



# ***2024 National Officer Election Information***

## ***A Guide for:***

**National Officer Candidates  
National Officer Candidate Advisers  
Nominating Committee  
Voting Delegates  
State Advisers**

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**State Advisers, National Officer Candidates, National Officer Candidate Advisers, Voting Delegates, and Nominating Committee members should read and be familiar with ALL of the following information regarding National Officer Elections:**

### **National Officer Candidate Information**

FCCLA National Officers are elected at the National Leadership Conference every year in accordance with the national [Bylaws](#) (Revised 2020). Article VI of the current *Bylaws* states the National Officer Election process and responsibilities.

Each state is allowed to run up to two (2) candidates in the National Executive Council elections.

#### **National Officer Candidate Qualifications**

- The state adviser should ensure each candidate possesses the necessary skills and emotional maturity to serve as a national officer. State officers elected to serve as national officers will be expected to relinquish their state office position and responsibilities, and can serve as a liaison if requested by the state association. Consult the *Bylaws (Revised 2020)* Article VI, Section 2 for the list of required qualifications.
- National Officer Candidate(s) and adviser(s) MUST review the *2024-2025 National Executive Council/Adviser Handbook* prior to deciding to run for office. National Officer Candidates and their parents should be made aware of the extent of their responsibilities and must read the entire handbook before running for office. In particular, they should be made aware that National Executive Council members often travel without adult companions throughout the year.

- If a school system does not permit a national officer to travel alone, the member is strongly discouraged from running for national office. Advisers, parents, and school administrators should be advised of this policy. It is also important that candidates understand the many responsibilities and amount of time required when serving as a national officer and are willing to make FCCLA their top priority during their term in office. **NOTE: FCCLA National Headquarters may require additional verification for travel following an officer's election to the National Executive Council.**
- Only FCCLA nationally affiliated members may run for office. National Officer Candidates must have paid their national membership dues by March 1, 2024.
- To be eligible to run for national office, candidates must have a non-weighted cumulative grade point average of 3.0 for the previous 3 semesters. National Officer Candidates are required to submit a school transcript with their application. Transcripts submitted should reflect the National Officer Candidate's grade point average for the previous 3 semesters on a non-weighted 4.0 scale. If the candidate's school does not use a non-weighted 4.0 scale, a school official must provide on the transcript the candidate's grade point average converted to a 4.0 non-weighted scale and sign the transcript changes that are made. NOTE: National headquarters may verify this information with school officials.
- National Officer Candidates and their parents should be informed of the liability incurred by members of the Board of Directors, which includes the newly elected National President and Vice President of Finance. In the case of a minor, parents would be the responsible party. The FCCLA organization secures a Directors and Officers liability insurance policy that covers all Board member's actions that occur within the limitations of the Board roles.
- If elected, national officers are required to attend the following meetings if the budget permits. **Specific dates and locations can be found in the 2024-2025 National Executive Council/Adviser Handbook.**
  - Up to two (2) National Executive Council meetings – August 2024 and February 2025
  - Fall Leadership Institute – October 2024
  - 2025 National Leadership Conference in Orlando, FL – July 5-9, 2025
- To be eligible to run for national office, candidates are required to be registered for the 2024 National Leadership Conference. Candidates must register for the Ultimate Journey Registration Package (Weekly Registration, Special Event, and After Party).
- To be eligible to run for national office, candidates are required to stay within the official conference hotel block. National Officer Candidates not staying within the official conference hotel block may not run for national office or be elected.
- States should not assign responsibilities to National Officer Candidates that will interfere with meetings scheduled for candidates or new officers. Candidates who are not elected are encouraged to participate in state officer trainings and activities.

#### **National Officer Candidate Application**

- Once a candidate is approved to run by their state association, he/she should submit an online Intent to Run Form so national staff knows whose applications to expect. The form includes basic contact information and requires the electronic submission of the candidate's headshot which should be in official uniform against a plain, distraction-free background. The NOC Intent to Run form must be submitted by April 15.
- Each candidate should complete a National Officer Candidate Application and submit by May 1.

- The application is available on the FCCLA national website on the National Officer Election Information page of the Lead/National Officer Section. (Application instructions are included at the end of this document.) Use only the 2024 application located on the FCCLA national website.
- The National Officer Candidate's application must include the following items and must be submitted by May 1 in order for a candidate to be able to run for national office:
  - FCCLA Resume
  - 3 Letters of Recommendation (State Adviser, Chapter Adviser, Professional knowledgeable in non-FCCLA related activities)
  - Approval to run for National Office (School Administrator, Chapter Adviser, State Adviser, Candidate Parent(s)/Guardian(s))
  - 2 Essays
  - Signed Transcript Release and Official Transcript using a 4.0 non-weighted scale showing minimum of a 3.0 cumulative GPA for the previous three semesters and at least 1 year of Family and Consumer Sciences education (include middle school transcript if applicable)
  - Signed Photography and Website Consent
  - Signed Code of Conduct Agreement
  - Signed Code of Ethics Agreement
  - Social Media Code of Conduct
  - National Officer Preference Form
  - Letter stating that the school or state association will be responsible for covering the adviser's expenses to travel with the officer (only if the officer is not allowed to travel alone)
  - Signatures with dates (National Officer Candidate, Chapter Adviser, School Administrator, State Adviser, and parent/guardian) on all required documents
- National Officer Candidates and their adviser should make a copy of the application for their records before submitting it to national headquarters.
- All National Officer Candidate resumes and essays will be posted online by June 16 to give voting delegates adequate time to review candidates' qualifications.

### **National Election Process**

- National Officer Candidates, their chapter advisers, and state advisers should familiarize themselves with the *2024 National Elections Step-by-Step Guide*.
- National Officer Candidates, their chapter advisers, and state advisers will receive additional information regarding responsibilities following the application deadline. Candidates will be notified when their application has been received and reviewed for acceptance. A schedule for National Officer Candidates, a memo detailing responsibilities, and supporting materials will be emailed to the candidates in June 2024. National Officer Candidates are expected to complete various forms and have an official FCCLA national uniform.
- A National Officer Candidate Informational virtual meeting will take place on Tuesday, May 21, 2024 at 7:00 PM EDT. The meeting will be recorded for those who are unable to attend, but attendance is strongly recommended. Chapter and state advisers are welcome to participate.
- Speeches are required and should be prepared to address the speech topic posted in mid-February on the FCCLA national website. Candidates may not use props or costumes during their speech.
- Candidates must adhere to the conference dress code for all election activities at the National Leadership Conference.
- National Officer Candidates can become better acquainted with FCCLA on the state and national levels by reading and understanding the following FCCLA resources when running for office. All materials are available on the FCCLA website.

- FCCLA National Program information
  - FCCLA Membership Campaign information
  - FCCLA New Adviser Handbook
  - *2024-2025 National Executive Council/Adviser Handbook*
  - *2024 National Elections Step-by-Step Guide*
  - *FCCLA Branding Guide*
  - FCS Knowledge Bulletin
  - [www.fcclainc.org](http://www.fcclainc.org)
- States should not assign responsibilities to National Officer Candidates that will interfere with meetings scheduled for candidates or new officers. A National Officer Candidate will not be able to participate as a conference presenter or in any Competitive Events, including FCCLA/LifeSmarts Knowledge Bowl and STAR Events, nor should they be assigned to serve as a session leader, usher, etc. If the candidate is not elected, they can attend the sessions following receipt of election results as designated by the state adviser. Candidates are encouraged to participate in State Officer and National Network trainings and activities should their schedule permit them to do so.
  - All National Officer Candidates must come to the National Leadership Conference prepared to serve on the 2024-2025 National Executive Council. In addition to official conference dress, all candidates must be prepared for the installation ceremony at the Closing General Session and will need either a solid white formal floor-length dress or a black suit or tuxedo with a black bow tie and white oxford shirt.
  - National Headquarters will provide a "National Officer Candidate" ribbon for each officer candidate. The candidates will receive this ribbon at the National Officer Candidate Orientation. Check the NLC Schedule-At-A-Glance for the orientation time.
  - Those candidates who are elected will attend the After Party, if one is planned, as a council with the outgoing officers. Candidates who are not elected and do not want to attend are welcome to sell their tickets through the conference ticket board following the election results, if desired.
  - All candidates and their advisers may be asked to complete a post-election survey to help improve the process for the future.
  - All expenses of the National Officer Candidate to attend the National Leadership Conference will be the responsibility of the candidate, their chapter, and/or their state. The national organization will not reimburse any portion of the candidate's conference or travel expenses.

# Campaign Policy

## Campaigning, Distribution of Paraphernalia, Use of Electronic Devices and Campaign Violations

### Campaigning

National Officer Candidates and/or their supporters may openly share that the candidate is running for a national office and may address the candidate's qualifications both verbally and in writing (e.g. social media). National Officer Candidates and/or their supporters must never make disparaging statements about another candidate.

### Distribution of Paraphernalia

National Officer Candidates and/or their supporters must not purchase, create, or distribute any physical paraphernalia supporting the candidate, including but not limited to: business cards, brochures, stickers, etc. In order to avoid the appearance of distribution of paraphernalia, candidates may not trade state pins with any participants at the National Leadership Conference until the election is over.

### Use of Electronic Devices

National Officer Candidates are prohibited from using electronic devices (cell phones, tablets, etc.) during National Officer Candidate election sessions at the National Leadership Conference.

All voting delegates are prohibited from using electronic devices (cell phones, tablets, etc.) during the Business Session.

The purpose of this policy is to prohibit communication or the sharing of resources between officer candidates, spectators, and/or voting delegates, which might give the candidate an unfair advantage during the election process. Nominating Committee

### Campaign Violations

If a member or adviser of Family, Career and Community Leaders of America has evidence that a National Officer Candidate and/or their supporters, Nominating Committee Member, or Voting Delegate has violated these policies; such violation must be reported, in writing, via email to [leadership@fclclinc.org](mailto:leadership@fclclinc.org) prior to the close of the voting process.

The chapter and state adviser of the member will be notified that a panel of five consisting of the Officers of the Board of Directors (past chair, chair, and vice chair), immediate past president, and immediate past vice-president of finance will jointly investigate the allegation(s) and allow the candidate, Nominating Committee member or Voting Delegate a hearing to address the allegations if further action is deemed necessary. If the review panel determines the National Officer Candidate and/or their supporter(s), a Nominating Committee Member, or a Voting Delegate has violated this policy, that individual may be removed from the election process and/or the candidate may be disqualified from election. The decision of the review panel is final.

# National Officer Candidates Adviser Information

National Officer Candidate Advisers are the advisers to the local chapter where the officer attends school or the state adviser. National Executive Council Advisers are required by the *Bylaws (Revised 2020)* to be teachers certified in Family and Consumer Sciences and/or related occupations, and a chapter or state adviser.

- All National Officer Candidate advisers should refer to the *2024-2025 National Executive Council/Adviser Handbook* located on the FCCLA national website on the National Officer Election Information page of the Lead/National Officers section. This resource provides detailed information about the roles and responsibilities of the officer's adviser. It is important for advisers to read this resource thoroughly and have a good understanding of the expectations of both their role as an adviser to a national officer and the officer's role if elected.

A pre-conference informational virtual meeting will be held on Tuesday, May 30, 2024 at 7:00 PM EDT and an onsite orientation for advisers of National Officer Candidates will be held to brief advisers on how to help their candidates throughout the week. National Officer Candidate advisers are expected to attend. During these orientation meetings and by email, advisers will receive details about other National Leadership Conference activities in Seattle, WA they will be asked to attend. Advisers of elected officers will attend either a breakfast or luncheon and the 2024-2025 National Executive Council Advisers training meeting while onsite in Seattle.

- Advisers are not permitted to attend any election events that are not open to spectators, including the NOC Test, NOC Orientation/Project Center, Nominating Committee Interviews, NOC Fishbowl, Networking, or Teambuilding. Advisers will not be permitted in the holding rooms during speeches. Advisers may accompany candidates to and from sessions, but may not go into the above sessions. Advisers should be present for letter drops and speeches.
- Advisers are not permitted to attend any teambuilding, workshop, rehearsal, or planning sessions of the newly elected council. Advisers will be required to attend National Executive Council Adviser sessions if their student is elected. Advisers will have reserved seating at the Adviser Recognition Session and Closing General Session.
- Advisers must be present with the National Officer Candidate for each letter drop. **Advisers should work with candidates prior to the National Leadership Conference to develop a plan should the candidate not be elected.**
- There may be a post-election event for National Officer Candidates who are not elected. Depending on the nature, space and costs of the event, advisers may not be permitted to attend with their candidate. Candidate involvement will be voluntary.
- All candidates and their advisers may be asked to complete a post-election survey to help improve the process for the future.
- FCCLA will cover the costs for National Executive Council Advisers to attend two meetings during the year. National headquarters does not cover expenses for the adviser's travel to any other meetings their officer attends.
  - The National Executive Council and Advisers Planning Meeting will be held in August 2024 in the Washington, D.C. metro area. During this meeting, advisers will become acquainted with their roles and responsibilities, receive professional development training and organizational updates, develop workshops, provide input to strengthen national programs and publications, and plan involvement in national meetings and activities.
  - The 2025 National Leadership Conference will be held July 5-9, 2025 in Orlando, FL. National Executive Council Advisers will arrive early to help with the conference.  
NOTE: The same adviser must attend both the 2024 August Planning Meeting and the 2025 National Leadership Conference. Substitutions at the meetings are not permitted unless arranged with national staff prior to elections. If an adviser substitution must be made between the August Planning Meeting and the 2025 National Leadership Conference, the school or state association will be responsible for covering the adviser's expenses.
- **If an officer is not permitted to travel alone, it is strongly recommended that the student not run for office.** However, in such cases, a letter will need to be submitted stating the school or state association will be responsible for covering the adviser's expenses as national headquarters does not cover these expenses. If this is a problem, the student should not run for national office.

## Nominating Committee

### General Information

- In accordance with the *Bylaws (Revised 2020)*, three states from each region (on an alphabetical rotation of states within the region), may select a student representative to serve on the Nominating Committee. The immediate past National President will chair the committee. A national staff member serves as the election consultant.

### Nominating Committee Responsibilities

- The major responsibility of the committee is to evaluate the National Officer Candidate applications, interview the candidates, and narrow the number of candidates down to 20 for consideration by the election voting delegates. Responsibilities for committee members and suggested selection criteria for state advisers responsible for choosing Nominating Committee members follow.
- Nominating Committee members are required to participate in an orientation webinar on Tuesday, May 14, 2024 at 7:00 PM EDT, during which they will receive instructions for scoring candidate applications. Nominating Committee members must be willing to dedicate time and energy to scoring applications within the timeframe established. If the committee member fails to participate in the webinar or complete the assigned work, he or she will not be eligible to serve on the Nominating Committee. The committee member must be willing and able to score the applications on their own and keep all information about the candidates and their applications confidential.
- During the National Leadership Conference, Nominating Committee members are required to attend an orientation meeting, candidate interviews, the NOC Fishbowl, committee deliberation, and the candidates' speech session. If the committee member does not attend all of the above sessions, he or she will not be eligible to serve on the committee. Representatives on this committee must make the orientation and interview sessions a priority over events such as tours, state meetings, etc. When choosing an individual to serve, please ensure the member is committed to arriving on time for responsibilities beginning Friday, June 28, 2024 and be fully engaged in all required sessions. Please do not select an individual who is unable to commit to serving on the Nominating Committee for the entirety of this time, whether in person or virtually.

### Nominating Committee Qualifications

- The following states are eligible to select a student for the Nominating Committee for the 2024 National Leadership Conference:

#### Central Region

Kentucky  
Michigan  
Minnesota

#### North Atlantic Region

New Jersey  
New York  
Pennsylvania

#### Pacific Region

Montana  
Nevada  
New Mexico

#### Southern Region

North Carolina  
Oklahoma  
Puerto Rico

- **If you know at this time that your state cannot assume its role on the 2024 Nominating Committee, please notify Karen Patti, Senior Director, immediately at [leadership@fclainc.org](mailto:leadership@fclainc.org).**
- If your state is able to fulfill this role, please complete the [Nominating Committee Form](#) no later than May 1, 2024, however, earlier is preferred. If your state does not submit the required form by the established deadline, national headquarters will assume your state is not participating and move on to the next state.

- Nominating Committee Members must:
  - Be nationally affiliated FCCLA members by March 1, 2024
  - Become familiar with the election process by reading the *2024 National Elections Step-by-Step Guide*.
  - Have good interviewing skills.
  - Have knowledge of the qualities needed to be a national officer by reading the *Bylaws* (Revised 2020) and the *2024-2025 National Executive Council/Adviser Handbook*.
  - Understand both the responsibility and honor of serving on the Nominating Committee.
  - Understand and respect the confidentiality of their role in the election process.
  
- Members in their junior or senior year with more than two years in FCCLA are strongly encouraged.
  
- Nominating Committee members and their chapter and state advisers will be required to sign a confidentiality agreement to ensure candidate information, committee discussion, and committee decisions are kept confidential during and following the election process.
  
- Nominating Committee members should not participate in STAR Events or other activities during the National Leadership Conference that would conflict with their responsibilities. Please note: If there is a conflict with other activities at the National Leadership Conference, please notify Karen Patti, Senior Director, at [leadership@fclainc.org](mailto:leadership@fclainc.org) or call 703.476.4900.



## Voting Delegate Information

### General Information

Each state association should select voting delegates to participate in the Business Session. Voting delegates must be FCCLA Members. The number of voting delegates from a state is determined by the state's paid membership the year prior to the national conference in accordance with the scale given in the [Bylaws](#), Article IX, Section 2 (Revised 2020). The actual number of voting delegates required for each state at the 2024 National Leadership Conference (based on 2023-2024 paid members and the final membership report) will be sent mid-June.

Each state association should select one of their voting delegates to also serve as the state's Election Voting Delegate. This individual will receive information about the 20 National Officer Candidates selected by the Nominating Committee, attend specific election sessions, and vote on behalf of the state in the election of the 2024-2025 National Executive Council.

Candidates' resumes and essays will be posted online in mid-June so Voting Delegates may have sufficient time to review candidates' qualifications.

### Responsibilities of ALL Voting Delegates at the National Leadership Conference

- At registration, state advisers will receive ribbons for Voting Delegates and Election Voting Delegate in their packet, which will grant them admission to Voting Delegate activities. They will also receive one copy of the Election Voting Delegate Evaluation Score Sheet for reference. NOTE: the official Evaluation Score Sheet will be electronic and provided to the Election Voting Delegate via email.
- Voting Delegates should attend the Voting Delegate Orientation on Saturday, June 29, 2024 from 2:00 PM – 3:45 PM (check-in begins at 1:30 PM). They will receive information about their responsibilities, a schedule of activities, and the opportunity to meet the 2023-2024 National Executive Council, all of the 2024 National Officer Candidates, and each other.
- Voting Delegates will be conducting the business of the organization. Bylaw's amendments may be proposed by a state association and received at National Headquarters 90 days prior to the opening of the national conference, by the National Executive Council, or by the National Board of Directors. The National Board of Directors shall review and approve proposed amendments for recommendation to the Voting Delegates.
  - Thirty (30) days before the National Leadership Conference, Board-approved proposed bylaws amendments, and related information, if any, will be sent to state advisers. Official Voting Delegate notification and information will be sent to state associations. This information will be included in Voting Delegate packet and reviewed at the Voting Delegate Orientation.
  - Business will be conducted during the Business Session on Sunday, June 30, 2024. Voting delegates must sign in prior to the session and sit in the reserved seating area to be included in the business meeting.
- Voting delegates are invited to participate in specific election sessions to help provide the state delegation with an informed opinion regarding the National Officer Candidates. These sessions include:
  - NOC Networking
  - NOC Speeches Check-In
  - NOC Speeches - *Voting Delegates will be given priority seating at the candidate speeches.*

- At the NOC Speeches Check-In, voting delegates will be given an election update sheet with the top 20 candidates, their test scores, and the schedule for the speech session.
- Voting Delegates should not assume the responsibility of session presenter, host, usher, STAR Events participant, or any other responsibility that would conflict with scheduled Voting Delegates events. They should not participate in tours, activities, and sightseeing events that conflict with their responsibilities as a Voting Delegate. Additional information on Voting Delegate responsibilities and a final schedule of meetings will be provided to state advisers in June.
- Voting Delegates should be made aware of the privilege bestowed on them to assume a major role in making decisions for their state delegation at the Business Session and during the election process. It is the role of advisers to provide information and guidance, if necessary.
- Voting Delegates will be asked to sign and return an agreement to their responsibility and willingness to abide by election policies and delegate best practices.
- Alternate Voting Delegates can be substituted if a selected Voting Delegate cannot meet his/her responsibility.

### **Election Voting Delegate**

As stated earlier, each state adviser will receive one Voting Delegate packet at registration. This packet, which includes their ribbon, should be given to the Election Voting Delegate who will vote on behalf of the state in the 2024-2025 National Executive Council elections. Election Voting Delegates will not be allowed to vote if they do not have their "Election Voting Delegate" ribbon and are in Mandatory Conference Dress Code. This does not apply if an electronic election is held at the National Leadership Conference.

The Election Voting Delegate should be a mature member, familiar with the responsibilities of an FCCLA officer, and willing to devote the required time and attention for a successful and fair election.

Election Voting Delegates will be required to participate in specific election sessions so they have an informed opinion regarding the National Officer Candidates. All Voting Delegates must be in dress code to participate in sessions and vote. These sessions include:

- Voting Delegate Orientation
- NOC Speeches - *Voting Delegates will have reserved seating at the candidate speeches.*
- Voting Delegates Networking Sign-In
- NOC Networking
- National Executive Council Elections

Election Voting Delegates will be asked to keep track of candidates using an official Election Voting Delegate evaluation form. A template will be provided by FCCLA. Election Voting Delegates are encouraged to provide constructive comments on the forms as they may be returned to candidates following the election.



## 2024 NATIONAL OFFICER CANDIDATE APPLICATION INSTRUCTIONS

Listed below is a checklist of instructions:

Copies of portions of the application form will be posted online and given to Nominating Committee members and election voting delegates.

**NOC Intent to Run Form**

Complete the [National Officer Candidate "Intent to Run" form](#) online by April 15, so that the FCCLA national staff will know to expect the candidate's application in the mail.

**NOC Application Form**

Please type all information requested on the [2024 National Officer Candidate Application Form](#), using only the space provided. This form should not be altered or changed in any way. Additional information, beyond the requested attachments below, will not be considered.

▪ **Essay Questions** (Pages 4-5)

Candidates must complete essay questions 1 and 2 of the application. The essays must be typed in the space provided. Essay questions must be answered by the candidate only.

▪ **Approval** (Page 6)\*

Candidates must receive approval in order to run for national office. Candidates must seek prior approval for travel to miss school for FCCLA meetings and related activities. Candidates must receive support for their candidacy from each of the individuals listed. Please have each person check **all** the boxes and they must include a signature and date. If all boxes are not checked due to lack of support, we cannot accept your application.

***\*If a state or district policy exists that would prevent the officer from traveling alone to conferences and meetings, a letter must be attached stating that the school or state association will be responsible for covering the adviser's expenses to travel with the officer.***

▪ **National Officer Candidate Forms** (Pages 7-11)

Please obtain all of the appropriate signatures for the following forms:

- Transcript Release Parental Agreement Form
- Photography and Website Consent & Release Form
- Code of Conduct Agreement and Code of Ethics Agreement
- Election Policies
- National Officer Preference

**FCCLA Resume**

Attach a professional FCCLA resume, one page only in length, typed in Calibri or Arial size 11 font (Name heading may be larger but not exceed size 14 font) with margins set at no smaller than .75 all around, providing the information listed below:

- Name, state, school, chapter, current year in school, number of years in FCCLA, and total years of FCS instruction completed at the end of the 2023-2024 school year.
- List all Family and Consumer Sciences course(s) and grade level(s) when taken or Family and Consumer Sciences Occupation related course(s), grade level(s) when taken, and area of occupational training (food service, clothing, childcare, etc.). List the course title(s) as they appear on your transcript along with the credit earned for each course.
- List your participation in FCCLA at the local, district/region/area (if applicable), state, and national level.
- List offices held in FCCLA (consider noting any restrictions your state has on how many times you can run for State Office positions).
- List contributions to Family and Consumer Sciences education.
- List participation in your school and community (major activities in your community, job experience, etc.)
- Please do not include a photo on your resume.

**Letters of Recommendation**

Provide 3 letters of recommendation. Please have the national officer candidate adviser, state adviser, and a school or community professional who is knowledgeable about your activities both in and out of FCCLA each submit a recommendation letter. Please discuss the national officer and adviser responsibilities in detail before securing each recommendation. Recommendation letter requirements:

- Maximum of one page in length per letter
- Addresses leadership skills, community involvement, and academic performance
- Recommendations need to indicate support should the officer be elected
- Name and title of person writing the recommendation
- Signed and dated

**Official Transcript**

Provide an official transcript(s). Transcripts must verify the following two qualifications:

- The National Officer Candidate's cumulative grade point average on a 4.0 non-weighted scale. Candidates must have a cumulative grade point average of 3.0 or higher for the 3 previous semesters.
- The National Officer Candidate must have completed a **minimum of 1 year** of Family and Consumer Sciences Education (FCS) in order to run for national office. Please include an official transcript other than the current high school if FCS classes for this requirement were completed at another high school or middle school.

**Transcripts should be emailed directly from the candidate's school to Karen Patti, Senior Director, at [leadership@fclclinc.org](mailto:leadership@fclclinc.org) by May 1, 2024.**

**Membership Affiliation**

Verify that the candidate is affiliated, including received payment, by March 1, 2024. *Note: No paperwork necessary – National Headquarters will check candidates' affiliation status in the national database following receipt of the NOC Intent to Run Form.*

**National Leadership Conference Registration & Housing Policy**

Verify that the candidate is registered for the 2024 National Leadership Conference. The candidate must be registered for the Ultimate Journey Package (weekly registration, special event, and After Party), and be staying within the official 2024 National Leadership Conference hotel block. *Note: No paperwork necessary – National Headquarters will compare the candidate list to the registration and housing lists. When making reservations, it is important that you include all attendee names to ensure accuracy of the housing list.*

**Double check your application to ensure all information is complete and all signatures are present.** Please make a copy of your application for your records before you submit it to national headquarters.

**Complete and submit application electronically to the link on the FCCLA website by May 1, 2024. Transcripts should be emailed from the school to [leadership@fclclinc.org](mailto:leadership@fclclinc.org) by May 1, 2024.**

If you have any questions, please contact Karen Patti at [leadership@fclclinc.org](mailto:leadership@fclclinc.org) or call 703.476.4900.