

2021-2023 LEADERSHIP TRAINING TEAM

APPLICATION INFORMATION & INSTRUCTIONS



Family, Career and Community Leaders of America is seeking to enlist a group of talented FCCLA alumni from a variety of diverse backgrounds to join the 2021-2023 Leadership Training Team (LTT). LTT members are chosen by national staff to facilitate and/or develop trainings, lead workshops and breakout sessions, communicate with national network members and generally serve as an extension of national staff, in addition to the roles and responsibilities listed below.

Length of Term

Members of the Leadership Training Team will serve for 2 consecutive years beginning on April 1, 2021 and ending on March 31, 2023. FCCLA reserves the right to change the length of the term should the needs of the organization shift or the team member is not meeting expectations. A required virtual training will be held in the Spring of 2021 (date TBD).

Roles and Responsibilities

Members of the Leadership Training Team will have various responsibilities that include working with national staff before, during, and after conferences and throughout the year. They will have full schedules during conferences and should not plan to chaperone students while serving as an LTT. Due to the National Leadership Conference responsibilities, LTT may not serve as an FCCLA summer intern during their term. General responsibilities may include, but are not limited to:

- Serve as positive and professional representatives of the national organization
- Assist at national meetings, both in person and virtually, as assigned
- Plan leadership development and officer training sessions/webinars
- Present workshops at meetings that may include state conferences
- Communicate with members of assigned national network on a regular basis
- Assist in Alumni & Associates events and communication
- Write articles and activities used for the national FCCLA website and publications

Compensation

Leadership Training Team members receive compensation for their time and materials. Below is an outline of the majority of items for which consultants can expect compensation. Additional items may be written into individual contracts or decided upon and assigned as needed.

- **National Leadership Conference (June/July):** \$300 honorarium + expenses paid
- **National Fall Conference (November):** \$250 honorarium + expenses paid
- **State Meetings/Workshops:** Honorarium (based on request/number of days, ranging from \$100-\$250) + expenses paid, must be arranged and paid for by host state through FCCLA national headquarters
- **Webinars/Virtual workshops and presentations:** \$50 stipend per presentation (includes preparation and actual time for the presentation).

Application Submission Information

Application Checklist :

- Basic Information
- Short Answer Questions
- Lesson Plan
- Video
- 2 Recommendation Forms (should be sent directly from person completing form to FCCLA)

Please email your application and supporting materials to kpatti@fclclinc.org. Applications must be submitted or postmarked by **January 15, 2021**.



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Thank you for your interest in pursuing a position on the FCCLA Leadership Training Team (LTT)! As a part of the LTT, you will be responsible to assist in the planning and implementation of the leadership training for members across the nation at the National Leadership Conference and other national state and local in person or virtual events, as requested. If selected, your term will last from April 1, 2021 – March 31, 2023, committing to a two-year term. Please note, FCCLA reserves the right to change the length of the term should the needs of the organization shift. A required training will be held virtually in the Spring of 2021 (date TBD).

Please fill out the following application by typing your responses and sending the completed form and required attachments to kpatti@fcclainc.org by **January 15, 2021**.

SECTION 1: Basic Information

Please complete the following information completely and thoroughly. If any information does not apply to you, please fill in the field with "N/A."

1.1 Personal

First Name:

Middle Initial:

Last Name:

Name as it appears on your license (for travel purposes):

Date of birth:

Address:

City:

State:

Zip:

Phone Number:

Alt. Phone Number:

1.2 Education

(If you have graduated college, please provide the information about the institution you most recently completed)

Name of High School (FCCLA Chapter):

Graduation Year:

Name of College or University:

(Anticipated) Degree (check one):

Certificate

Associate (A/S)

Bachelor (A/S)

Masters/PhD/Professional

City:

State:

Zip:

(Anticipated) Major:

Current GPA:

(Expected) Date of Graduation:



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1.3 FCCLA Involvement – *please note, your answers are not limited to the space provided. Please feel free to add space as needed.*

1. How many years were you a member of FCCLA?

2. Why did you join FCCLA?

3. Please list any offices you held in FCCLA on the chapter, regional, state, or national level:

4. Did you take part in any nationally-sponsored leadership training as a member of FCCLA?

5. If you answered “Yes” to Question #4, what are some aspects of the FCCLA leadership trainings you have participated in that you would like to see continue and what would you improve upon?



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SECTION 2: Show Your Skills

In this section, you will submit materials that demonstrate your ability to develop and execute a workshop. Both of these skills will be an integral part of your career as a member of the Leadership Training Team, if you are chosen.

2.1 Lesson Plan

Submit a written lesson plan for an original leadership lesson through the form of a workshop using the FCCLA Workshop Planning Template. The lesson plan will also include a one-page worksheet for inclusion in your lesson. Together, your lesson plan and worksheet should be no more than three (3) pages long.

Evaluation Criteria:

You will be evaluated on the following criteria for the lesson plan portion:

- ✓ Ability to identify objectives and support intended learning with planned training and workshop activities
- ✓ The originality and creativity of your workshop's plan
- ✓ How well your worksheet is integrated in with your leadership lesson

Your lesson plan must be submitted in Adobe PDF format with your application.

2.2 Video

You will also be submitting a video of yourself that demonstrates your ability to present your original leadership lesson. The video should be no more than five minutes long, and should reflect a portion of your planned workshop. The presentation style should be directed to the intended audience, but you need not present the workshop for an actual audience in your video if one is not available.

Evaluation Criteria:

You will be evaluated on the following criteria for the video portion:

- ✓ Staying within the 5-minute time constraint
- ✓ The originality and creativity of how you *present* your leadership lesson
- ✓ How well your chosen theme is conveyed in the workshop
- ✓ Ability to express self and ideas clearly

The video of your workshop must be uploaded to YouTube by **January 15, 2021**. Please provide a link to the video here:

SECTION 3: Experience

4.1 Resume

Please submit a copy of your resume with your application.

4.2 Recommendations

Please select two individuals knowledgeable about your leadership, training, work, and/or volunteer experience to complete the LTT Recommendation form. Forms should be completed and submitted directly to FCCLA by the evaluators via email to kpatti@fclclainc.org.



2021-2023 LEADERSHIP TRAINING TEAM RECOMMENDATION FORM

SECTION 1: Instructions

Family, Career and Community Leaders of America (FCCLA) is seeking to enlist a group of talented FCCLA alumni from a variety of diverse backgrounds to join the 2021-2023 Leadership Training Team (LTT). LTT members are chosen by national staff to develop trainings, lead workshops and breakout sessions, communicate with national network members and generally serve as an extension of national staff.

Thank you for agreeing to share your insight about a candidate for the FCCLA Leadership Training Team. The candidate's ability to work with student leaders, as well as time management and their ability to meet deadlines are key factors for this position. Please keep that in mind as you fill out this reference form. The information that you supply concerning this applicant's personality and motivation is very important in the final evaluation. No application will be considered complete without this information.

Please direct any questions to the applicant or Karen Patti, Director of Leadership, at (703) 476-4900 or kpatti@fclclainc.org.

IMPORTANT: After you have completed this recommendation, please return it by January 15, 2021 directly to FCCLA by mail, email, or fax to:

FCCLA Leadership Training Team Recommendation
Attn: Karen Patti, Director of Leadership
1910 Association Drive, Reston, VA 20191
kpatti@fclclainc.org
Fax: (703) 439-2662

SECTION 2: Recommendation

Complete the following information about the applicant (please attach separate sheet if you need more space):

1. Applicant's Name
2. How long have you known the applicant?
3. Under what circumstances have you known the applicant?

4. Describe why you believe the applicant has the ability and is likely to succeed as a Leadership Training Team member.

5. Based on your knowledge of the applicant, please answer the following questions:

a.) What are the applicant's greatest strengths and assets?

b.) What are the applicant's greatest weaknesses and liabilities?

6. By marking the appropriate box, please rate the applicant on each of the following characteristics (as compared to his/her peers):

Characteristic	Below Average	Average	Above Average	Superior	Unknown to Me
Leadership Ability	<input type="checkbox"/>				
Organizational Skills	<input type="checkbox"/>				
Problem-Solving Ability	<input type="checkbox"/>				
Self-Motivation	<input type="checkbox"/>				
Creativity	<input type="checkbox"/>				
Responsiveness/Timeliness	<input type="checkbox"/>				

7. Please write a short summary of your primary reason for recommending this applicant.

Evaluator Name _____

Email Address _____

Preferred Phone _____ Daytime Evening Cell

SIGNATURE: _____ DATE: _____

(Note: This recommendation will not be considered complete without evaluator's signature.)



FCCLA Workshop Planning Template

Title:	Audience:
Presenter(s):	Length:
Technology Needs:	Objective/Goal:
Evaluation Process:	

Handout Title	Resource	Responsible	# Copies

Supplies/Materials	Quantity	Responsible
Ex. Scissors	10	National Staff

Additional Comments:



FCCLA Workshop Planning Template

Time	ACTIVITY
0 - 5	<u>Welcome and Introductions</u>
5 – 10	<u>Explanation of Workshop Objectives</u> • •
10 - 60	<u>Topic/Objective #1</u> • •
60 - 110	<u>Topic/Objective #2</u> • •
60 - 110	<u>Topic/Objective #3</u> • •
60 - 110	<u>Topic/Objective #4</u> •
110-120	<u>Questions and Reflections</u> • •

Additional Comments: