# SOUTH DAKOTA OFFICER CANDIDATE INFORMATION SHEET

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<td>Superintendent</td>
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Please use this candidate information sheet as the cover for officer applications at all levels.
South Dakota Association
Family, Career and Community Leaders of America
Region Junior High Officer Candidate Application Instructions

Please complete the following instructions for the Region Junior High Representative Officer Candidate Application. Applications need to be postmarked no less than three weeks prior to your region meeting date.

☐ FCCLA Resume
  o Attach a professional FCCLA resume, one page only in length, typed in 11 point Times New Roman font with margins set at .75 all around, providing the below criteria:
    ▪ Name, home address, phone, email address, school, school address, chapter, year in school, number of years in FCCLA, total years of FACS instruction.
    ▪ List all Family and Consumer Sciences courses and grade levels when taken. Please list the course titles as they appear on your transcript.
    ▪ List your participation in FCCLA at the local, district/region, state and national level.
    ▪ List offices held in FCCLA.
    ▪ List your participation in your school and community organizations.

☐ 2 Letters of Recommendation
  o Provide 2 typed letters of recommendation. Each recommendation should be on a separate sheet of paper and included with the application. The recommendations must follow the below criteria:
    ▪ A maximum of one page in length per person and double spaced.
    ▪ One from the Chapter Adviser and the other one from a professional knowledgeable of your FCCLA and/or non-FCCLA related activities.
    ▪ Include FCCLA leadership skills, community involvement, and academic performance.
    ▪ Name and title of the person writing the recommendation, signed and dated.

☐ Affiliation
  o Attach a copy of the 2019-2020 chapter affiliation form, verifying candidate’s membership.

☐ Official Transcript
  o Attach an official transcript that indicates the candidate’s cumulative grade point average.
  o Candidate must have a minimum of one class of Family and Consumer Sciences.
☐ Region Junior High Officer Candidate Summary Sheet
  o Complete the Region Junior High Officer Candidate Summary Sheet located on page 3.
  o Send only page 3 and a wallet-sized picture to your region president.

☐ Make a copy of your application for your records before you submit it to state headquarters.

Application postmark deadline for each region:
Region I – Jan. 8, 2020
Region II – Nov. 11, 2019
Region III – Jan. 2, 2020
Region IV – Nov. 13, 2019
Region V – Nov. 13, 2019
Region VI – Jan. 3, 2020

Mail completed applications to:
Kris Brockhoft
SD FCCLA State Adviser
103 Wenona Hall
Box 507, SDSU
Brookings, SD 57007
2020-2021 Region Junior High Officer Candidate Summary Sheet

Name of Candidate ________________________________________________________________

Chapter ____________________________ Number of Years in FCCLA ______________

Current Year in School ______________

Check all that apply: (Count only activities attended as an FCCLA member)

State Leadership Teams:  □ Current Trends Team  □ National Outreach Team

Power of One Modules:  □ A Better You  □ Family Ties  □ Working on Working
  □ Take the Lead  □ Speak Out for FCCLA

National Fall Conferences/Cluster Meetings Attended:  □ 2017  □ 2018  □ 2019

National Leadership Conferences Attended:  □ 2017  □ 2018  □ 2019

Attended:  □ Rookie Training (Year) _____________  □ Power Training (Year) ___________

Step One Completed:  □ Yes (Year) _____________  □ No

List offices held, STAR Events competed in, and contributions to FCCLA below.

Local:

Region:

State:

National:

Community Involvement:

Send ONLY this form and a wallet-sized picture to the Region President as per instructions on page 2.
SAMPLE RESUME

John Jones
Home Address, Phone Number, Email Address
School, School Address, School Phone Number
Springville High School/Springville FCCLA
Junior 2019-2020/ Three years in FCCLA/ Three years of FACS Instruction

FACS Courses Taken

- Family and Consumer Sciences/grade 9
- Leadership and Service Learning, Child Development/grade 10
- Food and Nutrition/Housing/grade 11

Participation in FCCLA

- Local - planned, led and participated in Annual Fishing Derby for Handicapped, Breast Cancer Awareness program for members and moms, No Texting and Driving Campaign; participated in Angel Tree project; completed Power of One; spoke to other FCCLA chapters about FCCLA
- Region – attended Region V meetings, participated in Ronald McDonald House project, Down Syndrome Society project, presented at the planning meeting, presented at the Region V meeting
- State – served on Outreach Leadership Team; attended state meeting; prepared and presented Entrepreneurship STAR Event project
- National – attended the National Leadership Conference in Nashville, served as a voting delegate, participated in the National Outreach Project by raising money for Children’s Miracle Network; attended Capitol Leadership Training in Washington, D.C.

Offices Held

- Chapter Class Representative
- Chapter Reporter
- State Officer Candidate 2018-19
- Chapter President 2018-19

Participation in School and Community

- Jr. varsity (co-captain) and varsity cheerleader at SHS
- Member of Student Council
- Member of South Central 4-H Club
- Served on prom committee
- Attend Bethany Baptist Church
- Bethany Baptist Church Youth Group Member
- Waiter at local cafe