

TEXAS FCCLA OFFICER HANDBOOK 2023 - 2024



TEXAS
STATE ASSOCIATION

TEXAS FCCLA OFFICER HANDBOOK

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TEXAS FCCLA OFFICER UNIFORM GUIDELINES

The official Texas FCCLA officer uniform pieces are listed below. Officer uniform pieces must be ordered to arrive before June Officer Training. The uniform must be brought to officer camp to check for appropriate fit and length.

Ladies:

- Black sheath dress
- Black slacks (not tight leggings or jean type pants)
- 2 long sleeve Royal Oxford shirts
- Official blazer
- Black matte pumps with no higher than a 2" heel
- Black, plain, matte flats
- Neutral colored hose
- Travel polo

Gentlemen:

- Black slacks (not tight leggings or jean type pants)
- 2 long sleeve Royal Oxford shirts
- Official blazer
- Black dress shoes
- Black socks
- Travel polo

Blazers may be ordered from Twin Hill or Blazer Depot, found here:

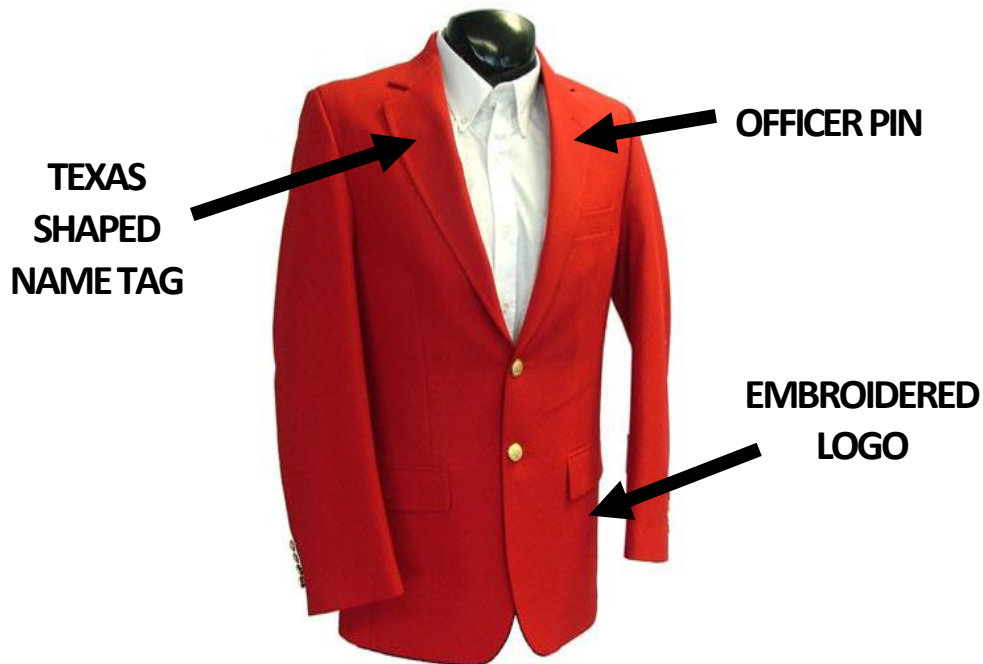
<https://fccla.mybrightsites.com/pages/7985>

Other uniform pieces must be ordered from suppliers listed on the following pages.

*Additional optional items may be selected by the region/state presidents and voted on at the officer meeting. Optional items may include a scarf, tie, pearls, or other items approved by the region/state advisor.










OFFICER PIN & 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. Pins can be purchased from the National FCCLA store. Centricity is the only official manufacturer of emblematic materials approved by the National Executive Council and National Board of Directors.


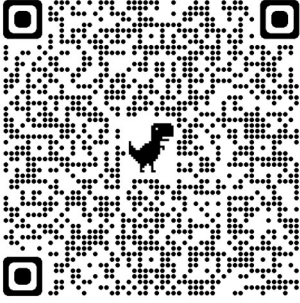






- **Officers must always travel in uniform.**
- The FCCLA uniform is worn at all official meetings of the association. If an officer is attending any type of meeting representing FCCLA, the uniform should be worn.
- The embroidered logo should come sewn on your blazer. It should be in the middle of the left pocket with the logo level.
- 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.
- If an officer has all five Power of One pins, they are placed below the officer pin in a stair stepping fashion from right to left.
- Moderate, conservative jewelry may be worn with the uniform. No ankle bracelets.
- Accessories (purses, bags) should be conservative. No scrunchies on wrists. Only FCCLA scrunchies allowed in hair.
- Hairstyles should be conservative and appropriate with no hair in the officer's eyes. No unnaturally colored hair.
- No chewing gum in uniform.
- Shirt should always be tucked into the pants.
- Please keep cell phones in blazer pockets, not in your back pants pocket.
- Shoes must be worn at all times when in uniform. Tennis shoes are not allowed.

The officer will not be allowed to participate in an activity (or they will be sent to correct the uniform issues prior to the meeting) if they fail to follow the above policies.

ALL	<p>Official FCCLA Store https://fccla.mybrightsites.com/</p> 
Blazer	<p>https://fccla.mybrightsites.com/pages/7985</p>  
Black Polo	<p>https://fccla.mybrightsites.com/products/WomensBlackPerformancePolo</p>     <p>https://fccla.mybrightsites.com/products/MensBlackPerformancePolo</p> <p>STATE OFFICERS – ALSO PURCHASE A RED POLO</p>
Ladies	
Oxford Shirts - 2	<p>White Oxford Shirts – 2 No Button-Down Collar or Pockets Example: https://www.amazon.com/gp/product/B09K38ZQYZ/ref=ppx_yo_dt_b_asin_title_o00_s00?ie=UTF8&th=1&psc=1</p>  

<p>Sheath Dress</p>	<p>https://www.amazon.com/gp/product/B087T253K8/ref=ppx_yo_dt_b_asin_title_o00_s00?ie=UTF8&th=1&psc=1</p> <p>May be Purchased from Amazon, Belk, Dillard’s, Macy’s or Kasper</p> <p>Macy’s (6564401 Belk (0716357726721) Dillards (05422992) Amazon (B07VXK2GTZ) Kasper (10695398-169-04)</p>  
<p>Shoes</p>	<p>Dream Pairs Luvly Low Heel Pump Shoes OCHENTA Women’s Low Kitten Heels Round Toe</p> <p>Maatte Black or PU-black (NOT patent)</p> <p>https://www.amazon.com/DREAM-PAIRS-Womens-Bridal-Wedding/dp/B0B5LDL3YH?source=ps-sl-shoppingads-lpcontext&ref=fplfs&psc=1&smid=ABB9OQDQJ01FR</p> <p>https://www.dreampairshoes.com/products/luvly?kid=30783</p> <p>https://www.amazon.com/OCHENTA-Womens-Kitten-Heels-Comfort/dp/B08Y6JHHFL?th=1&psc=1</p> 
<p>Pearls</p>	<p>8 mm diameter – 20 inch length</p>  

Pants	<p>Worthington Women's High Rise Straight Trouser – Black</p> <p>https://www.icpenney.com/s?searchTerm=womens+high+rise+trouser&brand=worthington&gender=women&productGridView=medium&mode=1&activeFacetId=8</p>  
Tights/Hose	Nude
Guys	
Oxford Shirts	2 with Button Down Collar
Black Slacks	Dress Pants
Black Leather Dress Shoes	Matte Black, Not Gloss/Patent
Black Belt	
Black Dress Socks	 
Necktie	<p>Official FCCLA Tie</p> <p>https://fccla.mybrightsites.com/products/Necktie</p>  

CliftonStrengths® Themes

Achiever®	People exceptionally talented in the Achiever theme work hard and possess a great deal of stamina. They take immense satisfaction in being busy and productive.
Activator®	People exceptionally talented in the Activator theme can make things happen by turning thoughts into action. They want to do things now, rather than simply talk about them.
Adaptability®	People exceptionally talented in the Adaptability theme prefer to go with the flow. They tend to be “now” people who take things as they come and discover the future one day at a time.
Analytical®	People exceptionally talented in the Analytical theme search for reasons and causes. They have the ability to think about all of the factors that might affect a situation.
Arranger®	People exceptionally talented in the Arranger theme can organize, but they also have a flexibility that complements this ability. They like to determine how all of the pieces and resources can be arranged for maximum productivity.
Belief®	People exceptionally talented in the Belief theme have certain core values that are unchanging. Out of these values emerges a defined purpose for their lives.
Command®	People exceptionally talented in the Command theme have presence. They can take control of a situation and make decisions.
Communication®	People exceptionally talented in the Communication theme generally find it easy to put their thoughts into words. They are good conversationalists and presenters.
Competition®	People exceptionally talented in the Competition theme measure their progress against the performance of others. They strive to win first place and revel in contests.
Connectedness®	People exceptionally talented in the Connectedness theme have faith in the links among all things. They believe there are few coincidences and that almost every event has meaning.
Consistency®	People exceptionally talented in the Consistency theme are keenly aware of the need to treat people the same. They crave stable routines and clear rules and procedures that everyone can follow.
Context®	People exceptionally talented in the Context theme enjoy thinking about the past. They understand the present by researching its history.
Deliberative®	People exceptionally talented in the Deliberative theme are best described by the serious care they take in making decisions or choices. They anticipate obstacles.
Developer®	People exceptionally talented in the Developer theme recognize and cultivate the potential in others. They spot the signs of each small improvement and derive satisfaction from evidence of progress.
Discipline®	People exceptionally talented in the Discipline theme enjoy routine and structure. Their world is best described by the order they create.
Empathy®	People exceptionally talented in the Empathy theme can sense other people’s feelings by imagining themselves in others’ lives or situations.

CliftonStrengths® Themes

Focus®	People exceptionally talented in the Focus theme can take a direction, follow through and make the corrections necessary to stay on track. They prioritize, then act.
Futuristic®	People exceptionally talented in the Futuristic theme are inspired by the future and what could be. They energize others with their visions of the future.
Harmony®	People exceptionally talented in the Harmony theme look for consensus. They don't enjoy conflict; rather, they seek areas of agreement.
Ideation®	People exceptionally talented in the Ideation theme are fascinated by ideas. They are able to find connections between seemingly disparate phenomena.
Includer®	People exceptionally talented in the Includer theme accept others. They show awareness of those who feel left out and make an effort to include them.
Individualization®	People exceptionally talented in the Individualization theme are intrigued with the unique qualities of each person. They have a gift for figuring out how different people can work together productively.
Input®	People exceptionally talented in the Input theme have a need to collect and archive. They may accumulate information, ideas, artifacts or even relationships.
Intellection®	People exceptionally talented in the Intellection theme are characterized by their intellectual activity. They are introspective and appreciate intellectual discussions.
Learner®	People exceptionally talented in the Learner theme have a great desire to learn and want to continuously improve. The process of learning, rather than the outcome, excites them.
Maximizer®	People exceptionally talented in the Maximizer theme focus on strengths as a way to stimulate personal and group excellence. They seek to transform something strong into something superb.
Positivity®	People exceptionally talented in the Positivity theme have contagious enthusiasm. They are upbeat and can get others excited about what they are going to do.
Relator®	People exceptionally talented in the Relator theme enjoy close relationships with others. They find deep satisfaction in working hard with friends to achieve a goal.
Responsibility®	People exceptionally talented in the Responsibility theme take psychological ownership of what they say they will do. They are committed to stable values such as honesty and loyalty.
Restorative™	People exceptionally talented in the Restorative theme are adept at dealing with problems. They are good at figuring out what is wrong and resolving it.
Self-Assurance®	People exceptionally talented in the Self-Assurance theme feel confident in their ability to take risks and manage their own lives. They have an inner compass that gives them certainty in their decisions.
Significance®	People exceptionally talented in the Significance theme want to make a big impact. They are independent and prioritize projects based on how much influence they will have on their organization or people around them.
Strategic®	People exceptionally talented in the Strategic theme create alternative ways to proceed. Faced with any given scenario, they can quickly spot the relevant patterns and issues.
Woo®	People exceptionally talented in the Woo theme love the challenge of meeting new people and winning them over. They derive satisfaction from breaking the ice and making a connection with someone.



Texas FCCLA Officer and Advisor Agreement

Please read carefully and sign, signifying your willingness to follow all of the rules.

The following agreement must be followed by any person serving as a State or Regional Officer for the Texas Association of Family, Career and Community Leaders of America at any level.

As an officer:

1. I will accept the authority of my advisor and any authorized adult in charge of the FCCLA event.
2. I will attend **all** required meetings for the entire time and will make arrangements to report to my chapter, region or any designated individual(s) on time and ready to participate.
3. I will be courteous at all times and respect the others and the majority decision. This will include other officers, guest speakers, workshop presenters, other participants and our nation's flag.
4. I will adhere to any rules set by the motel/hotel property and respect the rights of other guests of the motel/hotel.
5. I will not purchase, possess or be under the influence of alcohol, tobacco, or illegal drugs at any time. This includes mock cocktails.
6. I will not purchase or have in my possession any kind of fireworks/firearms at any FCCLA event.
7. I will be appropriately dressed and groomed at all FCCLA events in accordance with the professional FCCLA dress code and the school's dress code policy.
8. I will be in my hotel room with the lights out at the designated time set by the state or my advisor (only if the advisor's time is earlier than that set by the state). I will remember that there are other people in the hotel and will not leave my room after curfew.
9. I will not leave the group unaccompanied. I will be with at least 2 – 3 members of the delegation at all times, including in my sleeping room.
10. I will not have members of the opposite sex in my hotel room **at any time** – unless an adult is present.
11. I will not participate in any PDA's (Public Display of Affection)
12. I will be present at the June Officer Training and ONLY under pre-approved circumstances may I be allowed not to attend or miss any part of the training/planning.
13. I understand that my duties as an officer are not over until after Regional/State Conference follow-up has been completed.
14. I will conduct myself, collectively and individually, in good faith while maintaining a high level of ethical and professional behavior.
15. I will utilize opportunities to increase public awareness of Family and Consumer Sciences and FCCLA, and keep informed about developments of the organization.
16. I will use FCCLA resources with scrupulous regard and only for the purpose for which they are intended.
17. I will not post any pictures/graphics/language/updates to any social media account that may jeopardize the image of FCCLA officers, staff and organization as a whole.
18. I understand that any sexual misconduct, regardless of gender, will not be tolerated.

As an advisor:

1. I will be present at the June Officer Training and ONLY under pre-approved circumstances may I be allowed not to attend or miss any part of the training/planning. Advisors are expected to remain with students at all times during committee work and workshops unless a separate advisor activity has been planned by Texas FCCLA.
2. I will attend all meetings with my officer and be present with them at all meetings when an advisor is involved. This includes June Leadership and assisting the officer as needed.
3. I am aware that my officer and I will need to travel to one other region conference, other than my own, and know that Texas FCCLA will cover the cost of hotel for both myself and my officer at quadruple occupancy. I will cover the cost of the room if I'd prefer less than four to a room.
4. I am aware that my officer is responsible for hosting a Fall Leadership Workshop, and I will help secure plans.
5. I am aware that my officer is required to attend their one day Fall Executive Council Meeting, as well as their Region Leadership Conference and the State Leadership Conference.
6. I understand that my officer's duties are not over until after State Conference follow-up has been completed.
7. I will assist my officer in all of their duties throughout the year, including over-seeing their FCCLA correspondence and holding them accountable to deadlines.
8. I will utilize opportunities to increase public awareness of Family and Consumer Sciences and FCCLA, and keep informed about developments of the organization.
9. Keep administration informed of all meetings and travel, as well as the officer's responsibilities.

Any infraction of the officer rules will not be tolerated and should **ANY** rule be broken, the school and parents will be called and arrangements will be made to send the officer home immediately. If, for any reason, the officer must return home early, any additional cost must be assumed by the parents/guardians. The cost will include total repayment for attendance at the meeting and the officer will relinquish all officer responsibilities.

FCCLA PHOTO RELEASE

In consideration of _____, I am authorizing staff at the Texas Association, Family, Career and Community Leaders of America (FCCLA) to take and use my picture in various FCCLA promotional materials (to include billboards, brochures, website, social media, etc.). I do not wish to approve the finished version(s) of the photographs before they are used by FCCLA in these promotional materials, nor do I wish to claim any ownership interest in these photographs. I will not consider FCCLA's use of the photographs as libelous or an invasion of my privacy. I am over the age of 18 and qualified to make this release, which I intend to be binding on my legal representatives, heirs, successors, and assigns.

Name (please print)

Candidate Signature

School Name

Region

Chapter Advisor Signature

Parent Signature

Principal Signature

FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA REGION OFFICER CONSENT AND RELEASE FORM

We, the undersigned parents/guardians, desire that our child, _____, shall have the opportunity to participate in the following meetings and events for regional officers sponsored by the Texas Association, Family, Career and Community Leaders of America:

All meetings and events planned and carried out during the 2023-24 school year
OR only those events checked below:

- June Leadership Training, June 11-16, 2023
- Competitive Event Officer Meeting, September
- Fall Leadership Workshop(s)
- Fall Executive Council Meeting
- State Fair of Texas Activities (State Officers only)
- Texas FCCLA Fall Conference
- CSTO Capitol Leadership (State Officers only)
- Regional Leadership Conference plus one other Regional Conference
- State Leadership Conference, April 11 - 14, 2024

My child also has permission to swim in the pool and participate in other water activities where the conference/events will be held.

We authorize the Texas Association, Family, Career and Community Leaders of America through its agents, employees, or chaperones, and the advisor, _____, representing _____

(advisor's name)

(name of school district)

to secure any medical or other emergency services which in their reasonable discretion they believe to be necessary or desirable for our child during the said trip, and to arrange for and provide transportation for the said student to and from the meeting and to destinations during the course of that time span. Said transportation may involve public transportation, transportation in a school vehicle or a private vehicle, or a combination thereof.

We do hereby release and discharge and agree to indemnify and save harmless the Texas Association, Family, Career and Community Leaders of America, persons serving as employees, agents and chaperons of the Texas Association, Family, Career and Community Leaders of America and representatives of the _____ School District from all claims, cause of action, damages, and liabilities whatsoever which might or could be asserted by us, or by or on behalf of our said child, or against us or our child by others by reason of the exercise of the authority in this document or of any transaction, occurrence, or event arising out of or related in any way to the trip to and from the specified seminar, the seminar itself, and the stay in the seminar city.

Executed at _____, Texas, this _____ day of _____, 2022

Signature of Parent/Guardian: _____

Address

(_____) Telephone Number

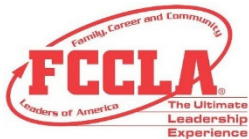


Texas FCCLA Region/State Officer Social Media Code of Conduct

Texas FCCLA Region/State officers are representatives of FCCLA and must use social media responsibly and abide by this Social Media Code of Conduct in both their role as an officer and in their personal use. Region/State officers are responsible for monitoring and regulating all content posted to or tagged on their social media accounts. It is recommended that privacy and/ or tagging permission settings be implemented for all personal social media accounts.

FCCLA Region/State Officers are expected to set an example for other members and should create and maintain a social media image that is positive, ethical, professional, and kind. Social media should never be used to air your grievances. Be aware that if you post your attendance or participation in an activity that you are endorsing that activity or product.

“Social media” refers to all websites and applications that enable users to create and share content or to participate in social networking, whether or not it is associated or affiliated with the organization, as well as any other form of electronic communication. These include, but are not limited to Facebook, Instagram, Twitter, Snapchat, YouTube, TikTok, LinkedIn, blogs, vlogs, and other online threads.



Texas FCCLA Region/State Officer Social Media Code of Conduct

Please review the details of the agreement and sign and date acknowledging you understand the expectations as a region/state officer of Texas FCCLA.

I, _____, agree to follow all the guidelines of Texas Family, Career and Community Leaders of America (FCCLA) with regard to social media use. I will not publish, post, share, like, or release content containing or involving:

- Information that is confidential or not for public consumption
- An individual's private information (your own or someone else's)
- Commentary, content, or images that are inappropriate, defamatory, proprietary, harassing, libelous, volatile, potentially inflammatory, contain vulgar or inappropriate language, and/or that can or do create a hostile environment
- Guns, weapons, alcohol, smoking, vaping, violence, protests, sexual content, nudity, and/or any illegal activity that reveals myself or anyone else participating in questionable activities
- Pictures or statuses that reveal public displays of affection (PDA)
- Politics, religion, and/or other controversial topics which may alienate individual members or misrepresent the views of FCCLA as a whole
 - Texas FCCLA Region/State Officers represent an organization of diverse members with various backgrounds and views. As an educational organization, FCCLA is bipartisan
- Fake, false, or misleading information
- Negative statements about FCCLA or anyone affiliated with FCCLA

In addition, officers will abide by the following guidelines:

- Embodying the leader lifestyle in everything – living it and posting it
- Promoting FCCLA and building excitement for members through my social media pages whenever it is asked of me
- Always being respectful on social media

If I am found in violation of any of these areas, Texas FCCLA staff will decide upon a consequence that fits the transgression, which could include being placed on probation or removal from office.

Signature of officer: _____ Date: _____

TEXAS ASSOCIATION FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA

General Officer 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.

RESPONSIBILITIES AND REPORTS

FALL LEADERSHIP WORKSHOP REPORT

Due December 31

Each officer is required to plan and host at least one Fall Leadership Workshop. Ideally 2 – 3 officers will work together to plan and host each workshop.

Complete this Google form by December 31 to share your results: <https://forms.gle/VoPk2bba1YpKZhVM9>

LET'S MARKET OURSELVES

Due December 31

Visit at least one **business/civic group** (other than a school class) 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 FCCLA!

Complete this Google form by December 31 to share your results: <https://forms.gle/Btr1yiLmHPs5iN838>

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/X7fpESGyFcb3PA7u9>

TRAVEL TO ASSIST AT ANOTHER REGION CONFERENCE

Each officer and their advisor are required to attend and help out at another region conference (other than their own region). Officers/advisors must sign up at officer camp for the other region they will be attending. FCCLA covers the cost and books hotel rooms for the officers and advisors with quadruple occupancy. If you prefer to have your own room or a room with less than 4 people, please make your own reservation and cover the cost on your own.

Complete this form at officer camp. No changes may be made after December 1:

<https://forms.gle/EfCPhYM4rcoGBYx77>

Officer Travel Policies

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 within the state:
Regional Officers
 - Officer Training and Executive Council, June
 - Fall Leadership Workshop, fall semester
 - Regional Fall Executive Council Meeting, fall semester
 - Regional Leadership Conference, winter-spring months (their region plus one other)
 - State Leadership Conference, April
State Officers
 - All listed above for regional officers
 - State Fair of Texas Honor Award Dinner and Youth Day, Dallas, fall semester
 - State Officer meeting, fall 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)
- 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.

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

Date	Miles Traveled	Mileage @ /mile	Airfare	Taxi	Meals			Total	Charge Codes (office use only)
					Breakfast	Lunch	Dinner		
4/8		\$110RT					5.25	115.25	
4/9					2.25	5.00	6.00	13.25	
4/10					-	-	5.75	5.75	
(ALL EXPENSES REQUIRE RECEIPTS)									

Subtotal: **\$134.25**

Date of Expense	Expense items Description/Vendor (Please be specific)	Purpose (check appropriate box)							Amount	Charge Codes (Office use only)
		Agreed Honorarium	Duplication	Misc. Expenses	Parking	Postage	Supplies			
3/30	supplies for general session			23.72				23.72		
3/30	printing for achievement (power of one)							28.11		
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.

Jordan Smith
 Person Requesting Reimbursement (please print)
Carol Parks
 Local Advisor (please print)

Jordan Smith
 Signature of Requester
Carol Parks
 Signature of Local Advisor

Office Use Only:		Total Reimbursed: _____
Checked: _____	Approved: _____ 19 _____	Date: _____
Date Received: _____	Date of Reimbursement: _____	Check Number: _____

FCCLA LOGOS

The FCCLA logo was designed with not only the logo mark and tagline in mind but also the logotype. A logotype represents a logo's "verbal" aspect and is primarily composed of the organization's name or acronym.

The FCCLA logos shown in this guide are available for download on the National FCCLA website in EPS and PNG formats. FCCLA's logos must never be recreated. Do not deconstruct, reassemble, disproportionately resize, or alter the FCCLA logos in any way.

FCCLA's logos should always appear in the official red color (PMS 185C) whenever possible. In cases where the red color would be difficult to see, black or white must be used. The entire logo must always be in one solid color (red, black, or white).

The only exception to the FCCLA logo color-rule is when printing the FCCLA logos on glass, metal, or wood products. For questions regarding this exemption, please email communications@fcclainc.org.

Please review the following pages for details on each logo's specific usage guidelines.





TAGLINE LOGO

The FCCLA Tagline Logo represents the organization's dedication to empowering its members to reach their full potential. The prominent collegiate lettering highlights the organization's emphasis on education and student leadership. The swooping arch symbolizes the dynamic and forward-thinking nature of FCCLA as it continually strives towards new horizons and opportunities for growth.

Who Can Use?

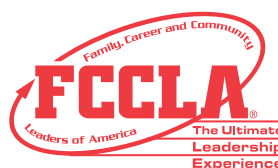
- The FCCLA Tagline Logo is reserved for the highest-level communications produced by chapters, state associations, and National FCCLA, such as stationary, awards, and signage.
- FCCLA Chapters that use the Tagline Logo are required to include their chapter name directly below or to the right of the Tagline Logo, as shown below.
- FCCLA State Associations who use the Tagline Logo are required to include their state name directly below or to the right of the Tagline Logo, as shown below. For your convenience, National FCCLA has created a series of State Association logos approved for use in connection with FCCLA programs and projects. These logos are available for download in the FCCLA Portal.
- Vendors must receive written approval from National FCCLA to use the FCCLA Tagline Logo. The request process can be found on the National FCCLA website.

When To Use?

- The FCCLA Tagline Logo should appear on the following:
 - FCCLA Chapter and State Association websites.
 - FCCLA Chapter and State Association publications including membership materials, fact sheets, announcements, press releases, stationary, business cards, etc.
- The FCCLA Tagline logo is permitted for use on:
 - Advertising and marketing materials produced by chapters, state associations, or National FCCLA.
 - Banners, signage, notecards, gifts, and merchandise produced by chapters, state associations, or National FCCLA; with permission from Centricity or National FCCLA.
 - Lapel pins, awards, and certificates produced by chapters, state associations, or National FCCLA; with permission from Centricity or National FCCLA.



**STATE ASSOCIATION/
CHAPTER NAME HERE**



**STATE ASSOCIATION/
CHAPTER NAME HERE**



EMBLEM LOGO

The FCCLA Emblem Logo is a variation of the Tagline Logo with the words "The Ultimate Leadership Experience" removed. The FCCLA Emblem Logo must never be scaled smaller than 1-inch in length. If circumstances require the logo to be smaller than 1-inch in length, use the FCCLA Swoop Logo or FCCLA Logotype.

Who Can Use?

- FCCLA Chapters that use the Emblem Logo are required to include their chapter name directly below or to the right of the Emblem Logo, as shown below.
- FCCLA State Associations who use the Emblem Logo are required to include their state name directly below or to the right of the Emblem Logo, as shown below. For your convenience, National FCCLA has created a series of State Association logos approved for use in connection with FCCLA programs and projects. These logos are available for download in the FCCLA Portal.
- Vendors must receive written approval from National FCCLA to use the FCCLA Emblem Logo. The request process can be found on the National FCCLA website.

When To Use?

- The FCCLA Emblem Logo should appear on the following:
 - FCCLA Chapter and State Association websites.
 - FCCLA Chapter and State Association publications including membership materials, fact sheets, announcements, press releases, stationary, business cards, etc.
- The FCCLA Emblem Logo is permitted for use on:
 - Advertising and marketing materials produced by chapters, state associations, or National FCCLA.
 - Banners, signage, notecards, gifts, and merchandise produced by chapters, state associations, or National FCCLA; with permission from Centricity or National FCCLA.
 - Lapel pins, awards, and certificates produced by chapters, state associations, or National FCCLA; with permission from Centricity or National FCCLA.



STATE ASSOCIATION/
CHAPTER NAME HERE



STATE ASSOCIATION/
CHAPTER NAME HERE



SWOOP LOGO

The FCCLA Swoop Logo is a variation of the Tagline Logo with the words "Family, Career and Community Leaders of America" and "The Ultimate Leadership Experience" removed. In circumstances where the logo must be smaller than 1-inch in length, the FCCLA Swoop Logo or FCCLA Logotype must be used.

Who Can Use?

- FCCLA Chapters that use the Swoop Logo are required to include their chapter name either directly below or to the right of the Swoop Logo, as shown below.
- FCCLA State Associations who use the Swoop Logo are required to include their state name directly below or to the right of the Swoop Logo, as shown below. For your convenience, National FCCLA has created a series of State Association logos approved for use in connection with FCCLA programs and projects. These logos are available for download in the FCCLA Portal.
- Vendors must receive written approval from National FCCLA to use the FCCLA Swoop Logo. The request process can be found on the National FCCLA website..

When To Use?

- The FCCLA Swoop Logo is permitted for use on:
 - Advertising and marketing materials produced by chapters, state associations, or National FCCLA.
 - Banners, signage, notecards, gifts, and merchandise produced by chapters, state associations, or National FCCLA; with permission from Centricity or National FCCLA.
 - Lapel pins, awards, and certificates produced by chapters, state associations, or National FCCLA; with permission from Centricity or National FCCLA.



**STATE ASSOCIATION/
CHAPTER NAME HERE**



**STATE ASSOCIATION/
CHAPTER NAME HERE**



LOGOTYPE

FCCLA's primary identifier is the FCCLA Logotype, the primary logo that should be used on merchandise. This logo provides chapter and state associations with the highest design liberties compared to the emblem logo. In circumstances where the logo must be smaller than 1-inch in length, the FCCLA Swoop Logo or FCCLA Logotype must be used.

Who Can Use?

- FCCLA Chapters that use the Logotype are required to include their chapter name within the individual design space. For example, when using the Logotype in multiple locations on a shirt (front/back/sleeve), the chapter name must be included in each area that the Logotype is used. Chapters must still follow the clear-space rules when adding their chapter name to the design.
- FCCLA State Associations who use the Logotype are required to include their state name within the individual design space. For example, when using the Logotype in multiple locations on a shirt (front/back/sleeve), the state association name must be included in each area that the Logotype is used. State associations must still follow the clear-space rules when adding their state name to the design. For your convenience, National FCCLA has created a series of State Association logos approved for use in connection with FCCLA programs and projects. These logos are available for download in the FCCLA Portal.
- Vendors must receive written approval from National FCCLA to use the FCCLA Logotype. The request process can be found on the National FCCLA website.

When To Use?

- The FCCLA Logotype is permitted for use on:
 - Advertising and marketing materials produced by chapters, state associations, or National FCCLA.
Chapter and state associations are required to use one of the approved fonts found on page 18 when adding your chapter or state name alongside the FCCLA Logotype on advertising and marketing materials.
 - Gifts and merchandise produced by chapters, state associations, or National FCCLA; with permission from Centricity or National FCCLA.
Chapter and state associations are permitted to use any font when adding your chapter or state name alongside the FCCLA Logotype on gifts and merchandise.
 - Lapel pins, awards, and certificates produced by chapters, state associations, or National FCCLA; with permission from Centricity or National FCCLA.
Chapter and state associations are required to use one of the approved fonts found on page 18 when adding your chapter or state name alongside the FCCLA Logotype on lapel pins, awards, and certificates.

Preparing Scripts for FCCLA

What is a Script?

You will be asked to write out EVERYTHING that you will say while on the stage at an FCCLA Conference. This final document will serve as:

- Outline for the Officers and AV company as to who will be talking and what should be shown on the screens. This will follow the **Template** that has been provided for you and coordinated by the Vice President of Programs
- Contain everything that is **APPROVED** to be said during the sessions or workshops including stage directions and who is speaking. This approval is necessary to assure that individual presentations include information that is appropriate, not duplicated elsewhere and will flow with other presentations

How will I know what to write?

You will be given an outline by the VP of Programs as to what needs to be included in each session and who is responsible for each item. These include:

- Announcements: Before sessions, at the end of sessions, upcoming events as they relate to your office
- Reports: including progress of the year
- Awards presented: invitations to the stage of members to receive awards
- Audience engagement activities
- Introductions of Guests/Speakers and responses to their contributions

How do I start?

1. **Make a copy of the Template** provided by the Staff, **rename** it "(YOUR Office) script." DO NOT type into the Template!
2. Fill in the form at the top with your information including the session that it will go into.
3. Use the TABLE in the document to write your text and slide description. If you need more cells RIGHT click on the Cell and select "Insert Row Below"
4. Move to a different row each time you switch to a new slide.
5. Label the slide box with a BRIEF slide title that corresponds to what you are saying.

Where do I put it?

After the script is **approved** by staff you will copy it into the following places:

1. In the committee folder
2. Share with the VP of Programs
3. Copy for yourself, **edit** it to make it "Region Specific" then **Paste** a "REGION SPECIFIC" version into the Script Master for the appropriate session provided by **your** Region's VP of Programs. (Make sure the number of Cells available match when you try to paste)

TIPS for writing GOOD scripts!

Write in “your voice” using words that you understand and can pronounce.

Consider the time you have been allotted for you section. Your audience will get bored quickly!

Focus on others not yourself. Write in “**THIRD PERSON**” Don’t use “I.”

Be self-Explanatory, remember that everyone in the audience does not always know what you are talking about. Avoid abbreviations, for example, POO- is Power of One - which is a 5 level National FCCLA Program to help student identify and use their personal power.

Consider your listener! Are the words exciting or are you putting them to sleep? Is the message clear? Can a non-member understand what you are talking about?

Coordinate slides with scripts. Be aware that slides with faces need to be on the screen 5-10 seconds and slides with text need 8-15 seconds.

Write with meeting “theme” in mind but don’t overuse it! If you use a “pun” in relation to the theme, make sure all demographics will understand and allow time for the audience to get it...

Don’t overuse the same words... “Region ____ Family Career and Community Leaders of America.”

When recognizing Schools or individuals **ALWAYS** list in Alphabetical Order **by last name!**

Refer to the speaker coming after you or acknowledge the one before you.

Remember:

Some information will have to be filled in later in the year. Most information that will come in after camp but **pre-conference** will be before the script deadline so leave directions and blank cells. For information that is only **available on site** leave _____ a space that is long enough to be written in. Examples: new officer names, Spotlight on project winners are added last minute

ALWAYS meet your deadlines!!! Other officers and staff cannot complete their duties until you finish yours! Others depend on you to get your job done so they can get their own job done!

Your script needs to be **memorized** and practiced in front of an Audience using a microphone **BEFORE YOU LEAVE FOR REGION CONFERENCE!!!!!!!!!!**

Scripts can be updated with information and edited during the year **until** 1 week prior to the region conference. You will be sent a **FINAL PDF of the document to print** and bring with you to the Conference and edits will **only** be made at the podium master and to the AV script by hand on site.

Tips for Effective Power Point Presentations

General Presentation

- Know your audience.
- Plan carefully. Time your presentation.
- Do your research.
- Speak comfortably and clearly.
- **Check the spelling and grammar.**
- **Do not read the presentation.** Practice the presentation so you can speak from bullet points. The text should be a cue for the presenter rather than a message for the viewer. Do not turn your back on the audience. Try to position the monitor so you can speak from it.
- Give a brief overview at the start. Then present the information. Finally review important points.
- It is often more effective to have bulleted points appear one at a time so the audience listens to the presenter rather than reading the screen.
- Use a wireless mouse or pick up the wired mouse so you can move around as you speak.
- If the content is complex, print the slides so the audience can take notes.
- Include only necessary information
- Too many slides can lose your audience

Fonts

- Select a **single sans-serif fonts** such as Arial or Helvetica. Avoid serif fonts such as Times New Roman or Palatino
- Use no font size smaller than **24 point**.
- Use the same font for all your headlines. Select a font for body copy and another for headlines.
- Clearly label each screen. Use a larger font (35-45 points) or different color for the title. Do not use all caps except for titles.
- Use larger fonts to indicate importance. Use different colors, sizes and styles (e.g., bold) for impact.
- Avoid italicized fonts as these are difficult to read quickly.
- Avoid long sentences. Avoid abbreviations and acronyms. Limit punctuation marks.
- No more than 6-8 words per line

- **For bullet points, use the 6 x 6 Rule.** One thought per line with no more than 6 words per line and no more than 6 lines per slide
- Use dark text on light background or light text on dark background. However, dark backgrounds sometimes make it difficult for some people to read the text.
- To test the font, stand six feet from the monitor and see if you can read the slide.

Design and Graphical Images

- Standardize position, colors, and styles. Make images all the same size. Use the same border.
- Keep the background consistent and subtle.
- Limit the number of transitions used. It is often better to use only one so the audience knows what to expect.
- Use one or two large images rather than several small images.
- Arrange images vertically or horizontally.
- Use only enough text when using charts or graphical images to explain the chart or graph and clearly label the image.
- Keep the design clean and uncluttered. Leave empty space around the text and graphical images.
- Use quality clipart and use it sparingly. A graphical image should relate to and enhance the topic of the slide. Try to use the same style graphical image throughout the presentation (e.g., cartoon, photographs) Limit the number of graphical images on each slide.
- Resize, recolor, reverse to turn one image into many. Use duplicates of varying sizes, colors, and orientations to multiply the usefulness of a single clip art image.
- Make a single image stand out with dramatic contrast. Use color to make a dramatic change to a single copy of your clip art.
- Check all images on a projection screen before the actual presentation.
- Avoid flashy images and noisy animation effects unless it relates directly to the slide.

Color

- Limit the number of colors on a single screen. Use no more than four colors on one chart
- Bright colors make small objects and thin lines stand out. However, some vibrant colors are difficult to read when projected. Check all colors on a projection screen before the actual presentation. Colors may project differently than what appears on the monitor.

Region: _____ Date of Meeting: _____

Session: _____ Presentation: _____

Contact Person: _____ Phone #: _____

Region _____ Meeting Presentation	
Slide Boxes	Script Boxes
Slide Title	<u>Office and name of who is speaking:</u> What they are saying that goes with this slide.
Slide Title	Text
Slide Title	Text
	<i>(if you need more rows: Right click, click on insert, click on insert row below)</i>

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
- You must CC: Local advisor and region advisor Others: Script and Stage information: Mrs. Pam Rosenbaum. If needed (only for state related items)—
Melissa Isaacs, State Advisor

E-mail Checklist

- Is there a professional subject line?
- Did you include all who, what, where and whys?
- Is your signature correct?
- Must CC all appropriate people
- Did you attach appropriate documents?

All correspondence that you send as an officer should be approved by the regional or state advisor before sending.

LETTER 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 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:

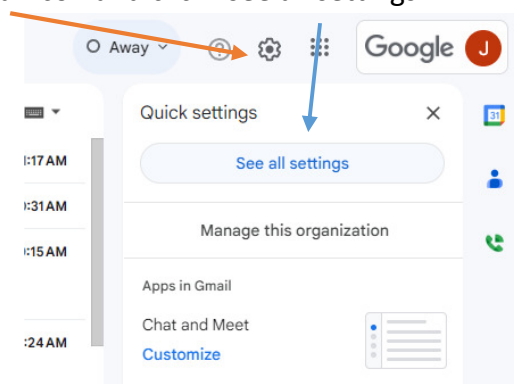
- ✓ Check spelling, punctuation, grammar, continuity.
- ✓ Officers should always get approval from local advisors and region advisor or officer coordinator before mailing any communication.
- ✓ If official stationary is not used, Family, Career and Community Leaders of America should be identified appropriately.
- ✓ Be sure that letters are 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.

All correspondence that you send as an officer should be approved by the regional or state advisor before sending.

Email Etiquette

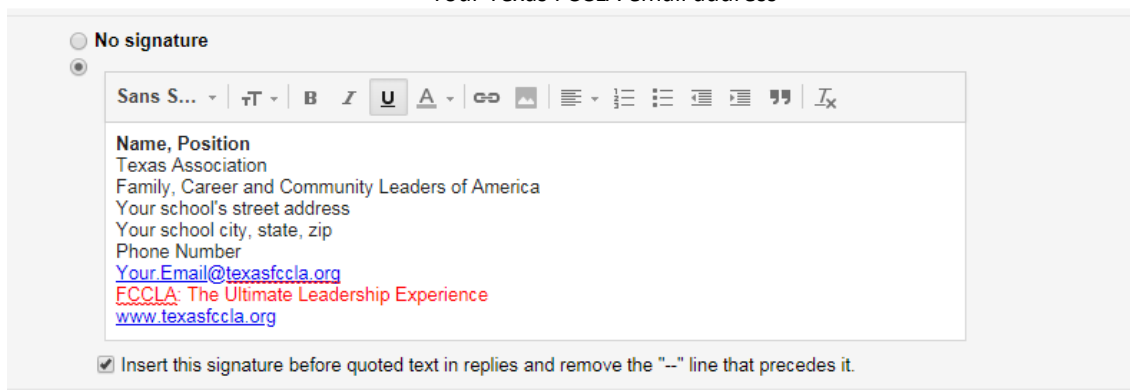
Create your signature so that it will automatically appear on ALL Texas FCCLA emails.

Step 1: Click the Gear icon and click “see all settings”

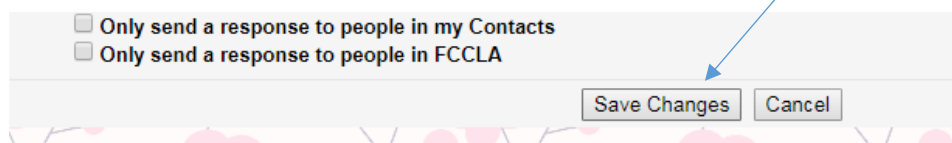


Step 2: Scroll down to “Signature” and enter your:

- 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”



Reminders:

ALL emails should have the recipient as the “To”, and must 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 with all of the information, you can simply write “See attached” in the body.

Professional Email Format

1 Subject line

2 Salutation

3 Body

4 Closing

5 Signature

Subject Line: UX Research Contract Opportunity

Hello Amal,

I hope this message finds you well. I'm reaching out today because I'm managing an application redesign project here at ABC Company and seeking a skilled UX research contractor to help analyze several sets of usability testing data.

This is a three-month project beginning February 1st, and we estimate it will take roughly 15 hours per week. All work can be completed remotely, but you're welcome to use our workspace.

Please let me know if you're interested in this project and we can set up some time to discuss the details further. I look forward to hearing from you.

Sincerely,
Alan Goto
User Experience Director
ABC Company, Inc.

- Identify your goal
- Consider your audience
- Keep it concise
- Proofread your email
- Use proper etiquette
- Remember to follow up

indeed
career guide

Source: www.indeed.com

16 email etiquette guidelines for the workplace

When sending or replying to emails, here are some best practices for email etiquette to keep in mind:

1. Use standard formatting

Standard fonts, such as Times New Roman or Arial, as well as standard colors and sizes are appropriate for business emails. If you use bold or italics, never use them on more than one word or a string of words in a single email.

If you're copying and pasting text, make sure you clear the formatting before sending the email, as it could appear different than the rest of your text. To clear formatting, you can use "Command + \ " on a Mac or "Ctrl + Shift + N" on a PC.

2. Include a clear subject line

Title your email in a way that the recipient immediately knows what the message is about. For example, if you're emailing to follow up on a presentation, you might write, "Quick question about your presentation."

3. Email from a professional email address

Use your company email address if possible. However, if you are self-employed or using a personal email address for work-related correspondence, make sure that your email address doesn't contain any words that would be considered unprofessional. If so, then consider setting up a work-only email address.

4. Use professional greetings

Choose a salutation that is appropriate for the relationship you have with the recipient. If you are sending an email to a coworker, a casual greeting such as "Hello" may be appropriate. If you're contacting someone for the first time or if they are a professional acquaintance, use a more formal greeting like "Dear Sarah Atkins." It's recommended to use the person's name exactly as it's shown in their email signature line. In other words, don't assume that Jennifer goes by Jen unless you've seen them sign their emails that way.

5. Use an introduction

Depending on who you are emailing, it's best to introduce yourself by your first and last name, as well as the company you are representing, in the first few lines.

This is especially important when emailing new contacts, clients, potential customers or employers. Let them know how you received their contact information.

Example: *"My name is Jessica Franklin and I'm with White Label Agency. Mark Gregston gave me your name and suggested I reach out to you regarding your amazing printing services."*

6. Be cautious with "Reply All"

The benefit of using "Reply all" is that you can respond to everyone at once to let them know an issue has been addressed. However, when in doubt, use "Reply" to avoid inundating a list of people with unnecessary emails.

7. Avoid using all caps

Use sentence case as you would for any formal communication and avoid using all caps as it can read like you're screaming your intentions.

Example: *"Anne, it was great seeing you at the meeting. I look forward to connecting again soon."*

8. Double-check attachments

If you can copy and paste information into an email rather than attaching a document, do that. If not, let the recipient know in the body of your email that you have attached a document. It's also good etiquette to compress the documents or attach them in a zip file so it takes up less space in their inbox. In addition, you may want to consider uploading documents to a shared location and giving the recipient a link to access them.

And finally, pasting a lengthy URL into your email can look messy and take up valuable space. Use a link shortener to shorten the link or hyperlink text within the email.

9. Proofread

Proper spelling and grammar are important when sending business correspondence so always proofread your work before you hit send. Likewise, double-check the spelling of the recipient's name and email address. Sometimes autocorrect will alter names.

10. Don't use emojis

Unless the recipient has used emojis when communicating with you in the past, resist the temptation to use them yourself. They can come across as unprofessional in certain company cultures.

11. Reply within 24 hours

When someone emails you, replying within 24 hours, is common courtesy. If you have unintentionally passed this timeframe, express your apologies and politely explain the delay.

12. Keep your tone professional

Think carefully about your word choices in an email and how your intention may be interpreted. Use positive words, such as “opportunities” and “challenges” instead of “obstacles” and “limitations.” Avoid negativity, sarcasm and adjectives that can cause you to sound overly emotional. Be careful when using humor too, as it can be misinterpreted.

13. Perfect your email signature

Less is generally more where [email signatures](#) are concerned. Your signature should typically include only your name, job title, company website and a phone number where you can be reached.

14. Use Bcc appropriately

Bcc stands for blind carbon copy, which is similar to Cc except that the email recipients specified in the Bcc field do not appear in the header or to the recipients in the To or Cc fields. Using Bcc is good etiquette if you want to protect someone’s email address from being exposed to others. For example, if you are emailing a group of subcontractors about a change in policy or procedure, it’s considerate to Bcc everyone on the list. It’s also a good idea to use if you’re sending a weekly newsletter to clients who don’t know each other and who would wish to keep their addresses private.

15. Think before forwarding

A best practice for forwarding is to summarize what’s being discussed so the recipient quickly knows what you need from them. It’s also important to keep in mind that some emails are not intended to be forwarded and may contain private or sensitive information. Use caution when forwarding.

16. Set informative out-of-office replies

If you plan to be out of the office for an extended period of time, set up an automated out-of-office reply to let people know you won't be able to respond to their emails until a specific date. Include a contact name if there is an urgent matter. Include "Out of Office" and the date in the subject line so recipients can quickly recognize that they've received an automated response. It's also helpful to include the first line in the message as: "*This is an automated message while I am out of the office.*"

Source: <https://www.indeed.com/career-advice/career-development/email-etiquette>



Texas Association, Family, Career and Community Leaders of America
1107 W. 45th Street
Austin, Texas 78756
www.texasfccla.org

June 1, 2023

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: Melissa Isaacs, State Advisor
Judy Engleman, Region Advisor
Betty Blue, Local Advisor

The FCCLA Planning Process for Individual and Team Action

The Planning Process is a decision-making tool that supports the organization’s overall philosophy about youth-centered leadership and personal growth. It can be used to determine group action in a chapter or class or to plan individual projects. A blank FCCLA Planning Process template may be downloaded from the national website or the FCCLA Advisor or Student Portal. This template may be modified, but all headings must be used, in the correct order. The FCCLA logo, STAR Events logo, and Planning Process graphics are encouraged but not required.



Identify concerns

The circle represents a continuous flow of ideas and has no beginning or end. As a target, it symbolizes zeroing in on one idea around which your chapter would like to build a project.

- Brainstorm to generate ideas or state the activity or problem you want to address if already determined.
- Evaluate your list and narrow it down to a workable idea or project that interested and concerns the majority or all of your members.



Set a goal

The arrow stands for deciding which direction you will take. It points toward the goal or end result.

- Get a clear mental picture of what you want to accomplish and write your ideas down as your goal.
- Make sure your goal is one that can be achieved and evaluated.
- Consider resources available to you.



Form a plan

The square represents the coming together of ideas – the who, what, where, when and how of your plan.

- Decide what needs to be done to reach your goal
- Figure out the who, what, where, when, and how.
- List the abilities, skills, and knowledge required on your part.
- List other available resources, such as people, places, publications, and funds.
- Make a workable timetable to keep track of your progress.
- List possible barriers you might face, and develop plans if necessary.
- Decide ways to recognize your accomplishments along the way.



Act

The different squares in this symbol represent the activities to be carried out to meet your goal. It represents acting on the plan.

- Carry out your group or individual plan.
- Use *family* and *community* members, advisors, committees, task forces, and advisory groups when needed.



Follow up

The broken squares suggest examining the project piece by piece. This symbol also represents a “window” through which to view and evaluate the plan.

- Determine if your goal was met.
- List ways you would improve your project or plan for future reference.
- Share and publicize your efforts with others, including the media if appropriate.
- Recognize members and thank people involved with your project.

FCCLA Planning Process Summary Page Template

(This template may be modified, but all headings must be used in the correct order. The FCCLA logo, STAR events logo, and Planning Process graphics are encouraged but not required.)



IDENTIFY CONCERNS



SET A GOAL



FORM A PLAN (WHO, WHAT, WHEN, WHERE, HOW, COST, RESOURCES, AND EVALUATION)



ACT



FOLLOW UP

FCCLA Opening Ceremony

President:

Gives a rap with the gavel signaling the officers and members to stand, then begins the meeting by stating, "We are members of Family, Career and Community Leaders of America. Our mission is to promote personal growth and leadership development through Family and Consumer Sciences education."

Officers:

"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."

Members:

"As we work toward the accomplishment of our goals, we learn cooperation, take responsibility, develop leadership, and give service."

President:

"This meeting of the Chapter of Family, Career and Community Leaders of America is now in session. You may be seated."

FCCLA Closing Ceremony

President:

"Members, please stand. FCCLA members, we are challenged to accept the responsibility of making decisions that affect our lives today and the world tomorrow. Let us repeat our Creed."

Members:

(Repeat Creed)

CREED

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

For we have the clear consciousness of seeking old and precious values. For we are the builders 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.

President:

"This meeting of the Chapter of Family, Career and Community Leaders of America is now adjourned." (Raps gavel.)

Basic Parliamentary Procedure

Order of Business

1. Call to order or opening ceremony
2. Roll Call
3. Secretary's report
4. Treasurer's report
5. Other officer's report
6. Standing committee report
7. Special committee report (if any)
8. Unfinished business
9. New business
10. Announcements
11. Program
12. Adjournment or Closing Ceremony

How A Motion Progresses

1. A member rises and addresses the presiding officer.
2. The member is recognized by the presiding officer.
3. The member proposes a motion.
4. Another member seconds the motion.
5. The presiding officer states the motion to the assembly.
6. The assembly discusses or debates the motion.
7. The presiding officer takes the vote on the motion.
8. The presiding officer announces

Robert's Rules of Order

Role of meeting chair (in our case, the president)

1. Calling the meeting to order on time
2. Announcing the business before the group in the order noted on the agenda
3. Determining the presence of a quorum
4. Recognizing members who want to speak
5. Processing all motions
6. Expediting business
7. Ruling on points of order
8. Conducting the meeting in a fair and equitable manner

Notes:

- The goal of following Robert's Rules is to protect the rights of the minority, ensure legality and expedite business.
- Chair should remain neutral, not making motions and not debating. If chair participates in the debate, he or she should relinquish the chair's position until after the vote.
- When the meeting strays from the business item being addressed, the chair needs to bring the focus back to the specific motion, even if it means interrupting a speaker.

Making a motion is a six-step process:

1. Member makes a motion.
2. Another member seconds the motion.
3. The chair states the motion, formally putting it before the group.
4. The members discuss the motion.
5. The chair puts the question to a vote.
6. The chair announces the results of the vote.

Debates and decorum

- After a motion is made, the floor is open for debate.
- The person making the motion has the right to speak first.
- Each speaker needs to be recognized by the meeting chair.
- Ideally, speakers should alternate between those in favor of a motion and those opposed.
- Each speaker is given a specific time limit to present his or her argument, usually 10 minutes. {Our meetings typically don't have the luxury of time, so this may be too long.}
- A longer time can be given, if approved by a two-thirds vote.
- A person who hasn't spoken out yet gets precedence over people who have already spoken to the motion.
- No speaker can speak more than two times.
- Maker of the motion (or the chair) calls for closure of the debate after everyone who wishes to speak has been heard. If someone calls the question before that, the group must vote on whether to end debate (no discussion). A two-thirds vote is required to end a debate.
- To keep the discussion focused on the motion, avoid discussing personalities of the people involved, questioning the motives of other members, making derogatory remarks, including name calling.

ROBERT'S RULES OF ORDER

A full copy of Robert's Rules of Orders can be ordered online or checked out of the library. But these are the basic elements of Robert's Rules:

- I. **Make a Motion.** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that..."). A second motion must then also be made (raise your hand and say, "I second it."). After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws).
- II. **To Postpone an Item Indefinitely.** This tactic is used to kill a motion. When passed the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
- III. **To Amend a Motion.** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
- IV. **To Commit a Motion.** This action is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
- V. **To Call for the Question.** To end a debate immediately, the question is called (say "I call for the question") and the action needs a second. A vote is held immediately (no further questioning is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
- VI. **To Table a Discussion.** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item under discussion.
- VII. **To Adjourn a Meeting.** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended)

NOTE: If more than one motion is proposed, the most recent motion takes precedence over the ones preceding it. For example, if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In smaller meetings, like a committee or board meeting, often only four motions are used:

- To Introduce (Motion)
- To Change a Motion (Amend)
- To Adopt (Accept a Report Without Discussion)
- To Adjourn (End the Meeting)

Remember, these procedures are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and committee chairpersons and other leaders may want to acquire training in meeting facilitation and in using parliamentary procedure. Additional information on meeting processes, working with many types of people, and using Robert's Rules is available from community resources such as the League of Women Voters, United Way, Lions Club, etc. Parliamentary Procedure at a Glance, by O. Garfield Jones, is an excellent guide for neighborhood association chairs to familiarize themselves with this information.

Steps in Making a Main Motion

STEP 1. A member is recognized by the President and makes a motion; must use words "I MOVE THAT"

Common Mistakes: Members often forget to stand up, do not wait to be recognized or begin to discuss their motion before making the motion!

STEP 2. Another member seconds the motion; must use the words "I second the motion" or simply "Second"

Common Mistakes: Do not wait to be recognized by the President before saying "Second" and when making a second you need not stand. If another member says I "Third It", they are completely out of compliance and a Point of Order should be called.

STEP 3. Without rewording, the President restates the motion to the assembly; "It has been moved and seconded that we..."

Common Mistake: Motion is restated differently from the wording of the maker!

STEP 4. The President asks for discussion and the members debate the motion; discuss in favor and against the motion. Amendments may be made by saying, "I move to amend the motion by" (inserting words, striking out words, or striking out and inserting new terminology)

Common Mistakes: Debate gets out of control by having more than two members speak in favor and two members in opposition referred to as duration, or relevance to motion, or in heated discussions!

STEP 5. President asks for the affirmative votes & then the negative votes;

Common Mistakes: The President states 'All in favor' and fails to tell the members what to do (for example, 'say aye', 'stand up', 'raise your hand', etc.), or the negative vote is never requested or counted, President uses voice vote and says all in favor say "aye" all opposed like sign.

STEP 6. The President announces the result of the voting by saying "the ayes have it and the motion is passed" or the nays have it and the motion is lost."

Common Mistake: President fails to announce the result of the voting! Remember, if a voice vote is used and the group could not determine the outcome (yeas and nays are similar in quantity) a member can call for a hand count or standing count by saying "Division of the Assembly" or "Division".

How to Handle Committee Reports

- 1) The President will call the Region business meeting to order. He/she will discuss how reports will be given and then call the first committee chair to the podium. Committee reports will be given in the order they are stated on the agenda.
- 2) The Chairman of the Committee presents the report unless he or she declines, in which case the committee designates another one of its member or members to do so. The speaker gives the report from the written committee report.
- 3) At the conclusion of the report, the chairperson or other reporting member says-
“I move to accept the (name of committee) report as presented.” No second is required. The President will ask for discussion and if none, the President proceeds to the vote. Motion passes and the committee report will be handed to the President.
- 4) EXCEPTION – Questions/Clarification/Amendments-
The President will ask if there are any questions about the report. If there are questions, from the assembly or the region advisors, the chair will answer them for clarification. If any information is incorrect, a motion will have to be made from the floor to amend or correct the information. The President will then call for the vote and the correction will be made and then accepted as amended/corrected.
- 5) The President will call on the next committee for their report.

What to Say-

President: “Will the Chair of the Program Committee please present their committee report.”
Committee report will be given.

Committee Chair: “I move that the Program Committee Report be accepted as read.”

President: “The motion has been made that the Program Committee Report be accepted as read. Is there any discussion?” (If not proceed with the vote.) “All those in favor of accepting the Program Committee Report, say aye, those opposed no. The ayes have it and we will accept the report.”

OR in case the report needs to be amended-

President: If there are any questions/corrections needed in the report, recognize the member with the question and have them state their question or questions. Ask for discussion and handle any motion that is made to change or amend the report. Motion must be seconded. Call for the vote and then announce the results of the vote.

Business Session Preparation & Parliamentary Procedure

- Presentation, discussion (debate) and voting on proposed themes and committee reports will take place during the business sessions.
- During “debate,” voting members discuss and may amend proposed themes and/or committee reports.
- Debate takes place after the Chair has stated the motion but before putting it to a vote.

Parliamentary FAQ & Guidelines to Debate

Are there “rules” for debate?

Yes, we use the debate guidelines established in the current edition of Robert’s Rules of Order.

How does debate work?

1. The officer reads the theme and/or committee report.
2. The Chair states the motion.
3. The debate process begins.

What speaking rules apply?

- Speakers are allowed to speak on each amendment for the amount of time adopted in the rules.
- Speakers may speak only once per amendment.
- The Chair will make every effort to alternate PRO and CON statements from the members wishing to speak.
- The Chair may interrupt a speaker. If this happens, please courteously stop to listen to what they have to say.

Who may speak?

- Any member of the delegation.
- Visitors may NOT participate in the debate.
- The person who proposed the original motion speaks first.

What is the procedure for speakers?

- Raise your hand if you wish to speak.
- Wait to be recognized, then address the Chair beginning with “Madam/Mr. President.”
- Identify your name and office.
- Present your position clearly and concisely without repeating what has previously been said.
- Direct your remarks to the Chair, not to other members.

When is debate closed?

- With consent of the members when there are either all PRO or all CON speakers left.
- When there are no new points to be made on either side.
- The Chair will close debate by saying “The question is on the adoption of the amendment.”

What is the voting process?

- Only a member of the delegation is eligible to vote.
- The voting method will be either raising hands, rising, or written.
- A rising vote is made by standing for PRO or CON.

- For a written vote, presiding officer will advise where to locate your ballots.
 - After writing PRO or CON on your ballot, stand and remain standing until your ballot has been collected.
- A two-thirds (2/3) vote is required for the adoption of proposed amendments.
- A majority vote is required for adoption of amendments to the standing rules.

How do I?

Get permission to speak?

Say "Mr./Madam President" and wait to be recognized.

Ask if something is in order?

Say "Parliamentary inquiry."

Ask how to phrase an amendment?

Say "I have a parliamentary question."

Suggest a change to a proposed amendment?

Say "I move to amend ___ by: striking out ___." Or "Striking out ___ and inserting ___." Or "Adding ___."

Ask for information?

Say "I have a request for information." When recognized, ask your question.

Withdraw a motion?

Say "I request permission to withdraw my motion." (If the request follows the statement of the motion by the president, a vote is required.)

Stop the debate and bring the motion to a vote?

Say "I move the previous question on the motion to ___." (Requires a second and a 2/3 vote.)

2023 Fall Leadership Workshop Outline

Engage

Compete

Attend

Lead

Purpose: Introduction to FCCLA and the year ahead

Schedule (must be 4 hours long):

15 minutes: Check in

15 minutes: Orientation, Introduction, Opening Ceremony, Overview of schedule for the day

5 minute break

40 minutes: Session #1

5 minutes break

40 minutes: Session #2

5 minute break

40 minutes: Session #3

5 minute break

40 minutes: Session #4

15 minutes: Chapter Planning

15 minutes: Closing Session and Closing Ceremony

*Optional fun activity and/or meal after

Sessions:

Engage

FCCLA 101 & what is FCCLA

FCCLA basics

Creed/mission/purposes & the meaning of it

Step One stuff

Quiz at the end (like step one and creed FCSAs combined): <https://forms.gle/fHDPCo9x72wfhgKL6>

Compete

Competitive Events

FCCLA Planning Process

FCSAs

Scholarships

Spotlight on Projects

Attend

Opportunities available

Calendar

Fundraising

Service Learning

HOD

Leadership Tracks

General Sessions – what are they, etc.

Lead

Local chapter management

Team Building (purpose of it and do an activity)

Run for Office

Program of work for your chapter

Note: FCSAs will not be offered at any Fall Leadership Workshop.

Fall Leadership Workshop Planning

- The Fall Leadership Workshops will be consistent across the state this year. Please use the outline (above) and materials created in the kit.
- Each officer is required to plan and host at least one Fall Leadership Workshop. Ideally 2 – 3 officers will work together to plan and host each workshop.
- Decide which other officer(s) you plan to host a workshop with.
- Decide the date, times, location, food? (optional), shirts? (optional), activity? (optional) and cost (payment will only need to be collected if there is food/shirts/activity offered)
- For Registration: please use the created Google Form in the shared drive. Make a copy of it into your own personal Google Drive to manage the responses for yourself.
- Before camp is over, please notify the state office staff of the details for your workshop. Fill in the information on the Google Sheet on the shared drive.

Note: FCSAs will not be offered at any Fall Leadership Workshop.

Texas FCCLA Committee Report

INSERT COMMITTEE NAME 2024

Insert Date, Camp Allen - Officer Training Camp

Committee Members: (List Names, Region, Office)

Name, Region, Office

Summary: (Provide a brief bulleted summary of the committee work.)

-

Items Completed: (List the items that your committee prepared)

Letters/Correspondence:

-

Social Media Graphics: (What did you create, and when should it be used)

-

Certificates/Awards/Reserved Seating: (Who produces the awards? Officer or state office?)

-

- Seat Marker Color (If needed):
- Session You Need Seat Marker (If Any)

Script:

-

Other:

-

Additional items to complete before region/state conference:

-

Committee Member Signatures:

Professionalism & Etiquette: Social Skills, Marketing, and Public Relations

PUBLIC RELATIONS BASICS

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.

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.”)

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

TELLING THE STORY

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 cannot 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 will 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. The National FCCLA Save FCS Toolkit may also be helpful and can be found here: <https://fcclainc.org/advisers>.

BEFORE ATTENDING A MEETING OR CONFERENCE

- 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.

INTRODUCTIONS

General Rules:

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

Mrs. Jones, I would 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.

ELEVATOR ETIQUETTE

PHONE USE

DINING ETIQUETTE

WHAT'S IN A NAME?

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.

<i>Mr. Bacon</i>	<i>Grocer</i>
<i>Tom Woodward</i>	<i>Carpenter</i>
<i>Frank Granite</i>	<i>Construction engineer</i>
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

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.

Stage Presence

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.

FCCLA & Advocacy: **The FCCLA Brand – Mission, Tagline, Elevator Speech**

Our Brand

Think of FCCLA as a brand or specific student experience. As a brand, FCCLA makes a promise to others. The FCCLA cause is our “brand promise.” It explains who we are, what we stand for and why anyone should care. It is a master story that summarizes the reason the organization exists. We communicate the FCCLA brand promise in many ways – with our logo, with our uniforms, with the way we act when we are representing FCCLA, and with what we say.

Our Mission Statement

An organization’s mission statement is a carefully crafted statement that clearly defines the organization’s work, for and by whom, the impact they make, and how they accomplish their goals. A clear mission statement communicates the purpose of the organization to others. The FCCLA mission is:

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.

Learn our mission.

Our FCCLA Tagline

A tagline is the shortest version of our spoken ‘brand’ communications. It is the simplest way to represent who we are and what we do. It also should evoke some emotion regarding FCCLA’s impact. At the core of our mission are the thousands of students in local chapters who form a unique bond and in turn help chapter members reach their full potential. Our tagline is:

The Ultimate Leadership Experience

Learn our tagline

Our Elevator Speech

It is important that there is a way to take our story in the FCCLA brand promise and boil it down to a few sentences. An easy way to think of that is to know how to answer if there was only enough time for a quick elevator ride. So, an “elevator speech” is the perfect tool when asked “what is FCCLA?” or “what does FCCLA stand for?” We do not have a written FCCLA elevator speech that you can memorize. Your elevator speech will be unique to you and your experiences. It should be short, understandable by those who know nothing about FCCLA, genuine and engaging. When you share your elevator speech be sure that you look the other person in the eyes.

Create and memorize your elevator speech.

FCCLA MINUTES

Name of Meeting: _____

Date: _____ Location: _____

Number of Members Present: _____

Number of Staff Present: _____

Number of Guests Present: _____

1. Opening Ceremony
2. Welcome and Introductions
3. Review of Minutes
4. Treasurer's Report

Action Motion by Seconded by Result

5. Reports

a. Officers

b. Committees

6. Old Business

7. New Business

8. Closing Ceremony

9. Adjournment

Meeting Adjourned at _____

Submitted by _____

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