

BELLE FCCLA OFFICER APPLICATION

Name _____

Current Grade Level _____

1. Have you ever been in FCCLA before? Yes No If yes, how many years?

2. Describe any FCCLA offices you have held, committees you have chaired, or projects you have been a part of.

3. Describe any leadership responsibilities you have in other organizations, athletics, or the community, which have helped prepare you to be an FCCLA officer.

4. What personal qualities do you possess that separate you as a leader?

5. What is the most important quality in running an organization? **ONLY DESCRIBE ONE.**

6. What is your favorite FCCLA memory?

7. Describe at least 2 project ideas that you have for our FCCLA chapter next year.

8. What class in Family and Consumer Sciences are you currently enrolled in for next year? *(It is strongly recommended that you enroll in Career Development / Entrepreneurship for a full year. If you are unable to, you must meet with Mrs. Koelling to discuss prior to submitting application.)*

SEMESTER 1

SEMESTER 2

9. Rank the following offices in the order that you would like to receive them. Put a 1 in the blank of the office you would MOST like to have and a 8 in the office you would LEAST like to have.

Maries County R-2 FCCLA Executive Council Purposes:

- To promote leadership, personal development, and to help prepare students for adult life.
- To strengthen the function of the family, improving understanding between youth and adults.
- To promote family and consumer sciences programs and careers in the community.

FCCLA Officer Descriptions:

_____ **President** - presides all meetings of the chapter and appoints the committees in consultation with the advisors, serves as an ex-officio member of all committees. Must be able to be at all meetings, willing to learn parliamentary procedure for running a meeting, and able to work with chapter members, officers, and advisors.

Major responsibilities: State Officer Red Talk, New Member Initiation, Elections, New Officer Installation and Recognition Social

_____ **1st Vice President of Membership*** - The First Vice President presides in absence of the president, promotes Power of One modules to members, responsible for leading the Membership campaign committee of FCCLA, especially during Sept/Oct; guarantee that members pay dues and receive their membership benefits; including but not limited to social activities at chapter meetings. Must be able to be at all meetings, willing to work with chapter members, officers, and advisers.

Major responsibilities: Rush Week, Signing Day, Fall into Membership Trip, FCCLA Week, Spring Into Leadership Points Trip, Chapter Member Awards

_____ **2nd Vice President of STAR Events*** - The Second Vice President is responsible for instructing and leading students through FCCLA National Programs and competitive events alongside the adviser and making sure at least 80% of our chapter participates in at least one.

Major responsibilities: Programs and Events 101, Competitive Event Workshops, Member Recognition

_____ **3rd Vice President of Projects *** - The Third Vice President is responsible for instructing and leading students through FCCLA National Programs while presiding over the Project Committee and making sure our paperwork is sent to the State and National Office for various awards and applications.

Major responsibilities: Programs and Events 101, Monthly National Program Spotlights, Chapter Recognition

_____ **Secretary** – keeps a record of all proceedings at chapter meetings and events, work with VP of membership to guarantee members have paid their dues and receive their benefits; takes care of all correspondence (i.e. invitations, thank yous, meeting reminders, etc.). Must be able to be at all meetings, willing to work with chapter members, officers, and advisors.

Major responsibilities: Track membership forms, dues, and points, T-Shirt Orders, New Member Initiation Invitations/Programs, Silent Cake Auction Invitations/Programs/Thank yous, New Officer Ballots/Invitations.

_____ **Treasurer** – keeps an accurate account of the chapter's finances. All disbursements are to be approved by the chapter officers and payments must be authorized by the chapter advisors. Must be able to be at all meetings, willing to work with chapter members, officers, and advisors.

Major responsibilities: Chapter Budget & Legar. Purchase Orders and Deposits, Profit/Loss Analysis on all fundraising efforts.

_____ **Public Relations Director** – promotes chapter activities, develops materials to publicize chapter activities (i.e. gets articles to the newspaper, takes pictures at meetings/events, updates the FCCLA website, etc.). Must be able to be at all meetings, willing to work with chapter members, officers, and advisors.

_____ **Devotional Leader**- promotes chapter and member wellness through various efforts (birthday cards, social gatherings, sympathy notes, etc.)

Major responsibilities: CTSO Thanksmas Party

I understand that I must work cooperatively with Mrs. Koelling as an officer, AND that it is MY responsibility to check with my advisor at least once every week to see if there are any responsibilities that I need to fulfill. I must work as a team with my fellow executive council members and show all members respect and encouragement. I also understand that I must attend all officer meetings and complete all responsibilities. If I fail to complete these tasks I will be forced to forfeit my office and will be replaced.

DO NOT APPLY FOR AN OFFICER POSITION IF YOU ARE NOT WILLING TO GIVE UP YOUR EXTRA TIME TO MAKE THE FCCLA ORGANIZATION GREAT!!!

*** Do not forget that you need a teacher evaluation. Be sure to give him/her advanced notice, to get them turned in by April 14th.*

Student's Signature

Parent's Signature

Return to BHS FACS DEPARTMENT by April14th.

Maries County R-2 FCCLA OFFICER APPLICATION

Teacher Recommendation

Student's Name _____ Office Desired _____

Course you have student in _____

Directions: Teachers, please complete the following for the student who is interested in a position as an officer in FCCLA. TEACHERS should return this form to **Mrs. Koelling's mailbox by April 14.**

This form is confidential and should not be shared with the student.

Rank the student on the following traits (10 being the highest, 1 being the lowest).

Responsibility – the student demonstrates understanding of their own obligations toward themselves and others.

1 2 3 4 5 6 7 8 9 10

Teamwork – the student demonstrates an ability to work with others in achieving goals.

1 2 3 4 5 6 7 8 9 10

Leadership – the student takes initiative in assisting groups in achieving goals.

1 2 3 4 5 6 7 8 9 10

Self-motivated – the student takes on tasks and stays on them without adult prodding.

1 2 3 4 5 6 7 8 9 10

Maintains timelines – the student has assignments turned in on time.

1 2 3 4 5 6 7 8 9 10

Respect – the student demonstrates respect toward other students and adults.

1 2 3 4 5 6 7 8 9 10

Attendance – circle the number of days the student has missed in your class this year.

1 2 3 4 5 6 7 8 9 10

Tardiness – circle the number of days the student has been tardy to your class.

1 2 3 4 5 6 7 8 9 10

Current grade percentage in your class: _____

Comments: