Please note that the items listed here are a summary of the major changes to this year’s Michigan FCCLA Adviser Manual. Several other areas that are not listed here have been updated and clarified. Please read the entire link for complete information.

- The Fall Leadership Conference will be held Monday, November 4, 2019 at the Lansing Center in Lansing, Michigan. Refer to pages (21-22) for more information.

- The Michigan FCCLA State Leadership Conference will be held on March 18-20, 2020 at the Valley Plaza Resort in Midland, Michigan. Refer to pages (25-33) for more information.

- We’ve added an October Membership Madness challenge to the Membership Campaigns page! Refer to page 5 for more information.

- We’ve added a deadline for the Gimme Five Award. Only the number of paid chapter members as of February 1st will count towards the award. Refer to page 5 for more information.

- The State Officers will be recognizing a Chapter of the Month and a Member of the Month! Refer to page 6 for more information.

- We have a new Ambassador Program to help assist us in raising sponsorships. Once the fundraising goal is met, the top achiever will win a computer or tablet! Refer to page 9 for more information.

- Please encourage your chapter members to sign the Safe Driving Pledge! More information is on page (12), and the form has been posted to the website on the forms page. *(Tip: this is one of the items that will earn you chapter points towards the Chapter Challenge!)*

- We’ve added additional ways your chapter can earn points towards the Chapter Challenge! Refer to page 25 for more information.

- The theme for the 2020 State Leadership Conference is Hop on the Bus to Leadership.

- The rubrics for the following State STAR Events have been updated to include points that the Event Coordinator awards: *Community Service Challenge, Creative Teaching, FCCLA Scrapbook, Healthy Lifestyle Challenge*, and *Project Exhibit*. Please review those guidelines in Section 3 for complete information.

- We’ve clarified our Billing Procedures: All conference payments must be made with a check, money order, or credit card. We are not able to accept cash payments. Payments made by students or parents should be turned over to the school and have a school check issued to Michigan FCCLA. We are not able to accept personal checks from anyone other than the chapter adviser. Refer to page 17 for more information.

- National FCCLA will be updating the *Competitive Events Guide*. It will be posted to the membership affiliation website, under the Resources tab. After November 1st, it will only be available to affiliated chapters. *Please make sure you use the updated manual when planning for competition!*
**General Information (Yellow)**

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**Conferences (Pink)**

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*All forms are available online at www.mifccla.org*
2019 Calendar of Events

Note: All deadlines are when materials are to be received, not postmarked.

September 30  Deadline: New Adviser In-service Registration
Sept 30-Oct 2  Capitol Leadership Meeting, Washington D.C.
October  Michigan October Membership Madness Challenges
October 7  Regular Registration Deadline: Fall Leadership Conference
October 8  New Adviser In-service, Eastern Michigan University
October 21  Late Registration Deadline: Fall Leadership Conference
             Payment Deadline: Fall Leadership Conference
             No registrations will be accepted after this date
November 4  Fall Leadership Conference, Lansing Center
November 8  Deadline: Statement due for Ambassador Program
November 15-17  National Fall Conference, Dallas, Texas
November 22  Deadline: Sports & Entertainment Workshop Registration due
November 30  Deadline: Items Due to National Headquarters
             • Affiliations must be submitted through the FCCLA Affiliation System to
               receive the $19.00 rate. Beginning December 1, dues are $29.00
             • Affiliations must be submitted through the FCCLA Affiliation System
               for chapter to be eligible for complimentary Michigan State Conference
               registration for 20% membership increase (see page 4 for more information)
December 6  Sports & Entertainment Marketing Workshop, Little Caesars Arena, Detroit

Don’t miss FCCLA Week!

Promote your FCCLA chapter in your school and community
during the week of February 10-14, 2020

For more information visit FCCLAinc.org
## 2020 Calendar of Events

<table>
<thead>
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<th>Month</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>February</td>
<td><strong>CTE Month</strong></td>
</tr>
</tbody>
</table>
| February 1 | **Deadline: Items due to Michigan FCCLA**  
- State/National Officer applications due  
- Safe Driving Chapter Reporting Form due for Chapter Challenge credit  
- Master Adviser and Adviser Mentor Applications due  
- Outstanding Administrator Award nomination due  
- Alumni Achievement Award applications due  
**Deadline: Items due to National FCCLA**  
- Students must be affiliated and paid through the FCCLA Affiliation System for chapter to be eligible for Michigan Gimme 5! membership recognition |
| February 10-14 | **FCCLA Week** |
| February 18 | **Deadline: Items due to Michigan FCCLA**  
- State Leadership Conference Registration due  
- State Leadership Conference Payment due  
**Deadline: Item due to Valley Plaza Resort**  
- State Leadership Conference Housing Form due to Valley Plaza Resort  
- State Leadership Conference Payment due to Valley Plaza Resort  
**Deadline: Item due to FCSEM**  
- FCSEM/FCCLA Scholarship application due to FCSEM representative |
| March 1 | **Deadline: Items due to Michigan FCCLA**  
- Five Star Chapter Award Applications due  
- State Community Service Activity applications due  
**Deadline: Items due to National FCCLA**  
- Power of One student names due through the FCCLA Affiliation System  
- Scholarship applications due to National FCCLA  
- Dues must be received by National FCCLA for participants to be eligible to compete in STAR Events and Power of One at the State Leadership Conference |
| March 5 | **Deadline: Items due to Michigan FCCLA**  
- Cancellation form due for partial refunds for State Conference *no refunds after March 5* |
| March 18-20 | **State Leadership Conference, Valley Plaza Resort, Midland** |
| April 1 | Honorary Membership Applications due to the national FCCLA office |
| May 1 | **Deadline: Blazer Rental Forms to Michigan FCCLA** |
| June 1 | **Deadline: Blazer Rental Payment to Michigan FCCLA** |
| July 5-9 | **National Leadership Conference, Washington, D.C.** |
| August 1 | **Deadline: Return Blazer Rentals to Michigan FCCLA** |
Nicholas Mitchell
State President
nmitchell@mifccla.org

Adviser: James DeGreif
Pickford High School
jdegreif@eupschools.org

Brett Sherwood
Vice President of Community Service
and Public Relations
bsherwood@mifccla.org

Adviser: Lisa Willerick
Romulus High School
willeril@romulus.k12.mi.us

Emily Willerick
First Vice President
ewillerick@mifccla.org

Adviser: Lisa Willerick
Romulus High School
willeril@romulus.k12.mi.us

Alissa Moore
Vice President of Competitive Events
and Programs
amoore@mifccla.org

Adviser: Kayla Monville
Branch Area Careers Center
monvillk@branch-isd.org

Edyn Nettleton
Vice President of Membership
enettleton@mifccla.org

Adviser: James DeGreif
Pickford High School
jdegreif@eupschools.org
1. Membership Dues are $19.00 per member if affiliated online by November 30th. Cost breakdown is $9.00 for national dues, and $10.00 for state dues. The state dues include accident insurance for each member. Each student must pay both the state and national dues.

2. On December 1st, the membership dues increase to $29.00 per member. Cost breakdown is $9.00 for national dues, and $20.00 for state dues.


4. Dues must be received by National FCCLA by February 1st for the chapter to be eligible for the Michigan Gimme 5! Award program.

5. Dues must be received by National FCCLA by March 1st for students to participate in the State Leadership Conference, all STAR Events, and the Power of One program.

6. All chapters must have paid affiliations for one (1) adviser and twelve (12) student members, for both state and national dues.

7. National FCCLA will provide printable membership cards through the FCCLA Affiliation System.

8. An invoice will be generated after members are affiliated through the FCCLA Affiliation System. This invoice should be remitted for payment to your school bookkeeper or accounts payable department.

9. State and National membership fees are non-transferable and non-refundable.

10. Each chapter is responsible for the payment of membership fees for every student registered for the Michigan State Leadership Conference, National Fall Conference, National Leadership Conference, or Capitol Leadership Meeting, even if the student does not attend the conference, or leaves your class or program entirely.

---

National Membership Recognition

FCCLA’s Go For the Red membership campaign provides incentives for members and chapters working to increase membership. Go For the Red empowers students to recruit, retain, and recognize members. Recognition is available for individuals and chapters.

For more information about the membership campaign, visit:

**October Membership Madness**

Compete against other Michigan FCCLA chapters by recruiting new members in October. Post using the hashtag #mifccla on social media with some information and a photo! Each week’s winners will receive points towards the Chapter Challenge (see page 25). Be sure to post by the end of each timeframe.

<table>
<thead>
<tr>
<th>October 1-7</th>
<th>Recruit 5 freshman or first year members</th>
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</thead>
<tbody>
<tr>
<td>October 8-14</td>
<td>Recruit 4 of your best friends</td>
</tr>
<tr>
<td>October 15-21</td>
<td>Recruit 3 classmates</td>
</tr>
<tr>
<td>October 22-31</td>
<td>Recruit 2 people you do not know</td>
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**20 % Increase**

Chapters who increase their membership by 20% *(compared to the previous school year)* by January 1st, will receive one complimentary registration to the State Leadership Conference.

**Deadline:**

**January 1st**

Each chapter that increases their membership by five members will receive:

- Plaque awarded at the State Leadership Conference
- Recognition in *Focus on FCCLA*
- Recognition on www.mifccla.org

If your chapter has 5 more members than last year, you’ll be recognized. If you’re a new chapter, or had less than the 12 minimum number of members... Simply reach 17 members.

It's *that* simple.

**Deadline:**

**February 1st**

*All submitted and PAID chapter members on February 1st will count towards the award.*
Membership Recognition

The Michigan FCCLA State Executive Council is looking to give our Michigan chapters recognition. We know all the hard work that chapters do, and we want to make sure that you have a chance to show off your leadership skills and be recognized for it.

The State Executive Council will review the submitted applications and determine the winner of the Chapter of the Month and Member of the Month awards.

**Chapter of the Month submissions will be evaluated on the following:**

- Your reasons why you believe your Chapter deserves the award
- The impacts your chapter has made on your school and or community
- If your chapter has promoted FCCLA in anyway, and if so, how?

**Member of the Month submissions will be evaluated on the following:**

- Your reasons why you (or someone else) deserves the award
- The impacts you/they have made on their school and or community
- If you/they have promoted FCCLA in any way, and if, so how?

For each submission received, you will receive one point towards the Chapter Challenge. The winners of the month will receive 5 points towards the Chapter Challenge! (See page 25 for more information on the Chapter Challenge.) Also, you will be recognized at our Michigan FCCLA Conferences and online on our social media!

All applications are due by the first day of the following month from September to February:

- September - due October 1st
- October - due November 1st
- November - due December 1st
- December - due January 1st
- January - due February 1st
- February - due March 1st

*If your chapter is named Chapter of the Month, you will not able to submit during a different month.*

*If one of your chapter members wins Member of the Month, they are not allowed to be submitted again during a different month.*

**The link to the online applications can be found on the Forms page our website at**

http://mifccla.org/advisers/forms.html
The following dress code has been developed for all students, advisers, alumni, and guests attending any Michigan FCCLA activity.

One of FCCLA’s primary goals is to prepare its members to enter the workforce, which includes how to dress properly in employment situations. Delegates at every activity are always representing Michigan FCCLA; therefore, it is necessary for delegates to be in appropriate attire at all times. It is important to remember that evaluators, sponsors, and vendors develop an impression of Michigan FCCLA based on its members’ appearance and conduct at these conferences.

**General Sessions/STAR Event Competition/Workshops**

**Females:**
- Official FCCLA blazer is encouraged, but not required for Michigan FCCLA Conferences*
- Red, black or white polo or dress blouse with either short or long sleeves
- Black dress slacks or pants
- Black skirt, or black dress no shorter than 2 inches above the knee
- Black dress shoes

**Males:**
- Official FCCLA blazer is encouraged, but not required for Michigan FCCLA Conferences*
- Red, black or white polo or collared shirt with either short or long sleeves
- Black dress slacks or pants
- Black dress shoes

**Exception:**
Culinary Arts participants must wear chef’s attire for competition, and may also be worn to sessions.

**Advisors, Chaperones, Guests:**
Business professional attire

**State Leadership Conference Banquet**

**Males:**
- Dress pants or slacks, dress shirt with tie; optional sport coat or suit

**Females:**
- Semi-formal dress *(although the banquet is a special time, you do not need to purchase a prom-type dress)*
- Skirts and dresses must be no shorter than 2 inches above the knee

**Not Acceptable for Any Attendees at Anytime During Conferences**

- Denim, flannel, or chambray fabric clothing of any kind
- Athletic wear, including tank tops, sweatpants, sweatshirts and athletic shoes
- Cargo pants
- Shorts
- Skirts and dresses shorter than 2 inches above the knee
- Backless, see-through, tight-fitting, spaghetti straps, strapless, low-cut blouses/tops/dresses
- Spandex, midriff tops and bathing suits
- Flip flops
- Hats (when indoors)
- Night wear (pajamas) should **NOT** be worn outside of your hotel room
- Any clothing with printing that is suggestive, obscene or promotes illegal substances

*Starting with the 2018 FCCLA National Leadership Conference, a FCCLA blazer from the official supplier is required for all students during sessions, exhibits, workshops and STAR Event competition. Refer to the National FCCLA dress code for more details.*
Blazer Rental

Wearing a red FCCLA blazer is required at the National Leadership Conference for students during all sessions, workshops and STAR events. Michigan FCCLA is offering a blazer rental program if you do not wish to purchase your own blazer. Once we receive the order form, we will either place an order with a supplier and have it shipped to you, or ship you a blazer we have in our stock.

Blazer rental form is due by May 1, the rental fee of $25.00 is due by June 1, and blazers are to be returned to us by August 1. Dry cleaning before returning is not necessary, we will have blazers dry cleaned when they are returned.

School (only if mailing to the school): ______________________________________________________

Adviser: _____________________________________________________________________________

Ship to Address (no P.O. Box Numbers): ____________________________________________________

City / State / Zip: ______________________________________________________________________

Email you will check during the summer:  __________________________________________________

Daytime phone number: _________________________________________________________________

Refer to the Fit Guide at https://www.twinhill.com/FCCLA/FitGuide/FitGuide.jsp

**Men's Sizes Available** - please circle the size(s) needed

<table>
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<th>36</th>
<th>38</th>
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**Women's Sizes Available** - please circle the size(s) needed

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Number of Jackets ________ x $25.00 each = ___________________ **Balance Due by June 1st**

Send to: Michigan FCCLA
Eastern Michigan University
Ypsilanti, MI  48197

Orders can be faxed to (734) 487-4329
Orders can be scanned and emailed to: crodrigue1@emich.edu

**All blazers must be returned no later than August 1st**
Michigan FCCLA is seeking 20 energetic and passionate members to help raise funds for Michigan FCCLA. The funds will be used to provide a quality program at the Michigan FCCLA State Leadership Conference. The platform used will be a crowd funding account asking participating members to reach out and post to their social media contacts. Ambassadors will write a brief statement on how FCCLA has impacted their life, and recruit sponsors for Michigan FCCLA.

Our fundraising goal is $10,000.00 with each Ambassador setting a goal to raise $500.00.

Target Audience: Friends of FCCLA, Sponsors, Businesses, and Alumni

Member Incentive: When the fundraising goal is met, the top Ambassador that raises the most, above their target goal of $500.00 will receive a computer or tablet. *(value not to exceed $500.00)*

- Informational meeting at the Fall Leadership Conference on November 4, 2019
- November 8 – Brief statement due on how FCCLA has impacted your life. Please send an email to crodrigue1@emich.edu
- Project starts November 15 and ends December 15

Ambassadors for the 2020-2021 school year will be recruited at the State Leadership Conference and an informational meeting session will be held at the conference.
Your assistance is needed to improve Michigan FCCLA’s student recognition program.

Our goal is to establish sponsors for all competitive events that are conducted at our annual State Leadership Conference.

**Gold Sponsor - $2,000**
Benefits – Up to a 30 second video opportunity at the State Leadership Conference opening ceremony; recognition in statewide newsletter; up to four banners* at the State Leadership Conference; one exhibitor table at the State Leadership Conference; listed in sponsor credits at the State Leadership Conference awards ceremony; listed on sponsor web page at www.mifccla.org.

**Silver Sponsor - $1,000**
Benefits – Up to three banners* at the State Conference; one exhibitor table at the State Leadership Conference; listed in sponsor credits at the State Leadership Conference awards ceremony; listed on sponsor web page at www.mifccla.org.

**Bronze Sponsor - $500.00**
Benefits – Up to two banners* at the State Leadership Conference; one exhibitor table at the State Leadership Conference; listed in sponsor credits at the State Leadership Conference awards ceremony; listed on sponsor web page at www.mifccla.org.

**Event Sponsor - $250.00**
Benefits – One banner* at the State Leadership Conference; listed in sponsor credits at the State Leadership Conference awards ceremony; listed on sponsor web page at www.mifccla.org.

*Banners are to be provided by the sponsor.

Donations to Michigan FCCLA are made to a 501(c)(3) educational association.
YES! I want to help Michigan FCCLA grow by giving to the Michigan FCCLA Development Campaign.

Please designate my contribution to go toward the following

☐ Event Co-Sponsorship
☐ Michigan FCCLA's Endowment
☐ Other: _________________________________________________

Contribution/Sponsorship should be in the name of:

_____________________________________________________________

Address_______________________________________________________

_____________________________________________________________

Phone Number and Extension ___________________________________

Total Contribution ____________________________

If this is a personal contribution, will you or your spouse's company match this contribution?

☐ No
☐ Yes - Company Name: ______________________________________

Method of payment:

A receipt will be issued by the Eastern Michigan University Foundation Development Office for personal contributions for your State Tax Credit.

☐ Check enclosed (Payable to Eastern Michigan University)

☐ Bill my Visa/Master Card # _______________________________

Exp. Date __________ Card Verification Number ___________

(3 or 4 Digit Code found on the back of the Card)

Signature__________________________  Date___________________

Michigan FCCLA, Eastern Michigan University, Ypsilanti, MI 48197
phone (734) 487-8657  fax (734) 487-4329  www.mifccla.org
Each day in the United States, approximately nine people are killed and more than 1,000 injured in crashes that are reported to involve a distracted driver. Distracted driving is driving while doing another activity that takes your attention away from driving. Source: June 9, 2017 https://www.cdc.gov/motorvehiclesafety/distracted_driving/index.html

Multi-tasking is something a lot of us are convinced we do well. You might be surprised to learn that’s not true at all, for teens and adults. We often think we are great multi-taskers: we can carry on a text conversation while doing homework, binge watch a show online and wash the dishes, right? Well... not really.

When we multi-task, our brain is really switching back and forth between doing various tasks. Depending on the task and the person, switching can be very quick and appear seamless. But really, every time the brain switches tasks, it slows its reaction time. That’s not a big deal when texting a friend and watching TV, but it can be deadly behind the wheel.

Hands-free won’t cut it either. A driver on the phone can miss up to 50 percent of the driving environment. And that distraction can linger: studies show up that distractions continue up to 27 seconds after the call ends.

Today’s technology brings a new distraction for drivers - the infotainment system. Technology has become a big part of the driving experience. Some features, including new safety systems, improve the driving experience. Others, like voice-controlled systems that promise to do everything from calls, texts, email and even posting to social media platforms, present new distractions. Remember that these features are included in the car for convenience, not safety. All drivers should avoid the dash to the dashboard. Only use the infotainment system when the car is in park!

The distractions while driving include, but are not limited to:

- Texting - looking at texts and also sending texts
- Talking on the phone
- Using car infotainment systems while driving
- Programming a GPS
- Grooming - brushing hair, applying makeup, etc.
- Reading
- Looking for things in the glove box, dropped items, or reaching for a purse or backpack
- Eating
- Fumbling while performing what seems like a simple task
- Being distracted by other passengers
- Reacting to interesting road signs, events or accidents on the side of the road, beautiful scenery, etc.

We ask you to pledge to remove distractions while driving to and from all FCCLA activities. Also, that if you are running late for a meeting or activity, you will pull into a safe parking spot and text the person that is expecting you. It is better to be a few additional minutes late, than to be distracted while driving.

Please encourage all your members to sign this pledge!

Chapters will submit names on the Safe Driving Pledge Reporting Form by March 1st to earn one point towards the Chapter Challenge for every member’s signed pledge form.

This Safe Driving Pledge Form and the Safe Driving Chapter Reporting Form are posted on the website at http://mifccla.org/advisers/forms.html with lines for signatures from the member, parent and adviser.
Michigan FCCLA Scholarship

DEADLINE: February 18, 2020

The Application can be found at www.mifccla.org

Each year, Family and Consumer Science Educators of Michigan (FCSEM) assists one FCCLA high school student reach their post secondary goals by providing a $1,000 scholarship towards college education.

One student will be the deserving recipient of this scholarship and will be acknowledged during the Michigan FCCLA State Conference in March and the FCSEM annual conference.

The application must be received by the scholarship committee no later than February 18, 2020.

The scholarship application MUST BE TYPED.

Send completed scholarship applications to:

(To Be Announced)
This year’s State Community Service Activity is being tied in with the national FCCLA program, Families First, which is a national peer education program through which youth gain a better understanding of how families work and learn skills to become strong family members. Its goals are to: help youth become strong family members and leaders for today and tomorrow and strengthen the family as the basic unit of society.

Families First offers five units. There is no particular order to them; although, “Families Today” might be a good place to start, since it covers topics that provide a general overview of families and related issues:

- Families Today - Understand and celebrate families
- You-Me-Us - Strengthen family relationships
- Meet the Challenge - Overcome obstacles together
- Balancing Family and Career - Manage multiple responsibilities
- Parent Practice - Learn to nurture children.

For the Michigan FCCLA State Community Service Activity, a chapter must complete:

- One activity in any unit in to receive the Bronze award
- Two activities in any unit to receive the Silver award
- Three activities in any unit to receive the Gold award

The recognition form for Michigan FCCLA’s State Community Service Activity can be found on:

http://mifccla.org/advisers/forms.html

Deadline: March 1st

Also submit your projects to earn recognition and awards at the national level for Families First! Go to: http://fcclainc.org/programs/families-first.php for more information and ideas!
Power of One helps students find and use their personal power. Members set their own goals, work to achieve them, and enjoy the results. The skills members learn in Power of One help them now and in the future in school, with friends and family, in their future at college, and on the job.

Have you ever thought about a special goal? Maybe you would like to develop better study habits, cope with a physical challenge, get along with a sibling, improve job skills, become a leader — or any other personal goal. Power of One is for You! You select the goals most important to you, then create a plan of action to meet them. Give yourself the power to make a positive change in your families, careers, and communities, one goal at a time.

Plus, you can earn recognition from your local chapter, Michigan, AND National FCCLA!

Power of One gives youth the POWER to fulfill their dreams by creating self-directed projects that focus on:

- A Better You — Improve personal traits
- Family Ties — Get along better with family members
- Working on Working — Explore work options, prepare for a career, or sharpen skills useful in business
- Take the Lead — Develop leadership qualities
- Speak Out for FCCLA — Tell others about positive experiences in FCCLA

Student names must be submitted online through the affiliation portal by March 1st at 5:00 p.m. in order to receive state and national recognition.

All Power of One participants must be paid members of FCCLA by March 1. Dues must be received, not postmarked, by that date.
The Five Star Chapter award is designed to recognize chapters that plan a well-rounded program of activities for the year. Recognition will be awarded to chapters who complete projects and activities in five of the following nine areas. In order to receive recognition, submit the application to Michigan FCCLA by March 1st.

The form can be found on [http://mifccla.org/advisers/forms.html](http://mifccla.org/advisers/forms.html)

### Membership – Goal: To increase Michigan FCCLA’s membership
A chapter can earn this recognition by participating in the October Membership Madness Campaign, the Gimme Five Membership Award Campaign, the 20% Increase Campaign, or win a placement in the “Go for the Red” membership campaign. See page 5 in *The Michigan Link* for details.

### Sponsorship - Goal: To sustain Michigan FCCLA’s program
Recruit at least one business or individual to sponsor an event at the State Leadership Conference.

### State Community Service Activity – Goal: To reach out to our families and communities
Chapters must achieve at least the bronze level of the Michigan FCCLA State Community Service Activity for it to apply towards the Five Star Chapter Award. See page 14 in *The Michigan Link* for details.

### Leadership Development – Goal: To develop stronger leaders through FCCLA
A strong chapter helps members develop leadership skills by using FCCLA’s Leadership in Action program, or by participating in the Fall Leadership Conference.

### Alumni & Associates – Goal: To keep the spirit of FCCLA alive
A chapter must affiliate at least five new Alumni members. The Alumni & Associates Enrollment Form can be found on [http://fcclainc.org/membership/alumni--associates.php](http://fcclainc.org/membership/alumni--associates.php)

### Legislative Involvement – Goal: To make legislators aware of our organization
A chapter must complete an activity or project in which they make contact with a legislator and inform him or her about our organization, its purposes, and its programs.

### National Programs – Goal: To keep Michigan involved at the National level
A chapter must do a project or activity involving any of the National FCCLA Programs (i.e. Power of One, Families First, Career Connection, etc.). Please note that a National Program cannot be counted twice (i.e. Leadership in Action for both the Leadership Development goal and the National Programs goal).

### STAR Events – Goal: To keep members active at the state level
A chapter must plan to compete in at least one STAR event at the State Leadership Conference to be eligible for this area. Refer to STAR Events section of *The Michigan Link* for more details.

### Career Exploration – Goal: To inform members about potential careers
A chapter must develop a project or activity to encourage members to learn about careers they may be interested in. Examples include job shadowing opportunities, guest speakers, or by involving the chapter in the Career Connection Program.

**Deadline: March 1st**
Michigan FCCLA depends on registration fees to be paid when registration forms are submitted, so that proper cash flow is available to pay our bills on time and without late fees being assessed to our association.

Michigan FCCLA accepts payments in the form of check, money order, and credit cards (American Express, Visa, MasterCard, and Discover). We are not able to accept cash payments. Payments made by students/parents should be turned over to the school and have a school check issued to Michigan FCCLA. **We are not able to accept personal checks from anyone other than the chapter adviser.**

**All refunds will be processed to the school’s account, and not a specific individual.**

A Purchase Order is not a form of payment, but rather a promise to pay an invoice. Schools will be responsible for any late fees if payments arrive after the due date, even if the Purchase Order was received prior to the due date. Michigan FCCLA is not able to hold personal checks and/or credit cards until payment is received from a school.

**Request for Payment Extension:**
Michigan FCCLA will grant a two (2) week payment extension if the advisor submits a signed Payment Extension Request Form **at least two (2) weeks prior to the payment deadline.** The extension **will not** be granted if the form is submitted **less than two weeks prior to the deadline.**

**Membership Fees:**
Membership fees are due to FCCLA promptly after affiliation. Michigan FCCLA will compare chapter rosters with all conference registrations. Each chapter is responsible for the payment of membership fees for every student registered for the Michigan State Leadership Conference, National Fall Conference, National Leadership Conference, or Capitol Leadership Meeting, even if the student does not attend the conference or leaves your class or program entirely. Chapter advisors will be notified if they have any student registered for a conference that is not on their roster, who must be affiliated by March 1st.

Once you submit a student and the name appears on an FCCLA membership invoice, you are required to pay for the student. FCCLA does not edit, substitute, or delete invoices for affiliation. Please double check that you do not have duplicate students or students who should not be part of your roster in your chapter. Please make sure you have collected all funds before submitting your student’s affiliation.

**Conference Registrations:**
Chapters will be assessed a late registration and payment fee for all registrations and payments received after the registration deadline. A fee of up to $15.00 per person and up to a maximum of $200.00 per chapter will be assessed per conference. Any chapter that owes any amount or has not submitted a Purchase Order for a conference by the time the conference takes place, could have a letter faxed to the school Principal and Superintendent asking for assistance with the payment.

**Invoices:**
All past due accounts will be invoiced the first of each month. An additional $20.00 invoicing fee will be applied to each invoice or statement sent for accounts over 30 days past due.
If you are looking to develop leadership skills, plan and implement Leadership Conferences; represent your state membership and have fun, then this position is for you! Michigan FCCLA is looking for qualified individuals to fill State Officer positions, which combine to form the State Executive Council.

**Requirements/Experience:**
- Active and current membership in an affiliated chapter
- Minimum of one semester of Family & Consumer Sciences, Early Childhood, Teacher Cadet, Fashion Design or Interior Design
- Completed at least one module in Power of One
- Minimum grade point average of 2.7 on a 4.0 scale
- Recommended by the chapter in accordance with this application
- Members may run for office in their 9th, 10th, and 11th grade years

**Required Meetings:**
Advisers are not required to attend each of these meetings; however, they are responsible to assist students with their travel plans.

**Required State Officer Activities**
- CTSO State Officer Training, 3 days in May 2020 - Location TBA
- State Executive Council Meeting, 2 days in September 2020 - Ann Arbor/Brighton Area TBA
- Attend the Fall Leadership Conference, 2 days in November 2020 - Lansing, MI
- State Executive Council Meeting, 2 days in January or February 2021 - Location TBA
- State Leadership Conference, March 16-19, 2021 - Midland, Michigan

**Optional State Officer Activities**
- National Leadership Conference, July 5 - 9, 2020, Washington, D.C.
- FCCLA Capitol Leadership, October TBA 2020, Washington, D.C.
- National Fall Conference, November TBA 2020, Location TBA
- National Leadership Conference, July 4 - 8, 2021, Nashville, Tennessee

**Adviser Requirements:**
There are two main responsibilities as an adviser of a State Officer:

- Assist the officer with transportation and receive excuse absences from school so they can attend required activities.
- Proofread articles and correspondence for the officer.
- No meetings are required of advisers of state officers.
Deadline: February 1st

Instructions: Type and complete each item in detail. Handwritten applications will not be accepted.

Please mail a copy of the complete application packet to the State Office. Applications must be received by February 1st. Incomplete or late applications will not be considered after the deadline. Mail to: Michigan FCCLA, Eastern Michigan University, Ypsilanti, MI 48197

Each affiliated school may nominate a maximum of two (2) candidates for a state/national office.

The election procedure for State Office is as follows:
- Candidates should not specify which office they are seeking.
- Eligible candidates will complete and send their applications for review to Michigan FCCLA.
- The candidates will deliver their nomination speeches at the State Leadership Conference.
- Chapter voting delegates will select the officers to serve as the State Executive Council.
- Final assignment of officer positions will be made during a meeting with the State Director/Coordinator and the newly elected State Executive Council.

The State Director/Coordinator and State Executive Council will decide if any State Officer will run for a National Office.

Please send the following to Michigan FCCLA:
- Candidate’s information and qualifications (Page 1)
- Candidate’s previous experience (Pages 2 & 3)
- Candidate’s reasons for applying, ideas/goals for the State Executive Council, and special skills they would bring to the office. (Page 4)
- Statement of Support, signed by the parent/guardian, adviser, principal, school counselor, employer (if applicable) and a chapter officer. (Page 5)
- Acceptance of Candidate’s Responsibility, signed by the candidate and adviser. (Page 6)
- Statement of Responsibility, hand written, signed by the candidate, adviser and parent/guardian. (Page 7)
- State Officer Code of Conduct, signed by the candidate, adviser, and parent/guardian (Page 8)
- State Officer Safe Driving Pledge, signed by the candidate, adviser, and parent/guardian (Page 9)
- State Officer Internet Policy, signed by the candidate, adviser, principal and parent/guardian (Page 10)
- Medical Release Form (Page 11)
- Recommendation for State Officer Candidate - The completed form along with a letter of recommendation from 3 adults, not related to the candidate. The form and letter should be placed in sealed envelope by the person submitting the recommendation. You should have 3 sealed envelopes, one from each adult. (Counts as Pages 12-14)
- Official school transcript, including attendance. Must show the 4 most recent semesters or 6 most recent trimesters.
- National Officer Candidates must request an additional National Officer Candidate Application from the State Office. This application is also due on February 1st.

Candidates will receive more information after applications have been processed regarding procedures and the election process.

If you have any questions please call Michigan FCCLA at (734) 487-8657.