

NATIONAL OFFICER CANDIDATE SELECTION PROCESS
MONTANA

Eligibility:

Montana is eligible to nominate two national officer candidates annually. Candidates may be affiliated as a comprehensive or occupational member of FCCLA. The qualifications for a national officer candidate are:

- Candidates must have an unweighted cumulative 3.0 GPA for the previous 3 semesters;
- Active participation in FCCLA on local, district and state levels;
- Contribution to family and consumer sciences education program;
- Participation in school and community activities;
- Job experience;
- Personal qualities;
- Recommendations by chapter, advisor, administrator and state association;
- Junior class standing, preferably.

National Officer Candidate Selection Process Procedures (per the *Montana FCCLA Policy Manual*):

The current Montana FCCLA State Adviser will serve as coordinator for the national officer candidate selection process at the state leadership conference.

- A written test will be required of all national officer candidates. Applicants must score at least 80% on the test to be eligible to advance to the interview. Candidates are urged to use all FCCLA resource materials available, including the [Montana FCCLA Study Guide](#), National and Montana FCCLA websites, The Handbook to Ultimate Leadership, etc.
- The written test will be given on Thursday at the State Leadership Conference.
- Three to five judges will interview all national officer candidates who advance to this stage of the process. The committee shall consist of a current member and a member of the Board of Directors. The remaining committee members will be appointed by the State Advisers.
- In preparing for the interview, candidates should expect questions on personal future goals, personal leadership qualities, importance of career and technical education, the role of a national officer, and application of FCCLA programs. Candidates are expected to apply themselves to different situations that require application of FCCLA facts, programs and processes.
- During the interview, candidates will give a speech up to three minutes in length about how FCCLA helps individuals achieve Unlimited Possibilities.
- Applicants must score an average of at least 80% on Montana's national officer candidate evaluation form to qualify as one of the two Montana National Officer Candidates. Should more than two candidates have a score over 80%, then the top two scoring individuals will be the National Officer Candidates.

- A letter will be given to each officer candidate summarizing the selection decision.

If a candidate is selected to represent Montana, they complete the National FCCLA Intent to Run Form. National FCCLA then selects the top 20 candidate to compete at the National Convention. Travel expenses to compete at the National Convention are the responsibility of the candidate.

If elected at NLC to be on the National Executive Council officers and their advisers will coordinate with National FCCLA to complete all responsibilities. More information can be found here:

<http://fcclainc.org/youth-leaders/national-elections-information.php>

If not elected at NLC to be on the National Executive Council, officers and their advisers will coordinate with Montana FCCLA to be on the Montana State Executive Council as the 2nd Vice President for the 23-24 year.

NATIONAL OFFICER CANDIDATE EVALUATION

Candidate: _____

Chapter: _____

Evaluation Criteria	Points Possible	Judge's Score	Comments
1. Application	(30 pts)		
<ul style="list-style-type: none"> Complete, informative, neat 	5		
<ul style="list-style-type: none"> Contributions to FCCLA and Family and Consumer Sciences Education at local, district and/or state level 	15		
<ul style="list-style-type: none"> Participation in school and community activities 	5		
<ul style="list-style-type: none"> Above average scholastic rating 	5		
2. Appearance	(5 pts)		
<ul style="list-style-type: none"> Business attire, well-groomed, good posture 	5		
3. Verbal/Nonverbal Communication	(25 pts)		
<ul style="list-style-type: none"> Eye contact, poise, body language 	10		
<ul style="list-style-type: none"> Clarity of expression, ability to express ideas, grammar 	15		
4. Personal Qualifications	(40 pts)		
<ul style="list-style-type: none"> Knowledge of organization from written test 	10		
<ul style="list-style-type: none"> Response to oral interview questions 	25		
<ul style="list-style-type: none"> Creative, confident, mature, responsible, enthusiastic 	5		
Total	100		

Montana FCCLA National Officer Candidate Application

Due date: February 15

What to submit: Applications will not be accepted unless they are complete (this includes all signatures). A completed application includes:

- Online Application Demographics and Questions (see pages 4-5 for questions)
- Documentation uploaded as a PDF file to the online application. Documentation includes:
 - o Official High School Transcript
 - To be eligible to run for national office, candidates must have an unweighted cumulative grade point average of 3.0 for the previous 3 semesters.
 - o Narrative Description
 - Provide a one-page written narrative description indicating what qualifies you to represent Montana as a national officer candidate. Size 12 font. Double spaced.
 - o Two Letters of Recommendation
 - Two (2) letters of recommendation from an employer, school official, clergyman, etc.
 - o Statement of Support from each of the following individuals indicating that they have closely reviewed the [National Executive Council/Adviser Handbook](#) and are prepared to support the candidate and fulfill their responsibilities as outlined in the handbook.
 - School Administrator
 - FCCLA Adviser
 - o Signed MT FCCLA National Officer Candidate/State Officer Agreement (pages 6-8)

Where to submit: online at <http://mtfccla.org/national-officer-candidate-application/>

Note: *Officer candidate and adviser will receive an email confirmation with 48 hours of online submission. Please check with the State Director, (director@mtfccla.org) if a confirmation is not received.*

Informational questions (to be answered on the online form):

Applicant Information:

Name _____	Email address _____
Home Mailing Address _____	City, State, Zip _____
Home Phone _____	Cell Phone _____
Years as an affiliated member of FCCLA _____	Current Year in School _____
First and Last Names of Parents/Guardians _____	Parents/Guardians Mailing Address (if different than above) _____

Chapter Information:

Chapter Name _____	Adviser Name _____
School Mailing Address _____	City, State, Zip _____
School Phone _____	Adviser Cell Phone _____
Adviser email _____	MT FCCLA District _____

School Information:

Principal Name _____	Principal Phone _____
Principal email _____	

Candidate Questions (to be answered directly on the online form):

Name _____

1. What Family and Consumer Sciences Education classes have you taken or are currently taking? Include course title, grade level and length of course (quarter, semester, yearlong, etc.). Please list the course titles as they appear on your transcript.

2. Describe any offices and/or leadership positions have you held as a part of your FCCLA Chapter?

3. Describe any offices and/or leadership positions have you held at the Montana FCCLA District and State Levels?

4. Describe your participation and leadership roles in other activities in your school and community.

5. I am currently an affiliated member of Montana FCCLA with dues fully paid for the 2018-19 year.
 - Yes
 - No

National Officer Candidate/State Officer Agreement

Submit signed form online with the application.

Candidate Name _____

Adviser Name _____ Chapter/School _____

As a National Officer Candidate representative of Montana, I will assume the additional duties outlined in the [Constitution and Bylaws of the Montana Association of Family, Career and Community Leaders of America](#) and fulfill the following expectations.

- **If elected as a National Officer**, I will resign from the Montana State Executive Council. As a National Officer, I will serve as a liaison to the SEC and participate in those meetings and activities as much as possible.
- **If not elected as a National Officer**, I will serve as the 2nd Vice President on the State Executive Council for the 2020-21 year.

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.
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 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.

Travel:

CONFERENCE CALLS		2024 STATE LEADERSHIP CONFERENCE	2024 JUNE MEETING	2024 NLC	2024 SUMMER MEETING	2025 WINTER MEETING	2025 STATE LEADERSHIP CONFERENCE
DATES	Monthly	March 14-15	Early June	June 29-July 3	Late July/Early August	Late January	March 11-15 (officers arrive on Tuesday)
LOCATION	Zoom (link provided)	Bozeman	Bozeman	Seattle, WA	Emigrant or Helena	Bozeman or Helena	Bozeman
ADVISER ATTENDANCE	Yes	Yes	No	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.				~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	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)

- Travel expenses for National Officer Candidates is the responsibility of the candidate.

**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.

Signatures:

State Officers represent all members of the State Association and are looked to by members as an example and a leader. Applicants for National Officer Candidates 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
	National Officer Responsibilities: I have read the National Executive Council/Adviser Handbook and am prepared to represent Montana as a National Officer Candidate and am able to meet all requirements per National FCCLA. This includes collaborating with my family, adviser, school and state to aware of and in support of their responsibilities.
	State Officer 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 Montana FCCLA Code of Conduct ; it is on file with my Chapter Adviser.

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
			State 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.
			National Officer Support: I have read the National Executive Council/Adviser Handbook and am prepared to fully support the National Officer Candidate per the national guidelines including expectations, adviser and student travel, etc.
			Code of Conduct: The Montana FCCLA Code of Conduct has been signed by all parties and is on file with the Chapter Adviser.
			<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				