



OHIO
STATE ASSOCIATION

EXECUTIVE COUNCIL CANDIDATE HANDBOOK

Running for Executive Council

Congratulations on pursuing the opportunity of running for a Regional or State Executive Council position!

Being an Executive Council Candidate (ECC) is a fantastic opportunity to learn, make new friends, and strengthen your communication and leadership skills. Remember, whether you are elected or not, you've accomplished a great deal and be proud of yourself.

Being an Executive Council member involves tremendous time commitment and responsibility to the organization. Ohio Family, Career and Community Leaders of America must be a priority for the entire year! There will be times when other activities and interests may conflict with an Ohio Family, Careers and Community Leaders of America training or event, and you must miss that special game or event.

When reading this handbook when we refer to the Executive Council Candidate or member, this information pertains to both the Regional Executive Council and the State Executive Council. If a section is specific to one Executive Council, it is specified.

Expectations

Executive Council members are:

- expected to be affiliated on or before November 1.
- expected to be well-rounded, engaging, well-spoken, professional, and knowledgeable.
- strongly encouraged to complete their State Degree during their elected term.
- dedicated and committed to the total program of Family and Consumer Sciences education and Ohio Family, Career and Community Leaders of America.
- to commit the entire year to Executive Council member activities and consider Executive Council member activities to be a primary responsibility.
- willing and able to independently travel while serving the Ohio Family, Career and Community Leaders of America Association.
- knowledgeable of current events in the areas of Family and Consumer Sciences, Career-Technical Education, and Ohio Family, Career and Community Leaders of America.
- motivate, inspire and encourage members to participate in Family and Consumer Sciences education and FCCLA programming.
- able through preparation and practice, develop themselves into an effective public speaker and presenter.
- to project a desirable image of Ohio Family, Career and Community Leaders of America always.
- to regularly, and on time, write all letters, thank-you notes, e-mails and other correspondence that are necessary and desirable.
- to strive to improve their ability to carry on meaningful and enjoyable conversations with all individuals.
- to accept and search out constructive criticism and evaluation of their performance.
- maintain and protect their health and abstain from all use and/or consumption of alcohol, tobacco and illegal substances always during my year of service to Ohio Family, Career and Community Leaders of America.
- to treat all Ohio Family, Career and Community Leaders of America members equally by not favoring one over another.
- to conduct themselves in a manner that commands respect without any display of superiority.
- to maintain dignity while being personable, concerned and interested in contacts with others.
- to avoid places or activities that in any way would raise questions as to one's moral character or conduct beyond reproach.
- to use wholesome and appropriate language in all speeches and informal conversations.

- to maintain proper dress and good grooming for all occasions.
- to work in harmony with fellow Executive Council Members, and not knowingly engage in conversations detrimental to other Ohio Family, Career and Community Leaders of America members and adults.
- to work cooperatively with other Executive Council Members of the Ohio Family, Career and Community Leaders of America Association as well as other members of CTSO organizations; always maintaining a cooperative attitude.
- to be willing to take and follow instructions as directed by those responsible for the Executive Council members, state and local Ohio Family, Career and Community Leaders of America programs.

Out of School Requirements

State Executive Council Members are to attend all calendar scheduled meetings. These meeting will consist of 15-20 days of school missed. There is a possibility that additional special events will be added to a member's calendar throughout the calendar year.

Regional Executive Council members are to attend all calendar scheduled meetings. There are up to (5) five days of school during their term that they would be expected to miss.

Interview Process

Attire

Executive Council Candidates should wear official FCCLA uniform –

- Official blazer, professional white shirt, black bottoms, and black dress shoes

Executive Council Interview will follow the process below:

General Interview - 100 points.

The General Interview consists of a 6-8-minute interview with a panel of evaluators. The candidate will be allowed a few introductory remarks. The rest of the interview time will be spent with committee asking questions surrounding the candidate's experience.

The candidate experiences:

- Personal and FCCLA experiences
- Leadership activities
- Career-Technical Education
- Career Fields
 - Education and Training
 - Family and Consumer Sciences
 - Hospitality and Tourism
- Ohio FCCLA structure and policy
- Ohio FCCLA Endowment

Extemporaneous Speech - 100 points

The Extemporaneous Speech consists of 5 minutes; 3 minutes will be given to the candidate to prepare a 2- minute speech using the situation provided. This situation would reflect types of experiences a candidate may experience during their term. Candidates will have 2 minutes to deliver the speech to a panel of evaluators.

Impromptu Scenario Interview - 100 points

This activity is a 6-minute interview between the candidate and a special guest. The Scenario Interview occurs in front of a panel of evaluators

Knowledge Test - 25 (50) points

The Knowledge Test consists of 25 multiple-choice questions which will focus on all aspects of the Family and Consumer Sciences education and Ohio Family, Career and Community Leaders of America programming.

Election Process

Slating Process

A cut score must be met through the interview process to be slated to the ballot for election. Two candidates will be slated for each position. Candidates will be announced at the end of Opening session. Voting delegates at the state meeting are responsible for approving membership dues and election of executive council members.

Executive Council Candidates should wear official FCCLA uniform –

- Official blazer, professional white shirt, black bottoms, and black dress shoes

State Leadership Conference Business Meeting

Impromptu Speech

Each Executive Council Candidate will be provided an impromptu speech topic. The candidate will then have 5 minutes to prepare a 3-minute speech that will be delivered to the delegation during the Business Meeting Session at State Leadership Conference.

Assembly of Delegates

Voting delegates will evaluate Executive Council Candidates on their impromptu speech and the information provided in the Executive Council Candidate Handbook. Voting delegates will cast their ballot for whom they feel is best qualified for the position in which the candidate has been slatted. The new Executive Council members will be announced, and the State Executive Council will be installed into office during the closing of State Leadership Conference.

Final Note

Work with your adviser to discuss what things will be like if you are elected and if you are not. Make sure you understand that being elected isn't everything! You can play a big role at the chapter, regional and state levels no matter what happens. Do your best and appreciate the accomplishments you have achieved by becoming an Executive Council Member.

If Elected to Regional or State Executive Council

Once elected to an Ohio Family, Career and Community Leaders of America Executive Council position, you must remember you have been elected by your peers to serve in Ohio Family, Career and Community Leaders of America leadership position. Serving at an Ohio Family, Career and Community Leaders of America Executive Council member is a tremendous responsibility and an exciting and rewarding challenge.

General Responsibilities and Conduct

Regional Executive Council

- Regional Executive Council members have many responsibilities. These responsibilities should take priority over other school and community activities. To honor these priorities, sacrifices sometimes should be made, be prepared to manage them positively.
- Regional Executive Council members' behavior reflects upon the image of Ohio Family, Career and Community Leaders of America. Student conduct should make a positive contribution to the excellent reputation already established.

- Communication is extremely important to work effectively. You are a link between the state and local levels, so keeping your chapter adviser informed of your activities and responsibilities is essential.
- Set up a time at least once a week to meet with your chapter adviser to keep each other informed and up to date.

State Executive Council

- State Executive Council members have many responsibilities. These responsibilities should take priority over other school and community activities. To honor these priorities, sacrifices sometimes should be made, be prepared to manage them positively.
- Communication is extremely important to work effectively. You are a link between the state and local levels, so keeping your chapter adviser informed of your activities and responsibilities is essential.
- Set up a time at least once a week to meet with your chapter adviser to keep each other informed and up to date.
- Set up a time to meet with the school principal, superintendent, and supervisors once a month to keep them informed of upcoming meetings and events.
- State Executive Council members' behavior reflects upon the image of Ohio Family, Career and Community Leaders of America. Student conduct should make a positive contribution to the excellent reputation already established.
- State Executive Council members shall become familiar with the responsibilities of all council members.

Program Development

State Executive Council members will participate in meetings of the Ohio Family, Career and Community Leaders of America Board of Directors.

Composition

Per the Code of Regulations (revised 2017) of the state organization, The State Executive Council is composed of no more than 10 active students elected for one-year terms by the delegation at State Leadership Conference. The offices may include but not limited to President, First Vice President, Secretary, Vice Presidents at Large based on programming and any other offices deemed necessary by state staff. Duties will be assigned by state staff.

Regional Executive Council is comprised of four (4) elected members to each of the four regions. There are four regions in Ohio for a total of up to 16 members for a one-year term. Each Region will have a President who is elected by the delegation at State Leadership Conference. All others serve as Executive Council Members.

Term Limits

A State Executive Council member may serve up to two one-year terms if elected. Candidates must be active members who are currently freshmen, sophomores and juniors.

A Regional Executive Council member may serve up to three, one-year terms if elected.

President Requirements

The President cannot serve more than one term as President. President candidates must have served one prior term on the State Executive Council.

Code of Conduct/Code of Ethics

The primary purpose of this standard of behavior is to insure the safety and well-being of all participants. Youth are expected to function within the guidelines of Ohio Family, Career and Community Leaders of America.

Participants shall be individuals of personal integrity. All Executive Council members will be expected to sign and abide by the Ohio Family, Career and Community Leaders of America Code of Conduct and Code of Ethics found on the Executive Council Application. In signing these forms, you are showing that you read, understand, and are willing to abide by the entire Executive Council Handbook.

Executive Council members will:

- uphold an individual’s right to dignity, self-development, and self-direction.
- accept supervision and support from professional staff and volunteers while involved in the program.
- accept the responsibility to represent their individual chapter, school and the state with dignity and pride by being positive representatives of the program.
- conduct themselves in a courteous and respectful manner and exhibit good sportsmanship.
- respect and adhere to rules, policies, and guidelines established for the program.
- not commit a felonious criminal act.
- perform duties in a responsible and timely manner.
- accept the responsibility to promote and support Ohio Family, Career and Community Leaders of America to develop an effective local, state, and national program.
- dress appropriately for the event in business casual or in the assigned dress of the day.
- not have inappropriate physical contact.
- will sign the Social Media Contract guiding their online presence while in office.

REMOVAL FROM OFFICE

- In the event an Executive Council member does not meet an assignments due date, on the first offense, the Executive Council member and their adviser will be notified in writing that the student is on probationary status and must submit work within ten days.
- In the event of a second offense or failure to meet the ten-day deadline, the Executive Council member, adviser, parents and principal will be notified that the officer is on probation and has ten days to submit missing items.
- In the event of a third failure to submit by the given deadline or failure to meet the ten day deadline, the officer will remain on probation until the State Staff determines if the student may remain in office.
- In the event an Executive Council member is not fulfilling the duties of office, that Executive Council member may be removed from the office as decided by the State Staff.
- Any blatant infraction stated in the Code of Conduct.
- Any conduct unbecoming of an Executive Council member is subject to; but limited to; removal from office.
- All decisions made by the State Staff are final.

DISCIPLINARY PROCESS

- The Executive Council member who has committed the offense will be notified immediately and in written form via email within 10 working days following verbal notification. This information also will be sent to the Executive Council member, parent/guardian, adviser, and principal.
- State headquarters may then:
 - Send a letter of reprimand to the officer and place the letter in the officer’s file
 - Suspend the officer
 - Remove the officer from office
- The Executive Council member, adviser, principal, and parent/guardian shall be notified via email within 10 working days of the decision.
- All written correspondence will be sent by email.

EXECUTIVE COUNCIL RESIGNATION

- In the event the office of President becomes vacant by resignation or otherwise, the First Vice President shall assume the duties of the office for the unexpired term.
- If an any other office becomes vacant it will remain vacant for the unexpired term.

Relationships

Executive Council Members

In working with other council members, it is important to be supportive of one another and respect individual viewpoints and opinions.

Being an Executive Council member means being a team member. Throughout the year the team will have many decisions to make and tasks to complete. In working together, it is important to be understanding and patient when others are expressing their viewpoints. Sometimes the best ideas and plans are the ones that result from total group input.

Effective teamwork requires a constant effort in everyone's part. Keep in mind that working with so many people – with unique personalities from different backgrounds, representing a variety of ideas – can be challenging. The key tools needed to deal with these challenges members successfully are appositve attitude, flexibility, and the willingness to be supportive of others' ideas.

You must be on time and prepared for all meetings. Members' dues support these meetings. In addition, many people have invested time and energy to make this time together productive. Be sure to check your email once a day and get back to your officers promptly, should they need work from you. Communication is the key to good teamwork.

Teachers

Discuss the possibility of receiving class credit for your experiences. Keep teachers informed about travel plans far enough in advance to make up work.

State Staff

As an Executive Council member, you will work closely with state staff, as they keep you informed about the organization and its programs. State Adviser(s) who works directly with the Executive Council members and assists them in coordinating responsibilities. If there are multiple State Advisers, it is imperative that both be kept in the loop always.

Executive Council Trainings

State Executive Council members are required to attend the following trainings:

- **June** – Focus will be on leadership and team development, National Leadership Conference, Chapter Officer Training, FCCLA Leadership Training
- **August** – Focus will be on leadership and team development, Board of Directors Meeting, Chapter Officer Training, FCCLA Leadership Training
- **September** - Focus will be on leadership and team development, FCCLA Leadership Training, State Leadership Conference
- **December** - Focus will be on leadership and team development, Regional Competitive Events, Executive Candidate Training, State Leadership Conference
- **March** - Focus will on leadership and team development, Executive Candidate Training and State Leadership Conference

Regional Executive Council members are required to attend the following trainings:

- **June** – Focus will be on leadership and team development, National Leadership Conference, FCCLA Leadership Training
- **September** - Focus will be on leadership and team development, FCCLA Leadership Training, Regional Competitive Events, State Leadership Conference
- **February**- Focus will be on leadership and team development, Regional Competitive Events, State Leadership Conference

Executive Council members will receive an agenda with a packing list before each training. Trainings will include leadership and team development, updates from state staff, and specific programming tasks.

Board of Directors Meetings

All State Executive Council members are expected to attend the two Board of Directors Meeting per year.

Chapter Officer Training

These trainings will take place in the fall at a minimum of four (4) locations, with one in each region. Chapter Officers will receive training on program of work, parliamentary procedure and officer's duties, as well as general FCCLA programming. This training will be led by the State Executive Council. Council members will be assigned regional locations.

FCCLA Leadership Training

This October training will help members fulfill their potential through effective leadership training in areas such as: team building, Ohio Family, Career and Community Leaders of America program and knowledge, decision making and communication skills. Executive Council members will participate in the training with fellow FCCLA members.

Regional Career Development Events

During February and March each region will hold Career Development Events, with Culinary Career Development Events being separate. Regional Executive Council members will serve as host to the Career Development Events and State Executive Council members will be assigned as hosts for the Culinary Career Development Events.

Executive Council Candidate Interview Training

Members wishing to serve as an Executive Council Candidate has the opportunity to participate in an interview training session with Executive Council members who are seniors.

State Leadership Conference

April – Ohio Expo

As a team, you and your Executive Council members will be responsible for implementing and carrying out the focus and content of the State Leadership Conference. State Executive Council members will arrive on Monday to prepare and rehearse all general sessions. During SLC the State Executive Council will be expected to participate in meetings as assigned, representing the organization and supporting programs inside and outside formal sessions, and serving as a role model for all participants – keep in mind appropriate behavior and be friendly.

National Leadership Conference

June – July Location to be announced

State Executive Council is to attend all general sessions, assigned workshops and training of National Leadership Conference representing the Ohio Delegation, support members inside and outside of formal sessions, and serve as a role model for all participants – keep in mind appropriate behavior and be friendly.

State Executive Council Chapter Visit Request

September – through March

There will be times when a State Executive Council member will be requested to visit a chapter or district meeting to be keynote speaker and/or provide workshops. These requests will be directed through the state office for approval. The State Executive Council member's responsibility is:

- To check personal calendar for availability and confirm with the state office that the date and time works.
- Advise parents, adviser and school that this is an extra request from the state office.
- Work with school and parents to make travel arrangements for that day.
- State Staff will confirm State Executive Council availability, and will connect State Executive Council to the requesting school.
- Expenses incurred are the responsibility of the requesting chapter or district. You may use the state provided travel expense report form as an invoice and should be submitted no later than 5 days after the presentation.
- A written summary report of the visit is due to the state office two weeks after the presentation.

Travel and Expenses

Calendar Year Overview

State Executive Council may be required to travel to participate in the following meetings –

- State Executive Council trainings
- Ohio FCCLA Board of Directors
- Chapter Officer Training
- FCCLA Leadership Training
- Regional Career Development Events
- Executive Council Interviews
- State Leadership Conference
- National Leadership Conference

Travel

It is the discretion of the school district how the student is transported to events and trainings. If you are participating in a meeting at the request of the state office, your travel and expenses are reimbursable. If the school provides transportation, they will not be reimbursed. If a State Executive Council member or their parents drives, they will be reimbursed for expenses.

You will be covered by a FCCLA insurance policy while traveling on state sponsored official business. Be a servant leader and help in every way possible at meetings.

For National Leadership Conference the following expenses will be reimbursed –

- Transportation
- Registration
- Hotel
- Meals – a check will be issued to each State Executive Council member before traveling to National Leadership Conference. A maximum allowance per day will be granted for the exact number of days of the conference based on the U.S. General Services Administration's current CONUS rates. Tips will not

be included. Itemized receipts are to be turned into state staff at the August training along with any money not used. If a school sponsors a meal(s) you should return that allotment of money.

Travel Reimbursement

By car: mileage. Only one person in the car can claim mileage also applies to car mileage from home to point of departure and return home. If a parent drives they can only get one way reimbursement, amounting to one-round trip.

Claiming reimbursement for travel expenses

- Submit a travel expense report within 30 days after each meeting.
- Payment for expenses will be made directly to State Executive Council member unless otherwise indicated.
- Reports must be signed to be processed.

Regional Executive Council transportation is not reimbursable.

Public Relations and Networking

Public Relations are the constant process of building a positive image of Ohio FCCLA. That image depends on your actions and efforts. The way you look and act, and the impression you make when meeting the public reflects not only upon you, but also upon your FCCLA chapter and state organization. You should reflect a clear understanding of the goals, projects, and ideals of Ohio FCCLA and the ability to express them clearly and accurately in your own words. All correspondence that you send as an Executive Council member should be approved by state staff before sending.

Public Relations Basics

The official name of the organization is of Ohio Family, Careers and Community Leaders of America, and you should use this name and tagline, "The Ultimate Leadership Experience, or FCCLA when referring to it. Family, Careers and Community Leaders of America, Inc., include two types of members: those who have participated or are participating in comprehensive, and/career field programs of Family and Consumer Sciences education.

Networking

Networking is like public relations work with the organization. Throughout your term, you will have the opportunity to work with many different groups of people to carryout responsibilities and complete tasks. As an Executive Council member, you are in a key position to keep of Ohio Family, Careers and Community Leaders of America network alive. Local officers and members look to you to keep them informed. Use *The FCCLA Branding and Promotion Guide* to help you when to these groups. We want everyone saying the same thing about FCCLA to develop and maintain a unified brand and you are the key to promoting that and setting the example.

Special Meeting Requests

State Executive Council members *may* be involved in representing Ohio Family, Career and Community Leaders of America at the request of the state office. These meetings when assigned may include chapter visits, district meetings, state sponsored professional and youth organizations.

Case Statement

Use this statement for promoting the organization.

FCCLA: The Ultimate Leadership Experience is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work, and societal issues through Family and Consumer Sciences education and related career field programs.

What to Tell Others

As you work with individuals and groups you need to help them see an overall picture of Ohio Family, Careers and Community Leaders of America.

- Explain your activities as a member of the Executive Council and activities of your chapter.
- Help others understand how chapters operate as an integral part of the Family and Consumer Sciences education and related career field programs.
- Tell what belonging to the organization means to you.
- Emphasize the ways in which chapters provide opportunities for all members to participate at the state and national level.
- Illustrate ways in which the national organization's program contribute to members, their families, communities, and employment.
- Point out ways the national organization helps prepare members to fulfill their multiple roles as leaders in their families, careers, and communities.
- Explain the importance of paying membership dues that supports project and program development.
- Explain the opportunities members have to develop leadership skills.
- Be prepared to explain how involvement in of Ohio Family, Careers and Community Leaders of America programs and activities help members become student leaders in families, careers, and communities.
- Explain how of Ohio Family, Careers and Community Leaders of America is unique among student organizations because its programs are planned and run by members. It is the only intra-curricular student organization with careers as its central focus. Participation in state and national programs and chapter activities helps members become strong leaders in their families, careers, and communities.
- Use *The FCCLA Branding and Promotion Guide* to gain the basic knowledge of what the national organization is saying about programs, ideas, and promotions.
- The key messages sheet in *The FCCLA Branding and Promotion Guide* gives you a precise description of the national programs and meetings to help you prepare.

Organizational Structure and Policymaking

State Staff Structure

State staff works to see that ideas and programs are researched, developed, and implemented to fit the needs of members.

State Staff Relationship to Council

Executive Council Members can present researched ideas and programs to state staff for approval to implement in the organization's work. Therefore, it is important that you understand the role of the staff and be supportive of the organization's policies.

Keep staff informed of meetings and activities in which you are participating as an Executive Council member. Be especially careful to meet deadlines, send plans, materials, and forms in promptly.

In addition to public relations and meeting planning functions, participation in policymaking is a responsibility of the Executive Council members. It is your job to consider the ideas and needs of the membership and form them into recommendations for the Board of Directors.

Each change or development of policy or bylaw is not the decision of the council or board alone; rather it is a joint decision that must be carefully planned and researched. Decisions of the council and board should reflect the needs and wants of members and adult advisers. Special committees made up of people representing all interests of the organization are often formed to evaluate specific suggestions.

Board of Directors

Structure

The Ohio Family, Careers and Community Leaders of America Board of Directors consist of both elected and ex officio members. The number of board members may vary year to year, but the total will not exceed 14 members excluding the State Executive Council members. Refer to the Code of Regulations (revised 2017) for descriptions of the Boards composition.

Function

Responsibilities of the of Ohio Family, Careers and Community Leaders of America Board of Directors

- Authorize and participate in an ongoing process of planning the organization’s direction and determine major program and financial policies;
- Assume leadership in creating a healthy environment, that allows Ohio Family, Career and Community Leaders of America, to develop strong leaders;
- Effectively and competently managing Ohio Family, Career and Community Leaders of America, while delegating sufficient authority to state staff to administer the organization successfully;
- Secure and preserve financial resources sufficient to meet operating costs and maintain Ohio Family, Career and Community Leaders of America, in a condition consistent with its stated mission.

Working Relationship of the State Executive Council and Board of Directors

The of Ohio Family, Careers and Community Leaders of America Board of Directors is the governing body of the state organization. The council has representation on the board that brings youth perspective into the decision-making process. The board is responsible for policy decisions.

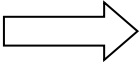
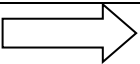
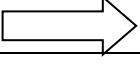
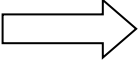
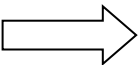
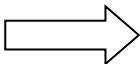
The Board of Directors and State Executive Council work together to:

- Keep each other informed of separate actions;
- Exchange ideas and plans of mutual interest;
- Determine some policies and procedures affecting the organization.

Tips for Effective Participation in Board Meetings

- As a State Executive Council member, your input to the board is very valuable. You have a responsibility to represent the interests of the membership you serve but to ultimately support the decision that is best for the organization.
- It is essential that you speak you up and express your views in a professional manner.
- Do your homework on the issues at hand so your view will be respected. Pay close attention to what is going on. Listen to everyone’s comments and feel free to contribute to the discussion at the appropriate time.
- Make certain your comments are well thought out and pertain to the discussion.
- Your appearance and behavior say a lot about you. Official dress is required. You will want to look professional, neat and poised. (No chewing gum, falling asleep, or using your phone.)

WHO MAKES THE DECISIONS?

Types of Decision		Initiated/ Recommended by	How Processed	Final Decision
Policies		Members, SEC, Staff, Others	Board of Directors	Board of Directors
Budget		State Staff	Board of Directors	Board of Directors
Dues Rate		State Staff	Board of Directors	Voting Delegates
Programming, Guidelines and Procedures		SEC, State Staff	State Staff	State Staff
State Leadership Conference, Regional and State Events Sites		SEC, State Staff	State Staff	State Staff
Meeting Content		SEC, State Staff, Others	SEC, State Staff	State Staff

Executive Council Advisers

It is a tribute to you if your chapter member is elected to an Executive Council position. You play an important role in the Executive Council member's experience. Please familiarize yourself with the Executive Council Code of Conduct, Code of Ethics, and your member's responsibilities. Communication between the two of you is vital to keep both of you apprised of events.

Roles and Responsibilities

In addition to the responsibilities you and your council member have, your actions represent the image and voice of the state organization, this image is shaped by your actions and efforts. The way you look and act, and the impressions you make when meeting the public reflects not only upon you, but your FCCLA chapter and state organization. Please review the public relations information in this handbook for key messages.

Executive Council Forms

Executive Council Candidate Personal Information

All information must be typed. *Submit with Executive Council Application.*

Ohio FCCLA Program and Event Release of Liability and Consent

Parents must complete and sign. *Submit with Executive Council Application.*

Sample Expense Report

An electronic version will be available at the first training. Council members will be issued an electronic signature for submission.

Parental Consent Form

Complete the Parental Consent Form and have them **notarized**. Medical facilities will not treat minors without a notarized medical release form. **ALL** medical information pertaining to the Executive Council Member must be fully disclosed on the form. ***This form will be given to state staff at the first training.***

Student Health History Form

Members of the Executive Councils are required to receive a physical exam signed by their physician. ***This form will be given to state staff at the first training.***