

LEADERSHIP ENHANCEMENT OPPORTUNITIES (LEO) STUDY GUIDES

AVAILABLE STUDY GUIDES

<u>Creed, Mission, & Purpose</u>	<u>Consumer Math</u>
<u>Consumer Quiz</u>	<u>Culinary Arts</u>
<u>Etiquette</u>	<u>Hospitality</u>
<u>Interior Design</u>	<u>Job Interview</u>
<u>Parliamentary Procedure</u>	<u>Step One</u>



Consumer Math LEO Study Guide

- Financial Planning
 - Offers:
 - Spending wisely
 - Budgeting
 - Borrowing when needed
 - Investing to gain more money
 - Saving your money for big things
 - Is for:
 - Anyone who manages any money whether it is:
 - ❖ Small allowance
 - ❖ Part-time job
 - ❖ Full time income
- Decision making process
 - Identify the decision to be made or the problem to be solved
 - List all possible alternatives
 - Act on the decision
 - Evaluate the decision
- Priorities are what help you determine what is important to you and help organize thoughts
- Consumer decisions are based on:
 - Culture
 - Demography
 - Society
- You make a budget from your expenses and income.
- 25% of ones gross monthly income should be spent on an apartment
- To be an effective consumer buyer one should:
 - Plan purchases
 - Be informed
 - Make wise decisions
- Impulse purchases should be resisted for wise consumer buying concepts
- Conversions
 - Gallon
 - 4 quarts
 - 8 pints
 - 16 cups
 - 128 fluid ounces
 - Quart
 - 2 pints
 - 4 cups
 - 32 fluid ounces

- Pint
 - 2 cups
 - 16 fluid ounces
 - Cup
 - 8 fluid ounces
 - Brand name clothing is not always the best quality item for the money
 - Thrift stores and/or resale items are great ways to save money
 - To avoid getting in debt when you have a credit card you should only use it for emergencies and pay it off every month
1. How much simple interest would be paid on a 12 month-\$20,000 loan with 14 % interest?
 2. A recipe calls for 4 $\frac{1}{4}$ cups of flour. If one wanted to half the recipe, how much flour would be needed?
 3. A room has the dimensions of 17' x 19'. What is the square footage of the room?
 4. A family is going to purchase new carpet for a room that is 13' x 7' how many square yards of carpet is need? Round up your answer.
 5. 3500 calories equals one pound. If someone wants to lose 2 pound a month, how many calories would need to be cut from ones diet per day?
 6. How many tablespoons are in a cup?
 7. A 20 oz. Bottle of window cleaner is \$1.99. A 32 oz bottle of the same produce costs \$3.20. Which is the most economical size to purchase?

8. Dinner in a restaurant cost \$57.89. What should be left for a 15% tip?

9. If the state sales tax is 7.45%. What would one pay to purchase a \$25 item?

10. A consumer wanted to put a wallpaper border up in a room that is 12' x 10'. If the wallpaper border came in rolls of 20 feet, how many rolls would be needed to finish the project?

11. If someone has a goal to save \$8000 in the next 6 years; how much would need to be saved per month (do not consider interest earned)

Consumer Quiz LEO Study Guide

- You must be a citizen who has resided in the US for at least 7 years to be elected to the US House of Representatives
- The average American worker works about four months to pay off all federal, state, and local taxes for the year
- Teens are most likely to be in a fatal car crash then adults
- The Federal Trade Commission and the Food and Drug Administration agencies share federal oversight for fraudulent health procedures
- The US Treasury Department agency administers the tax laws
- When you start a new job you should only keep the W-4 worksheet and hand the W-4 form to the employer
- The best thing to do while someone who is choking is continually coughing forcefully is to encourage them to continue coughing
- Teens only do 20% of their of their driving at night
- More than 50% of fatal teen crashes occur at night
- An affinity card is where at every time you use the card 1% of your purchase goes to an organization as a donation
- Exercise is a balance between intensity, duration, and frequency
- Discrimination against age is not covered under the Civil Rights Act of 1964
- A floppy disk goes into the disk drive of a computer
- The hard drive is the memory of the computer
- 1% of the earth's water is available for all humanity's needs
- Ammonia is not found in car exhaust
- Your check has been cleared when it shows up on your bank statement that it has been paid
- If you want to make a purchase that money is taken directly from your checking account one should use a debit card
- Construction has the most fatalities or deaths per year
- A bank statement is the written report of activity on your financial account that the bank sends you
- In bank terms, APY means Annual Percentage Yield
- On April 15, most personal federal income tax returns are due
- The sticky, colorless layer of bacteria that forms on your teeth is called plaque or tarter
- One should cook eggs until whites are set and yolks are starting to thicken to avoid food poisoning from eggs
- Eating disorders, such as bulimia or anorexia, happens hen an overweight person is often teased or treated unkindly to others
- The safest thing to do once you have spotted a tornado in a car is to get out of the car and get into a ditch
- Credit bureaus should inform applicants of reasons for denial or credit

- Consumers should store gasoline for their use in approved containers of less than 5 gallons
- The Operator Control Presence or the OPC in newer riding mowers automatically stops the engine and attachments when the operator leaves the seat
- Visits to the emergency room because of motor vehicle accidents are most likely among people 15-24 years old
- If an e-mail is generically titled like "friend" it usually means that it is junk mail
- The first person you should call if you are having trouble with your phone service is your telephone company
- To complain about marketers that use the phone to commit fraud one should contact the FTC
- One should wear sunscreen with an SPF of at least 15
- People with anorexia believe that they are fat when in reality they are not
- These are ways you can contract HIV/AIDS
 - Sharing needles for intravenous drug use
 - Having unprotected sexual intercourse
- When storing leftovers one should put leftovers in a shallow-dish container
- Social Security benefits are based on earnings throughout your entire work life
- Dizziness, nausea, headache, and dry mouth caused by medications are called side effects
- In addition to lubrication a car's engine, the oil serves as a cleaning fluid
- Cholesterol is found in animal products
- A catastrophe for a homeowner's insurance policy would be purchased separately to cover damage due to flood and earthquakes
- One should watch for surcharges or activation fees if buying a prepaid calling card
- Acceptance is when one accepts a sales offer and agrees to be bound to the terms of a contract
- Severance Pay is the money when a company decides to move to another city and pays money to employees who have been dismissed
- When the liquid looks cloudy and the jars have corroded tops when the food inside is home-canned one should throw them away because canned goods should be kept only a few years
- Most nursing home residents in the United States live in private, for-profit nursing homes
- Majority age is the age at which a person becomes an adult as specified by the state law
- More women than men own cell phones
- Extra money that is paid to Social Security that isn't paid out in benefits goes to the Social Security trust funds
- If a school claims it is accredited it means that a private agency or association has evaluated the school

Creed, Mission, and Purpose LEO Study Guide

Creed

We are the Family, Career and Community Leaders of America
We face the future with warm courage and high hope.
For we have a clear conscious of seeking old and precious values,
For we are the builder of homes,
Homes for America's future.
Homes where living will be the expression of everything that is good and fair;
Homes where truth and love and security and faith will be realities, not dreams.
We are the Family, Career and Community Leaders of America.
We face the future with warm courage and high hope.

Mission

To promote personal growth and leadership development through Family and Consumer Sciences Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge and career preparation.

Purposes

1. To provide opportunities for personal development and preparation for adult life
2. To strengthen the function of the family as a basic unit of society
3. to encourage democracy through cooperative action in the home and community
4. To encourage individual and group involvement in helping achieve global cooperation and harmony
5. To promote greater understanding between youth and adults
6. To provide opportunities for making decisions and for assuming responsibilities.
7. To prepare for the multiple roles of men and women in today's society
8. To promote Family and Consumer Sciences and related occupations

Culinary Arts LEO Study Guide

- If a food product is held in the “danger zone” for more than two hours it is referred to as adulterated and should be discarded
- Biological hazards cause 95% of food borne illnesses
- Your hands should be washed for 15-20 seconds
- From 41° F and 135°F is the “Danger Zone”
- The best way to thaw a frozen meat product is in the refrigerator
- Parts per million is abbreviated ppm
- A pan filled with water and contained within another pan for keeping food warm is “Bain-Marie”
- “Emulsion” is defined as blending oils and fats with other liquids in order to create a smooth sauce
- “Purée” is to blend ingredients into a fine paste
- “Sauté” is to cook foods in an open pan over a high heat source in a small amount of fat
- Something served with its natural juices, usually unthickened pan drippings is “Au Jus”
- “Béarnaise” is hollandaise flavored with a reduction of vinegar, shallots, tarragon, and peppercorn
- Raw vegetable tray served as an appetizer with a dipping sauce is referred to as “Crudités”
- The ingredients, seasonings, cooking procedures and styles attributable to a particular group of people is “cuisine”
- “Mayonnaise” is a basic cold emulsion sauce made of egg yolks and oil seasoned with vinegar, mustard and seasoning
- Georges Escoffier is the last name of “the greatest chef of his and is revered by chefs and gourmets as the Father of the twentieth century cookery”
- Sanitation & Nutritional Awareness is one of the four major developments that have significantly changed the food service industry in the twentieth century
- Apprentice is not a skill level of food production personnel
- Pâtissier
 - Pastry Chef
- Saucier
 - Sauce Chef
- Tournant
 - Relief Cook
- Poissonnier
 - Fish Cook
- Entremétier
 - Vegetable Cook
- Rôtisseur

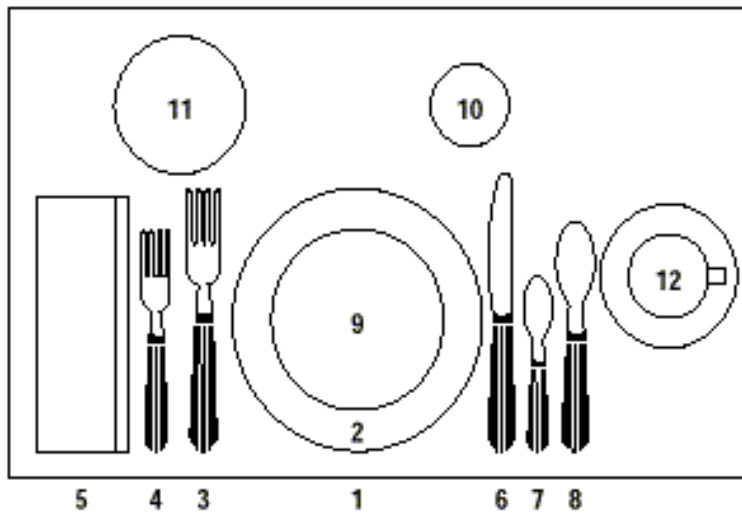
- Roast Cook
- Garde Manger
 - Pantry Chef
- Potager
 - Soup Cook
- One of the behavioral characteristics that food service workers should not develop and maintain to achieve the highest standards of professionalism is lack of eagerness to learn
- Toxic Metals is not one of the four microorganisms that can contaminate food and cause illness
- Conduction is not one of the conditions of bacterial growth
- The 5 steps of the Manual dishwashing procedure
 - Scrape
 - Wash
 - Rinse
 - Sanitize
 - Air Dry
- Critical Control Points may be defined as actions that eliminate hazards or reduce hazards to a minimum
- Keeping knives sharp actually reduces the chances of injury in the kitchen
- One of the best ways to avoid falls in the professional kitchen area is to clean up spills immediately as they happen
- Receiving a good education and understanding the proper use of professional kitchen equipment are two of the best ways to prevent injuries while operating, maintaining, and cleaning machines and equipment
- Herbs consist of fresh leaves and stem or crumbled or powdered dried leaves
- Spices are whole, ground, or powdered parts of the plants like
 - Seeds
 - Stems
 - Roots
 - Dried berries
- Ginger
 - A warming herb with a pungent aroma and flavor
 - Enhances foods from confectionery and cakes to savory dishes
 - Used in far east
 - Roots can be purchased fresh and kept frozen for an extended period of time
- Lavender
 - Used most often in desserts and teas
 - Also lends its smoky, floral flavor to meats, fish, seafood, and roasted vegetables
 - When used with honey it is a gourmet treat
 - Makes a great salad dressing when added with vinegar
- Sear
 - To brown the surface of food quickly using high heat

- Fine-dining
 - An upscale atmosphere with excellent food and service
- Trends
 - General developments or movements in a certain direction within an industry
- Full-service
 - Servers take customers' orders
- Entry-level
 - Beginning jobs that require little or no experience
- Quick-service
 - Establishments that provide limited selections of food at low prices
- Noncommercial operations
 - Operate to cover daily expenses
- Commercial operations
 - Operate to earn a profit
- Foodservice hospitality
 - Serves people away from home by providing food, beverages, and shelter
- On-site catering
 - An opportunity for a business to increase income during show times preparing large quantities of food
- Off-site catering
 - Preparing and serving food from a centralized kitchen to different locations

Etiquette LEO Study Guide

- When helping someone to be seated at a table, the male should assist a female to his left
- When seated at a table, one should enter on the left side of the chair
- At the end of the meal, the napkin should be placed unfolded to the left of the plate
- Food is passed to the right
- The waiter serves from the customer's left and picks up from their right
- If one needs to leave the table during the meal, the napkin should be placed in the chair, not on the table
- Work from the outside in on the silverware
- When setting a table, place the napkin so that the open edges or corners of the napkin are in the upper right corner of the napkin
- Stand behind the chair until the hostess, lady of the house is seated
- Cell phones should be turned on silent with no texting during meeting, at meals, or other social events
- Bread can be used as a pusher
- When eating at a restaurant a hostess or waiter directs the group to their seat.
- The women usually follow the one leading the group to be seated
- The host or male suggests items on the menu indicating to his guest what price he is prepared to pay
- When a man is introduced to a woman, the woman's name should be said first
- Eye contact should be made when shaking someone's hand
- Cell phones should not be used during a business luncheon or formal dinner
- When introducing yourself, always use your first and last name but never your title
- Slang should never be used during a formal meal
- A handshake can be brief and firm
- One's name tag should be worn on the right side of the shirt/blouse or jacket
- Cut salad with a knife if the pieces are too large to fit in your mouth
- Break off a whole piece of bread or roll into 2 or more smaller pieces
- One should always write the host a thank you letter after being at a dinner party
- If a food is served that you have never eaten, wait until the host/hostess eats it in order to understand what to do
- One never has a second chance to make a good impression
- Manners and etiquette should be practiced at all times
- When served something that one has never tasted, it is proper to at least taste the food item
- Silverware should be placed across the dinner plate

- Silverware and napkins should be placed one inch from the edge of the table
- Desert silverware should be placed above the dinner plate and turned sideways



1. Place setting
2. Main Course Plate
3. Main Course Fork
4. Salad Fork
5. Napkin
6. Knife
7. Teaspoon
8. Soup Spoon
9. Salad Plate
10. Beverage Glass
11. Bread Plate
12. Coffee Cup and Saucer

Hospitality LEO Study Guide

- Working in hospitality industry can test an individual's character and self-control
- Work hours for hospitality employees are seldom the "normal" work hours of 8:00 a.m. to 5:00 p.m., Monday through Friday
- It is a general manager's responsibility to ensure the business conforms to all health and safety regulations
- The most important resource used by the hospitality industry is people
- Persons in a tour group[are more interested in the sites than the lodging facility amenities
- Posting refers to recording a charge on an account
- The engineering department and the maintenance department perform the same duties
- Attractive food presentation depends largely on plating techniques which include balance, garnish, proportion, and arrangement
- Knowledge about the basic laws and legal principles of the hospitality industry helps employees understand why policies are in place at hotels and food and beverage operations
- Managers of hotels may refuse to receive or serve a guest depending on the situation
- Liability insurance for individuals and business owners has become more prevalent due to the growing number of injured parties suing businesses for damages incurred
- Working in the hospitality industry can test an individual's character and self-control
- "Hotel" is a French word that was first used to describe the city dwelling of a rich person living in Paris
- An example of a trend that resulted in changes in sleeping room amenities is the increasing number of guests traveling with a laptop computer
- Technology makes life and work easier in many ways but brings some complications
- One of the complications is when cash transactions are on the decline
- Front of the house departments are the departments seen by guests
- The general manager is ultimately held accountable for the appearance of a hospitality property
- The number one reason that people do not return to a business is attitude of indifference or rudeness by owner, manager, or some employee
- Limited partnership is where there are two partners and they ask someone to be a silent partner
- When a fire has started while doing maintenance tasks one should immediately notify the front desk
- All the employees at a lodging or food and beverage operation company are responsible for positive public relations as part of their job
- A conference center is suitable for a large group of people needing both small and large meeting rooms

- Institutional housing is lower cost and has less thrills in order for college students to work on a project
- A hotel is considered “full service” if it has a food and beverage operation to provide for meetings
- Accounts payable is the money owed by the hotel to another business or individual
- Draping and skirting refers to table linens
- The Food and Drug Administration would investigate a case if E coli outbreak occurred after guests ate tainted broccoli in the hotel’s restaurant
- Even the slight changes in the needs of the patrons can lead to sweeping changes in the industry
- The following have created a change in the hospitality industry
 - High speed Internet capabilities
 - Flat screen televisions
 - Popularity of iPods
 - Increased use of cellular phones
- Some growing concerns in the hospitality industry
 - Communicable illnesses
 - Sanitation
 - Environmental issues
 - Privacy
- Technology greatly impacts
 - Guest’s experience
 - Employee’s job satisfaction
 - Workload
- Best computerized management systems
 - Link all major tasks within a business
 - Streamline all tasks and enhance their accuracy
- Front of the house departments
 - Reservations
 - Management
 - Human resources
- Back of the house positions
 - Laundry attendant
 - Public area housekeeper
 - Room Attendant
- Someone who is employed to create a positive public relations for lodging business would perform
 - Coordinate holiday or weekend packages
 - Conduct tours of property
 - Prepare letters that respond to customer complaints
- Service refers to
 - Tasks performed for the benefit of guests
 - Employee training segments
- Hotels that are appropriate for guests who need to stay for more than a few days are

- Residential hotel
- Extended-stay hotel

Interior Design LEO Study Guide

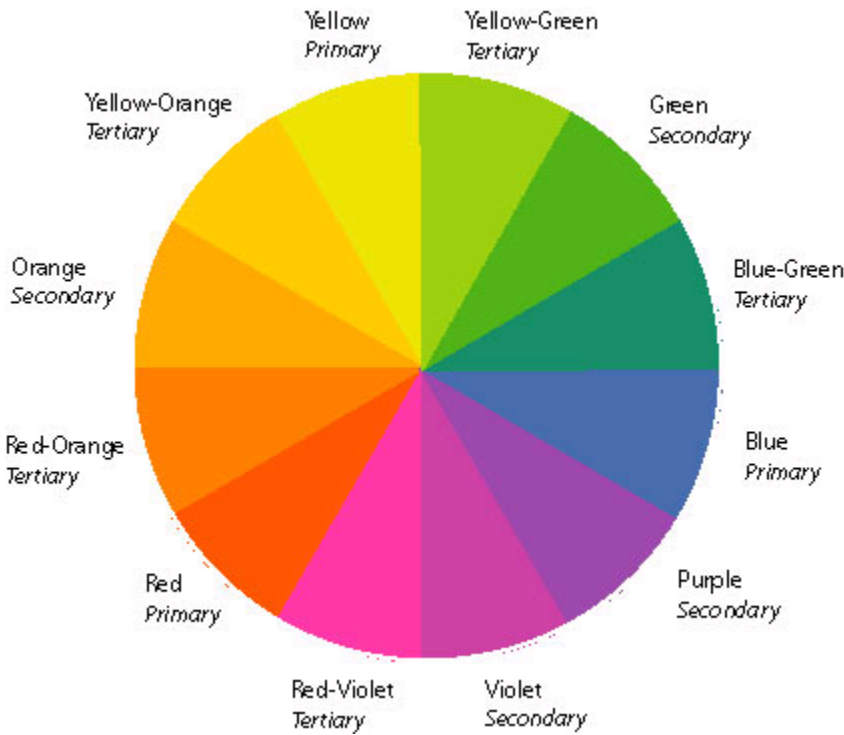
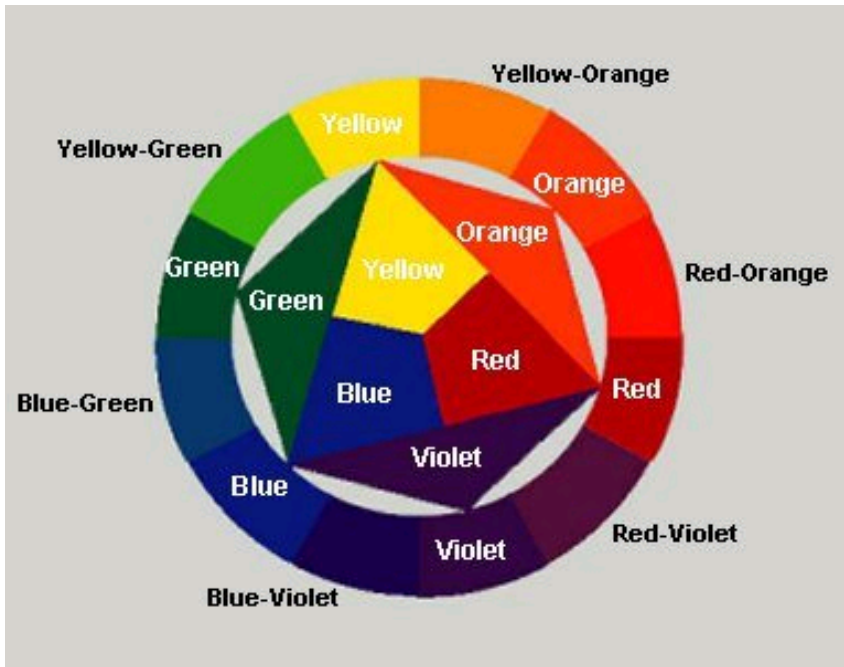
- The analogous color scheme is located next to each other on the color wheel
- Curved lines give the feeling of gentleness and femininity
- Colonial homes with a center door and an even number of columns on either side of the front door are an example of symmetrical balance
- Proportion is the relationship of parts to each other and to the design as a whole based on the division of space
- Service Zones in areas in residential interior include the kitchen, utility room, workshop, and garage
- 1/4" scale is the most commonly used scale by architects, contractors, and designers
- A patio is not considered a private zone in planning
- An architect is a person who plans the design of a residential or commercial building
- A line is not a principle of design
- Rough texture makes an object appear darker
- Space is a three dimensional area where a designer works
- Red, blue, and yellow are the primary colors
- A square house is more energy efficient
- A two-story home is easier to heat in a colder climate
- The Americans with Disabilities Act provides for the handicapped
- Direct lighting would be best for studying
- Good lighting allows a person to see better without straining his or her eyes
- Glare is excessive brightness from a direct source
- A direct glare is reflected from a computer screen
- There are many types of lighting applications used in residential interiors
- Accent lighting would be best to use while watching television
- When choosing floors one should consider the following:
 - Appearance
 - Maintenance
 - Brand name
 - Cost
 - Warranty
 - Durability
- Inlaid is the most durable type of vinyl flooring
- Carpeting has been a popular type of floor covering for over 200 years
- Density refers to how closely carpet fibers or tufts are placed together
- Wall treatments are used to finish and decorate walls
- The most popular and cost effective type of wall treatment is paint
- Walls make up the largest area in a room
- Walls should complement the furniture and accessories in the room
- A cathedral ceiling gives a feeling of expanse and height
- Double hung windows can be raised from the bottom and lowered from the top
- Window treatments provide control for light and air and provide privacy

- Demographics refers to the characteristic of the human population
- Buying high quality, more expensive home furnishings is a sound economical decision because they will last longer than less expensive home furnishings
- The following are fees or compensations that are charged by an interior designer
 - Flat-fee plus percentage of total cost
 - Cost-plus system
- A piece of furniture that is more than 100 years old is considered antique
- Furniture style that were popular in the past are referred to as Period Furniture Styles
- Furnishings have little or no warranty coverage and the products vary widely in design, quality and price
- A blender is not considered a major home appliance for the home
- The price of the appliance, delivery charge, and electricity costs for the life of the appliance is included in the total cost of an appliance
- Accessories in a room do not need to fill in a space
- Parallel lines run in the same direction and never touch each other
- Location is the most important factor to consider for resale, when purchasing a home
- Saving money to build and furnish a home is an example of a long term goal
- There are many careers available in the interior design field
- You need a college or University degree to become an interior designer
- To make a room appear shorter you should paint one of the shorter walls a dark color
- Double pane windows are more energy efficient than single pane windows
- Most pictures should be hung at eye level in a home
- When renting an apartment the standard rule is to spend no more than 25% of your monthly gross income or rent
- When selecting a home you should select it from the inside out

1. What is the square footage of a room that is 30' x 16'?

2. A consumer wanted to put a wallpaper border up in a room that is 16' x 20'. If the wallpaper border came in rolls of 20 feet, how many rolls would be needed?

3. What is the perimeter of a 20' x 15' room?



Job Interview LEO Study Guide

- The first thing to do in a Job Interview is shake all of the interviewers' hands.
- The professional ink color is black
- Things not to talk about in an interview
 - Religion
- Good references are:
 - Teachers
 - Employers
 - Friend's parents
 - Church friends
 - Parents of the kids you babysit for
- Good Questions to ask Interviewers:
 - "What will my work hours be?"
 - "What are your expectations of me?"
- Prior to a job interview one should:
 - Practice the interview
 - Learn about the company or organization
 - Be prepared to answer and ask questions
 - Have a specific job or jobs in mind
 - Mentally review your qualifications for the job
 - Practice answering questions about yourself
 - Ask for location, directions, start time, and expected duration of interview, as well as parking guidelines
 - Drive by the location of the building the day before
 - Ask interviewer's name with correct pronunciation, title, and role with the company
- Supplies needed for the interview:
 - Extra copies of your resume
 - Job reference list
 - Reference letters
 - Social security card
- You need to arrive 10-15 minutes prior to the interview
- You should dress in business-like, clean, pressed and conservative clothes also wear minimal perfume or cologne for the interview
- You should bring a light briefcase or portfolio
- Polish your shoes before an interview
- When in an interview one should stand, walk, and sit tall in an interview
- When in an interview do not use very limited gestures
- All of your applications and resumes should be printed on clean white paper with no graphics, references, height, sex, weight, and race
- Always ask to use someone as a reference
- The interviewer should not ask if you are married or have children

- Cover tattoos in an interview
- Always send a follow up letter to thank the interviewer for taking time to visit with you about the position
- Dress for your physical and psychological comfort; discomfort translates into no-confidence
- Don't wear clothes that you would not normally wear; stay in your style including hairstyle and makeup
- Remember that you'll be judged on whether or not you'll fit into the working environment
- Look grown-up don't look like a kid
- Don't carry a purse and a briefcase or portfolio this looks very unorganized
- Make sure your clothes fit just right
- Rehearse the night before
- Don't wear sandals
- Don't assume that an expensive suit will make you more successful
- Do be aware of gender-related perceptions. A woman is likely to be more critical of details such as grooming, clothing quality, and shoes
- Speak up, tactfully; if you see that you're inappropriately dressed: "Does everyone always dress so casually here?" "I notice you're all in suits. Is that a requirement?" It will show that you are aware
- Write down the questions you will ask during the interview
- Good questions
 - A detailed description of the position
 - Reason the position is available
 - Anticipated training program
 - Company growth plans
 - The next step in the selection process
 - Organizational chart
- During tests
 - Listen to instructions
 - Read each question thoroughly
 - Write legibly
 - Don't dwell too long on one question
 - If unsure, stay with your first answer
- During the interview
 - Go alone
 - Be clean and well groomed
 - Be prompt
 - Do not smoke or chew gum
 - Answer questions directly and truthfully
 - Use good manners
 - Use proper grammar and good diction
 - Be enthusiastic
 - Listen, maintain eye contact, and ask questions
 - Thank the interviewer

- Notice how the employees communicate
 - Notice how the employees act
 - Know that as soon as you walk in the door the interview has begun
 - Introduce yourself
 - Always always shake the interviewers' hands
 - Breathe
 - Do not use too many hand movements
 - Be truthful
 - Think before you speak
- Interviewing requires planning and preparation
- Things to put on your resume:
 - School honors
 - Clubs
 - Interesting activities
 - Elected offices
 - Training
 - Scholarships
 - College enrollment
- Dos
 - Act natural
 - Carry out promises
 - Allow employer to express himself
 - Read company literature
 - Examine company ratings
 - Evaluate objectively
 - Follow procedures
 - Make yourself understood
 - Listen to the other person
 - Present informative credentials
 - Think of your potential service to the employer
 - Have enthusiasm and interest
 - Look the interviewer in the eye
 - Ask questions about the job
 - Be humble
 - Know why you want this job
 - Have good diction, voice, and grammar
- Don'ts
 - Criticize yourself
 - Be late for your interview
 - Freeze or become tense
 - Present an extreme appearance
 - Become impatient
 - Become emotional
 - Talk too much or too little
 - Oversell your case
 - Draw out interview

- Make elaborate promises
- Come unprepared
- Try to be funny
- Unduly emphasize starting salary
- Linger over fringe benefits
- Frequently asked Questions by employers
 - What are your long-term and short-term goals
 - How do you plan on achieving them
 - Why did you set these goals
 - What do you see yourself doing in five years
 - What do you really want to do in life
 - What are your long-range career objectives
 - How do you plan to achieve your career goals
 - What are the most important rewards you expect in your business career
 - What do you expect to be earning in five years
 - Why did you choose this career
 - Which is more important to you :the money or the type of job
 - What do you consider to be your greatest strength and weaknesses
 - How would you describe yourself
 - How do you think a friend or professor who know you well describe you
 - What motivates you to put forth your greatest effort
 - Why should I hire you
 - What qualifications do you have that make you think that you will be successful in your career
 - How do you determine or evaluate success
 - What so you think it takes to be successful in a company like ours
 - In what ways do you think you can make a contribution to our company
 - What qualities should a successful manager possess
 - Describe the relationship that should exist between a supervisor and those reporting to him or her
 - What two or three accomplishments have five you the most satisfaction
 - Describe your most rewarding college experience
 - If you were hiring a graduate for this position, what qualities would you look for
 - Why did you select your college or university
 - What led you to choose your field of major study
 - What college subjects did you like best
 - What college subjects did you like least
 - If you could do so, how would you plan your academic study differently
 - What changes would you make in your college or university
 - Do you have plans for continued study
 - Do you think that your grades are a good indication of your academic achievement

- What have you learned from participation in extracurricular activities
- IN what kind of work environment are you most comfortable
- How do you work under pressure
- In what part-time or summer jobs have you been most interested
- How would you describe the ideal job for you following graduation
- Why did you decide to seek a position with this company
- What do you know about our company
- What two or three things are most important to you in your job
- Are you seeking employment in a company of certain size
- What criteria are you using to evaluate the company for which you hope to work for
- Do you have a geographical preference
- Will you relocate
- Are you willing to travel
- Are you willing to spend at least six months as a trainee
- Why do you think you might like to live in the community in which our company is

Parliamentary Procedure LEO Study Guide

- The agenda for parliamentary procedure
 - Opening Ceremony
 - The presiding officer leads the members in the FCCLA Mission
 - Roll Call
 - Secretary's Report
 - Treasurer's Report
 - Other Officer's Report
 - Standing Committee Report
 - Special Committee Report
 - Unfinished Business
 - New Business
 - Announcement
 - Program
 - Closing Ceremony
 - The presiding officer leads the members in the FCCLA Creed
- Acclamation
 - An oral or voice vote
- Affirmation
 - "For" or "yes" vote
- Adjourn
 - To end the meeting
 - Must be made by a main motion
- Agenda
 - Order of business for the meeting
- Amendment
 - A change in or addition to the main motion; amendments can also be amended once
 - Adding
 - Inserting
 - Striking out
 - Striking out and inserting
 - Substituting
 - Primary
 - An amendment to a main motion
 - Secondary
 - An amendment to a primary amendment
 - Voted for in reverse order
- Ballot
 - Secret ballot, usually written or recorded by voting machine
- Bylaws
 - The highest body of rules in an organization other than the Articles of Incorporation

- If the bylaws require an election to be by a ballot this provision cannot be suspended, even by unanimous vote
- Chair, Chairman, Chairperson
 - Person presiding at a meeting
 - May vote in case of a tie
 - In order to participate in debate the chair should relinquish the chair to the vice-president or another member
 - If a member makes a motion that is not in order the chair may suggest an alternate motion
- Committee
 - A group of one or more persons, elected or appointed to consider, investigate or take action on certain matters
 - Reports should be written in third person
 - Reports do not require a second since they represent more than one member's opinion
 - Appointed committee has preference in the order of business
- Debate
 - Discussion for or against the motion
 - Asked before the vote
 - Can only be closed by
 - Order of assembly (2/3 vote)
 - No one seeks the floor for further debate
- Division (Division of the house)
 - When a member disagree with a voice vote and calls for a counted vote; does not require a second
 - This vote must be a rising vote
- Division of the Question
 - To separate a motion into two or more parts, each capable of standing a separate motions
- Executive Session
 - A meeting at which the proceedings are secret
- Gavel
 - A tool for calling the meeting to order
- General Consent
 - If there are no objections, passing a motion without debate or vote
- Germane
 - To remain on the subject to be amended
- Majority
 - Over half of the votes cast; sometimes called simple majority, which is 50% plus 1
- Methods of voting
 - Voice vote; general consent; roll call; ballot
- Minority
 - The smaller number; less than 50%
- Minutes

- Written record of the meeting
- Secretary or person in position in the absence of the regular secretary should sign the minutes
- The maker and the person who seconded the motion should be recorded on the minutes
- Motion
 - An idea brought before the group for consideration
 - Types of motions
 - Privileged
 - Incidental
 - Subsidiary
 - Main
 - Unclassified
 - Introduces new business
 - Is debatable
 - I move that...
 - Maker must first be recognized by the chair
 - To lay a motion on the table one must temporarily set aside a motion because something of immediate urgency has arisen, without a time to set to resume its consideration
- Parliamentarian
 - One who has knowledge of parliamentary procedure and is skilled in its practice
- Parliamentary inquiry
 - Used to obtain information about meeting procedure
- Pending
 - Has not been voted on; is still “on the floor”
- Plurality
 - A larger vote than for any other candidate but not more than half the total votes cast; never elects unless a special rule has been made to the effect
- Point of Information
 - To ask for clarification
- Point of Order
 - To correct a breach of order or error in procedure
- Postpone
 - Puts off a motion until some future time
- Prevailing side
 - Called the winning side when the vote has been taken
- Previous Question
 - A call to end discussion and vote on the pending motion; a second is required
- Putting the Questions
 - When chair takes vote for and against a motion and announces the results
- Receipt

- A written record of money received
- Roll Call
 - Raising hand or standing
 - For a 2/3 vote it must be a standing vote
- Quorum
 - Minimum number of members that must be present to conduct the business of the meeting; usually a simple majority unless otherwise specified in the bylaws
- Second
 - Means another member supports motion
- Stating to Question
 - Chair restates the exact motion after the second and indicates it is open for debate
- Voice vote
 - Aye or no

Step One LEO Study Guide

- FCCLA stands for Family, Career and Community Leaders of America
- The FCCLA colors are Red and white
- FCCLA was founded June 11, 1945 in Chicago, Illinois
- The FCCLA Planning Process
 - Identify Concerns
 - Set a goal
 - Form a plan
 - Act
 - Follow Up
- *Toward New Horizons* is the FCCLA Motto
- The FCCLA tagline is *The Ultimate Leadership Experience*
- The Power of One Units:
 - The colors are red, green, blue, gold, and white.
 - When you complete all five units you get a certificate
 - Family Ties
 - Improve better family relationships
 - A Better You
 - Improve personal traits
 - Take the Lead
 - Develop leadership skills
 - Speak out for FCCLA
 - Tell others about positive experiences in FCCLA
 - Working on Working
 - Explore work options, prepare for a career, or sharpen skills useful in business
- National Programs
 - Career Connections
 - Help teens link options and skills for success in families, careers, and communities
 - Ready, Set, Read!
 - Focuses on Literacy
 - STOP the Violence
 - Students Taking on Prevention
 - Recognize, Report, Reduce
 - Families First
 - Strengthening the family
 - Japanese Exchange Program
 - Spend 6 weeks in the summer in Japan.
 - Dynamic Leadership
 - Helps build leadership skills
 - Model good behavior
 - Solve problems
 - Foster positive relationships
 - Manage conflict

- Build teams
 - Educate peers
- Be Part of It!
 - Increase in membership
- FACTS
 - Families Acting for Community Traffic Safety
 - Car safety
- Financial Fitness
 - Involves peer education in Banking basics
- Student Body
 - Health and wellness
- Leaders at Work
 - Preparation for a future job
- STAR Events
 - Students Taking Action with Recognition
 - Entry Deadline is December 1
 - Applied Technology
 - An individual or team event - recognizes participants who develop a project using technology that addresses a concern related to Family and Consumer Sciences and/or related occupations. The project integrates and applies content from academic subjects.
 - Career Investigation
 - An individual event - recognizes participants for their ability to perform self-assessments, research and explore a career, set career goals, create a plan for achieving goals, and describe the relationship of Family and Consumer Sciences coursework to the selected career.
 - Chapter Service Project (Display and Manual)
 - A team event – recognizes chapters that develop and implement an in-depth service project that makes a worthwhile contribution to families, schools, and communities. Students must use Family and Consumer Sciences content and skills to address and take action on a community need.
 - Chapter Showcase (Display and Manual)
 - A team event - recognizes chapters that develop and implement a well-balanced program of work and promote FCCLA and Family and Consumer Sciences and/or related occupations and skills to the community.
 - Culinary Arts
 - A team event – recognizes participants enrolled in occupational culinary arts/food service training programs for their ability to work as members of a team to produce a quality meal using industrial culinary arts/food service techniques and equipment.
 - Early Childhood
 - An individual event – recognizes participants who demonstrate their ability to use knowledge and skills gained from their enrollment in an occupational early childhood program.
 - Entrepreneurship

- An individual or team event – recognizes participants who develop a plan for a small business using Family and Consumer Sciences skills and sound business practices. The business must relate to an area of Family and Consumer Sciences education or related occupations.
- Fashion Construction
 - An individual event- recognizes participants who apply fashion construction skills learned in Family and Consumer Sciences courses to create a display using samples of their skills.
- Focus on Children
 - An individual or team event – recognizes participants who use Family and Consumer Sciences skills to plan and conduct a child development project that has a positive impact on children and the community.
- Hospitality
 - An individual or team event – recognizes participants who demonstrate their ability to use knowledge and skills gained from their enrollment in a hospitality program.
- Illustrated Talk
 - An individual or team event – recognizes participants who make an oral presentation about issues concerning Family and Consumer Sciences and/or related occupations. Participants use visuals to illustrate content of the presentation.
- Interior Design
 - An individual or team event - recognizes participants who apply interior design skills learned in Family and Consumer Sciences courses to design interiors that meet the living space needs of clients.
- Interpersonal Communications
 - An individual event – recognizes participants who use Family and Consumer Sciences and/or related occupations skills and apply communication techniques to develop a project designed to strengthen communication.
- Job Interview
 - An individual event – recognizes participants who use Family and Consumer Sciences and/or related occupations skills to develop a portfolio, participate in an interview, and communicate a personal understanding of job requirements.
- Life Event Planning
 - An individual or team event - recognizes participants who apply skills learned in Family and Consumer Sciences courses to manage the costs of an event.
- National Programs in Action
 - An individual or team event – recognizes participants who explain how the FCCLA planning process was used to implement a national program project.
- Parliamentary Procedure

- A team event – recognizes chapters that develop a working knowledge of parliamentary law and the ability to conduct an FCCLA business meeting.
 - Promote and Publicize FCCLA!
 - An individual or team event - recognizes participants who use communications skills and techniques to educate their schools and communities about FCCLA with the intention of growing chapters and strengthening FCS and FCCLA programs.
 - Recycle and Redesign
 - An individual event - recognizes participants who select a used fashion or home apparel item to recycle into a new product.
 - Teach and Train
 - An individual event - recognizes participants for their exploration of the education and training fields through research and hands-on experience.
- The address for the state headquarters is 6513 Circle S Road Austin, TX 78745
- The national headquarters in Reston, Virginia
- Our State Advisor in Sharon Pierce
- The National Executive Director is Michael Benjamin
- The state president's advisor is Kaye Bluntzer
- The red rose is the official flower of FCCLA
- FCCLA is the only student lead organization with family as its central focus
- There are 53 state associations including the 50 states, Puerto Rico, The Virgin Islands, and the District of Columbia.
- Meetings and Officers
 - National Meetings
 - 08 Orlando, FL
 - 09 Nashville, TN
 - National President
 - Brennen Clouse
 - State meetings
 - 08 Galveston
 - 09 Corpus Christie
 - April 16-18
 - State President
 - Jennifer Nesloney
 - Region Meetings for 08-09
 - Region I
 - Odessa
 - February 13-14
 - President
 - Will McCallister
 - Region II
 - San Angelo
 - March 6-7

- President
 - Miranda Jones
 - Region III
 - Plano
 - Januarys 30-31
 - President
 - Michael Williams
 - Region IV
 - Galveston
 - February 6-7
 - President
 - Nikki Novak
 - Region V
 - San Antonio
 - February 20-21
 - President
 - Ashton Fine
- The national FCCLA magazine is *Teen Times*.
- FCCLA week is February 8-14, 2009
- The Texas FCCLA website is www.texasfccla.org
- The national FCCLA website is www.fcclainc.org
- The red rose is the official flower of FCCLA
- In Boston, MA in 1999 there was a name change from FHA/HERO to FCCLA
- FCCLA stands for Family, Career and Community Leaders of America
- LEO
 - Leadership Enhancement Opportunities
 - Consumer Quiz
 - Consumer Math
 - Creed, Mission, and Purpose
 - Culinary Arts
 - Etiquette
 - Hospitality
 - Interior Design
 - Job Interview
 - Parliamentary Procedure
 - Step One
- Creed
 - We are the Family, Career and Community Leaders of America
 We face the future with warm courage and High Hope
 For we have a clear conscious of seeking old and precious values,
 For we are the builder of homes,
 Homes for America's future.
 Homes where living will be the expression of everything that is good and fair;
 Homes where truth and love and security and faith will be realities, not dreams.

We are the Family, Career and Community Leaders of America.
We face the future with warm courage and High Hope

- Mission
 - To promote personal growth and leadership development through Family and Consumer Sciences Education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge and career preparation
- There are 8 purposes
- Purposes
 - 8
 - 1
 - To provide opportunities for personal development and preparation for adult life
 - 2
 - To strengthen the function of the family as a basic unit of society
 - 3
 - to encourage democracy through cooperative action in the home
 - 4
 - To encourage individual and group involvement in helping achieve global cooperation and harmony
 - 5
 - To promote greater understanding between youth and adults
 - 6
 - To provide opportunities for making decisions and for assuming responsibilities
 - 7
 - To prepare for the multiple roles of men and women in today's society
 - 8
 - To promote Family and Consumer Sciences and related occupations