



Operational Procedures

Revised August 2025

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01. Organizational Structure

01.01 Governance & Operations

The Nebraska FCCLA Association Bylaws identify the basic procedures relating to the State Association and the limitations placed on the powers of membership.

The Nebraska FCCLA Operational Procedures are contained in this document. These policies may be amended by the Nebraska FCCLA Board of Directors. Changes to the Operational Procedures may occur by a majority vote of the Board of Directors.

Additional policies are outlined in the following handbooks. The Board of Directors will approve these handbooks annually.

- Board of Directors Handbook
- District Leaders Handbook
- Competitive Events Handbook
- State Officer Team Handbook
- SPOT Handbook

01.02 Local Chapters

Schools that offer Family & Consumer Sciences education are eligible to establish FCCLA chapters. Family & Consumer Sciences education, both comprehensive and related occupations, is defined as middle or high school courses that are within the Education & Training and Human Services clusters in the Human Sciences & Education career field or within the Hospitality & Tourism cluster in the Business, Marketing, & Management career field.

01.03 Issuance of Charters

Chapters will complete the affiliation process through the national FCCLA membership portal. Once payment is remitted and received for national, state, and district (if applicable) dues, members will be considered affiliated, and the requirements of Article IV, Section 4 of the state Bylaws will be met, unless additional materials are requested by the Board of Directors. This process must be completed annually by May 31 in order to maintain an affiliated chapter.

01.04 Annual Dues

There are four affiliation options available to chapters. Additional information about dues can be found on the [Rates and Packages page](#) of the national FCCLA website. State and national dues is remitted directly to the national association; District dues is remitted to the state association.

01.04.A Regular Affiliation

With this traditional affiliation option, dues are paid for each member and adviser individually. Currently, national dues is \$9 and state dues is \$6, so the total dues per member and adviser is \$15. On August 1, 2026, state dues will increase to \$7, so the total dues per member and adviser will be \$16. A minimum of 12 students is required to affiliate a chapter. If you have fewer than 12 members, you will still pay the national dues for 12 members; state dues is only charged for affiliated members (there is no minimum).

01.04.B Middle Level Affiliation

This flat-rate option allows you to affiliate an unlimited number of members in grades 8 and below. Currently, the national rate is \$250 and the state rate is \$50, so the total cost per chapter is \$300.

01.04.C Up to 25 Chapter Package

This flat rate option includes up to 25 student affiliations (with the option to add more at the regular affiliation rate), unlimited adviser affiliations, and resources bundled into the package. Currently, the national rate is \$395 and the state rate is \$85, so the total cost per chapter is \$480. If more than 25

members are affiliated, the current regular affiliation rate is \$15 per member. The resources included in the package are: one (1) year subscription to the FCCLA Testing Readiness Resource, one (1) year subscription to the FCCLA Knowledge Hub, one (1) Adviser Academy registration, and one (1) National Program Guide of choice.

01.04.D Unlimited Members Chapter Package

This flat rate option offers unlimited student affiliations, unlimited adviser affiliations, and resources bundled into the package. Currently, the national rate is \$775 and the state rate is \$175, so the total cost per chapter is \$950. The resources included in the package are: one (1) year subscription to the FCCLA Testing Readiness Resource, one (1) year subscription to the FCCLA Knowledge Hub, one (1) Adviser Academy registration, and one (1) National Program Guide of choice.

01.05 Active/Inactive Chapters

To maintain active status, chapters must complete at least three of the following:

- Attend Nebraska FCCLA events, such as:
 - Fall Leadership Conference (FLC)
 - District Leadership Conference (DLC)
 - Mind Bending Careers Conference
 - District STAR Events
 - Peer Education Conference
 - State Leadership Conference (SLC)
 - Any other Nebraska FCCLA event or conference approved by the Board of Directors
- Submit applications for state or national-level awards.

Chapters who are not in active status at the end of the year will receive notice from the Board of Directors.

02. Conferences & Events

02.01 Registration & Attendance

Participation in Nebraska FCCLA events is reserved for affiliated members of active chapters.

New chapters are welcome to bring prospective members to events; however, all attendees will still be required to pay the registration fee.

02.02 Registration Fees

Registration fees are established annually by the Board of Directors for all state events, competitions, and conferences.

02.03 Student to Chaperone Ratio

Nebraska FCCLA does not mandate a specific chaperone-to-student ratio but recommends a ratio of one adult for every 15 students. Chapter advisers are encouraged to consult their school administrator for guidance on their local district's preferred ratio.

02.04 State Forms for Member Participation

Several State Association Forms will be made available for chapter use. These include Medical Release, Code of Conduct, and Independent Delegate Authorization. These forms, or other district approved/required forms, should be used when traveling with students or chaperoning students from another chapter or school district.

02.05 State Sponsored Activities Dress Code

The following dress code shall apply to all state sponsored activities/sessions unless otherwise indicated by the Nebraska State FCCLA Adviser or Board of Directors.

Members will be expected to wear the following attire:

- Solid red, black, or white collared shirts with sleeves (please note that the FCCLA logo is NOT a required component)
- FCCLA official dress
- neutral-colored pants, capris (must fall completely below the knee), or skirts (2 inches above the knee at its shortest point)
- shoes, black preferred (no slippers or flip-flops)

The following are items that will not be allowed to any session by members, advisers, or guests:

- slippers or flip-flops
- blue jeans, leggings, jeggings
- shorts or other athletic attire
- revealing attire, including but not limited to items that are low cut, tight, or see-through

Members may also be asked to remove outerwear (coats, sweatshirts, etc.) before entering.

Members who are found in violation of the dress code at any point before or during a session will be addressed by the State Adviser or Board of Directors member to ensure that the dress code is met at the next event they attend. If dress code violations continue, the chapter's school administrators will be informed to support corrective action.

The State Association shall provide a supplement with pictures to help illustrate these requirements.

02.06 Photography and Videography Disclaimer

Nebraska FCCLA members, unless prior notice has been given, grant irrevocable and unrestricted right to Nebraska FCCLA to use, reproduce, or publish photographs and/or video of them, including their image and likeness depicted therein, in publications, news releases, online, and in other communications related to the mission of Nebraska FCCLA. Chapter advisers will be able to identify

students who do not wish to be photographed or video recorded during Nebraska FCCLA event as part of the event registration.

02.07 Conference Registration & Cancellation Policy

Changes to conference registrations may be made without penalty while the registration remains open. Any cancellations that occur after registration has closed will not be reimbursed to chapters or individuals, barring extenuating circumstances. Decisions will be made on a case-by-case basis with appropriate documentation provided.

Late conference registrations may be accepted on a case-by-case basis in extraordinary circumstances. A late fee for these registrations will be assessed. The late fee is \$15 per registered participant (e.g. if registration was \$25 per participant, the cost with the late fee would be \$40 per participant). This applies to all state-level Nebraska FCCLA conferences and events, with the exception of the State Leadership Conference.

The State Leadership Conference late fee structure will be as follows:

- \$10 per registered participant - one (1) day past the registration deadline
- \$15 per registered participant - two (2) days past the registration deadline

Registrations that are more than two days late may be accepted on a case-by-case basis in extraordinary circumstances. (23)

02.08 Weather or Natural Disaster Related Refunds

Any decision regarding hosting a Nebraska FCCLA activity/event will be made in the best interests of the students and advisers attending. Decisions regarding cancellation or postponement will be made by the State Adviser, Board of Directors, and/or NDE staff. If a Nebraska FCCLA event is not cancelled but a school district/chapter has contacted the State Adviser immediately prior to said activity/event, the State Adviser can review the financials after the event and possibly refund a part of registration, if certain expenses are not incurred prior to notification. It would be a case-by-case basis and only in extraordinary circumstances such as a natural disaster or weather emergency.

02.09 Outstanding Payments

Chapters are expected to submit payment for invoices in a timely manner. Chapters with outstanding invoices will not be allowed to register for any region or state events based on the following timeline:

- Invoices Dated August 1 - November 30 – Payment must be Received by January 10
- Invoices Dated December 1 - May 30 – Payment must be Received by July 10
- Invoices Dated June 1 - July 31 – Payment must be Received by September 10

02.10 Authority and Action in Emergency Situations

In the event of an emergency at any event, a committee of the Board of Directors members present shall meet to determine the procedures to conduct State Association business, elect officers, and/or determine appropriate next steps at the event.

In the event of an emergency during the state competition, the State Adviser, Competitive Events Coordinator, and/or Board of Directors members present shall determine how to handle the potential rescheduling of events.

02.11 Registered Voters and Quorum for Conducting Business

Registered voters shall be those who are present and have signed in to the State Officer Candidate Speeches or Business Session at the State Leadership Conference to receive a ribbon and the official ballot(s).

02.12 NLC Reimbursement Policy

State Officers and National Officer Candidates will receive financial assistance to attend the National Leadership Conference. The reimbursement amounts shall be as follows:

- State Officer Team - \$300 (24)
- National Officer Candidates - weekly registration cost (23)

The State Officer Team and National Officer Candidates will not be eligible for reimbursement if their local school district covers costs of national qualifiers and attendees. SOT and NOC seeking reimbursement must provide verification that their school district does not cover the costs of the national conference. (24)

03. State Officer Team (SOT)

03.01 State Officer Qualifications

To be eligible to run for the State Officer Team, each candidate must meet all of the following criteria at the time of application:

- Be a freshman, sophomore or junior in high school.
- Have at least one full year of FCCLA membership.
- Have completed the equivalent of at least one semester of comprehensive family and consumer sciences or occupational classes.
- Shall not be a present or former member of the State Officer Team.
- Have demonstrated leadership capabilities at the local chapter or District levels.
- Shall not run for state office in another career education student organization.
- No member shall hold more than one office in the Association.

Comprehensive Family & Consumer Sciences classes and occupational classes are defined as middle or high school courses that are within the Education & Training and Human Services clusters in the Human Sciences & Education career field or within the Hospitality & Tourism cluster in the Business, Marketing, & Management career field. (24)

03.02 Nominating Candidates

Each active chapter can run a candidate(s) for the State Officer Team based on their affiliated membership on December 15 of the current school year, as follows:

Chapter Membership as of December 15	Number of Candidate(s) Allowed
1-20 members	1 candidate
21-40 members	2 candidates
41-60 members	3 candidates
61 or more members	4 candidates

The strength of an organization depends upon its members, but the efficiency of its officers facilitates its progress. Careful thought should be given to the responsibilities of the officer before anyone is nominated for an FCCLA office, whether it is for a chapter, district, state, or national responsibility.

03.03 Code of Conduct

Beginning once an application is submitted to the State Office, the candidate will be subject to following the Code of Conduct which prohibits the use of drugs, alcohol and/or tobacco products and appropriate social media use. The Code of Conduct must be submitted with the application. (19)

Any student found with alcohol or drugs during their candidacy may be subject to removal by the Board of Directors and State Adviser. If such behavior occurs before their candidacy and brought to the attention of the State Adviser, appropriate action will be taken by the Board of Directors, State Adviser and local Chapter Adviser. If a member or adviser feels that a candidate has violated this policy, such violation must be reported, in writing, to the appropriate adult staff personnel such as the State Adviser or a member of the Nominating Committee. A committee will be appointed to investigate the allegation. Alleged violations must be reported prior to the close of the voting process during State Leadership Conference. If the review panel determines the candidate has violated this policy, that candidate will be disqualified from election. The decision of the review panel is final. (19)

03.04 State Officer Candidate Selection Process

03.04.A Final Score

The total points possible for any candidate shall equal 100 points. Each phase of the selection process is weighted as follows:

1. Application – 10 points
2. Knowledge Test – 25 points
3. Interview – 35 points
4. Voting Delegate Election – 30 points

Scores will be calculated and updated after each phase of the process. At least two candidates from each region will advance to the Voting Delegate Election. Up to 16 candidates will advance to the Voting Delegate Election. If there are more than 16 candidates, candidates will receive a letter within 24 hours of the conclusion of the Interviews informing them if they advance to the Voting Delegate Election or not.

The final score for each candidate will be calculated after the ballots have been cast by the voting delegates at the State Leadership Conference.

03.04.B Application (10 points)

The State Officer Candidate application will be available to candidates by November 1 and will include Personal Profile forms. One must be completed by the candidate's chapter adviser and the other by an adult school staff member familiar with the candidate's qualifications. If the candidate's chapter adviser is also their parent, select another adult school representative to complete the Personal Profile form.

The Board of Directors, shall select a committee of at least five people to evaluate the applications of all candidates. This committee shall consist of District Advisers from at least two Regions, former State Officers, and Alumni and Associates members. Both Personal Profile forms are to be available for scoring by the committee.

03.04.C Knowledge Test (25 points)

All candidates will take an FCCLA knowledge test, which could include parliamentary procedure knowledge. The test will be completed prior to the State Leadership Conference.

03.04.D Interview (worth 35 points)

Candidates will be interviewed by a Nominating Committee of up to 20 members including a District Adviser from each Region, one state officer from each region, and one Board member from each Region, one of whom will serve as the Chairperson. If a close connection exists between a candidate and an individual who could serve on the committee, such as being from the same chapter or having an immediate familial relationship, that individual will not serve, and the committee size may be adjusted accordingly to maintain fairness and impartiality.

03.04.E Voting Delegate Election (30 points)

State Officer Candidates will be announced at least two weeks prior to the start of the State Leadership Conference. State Officer Candidates will be introduced to all attendees at a State Leadership Conference general session before the election takes place.

During the State Leadership Conference, candidates will participate in a fishbowl team building activity, deliver a speech, and answer two questions in front of the voting delegates from each chapter. These elements will not be scored. Their purpose is to help the voting delegates learn more about each candidate and see how they handle various situations.

- a. Fishbowl. Candidates will participate in a “team building experience” to demonstrate team work and how candidates work together. The purpose of the event is for voting delegates to see how the candidates solve problems and work as team members.
- b. Speech. Candidates will present a prepared speech up to three minutes in length, without visuals, on the annual topic provided in the State Officer Candidate application. The other candidates will not be present for this portion of the session. Speeches may include statements of merit to the candidate and/or their qualifications, as these are disclosed in their applications.
- c. Questions. Candidates will be asked one (1) FCCLA fact question and one (1) situational question, after they have delivered their speech. All candidates will be asked the same questions. The other candidates will not be present for this portion of the session.

Each chapter must cast a vote for eight candidates, each vote counting as one vote. Each chapter must vote for at least one candidate from each Region.

03.04.F Selection

State Officer Team members will be selected based on the total points earned during the selection process, while also ensuring regional representation, as outlined below:

1. Select the first four officers from the top scorer in each region.
2. Select the next four officers from those remaining with the highest scores, regardless of what region they represent.
3. In the event that there are no candidates from a region, the next highest scoring candidate shall be selected. (19)
4. Regardless of region, the offices of President, First Vice President, and Secretary shall then be named based on candidate preference for a given office and highest total score from the application, knowledge test, interview. (02) (12) (23)

Tie. In the event of a tie, the scores from the individual phases of the selection process will be used. The first tie breaker score will be the interview because officers need to make a positive image on the people they meet. The second tie breaker will be the knowledge test score because officers need to be knowledgeable about FCCLA. If all the tie breakers fail to determine a winner, the Nominating Committee will be consulted. (23)

03.05 Authority to Approve the Newly Elected State Officer Team

Authority shall be granted to at least two Board of Directors members, with no candidate running for state office, or two appointed representatives, to approve the newly elected State Officer Team at State Leadership Conference. (96)

03.06 Campaigning Not Permitted

Campaigning, which includes but is not limited to soliciting/asking for votes and distribution or posting of printed materials, in support of the candidate or bearing a candidate’s name, including brochures and business cards, all electronic devices and all social networking sites shall not be allowed by State Officer Candidates, State Peer Officer Team candidates, or their supporters. If a member or adviser feels that a candidate has violated this policy, such violation must be reported, in writing, to the appropriate adult staff personnel such as the State Adviser or a member of the Nominating Committee.

A committee will be appointed to investigate the allegation. Alleged violations must be reported prior to the close of the voting process. If the review panel determines the candidate or his/her supporters have violated this policy, that candidate will be disqualified from election. The decision of the review panel is final.

Candidates, advisers, parents, members, and/or supporters of the candidates may not talk about the candidate’s qualifications, with the exception of statements made by the candidate in their speech.

Candidates, advisers, parents, members and/or supporters of the candidate must not request votes for the candidate.

Candidates, advisers, parents, members and/or supporters of the candidate may not distribute or post any campaign materials or campaign in any other way prior to the election. This includes passing out items such as business cards, state pins, etc. , posting on social media, encouraging voting delegates to vote for the candidate, etc.

The State Association shall provide a guide to campaigning practices and how to avoid them on the state website.

03.07 Candidate Misses a Portion

When a candidate(s) misses a portion of the selection process due to an emergency situation, such as severe weather conditions, the State Adviser, in consultation with representatives of the Board of Directors will determine the action to be taken. Candidates will be subject to a deduction of 10 points from the appropriate phase of the selection process without an acceptable excuse for a late arrival for any phase, and they shall become ineligible if they miss a whole phase, without acceptable excuse. The person(s) in charge shall have authority to make the decision. (12)

03.08 Dress Code

State Officer Candidates will be expected to adhere to the Nebraska FCCLA Dress Code. This will be enforced throughout the selection process. If the candidate is currently serving as a District Officer or State Peer Officer, they must remove their officer nametag for all phases of the selection process.

03.09 Removal from Office

Should a State Officer not fulfill the duties of their office and/or have a violation of the Nebraska FCCLA Leadership Pledge, that team member may be removed from office. This decision will be made by the Board of Directors in consultation with the State Adviser. (19)

03.10 Officer Vacancy

A vacant State Officer position may be filled or left unfilled at the Board's discretion in collaboration with the State Officers and State Adviser. If there is an open officer position, the State Adviser and Board of Directors have the discretion to re-assign the officer title and/or responsibilities as needed.

03.11 Attendance at Required Events

Accepting a position as a State Officer is a time commitment. The acceptance of a State Officer position requires the officer's attendance at: SOLA, National Leadership Conference, Fall Leadership Conference(s), Winter Planning/CTSO Legislative Day, Peer Education Conference, and State Leadership Conference.

Additionally, State Officers meet regularly, both in-person and virtually. These meetings are scheduled during SOLA. Communication with the State Adviser and the entire State Officer Team is paramount in this role.

In the years when Nebraska Girls/Boys State, HOBY or similar events and SOLA are scheduled on the same dates, the State Officer Team members must attend the summer training sessions or decline their state office. (97)

When a State Officer chooses to participate in another activity scheduled on the same dates as one of the required meetings, that officer shall resign from their state office. The exceptions shall be:

- a. when they are representing the State or National Association in a state or nationally sponsored FCCLA program (i.e., YFU Japanese Exchange Program);
- b. in the event of sickness, death in the family or other family emergency, or hazardous weather (12);

- c. when unforeseen conflicts arise for State Officers and the State Adviser grants permission to miss a required event based on the steps outlined below.
 - i. State Officers must notify the State Adviser of any potential conflict with a required event as soon as possible or at least one week prior to the event. The notification should include a detailed explanation of the conflict, its duration, and a plan for how the officer will ensure all responsibilities are fulfilled in their absence.
 - ii. The State Adviser will review the request and determine whether the absence can be accommodated without compromising the officer's duties or the integrity of the team. Approval will be granted only if the officer's absence does not interfere with any critical responsibilities or the overall success of the event.
 - iii. Officers granted flexibility must ensure that all duties associated with their position are completed in advance or delegated appropriately, with approval from the State Adviser.
 - iv. Flexibility will not be granted for repeated absences or conflicts that significantly impact the officer's ability to fulfill the duties of their role.

03.12 Moving

Should a team member move from their chapter or Region, to another affiliated chapter, they may maintain their office. If moving to a school without an affiliated chapter, the officer must seek approval from the Board of Directors. (19) (20)

03.13 State Officer Reimbursement

Members of the state officer team may incur expenses because of their duties representing the state association. State officers may claim reimbursement for workshop materials up to \$50 for their term of office, as pre-approved by the State Adviser. Efforts should be made to order the materials through the State Adviser. Materials including general school supplies (pencils, scissors, etc.) will not be reimbursable expenses. (24)

03.14 State Officer Uniform

Members of the State Officer Team are responsible for purchasing required clothing for the official uniform. The State Officer uniform will be determined by the State Adviser. A list of required clothing pieces will be provided to all State Officer Candidates prior to election.

04. National Officer Candidates (NOC)

04.01 National Officer Candidate Qualifications

To be eligible to be a National Officer Candidate, members must meet all of the following criteria at the time of application:

- Currently an active member in an affiliated chapter and has been an active member in good standing for at least one year; must be an affiliated member by February 1 of the current school year.
- A minimum of one year of Family and Consumer Sciences classes; the courses must be verified on an official middle school and/or secondary transcript.
- Have a cumulative grade point average of 3.0 for the three previous semesters.
- Not a present or former member of the National Executive Council.

04.02 Nominating Candidates

National Officers shall be elected from candidate nominations from State Associations at the National Leadership Conference. The state association may nominate two National Officer Candidates. Candidates shall apply to be a Nebraska National Officer Candidate.

04.03 Code of Conduct

Beginning once an application is submitted to the State Office, the candidate will be subject to following the Code of Conduct which prohibits the use of drugs, alcohol and/or tobacco products and appropriate social media use. The Code of Conduct must be submitted with the application. (19)

Any student found with alcohol or drugs during their candidacy may be subject to removal by the Board of Directors and State Adviser. If such behavior occurs before their candidacy and brought to the attention of the State Adviser, appropriate action will be taken by the Board of Directors, State Adviser and local Chapter Adviser. If a member or adviser feels that a candidate has violated this policy, such violation must be reported, in writing, to the appropriate adult staff personnel such as the State Adviser or a member of the Board of Directors. A committee will be appointed to investigate the allegation. Alleged violations must be reported prior to the close of the voting process during State Leadership Conference. If the review panel determines the candidate has violated this policy, that candidate will be disqualified from election. The decision of the review panel is final. (19)

04.04 Selection Process

The highest score possible for any candidate shall equal 100. Each phase of the selection process is weighted as follows:

1. Application - 10 points
2. Knowledge Test - 15 points
3. Interview - 45 points
4. Speech at General Session - 30 points

Scores will be calculated and updated after each phase of the process. Depending on the range of scores, a maximum of four candidates will advance to the final stage and present their speech at a State Leadership Conference General Session. The final score for each candidate will be calculated after candidates have delivered their speech at SLC.

04.04 A Application (10 points)

The National Officer Candidate application will be available to candidates by November 1.

As part of the application process, the candidate will need to submit an FCCLA Resume. This is a professional FCCLA resume, one page only in length, typed in Calibri or Arial size 11 font (Name heading may be larger but not exceed size 14 font) with margins set at no smaller than .75" all around, providing the information listed below:

- Name, state, school, chapter, current year in school, number of years in FCCLA, and total years of FCS instruction completed at the end of the 2024-2025 school year.
- List all Family and Consumer Sciences course(s) and grade level(s) when taken. List the course title(s) as they appear on your transcript along with the credit earned for each course.
- List your participation in FCCLA at the local, district, state, and national level.
- List offices held in FCCLA (consider noting any restrictions your state has on how many times you can run for State Office positions).
- List contributions to Family and Consumer Sciences education.
- List participation in your school and community (major activities in your community, job experience, etc.)
- Please do not include a photo.

The candidate will also need to submit two (2) letters of recommendation. One (1) must be completed by the candidate's chapter adviser and the other by an adult school staff member familiar with the candidate's qualifications. If the candidate's chapter adviser is also their parent, select another adult school representative to write the recommendation letter.

Applications will be reviewed prior to SLC, including the FCCLA Resume and Recommendation Letters, and they will be evaluated by the same committee evaluating the State Officer Candidate applications.

04.04.D Knowledge Test (15 points)

All candidates will take an FCCLA knowledge test, which could include parliamentary procedure knowledge. The test will be completed prior to the State Leadership Conference.

04.04.C Interview (45 points)

Candidates will be interviewed by the State Officer Candidate Nominating Committee. If a close connection exists between a candidate and an individual who could serve on the committee, such as being from the same chapter or having an immediate familial relationship, that individual will not be asked to serve on the committee.

04.04.F Speech at General Session (30 points)

During a General Session at the State Leadership Conference, candidates will deliver a prepared speech up to three minutes in length, without visuals, on the topic provided by nationals. It will be scored by three individuals as selected by the State Adviser. (21)

04.04.G Selection

The two candidates with the highest scores may be chosen to represent Nebraska as National Officer Candidates. Authority shall be granted to at least two Board of Directors members, with no candidate running, to approve the National Officer Candidates at State Leadership Conference.

04.05 Candidate Misses a Portion

When a candidate(s) misses a portion of the selection process due to an emergency situation, such as severe weather conditions, the State Adviser, in consultation with representatives of the Board of Directors will determine the action to be taken. Candidates will be subject to a deduction of 10 points from the appropriate phase of the selection process without an acceptable excuse for a late arrival for any phase, and they shall become ineligible if they miss a whole phase, without acceptable excuse. The person(s) in charge shall have authority to make the decision.

04.06 Candidate Dress Code

National Officer Candidates will be expected to adhere to the Nebraska FCCLA Dress Code. This will be enforced throughout the selection process. If the candidate is currently serving as a District Officer, State Peer Officer, or State Officer they must remove their officer nametag for all phases of the selection process.

04.07 National Officer Candidate(s) and State Officer Team

The National Officer Candidate(s) shall not serve on the State Officer Team. If elected to a National Office, the officer will serve on the National Executive Council.

04.08 National Officer Candidate(s) and State Peer Officer Team

A student may apply for both a State Peer Officer Team (SPOT) and for National Officer Candidate (NOC). When this situation occurs the State Adviser shall contact the student prior to State Leadership Conference for a written statement of preference should they be selected to both positions. (01)

04.09 Leadership Liaison

National Officer Candidate(s) not elected to serve on the National Executive Council will become a Leadership Liaison for Nebraska FCCLA, if they so choose. The Leadership Liaison will work closely with the State Adviser to determine the best way to remain an active leader for the state association. (21)

If there are no National Officer Candidates or the National Officer Candidate(s) is elected to the National Executive Council, former State Officers who are in grade 12 may apply to be a Leadership Liaison. No more than three Leadership Liaisons will be selected each year. (22)

05. State Peer Officer Teams (SPOT)

The goals of the State Peer Officer Team are:

- **Leadership Development** – Create opportunities for members to lead and develop next level leadership skills.
- **Peer Education** – Promote peer-to-peer learning on National Programs and FCS content.
- **National Program Engagement** – Increase chapter involvement in National Programs and recognition for participation.

05.01 State Peer Officer Team Structure & Officer Duties

There are three SPOT Teams led by SPOT Advisers. Team members serve the state association in a leadership role and plan and host the Peer Education Conference in February.

- **Family Leader Team:** focuses on Families First (in odd-even years) and Stand Up (in even-odd years) National Programs; will focus on Families First in 2025-26
- **Career Leader Team:** focuses on Financial Fitness (in odd-even years) and Career Connection (in even-odd years) National Programs; will focus on Financial Fitness in 2025-26
- **Community Leader Team:** focuses on Student Body (in odd-even years) and FACTS (in even-odd years) National Programs; will focus on Student Body in 2025-26

Each team has four officers and Team Adviser(s):

- **Chairperson:** conducts team meetings; may introduce other team members and speak for the team at statewide meetings; organize monthly check-in with team members
- **Vice Chairperson:** carries out the duties of the chairperson if the chairperson is absent; collects pictures of the team activities throughout the year for a slideshow at Peer Education Conference and on social media; works together with Public Relations to put together a display of the State Peer Education team programs/teams for the Peer Education Conference, State Leadership Conference, and other events; promotes team specific week and/or month activities and recognition opportunities
- **Secretary:** takes minutes at all meetings and works with the Overall SPOT Council Secretary to compile one document; post to social media at least once a month; review 5th of the Month and Report Back Forms as well as making sure team members have completed their duties.
- **Public Relations:** contributes pictures and info for State Year in Review book; writes press release for Peer Education Conference with other team Public Relations; introduces speakers at Peer Education Conference.

The SPOT Overall Council shall include one representative from each team, to assume joint team responsibilities and serve as a communication network.

- **Overall Council Chairperson:** facilitates planning and presides over the joint SPOT meetings, may introduce other SPOT members and speak for SPOT at statewide meetings, and serves as a liaison between the teams and Lead Adviser.
- **Overall Council Vice Chairperson:** sends thank you letters and coordinates with each team the submission of social media posts about SPOT programs/activities by deadlines.
- **Overall Council Secretary:** records minutes of all joint SPOT meetings and sends minutes to all SPOT members and team advisers.

05.02 SPOT Council Selection and Announcement Process

The selection of a SPOT Council Chairperson, Vice Chairperson, and Secretary shall be based on the highest cumulative point total of their four-part selection process (application, presentation, interview, and test).

05.03 Peer Officer Qualifications

To be eligible to run for the State Peer Officer Team, each candidate must meet all of the following criteria at the time of application:

- A. Be a freshman, sophomore or junior in high school.
- B. Have at least one full year of FCCLA membership.
- C. Have completed at least one Family & Consumer Sciences class.
- D. Shall not be a present or former member of any State Peer Officer Team.

Family & Consumer Sciences classes are defined as middle or high school courses that are within the Education & Training and Human Services clusters in the Human Sciences & Education career field or within the Hospitality & Tourism cluster in the Business, Marketing, & Management career field. (24)

05.04 Nominating Candidates

A chapter may submit more than one applicant per team but only one applicant per chapter will be selected to serve on a team. More than one applicant per chapter may be among the final 12 candidates selected for interview.

05.05 Code of Conduct

Beginning once an application is submitted to the State Office, the candidate will be subject to following the Code of Conduct which prohibits the use of drugs, alcohol and/or tobacco products and appropriate social media use. The Code of Conduct must be submitted with the application. (19)

Any student found with alcohol or drugs during their candidacy may be subject to removal by the Board of Directors and State Adviser. If such behavior occurs before their candidacy and brought to the attention of the State Adviser, appropriate action will be taken by the Board of Directors, State Adviser and local Chapter Adviser. If a member or adviser feels that a candidate has violated this policy, such violation must be reported, in writing, to the appropriate adult staff personnel such as the State Adviser, SPOT Adviser, or a member of the Board of Directors. A committee will be appointed to investigate the allegation. Alleged violations must be reported prior to the Closing General Session at the State Leadership Conference. If the review panel determines the candidate has violated this policy, that candidate will be disqualified from selection. The decision of the review panel is final. (19)

05.06 Selection Process

The total points possible for any candidate shall equal 100 points. Each phase of the selection process is weighted as follows:

- 1. Application – 20 points
- 2. Knowledge Test – 20 points
- 3. Presentation – 30 points
- 4. Interview – 30 points

Scores will be calculated and updated after each phase of the process. Up to twelve (12) applicants for each team will advance to the Knowledge Test, Presentation, and Interview; at least one applicant from each region will be among the final twelve candidates. Applicants will be notified by February 1 of their advancement.

The final score for each candidate will be calculated after all phases of the selection process are complete.

05.06.A Application (20 points)

The State Peer Officer Candidate application will be available by November 1 and will include Personal Profile Forms. One must be completed by the candidate's chapter adviser and the other by an adult school staff member familiar with the candidate's qualifications. If the candidate's chapter adviser is also their parent, select another adult school representative to complete the Personal Profile form.

The State Adviser, or designee, shall select a committee of three people, representing past or present members of the State Officer Team, State Peer Officer Teams and District Advisers, or other persons, as needed. Both Personal Profile forms are to be available for scoring by the committee. Those serving on this committee should not have any direct chapter ties with any applicant. (15)

05.06.D Knowledge Test (20 points)

At State Leadership Conference, the applicants will take a test all at the same time based on information about FCCLA and the team for which they are applying. A study guide for the written test shall be shared with all finalist candidates prior to State Leadership Conference. (20)

05.06.E Interview and Presentation

At State Leadership Conference, an Interview Committee of three shall conduct personal interviews of the 12 finalists.

Each candidate will deliver a 2-3 minute presentation that directly relates to the appropriate peer education topic. Applicants are encouraged to be creative, use props, and include ideas on how workshops might be presented. Videos and handouts shall not be allowed. (12) (15)

The Interview Committee shall be appointed by the Team Adviser(s) for each team. The Interview Committee will include members of at least two of the following groups: past State Peer Officer Team members,, chapter advisers, college students or FCCLA alumni who was active at the state level or another CTSO, and industry professionals or partners . (15) If a close connection exists between a candidate and an individual who could serve on the committee, such as being from the same chapter or having an immediate familial relationship, that individual is ineligible to serve on the committee.

05.06.F Selection

State Peer Officer Teams will be selected based on the total points earned during the selection process as outlined below:

1. The four candidates with the highest score on each team will be slated as officers.
2. Review the candidates' stated office priority and slate each officer to their respective office on the team: Chairperson, Vice Chairperson, Secretary, Public Relations.
3. The highest scoring candidate from each team will be named to the Overall SPOT Council. The person with the top score shall be named the Chairperson, second highest score will be Vice Chairperson, and third highest score will become the Secretary. (06)

The Interview Committee shall break any tie that occurs between candidates.

Authority shall be granted to the SPOT Advisers, with no candidates running, to approve the newly elected State Peer Officer Teams.

05.06.G Campaigning not Permitted

Pursuant to Section 03.06 of these Operational Procedures, campaigning by any SPOT candidate will not be permitted.

05.07 Candidate Misses a Portion

If a candidate is late to any phase of the selection process, they are subject to a 10-point deduction unless they have an acceptable excuse. If a candidate completely misses a phase they shall be eliminated unless they have an acceptable excuse. Such decisions shall be made by the SPOT Advisers, as long as the SPOT Adviser is not the chapter adviser of the candidate.

05.08 Dress Code

State Peer Officer Candidates will be expected to adhere to the Nebraska FCCLA Dress Code. This will be enforced throughout the selection process.

05.09 Removal from Office

Should a team member not fulfill the duties of their office and/or have a violation of the Nebraska FCCLA State Peer Officer Leadership Pledge, that team member may be removed from office. This decision will be made by the SPOT Advisers in consultation with the State Adviser and Board of Directors. (15)

05.10 Officer Vacancy

A vacant State Peer Officer position may be filled or left unfilled at the Board's discretion in collaboration with the remaining SPOT Officers, SPOT Advisers, and/or State Adviser. If there is an open officer position, the SPOT Advisers have the discretion to re-assign the officer title and/or responsibilities as needed.

05.11 Attendance at Required Events

Accepting a position as a State Peer Officer is a time commitment. The acceptance of a State Peer Officer position requires the officer's attendance at: Summer Leadership Workshop/June Planning Meeting, July/August Planning Meeting, Fall Leadership Conference, Peer Education Conference, and State Leadership Conference.

Additionally, State Peer Officer Teams meet regularly, both in-person and virtually, and these meetings are scheduled during the June Planning Meeting. Communication with the SPOT Advisers and team members is paramount in this role.

In the years when Nebraska Girls/Boys State, HOBY or similar events and the Summer Leadership Workshop/June Planning Meeting are scheduled on the same dates, the State Peer Officers must attend the Summer Leadership Workshop/June Planning Meeting or decline the SPOT position. (97)

When a State Peer Officer chooses to participate in another activity scheduled on the same dates as one of the required meetings, that officer shall resign from their state office. The exceptions shall be:

- a. when they are representing the State or National Association in a state or nationally sponsored FCCLA program (i.e., YFU Japanese Exchange Program);
- b. in the event of sickness, death in the family or other family emergency, or hazardous weather (12);
- c. when unforeseen conflicts arise for State Peer Officers and the SPOT Advisers grant permission to miss a required event based on the steps outlined below.
 - i. State Peer Officers must notify their Team Adviser(s) of any potential conflict with a required event as soon as possible or at least one week prior to the event. The notification should include a detailed explanation of the conflict, its duration, and a plan for how the officer will ensure all responsibilities are fulfilled in their absence.
 - ii. The Team Adviser(s) will review the request and determine whether the absence can be accommodated without compromising the officer's duties or the integrity of the team. Approval will be granted only if the officer's absence does not interfere with any critical responsibilities or the overall success of the event.
 - iii. Officers granted flexibility must ensure that all duties associated with their position are completed in advance or delegated appropriately, with approval from the SPOT Advisers.
 - iv. Flexibility will not be granted for repeated absences or conflicts that significantly impact the officer's ability to fulfill the duties of their role.

05.12 Moving

Should a team member move from their chapter or district, but move to another affiliated chapter, they may maintain their office. If not, they must resign their position.

05.13 SPOT Advisers

A maximum of six persons shall serve as SPOT Advisers in any year. If a chapter adviser cannot be found to serve in a SPOT Adviser position, another adult may serve in the position, including an appropriate person from the business community.

Each SPOT Team shall be facilitated by up to two Team Advisers. A Lead SPOT Adviser shall be named to coordinate communications and responsibilities, including serving as the liaison with the State Adviser. The Lead Adviser shall serve a term of two years. It is recommended that the Lead Adviser position be filled by someone who has two years of experience as a Team Adviser.

A SPOT Adviser, other than the Lead Adviser, shall be named to serve a three-year term on the Board of Directors. (22)

SPOT Advisers will receive \$250 each year to cover expenses incurred in fulfilling their responsibilities. These funds can be used for substitute teacher fees or other appropriate expenses related to the position.

05.13.A SPOT Adviser Selection Process

Nebraska FCCLA Chapter advisers will be notified when a vacancy occurs. Interested chapter advisers must submit an application with administrator approval to the State Adviser. Current SPOT Advisers and the Board of Directors will review the applications and decide who should be selected to fill the position.

06. Competitive Events

06.01 Competitive Event Adoption Process

To adopt or eliminate a Competitive Event, the Board of Directors must approve the change by a majority vote.

06.02 Competitive Event Policies

All guidelines, rules, and policies related to state-level competitive event opportunities can be found in the Nebraska Competitive Events Handbook.

06.03 Competitive Events Advisory Team

The Competitive Events Advisory Team (CEAT) serves to support to the implementation and execution of competitive events at the district and state level. The advisory team is composed of the following individuals:

- Four (4) District STAR Event Coordinators, one (1) from each region
- Competitive Events Staff (Coordinator, Assistant Coordinator, Intern)
- State Adviser and/or Human Sciences & Education Career Field Specialist

Responsibilities of the advisory team are as follows:

- resolve issues that may arise with competitive events
- assist with state-level competitions

06.04 State Competition Personnel

To ensure the successful operation of state Competitive Events, each district and chapter must contribute individuals to assist with event management.

Each district must identify and provide at least three individuals to serve as Lead Consultants. Districts may select these individuals using their own methods; the current District Competitive Events Coordinator must be one of the volunteers.

Many evaluators are needed for the State Competitive Events. Each chapter must contribute evaluators based on the number of events in which they have entries. The evaluation requirement scale will be determined annually by the State Adviser and/or the Competitive Events Advisory Team.

07. Programs & Awards

The addition of new state awards and programs shall require the approval of the Board of Directors before these programs can be implemented. The Board of Directors will periodically review all state awards, initiatives, programs, and participation in National Programs to evaluate their effectiveness for the State Association. (96)

07.01 State Officer Team Program or Initiative

The State Officer Team may create and implement a program or initiative during their year of service without Board of Directors approval. The State Adviser will assist in development and implementation to ensure alignment with Nebraska FCCLA's goals and policies. The State Officer Team will plan, promote, and evaluate the program, ensuring it is inclusive and beneficial to members. The team will provide updates on the program's progress and outcomes to the Board of Directors as needed.

07.02 New Chapter Grant

The Nebraska FCCLA New Chapter Grant will provide \$500 in cash and resources toward starting an FCCLA chapter. This grant will be awarded based on the completion of the following criteria: (21) (23)

- Submit a completed application, which must include signatures of an administrator, adviser, and student leader, prior to October 1.
- Have not had an affiliated chapter in the last five (5) years.
- Affiliate at least twelve (12) members and one (1) adviser at the national level prior to December 1 for two (2) consecutive years.
- Attend District Planning Meetings and District Leadership Conferences, and one of the following leadership opportunities: Fall Leadership Conference, Peer Education Conference, State Leadership Conferences, or assist with the District STAR Event competition with at least one (1) student and one (1) adviser present at each.
- Present to the local school board about their participation in FCCLA
- Submit an application for a Nebraska Chapter Award and a Nebraska National Programs Award each year

In return, the State Association agrees to the following:

- a) Reimburse National and State dues for twelve (12) students and one (1) adviser by December 31 totaling a payment of up to \$195, during the first year.
- b) Provide the chapter with one (1) National Programs program guide (virtual edition) of their choosing each of the two years, upon affiliation, and an FCCLA gavel.
- c) Provide support in the form of the State Adviser, State Officer Team, or other individuals deemed necessary by the goals of the chapter.
- d) Provide an additional \$100 stipend to the chapter treasury by May 15 upon successful completion of the two (2) year agreement.

07.03 Content Creators

Content Creators at the State Leadership Conference are responsible for producing engaging, high-quality social media content tailored to members. Ideal candidates have a passion for storytelling, creativity, and an understanding of various content formats. Applications due February 10.

07.04 Honorary Conference Assistants

Honorary Conference Assistants (HCAs) play an important role in ensuring the smooth operation and success of the State Leadership Conference. Ideal candidates are juniors or seniors in high school with strong FCCLA experience and knowledge, who have previously attended an in-person SLC. HCAs must not be competing in STAR Events, Knowledge Bowl, or Skill Demonstration Event. Applications due February 10.

07.05 Omaha Fashion Week

Nebraska FCCLA members have the opportunity to create/construct a complete outfit to showcase during the Omaha Fashion Week Student Night. Applications are due November 15 and participants are notified of their status to participate by December 1.

07.05 Monthly Recognition

Monthly recognition opportunities for chapters, members, advisers, alumni, and supporters. The State Officer Team will annually review the monthly recognition opportunities and make any necessary updates that they see fit.

07.06 Chapter Awards

07.06.A Capture the Action Award

Capture the Action is a recognition opportunity for chapters to showcase creative and impactful projects through a single photo and brief description. This award highlights the unique ideas and activities chapters are implementing throughout the year. The top entries will be recognized at the Peer Education Conference, providing an opportunity to celebrate innovation and inspire other chapters. Applications are due February 15.

07.06.B Chapter Award

The Chapter Award provides chapters with an opportunity to earn highest level distinction for their demonstrated program of work. Chapters complete 3, 4, or 5 activities to earn Bronze, Silver, or Gold distinction between March 1 of the previous year and February 28 of the current year. Applications are due March 1. (17)

07.06.C Chapter Developer Award

The Chapter Developer Award provides an opportunity for FCCLA Chapters to encourage Nebraska FCCLA Sponsorships and STAR Event trophy sponsorships, could earn up to \$300 toward their State Leadership Conference registration. The chapter that brings in the most amount in sponsorships will earn \$300, second place will earn \$200, and third place will earn \$100. All sponsorships received by February 1 will be eligible. (17)

07.06.D Community ServUS Award (Chapter Award)

The Community ServUS Award will be presented to the chapter with the highest ratio of hours of community service to affiliated members who have completed the community service activities over the course of the current FCCLA year between these dates: August 1 to March 1. Applications are due March 1. (19)

07.06.E Feed Nebraska

Chapters are encouraged to work with multiple CTSOs and community organizations to address food insecurity in their community. Applications are due by March 1. (17) (22)

07.06.F Membership Awards

Recognition for membership recruitment efforts will be available to both chapters who increase membership and individual members who recruit new FCCLA members. The State Officer Team will review the membership awards annually and make any necessary updates that they see fit. Applications are due by March 1. (19) (23)

07.06.G Nebraska National Program Awards

The Nebraska National Program Awards provide an opportunity for chapter recognition at the state level by completion of a National Program application. Chapters can submit multiple projects in each category; however, each project can only be submitted in one Program area. Chapters who participate in the National Program national award process will receive additional recognition. Applications are due March 1. (17)

07.06.H Public Relations Award

The purpose of this award is to recognize chapters for their efforts in public relations from July 1-March 1 of the current school year. Applications are due March 1. (17) (22)

07.06.I Red & White Affiliation Award

The Red and White Chapter Affiliation Awards are designed to encourage FCCLA members and Chapter Advisers to recruit FCCLA members from their Family and Consumer Sciences classes. These students often have background knowledge of FCS and have the opportunity to learn about and interact with FCCLA within the classroom on a regular basis. Applications are due March 1. (23)

The level of award will be determined by the following formula:

$$(\text{\# of FCCLA members in FCS Courses in the current school year} / \text{\# of FCCLA members}) \times 100$$

The following levels will be recognized:

- White Chapter: 50-75%
- Red Chapter: 76-95%
- Red & White Chapter: > 96%

07.07 Member Awards

07.07.A A Day in Your Future

A Day in Your Future recognizes members who complete a job shadow experience in their career field of choice. Experience reflections are due by March 1. (17) (23)

07.07.B CommYOUity Service Award

The individual CommYOUity Service Award will be presented to the member who records the most community service hours over the course of the current FCCLA year between these dates: August 1 to March 1. All applications are due March 1. (19)

07.07.C Power of One

Members set their own goals, work to achieve them, and enjoy the results. Recognition will be awarded to members who complete all five units of Power of One within the school year: A Better You, Family Ties, Speak Out for FCCLA, Take the Lead, & Working on Working. Applications are due March 1.

07.07.D Scholarships

Nebraska FCCLA recognizes individuals who have rendered outstanding service to the organization during their time as a member. The four scholarships include: Ultimate Leader, Lisa Groth Memorial FCS Education, Student Teaching in FCS, and SPOT. Applications are due February 1. (17)

Ultimate Leader Scholarship supports Nebraska FCCLA members enrolling in a postsecondary institution with any major other than Family and Consumer Sciences Education. To be eligible to apply, applicants must:

- Be a member of an affiliated Nebraska FCCLA chapter for at least one full year.
- Be actively involved in their chapter's activities.
- Have completed at least one semester (or the equivalent) of Family and Consumer Sciences classes.
- Be a graduating senior with a cumulative GPA of at least 3.4 on a 4.0 scale (85% average).
- Meet at least one of the following criteria:
 - i. Currently hold or have served as an FCCLA Chapter Officer, District Officer, State Peer Officer, State Officer, or National Officers.
 - ii. Currently or previously competed in any District, State, or National FCCLA Competitive Events.
 - iii. Currently or previously completed a National Program project.

Lisa Groth Memorial FCS Education Scholarship supports Nebraska FCCLA members enrolling in a postsecondary institution with a major in Family and Consumer Sciences Education. To be eligible to apply, applicants must:

- Be a member of an affiliated Nebraska FCCLA chapter for at least one full year.
- Be actively involved in their chapter's activities.
- Have completed at least one semester (or the equivalent) of Family and Consumer Sciences classes.
- Be a graduating senior with a cumulative GPA of at least 3.4 on a 4.0 scale (85% average).
- Be majoring in Family and Consumer Sciences Education.

Student Teaching in FCS Scholarship supports alumni who are student teaching in Family & Consumer Sciences. To be eligible to apply, applicants must:

- Be a Nebraska FCCLA alumni.
- Be a full-time college student with a major in Family and Consumer Sciences Education with a cumulative GPA of at least 3.4 on a 4.0 scale (85% average).
- Begin and complete the student teaching experience within one academic year of the scholarship being awarded.

The amount of each scholarship and the number of scholarships given will be determined annually by the Board of Directors.

SPOT Scholarship supports a Nebraska FCCLA member enrolling in a postsecondary institution with any major. One \$300 SPOT Scholarship is awarded each year. To be eligible to apply, applicants must:

- Be a member of an affiliated Nebraska FCCLA chapter for at least one full year.
- Be actively involved in their chapter's activities.
- Have completed at least one semester (or the equivalent) of Family and Consumer Sciences classes.
- Be a graduating senior with a cumulative GPA of at least 3.4 on a 4.0 scale (85% average).
- Be actively involved in Peer Education through FCCLA National Programs.

07.07.E State Degree

The State Degree recognizes and provides opportunities for development of well-rounded FCCLA leaders. The outline of this degree is a reflection of our mission, and highlighted areas include: Service, Leadership, Programs, Advocacy, Professionalism, and Personal Growth. Members follow criteria to develop a portfolio and show their performance in FCCLA. Members must attend State Leadership Conference to receive the degree. Portfolios are due January 15. Applicants will be informed of their standing by February 1. (17)

07.08 Adviser Awards

07.08.A Adviser Committed to Excellence (ACE) Award

The Nebraska ACE (Adviser Committed to Excellence) Award is given to advisers who go above and beyond to support the needs of their chapter. Applications are due March 1. (17)

07.08.B Adviser Mentor

This national award recognizes advisers who have been successful in: achieving Master Adviser Recognition, devoting two years to new adviser assistance, assuming adult leadership roles in FCCLA, conducting adviser workshops, attending training workshops, and using national and state FCCLA resources. Applications are due March 1.

07.08.C Adviser Years of Service

Adviser Years of Service will be recognized in increments of 5 Years. Recognition will take place annually at the State Leadership Conference.

07.08.D Educated Adviser

This national award recognizes chapter advisers who have gone above and beyond in their professional development activities and participation throughout the year. Professional Development hours must have been completed between April 1 of the previous year and March 1 of the current year.

Applications are due March 1.

07.08.E Nebraska Master Adviser

This award recognizes advisers who have been successful in: advising an affiliated chapter for a minimum of three years, promoting the organization, operating an integrated chapter with a balanced program of work, facilitating youth-centered activities, and keeping abreast of new happenings within the organization. Applications are due March 1.

07.09 Adult Awards

07.09.A Administrator of the Year

The Administrator of the Year recognizes current school administrators for their outstanding contributions and support for local FCCLA chapters. From the state nominations submitted for the School Administrator Award, one school shall be selected and submitted for national recognition. Applications are due March 1.

07.09.B Distinguished Service Award

The Distinguished Service Award recognizes outstanding contributions and continuing service by individuals whose primary responsibilities are directly related to the organization's programs. This award may be awarded to an individual who is not an active member but who has helped to advance the goals and purposes of FCCLA, such as teachers, teacher educators, state staff, school board members, college personnel, past FCCLA members not in high school at present, past or present state advisory board members or Board of Directors members, or other adults. Applications are due March 1.

07.09.C Honorary Membership Award

The Honorary Membership Award recognizes persons whose professional responsibilities are not directly related to the organization but who have made outstanding contributions and provide continuing service to the State Association. Applications are due March 1.

07.09.D Outstanding Alumni Award

Individuals are encouraged to nominate an Alumni and/or Associates member that has shown a tremendous amount of support, service, and leadership towards the organization. Applications are due March 1.

08. Miscellaneous Policies

08.01 Student Eligibility upon Early Graduation

In the event of early graduation of a member, a student may participate in a State Association activity if they become eligible for that event prior to high school graduation, and the local school district agrees to support their participation in that event. Such support shall be in writing on school letterhead stationery, with signatures of an administrator, the chapter adviser and a parent/guardian of the member.

08.02 IRS Form 990 Inquiries

The statement that follows is recommended by National FCCLA legal counsel as a response to inquiries when chapter advisers or school principals receive a communication from the IRS concerning the 990 form.

“We are a chapter component of the Nebraska State Association of Family, Career and Community Leaders of America, which is itself a subordinate unit of Family, Career and Community Leaders of America, Inc. and is exempt under a group ruling: 53 017 8290 - - 1472. Our income is not in excess of \$25,000 and there is, therefore, no necessity for filing a separate 990 form.”

The appropriate section of the 990 form should be completed and returned with the preceding statement typed on school letterhead. The statement should be signed by the school principal and chapter adviser.

Chapters that want to be included in the FCCLA group tax exemption must obtain an Employer Identification Number (EIN) through the Internal Revenue Service. Please complete form SS-4 that can be obtained from your local IRS office. Copies of the EIN should be forwarded to national headquarters along with a request that the chapter be included under the FCCLA group exemption.

08.03 Sexual Harassment Policy

Nebraska FCCLA opposes sexual harassment of any kind. Sexual harassment of students is a serious issue in education at all levels. It can affect any student, regardless of sex, race, or age. Sexual harassment may threaten a student’s physical or emotional well-being, impact their academic performance, and hinder their ability to achieve career goals. Moreover, sexual harassment is illegal – Title IX of the Education Amendments of 1972 prohibits sex discrimination, including sexual harassment.

Title IX protects students from unlawful sexual harassment in all school programs or activities, whether they occur in school facilities, on school buses, at school-sponsored events, or elsewhere. Title IX protections apply to all students, regardless of gender, and regardless of who the harasser is.

Nebraska FCCLA activities are an integral part of local school instructional programs in career education and are a responsibility of the state. Therefore, the sexual harassment policies and procedures in place at the student’s home school or the last school attended are the mechanisms by which sexual harassment issues at Nebraska FCCLA events will be addressed.

If a student feels they have been sexually harassed while participating in a Nebraska FCCLA event or activity, they are strongly encouraged to report the incident immediately to:

1. The chapter adviser responsible for FCCLA activities in the student’s home chapter.
2. The student’s home school principal.
3. The Nebraska FCCLA State Adviser and/or Nebraska Board of Directors members.
4. Harassment issues reported to the Nebraska FCCLA State Adviser will be referred to the student’s home school administrator(s).

08.04 Nebraska FCCLA Impact Fund

This fund was designed by the Nebraska Board of Directors to help Nebraska FCCLA Chapters that have experienced hardship. This hardship can be any natural disaster, tragedy, event, or financial hardship that may limit a chapter or individual member's ability to participate in statewide events.

Chapters may submit an application for funds annually by December 1 or May 1 of the current year. Chapters may apply for up to \$500 or until all available funds are dispersed. Chapters who receive the New Chapter Grant are not eligible to receive funds through the Impact Fund while the grant is active (in the first two years). (23)

Applications will be reviewed by members of the State Officer Team and Board of Directors based on the following criteria:

- Completion of Required Fields (up to 5 points)
- Clarity of Grant Impacting the Chapter, Members or Individual (up to 5 points)
- Clarity of Application supporting FCCLA and FCS and/or CTE (up to 10 points)

Funds for the Nebraska FCCLA Impact Fund will be collected during the Miracle Minute held at the State Leadership Conference. (21)

08.05 Mileage Reimbursement Rate

At times Board of Directors and State Officers may be required to use their personal vehicle for duties related to their individual position requirements. Reimbursement for the operating expenses of the vehicle will be calculated by multiplying the number of miles traveled by current reimbursement rate. Reimbursed mileage will only include the round-trip distance from the member's home or work site and the location of the in-person meeting being attended. Mileage to and from national conferences or airport transportation will not be reimbursed. The Nebraska FCCLA mileage reimbursement rate will be \$0.40 per mile. All requests for mileage reimbursement must be made within three (3) months of the meeting. (22) (23) (24)

08.06 Equipment Use

Nebraska FCCLA equipment is to be used solely for official Nebraska FCCLA purposes, unless prior approval for other use is granted by the Board of Directors. Users are responsible for operating equipment properly, keeping it in good condition, and returning it promptly after use. Users are financially responsible for any damage or loss that occurs while the equipment is in their possession. Any damage, loss, or malfunction must be reported immediately to the State Adviser.

08.07 Short Term Policies

Some state policies and procedures may only be printed in official minutes when they specify a policy that will be in effect for only a short period of time.