# Texas FCCLA Officer Handbook

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Congratulations! Being elected to represent Texas as a regional or state officer is an accomplishment and a fantastic opportunity to learn, make new friends and strengthen your communication and leadership skills.

GET READY!

Before you begin your year, there are a few things you need to know. Being an FCCLA officer is a tremendous time commitment and responsibility to the organization. As an officer you will have the responsibility of representing over 23,000 Texas members and 227,000 national members. FCCLA must be your top priority for the entire year. There will be times when other activities and interests may conflict with FCCLA, and you will have to miss that special game or important performance. It is sometimes a sacrifice, but if you ask any past officers, they will agree that the benefits overshadow the sacrifices. Just keep in mind when evaluating your commitments for the coming year that FCCLA must be first.

* Review as much about FCCLA as possible including this packet of materials. The FCCLA Chapter Handbook is also a great resource. Also study items on the national website, the state website and other program manuals, etc.
* Contact past regional/state officers for ideas, helpful hints, and words of wisdom to help you become more relaxed and prepared for the responsibilities ahead.
* Ask your advisor or family to help you practice thinking quickly, answering questions and expressing your thoughts and ideas effectively.
* Check your wardrobe and grooming. A neat professional appearance is important at all times.

A NOTE TO ADVISORS

You play an important role in the officer’s experience. It is important for you to be supportive and encouraging. Help your student practice presentations and help prepare them for questions they may receive. This practice and “thinking on your feet” and expressing facts, thoughts, and ideas will be very beneficial and will help relax their nerves when the real situation rolls around.

QUALIFICATIONS

Region – Based on the regional constitution, the following qualifications are required for regional officers.

A. Must have held a chapter or regional office.
B. Must have an overall average of 85 in all subjects for the preceding semester.
C. Must be an affiliated member of an affiliated chapter.
D. Should have worked on at least one unit of Power of One. State candidates must have completed a unit.
E. Should have a sincere interest in the further improvement and development of the specific office which the nominee desires.
F. Should have a sincere interest in the development and improvement of Family, Career and Community Leaders of America
G. Should have an understanding and thorough knowledge of Family, Career and Community Leaders of America, Inc. program of work and the purposes of the organization; should be familiar with the regional and state constitution, bylaws, and the official guide.
H. Should be proficient in the use of parliamentary procedure.
I. Must have the support and cooperation of advisor, local school administrators, and family.

J. Should have the necessary time for the proper execution of the responsibilities of the office, both scheduled and called, that the office may involve. Be willing to sacrifice personal pleasure for the good of the organization.

K. Should possess good speaking qualities such as a clear, well-modulated voice, so that you can speak at ease before a group.

L. Should have the ability to express yourself in both oral and written composition. Typing skills would be desired.

M. Should possess the following character traits: reliability, sincerity, industriousness, congeniality, self-confidence, and humbleness.

N. Should be well-mannered, neat, and well-groomed.

O. Should possess the feeling of enthusiasm for FCCLA work to the point that you will be good “public relations” in everything you represent: in home, school, and community life.

State – Based on the state constitution, the following are required for state officers:

A. Must have held a chapter or regional office.

B. Must have an overall average of 85 in all subjects for the preceding semester.

C. Must be an affiliated member of an affiliated chapter.

D. Should have worked on at least one unit of Power of One. State officer candidates must have completed a unit.

E. Should have a sincere interest in the future improvement and development of the specific office which the nominee desires and should know the responsibilities of all other offices.

F. Should have a sincere interest in the development and improvement of Family, Career and Community Leaders of America Organization, including all levels, local, regional, state, and national.

G. Should have an understanding and thorough knowledge of Family, Career and Community Leaders of America, Inc., program of work and the purposes or the organization, and be familiar with the State Constitution, Bylaws, and the official guide.

H. Should be proficient in the use of parliamentary procedure.

I. Must have the support and cooperation of advisor, local school administrators, and family.

J. Should have the necessary time for the proper execution of the responsibilities of the office, including time and desire to attend all meetings, both scheduled and called, the office may impose. Be willing to sacrifice personal pleasure for the good of the organization.

K. Should possess good speaking qualities such as clear, well-modulated voice, so that he/she could be able to speak at ease before a group.

L. Should have the ability to express yourself in both oral and written composition. Typing skills would be desired.

M. Should possess the following character traits: reliability, sincerity, industriousness, congeniality, self-confidence, and humbleness.

N. Should be well-mannered, neat, and well-groomed.

O. Should possess the feeling of enthusiasm for FCCLA work to the point that you will be good “public relations” in everything you represent: in home, school, and community life.

**NOMINATION, ELECTION & RESPONSIBILITIES**

Regional Officers: Based on the association bylaws, each affiliated chapter is eligible for one officer candidate; a chapter may have two officer candidates if the chapter has more than 50 members. These candidates must have permission from their advisor and local administrators in order to run for office. At each of the five regional conferences, candidates
present a speech to the voting delegates during the House of Delegates session. They are also asked one fact and one thought question. Following all presentations and questioning, the voting delegates will vote for no more than 17 candidates to fill the slate of offices. Once the candidates are determined, the nominating committee will interview the officers and vote by secret ballot for office placement. The nominating committee will be composed of not less than five or more than seven individuals that are former regional and state officers. School districts/chapters with officer candidates may not have representatives serve on the nominating committee. Relatives of candidates may not serve on the nominating committee. The nominating committee will place officer candidates in designated positions. During the interviews, committee members ask questions pertaining to the history of FCCLA, facts and information about the program and projects and FCCLA facts. The FCCLA Handbook is an excellent resource to study before the House of Delegates meeting. Officers are announced at the end of the House of Delegates meeting and again during one of the general sessions of the regional meeting.

Vacancies – If a vacancy occurs in any office, except that of the president, it shall be filled for the unexpired term by election in the region to which the officer belonged. In case of permanent disability or resignation of the president, the vice president of programs shall succeed to that office for that unexpired term. The vacancy thus created in the office of the vice president of programs shall be filled by the region from which the president was elected.

TERM OF OFFICE

Officers may serve the region or state for multiple years but may not hold the same office for two consecutive years.

GO!

Once a candidate is elected to an office, the following activities can be expected at your region and state meeting:

- get acquainted and meet new officers
- work with current officers to understand their role; watch them carefully
- rehearse for installation
- we suggest that the vice president of competitive events whose regional meeting will be conducted first the following year, attend a region meeting to see STAR Events being conducted. All other vice presidents of competitive events attend a regional meeting prior to their meeting during the year in which they serve.
- When you return home, you are encouraged to contact the local newspaper and/or radio stations and get coverage about the conference and your election. Meeting with your school’s administrators is important so they know what responsibilities you will have as an officer.

Regional Officers: Your year as a regional officer will include many responsibilities. The regional officers will be expected to serve these functions:

1. Public Relations: be involved in representing FCCLA at various functions.
2. Each officer is responsible for conducting local leadership trainings for at least 9 schools in their geographic region.

3. Each officer is to make at least one civic group presentation to help the members of that group understand FCCLA and family and consumer sciences.

4. Each officer should attempt to make a presentation before the local school board.

5. Each officer should attempt to get articles in the local newspaper regarding FCCLA and the program.

6. Officers from each region serve on the State Executive Council. This honor is the responsibility of:
   - Region President
   - Region Vice President of Achievement
   - Region Vice President of Programs
   - Region Vice President of Projects
   - Region Vice President of Competitive Events
   - All the officers' advisors.

General Responsibilities and Conduct: As a regional/state officer you have many responsibilities. These responsibilities take priority over other school and community activities. In order to honor these priorities, sacrifices sometimes have to be made, so be prepared to manage them positively.

* As a regional/state officer, you are a visible role model. Your behavior should be an example for the entire membership. It is important to be aware of this visibility at all times, not only when wearing your uniform. You reflect the image of FCCLA. The official uniform makes a strong and proud statement about the organization and should be worn whenever you are representing the organization. **Officers are required to travel in uniform.**

* Communication is extremely important in order to work effectively. You are the link between the local, region and state levels, so keep your chapter advisor, regional advisor and state advisor informed of activities and responsibilities assumed.

* You will be very busy throughout the year. In order to accomplish all tasks, it is a good idea to establish a schedule and practice good time management skills. You should be punctual and follow up with requests. Don't forget to budget time for yourself!

* You should set time on a regular basis to meet with your local advisor to keep each other informed and up-to-date. You can use this time to share ideas and plans for upcoming meetings or activities or just to keep in touch. Also make a special effort to keep your regional and state advisor informed.

**UNIFORM**

The official Texas FCCLA uniform is a red blazer (purchased from official company), two oxford shirts – one long sleeve, one short sleeve, black skirts and black sheath dress for females, black slacks for males and females and matching ties for males. Females wear black pumps with skirts and males wear black dress shoes. Optional items include a casual blouse/shirt, ties/scarves for females and an additional blouse for females. The optional items are selected by the region/state presidents and voted on at the officer meeting held at the state conference or when convenient.

**EMBLEMATIC MATERIALS**

The pin worn by officers is a gold-plate pin with a guard. It is your privilege to wear this pin during your term of office. At your region leadership conference, you will present a pin to your successor as part of the installation ceremony. Should you lose the pin and guard, it will be your responsibility to replace it.

Centricity is the only official manufacturer of emblematic materials approved by the National Executive Council and National Board of Directors.
The uniform consists of the red blazer purchased from the official FCCLA website (the estimated cost is $65); a black knee length skirt (determined by each region); two button down oxford shirts (one long sleeve and one short sleeve); black sheath dress, black slacks — not hip huggers or jean type pants; black pumps for females and black dress shoes for males. Accessories for females can be a scarf, pearls or other items that are approved by the region and/or state advisor; males should select an appropriate tie to be worn with the official uniform. Neutral colored hose are part of the female uniform and dark socks for males.

- Shirt should always be tucked into the skirt or pants.
- The uniform must be brought to the June training to check for appropriate fit and skirt/pant length.
- Officers can select a travel shirt to wear at various activities.
- See blazer picture above for correct jewelry placement.
- Each officer will be provided a state shaped name tag that is worn on the right side of the jacket; the state should be straight and placed on the largest part of the lapel.
- The official officer pin is worn over the heart; with the chain swag toward the sleeve and the officer emblem even with the bottom of the emblem part of the pin.
- The embroidered logo is placed in the middle of the left pocket with the logo level.
- If an officer has Power of One pins, they are placed below the officer pin in a stair stepping fashion from right to left.
- The FCCLA Academy pin may be worn under the name tag on the right lapel.
- The FCCLA uniform is worn at all official meetings of the association or if an officer is attending any type of meeting representing FCCLA, the uniform should be worn.

**Officers must always travel in uniform.**

- Moderate, conservative jewelry may be worn with the uniform. No ankle bracelets.
- Hairstyles should be conservative and appropriate with no hair in the officer’s eyes. No unnaturally colored hair.
- Accessories (purses, bags) should be conservative. No scrunchies on wrists. Only FCCLA scrunchies allowed in hair. Please keep cell phones in blazer pockets, not in back pants pocket.
- No chewing gum in uniform. Shoes must be worn at all times when in uniform. Tennis shoes are not allowed.

Failure to follow the above policies will cause the officer to not be allowed to participate in an activity or they will be sent to correct the uniform issues prior to the meeting.
CHAPTER TWO: REGIONAL DUTIES

NOTE: All duties relate to the regional level, such as the regional conference, regional workshops, etc. unless stated as related to the state level. In addition, when appropriate, responsibilities may be delegated to involve more members.

ALL OFFICERS

- Interpret FCCLA and the family and consumer sciences education program in personal, school and community life.
- Exhibit an understanding and knowledge of Family, Career and Community Leaders of America.
- Participate in all official meetings of the organization on the regional and state levels.
- Represent Family, Career and Community Leaders of America throughout the year, especially in local geographic areas of the state, when invited by local chapters.
- Send all correspondence to:
  Family, Career and Community Leaders of America
  1107 W. 45th Street
  Austin, TX 78756
  or respective FCCLA Region Advisor
- Submit recommendations for keynote speakers and workshop ideas. These will be determined at the summer Regional Executive Council meeting.
- Carry out fall leadership workshops for members in local geographic areas and report your results.
- Complete “Let’s Market Ourselves” presentation to at least one civic organization to explain FCCLA and Family and Consumer Sciences and report your results.
- Complete a local school board presentation and report your results.
- Submit regional conference scripts to the appropriate person(s) by the scheduled date determined at the summer Regional Executive Council meeting.
- Work on projects which may have resulted from the state and/or national conferences or which are important to Family, Career and Community Leaders of America in the region.

PRESIDENT

- Appoint committees when appropriate.
- Appoint a committee to approve the minutes of each official business meeting.
- Serve as ex-officio member of all committees.
- Guide the work of the regional association for the year.
- Preside at all business meetings, opening/closing ceremonies, installation ceremony, and at the first general session at the regional conference.
- Present the outgoing president's farewell at the regional conference.
- Plan and prepare stage decorations for the region conference.
- Coordinate all special functions at and prior to the region conference. These could include recognition activities for officers, executive council meetings, etc.
- Assist with plans for participation on state and national levels when requested.
- Serve on the State Executive Council and attend the meetings of the council through state conference
activities.
- Develop, if necessary, camera ready printed materials pertaining to your responsibilities that will be distributed to family and consumer sciences teachers or for the website.
- Secure the approval of the region advisor before giving reports.
- Submit a plan of work for the year for approval at the summer Regional Executive Council meeting.

**VICE PRESIDENT OF PROGRAMS**
- Serve on the Program Committee.
- Assist the president, and in the absence of the president, perform all duties of that office.
- Serve on the State Executive Council and attend the meetings of the council through state conference activities.
- Plan the general sessions. Arrange parts on the program, make appropriate contacts, assign time limits for each speaker and/or presentation. Check facility arrangements prior to the 1st general session.
- Provide, in order of choice, at least three names of suggested speakers for the 1st general session.
- Introduce the keynote speaker for the 1st general session.
- Collect scripts from officers and consolidate them. Send them to the officer coordinator by the deadline. Collect all pictures, music, etc. and develop a graphic presentation to correspond with the script.
- Help determine the theme and objectives for the regional conference. Develop and coordinate the theme setter at the region conference.
- Develop, if necessary, camera ready printed materials pertaining to your responsibilities that will be distributed to family and consumer sciences teachers or for the website.
- Secure the approval of the region advisor and officer coordinator before giving reports.
- Submit a plan of work for the year for approval at the summer Regional Executive Council meeting.

**VICE PRESIDENT OF ACHIEVEMENT**
- Serve on the Achievement Committee. Coordinate recognition activities.
- Plan ways to carry out Power of One and other programs.
- Make recommendations for recognizing local chapters and/or chapter members for achievement or participation in specific programs/projects.
- Preside at the second general session.
- Develop, if necessary, camera ready printed materials pertaining to your responsibilities that will be distributed to family and consumer sciences teachers or for the website.
- Submit a plan of work for the year for approval at the summer Regional Executive Council meeting.
- Serve on the State Executive Council and attend the meetings of the council through state conference activities.
- Secure approval of Region Advisor before giving reports.

**VICE PRESIDENTS OF COMPETITIVE EVENTS (2)**
- Serve on the Competitive Events Committee.
- Serve on the State Executive Council.
- Develop plans for encouraging participation in competitive events at the regional level.
- Work with vice president of records regarding their competitive events responsibilities.
- Organize and implement competitive events on the regional level. Assign responsibilities as appropriate.
Designate individuals to assist with each event at the regional conference. Prepare communications to them regarding their responsibilities. If needed, obtain assistance from other regional officers or chapters.

Work with the region and state advisor and Evaluator Coordinator to secure outside help in obtaining event Lead Consultants, Evaluators, Room Consultants, and Tally Room volunteers.

Conduct the orientation for competitive events Room Consultants.

Plan the second general session recognition for the competitive events achievers.

Work with the vice president of programs to determine the appropriate time and coordinate activities for the competitive events recognition during the Saturday 2nd general session of the regional conference.

Assist with the competitive events on the state level as directed by the state officer.

Develop, if necessary, camera-ready printed materials pertaining to your responsibilities that will be distributed to family and consumer sciences teachers or for the website.

Secure the approval of the region advisor before giving reports.

Submit a plan of work for the year for approval at the summer Regional Executive Council meeting.

Work with evaluator coordinator.

**VICE PRESIDENT OF CORRESPONDENCE**

Serve on the Correspondence Committee.

Provide correspondence from the region as appropriate.

Plan and coordinate the Family and Consumer Sciences Assessments (FCSA) competitions at the region conference.

Develop, if necessary, camera ready printed materials pertaining to your responsibilities that will be distributed to family and consumer sciences teachers or for the website.

Secure the approval of the region advisor before giving reports.

Submit a plan of work for the year for approval at the summer Regional Executive Council meeting.

**VICE PRESIDENT OF FINANCE (This position will be absorbed into the VP of Records officer position beginning in the 2021 – 2022 school year)**

Serve on the Registration Committee.

Prior to the conference, prepare chapter registration packets including each chapter’s registration invoice.

Secure people to staff the registration area at the designated times at the regional conference. Prepare letters to send to helpers.

Check the facility prior to registration to be sure all arrangements are complete.

Collect lunch money at executive council meeting.

Prepare attendance award certificates.

Prepare a summary sheet after the regional conference. Include the number of participants and chapters that registered and pre-registered. Use the template from the state office.

Give a financial report at the business session of the regional House of Delegates.

Develop, if necessary, camera-ready printed materials pertaining to your responsibilities that will be distributed to family and consumer sciences teachers or for the website.

Secure the approval of the region advisor before giving reports.

Submit a plan of work for the year for approval at the summer Regional Executive Council meeting.
VICE PRESIDENT OF MEMBERSHIP

- Serve on the Membership Committee.
- Prepare the honorary membership recognition at the regional conference. Coordinate with the vice president of achievement. This includes receiving and tabulating honorary membership ballots, writing letters to the recipients, preparing and framing certificates, and announcing recipients of regional honorary membership at the regional conference. Plan the recognition ceremony.
- Meet, greet, and seat honorary members at the Saturday morning general session.
- Work with the vice president of achievement to determine when the honorary members will be recognized.
- Develop ideas for membership campaigns.
- Recognize chapters receiving awards for membership statistics.
- Develop plan to contact former advisors to determine why their chapter did not affiliate during the past year.
- Promote the national membership campaign.
- Develop, if necessary, camera ready printed materials pertaining to your responsibilities that will be distributed to family and consumer sciences teachers or for the website.
- Secure the approval of the region advisor before giving reports.
- Submit a plan of work for the year for approval at the summer Regional Executive Council meeting.

VICE PRESIDENT OF PARLIAMENTARY LAW

- Serve on the Constitution Committee.
- Advise the president on points of parliamentary procedure.
- Give the Constitution Committee report, if appropriate, at the regional House of Delegates.
- Make arrangements for the House of Delegates at the regional conference.
- Check the facility prior to the House of Delegates meeting to be sure all arrangements are complete.
- Secure ushers and timekeepers for the House of Delegates meeting.
- Determine house rules for the House of Delegates meeting and officer election procedure.
- Prepare ballots and/or vote counting system.
- Conduct the regional officer election with the regional president presiding. If the president is a candidate for office, the vice president of programs will preside.
- Plan, prepare for, and conduct the nominating committee meeting at the regional conference.
- Correspond with nominating committee members regarding the regional nominating committee meeting.
- Correspond with officer candidates with information regarding appropriate apparel, time and place to meet for orientation, time and place for installation practice, apparel for installation, etc.
- Coordinate with the state officers concerning the installation ceremony rehearsal for the newly elected officers.
- Develop, if necessary, camera ready printed materials pertaining to your responsibilities that will be distributed to family and consumer sciences teachers or for the website.
- Secure the approval of the region advisor before giving reports.
- Submit a plan of work for the year for approval at the summer Regional Executive Council meeting.

VICE PRESIDENT OF PEER INVOLVEMENT (This position will be absorbed into the VP of Public Relations officer position beginning in the 2021 – 2022 school year)

- Serve on the Peer Involvement Committee.
- Work with the Program Committee to coordinate pre-session entertainment for the regional conference.
• Be responsible for directing entertainment when needed. Secure assistance from other officers or appropriate persons.
• Secure the color guard for presentation of colors at the regional conference.
• Secure someone to present the National Anthem at the regional conference.
• Manage and secure workers to help you sell items at the FCCLA store at the region conference.
• Meet color guard prior to the 1st General Session.
• Conduct pledges at 1st General Session.
• Develop, if necessary, camera ready printed materials pertaining to your responsibilities that will be distributed to family and consumer sciences teachers or for the website.
• Secure the approval of the region advisor before giving reports.
• Submit a plan of work for the year for approval at the summer Regional Executive Council meeting.

VICE PRESIDENT OF PROJECTS

• Serve on the Projects Committee.
• Determine ways to motivate project participation on the local chapter level.
• Plan and implement project recognition activities at the regional conference (Spotlight on Projects).
• Develop, if necessary, camera ready printed materials pertaining to your responsibilities that will be distributed to family and consumer sciences teachers or for the website.
• Secure the approval of the region advisor before giving reports.
• Submit a plan of work for the year for approval at the summer Regional Executive Council meeting.

VICE PRESIDENT OF PUBLIC RELATIONS

• Serve on the Public Relations Committee.
• Plan ways for encouraging chapters to submit News Across Texas articles for the website, Teen Times and other publications.
• Plan ways to interpret the program of Family, Career and Community Leaders of America.
• Develop ideas for promoting Family, Career and Community Leaders of America during FCCLA Week.
• Plan and implement the Connection Team on the regional level.
• Complete the Conference in Review slideshow at the region conference.
• Compose a press release that local chapters could use to publicize the regional conference.
• Plan for ways of promoting the National Leadership Conference at the regional conference.
• Contact newspapers, radio and TV stations and possibly Chambers of Commerce, notifying them of the upcoming regional conference and coordinate coverage.
• Plan and implement ideas for the promotion and use of the Texas FCCLA website and social media.
• Develop, if necessary, camera ready printed materials pertaining to your responsibilities that will be distributed to family and consumer sciences teachers or for the website.
• Secure the approval of the region advisor before giving reports.
• Submit a plan of work for the year for approval at the summer Regional Executive Council meeting.

VICE PRESIDENT OF RECORDS

• Serve on the Records Committee.
• Keep accurate records of the official proceedings of the Region Leadership Conference and the Regional Executive Council meeting.
• Secure and direct greeters for competitive event evaluator orientation.
Secure snacks for competitive event student helpers, officer candidates, and nominating committee members.
Make contacts to representatives from the Board of Directors and someone from school or city to bring greetings at the region conference.
Develop, if necessary, camera ready printed materials pertaining to your responsibilities that will be distributed to family and consumer sciences teachers or for the website.
Secure the approval of the region advisor before giving reports.
Submit a plan of work for the year for approval at the summer Regional Executive Council meeting.

**VICE PRESIDENT OF SERVICE LEARNING**
- Serve on the Service Learning Committee.
- Determine ways to motivate participation in service learning projects on the local, state, and national levels.
- Coordinate the regional service learning project and assist with the state projects set by the regional and state executive councils.
- Plan and implement regional service learning projects and recognition at the region conference. Coordinate with the vice president of achievement.
- Determine ways to motivate participation in the national community service recognition.
- Develop, if necessary, camera ready printed materials pertaining to your responsibilities that will be distributed to family and consumer sciences teachers or for the website.
- Secure the approval of the region advisor before giving reports.
- Submit a plan of work for the year for approval at the summer Regional Executive Council meeting.

**STATE OFFICERS**
- Serve on the Leadership Training Committee.
- Serve as a liaison between the regional and state associations.
- Plan and coordinate the Leadership Tracks at the region conferences.
- Check the facility prior to the leadership tracks to be sure arrangements are correct and the facility is ready for use.
- Plan the installation ceremony to be conducted at the region conference. Conduct the installation rehearsal. Prepare the installation table. Provide instructions for the regional president who will preside at the installation. Coordinate with the vice president of parliamentary law. Send installation rehearsal information to officer candidates.
- Present state report at the region conference. Work with the regional vice president of programs regarding the region leadership conference time schedule.
- Assist with competitive events recognition at the region conference.
- Develop, if necessary, camera ready printed materials pertaining to your responsibilities that will be distributed to family and consumer sciences teachers or for the website.
- Secure the approval of the region advisor before giving reports.
- Submit a plan of work for the year for approval at the summer Regional Executive Council meeting.

Revised August 2020
CHAPTER THREE: 
STATE OFFICER DUTIES

ALL STATE OFFICERS

- Interpret FCCLA and the family and consumer sciences education program in personal, school and community life.
- Exhibit an understanding and knowledge of Family, Career and Community Leaders of America.
- Participate in all official meetings of the organization on the region and state levels.
- Represent Family, Career and Community Leaders of America throughout the year, especially in local geographic areas of the state, when invited by local chapters.
- Write correspondence for the state, as appropriate.
- Send all correspondence related to finances to the state association office.
- Serve on the State Executive Council.
- Submit recommendations for keynote speakers and workshop ideas. These will be determined at the summer State Executive Council meeting.
- Carry out fall leadership workshops for members in local geographic areas and report your results.
- Complete “Let’s Market Ourselves” presentation to at least one civic organization to explain FCCLA and Family and Consumer Sciences and report your results.
- Complete a local school board presentation and report your results.
- Submit State Leadership Conference scripts to the appropriate person(s) by the scheduled date determined at the summer State Executive Council meeting.
- Submit a plan of work for the year for approval at the summer Region Executive Council meeting.
- Develop some ideas and a commitment for increasing membership in Texas.
- Serve on the Leadership Training Committee.
- Serve as a liaison between the region and state associations.
- Plan and coordinate the Leadership Tracks at the region conferences.
- Check the facility prior to the leadership tracks to be sure arrangements are correct and the facility is ready for use.
- Plan the installation ceremony to be conducted at the region conference. Conduct the installation rehearsal. Prepare the installation table at the region conference. Provide instructions for the region president who will preside at the installation. Coordinate with the vice president of parliamentary law. Send installation rehearsal information to officer candidates.
- Present state report at the region conference. Work with the region vice president of programs regarding the region leadership conference time schedule.
- Assist with competitive vents recognition at the region conference.
- Develop, if necessary, camera ready materials pertaining to your responsibilities that will be distributed at the professional development conference for family and consumer sciences teachers or posted to the website.
- Secure the approval of the state advisor before giving reports.
- Submit a plan of work for the year for approval at the summer State Executive Council meeting.

PRESIDENT

- Chair the State Executive Council.
- Preside at all business meetings, opening/closing ceremonies, installation ceremony, and at the House of Delegates meeting during the State Leadership Conference.
- Represent the association at other association meetings.
- Appoint committees when appropriate.
Appoint a committee to approve the minutes of each official business meeting.
Serve as ex officio member of all committees.
Guide the work of the state association for the year.
Present the outgoing president's address at the State Leadership Conference.
Plan the Executive Council meal/program for the State Leadership Conference.
Write scripts and preside at the business meeting of the State Leadership Conference. Coordinate this with the parliamentarian.
Correspond with State Executive Council on various functions.
Coordinate all special functions at the State Leadership Conference. These could include recognition activities for officers.
Assist with plans for participation on national levels when requested.
Assist in planning sessions/activities for teachers attending the summer professional development conference.
Secure the approval of the state advisor before giving reports.
Attend leadership training and assist State Advisor, upon request.
Attend state officer training and assist State Advisor, upon request.
Serve on the state Board of Directors.

VICE PRESIDENT OF PROGRAMS

Chair the Program Committee.
Assist with review of state conference evaluations and theme selection.
Manage scripts and slides for general sessions of the State Leadership Conference.
Review, organize, and send scripts to the state advisor/officer coordinator. Develop script deadlines for state officers.
Carry out plans for completion of stage decorations.
Greet the second general session speaker.
Develop other projects which may have resulted from the National Leadership Conference or which are important to Family, Career and Community Leaders of America in Texas.
Serve on national committees at the National Leadership Conference, when requested.
Preside at the second general session of the State Leadership Conference.
Give a committee report during the last session of the State Executive Council meeting.
Serve on the state Board of Directors.

VICE PRESIDENT OF ACHIEVEMENT

Chair the Achievement Committee.
Plan and carry out recognition for Power of One completers at the state conference, including any display(s).
Work with the State Corresponding Secretary to carry out plans for the Power of One/FCSA recognition session.
Develop plans for encouraging use of Power of One through the region and state associations.
Preside at the Power of One and FCSA recognition session.
Develop other projects of importance.
Give a committee report during the last session of the State Executive Council meeting.
VICE PRESIDENT OF COMPETITIVE EVENTS (2)

- Chair the Competitive Events Committee.
- Organize Competitive Events competition.
- Carry out plans for the third general session including the awards recognition ceremony for the State Leadership Conference.
- Review *Texas Competitive Event Guidelines* and *STAR and Management Manual* and make recommendations for changes at the competitive events meetings.
- Work with the State Evaluator Coordinator and State Advisor to secure Evaluators and Lead Consultants.
- Secure and manage student Room Consultants and Tally Room volunteers.
- Assist with orientations for volunteers.
- Secure supervisors for the Competitive Event hospitality room.
- Give a committee report during the last session of the State Executive Council meeting.
- If attending the national leadership conference, assist with National STAR Events competition.

VICE PRESIDENT OF MEMBERSHIP

- Chair the Membership Committee.
- Carry out plans for the membership campaign and other membership development projects identified by committee (may be in conjunction with national campaign).
- Carry out membership recognition presentation for the State Leadership Conference, including honorary members.
- Coordinate the alumni function at the state conference.
- Contact former advisors to determine why they did not affiliate a FCCLA chapter during the previous year and invite them to start a chapter.
- Carry out other projects of importance.
- Give a committee report during the last session of the State Executive Council meeting.

VICE PRESIDENT OF PEER INVOLVEMENT

- Chair the Peer Involvement Committee.
- Carry out plans for entertainment during/after general sessions upon consultation with other committees.
- Carry out plans for the Thursday evening activity following the general session.
- Carry out plans for the Friday evening activity.
- Carry out plans for crowd involvement/entertainment for the State Leadership Conference.
- Carry out other projects of importance.
- Give a committee report during the last session of the State Executive Council meeting.

VICE PRESIDENT OF PROJECTS

- Chair the Projects Committee.
- Carry out plans for the general sessions.
- Preside at the first general session of the State Leadership Conference.
- Manage the Spotlight on Projects competition and voting at the state conference.
- Carry out other projects of importance.
- Give a committee report during the last session of State Executive Council meeting.
VICE PRESIDENT OF PUBLIC RELATIONS

- Chair the Public Relations Committee.
- Encourage chapters to submit articles for News Across Texas the website.
- Contact local media to submit a press release for the state conference.
- Promote FCCLA week and activities.
- Manage the Connection Team and create the Conference in Review slideshow.
- Carry out plans for use of social media and the Texas FCCLA website.
- Carry out other projects of importance.
- Give a committee report during the last session of the State Executive Council meeting.

VICE PRESIDENT OF SERVICE LEARNING

- Chair the Service Learning Committee.
- Work with the region vice presidents of service learning.
- Coordinate state service learning project and assist with region projects set by the region and state executive councils.
- Carry out plans for the state service learning project. Encourage chapters to participate in national outreach project and plan recognition for the state leadership conference.
- Carry out other projects of importance.
- Give a committee report during the last session of the State Executive Council meeting.

PARLIAMENTARIAN

- Chair the Constitution Committee.
- Carry out plans for the House of Delegates session and nominating committee for the State Leadership Conference.
- Manage the plan for designating voting delegates for the National Leadership Conference.
- Serve as chair of the Texas voting delegates during the National Leadership Conference.
- Manage the house rules and voting of any bylaw changes.
- Carry out other projects of importance.
- Work with voting delegates during the National Leadership Conference to ensure their duties are fulfilled.
- Give a committee report during the last session of the State Executive Council meeting.

CORRESPONDING SECRETARY

- Chair the Correspondence Committee.
- Organize and manage the FCSAs at the state conference.
- Work with the VP of Achievement to carry out plans for the Power of One/FCSA recognition session.
- Provide correspondence from the state, as appropriate.
- Secure the color guard for presentation of colors at the State Leadership Conference.
- Carry out other projects of importance.
- Give a committee report during the last session of the State Executive Council meeting.
RECORDING SECRETARY

- Chair the Records Committee.
- Take minutes of all official meetings of the state association and distribute following the meeting. Send copies to the state advisor.
- Develop special presentations for the State Leadership Conference (i.e. advisor tribute, etc.).
- Present minutes at the State Leadership Conference.
- Present minutes at the State Executive Council meeting.
- Prepare snack bags for room consultants at the state conference.
- Carry out other projects of importance.
- Give a committee report during the last session of the State Executive Council meeting.

VICE PRESIDENT OF LEADERSHIP DEVELOPMENT (2)

- Carry out plans for leadership workshops at the state conference.
- Work with state staff to plan the Peer Education Training.
- Carry out plans to present the national report for the State Leadership Conference.
- Represent the state association when called upon to do so.
- Promote the national conferences at the region level and secure people to give these reports at the region conference.
- Perform duties prescribed by national headquarters, if elected.
- Serve on the National Planning Committee.
- Assist state vice presidents of competitive events by making certain that award winners enter and cross the stage during the awards presentation in the correct order of award placement.
- Serve in other areas as determined at the summer State Executive Council meeting.
- Assist with special state projects, if needed
- Carry out other projects of importance.
- Give a committee report during the last session of the State Executive Council meeting.

Revised August 2020
Officer Training Camp
July 26 - 31, 2020
Virtual

Region and State Officers are to attend this meeting. Officers will:
- Receive an extensive overview of roles and responsibilities.
- Receive officer training.
- Participate in team-building exercises.
- Become acquainted with other officers and advisors.
- Plan region and state conferences.

Virtual National Leadership Conference
July 7 – 9, 2020
Online

As a team, you and your fellow officers will plan and carry out the focus and content of the National Leadership Conference. Many Texas delegates will be asked to assist with the conference or have specific duties. Each year a group of region officers serve as voting delegates, conduct workshops, and help with STAR Events. Texas delegates also serve as ushers at general sessions and workshops.

National Fall Conference
Postponed to 2021
Columbus, OH

The National Fall Conference provides an opportunity for members and advisors to share ideas, sharpen leadership skills, explore career pathways, and compete in various Skill Demonstration Events or the FCCLA/LifeSmarts Knowledge Bowl. The conference consists of general sessions, workshops emphasizing chapter and individual leadership, and activities to build cooperation and teamwork skills. Texas responsibilities for the National Fall Conference held in our state include:
- Assisting at the hospitality table.
- Serving as ushers for sessions.
- Working in headquarters room.
- Hosting a reception for state officers from other states.
- Presenting workshops, if asked.

Fall Executive Council Meetings
September – November 2020

All region officers and their advisors will participate in a region executive council meeting to review specific duties pertaining to the region meeting. During this one day meeting, all plans made at the June Executive Council meeting are customized for each region. During the meeting:
- Officers review specific duties pertaining to their office.
- Officers give reports on their duties for the meeting, on their officer training seminars, the civic organization and on a local school board presentation.

Peer Education Training

Due to the uncertainty of health/travel restrictions, this event will not be held in 2020.

Members will experience motivational sessions and learn about peer training then be will be trained in targeted areas. Planning and goal setting will also be part of the weekend and delegates will leave with a charge to conduct training at the local level. Vice Presidents of Leadership Development are responsible for assisting with this weekend event.
State Officer Meeting
December 6 – 8, 2020
TBD

In December or January, all state officers and their advisors meet to secure final plans for the state leadership conference. Officers report on the accomplishments of their duties and set goals for the remainder of the year.

2021 Region Leadership Conferences

<table>
<thead>
<tr>
<th>Region</th>
<th>Dates</th>
<th>Location</th>
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<tbody>
<tr>
<td>V</td>
<td>Jan. 28 – 30</td>
<td>Corpus Christi</td>
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<tr>
<td>III</td>
<td>February 4 - 6</td>
<td>Waco</td>
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<tr>
<td>I</td>
<td>February 11 - 13</td>
<td>Lubbock</td>
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<tr>
<td>IV</td>
<td>February 18 - 20</td>
<td>Galveston</td>
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<tr>
<td>II</td>
<td>February 25 - 27</td>
<td>Waco</td>
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Texas is divided into five regions for the purpose of FCCLA management. Each region holds a regional conference held between the end of January and the first of March. Officers are responsible for leading all activities at the conference to ensure all delegates have fun and learn how to strengthen their families, focus on careers, become involved in their communities and develop leadership skills.

State Leadership Conference
April 8 - 10, 2021
Dallas, Texas

This annual conference is made available to all members where the following activities take place:
- STAR/Proficiency Events
- Family and Consumer Sciences Assessments (FCSAs)
- House of Delegates
- General Sessions
- Leadership Workshops
- Recognition Sessions
- Exhibits
- Fun
<table>
<thead>
<tr>
<th>Year</th>
<th>Event</th>
<th>Location</th>
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<tbody>
<tr>
<td>2020</td>
<td>July 7 – 9 Virtual National Leadership Conference Online</td>
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<tr>
<td></td>
<td>July 27 - 31 Officer Leadership Camp Virtual</td>
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<td></td>
<td>Sept. – November Fall Executive Council Meetings Across Texas</td>
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<tr>
<td></td>
<td>September 14 State Leadership Team Training Austin (Tentative)</td>
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<td></td>
<td>September Membership Recruitment Week Local Chapters</td>
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<td></td>
<td>September 21 Competitive Event Officers Meeting Austin (Tentative)</td>
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<tr>
<td></td>
<td>September 28 Board of Directors Meeting Austin (Tentative)</td>
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<td></td>
<td>Not held in 2020 Peer Education Training</td>
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<td></td>
<td>October 6 State Fair of Texas, Ag Awareness Day Virtual (Tentative)</td>
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<td></td>
<td>Postponed to 2021 National Fall Conference Columbus, OH</td>
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<td></td>
<td>December 6 - 8 State Officer Meeting TBD (Tentative)</td>
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<tr>
<td>2021</td>
<td>January 27 – 29 CTSO Capitol Leadership (State Officers) Austin</td>
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<tr>
<td></td>
<td>January 28 – 30 Region V Leadership Conference Corpus Christi</td>
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<td></td>
<td>February 4 – 6 Region III Leadership Conference Waco</td>
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<td></td>
<td>February 11 – 13 Region I Leadership Conference Lubbock</td>
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<td>February 18 – 20 Region IV Leadership Conference Galveston</td>
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<td></td>
<td>February 25 – 27 Region II Leadership Conference Waco</td>
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<tr>
<td></td>
<td>April 8 – 10 State Leadership Conference Dallas</td>
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<tr>
<td></td>
<td>June 13 – 18 Officer Leadership Camp Navasota, Camp Allen</td>
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<tr>
<td></td>
<td>June 27 – July 1 National Leadership Conference Nashville, TN</td>
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1. Each officer, before making a trip or attending a meeting as a representative of the Texas FCCLA must have prior approval from their parent/guardian, local school administration, local FCCLA advisor and the state FCCLA advisor. Any guardian authorization forms that may be required by the state association or local school district must be appropriately completed and filed prior to the official function.

2. An officer making a trip or attending a meeting as a representative of the Texas Association, Family, Career and Community Leaders of America should always be accompanied by the local FCCLA advisor, if this is at all possible. Participation of the advisor must have been approved by the local administration. FCCLA does not pay for the advisor’s expenses.

3. Officers representing FCCLA do not usually travel alone. Students traveling in situations where this is not possible must have prior approval from their parent/guardian, local school administration, local FCCLA advisor, and the state FCCLA advisor. Officers always travel in their uniforms.

4. It is the role of the Texas FCCLA to supplement or cost-share rather than totally support officer expenses. Reimbursement rates and policies reflect this premise.

5. Because serving as an officer is a privilege and comes with inherent responsibilities, all officers are expected to attend the following meetings within the state:
   - **Regional Officers**
     - Officer Training Seminar and Regional Executive Council, June
     - Fall Leadership workshop, fall semester
     - Regional Executive Council Meeting, fall semester
     - Regional Meeting, winter-spring months (their region plus one other)
     - State Leadership Conference, April
   - **State Officers**
     - All meetings listed above for regional officers
     - Officer Training Seminar and State Executive Council Meeting, June
     - State Fair of Texas Honor Award Dinner and Youth Day, Dallas, fall semester
     - Peer Education Training, fall semester
     - State Executive Council and State Leadership Conference, spring semester
     - CTSO Day at the Capitol, spring semester

Officers are expected to travel with their advisors via ground transportation at local school expense. When this is not feasible and with approval of the state advisor, authorized individuals will be reimbursed **$0.35 per mile for personal vehicle mileage** if the advisor is unable to accompany an officer to an event.
6. In addition to the above activities in which officers are expected to participate, the state advisor may ask a limited number of officers to participate in the following optional but recommended opportunities to represent FCCLA:
   - State Professional Development Conference for Family and Consumer Sciences Teachers (selected state officers)
   - Regional and state vice presidents of competitive events are involved in two meetings focusing on Competitive Event rule validation/revisions and plans for conducting events at upcoming region and state conferences. Meetings are held at Officer Leadership Camp in June and in Austin, TX in September.
   - Other opportunities that may become available

7. All officers and members are invited and encouraged to attend the National FCCLA Leadership Conference. Based on fund availability, the Texas Association will pay a designated amount toward the expenses of regional and state officers and Vice Presidents of Leadership Development attending.

8. All officers and members are invited and encouraged to attend the National Fall Conference, which may occur in or out of the state. However, The Texas Association assumes no responsibility for expenses reimbursement for these meetings. If a student presents a workshop at a National Fall Conference, a portion of the student’s registration fee for the meeting may be paid by the National Association, Family, Career and Community Leaders of America. Requests for such accommodation need to be made to that association.

9. Officers are assigned to sleeping rooms at meetings and are usually asked for roommate preference. If officers move into sleeping rooms other than the one assigned, the association is not responsible for the cost of the room and disciplinary action may be taken.

10. An officer is reimbursed the actual expense of meals not to exceed $4 for breakfast, $5 for lunch, and $6 for dinner. Snacks are not reimbursed.

11. An officer is allowed actual expenses for lodging as arranged by the state advisor.

12. Tips for officer materials are reimbursed. Tips for personal items are not reimbursed. The amounts for tips shall be itemized separately.

13. Officers will not be reimbursed for expenses of participating in activities other than provided for in items 5, 6 and 7 above.

14. An itemized statement of expenses and required receipts must be sent to the region or state advisor within 2 weeks after the event.

15. The region advisor must approve purchases related to meeting expenses prior to purchase and initial or sign all officer expense forms prior to submission to Austin.
For the Texas officer, public relations is the constant process of building a positive image for FCCLA. That image depends on your actions and efforts. The way you look and act, and the impression you make when meeting the public reflects not only on you, but also on your chapter, state, and national organizations. You should also reflect a clear understanding of the goals, projects, and ideals of FCCLA and the ability to express them clearly and accurately in your own words. All correspondence that you send as an officer should be approved by the regional or state advisor before mailing.

PUBLIC RELATIONS BASICS

The official name of the organization is Family, Career and Community Leaders of America, Inc. and you should use this name and the tagline, The Ultimate Leadership Experience, or FCCLA when referring to it. (In many situations, especially when speaking, you may omit “Inc.”) FCCLA includes two types of members; those who have participated or are participating in comprehensive Family and Consumer Sciences Education, or those who have participated or are participating in occupational Family and Consumer Sciences Education.

Think of public relations as sophisticated “show and tell.” It can be as simple as being excited about a project and transferring this to friends, making them excited, too.

Or, it can be as complex as a television interview explaining the structure of our organization. Whether simple or complex, in order to tell your story effectively, you must have a plan.

Your basic plan needs to cover the following—

- Who: the audience
- What: the message
- When: the timing
- Where: the location
- Why: the purpose
- How: method or tools used

A story gets in the paper or on the air in one of two ways: you contact the reporter, editor, or news director; or they contact you. Newspaper, radio and television reporters are more likely to be interested if you make a personal contact by delivering a news release in person. If you can’t make a personal delivery, mail it promptly to arrive two weeks ahead of the event or not more than one week after the event. Include with this release a personal cover note.

It is important to establish good rapport with your local media. Keep a list of contacts and call them regularly with updates on your activities.

Before a meeting, prepare a media alert to help attract press to your event. When you have news, write a news release giving the important facts. Start with a headline that briefly tells what the news is about. The first paragraph should contain the essentials—who, what, when, where and why. A release can be used to promote an upcoming event, to give recognition, or to inform the public of a special happening. The news release is very effective because it gives information up front and contains all the facts. List yourself as the source, and include a phone number. If the reporter wants clarification or to develop the article further, you’ll receive a call.

Other public relations tools include interviews, telephone calls, letters, and speeches. Each method requires you to think on your feet and be prepared. You want to make a good impression, so make sure you know your facts.

PUBLIC RELATIONS/MEDIA KIT

This resource is available on the national FCCLA website, www.fcclainc.org, to assist you with promoting the organization. Use these promotional tools to showcase FCCLA to school officials, community members, community organizations, and media outlets.
BEFORE ATTENDING A MEETING

- Become informed by carefully reviewing FCCLA publications.
- Analyze the group and prepare presentations accordingly. If the group is not familiar with the organization, they may want to know about goals, programs, and how a chapter works.
- If you are asked to make a speech, make sure your facts are accurate. Review a current information sheet from the national organization. Ask your advisor to review your speech with you. Use varied techniques for involving the audience.
- Use visuals if they will help illustrate points you wish to make. To interpret FCCLA to some groups, it might be helpful to distribute information sheets or other current publications listed in the publications catalog.

NETWORKING

Networking is like public relations work within the organization. Throughout your year in office, you will have the opportunity to work with many different groups of people in order to carry out responsibilities and complete tasks. As an officer, you are in a key position to keep FCCLA’s network alive. Local officers and members expect you to keep them informed.

CASE STATEMENT

Use this statement for promoting the organization.

Family, Career and Community Leaders of America is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work, and societal issues through Family and Consumer Sciences Education.

WHAT TO TELL OTHERS

As you work with individuals and groups you need to help them see an overall picture of FCCLA.
- Explain your activities as an officer and activities of your chapter.
- Help others understand how chapters operate as an integral part of the Family and Consumer Sciences program.
- Tell what belonging to the organization means to you.
- Emphasize the ways in which chapters provide opportunities for all members to participate at state and national levels.
- Illustrate ways in which participation in the organization’s programs contribute to families, careers, and communities.
- Point out ways the organization helps prepare members to fulfill their multiple roles as leaders.
- Explain the importance of paying membership dues that support project and program development.
- Explain the opportunities members have to develop leadership skills.
- Be prepared to explain how involvement in FCCLA’s programs and activities help members become student leaders in families, careers, and communities.
- Explain how FCCLA is unique among student organizations because its programs are planned and run by members. It is the only in-school career and technical student organization with the family as its central focus. Participation in national programs and chapter activities help members become strong leaders in their families, careers, and communities.

SOCIAL MEDIA

- Social media sites should not contain information that would jeopardize the image of FCCLA officers. Use the sites to publicize the positive activities you are involved in through FCCLA and other organizations.
- Follow and contribute to all Texas FCCLA social media outlets:
  - Facebook
  - Twitter
  - Instagram
  - Snapchat

BOARD OF DIRECTORS

Section I. There shall be a Board of Directors to give guidance and assistance in the carrying out the work of the Texas Association.
The Board of Directors shall serve in an advisor capacity to interpret and promote the mission, purposes, policies, and program activities of Family, Career and Community Leaders of America to groups and intervals within and outside the organization.

The Board of Directors will provide oversight and guidance for the sound operations and financial management of the Texas Association.

Section II.  The state Board of Directors shall be composed of:
- Director of Family and Consumer Sciences education, Texas Education Agency, ex-officio
- State Advisor, Family, Career and Community Leaders of America, ex-officio
- Region Advisor, ex-officio
- State President
- Past State President
- State Vice President of Programs
- Local Advisor of the State President
- Local Advisor of the Past State President
- Local Advisor of the State Vice President of Programs
- Three (3) Parents from Local Chapters
- Two (2) Representatives from Business/Industry
- Representative from the Family and Consumer Sciences Teachers Association of Texas (FCSTAT)
- Supervisor of Family and Consumer Sciences Education or other local school district administrator

Section III.  The officers of the Board of Directors shall be the Chair, Vice-Chair, and Secretary. The Executive committee of the Board of Directors shall be composed of the officers and the ex-officio members.

Section IV.  The Board of Directors shall establish operating procedures of the Board, including election, terms, and replacement of board members.
CONTACT SHEET

State Headquarters:
Texas FCCLA
1107 W. 45th Street
Austin, TX 78756

Phone Number: (512) 306-0099
Fax Number: (512) 442-7100
Website: www.texasfccla.org
General e-mail: fccla@texasfccla.org

Headquarters Staff
Jared Cappers, State Advisor    jcappers@texasfccla.org
Bridget Beyer, Program Coordinator    bbeyer@texasfccla.org
Jennifer Sams, Program Coordinator    jsams@texasfccla.org

Regional Advisors:
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Anton, TX 79313
Phone: (806) 241-2775
E-mail: nmoore@texasfccla.org

Regions II & III: Cindy Holton
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McGregor, TX 76657
Phone: (254) 855-2027
E-mail: cholton@texasfccla.org

Regions IV & V: Judy Engleman
P.O. Box 262
Jewett, TX 75846
Phone: (430) 216-8140
E-mail: jingleman@texasfccla.org

Region Officer Coordinator
Pam Rosenbaum
2326 Wyndham Ct.
Abilene, TX 79606
Phone: (325) 668-7572
E-mail: prosenbaum@texasfccla.org
WRITING HINTS

1. How a region is identified in writing:
   The name of the region should be capitalized and roman numerals used when referring to a specific item.
   
   **EXAMPLE:** Orientation for Region II STAR Events will be held in Room 12 of Building C.

   The word region should not be capitalized when a general statement is made.
   
   **EXAMPLE:** Committees involved in planning the regional meeting will meet immediately after this session.

2. The acronym FCCLA should be used:
   The acronym FCCLA stands for Family, Career and Community Leaders of America. Any affiliated member/chapter may use it. It is used by all students in comprehensive and technical or occupational specific family and consumer sciences classes and only after a previous reference to the organization.

   **EXAMPLE:** Family, Career and Community Leaders of America recently held their annual officer elections. FCCLA officers serve a term of one year.

   Acronyms pertaining to the name of Family and Consumer Sciences should be avoided unless they are identified first and the acronym follows in parenthesis.

   **EXAMPLE:** Family and Consumer Sciences (FCS).

3. Meetings and conferences are appropriate terms to use when referring to times when groups of affiliated members of Family, Career and Community Leaders of America gather.

   **EXAMPLE:** The planning committee meeting will be held Thursday, June 2, 2014.
   The Region I Conference will be held on Friday, February 7, 2015.

   The term convention is not used to identify any meeting of the association.

4. Appropriate greetings vary on audiences:
   To fellow students                     Dear John:
   To Adult/Advisor                      Dear Mr./Mrs. Smith

5. Appropriate closings include: Sincerely, Sincerely yours, Yours very truly, Very truly yours

6. Reminders:
   ✓ Check spelling, punctuation, grammar, continuity.
   ✓ Officers should always get approval from local advisors and region advisor or officer coordinator before mailing any communication.
   ✓ If official stationary is not used, Family, Career and Community Leaders of America should be identified appropriately.
   ✓ Be sure that memorandums are initialed and letters signed in black ink.
   ✓ Did the communication contain who, what, when, where and why?
   ✓ If you have any questions, ask either your advisor or contact region or state advisors.
INTRODUCTIONS

General Rules:

1. A man is introduced to a woman. Use the woman’s name first. –

   Mrs. Jones, I’d like to introduce you to Mr. Smith
   Alice, this is my cousin Stan Moore, Stan, this is Alice Evans.

2. A younger person is introduced to an older person. Say the older person’s name first. –

   Grandma, this is Sally Brown, a school friend of mine, Sally, this is my grandmother, Mrs. Jones.

3. A person with special title or rank is introduced to someone without a particular title or rank. (Dr. or Senator, etc. to Mr. or Mrs.) –

   Dr. Brown, I would like you to meet Mr. Smith.

Helpful Hints:

You may call your mother’s sister by her first name, but your friend should not. You would introduce her not as “Aunt Sally” but as “my aunt, Mrs. Smith”.

It is always good to include an identifying phrase. “This is Bob Lee, our family doctor,” or “my new neighbor, Ann Smith.” This adds a conversation starter for two strangers.

Always use full names when introducing persons.

When you are in doubt if a woman is married or not, address her as “Ms.” rather than make a mistake.

Always rise for an introduction.

When introducing yourself, always use your first and last name, but never your title. For example, do not say, “Hello, I am Mrs. Smith,” but rather, “Hello, I am Amanda Smith.”

Distinguished Persons:

Former governors or ambassadors are properly “The Honorable”. In ceremonial occasions you would present “The Honorable Rick Perry, governor of the State of Texas.” Among friends, of course, “The Honorable Rick Perry” may be introduced as Mr.

Doctors and judges are introduced and addressed by their titles. Protestant clergymen are “Mr.” unless they hold the title of doctor, dean, or canon, in which case the surname is added to the proper title. A Catholic priest is “Father”, or any other appropriate title they may hold. Rabbis are called “Rabbi,” with or without a surname, or “Dr.” if they hold a doctorate.

If you are introduced to a prominent person and the one making the introduction has not spoken clearly or has not used a title (as he should have), the safest thing for you to say is “How do you do?” If the conversation continues and the person’s title is still not mentioned, you may address any gentleman as
“Sir” or lady as “Ma’am”. To avoid repetition of long titles like “Your Royal Highness” or “Mr. President,” it is preferable to say “Ma’am or Sir” occasionally.

**Military Titles:**
Commissioned officers of all grades are addressed by their title (rank). The officer’s name is generally added, although it is not wrong to simply say “Captain” or “Lieutenant.”

**What To Do When Introduced:**
Shake Hands.

Say:
“How do you do?”
“Nice to meet you” or
“Hello”

Repeat the name of the person you have just met.

*Always* use eye contact.

**DO NOT USE SLANG**

**When Incorrectly Introduced:**
It is best to be as polite as possible and make the person introducing you feel as comfortable as possible while correcting the mistake. It is important to correct the mistake so that it is not repeated.
THE HANDSHAKE

Most people shake hands upon meeting. A handshake should be brief, firm, and warm. There is no need to put on a vice grip or to pump for oil. ALWAYS USE EYE CONTACT.

Men shake hands when they are introduced to each other, even if they have to cross a room. Ladies may do as they wish. Boys and girls both shake hands when they are introduced to adults.

When a man is introduced to a woman, it is her place to offer her hand or not, as she chooses; but if he should extend his hand she must give him hers. DO NOT IGNORE A HANDSHAKE.

When to Rise:
Hosts and hostesses always rise to greet each arriving guest. Members of the host’s family, including young people, also rise as a guest enters a room.

Name Blackouts:
When you are struggling to remember someone’s name to introduce them to someone else, your first option is to say, “I want you to meet Amy.” Hopefully that person will help you out and extend their hand and give their name. If the situation gets worse the only thing you can do is to admit, “I’m sorry, I do not remember your name”, and let them complete the introduction. While being introduced, if someone forgets your name, offer it.

Miscellaneous:
It is polite to wait for an elderly person or a dignitary to extend his or her hand first.

If you see that someone is disabled and cannot shake hands, do not offer your hand immediately but still be prepared to shake hands. Sometimes, a disabled person who cannot use his right hand will offer his left.

If wearing a nametag, place it on the right side. This way you present your name as you offer your hand.
Let’s Talk About It!

The Microphone:

- **Don’t blow into the microphone, any microphone, ever.** (Unless blowing or pink noise is the native language of your audience). Blowing into a microphone only creates an awful experience for the audience and may actually damage the diaphragm in the mic capsule.

- **Don’t tap on the microphone, or the mic stand, or the lectern if you are using one.** In fact, don’t touch the microphone at all, unless it looks like the microphone is way too low or way too high. If that is the case, carefully and gently adjust the microphone height (using two hands) so that the mic capsule (the end) is roughly on the same “level” as your mouth, aiming directly into your mouth or nose. There are exceptions, but in most cases, you should keep your hands off the microphone and mic stand.

- **Never leave the microphone unattended.** Wait for the next speaker before walking off.

- **Approach the microphone slowly, and confidently.**

- **Place your notes on the lectern in such a way that you can easily read them without turning pages.** Mark the order of your notes in advance using large numbers in the four corners of each page.

- **If you brought bottled water or another beverage, open it, take a sip, and place it somewhere where it’s easily accessible, but out of sight from the audience or cameras.** Put your drink somewhere you can’t accidentally knock it over. If you can, use a separate dedicated shelf, or table, for drinks. Don’t bend or squat to put your drink on the floor, it just looks awkward.

- **If a sound person is running the PA system, try to make eye contact with them.** They will nod or point at you if they are ready, or hold up their hand telling you to halt if they are not ready.

- **Smile, and say something simple, short, and positive to test the microphone.** My personal favorites are “hello”, “good morning”, “good afternoon”, or “good evening, ladies and gentlemen.” Speak directly into the microphone, and listen for feedback. If you hear feedback, or if it seems too loud, back off the mic a few inches. If there is a sound crew, wait a few seconds, and continue. They will address the feedback or volume issues, but they will need you to keep talking to adjust the microphone(s) properly.

- **Instead of saying, “Is this thing on?” or “can everyone hear me okay?” (The answers to which will never tell you if a mic is not working properly), try something like this instead:** “Before I begin my presentation, I want to make sure everyone here can hear me, loudly and clearly. So please do me a favor, and raise your hand if you clearly understood everything I just said.” If you don’t see hands raised from the front to the very back of the room, check to see if the microphone is switched off, then move closer to the microphone, and repeat the question until you see enough hands raised.

- **If you don’t have a sound crew, and need to raise or lower the volume yourself, do it in very tiny increments, repeating the previous step until you are convinced the entire audience can hear you.**

- **Before you start your actual speech, thank the audience, the previous presenters, and any volunteers or sponsors of the event.** This gives the sound engineer a few seconds to fine tune the mic to your voice.

- **You do not need to hold on to the mike if it is on a stand.** It is not going anywhere!
• If you are using a wired or wireless handheld microphone, try to hold it very close to your mouth, at such an angle that it aims into your mouth. Do not pretend you are a reporter on the local TV news, holding the mic near your chest or stomach. Those TV reporters and sportscasters use special microphones that allow that sort of thing, and they are trained to aim them directly at their mouths, or the mouths of the people they are interviewing.

• If you need to cough, or sneeze, turn away from the microphone and the audience. It’s much better to pause and regain your composure, than to subject your audience (and possibly your recording) to these very natural, but very nasty, noises.

• If your audience laughs, sighs, or applauds during your speech, pause a few extra seconds until they are done. Don’t rush to start talking again. Instead, pretend you are giving the State of the Union Address, or a stand-up comic. It’s all about timing.

• When you have finished your presentation, thank the audience again, smile, collect your notes, take a bow, or wave as you slowly “exit stage left”. Do not turn off the microphone or adjust anything. If you accidentally exit the wrong way, or leave something behind, don’t turn back.

The Speech:

• Know your material. Pick a topic you are interested in. Know more about it than you include in your speech. Use humor, personal stories and conversational language – that way you won’t easily forget what to say.

• Practice. Practice. Practice! Rehearse out loud with all equipment you plan on using. Revise as necessary. Work to control filler words; Practice, pause and breathe. Practice with a timer and allow time for the unexpected.

• Know the audience. Greet some of the audience members as they arrive. It’s easier to speak to a group of friends than to strangers.

• Know the room. Arrive early, walk around the speaking area and practice using the microphone and any visual aids.

• Relax. Begin by addressing the audience. It buys you time and calms your nerves. Pause, smile and count to three before saying anything. (“One one-thousand, two one-thousand, three one-thousand. Pause. Begin.) Transform nervous energy into enthusiasm.

• Visualize yourself giving your speech. Imagine yourself speaking, your voice loud, clear and confident. Visualize the audience clapping – it will boost your confidence.

• Realize that people want you to succeed. Audiences want you to be interesting, stimulating, informative and entertaining. They’re rooting for you.

• Don’t apologize for any nervousness or problem – the audience probably never noticed it.

• Concentrate on the message – not the medium. Focus your attention away from your own anxieties and concentrate on your message and your audience.

• Gain experience. Mainly, your speech should represent you — as an authority and as a person. Experience builds confidence, which is the key to effective speaking. A Toastmasters club can provide the experience you need in a safe and friendly environment.
WHAT’S IN A NAME?

As Dale Carnegie says, “Remember that a person’s name is, to that person, the sweetest sound in any language; it is the badge of individuality.”

REMEMBERING NAMES:

You must think about a name if you wish to remember it.

Impression:

Hear the name distinctly
Get a clear impression of the person

Repetition:

When you are introduced to a person, repeat their name at least three times during the introductory conversation. Once, when you are first introduced – “How do you do, Ms. Smith?” Once, during the conversation – “Well, I never thought of it in that way but perhaps you are right, Ms. Smith.” And once when you leave the person – “I am so glad to have met you, Ms. Smith.”

If someone has an unusual name, say so. You may even ask its origin.

Review the names of people that you have met at the end of the day.

Association:

Business – you may be able to make the memory of a person’s face recall his or her business and then make the business recall the name.

Mr. Bacon   Grocer
Tom Woodward Carpenter
Frank Granite Construction engineer
Mr. Landman  Real estate agent

Rhyme – Make a rhyme using the person’s name with some characteristic of that person or with an opposite characteristic.

Mary Grady is quite a lady
Johnnie Leach can make a speech

Appearance – Associate a person’s name with the person’s real or imagined appearance or personality characteristic.

Tom Baldwin… very little hair… completely bald
Mary Harrington… bushy hair… has a ton of hair
Meaning – If a name has a well-known meaning, associate the person with the known meaning of the name.

*Bill Fisher – imagine him struggling to land a big fish*
*Tom Mason – imagine him laying bricks*

Mind Picture – If a name is long and involved try dividing the name into syllables and construct a picture out of them. Make it absurd and exaggerated so that you will remember.

*Warlawski – Dress Mrs. Warlawski in a uniform. Under her arm is a law book and she is carrying a ski – war-law-ski.*

Similar Name – Associate a person with someone you know who has the same or a similar name. Make a mental picture of the new person doing something with the person you already know – such as shaking hands or having a conversation.

THE GOOD CONVERSATIONALIST

“You can make more friends in two months by becoming genuinely interested in other people than you can in two years by trying to get other people interested in you.”

*Dale Carnegie*
*How to Win Friends and Influence People*

SIMPLE RULES OF THUMB:

- LISTEN. TO BE INTERESTING… BE INTERESTED.
- TALK IN TERMS OF THE OTHER PERSON’S INTEREST. TRY TO MAKE THE CONVERSATION EASY FOR THEM.
- BE INFORMED. READ THE NEWSPAPER; WATCH THE NEWS; READ A BOOK; SEEN ANY GOOD MOVIES LATELY?
- GIVE COMPLIMENTS HONESTLY AND FREELY.
- THINK BEFORE YOU SPEAK.
- SMILE!
- BE YOURSELF.
June 1, 2020

SAMPLE

Steven Haven  
Vice President of Achievement  
123 Avenue C  
Big City, Texas 77777

Dear Mr. Haven:

Thank you for serving on the Texas Association, Family, Career and Community Leaders of America Board of Directors this past year. It takes many people providing leadership and guidance to the program to ensure that the students who elect to take family and consumer sciences courses receive adequate life skills.

Time and commitment are necessary to serve on such a board and your participation does not go unnoticed. The results we see from your efforts are programs with higher expectations for students, support for the programs, and a unified focus for all to follow. It is such a joy to work with an individual such as yourself.

Please express our appreciation to your advisors and administrators for allowing you to serve on the board. It is delightful to have support from school staff members for Family, Career and Community Leaders of America.

Sincerely,

Carroll Philips  
Carroll Philips, State President  
Texas Association, Family, Career and Community Leaders of America

cc: Jared Cappers, State Advisor  
Judy Engleman, Region Advisor  
Betty Blue, Local Advisor
Email Etiquette

Create your signature so that it will automatically appear on ALL Texas FCCLA emails.

**Step 1:** Click the “Gear” icon followed by the “Settings” option

![Image of settings option]

**Step 2:** Scroll down to “Signature” and enter your:

- Name, Position (bold font)
- Texas Association
- Family, Career and Community Leaders of America
- Your school’s street address
- Your school’s city, state, zip
- Your contact phone number
- Your Texas FCCLA email address

**Step 3:** Scroll down and click “Save Changes”

![Image of save changes options]

**Reminders:**
ALL emails should have the recipient as the “To”, and should be copied (cc) to your advisor and your region advisor. If you are sending a mass email to a lot of individuals, you can send it ‘bcc” so that if they hit reply all, it will not fill everyone else’s inbox.

When sending an email, make sure you spell the subject correctly, and use a professional title. If you are just sending a letter or memorandum with all of the information, you can simply write “See attached” in the body.
MEMORANDUM

TO: Chapter Parliamentarians and Advisors

FROM: Lynn Smith, State Parliamentarian (LS)

DATE: June 10, 2020

SUBJECT: Parliamentary Procedure

Plans are being made for the FCCLA regional House of Delegates meeting on January 25, 2021, at North High School, North, Texas. In order for this function to move in a smooth manner, please prepare your delegate by providing instruction in the parliamentary procedure. We will be voting on important changes to the constitution and it will be important for your delegate to understand the proposed changes. Detailed information about the changes will be posted to the state website, www.texasfccla.org.

If you students need help in understanding parliamentary law, perhaps you could conduct a workshop on parliamentary procedure for one of your local meetings which would benefit all members.

Best wishes for a year of enriching experiences. If I can be of assistance, please feel free to contact me at (123) 456-7390.

cc: Jared Cappers, State Advisor
Cindy Holton, Region Advisor
Sue Lopez, Local Advisor

SAMPLE
Letter Checklist

- Is the date current? Is the month written out?
- Has the heading name and address been changed to who you are writing to (not your name and address)?
- Greetings: Did you address your recipient correctly? “Dear Mrs. Holton” not “Dear Mrs. Cindy Holton.” How would you say it? Use Mr., Mrs., Ms., or title (Sgt.)
- After the word “Dear” did you use a colon (:)?
- Body of Letter: Put who, what, when and where and why. Read it aloud. Let your advisor check first before you send it to your region advisor. Use your grammar rules.
- If this is a thank you letter, did you say thank you only once?
- Closing: Sincerely, Sincerely yours, Very truly yours (Only use these)
- Leave space for a signature
- Type your name, office
  Texas Association, Family, Career and Community Leaders of America
- CC: Local advisor and region advisor
  Others: Script and Stage information: Mrs. Pam Rosenbaum. If needed (only for state related items)—Jared Cappers, State Advisor

Memo Checklist

- Did you use the form for memos? It includes: To, From, Date, and Subject
- Are Heading subjects lined up?
- Did you include all who, what, where and whys?
- Do not sign a memo
- Do CC all appropriate people
- If you are sending an attachment with the memo, be sure to list “Enclosure” at the bottom
SUGGESTIONS FOR SCRIPT WRITING

During the summer executive council meeting, the agenda for each regional meeting session will be determined. These agendas will include the sessions’ presentations, and who will make each presentation. These agendas will provide officers the basis for writing scripts for each presentation. Individual scripts will be combined to make a script for each session.

Surprises are nice, sometimes, but not in presentations for FCCLA meetings. Officers will submit scripts and accompanying plans for any session parts for advanced approval. This allows for the coordination necessary for individual presentations to include the appropriate information, be appropriate for the facilities and setup, and mesh with the other presentations for a smooth flow with all information included without duplication. A deadline date for submitting scripts to the state or region advisor will be set.

Tips for Preparing Scripts

All scripts will be submitted with the first page being the form included in this packet which will accommodate scripts to be accompanied by slides. Fill in the information at the top about the region, session, presentation, officer name and phone number, etc. If you are not using slides, just note “no slides used” beside a “slide box” on the form. If you are using slides, type the one/two-word description of the slide to be shown at that time in the “slide box,” and the script that corresponds with that slide. Be Aware that slides of faces should be shown from 5-10 seconds; slides of text should be shown from 8-15 seconds each.

Summer – region and state meeting agendas planned

Who – What – When

Officers will prepare presentation Scripts

No surprises in presentations!

Scripts approved

Scripts help coordinate presentations—smooth

Deadlines very important!

Scripts – first page form

Same first page form even if not using slides

Scripts Typed

How to use slides

Necessary slide viewing time
When planning your presentations, keep your objective in mind and how much time you have been allotted. It is important that the presentation fill the time allowed without going over.

Presentations should be written in third person, focusing on others, not yourself. For instance, you could say that “information has been received from 50 chapters participating in the Student Body project…” rather than “I requested and I have received information from 50 chapters who have participated in the Student Body project…”

Your presentation must be very specific and self-explanatory. For instance, in the example above, you would first need a brief description of what the Student Body project is before reporting what some of the chapter activities related to the project have been.

The session presider prepares a script for the entire session. This script would include everything the presider will say, and indicate when other persons will be making presentations. For example, the exact words that the presider will say at each point throughout the session (call to order, introductions, responses, etc.) will be shown with slots shown to indicate who, what, and when others will be presenting; however, the exact words of the others will not be included on the presider’s script.

Officers not presiding but having parts on the program just submit a script for their part. If the presentation involves information that will not be known until the meeting, (example, competitive event winners) you would leave blanks in the script’s sentences for the names, schools, etc.

Remember objectives and time

Limit
Focus on others
Be specific and clear
Session presider – combines scripts for session
Leave blanks for unknown information
Region ( # ) Meeting Presentation

Slide Boxes           Script Boxes

Slide title

Slide Title

Slide Title
BRINGING GREETINGS

You may be called upon to represent your chapter or organization during a banquet or conference to “bring greetings.” Although this is not meant to be a full-fledged speech, the same type of preparation is necessary; you must have a beginning, a middle, and a closing to your remarks. You are not there to merely welcome the audience to their own banquet or conference.

1. Limit your remarks to a maximum of three to five minutes unless instructed otherwise.
2. Build your remarks around a quotation or story
3. Express your appreciation for being invited.
4. Let your audience know that you are familiar with some of the good work the group is doing.
5. If possible, mention some of the outstanding achievements of members of the group.
6. Challenge the group to the task for which it is assembled.
7. Emphasize your desire to meet as many of the members and advisors as possible while attending the conference or meeting.
8. Be friendly, enthusiastic, confident (not cocky), well poised, and …SMILE.

Example:

In this land, long before time began, there was a family of dinosaurs and a colony of ants. The dinosaurs ruled the earth. No living thing could match their tons of muscle and their tremendous size. One dinosaur alone could destroy a whole colony of ants simply by taking a few steps, and the ants were powerless to stop them. The ants, though, had one thing going for them – teamwork. Each ant had an important part to play in the structure of the colony in terms of food, shelter, and protection. On the other hand, dinosaurs were loners – each beast for itself. Today, dinosaurs are extinct, but the ants are still about, still planning, working and cooperating with one another for the good of the colony. Teamwork does pay off...

As 4-H members, you’ve found that teamwork is important, especially in areas such as community services, projects, and programs to develop competent, well-adjusted workers for the future.

I am happy to be here today and to bring greetings from the Family, Career and Community Leaders of America, the state organization dedicated to leadership and competency development for students interested in family and consumer sciences careers. I am especially pleased to be a guest because I know of the great work being done in so many American communities, by 4-H members, to improve the quality of life. 4-H is doing a tremendous job in leadership development – a job that we in FCCLA would be proud to do equally as well.

You have made me feel at home through your warmth and enthusiasm, and I can certainly see why 4-H has become the great organization that it is. I hope to talk with you at more length later in the program about my organization – what it is, what we are doing, and where we are going.

I look forward to learning more about people management through teamwork from your conference workshops and challenge you to join me in sharpening your leadership skills by taking full advantage of the many wonderful opportunities offered here. Thank you.
## Career Clusters Related to FCS

Career Clusters provide a way for schools to organize instruction and student experiences around broad categories that encompass virtually all occupations from entry through professional levels. Resources such as KNOWLEDGE AND SKILLS STRUCTURES and BROCHURES are available for each of the clusters. Click on the cluster icon for access to resources. The clusters are:

<table>
<thead>
<tr>
<th>Cluster Icon</th>
<th>Cluster Name</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="A/V Technology &amp; Communications" /></td>
<td>Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.</td>
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<tr>
<td><img src="image2.png" alt="Education &amp; Training" /></td>
<td>Planning, managing and providing education and training services, and related learning support services.</td>
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<tr>
<td><img src="image3.png" alt="Hospitality &amp; Tourism" /></td>
<td>Hospitality &amp; Tourism encompasses the management, marketing and operations of restaurants and other foodservices, lodging, attractions, recreation events and travel related services.</td>
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<tr>
<td><img src="image4.png" alt="Human Services" /></td>
<td>Preparing individuals for employment in career pathways that relate to families and human needs.</td>
<td></td>
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</tbody>
</table>

## Family and Consumer Science Courses

- Principles of Construction
- Interior Design I
- Interior Design II
- Practicum in Interior Design
- Extended Practicum in Interior Design
- Fashion Design I
- Fashion Design I Lab
- Fashion Design II
- Fashion Design II Lab
- Practicum in Fashion Design
- Extended Practicum in Fashion Design
- Professional Communications
- Principles of Education and Training
- Human Growth and Development

- Instructional Practices
- Practicum in Education & Training
- Extended Practicum in Education and Training
- Money Matters
- Principles of Human Services
- Dollars and Sense
- Interpersonal Studies
- Lifetime Nutrition and Wellness
- Counseling and Mental Health
- Child Development
- Child Guidance
- Family and Community Services
- Practicum in Human Services

- Extended Practicum in Human Services
- Principles of Hospitality and Tourism
- Introduction to Culinary Arts
- Culinary Arts
- Advanced Culinary Arts
- Practicum in Culinary Arts
- Extended Practicum in Culinary Arts
- Food Science
- Hotel Management
- Travel and Tourism Management
- Hospitality Services
- Practicum in Hospitality Services
- Extended Practicum in Hospitality Services
Family, Career and Community Leaders of America
Texas Association
Region Listing by County
updated 9/17/18


Region II: Archer, Bell, Bosque, Brown, Callahan, Clay, Coleman, Comanche, Concho, Cooke, Coryell, Crockett, Denton, Eastland, Erath, Hamilton, Hood, Jack, Johnson, Kimble, Lampasas, Mason, McCulloch, Menard, Mills, Montague, Palo Pinto, Parker, Runnels, San Saba, Schleicher, Shackelford, Somervell, Stephens, Sutton, Tarrant, Wichita, Wise, Young


Region IV: Austin, Brazoria, Brazos, Burleson, Calhoun, Chambers, Colorado, DeWitt, Fort Bend, Galveston, Goliad, Grimes, Hardin, Harris, Houston, Jackson, Jasper, Jefferson, Karnes, Lavaca, Leon, Liberty, Madison, Matagorda, Milam, Montgomery, Newton, Orange, Polk, Refugio, Robertson, San Jacinto, Trinity, Tyler, Victoria, Walker, Waller, Washington, Wharton

TEXAS ASSOCIATION
FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA

FALL LEADERSHIP TRAINING REPORT
Due December 31

**Update for 2020:** Due to the uncertainty of health/travel restrictions, in place of traditional Fall Leadership workshops, officers will be responsible for the following:

Each officer needs to make at least three contacts with schools in their area to present material. The contacts can be three different schools or the same school with three different purposes. The schools can have a current chapter or be interested in starting one. The officer will need to present to the school(s) on something related to FCCLA. This can be virtual (live or pre-recorded) or in person if allowed by their school district and the participating school districts. Officers can work together but must make at least three contacts each. **Possible ideas for presentations:** use the amended Summer Summits presentation, information on the new national program, Stand Up; information on Competitive Events, updates on what's new with FCCLA, information on starting a chapter, etc.

*Fall Leadership Workshop Requirement for future years:* a maximum of four officers can work together to plan one fall leadership workshop. Officers should invite schools in the area. Be sure to CC your Region Advisor on the invitations.

Complete this Google form by December 31 to share your results:
https://forms.gle/pYX2iUSmdVv1mgCk8

LET'S MARKET OURSELVES
Due December 31

Visit at least one business/civic group in your community and explain to them what family and consumer sciences courses are available in your school and what Family, Career and Community Leaders of America is all about. School Board presentations do not count for this. Let's spread the word about our organization around the world!

Complete this Google form by December 31 to share your results:
https://forms.gle/36ryLsRSQP6iQsFFA

SCHOOL BOARD PRESENTATION
Due December 31

Visit at least one local school board meeting and explain to them what family and consumer sciences courses are available in your school and what Family, Career and Community Leaders of America is all about. Please complete this form before December 31.

Complete this Google form by December 31 to share your results:
https://forms.gle/X2rPXSpnYi3c3QbWA
STATEMENT OF EXPENSE
Officer Category (Circle One): REGION I  REGION II  REGION III  REGION IV  REGION V

Submit this expense report within 30 days of the travel or meeting. Receipts are required for all expenses except mileage. To receive airfare reimbursement the original copy of the passenger coupon (back of airline ticket) must be included. Complete the expense sheet and mail to:

Family, Career and Community Leaders of America

Name of Meeting: State FCCLA Meeting  Date: April 8-10, 2010
Payee: Jordan Smith  Phone: 512-888-2111
Address: 123 Oak Lane, Austin  State: TX  Zip: 78701

Dates of Travel: 4/8-10, 2010  Travel From: Austin, TX  Travel To: Dallas, TX

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(ALL EXPENSES REQUIRE RECEIPTS)

Subtotal: $134.25

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<th>Dupliciation</th>
<th>Misc. Expenses</th>
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MUST BE PRE-APPROVED

Subtotal: $51.83

Officers requesting reimbursement must have their local advisor approve this form prior to submission to the state office.

[Signatures and details for completion]