any of the above listed criteria may result in disciplinary action including but not limited to removal from the State Officer Team.

DATE _____

SIGNED _____



Nebraska Family, Career, & Community Leaders of America
P.O. Box 95167 • Lincoln, NE 68509
www.nebraskafccla.org

STATE OFFICER TRAVEL AUTHORIZATION FORM

Please complete this form BEFORE each scheduled meeting, as designated by the State Adviser, and send electronically to:

Chelsey Greene
State Adviser
chelsey.greene@nebraska.gov

NAME OF OFFICER _____

NAME OF FUNCTION _____ DATE(S) OF FUNCTION _____

PLACE OF FUNCTION _____

MODE OF TRANSPORTATION _____

APPROXIMATE TIME OF ARRIVAL _____

PERSON(S) ACCOMPANYING YOU _____

We understand that the meeting will convene at approximately _____

We understand that the meeting adjournment is scheduled for approximately _____

We, the undersigned, understand that the above-named individual will be in attendance at the stated function. We give our approval for this individual's participation. We agree to the provisions as stipulated in the Conduct Code. We agree not to hold Nebraska FCCLA, the State Board of Education, or any of its agents, liable for any accident, illness or injury to this individual during participation in state organization approved activities or functions and necessary travel to and from those sites.

State Officer Signature _____

School Official Signature _____

Home/Cell Phone _____ Work Phone _____

Parent/Guardian Signature _____

Chapter Adviser Signature _____

Home/Cell Phone _____ Work Phone _____

Home/Cell Phone _____ Work Phone _____



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REQUEST FOR REIMBURSEMENT

NAME _____ POSITION _____

CHAPTER _____ PHONE # _____

NAME TO ADDRESS PAYMENT TO _____

ADDRESS TO SEND PAYMENT _____

Description of Expense*	Amount**
Total Expense	

*For description, give the date and describe type of expense

**Attach receipts

I certify that these expenses were incurred while performing my duties for Nebraska FCCLA.

Signature

Date

Mail or email this form and documentation to:

Chelsey Greene
 Nebraska FCCLA
 PO Box 95167
 Lincoln, NE 68509
chelsey.greene@nebraska.gov



Nebraska Family, Career, & Community Leaders of America
P.O. Box 95167 • Lincoln, NE 68509
www.nebraskafcla.org

STATE OFFICER DISCIPLINE ACTION FORM

Name		Office	
Date of occurrence		Demerit	
Type of occurrence			
Description of occurrence			
Action Steps			

I understand the information contained in this document and have had the opportunity to review it.

State Officer Signature

Date

State Adviser Signature

Date



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STATE OFFICER PROBATIONARY ACTION FORM

Name		Office	
Today's Date		Accumulated Demerits	
Individuals Present for Meeting			
Discussion			
Action Steps			

I understand the information contained in this document and have had the opportunity to review it.

State Officer Signature

Date

State Adviser Signature

Date