



SOUTH DAKOTA OFFICER CANDIDATE APPLICATION COVER PAGE

NAME _____ CURRENT GRADE _____

CHAPTER _____ SCHOOL _____

ADVISER _____ ADVISER CELL PHONE _____

SCHOOL ADDRESS _____

CANDIDATE SCHOOL E-MAIL _____

CANDIDATE HOME/PERSONAL E-MAIL _____

CANDIDATE HOME PHONE _____ CELL PHONE _____

FOOD ALLERGIES _____

PARENT/GUARDIAN CONTACT INFORMATION

NAMES _____

ADDRESS _____

E-MAIL _____

PHONE: HOME _____ CELL _____

SCHOOL

PHONE _____

PRINCIPAL _____

SUPERINTENDENT _____

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/State Officer Candidate Application Instructions**

Congratulations! You have taken the first step toward becoming an FCCLA Region and/or State Officer. Serving as a region or state officer offers countless opportunities to grow your leadership skills, exciting challenges, and lifelong friendships.

SD FCCLA Policy and Procedure Manual-Part II SD FCCLA ORGANIZATION, page 3, Section II: State Executive Council, B-Qualifications of State Officers, #2 states: Must have a minimum of one semester of family and consumer sciences; #5 states: Candidates for Region President shall be a freshman, sophomore, or junior rank in high school. Review the information in this officer application packet carefully. Be sure you are ready to accept the responsibilities of the office before you commit to running. Holding an FCCLA region and/or state office is a time, travel, and financial commitment. Officers who are unable to meet the commitments of their position will be required to forfeit their office.

All applicants must be current, affiliated FCCLA members. Please complete the following instructions for the Region/State Officer Candidate Application. Applications need to be postmarked/mailed no less than **three weeks** prior to your region meeting date.

FCCLA Resume

- 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, region, state and national level.
 - List offices held in FCCLA.
 - List your participation in your school and community organizations.

2 Letters of Recommendation

- 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

- Attach a copy of the 2024–2025 chapter affiliation form, verifying candidate’s membership.

Official Transcript

- Attach an official transcript that indicates the candidate’s cumulative grade point average.
- Candidate must have completed a minimum of one semester of Family and Consumer Sciences class.



- Candidate Support Form**
 - Candidates must receive approval in order to run for region/state office. Candidate, chapter adviser, school administrator, and parent or guardian must read and sign the Candidate Support Form on page 3. Please have each person check all boxes, date and sign the form. **If all boxes are not checked due to lack of support, we cannot accept your application.**

- Transcript Release Parental Agreement Form**
 - Parents or guardians must sign the Transcript Release Agreement Form on page 4.

- Photography & Website Consent and Release Form**
 - Parents must sign the Photography Consent and Release Form on located page 4.

- Code of Conduct Agreement**
 - Candidate, chapter adviser, school administrator, and parent or guardian must read and sign the Code of Conduct Agreement on page 5.

- State Officer Preference**
 - Complete the State Officer Preference Form located on page 6.

- State Officer Candidate Summary Sheet**
 - Complete the State Officer Candidate Summary Sheet located on page 7 and send only this page and a wallet-sized picture to your region’s chairperson.

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

Application postmark deadline for each region:

Region I – January 8, 2025	Region III – December 26, 2024	Region V – November 14, 2024
Region II – November 13, 2024	Region IV – November 20, 2024	Region VI – December 16, 2024

Deadline - 3 weeks prior to region meeting. Mail/email completed application to (hard copy required):

SD FCCLA State Adviser
103 Wenona Hall
Box 507, SDSU
Brookings, South Dakota 57007

Email scanned copy (backup if lost in mail) with signatures to Kristine.Brockhoff@lakeareatech.edu.

Candidate Support Form

Region/State Officer Candidate Commitment - *If elected as a state officer, I agree to:*

- Read and follow the SD FCCLA Code of Conduct Agreement.
- Attend the following meetings in addition to virtual meetings as needed:
 - State Leadership Conference and Executive Council Meetings April 27-29, 2025; June 10-12, 2025; Sept. 3, 2025, January 7, 2026, and Feb. 2, 2026
 - DOE Events - CTSO Officer Training June 10-12, 2025, Dakota Dreams Camps-Summer 2025, & Capitol City Experience (Legislative Shadowing) Feb. 3-4, 2026
 - National FCCLA Conference July 5-9, 2025, Orlando, FL
 - Fall Leadership Training October 5-6, 2025
 - SD State FCCLA Leadership Conference, April 26-28, 2026
 - Attend two region meeting in addition to your specific region meeting to serve on officer selection team
- Communicate with my school administration, adviser, chapter, state chapter adviser, and state adviser throughout the year.
- Attend all required FCCLA state activities and perform all assigned officer responsibilities in a timely manner.
- Devote the necessary time and effort to the work and travel requirements of a state officer.

Candidate Signature _____ Date _____

Region/State Officer Candidate Adviser Support - *If the student is elected to a state office I agree to:*

- Support the state officer if elected.
- Attend the SD State FCCLA Leadership Meeting April 27-29, 2025.
- Secure or provide appropriate transportation and chaperone for the state officer to the following:
 - State Leadership Conference and Executive Council Meetings April 27-29, 2025; June 10-12, 2025; Sept. 3, 2025, January 7, 2026, and Feb. 2, 2026
 - DOE Events - CTSO Officer Training June 10-12, 2025, Dakota Dreams Camps-Summer 2025, & Capitol City Experience (Legislative Shadowing) Feb. 3-4, 2026
 - National FCCLA Conference July 5-9, 2025, Orlando, FL
 - Fall Leadership Training October 5-6, 2025
 - SD State FCCLA Leadership Conference, April 26-28, 2026
 - Attend two region meeting in addition to your specific region meeting to serve on officer selection team
- Serve as a consultant to help my state officer prepare for his/her assigned responsibilities throughout his/her term and chaperone state officer when carrying out assigned state officer duties.
- Assist state officer advisers in planning and carrying out Adviser Session for Fall Leadership, Sunday night adviser session at SLC, and assist in assigned duties at State Leadership Conference.
- Monitor my officer’s academic progress and serve as a liaison for school officials to keep them informed.

Local Adviser Signature _____ Date _____

School Administrator Support - *If the student is elected to a state office I agree to:*

- As the school administrator, support the candidate’s adviser and the state officer if he/she is elected.
- Allow the officer and their adviser to attend FCCLA events and activities required of a state officer.
- Support the adviser and the officer in his/her attendance at:
 - State Leadership Conference and Executive Council Meetings April 27-29, 2025; June 10-12, 2025; Sept. 3, 2025, January 7, 2026, and Feb. 2, 2026
 - DOE Events - CTSO Officer Training June 10-12, 2025, Dakota Dreams Camps-Summer 2025, & Capitol City Experience (Legislative Shadowing) Feb. 3-4, 2026
 - National FCCLA Conference July 5-9, 2025, Orlando, FL
 - Fall Leadership Training October 5-6, 2025
 - SD State FCCLA Leadership Conference, April 26-28, 2026
 - Attend two region meeting in addition to your specific region meeting to serve on officer selection team

Administrator Signature _____ Title _____ Date _____

Parent Support - *If the student is elected to a state office, I agree to:*

- Support the state officer if he she is elected.
- Financially assist the student with uniform and travel expenses.
- Read and support the SD FCCLA Code of Conduct Agreement.

Parent Signature _____ Date _____



Transcript Release Parental Agreement

Region/State Officer Candidate: _____

Candidates must submit a school transcript as part of their candidate application. By signing this form, you are agreeing to the release of the above candidate's school transcript to SD FCCLA.

Parent/Guardian Signature _____ Date _____

Printed Name _____

Parent/Guardian Signature _____ Date _____

Printed Name _____

Print, Photography & Website Consent and Release Agreement

I, _____, hereby give SD Family, Career and Community Leaders of America the absolute right and permission to photograph me. I hereby grant to SD Family, Career and Community Leaders of America all rights to reproduce and disseminate such photographs and images, in whole or in part, or altered in character or form, that will be used by the SD Family, Career and Community Leaders of America in conjunction with conference programs, conference materials, SD FCCLA website/social media accounts, and pre- and post-conference mailings, and publications.

I further grant SD Family, Career and Community Leaders of America all rights to make further reproductions of such pictures and images through any media, for educational purposes, art, entertainment, advertising of, and internal use for other lawful purposes. I also grant to SD Family, Career and Community Leaders of America the right to copyright such pictures and images in its own name or to publish, to market, and to assign without compensation or report to me.

I hereby waive the rights or interests that I may have in the pictures or images, including my rights to inspect and/or approve the finished photographs and images or the use of which it may be applied so long as its use shall be lawful.

I expressly release SD Family, Career and Community Leaders of America, their agents, employees, licensees and assigns from and against any and all claims which I have or may have for invasion of privacy, defamation or any other case of action arising out of the production, distribution, publication, and exhibition of the photographs and images.

Parent/Guardian Signature _____ Date _____

Candidate Signature _____ Date _____



Officer Code of Conduct Agreement

If serving as a State Officer, I will assume the additional duties of State Officer outlined in the Bylaws of the South Dakota Association of Family, Career and Community Leaders of America and I will fulfill the following expectations.

State Officers represent all members of the State Association and are looked to by members as an example and a leader. Applicants for Region/State Officer should consider each of the following statements carefully before signing the application, as this is a conditional privilege. We recognize that the privilege can be withdrawn by the Disciplinary Committee in their discretion, at any time.

To be considered a candidate for the office of Region/State Officer, this agreement must accompany the Region/State Officer Application. By signing this agreement, I will:

1. Commit to always serve the association by role modeling professional and responsible behavior. Official dress or uniform will be worn at all state approved activities, meetings, or conferences.
2. Conscientiously serve the Association and assist and encourage FCCLA members and chapters to take an active part in the organization, school and community.
3. Set an example for members of the State Association as a good student, courteous person and a responsible citizen.
4. Represent the State Association credibly at meetings, banquets and other gatherings when asked to do so, speaking clearly, concisely and enthusiastically, using proper grammar at all times. Conduct not conducive to an educational conference will not be allowed. Such conduct includes actions disrupting a businesslike atmosphere, association with non-conference individuals or activities, which endanger self/others.
5. All official correspondence as a region/state officer should be keyed correctly using proper letter style. A copy of all official correspondence as a state officer must be emailed to the state adviser. All correspondence mailed/emailed by the state officer should be proofread by the local, state officer adviser.
6. Thoroughly familiarize myself with the constitution and policies of the organization, parliamentary procedure, and the total family and consumer sciences education program.
7. Be in respective hotel rooms by established curfew. Male and female officers may not be in the same sleeping room unless an adviser/sponsor is present in the room.
8. Strive to maintain a good working relationship between FCCLA and the public.
9. Attend all FCCLA State Executive Council assigned activities including the FCCLA National Leadership Conference. (I will be responsible for expenses which could amount to as much as \$1,500 for the National Leadership Conference. Candidate and/or chapter should be fully committed to paying the total sum when the candidate runs for office.)
10. Strive to improve my leadership ability and give as much time as required to carry out my duties as a Region/State Officer during the officer term. State officers shall be prompt and prepared, meeting deadlines and completing projects, for all official activities.
11. Make regular appointments to confer with my local chapter adviser to maintain communication regarding my officer duties, region and state-level matters. If a state officer cannot fulfill an assignment, the state adviser must be notified immediately.
12. In addition, I understand that any action detrimental to the FCCLA image will not be tolerated and may result in disciplinary action by the State FCCLA Disciplinary Committee up to and including dismissal from the organization.

By signing below, I recognize that I am committing myself to the responsibilities above.

Candidate _____ Date _____

Verification: We have reviewed the application for SD FCCLA Region/State Officer. If elected, the applicant will have our cooperation in carrying out the responsibilities of the office to the best of his/her ability.

Parent/Guardian _____ Date _____

Local Adviser _____ Date _____

Administrator _____ Date _____



Officer Preference Form

I, _____, hereby place my name in nomination for the following office(s). Rank the offices in the order of interest 1 = highest interest thru 6 = least interest. More information about each office can be found in the state constitution, Article V, Section 1-4.

____ President

____ First Vice-President

____ Vice-President of Membership

____ Vice-President of Public Relations

____ Vice-President of Programs

____ Vice-President of Recognition

Candidate Signature _____ Date _____

Local Adviser Signature _____ Date _____

Officer Candidate Summary Sheet Instructions

Complete the Officer Candidate Summary Sheet on page 7 to include with officer application sent to state office along with a wallet-sized photograph of candidate.

NOTE: Send or email ONLY a copy of the completed Officer Candidate Summary form (page 7) and a wallet-sized picture/jpeg to your Region President no later than the date listed below. (Must be emailed/postmarked 3 weeks prior to date of region meeting.)

- Region I— January 8, 2025
- Region II—November 13, 2024
- Region III - December 26, 2024
- Region IV—November 20, 2024
- Region V— November 14, 2024
- Region VI – December 16, 2024



2025-2026 Region/State Officer Candidate Summary Sheet

Name of Candidate _____ Chapter _____

School E-Mail Address _____ Adviser's Name _____

Number of Years in FCCLA _____ Current Year in School _____

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

- State Peer Education: Trends Team National Outreach Team Advocacy Team
- Leadership Teams: _____ Teens as Teachers – National Program Training
- Power of One Modules: A Better You Family Ties Working on Working
- Take the Lead Speak Out for FCCLA

National Fall Conferences/Institutes Attended: 2020 2021 2022 2023 2024

Capitol Leadership Conferences Attended: 2020 2021 2022 2023 2024

National Leadership Conferences Attended: 2020 2021 2022 2023 2024

Attended: Rookie Training (Year) _____ Power Training (Year) _____

Step One Completed: Yes (Year) _____ No

List offices held, Competitive Events, Skill Events, or Challenge Tests you competed in, and contributions to FCCLA below.

Local:

Region:

State:

National:

Community Involvement:

Include this page of form and photograph with state officer application and send to state office.

Send ONLY a copy of this form and a wallet-sized picture to the Region President as per instructions on page 6.