

FCCLA District President/State Officer Agreement

Required for District President Candidates. Submit signed form online with the application.

Candidate Name _____

Adviser Name _____ Chapter/School _____

If serving as District President, I will assume the additional duties of State Officer outlined in the Constitution and Bylaws of the Montana Association of Family, Career and Community Leaders of America and fulfill the following expectations.

By signing this agreement, I will:

1. Abide by the Montana FCCLA Code of Conduct at all times.
2. Conscientiously serve the Association and assist and encourage FCCLA members and chapters to take an active part in the organization, school and community.
3. Set an example for members of the State Association as a good student, courteous person and a responsible citizen.
4. Strive to improve my leadership ability and give as much time as required to carry out my duties as a state officer during the term.
5. Represent the State Association credibly at meetings, banquets and other gatherings when asked to do so, speaking clearly, concisely and enthusiastically, using proper grammar at all times.
6. Thoroughly familiarize myself with the constitution and policies of the organization, parliamentary procedure, and Family and Consumer Sciences in Montana.
7. Strive to maintain a good working relationship between FCCLA and the public.
8. Purchase \$50-\$100 of required items for official FCCLA dress (blazer and polo provided by Montana FCCLA).
9. Meet with my local chapter adviser a minimum of twice a month to maintain communication regarding district and state-level matters.
10. Actively communicate with team and State Leadership Team at all times in a professional manner. This includes meeting all deadlines and having the proper equipment (computer with reliable internet) throughout the year to complete work electronically and participate in online meetings.
11. Participate in monthly team conference calls.
12. Attend, prepare for, and actively participate in all required Montana FCCLA State Executive Council meetings. Failure to attend a meeting will result in dismissal from office.

	CONFERENCE CALLS	2021 STATE LEADERSHIP CONFERENCE	2021 JUNE MEETING	2021 NLC	2021 SUMMER MEETING	2021 LEADERSHIP RALLY	2022 WINTER MEETING	2022 STATE LEADERSHIP CONFERENCE
DATES	Monthly	March 18-19	Early June	June 27 - July 1	Late July/Early August	Late September/Early October	Late January	March 15-18 (officers arrive on Tuesday)
LOCATION	Zoom (link provided)	Bozeman	Bozeman	Nashville, TN	Emigrant or Helena	Fairmont Hot Springs	Bozeman or Helena	Bozeman
ADVISER ATTENDANCE	Yes	Yes	No	Yes*	Yes	Yes	Yes	Some
ADVISER ATTENDANCE INFORMATION	Advisers may call in separately but should still be on the call.		Onsite Chaperones are the State Leadership Team members. Parents or advisers drive must help provide transportation.			Officers asked to be there earlier the first day.		~3 advisers arrive Tuesday to help with preparations; rest arrive with chapter on Thursday. Transportation must be provided by adult.
TRAVEL EXPENSES PAID BY MT FCCLA**	N/A	None; students travel with their chapter.	Meals, mileage, hotel, registration	Support provided by Chapter*	Meals, mileage, hotel	1 nights lodging, waived registration for adviser and officer	Meals, mileage, hotel	Meals, mileage, hotel, registration fee

***All dates, locations, & other details are subject to change. MT FCCLA will be diligent in notifying officers & advisers of updates in a timely manner.

***National Leadership Conference** (travel arrangements made by adviser/school)

- Student travel – Student/chapter responsible for expenses which could amount to as much as \$1,700 for the National Leadership Conference. Candidate and/or chapter should be fully committed to paying the total sum when candidate runs for office.
- Chaperone - All state officers must be chaperoned either by their adviser, a parent or another adult. If a school asks an adviser from a neighboring school to chaperone, the school is expected to pay the hotel of the chaperone as compensation for chaperoning the state officer.



****Meeting Travel Reimbursement Policy**

- Meals: Receipts required. Reimbursement is \$7.50 for breakfast, \$8.50 for lunch and \$14.50 for dinner.
- Mileage: Carpooling is required for reimbursement. The person who drives is paid mileage at half of state rate.
 - Advisers or parents must always drive. State officers are not allowed to drive due to the liability involved for schools and families.
 - Advisers are responsible for getting students to the FCCLA carpool location and/or providing transportation to the meeting.
- Hotels/Motels: The State FCCLA Office arranges a motel for officers and advisers when they attend official meetings---usually placing 3-4 in a room. FCCLA pays the bill.

State Officers represent all members of the State Association and are looked to by members as an example and a leader. Applicants for District President/State Officer should consider each of the following statements carefully before signing the application, as this is a **CONDITIONAL PRIVILEGE**. We recognize that the privilege can be withdrawn by the State Board of Directors. The privilege is conditional depending upon officer suitability to participate as determined solely by the State Board of Directors.

Officer Candidate Signature: (initial each section to indicate agreement and then sign below)

Initial	Section
	Responsibilities: I understand that any action detrimental to the FCCLA image will not be tolerated and may result in disciplinary action by the FCCLA State Board of Directors up to and including dismissal from the organization. If I plan to take an early graduation option, I will forfeit my duties as a State Office. By signing this agreement, I am committing myself to the responsibilities outlined in this contract.
	Code of Conduct: I have read and signed the Code of Conduct; it is on file with my Chapter Adviser. Page 6.
	Official Dress: We agree to return loaned items to FCCLA as well as purchase necessary items for official dress. Page 10.

Signature	Printed Name	Date	Phone Number

Parent/Guardian, Adviser & Administrators: (initial each section to indicate agreement and then sign below)

Parent/ Guardian Initial	Adviser Initial	Administrator Initial	Section
			Officer Support: We have reviewed the application for FCCLA District President/State Officer. By signing this agreement, if elected, the officer will have our full support and cooperation in carrying out the responsibilities of the office to the best of his/her ability.
			GPA: Candidate has met the minimum 2.5 GPA requirement.
			Code of Conduct: The Code of Conduct has been signed by all parties and is on file with the Chapter Adviser. Page 6.
			Official Dress: We agree to return loaned items to FCCLA as well as purchase necessary items for official dress. Page 10.
			<p>Liability Release: All persons under legal age must have their parents/guardians agree to and initial and sign the statement below in order to attend official meetings of National and Montana FCCLA.</p> <p>The undersigned, being parents or guardians of _____, a member of the student organization known as Family, Career and Community Leaders of America, hereby agree to release the State of Montana, Family, Career and Community Leaders of America, its representatives, agents, servants, and employees from liability for any injury resulting from any cause whatsoever occurring at any time while said minor is attending a convention or meeting of FCCLA, including travel to and from such meetings.</p>

	Signature	Printed Name	Date	Phone Number
Parent or Guardian				
Adviser				
School Administrator				

