## District Officer Election Paperwork

### Fall 2019

- **District**: 1  
  - **District President**: Elle Buhl  
  - **Adviser**: Stacy Aaberg  
  - **Email**: fcclaelle@gmail.com  
  - **School**: Conrad

- **District**: 2  
  - **District President**: Sabrina Haun  
  - **Adviser**: Shae Bruursema  
  - **Email**: fcclasabrina@gmail.com, sbruursema@townsend.k12.mt.us  
  - **School**: Broadwater High

- **District**: 3/9  
  - **District President**: Ben Costin  
  - **Adviser**:  
  - **Email**: fcclaben@gmail.com  
  - **School**: Malta

- **District**: 4  
  - **District President**: Jordan Cookman  
  - **Adviser**: Kim Knoche  
  - **Email**: fcclajordancookman@gmail.com, kknoche@forsyth.k12.mt.us  
  - **School**: Forsyth

- **District**: 5  
  - **District President**: Jenna Paul  
  - **Adviser**: Stephanie Robertus  
  - **Email**: fcclajenna@gmail.com, srobertus@plevna.k12.mt.us  
  - **School**: Plevna

- **District**: 6/7  
  - **District President**: Jasmine McClure  
  - **Adviser**: Joy Larson  
  - **Email**: fcclajasmine@gmail.com, joylarson@ftsd.org  
  - **School**: Frenchtown

- **District**: 8  
  - **District President**: Hunter Moore  
  - **Adviser**: Beth Linquist  
  - **Email**: fcclahunter@gmail.com, bethlinguist@hotmail.com  
  - **School**: Plentywood

- **District**: 10  
  - **District President**: RaLeigh Strommen  
  - **Adviser**: Lorie Martinez  
  - **Email**: fcclajocelyn@gmail.com, sskovgaard@reedpoint.k12.mt.us  
  - **School**: Columbus

- **District**: 11  
  - **District President**: Elizabeth Hamilton  
  - **Adviser**: Rachel Minert  
  - **Email**: fcclabeth@gmail.com, rachel.minert@sheridan.k12.mt.us  
  - **School**: Sheridan
Statewide District Election Process

I – Eligibility

Section 1: Affiliated Member
All members running for district office must be affiliated before running for district office.

Section 2: Candidates for President:
- Years of membership: Must have one year membership as an affiliated FCCLA member
- Grade Level: Must be of grade ten standing or above
- GPA: Must have a minimum cumulative 2.5 GPA.

Section 3: Exceptions to Eligibility
In special circumstances, the candidate may request an exception to an eligibility requirement from the State Director in advance of the election.

II - Application & Applicable Consent Forms

Section 1: Where available:
Montana FCCLA website

Section 2: Who completes:
All individuals interested in a district office

Section 3: When to submit:
- Two (2) weeks prior to district meeting date
  - No form shall be accepted after the due date unless otherwise arranged by the district president.

Section 4: Where to submit:
Online – to the Montana FCCLA website

Section 5: During the district meeting:
District President shall be responsible for displaying copies of the completed applications at the registration desk or in the chapter packets for all attendees to review.

III - Written Test

Section 1: When conducted:
On-site, before the oral questioning and voting in an area separate from the assembly.

Section 2: Who takes the test:
All district officer candidates

Section 3: Types of questions:
Multiple choice exam with only facts and recent events of FCCLA; no opinion questions. Test prepared by the State Executive Council.

Section 4: Minimum score:
- 70% or higher to be eligible to proceed to the oral test.
  - The District President’s Chapter Adviser or another district chapter adviser will grade the tests under the supervision of the District President’s Chapter adviser.
  - Test results shall be reviewed by the voting delegates.

IV - Oral Interview

Section 1: When conducted:
Each candidate who has successfully completed the written test shall participate in an oral interview before the entire district meeting delegation.

Section 2: Question format:
The interview will consist of questions prepared by the State Executive Council.
All candidates will answer:
- Two Fact Questions: These questions will allow the candidate to demonstrate knowledge concerning FCCLA.
- One Situation Question: This question should reflect how the candidate deals with real life occurrences.
- One Comparison Question: This question will allow the candidate to demonstrate creativity and ability to think quickly.

Office specific questions/processes:
- President: Give a three to five-minute speech (no props can be used), which portrays the leadership qualities they possess in order to best sell themselves as President of their district.
- Secretary/treasurer, National Program Coordinator, Historian, 2nd Vice President and District Specific Offices: Must answer a situation question related to FCCLA and/or the office being sought.
- Recreation leader: Must lead the group in one activity or song which they have prepared in advance of the meeting.
- Parliamentarian: Must answer two fact questions relating to parliamentary law.

Section 3: Process to conduct the oral interview:
Candidates: All candidates shall be separated from the general assembly during the oral interview. Candidates will be individually called before the general assembly for their oral interviews.

Facilitator: Each current district officer shall conduct the oral exam for the candidates for their office.
- Step 1: Fact question: Announce the fact question and the answer to the entire delegation.
- Step 2: Introduction: Before each candidate, provide a summary of data from the candidate’s application form.
- Step 3: Ask questions: Ask the questions for all candidates first and then the office specific questions.

V - Election

Section 1: Voting delegates:
Each chapter has two voting delegates.

Section 2: 1st Vice President
The candidate for president with the second most votes will be deemed the District 1st Vice President.

VI – Campaigning

Section 1: Poster:
Each candidate will be allowed one poster which shall not exceed three feet by two feet (36” x 24”) in size.

Section 2: Identification:
Each candidate must be identified as an officer candidate (e.g. name tag, ribbon). The current district president shall be responsible for determining that each candidate is identified by the designated system.

Board of Director Policy: 8/2008; modified in 2016 to be an online application process
FCCLA District Officer Application

Due date: Two weeks before the District Meeting

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

- Online Application (see pages 4-5 for questions); and
  - Application Signature Sheet (all offices other than District president) (page 7)
  - Or; FCCLA District President/State Officer Agreement (District President candidates only) (pages 8-9)

Where to submit: online at www.mtfccla.org

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 ___________________________

Birthday (mm/dd/year) ___________________________ 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 ___________________________ FCCLA District ___________________________
Candidate Questions (to be answered directly on the online form):

Name

Office(s) you desire (select all that apply)
- President
- Secretary
- Treasurer
- Parliamentarian
- Recreation/Song Leader
- Historian
- Other _____________________

1. Describe your past experience and/or involvement with Family, Career and Community Leaders of America.

2. 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.).

3. Why are you interested in the office?

4. What offices and/or leadership positions have you held in FCCLA and other groups?

5. Describe your participation in other activities (school, community, etc.).

6. I am currently an affiliated member of Montana FCCLA with dues fully paid for the 2019-20 year.
   - Yes
   - No
FCCLA MEMBER CODE OF CONDUCT
(to be kept on file by the chapter adviser)

1. Behavior at all times should reflect a positive, professional image of you, your school, the state of Montana and the FCCLA organization. Students are representatives of their school district. As such, they must comply with the Board of Trustees policies regarding student conduct.

2. Students will follow the approved Montana FCCLA Dress Code available on the Montana FCCLA website. Only students appropriately dressed will be allowed to participate. Students will wear their identification badge at all times.

3. Students shall attend, be on time and act in a professional manner at all general sessions, workshops and related activities in conjunction with the event for which they are registered.

4. Any accidents, injuries or illnesses should be reported to the adult chaperone/adviser and state director immediately. A copy of this signed Code of Conduct and a medical release form will be retained by the school and one will be brought to the conference by the adviser/school representative.

5. All students will observe the curfew issued and be quiet in their assigned rooms. Unnecessary noise at any hour shall be avoided in respect to other guests. Hotel regulations must be observed; this includes pool conduct, hours, etc.

6. Students will keep their adviser/adult chaperones informed of their activities and whereabouts at all times. The student shall spend the night or nights at the assigned hotel in his/her assigned room. Delegates are to remain on the conference premises unless permission to leave has been granted by the local adviser/adult chaperone, and the student is in the company of an adult upon departure.

7. Students must refrain from the use or possession of illegal drugs, tobacco or alcohol in any form. Possession is defined as having in one’s belongings such as a purse or luggage, in one’s hotel/motel room, or having knowledge that illegal drugs, tobacco or alcohol are in one’s hotel/motel room or in another person’s possession at any time during the FCCLA activity.

8. Students are not allowed in the sleeping rooms of the opposite gender, except when an adviser/adult chaperone is present.

9. Students shall not deface property, litter the premises, and/or put at risk the health and well-being of self or others. Any damages to property, furnishings or buildings shall be paid for by the individual or individuals responsible.

10. The enforcement of the Code of Conduct is the responsibility of the adviser/school representative. The adviser/school representative will call the school administrator for direction. For violation of any of the above, parents will be contacted and students will be sent home at their own expense.

11. The adviser/school representative will submit this Code of Conduct to the school administration and/or Board of Trustees.

12. Any action detrimental to FCCLA image will not be tolerated and may result in disciplinary action up to and including dismissal from the organization.

I have read, understand and agree to abide by and support the above regulations.

Please note: Students, their work and activities will be photographed and videoed during this conference. These photographs and videos may be published on our website and in our publications and may be distributed to each participating school.

If you have reasons for your student not to be photographed, please send a written request stating those reasons to director@mtfccla.org

__________________________________________  _______________________________________
Student                                                                                     Date

__________________________________________  _______________________________________
Parent or Guardian                                                                            Telephone Number of Parent/Guardian

__________________________________________  _______________________________________
Adviser/School Representative                                                                School Name and District Number

__________________________________________  _______________________________________
School Administrator                                                                          Administrator Phone Number
Application Signature Sheet

Required for all offices other than District President. Submit signed form online with the application.

Candidate Name

Adviser Name

Chapter/School

Directions:

- Officer Candidates, Parent or Guardian, Adviser and School Administrator must initial each item indicating they have read, understand and agree to abide by and support the Montana FCCLA regulations and requirements.
- Black boxes do not require initials.
- This form must be submitted with the application with all necessary signatures and initials to be eligible to run for district office.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Officer Candidate</th>
<th>Parent or Guardian</th>
<th>Adviser</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code of Conduct</td>
<td>Candidate’s behavior at all times should reflect a positive, professional image of you, your school and Montana FCCLA. Any action detrimental to FCCLA’s image will not be tolerated and may result in disciplinary action up to and including dismissal from the organization.</td>
<td></td>
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<td></td>
<td>See the entire Code of Conduct including signature agreement information on page 6.</td>
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</tr>
<tr>
<td>Personal Liability</td>
<td>All persons under legal age must have their parents/guardians agree to and initial and sign the statement below in order to attend any official meetings of Montana or National FCCLA.</td>
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</tr>
<tr>
<td>Release</td>
<td>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.</td>
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Signatures:
I have read, understand and agree to abide by and support the above regulations and requirements.

<table>
<thead>
<tr>
<th></th>
<th>Signature</th>
<th>Printed Name</th>
<th>Date</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officer Candidate</td>
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<tr>
<td>Parent or Guardian</td>
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<tr>
<td>Adviser</td>
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<tr>
<td>School Administrator</td>
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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.

<table>
<thead>
<tr>
<th>2020 STATE LEADERSHIP CONFERENCE</th>
<th>2020 LEADERSHIP CAMP/JUNE MEETING</th>
<th>2020 NLC</th>
<th>2020 SUMMER MEETING</th>
<th>CONFERENCE CALLS</th>
<th>2020 LEADERSHIP RALLY</th>
<th>2021 WINTER MEETING</th>
<th>2021 STATE LEADERSHIP CONFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATES</td>
<td>March 19-20</td>
<td>Early June</td>
<td>July 5-9</td>
<td>Early August</td>
<td>Monthly</td>
<td>Late September/ Early October</td>
<td>Late January</td>
</tr>
<tr>
<td>LOCATION</td>
<td>Bozeman</td>
<td>TBD</td>
<td>Washington D.C.</td>
<td>Bozeman</td>
<td>Phone call (number provided)</td>
<td>Fairmont Hot Springs</td>
<td>Bozeman or Helena</td>
</tr>
<tr>
<td>ADVISER ATTENDANCE</td>
<td>Yes</td>
<td>No</td>
<td>Yes*</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>INFORMATION</td>
<td>Onsite Chaperones are the State Leadership Team members. Parents or advisers drive must help provide transportation.</td>
<td>Advisers may call in separately but should still be on the call.</td>
<td>Officers asked to be there earlier the first day.</td>
<td>~3 advisers arrive Tuesday to help with preparations; rest arrive with chapter on Thursday. Transportation must be provided by adult.</td>
<td></td>
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</tr>
<tr>
<td>TRAVEL EXPENSES PAID BY MT FCCLA**</td>
<td>None; students travel with their chapter.</td>
<td>Meals, mileage, hotel, registration</td>
<td>Support provided by District instead of MT FCCLA*</td>
<td>Meals, mileage, hotel</td>
<td>N/A</td>
<td>1 nights lodging, waived registration for adviser and officer</td>
<td>Meals, mileage, hotel</td>
</tr>
</tbody>
</table>

*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)

<table>
<thead>
<tr>
<th>Initial</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Responsibilities:</strong> 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.</td>
</tr>
<tr>
<td></td>
<td><strong>Code of Conduct:</strong> I have read and signed the Code of Conduct; it is on file with my Chapter Adviser. Page 6.</td>
</tr>
<tr>
<td></td>
<td><strong>Official Dress:</strong> We agree to return loaned items to FCCLA as well as purchase necessary items for official dress. Page 10.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Parent/ Guardian Initial</th>
<th>Adviser Initial</th>
<th>Administrator Initial</th>
<th>Section</th>
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<tbody>
<tr>
<td></td>
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<td><strong>Officer Support:</strong> 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.</td>
</tr>
<tr>
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<td><strong>GPA:</strong> Candidate has met the minimum 2.5 GPA requirement.</td>
</tr>
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<td></td>
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<td></td>
<td><strong>Code of Conduct:</strong> The Code of Conduct has been signed by all parties and is on file with the Chapter Adviser. Page 6.</td>
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<td><strong>Liability Release:</strong> 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. 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.</td>
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Official Dress
District Presidents/State Officers

What is provided:
To reduce costs for state officers, several components of the official uniform are made available by the State FCCLA Office on loan.

Items provided on loan:

- Blazer ($75 value)
- Neckwear: Ascot or tie ($20 value)
- Briefcase ($30 value)
- FCCLA Polo ($30 value)

Within two weeks of the end of an officer’s term they are expected to return the items. Items must be returned in good condition and be clean. If an item is not returned, or is in poor condition, the FCCLA Chapter will be responsible for replacing the item.

Items should be returned to: Whitney Whittecar, MT FCCLA State Director, Box 11409, Bozeman, MT 59719

What the student/chapter must purchase:
Recommendations are made by the State Office to have consistency in style and keep costs low.

<table>
<thead>
<tr>
<th>Males</th>
<th>Females</th>
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</thead>
<tbody>
<tr>
<td>Black slacks</td>
<td>Black slacks</td>
</tr>
<tr>
<td>Black dress shoes &amp; black socks</td>
<td>Closed toe black pumps &amp; black closed toe flats with nude nylons</td>
</tr>
<tr>
<td>White oxford dress shirt</td>
<td>White oxford dress shirt and/or white shell</td>
</tr>
<tr>
<td></td>
<td>Black sheath dress</td>
</tr>
<tr>
<td></td>
<td>Black skirt (no more than 2” above the knee)</td>
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