

# Jordan High FCCLA Officer Application

DUE April 11<sup>th</sup>, 2014 to Ms. Hancock in room D104

(When you turn in your application you will need to sign up for an interview time with the FACS teachers)

Name: \_\_\_\_\_

Age: \_\_\_\_\_ Grade in School: \_\_\_\_\_ Grade point average \_\_\_\_\_

Home address: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

FCCLA is a club in the Family and Consumer Science Department. There are many benefits of being an FCCLA officer, some of these include: building leadership skills, scholarship opportunities, letters of recommendation, participation in STAR events at Area and State convention, meet new people, participation in fun activities.

FCCLA Offices include: President, Vice President, Service Chair, Membership Chair, Secretary, Historian, Publicity Chair, and Four Star Chair.

The Duties of FCCLA Officers are as follows:

## **President-**

- Must be a Jr. or Sr.
- Comes to all meetings with a written agenda
- Conducts meetings, including assigning tasks to others
- Attends additional meetings with advisors when needed
- Participates in a monthly accountability check-in with teacher advisors
- Takes attendance at morning meetings
- Will participate in STAR EVENT: Leadership
- If possible, be a TA for one of the teacher advisors

## **Vice President-**

- Fills in for Pres. duties when pres. is absent
- Completes purchase orders, turns them in and picks them up
- Participates in a monthly accountability check-in with teacher advisors
- Helps organize and prepare for STAR event competition
- In charge of lunch activities and help record attendance
- Comes to all meetings with great ideas to contribute

## **Secretary-**

- Takes detailed notes of each morning meeting and provides them typed to [natalie.hancock@canyonsdistrict.org](mailto:natalie.hancock@canyonsdistrict.org) and to each member
- Records info. about activities for future reference and evaluation
- Writes an evaluation/minutes of activities for the next year
- Creates and updates monthly calendar for chapter members
- Participates in a monthly accountability check-in with teacher advisors
- Comes to all meetings with great ideas to contribute

### **Publicity-**

- Writes up and submits announcements electronically to teacher advisor: [karma.bateman@canyonsdistrict.org](mailto:karma.bateman@canyonsdistrict.org) & turns into main office to be announced in the morning announcements
- Help create a monthly newsletter for all members with a highlight of a student each month. Also, delivers member magazines. Uses social media
- Will participate in STAR EVENT: Promote and Publicize (can do this with others and even create a committee to help)
- Participates in a monthly accountability check-in with teacher advisors
- Comes to all meetings with great ideas to contribute

### **Membership-**

- Type all members names, phones, and locker numbers into EXCEL
- Prepare any notes that will be sent to members
- Take attendance of members at activities
- Is in charge of birthdays and awards/recognition for members
- Affiliates all members at the state and national level. Work with Mrs. Bateman on this.
- Participates in a monthly accountability check-in with teacher advisors
- Comes to all meetings with great ideas to contribute

### **Historian-**

- Take pictures at all events and activities, including at conferences & competitions
- Does a slide show of the year at the FCCLA end of year banquet
- Write up articles for the newspapers about FCCLA events and activities and submits them to: [shauna.young@canyonsdistrict.org](mailto:shauna.young@canyonsdistrict.org)
- Participates in a monthly accountability check-in with teacher advisors
- Will participate in STAR EVENT chapter showcase manual or display (can do this with others and even create a committee to help)
- Comes to all meetings with great ideas to contribute

### **4-STAR-**

- Plan and carry out all STAR events activities
- Recruit and explain STAR events to all members
- Document and create powerpoint about different STAR events for activities
- Complete all paperwork for 4-STAR chapter, working Mrs. Housley
- Participates in a monthly accountability check-in with teacher advisors
- Comes to all meetings with great ideas to contribute

### **Service-**

- Take pictures at all events and activities, including at conferences & competitions
- Does a slide show of the year at the FCCLA end of year banquet
- Write up articles for the newspapers about FCCLA events and activities and submits them to: [shauna.young@canyonsdistrict.org](mailto:shauna.young@canyonsdistrict.org)
- Participates in a monthly accountability check-in with teacher advisors
- Will participate in STAR EVENT chapter showcase manual or display (can do this with others and even create a committee to help)
- Comes to all meetings with great ideas to contribute

**Please rank the Chapter Officer positions from 1-8**

<b>Officer Position</b>	<b>Rank 1-8</b> (1 meaning the position you want the most and 8 meaning the position you would like the least)	<b>Explain why you would excel at this position/ or why you do not want this position. (use back if needed)</b>
<b>President</b>		
<b>Vice President</b>		
<b>Secretary</b>		
<b>Publicity</b>		
<b>Membership</b>		
<b>Historian</b>		
<b>4-STAR</b>		
<b>Service</b>		

FCCLA activities you have been involved in? \_\_\_\_\_

\_\_\_\_\_

Activities and accomplishments in school, community groups, and other youth organizations?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What role do you think the Family, Career, and Community Leaders of America should play at Jordan High, in the community and the nation?

\_\_\_\_\_

\_\_\_\_\_

Write a short paragraph telling why you would like to fill an FCCLA leadership position.

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What extra-curricular activities do you plan to be involved in next year?

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What classes are you taking next year? **In order to be an FCCLA officer for the 2014-2015 school year you must be enrolled in one FACS class each semester.**

	Class	Course Number	Teacher	1 <sup>st</sup> semester/ 2 <sup>nd</sup> semester
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Will you have a job next year? \_\_\_\_\_ If yes, where: \_\_\_\_\_

As an FCCLA Officer, you will need to help promote and publicize activities throughout the school year. You will also be asked to recruit members. As part of your officer application you need to develop a way to promote FCCLA activities and recruit members. You can use a variety of methods (social media, posters, flyers, handouts etc). Please be creative and think about how you first learned of FCCLA and ways that would have helped you learn about activities, etc. Please write an explanation of what you would do in the space below and bring an example with you to your interview.

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# Jordan High FCCLA Chapter Officer Commitment Form

Please read this form completely and make sure that you can have complete commitment to the duties listed below as a selected officer. Should any of these commitments be broken during your year, the other officers along with the advisors have the discretion to remove you from office if necessary.

"As a member of the Jordan High FCCLA Chapter Officer, I will . . ."

1. Attend regular officer meetings, and be on time, prepared and focused
  2. Complete the duties of my office
  3. Maintain at least a 2.0 GPA for the entire school year
    - should my GPA drop below a 2.0 for any term, I understand that the officer team will have the right to place me on probation until the next regular grade report
  4. Understand that attending functions is not an excuse for not completing school work
  5. Remember that I am a role model for all members, and will conduct myself in an appropriate manner at all times
  6. Refrain from the use of any illegal substances (narcotics, alcohol, or tobacco) for the year while serving as an officer, even if not at a FCCLA function.
  7. Handle any and all conflicts within the officer team quickly, and keep any and all conflict to those immediately involved.
  8. Remember that I am a part of a team, and that my actions as part of the team will affect the entire Jordan High FCCLA chapter.
  8. I will signify that I have read this form by initialing in the upper right hand corner of this page
- Below are events you are required to attend as an officer; please make sure you are available to attend these events before you apply.**

\*Attend a leadership meeting each week (before or after school) First meeting will be the end of May.

\*Help plan activities and attend every activity (every month)

\*Spend 6-8 hours a week after school helping with FCCLA

\*Attend Fall Leadership (Oct.) Area and State Convention (Meetings are in Provo and Layton)

Parent: I have read this application and support my child in fulfilling this office. I also agree with and support the rules set forth by the FCCLA Advisors and the Jordan High FCCLA Constitution and Bylaws for Chapter Officers.-Available upon request. I also understand that my child may be removed from office without warning if my child is found to be in violation with said rules.

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Parent Signature

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Date

New Chapter Officer: I have read this application and I agree with and support the rules set forth by the FCCLA Advisors and the Jordan High FCCLA Constitution and Bylaws for Chapter Officers. I also understand that I may be removed from office without warning if I am found to be in violation with said rules.

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Officer's Signature

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Date

On a scale of 1-5 with 1 being the lowest and 5 being the highest, rate yourself. Then have one of your parents and your first or fifth period teacher rate you on the following qualities.

Quality	Yourself	Parent
Responsibility		
Self-motivation		
Getting along with others		
Flexible		
Good listener		
Hard working		
Positive attitude		
Creativity		
Able to work well under stress		
Friendly		
Respectful to others		
Honest		

I recommend my son/daughter for this position and I am willing to support him/her if he/she is chosen.

Parent Signature

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Applicant Signature

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Name: \_\_\_\_\_ Date: \_\_\_\_\_ Teacher: \_\_\_\_\_

## FCCLA Officer Evaluation Form

Have your first or fifth period teacher rate you on the following qualities.

On a scale of 1-5 with 1 being the lowest and 5 being the highest.

**Teachers please return this form to Ms. Hancock's Box, NOT to the student.**

Quality	1 <sup>st</sup> / 5 <sup>th</sup> Period Teacher					Comments
Responsibility	5	4	3	2	1	
Self-motivation	5	4	3	2	1	
Gets along with others	5	4	3	2	1	
Flexible	5	4	3	2	1	
Good listener	5	4	3	2	1	
Hard working	5	4	3	2	1	
Positive attitude	5	4	3	2	1	
Creativity	5	4	3	2	1	
Works well under stress	5	4	3	2	1	
Friendly	5	4	3	2	1	
Respectful to others	5	4	3	2	1	
Honesty	5	4	3	2	1	

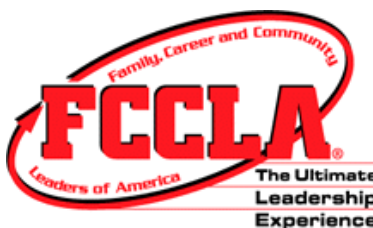
Any additional comments about this student: \_\_\_\_\_

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## FCCLA Officer Interview Questions

Candidate: \_\_\_\_\_ Interviewer: \_\_\_\_\_

Candidate and interviewer(s) will introduce themselves. Candidate will explain their involvement in FCCLA and Family and Consumer Sciences classes past and upcoming.

1. Why do you want to become a Jordan High FCCLA Officer?
2. Tell us how you define a leader.
3. What is the most positive thing you have done this year that has helped you become a better leader?
4. What would you say to someone who knew nothing about FCCLA and were wondering what clubs they should join?
5. Tell us about your promote and publicize project that you wrote on your application.
6. How could you involve your chapter in a worthwhile community project?
7. What will be your unique contribution as a Jordan High FCCLA officer?
8. How are your parents supporting you in this endeavor?
9. What STAR EVENT are you interested in competing next school year?
10. Questions for the advisors: