



# Nebraska FCCLA Intern Application

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Hometown/High School: \_\_\_\_\_

Please rank (1-3, highest to lowest) which of the following positions you are interested in:

\_\_\_ **Special Events Coordinator**

*Payment: \$13 per hour*

- Coordinate award selection process with State Officer Team.
- Create seating charts for Recognition Session.
- Organize the supplemental activities during SLC, including: FCCLA Serves, Tours, Breakout Sessions, Opportunity Fair, Dance, Movie.
- Provide conference preparation assistance totaling 6-8 hours per week (or equivalent) from January 1-April 20, 2023.
- On-site assistance during the State Leadership Conference April 1-4, 2023.
  - Shared hotel room for the nights of April 1-4 will be provided.
  - 8 meals + meal stipend of \$25 for meals not covered April 1-4 will be provided.

\_\_\_ **Honorary Conference Assistant Coordinator**

*Payment: \$350 honorarium*

- Review, select, and communicate with Honorary Conference Assistants.
- Develop and deliver Honorary Conference Assistant orientation at SLC.
- Create schedules for Honorary Conference Assistants.
- Provide support to the STAR Events Assistant Coordinator and Backstage Coordinator, as needed, during SLC.
- On-site assistance during the State Leadership Conference April 1-4, 2023.
  - Shared hotel room for the nights of April 1-4 will be provided.
  - 8 meals + meal stipend of \$25 for meals not covered April 1-4 will be provided.

\_\_\_ **Conference Intern**

*Payment: \$350 honorarium*

- Write FCS Knowledge tests for junior and senior level for these topics: Child Development & Parenting; Fashion Construction & Design; FCCLA Knowledge; General FCS; Housing & Interior Design; Nutrition; Parliamentary Procedure; Personal Finance.
  - Create seating chart for FCS Knowledge Test participants.
- Develop FCCLA/LifeSmarts Knowledge Bowl test and live competition rounds.
- Provide support to the Backstage Coordinator and State Officer Team during SLC.
- On-site assistance during the State Leadership Conference April 1-4, 2023.
  - Shared hotel room for the nights of April 1-4 will be provided.
  - 8 meals + meal stipend of \$25 for meals not covered April 1-4 will be provided.

Please send this application along with a copy of your resume to Chelsey Greene, State Adviser at [chelsey.greene@nebraska.gov](mailto:chelsey.greene@nebraska.gov).

**Application and materials are due Monday, December 5, 2022.**

**Please describe your experiences in FCCLA.**

**Why would you like to serve in this capacity?**

**Describe relevant experiences carrying out tasks similar to each of the available positions (e.g. work experience, leadership roles, prior FCCLA or other CTSO involvement, etc.).**

Special Events Coordinator:

Honorary Conference Assistant Coordinator:

Conference Intern:

For the application to be considered complete, please have 1 Recommendation Form (attached) completed and submitted by a professional or educational reference of your choice (e.g. former FCCLA chapter adviser, current boss, college advisor, former or current teacher, etc.). The Recommendation Form should be sent directly to the State Adviser from the person who is completing it.

**Applicant Name:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please send this application along with a copy of your resume to Chelsey Greene, State Adviser at [chelsey.greene@nebraska.gov](mailto:chelsey.greene@nebraska.gov).

**Application and materials are due Monday, December 5, 2022.**



# Nebraska FCCLA Intern Recommendation Form

Nebraska Family, Career and Community Leaders of America (FCCLA) is seeking to enlist a group of talented FCCLA alumni to serve as interns. These interns will support the State Adviser and state staff in planning, organizing, and executing the 2023 Nebraska FCCLA State Leadership Conference.

Thank you for agreeing to share your insight about a candidate for a position with Nebraska FCCLA. The candidate's ability to work with student leaders, as well as time management and their ability to meet deadlines are key factors for this position. Please keep that in mind as you fill out this reference form. The information that you supply concerning this applicant's personality and motivation is very important in the final evaluation. No application will be considered complete without this information.

**Applicant's Name**

**How long have you known the applicant?**

**How do you know the applicant?**

**Describe why you believe the applicant has the ability and is likely to succeed as an intern for Nebraska FCCLA.**

**What are the applicant's greatest strengths and assets?**

After you have completed this Recommendation Form,  
**please return it by December 5, 2022** directly to  
Chelsey Greene, Nebraska FCCLA State Adviser, at [chelsey.greene@nebraska.gov](mailto:chelsey.greene@nebraska.gov).

**What are the applicant's greatest weaknesses and liabilities?**

**By marking the appropriate box, please rate the applicant on each of the following characteristics (as compared to his/her peers):**

Characteristic	Below Average	Average	Above Average	Superior	Unknown to Me
<i>Leadership Ability</i>					
<i>Organizational Skills</i>					
<i>Problem-Solving Ability</i>					
<i>Flexibility/Adaptability</i>					
<i>Self-Motivation</i>					
<i>Ability to Work with Others</i>					
<i>Responsiveness/Timeliness</i>					

**Please provide a short summary of your primary reason(s) for recommending this applicant.**

**Evaluator Name:** \_\_\_\_\_

**Evaluator Title/Relationship to Applicant:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Evaluator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Note: This recommendation will not be considered complete without evaluator's signature.)*

After you have completed this Recommendation Form,  
**please return it by December 5, 2022** directly to  
Chelsey Greene, Nebraska FCCLA State Adviser, at [chelsey.greene@nebraska.gov](mailto:chelsey.greene@nebraska.gov).