

FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA

2012 National Leadership Conference

July 8-12

Orlando, Florida



December Release

Election & Voting Delegate Information

**National Officer Candidates
National Officer Candidate Adviser Information
Nominating Committee
Voting Delegates**

2012 ELECTION & VOTING DELEGATE INFORMATION

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State advisers, National Officer Candidates, and National Officer Candidate Advisers should read and be familiar with ALL of the following information regarding National Officer Elections.

National Officer Candidate Information

FCCLA national officers are elected at the National Leadership Conference every year in accordance with the national *Bylaws* (Revised 2011). Article VI of the current *Bylaws* states the National Officer Election process and responsibilities.

Each state is allowed to run up to two (2) candidates in the National Executive Council elections.

National Officer Candidate Qualifications

- The state adviser should ensure each candidate possesses the necessary skills and emotional maturity to serve as a national officer. State officers elected to serve as national officers will be expected to relinquish their state office. Consult the *Bylaws* (Revised 2011) Article VI, Section 2 for the list of required qualifications.
- National Officer Candidate(s) and adviser(s) **MUST** print a copy of the *2012-2013 National Executive Council/Adviser Handbook* prior to deciding to run for office. National Officer Candidates and their parents should be made aware of the extent of their responsibilities and must read the entire handbook before running for office. In particular, they should be made aware that **National Executive Council members often travel without adult companions throughout the year.**
 - If a school system does not permit a national officer to travel alone, the member should not run for national office. Advisers, parents, and school administrators should be advised of this policy. It is also important that candidates understand the responsibilities of serving as a national officer and are willing to make FCCLA their top priority during their term in office. *NOTE: National headquarters may require additional verification for travel following an officer's election to the National Executive Council.*
- Only FCCLA nationally affiliated members can run for office. National Officer Candidates must have paid their national membership dues by **March 1, 2012.**
- To be eligible to run for national office, candidates must have a non-weighted cumulative grade point average of 3.0 for the previous 3 semesters. National Officer Candidates are required to submit a school transcript with their application. Transcripts submitted should reflect the National Officer Candidate's grade point average for the previous 3 semesters on a non-weighted 4.0 scale. If the candidate's school does not use a non-weighted 4.0 scale, have a school official provide on the transcript the candidate's grade point average converted to a 4.0 non-weighted scale and sign the transcript changes that are made. *NOTE: National headquarters may verify this information with school officials.*
- National Officer Candidates and their parents should be informed of the liability incurred by members of the Board of Directors, which includes the newly elected National Executive Council President and the Vice-President of Finance. When the member is a minor, the parent or guardian assumes the legal liability. Members of the Board of Directors may be sued individually, although it is highly unlikely. Advisedly, the national organization carries liability insurance to cover Board members as individuals.

National Officer Candidate Information

- If elected, national officers are required to attend the following meetings: National Executive Council August Meeting in Reston, VA (August 2012), Capitol Leadership Training in Washington, DC (September/October 2012), up to two (2) National Cluster Meetings in Indianapolis, IN; Oklahoma City, OK; and TBD (November 2012), Executive Leadership Winter Meeting in Nashville, TN (January/February 2013), and National Leadership Conference in Nashville, TN (July 2013). Specific dates will be provided in the application.
- To be eligible to run for national office, candidates are required to be registered for the weekly registration at the 2012 National Leadership Conference.
- To be eligible to run for national office, candidates are required to stay at an official National Leadership Conference hotel. National Officer Candidates not staying at the official hotel may not run for national office or be elected. The official hotels of the 2012 National Leadership Conference are the Rosen Shingle Creek, Rosen Plaza Hotel, and the Rosen Centre Hotel.
- States should not assign responsibilities to National Officer Candidates that will interfere with meetings scheduled for candidates or new officers. A National Officer Candidate will not be able to participate as a conference presenter or in any competitive events, including spring contests, Family and Consumer Sciences Knowledge Bowl and STAR Events, nor should they be assigned to serve as a session leader, usher, etc. If the candidate is not elected, they can attend the sessions following their election results as designated by the state adviser. Candidates who are not elected are encouraged to participate in state officer training and activities.

National Officer Candidate Application

- Once a candidate is approved to run by their state association, he/she should submit an online Intent to Run Form so national staff know how many and whose applications to expect in the mail. The form includes basic contact information and requires the electronic submission of the candidate's photograph. The form will be available in January and must be **submitted by May 1**.
- Each candidate should complete a National Officer Candidate Application. All applications must be **postmarked by May 1**. State advisers may request an extended deadline in writing through the FCCLA Leadership Development Manager until April 1. Applications postmarked after the May 1st deadline WILL NOT be accepted unless an extension is granted prior to April 1. State advisers who have state meetings in late April should be prepared for the May 1 deadline by requiring candidates to have an application completed prior to their meeting and/or by requesting an extension.
- The application will be available on the FCCLA national website in January under the National Elections Information page of the Youth Leaders Section (instructions are included at the end of this release). Use only the application located on the FCCLA national website.
- The National Officer Candidate Application consists of the following items and must be submitted in order for a candidate to run for office:
 - FCCLA Resume
 - 3 Letters of Recommendation (State Adviser, Chapter Adviser, Professional knowledgeable in non-FCCLA related activities)
 - Approval to run for National Office (School Administrator, Chapter Adviser, State Adviser, Candidate)
 - 2 Essays
 - Affiliation (copy of 2011-2012 chapter affiliation form)
 - Official Transcript showing minimum of a 3.0 cumulative GPA for the previous three semesters and at least 1 year (1 Carnegie unit) of Family and Consumer Sciences education (include middle school if applicable)
 - Code of Conduct Agreement
 - Code of Ethics Agreement
 - National Officer Preference Form
 - Letter stating that the school or state association will be responsible for covering the adviser's expenses to travel with the officer (if the officer is not allowed to travel alone)
 - Check for all signatures with dates (National Officer Candidate, Chapter Adviser, School Administrator, State Adviser, and parent/guardian)

National Officer Candidate Information

- National Officer Candidates and their adviser should make a copy of the application for their records before submitting to national headquarters. Note that national headquarters cannot provide copies of the application once it has been submitted nor will an application be returned.

National Election Process

- National Officer Candidates, their chapter advisers, and state advisers should familiarize themselves with the *2012 National Elections Step-by-Step Guide*, available in January on the FCCLA national website prior to the National Leadership Conference under National Elections Information page of the Youth Leaders Section.
- National Officer Candidates, their chapter advisers, and state advisers will receive additional information regarding responsibilities following the application deadline. After the application has been accepted, a schedule for National Officer Candidates, a letter detailing responsibilities, and installation scripts will be sent via email to the candidates in June. Chapter and state advisers will receive an emailed copy of the letter not including the enclosures. National Officer Candidates are expected to complete various forms, have an official FCCLA national uniform, and memorize the appropriate portions of the installation prior to arriving at the 2012 National Leadership Conference.
- Speeches are required and should be prepared to address the speech topic provided on the FCCLA national website prior to the National Leadership Conference under National Elections Information page of the Youth Leaders Section, which will be posted in February. Candidates may not use props or costumes during their speech.
- National Officer Candidates can become better acquainted with FCCLA on the state and national levels by reading and understanding the following FCCLA resources when running for office. All materials are available online, by request, or for purchase through FCCLA national headquarters or the FCCLA Store (API).
 - *2011-2012 Membership Kit*
 - *FCCLA...The Handbook to Ultimate Leadership*
 - *FCCLA. . .What's It All About DVD*
 - *FCCLA...The Ultimate Officer Handbook & Training Manual*
 - *FCCLA National Program Materials*
 - *FCCLA At-A-Glance* (sent to each affiliated chapter in the fall)
 - *FCCLA Media Kit*
 - *The Guide to Promoting FCCLA*
 - *Teen Times*
 - *2012-2013 National Executive Council/Adviser Handbook*
 - *2012 National Elections Step-by-Step Guide*
 - 2011-2012 NEC Program of Work
 - 2015 National Strategic Scenario
 - National Leadership Conference Release information from state advisers
 - www.fcclainc.org
- All National Officer Candidates must come to the National Leadership Conference prepared to serve on the 2012-2013 National Executive Council. This includes bringing the following apparel:
 - Officer candidates must bring an official FCCLA blazer. The official national uniform is **mandatory** for the Business Session and group photo. Candidates may borrow a blazer for NLC if they do not own one already, but those that become national officers will have to purchase the official blazer for their office term.
 - Female candidates must have a white oxford blouse with a button-down shirt collar, black knee length skirt with a kick-pleat, and black closed toe pumps with a 2" heel. Male candidates must have a white oxford shirt with a button-down shirt collar, black slacks, and black dress shoes.
 - Female candidates who are elected will need a solid white formal long dress to wear for the installation at the Closing General Session and Gala. Dresses **SHOULD NOT** be strapless. Male candidates who are elected will need a black suit or tuxedo with a black tie.

National Officer Candidate Information

- National headquarters will provide a "National Officer Candidate" ribbon for each officer candidate. The candidates will receive this ribbon at the National Officer Candidate Orientation on Saturday, July 7th.
- Both incoming and outgoing National Executive Council members will be provided wrist corsages or boutonnieres for the installation ceremony at the Closing General Session. National officers will not be permitted to wear items from state groups during the Closing General Session & Installation.
- Those candidates who are elected will be **required** to attend the Special Event and FCCLA Gala together as a group. Candidates are encouraged to purchase tickets to either or both events if they would like to attend regardless of the election results. Candidates will not be notified of the election results in time to purchase tickets on site should they not be elected so they must plan ahead. FCCLA will provide tickets for the incoming council and reimburse tickets for those who purchased them prior to the conference.
- If not elected, National Officer Candidates are asked to attend a National Officer Candidate debrief to meet with select national staff and past National Officer Candidates for a Q&A session, discuss the election process, learn about opportunities for the coming year and ways to stay involved.
- All expenses of the National Officer Candidate to attend the National Leadership Conference will be the responsibility of the candidate, their chapter, and/or their state. The national organization will not reimburse any portion of the candidate's conference or travel expenses except tickets for the special event and gala for the ten candidates who are elected.

Campaigning Policy

(Below is the current campaign policy, however this policy is under review by the Board of Directors Program Committee and may be updated prior to elections. Please pay special attention to communication regarding this policy in the next few months.)

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 the candidates name, including brochures and business cards, all electronic devices and all social networking sites shall not be allowed by National Officer Candidates or their supporters. If a member or state adviser of Family, Career and Community Leaders of America feels that a National Officer Candidate has violated this policy; such violation must be reported, in writing, to the Information Desk at the National Leadership Conference. A panel consisting of the immediate past president, immediate past vice-president of finance and the chair of the board of directors will investigate the allegation. Alleged violations must be reported prior to the close of the voting process. If the review panel determines the National Officer Candidate or their supporters has violated this policy, that candidate will be disqualified from election. The decision of the review panel is final.

- Candidates, advisers, parents/chaperones, members, and/or supporters of the candidate must not request votes for the candidate.
- Do not pass out any paraphernalia including items such as business cards, state pins, etc. during the conference.

Cell Phone Policy

During National Officer Candidate elections at the National Leadership Conference, all National Officer Candidates are prohibited from using cellular devices (cell phones, PDAs, etc.) during any/all election related sessions. If a National Officer Candidate is in violation of this policy, such violation must be reported to FCCLA national staff. Alleged violations must be reported in writing to national staff prior to the close of the voting process. This allegation will be investigated by the Executive Director and current President and may lead to disqualification. The purpose of this policy is to prohibit communication between officer candidates, spectators, voting delegates, or resources which might give the candidate an unfair advantage during the election process.

National Officer Candidates Adviser Information

National Officer Candidate advisers are the advisers to the local chapter where the officer attends school or the state adviser. National Executive Council Advisers are required by the *Bylaws* (revised 2011) to be teachers certified in Family and Consumer Sciences and/or related occupations, and a chapter or state adviser.

- All National Officer Candidate advisers should refer to the *2012-2013 National Executive Council/Adviser Handbook* located on the FCCLA national website on the National Election Information page of the Youth Leaders section. This resource provides detailed information about the roles and responsibilities of the officer's adviser. **It is important for advisers to read this resource thoroughly and have a good understanding of the expectations of both their role as an adviser to a national officer and the officer's role if elected.**
- A pre-conference webinar and an onsite orientation for advisers of National Officer Candidates will be held to brief advisers on how to help their candidates throughout the week. National Officer Candidate advisers are expected to attend. During these orientation meetings and by email, advisers will receive details about other National Leadership Conference activities in Orlando, Florida they will be asked to attend. Advisers of elected officers will attend a meet and greet, a luncheon, and the 2012-2013 National Executive Council Advisers training meeting.
- Advisers are **not permitted to attend** any election events which are not open to spectators including the NOC Test, NOC Orientation, Nominating Committee Interviews, NOC Think Tank, Networking, Teambuilding, or NOC Fishbowl. Advisers will also not be permitted in the holding rooms during speeches. Advisers may accompany candidates to and from sessions, but may not go into the above sessions. Advisers are allowed and encouraged to be present for letter drops and speeches.
- Advisers are also **not permitted to attend** any teambuilding, workshop, rehearsal, or planning sessions of the newly elected council. Advisers will be required to attend National Executive Council Adviser sessions if their student is elected. Advisers will have reserved seating at the Business & Recognition Session and Closing General Session.
- Advisers are encouraged to attend the NOC Debrief with their candidate if he/she is not elected.
- FCCLA will cover the costs for National Executive Council Advisers to attend two meetings during the year. National headquarters does not cover expenses for the adviser's travel to any other meetings their officer attends.
 - The National Executive Council and Advisers Meeting will be held in August in Reston, Virginia. During this meeting, advisers will become acquainted with their roles and responsibilities, receive professional development training and organizational updates, develop workshops, provide input to strengthen national programs and publications, and plan involvement in national meetings and activities.
 - The 2013 National Leadership Conference will be held July 7-11, 2013 in Nashville, Tennessee. National Executive Council Advisers will arrive early to help with the conference.

NOTE: The same adviser must attend both the August Meeting and the 2013 National Leadership Conference. Substitutions at the meetings are not permitted unless arranged with the Marketing & Membership Manager prior to elections. If an adviser substitution must be made between the August meeting and the 2013 National Leadership Conference, the school or state association will be responsible for covering the adviser's expenses.
- If an officer is not permitted to travel alone, the school or state association will be responsible for covering the adviser's expenses as national headquarters does not cover these expenses. If this is a problem, the student should not make plans to run for national officer.

Nominating Committee

General Information

- In accordance with the *Bylaws* (revised 2011), three states from each region (on an alphabetical rotation of states within the region), may select a student representative to serve on the nominating committee. The immediate past National President will chair the committee. A national staff member serves as the election consultant.

Nominating Committee Responsibilities

- The major responsibility of the committee is to evaluate the National Officer Candidate applications, interview the candidates, and narrow the number of candidates down to 20 for consideration by the election voting delegates. Responsibilities for committee members and suggested selection criteria for state advisers responsible for choosing nominating committee members are listed below.
- Nominating Committee members are required to participate in an orientation webinar in mid-June during which they will receive instructions for scoring candidate applications prior to arriving on site. Nominating committee members must be willing to dedicate time and energy to scoring applications within the timeframe established during the webinar. If the committee member fails to participate in the webinar or complete the assigned work, he or she will not be eligible to serve on the nominating committee. The committee member must be willing and able to score the applications on their own and keep all information about the candidates and their applications confidential.
- Nominating Committee members are required to attend an orientation on Saturday, July 7th, candidate interviews, the NOC Fishbowl, and committee deliberation on Saturday, July 7th and Sunday, July 8th, the candidates' speech sessions on Monday, July 9th and a final meeting on Tuesday, July 10th at the National Leadership Conference. If the committee member does not attend all of the above sessions, he or she will not be eligible to serve on the nominating committee. Representatives on this committee must make the orientation and interview sessions a priority over events such as state pictures, tours, state meetings, etc. When choosing an individual to serve, please keep in mind the nominating committee requires a time commitment of 12:00 p.m. – 9:00 p.m. on Saturday, July 7th; 8:00 a.m. – 7:00 p.m. on Sunday, July 8th; 10:30 a.m. – 3:00 p.m. on Monday, July 9th; and 7:00 – 7:15 a.m. on Tuesday, July 10th. Please do not select an individual who is unable to commit to serving on the nominating committee for the entirety of this time.

Nominating Committee Qualifications

- The following states are eligible to select a student for the nominating committee for the 2012 National Leadership Conference:

Central Region

North Dakota
Ohio
South Dakota

North Atlantic Region

New York
Pennsylvania
Rhode Island

Pacific Region

Nevada
New Mexico
Oregon

Southern Region

Texas
Virginia
Virgin Islands

- If you know at this time that your state cannot assume its role on the 2012 Nominating Committee, please notify the Leadership Development Manager, Edie Doane, immediately at edoane@fclclainc.org.
- If your state is able to fulfill this role, please complete the Nominating Committee Form no later than **May 1, 2012**. If your state does not submit the required form by the established deadline, national headquarters will assume your state is not participating and move on to the next state. [Click HERE for the online form.](#)

Nominating Committee Information

- Nominating Committee Members must:
 - Be nationally affiliated FCCLA members
 - Become familiar with the election process by reading the *2012 National Elections Step-by-Step Guide*
 - Have good interviewing skills.
 - Have knowledge of the qualities needed to be a national officer by reading the *Bylaws* (revised 2011) and the *2012-2013 National Executive Council/Adviser Handbook*
 - Understand both the responsibility and honor of serving on the Nominating Committee
 - Maintain confidentiality of candidate information, committee discussion, and committee decisions during and following the election process.

- Members in their junior or senior year with more than two years in FCCLA are preferred.

- Nominating committee members **should not** participate in STAR Events or other activities during the National Leadership Conference that would conflict with their responsibilities, including state pictures. Please note: If there is a conflict with other activities at the National Leadership Conference please notify Edie Doane, Leadership Development Manager, prior to the National Leadership Conference at edoane@fcclainc.org or call (703) 476-4900 x307.

Voting Delegate Information

General Information

Each state association should select voting delegates to participate in the Business Session. Voting delegates must be FCCLA members. The number of voting delegates from a state is determined by the state's paid membership the year prior to the national conference in accordance with the scale given in the *Bylaws*, Article IX, Section 2 (revised 2011). The actual number of voting delegates required for each state at the 2012 National Leadership Conference (based on 2011-2012 paid members and the final membership report) will be sent **mid-June**.

Each state association may select one of their voting delegates to also serve as the state's Election Voting Delegate. This individual will receive information about the 20 National Officer Candidates selected by the Nominating Committee, attend specific election sessions, and vote on behalf of the state in the election of the 2012-2013 National Executive Council. More information about the responsibilities of this specific voting delegate is below.

Responsibilities of ALL Voting Delegates at the National Leadership Conference

- State advisers will be provided with the exact number of "Voting Delegate" packets for their state at registration. State advisers should make sure voting delegates receive their packet which includes their Voting Delegate ribbon prior to the Voting Delegate Orientation as their ribbon grants them admission to voting delegate activities.
- Voting delegates should attend the Voting Delegate Orientation on Sunday, July 8 at 8:00-8:30 a.m. They will receive information about their responsibilities, a schedule of activities, and the opportunity to meet the 2011-2012 National Executive Council, all of the 2012 National Officer Candidates, and each other.
- Voting delegates will be conducting the business of the organization. Bylaws amendments may be proposed by: a state association and received at national headquarters 90 days prior to the opening of the national conference; the National Executive Council; or the National Board of Directors.
 - In the spring, proposed bylaws changes, and related information, if any, will be sent to state advisers. Official voting delegate notification and information will be sent to state associations at least one month prior to the National Leadership Conference, as required in the *Bylaws* (revised 2011). This information will also be handed out to voting delegates during the Voting Delegate Orientation.
 - Business will be conducted during the Business & Recognition Session on Tuesday, July 10 at 12:45-3:00 p.m. Voting delegates must sign in prior to the session and sit in the reserved seating area to be included in the business meeting.
- Voting delegates are also invited to participate in specific election sessions to help provide the state delegation with an informed opinion regarding the National Officer Candidates. These sessions include:
 - Networking – Monday, July 9, 8:00 – 10:00 a.m.
 - Candidate Speeches – Monday, July 9, 10:30 a.m. – 12:00 p.m. & 1:30 – 3:00 p.m.
Voting Delegates will be given priority seating at the candidate speeches.
- **Voting delegates should not** assume the responsibility of session presenter, host, usher, STAR Events participant, or any other responsibility that would conflict with scheduled voting delegates' events. They should elect to not participate in tours, activities, and sightseeing events which conflict with their responsibilities as a voting delegate. Additional information on voting delegate responsibilities and a final schedule of meetings will be posted on the website and provided to state advisers in June.

Voting Delegate Information

- **Voting delegates should** be made aware of the privilege bestowed on them to assume a major role in making decisions for their state delegation at the Business & Recognition Session and during the election process. It is the role of advisers to provide information and guidance, if necessary.
- Some states have found it helpful to designate a state officer to help monitor their voting delegate(s) attendance at specified events during the National Leadership Conference.
- Alternate voting delegates can be substituted if a selected voting delegate cannot meet his/her responsibility.

Election Voting Delegates

The election voting delegate should be a mature member, familiar with the responsibilities of an FCCLA officer, and willing to devote the required time and attention for a successful and fair election.

Each state adviser will receive one "Election Voting Delegate" packet at registration. This packet, which includes their ribbon, should be given to the voting delegate who will vote on behalf of the state in the 2012 National Executive Council elections. Students will not be admitted to closed sessions or allowed to vote if they do not have their "Election Voting Delegate" ribbon.

Election Voting Delegates will be required to participate in specific election sessions so they have an informed opinion regarding the National Officer Candidates. These sessions include:

- Voting Delegate Orientation – Sunday, July 8, 8:00 – 8:30 a.m.
- Election Packet Pick Up – Monday, July 9, 7:30 – 8:00 a.m.
- Networking – Monday, July 9, 8:00 – 10:00 a.m.
- Candidate Speeches – Monday, July 9, 10:30 a.m. – 12:00 p.m. & 1:30 – 3:00 p.m.
Voting Delegates will be given priority seating at the candidate speeches.
- Elections – Monday, July 9, 10:30 – 11:30 p.m. (*Must arrive to vote prior to 11:30 p.m.*)

Election Voting Delegates will be asked to keep track of candidates using an evaluation form provided by FCCLA. The forms will provide Election Voting Delegates with each candidate's test score so they have insight into the candidate's knowledge of FCCLA facts. Election Voting Delegates are encouraged to write constructive comments on the forms as they will be returned to candidates following the election. Election Voting Delegates will be required to turn in their forms prior to entering the voting room on Monday evening to avoid the circulation of written comments regarding candidates during the remainder of the conference.

Procedure for Tied Election Results – **NEW!**

The Nominating Committee will meet on Tuesday, July 10th at 7:00 a.m. to find out if a tie has occurred. In the event of a tie, the Nominating Committee will determine out of those tied who will be elected to the 2012-2013 National Executive Council. Information regarding a tie will be confidential within the committee and no one outside the committee will be informed if there was a tie or which candidates were involved.



2012-2013 NATIONAL OFFICER CANDIDATE APPLICATION INSTRUCTIONS

Listed below is a checklist of instructions:

Copies of portions of the application form will be given to nominating committee members and/or election voting delegates.

- Complete the National Officer Candidate "Intent to Run" form online by **May 1** so FCCLA national staff knows to expect the candidate's application in the mail.
- Please **type** all information requested on the 2012-2013 National Officer Candidate Application Form, using **only the space provided**. This form should not be altered or changed in any way. Additional information will **not** be considered.
- Verify that the candidate is attending the 2012 National Leadership Conference, registered for the weekly registration, and will be staying in an official 2012 National Leadership Conference hotel.
- Please have the chapter adviser, state adviser, and other school or community member submit a recommendation indicating personal qualifications. Recommendations need to indicate support should the officer be elected. Please discuss the national officer and adviser responsibilities in detail before securing each recommendation.
- Attach a copy of the 2011-2012 chapter affiliation form, verifying candidate's membership. **National dues must be paid by March 1, 2012**. Note: It is the state adviser's responsibility to confirm that the candidate's "Type of Candidate," occupational or comprehensive, has been marked correctly.
- Attach an official transcript and Transcript Release Parental Agreement Form. Transcripts must verify the following two qualifications:
 - The National Officer Candidate's cumulative grade point average on a 4.0 non-weighted scale. Candidates must have a cumulative grade point average of 3.0 for the 3 previous semesters.
 - The National Officer Candidate must have completed a **minimum of 1 year** of Family and Consumer Sciences education (FACS) in order to run for national office. Please include an official transcript other than high school if FACS classes for this requirement were completed in middle school.
- Signed Code of Conduct Agreement and Code of Ethics Agreement.
- Please place an "X" in appropriate box (es) regarding type of candidate (and the recommendation area, etc.).
- If the school administrator does **not** place an "X" in the box to allow the officer to travel alone due to a school regulation, a letter must be attached stating that the school or state association will be responsible for covering the adviser's expenses to travel with the officer.
- Check for the following signatures with dates – National Officer Candidate, Chapter Adviser, School Administrator, State Adviser, and parent/guardian.
- Please make a copy of your application for your records before you submit it to national headquarters. Please note that national headquarters cannot provide copies of your application once it has been submitted.
- RETURN POSTMARKED BY MAY 1, 2012 TO:**

Eddie Doane
Leadership Development Manager
Family, Career and Community Leaders of America
1910 Association Drive
Reston, VA 20191-1584