



**OHIO**  
STATE ASSOCIATION

OHIO FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA

## **Executive Council Candidate Application**

The process of becoming an Executive Council member for the Ohio Family, Career and Community Leaders of America (FCCLA) is lengthy but extremely rewarding. You began that process when you became an Ohio FCCLA Member. Completing this application shows your interest in being a part of the 2026-2027 Ohio FCCLA Executive Council. State Executive Council candidates must have shown leadership responsibilities at the chapter level or above when nominated and must be a freshman, sophomore, or junior. Regional Executive Council candidates must have shown leadership responsibilities at the chapter level or above when nominated and must be a seventh grader (REC only), eighth grader, freshman, sophomore, or junior. Prior to service all candidates shall have completed the equivalent of one semester of a Family & Consumer Sciences (FCS), Hospitality & Tourism, or Education & Training course and completed either their Power of One or Chapter Degree.

**By completing this application, each Executive Council Candidate acknowledges the following:**

- I am currently an active member in good standing, in an affiliated chapter.
- I am a seventh grader (REC only), eighth grader (REC only), freshman, sophomore, or junior when running for office.
- Prior to service as an elected Executive Council Member, I completed the equivalent of one semester of a Family & Consumer Sciences, Hospitality & Tourism, or Education & Training class.
- I have shown leadership ability in responsibilities at the chapter level or above.
- I have completed either the Chapter Degree (must include Goals, Rubric, Awarded Date) or Power of One with Five Unit Recognition Application by March 2, 2026.
- I have a 3.0 cumulative grade point average on a 4.0 unweighted scale.

**Directions:**

- ☐ Save this form to your computer before beginning to fill it out. Close out of this form and open the one you saved. If you type on this form as it is, it will not save anything you type.
- ☐ Complete all pages of this form. Use only the space provided and do not manipulate the form in any way. You need to put the most important items in the space provided.
- ☐ Provide 2 letters of recommendation and emailed directly to the State Adviser, as they are confidential submissions. One should be completed by the candidate's chapter adviser. The other letter should be an adult school staff member familiar with the candidate's qualifications or a business and industry partner, employer, or community leader. When the chapter adviser is the parent of the applicant, the letter of recommendation should be completed by a school administrator.
- ☐ Submit the completed application and letters of recommendation by Wednesday, March 18, 2026, to the State Adviser at [ohiofccla@education.ohio.gov](mailto:ohiofccla@education.ohio.gov). Candidates are also required to send a digital headshot, portrait style, of themselves in official dress.
- ☐ Present a speech at State Leadership Conference during the Voting Delegates session. The speech may be up to two minutes in length and must be presented without visuals on the following topic:  
"What is the most valuable lesson or skill that FCCLA has taught you? How do you plan on incorporating that as an Executive Council Member and in Staying Connected in your future career?"

Why do you want to be an Ohio FCCLA Executive Council member?
Describe a time when you contributed to the success of a team you were a part of. Share your contributions to the team, how you handled conflict amongst members, etc.

As a member of the Executive Council team, you will be asked to help develop the State Association's Program of Work. What ideas do you have for expanding the current Program of Work or building on existing initiatives?

Your role as an Executive Council member will include advocating for FCCLA and Family & Consumer Sciences as well as the broader field of Career & Technical Education (CTE), including other Career & Technical Student Organizations (CTSOs). What experience do you have advocating for these fields and/or organizations and how will that experience help your advocacy efforts as an Executive Council member?

Social media is a powerful tool to communicate with members and advisers. How will you use social media as an Executive Council member to build connections with members, recognize accomplishments, and promote events, conferences, and initiatives of the State Association?

Membership recruitment and retention is an ongoing effort for the State Association. How will you empower chapters across Ohio to recruit, retain, and recognize members at the local level?

## **Resume Information**

The FCCLA resume is a key component of your application. A resume is a one-page summary of your experiences, skills, and accomplishments. It helps others see your strengths and qualifications at a glance. For Ohio FCCLA Executive Council Candidates, your resume is your first impression and a way to show that you're responsible, professional, and ready to represent the state association.

Attach a professional FCCLA resume, one page only in length, typed in Calibri or Arial size 12 font (Name heading may be larger but not exceed size 18 font) with margins set at no smaller than .75 all around. This resume will be posted on the Ohio FCCLA State Leadership Conference website so voting delegates may have sufficient time to review the candidates' qualifications.

Consider including the following categories on your resume:

- Candidate's name
- Family and Consumer Sciences, Hospitality and Tourism, or Education and Training courses and grade levels when taken.
- FCCLA Projects
- National Programs Completed (with a brief description)
  - Power of One Units (A Better You, Family Ties, Take the Lead, Working on Working, Speak Out for FCCLA)
  - Career Connection
  - Families Acting for Community Traffic Safety (FACTS)
  - Families First
  - Financial Fitness
  - Community Service
  - Stand Up
  - Student Body
- State Projects
  - Explore.Act.Tell
  - Fuel Your Good
  - Lead4Change
  - We Help Two
- Competitions
  - Career Development Events
  - Ohio Only Contests
- FCCLA Leadership
  - Chapter Committees
  - Local Office(s)
  - Regional Executive Council
  - State Executive Council
- FCCLA Events/Conferences
  - Ohio FCCLA Fall Leadership Training
  - State Leadership Conference
  - National Leadership Conference
  - Capital Leadership
- Please do not include a photo or your school district on your resume

Using your resume, explain your leadership qualities & experiences & tell how they would help you be an effective Ohio FCCLA Executive Council member.

If elected to an Executive Council position, I am interested in running for election for the following specific office(s). Please specify which of the offices you would like to hold. Candidates should reference the Ohio FCCLA Executive Council Handbook for specific office descriptions and responsibilities. Officer positions will be determined at a later date.

- ☐ Regional Executive Council
- ☐ State Executive Council
- ☐ National Officer Candidate

## EXECUTIVE COUNCIL CANDIDATE BROCHURE & STATE LEADERSHIP CONFERENCE INFORMATION

In 100 words or less, write a brief description of yourself and your FCCLA experiences. This text will NOT be edited when it is put online for the membership to read so be sure to check spelling and grammar. Also, count your words to be sure you are under the 100-word limit. Once you hit that limit, your description will be stopped. The use of Artificial Intelligence (AI) is not permitted.

\_\_\_\_\_  
Executive Council Candidate Signature

\_\_\_\_\_  
Chapter Adviser Signature

### Website Photo Release

I agree to permit my photograph to be displayed on the Ohio FCCLA website.

I further agree that I, my heirs, and my legal representatives release and hold FCCLA, its officers, directors, members, employees, or agents, harmless from any injury, claims, unauthorized use, misuse, actions, judgments, or other liability that may result from the display of my photograph on the FCCLA website.

Please include a headshot photo to be used in the form of a digital image. Do not use a photo that is copyright protected.

\_\_\_\_\_  
Executive Council Candidate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### State Career Development Events Information

Are you participating in a Career Development Event this year?

☐

Yes

☐

No

If yes, then please indicate which event you *may* be participating in at this year's State Leadership Conference:

## EXECUTIVE COUNCIL CANDIDATE CONTRACT

### Executive Council Candidate

By signing below, I acknowledge the following statements:

- I will attend all official Executive Council meetings and required state events including but not limited to those listed below. I understand that my failure to do so may result in removal or resignation from office.
  - State Leadership Conference – April 16-27, 2026
  - Executive Council Kick-off – April 22, 2026, at 7:00 PM (virtual)
  - Executive Council Leadership Training – June 1-3, 2026, at Nuhop
  - Executive Council Training – June 24 or 25, 2026
  - National Leadership Conference – July 6-10, 2026, in Washington D.C. (State Executive Council required, Regional Executive Council optional)
  - Executive Council Training – August 2026
  - Executive Council Training – September 2026
  - Fall Leadership Training - October 2026
  - Executive Council Training – November 2026
  - Executive Council Training – January 2027
  - Regional Career Development Events – February/March 2027
  - Executive Council Training – March 2027
  - State Leadership Conference – April 2027
- I have read and meet all of the qualifications for Ohio FCCLA Executive Council.
- I understand that all Executive Council Trainings are mandatory and failure to attend, without prior approval, could result in removal or resignation from office.
- If elected, I agree that it is my responsibility to perform to the best of my ability and to place this obligation above other school co-curricular and extra-curricular activities, keeping in mind that I must maintain a satisfactory scholastic average. In the event that I graduate prior to completing my term of office, I understand that I will have to relinquish my position in accordance with the State FCCLA Bylaws.

---

Executive Council Candidate Signature

---

Date

---

Executive Council Candidate Printed Name

### Parent/Guardian

It is an honor and a great responsibility for a student to be an Executive Council Member. Being an Executive Council Member will require your support financially, emotionally, physically, and in general, total parental backing. Our daughter/son has permission to become an FCCLA Executive Council Candidate. If elected, we shall cooperate in every way to assist her/him to attend the above meetings and to fulfill her/his officer's responsibilities. If my child is elected to an Executive Council position, I agree to be willing and able to provide transportation for son/daughter to all required Ohio Family, Career and Community Leaders of America trainings and events. I also permit, from time to time as needed, for my son/daughter to be transported by state staff or affiliated staff.

---

Parent/Guardian Signature

---

Date

---

Parent/Guardian Printed Name

OHIO FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA

**EXECUTIVE COUNCIL CANDIDATE CONTRACT CONTINUED**

**Chapter Adviser**

I certify that this Executive Council candidate is a member in good standing of Ohio FCCLA. As a chapter adviser, I believe the candidate has the qualifications for the office she/he is seeking. If elected, I will assist in all assigned duties and attend all meetings as requested. By signing below, I acknowledge the following statements:

- Ensure that they follow the guidelines and responsibilities as stated in the Executive Council Handbook.
- Attend all required meetings and events.
- Serve as a consultant to help my Executive Council member prepare for his/her assigned responsibilities throughout his/her term.
- Monitor my Executive Council member's academic progress and serve as a liaison for school officials, keeping school administration informed of Executive Council activities.
- Support the efforts and decisions of the FCCLA state staff as they endeavor to develop Executive Council members to their highest potential as representatives of the national organization.

\_\_\_\_\_  
Chapter Adviser Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chapter Adviser Printed Name

**School Counselor**

By signing below, I acknowledge the following statements:

- The Executive Council Candidate is academically qualified to hold a regional/state position.
- The Executive Council Candidate has a 3.0 cumulative grade point average on a 4.0 unweighted scale for the previous three (3) semesters.
- The Executive Council Candidate has completed a minimum of one semester (including middle school) of a Family and Consumer Sciences or related career field course by the end of the current school year.

\_\_\_\_\_  
School Counselor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Counselor Printed Name

**School Administrator**

The school administration gives approval for the above Executive Council Candidate, and if elected, we pledge our support. I will assist the local adviser by sharing the school district's transportation policies. I recommend this student as a candidate for the Ohio FCCLA Executive Council.

\_\_\_\_\_  
School Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Administrator Printed Name



## **EXECUTIVE COUNCIL CANDIDATE CODE OF CONDUCT/PROCEDURES CODE**

The Ohio Career & Technical Student Organizations of Ohio require each executive council candidate to read and complete this form and return to the state office as partial completion of their state officer application process.

1. Appropriate dress of businesslike attire will be expected. Official dress or uniform will be worn at all state approved activities, meetings, or conferences.
2. There shall be no defacing of property. Any damages to any property or furnishing in hotel rooms, meeting rooms, or conference locations must be paid by the individual responsible and may subject the individual to criminal prosecution.
3. Executive Council members shall keep their State Adviser informed of their official activities and whereabouts at all times.
4. Executive Council members shall be prompt and prepared for all official activities.
5. Executive Council members must be in their sleeping rooms and quiet at curfew. Curfew will be established by the State Adviser.
6. No alcoholic beverages or narcotics in any form shall be possessed at any time, under any circumstances, while representing the local school and Career & Technical Student Organization. Possession of such substances may subject the individual to criminal prosecution.
7. No use of tobacco products (including e-cigarettes and/or vaping) shall be possessed at any time, under any circumstances, while representing the local school and Career & Technical Student Organization.
8. Executive Council members are required to attend all assigned activities such as workshops, competitive events, committee meetings, delegate assemblies, Executive Council meetings, etc. If an Executive Council member cannot fulfill an assignment, the State Adviser must be notified immediately.
9. Identification badges will be worn at all times while serving in official capacity as an Executive Council member.
10. Male and female Executive Council members may not be in the same sleeping room unless the door is open, or an adviser/sponsor is present in the room.
11. Conduct not conducive to an educational conference will not be allowed. Such conduct includes actions disrupting a businesslike atmosphere, association with non-conference individuals or activities which endanger self/others.
12. Executive Council members are directly responsible to the State Adviser. An Executive Council member may also work closely with his/her chapter adviser in activities and assignments.
13. All official correspondence as an Executive Council member should be typed correctly using proper letter style. A copy of all official correspondence as an Executive Council member must be sent to the State Adviser. All correspondence mailed by the Executive Council shall be proofread.
14. The State Adviser will use his/her discretion in calling on an Executive Council member (past or present) to represent the organization.

15. Education always takes precedence. Executive Council members must plan accordingly so that problems do not occur.
16. Official travel by an Ohio Executive Council member must have approval from the State Adviser and may require chapter adviser and parent/guardian approval.
17. When expenses are not paid by the state organization, upon the approval of the State Adviser, reimbursement will be made directly to the Executive Council member after submission of an expense reimbursement sheet.
18. An up-to-date itinerary must be prepared and left with parents, local advisers and the state office staff.
19. A travel authorization form may be required before any travel. Executive Council members must fill out and submit travel reimbursement forms in a timely manner.
20. Candidates for Executive Council must demonstrate appropriate social media use on all platforms.

### PROCEDURES

1. The Executive Council shall be responsible to the State Adviser while serving in the capacity of Executive Council.
2. Executive Council members violating the conduct code will be dealt with by the State Adviser in cooperation with the local adviser and local school administration and the policy making body for the Career & Technical Student Organization. The Executive Council members may be sent home at their own expense and/or removed from office.

"I have read and fully understand the Ohio FCCLA Executive Council Conduct/Procedures Code and agree to comply with these conduct guidelines. Furthermore, I am aware of the consequences that will result from violation of any of the above guidelines."

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Council Candidate Signature

\_\_\_\_\_  
Executive Council Candidate Printed Name

I approve my child named above to attend state approved Ohio FCCLA activities. I agree to the provisions as stipulated in the Conduct/Procedures Code. If my son/daughter is elected to an executive council position, I agree to be willing and able to provide transportation for son/daughter to all required Ohio Family, Career and Community Leaders of America trainings and events.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Chapter Adviser Signature

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Chapter Adviser Printed Name

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Home/Cell Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Home/Cell Phone

## Ohio FCCLA Photography and Website Consent Release Agreement

I, \_\_\_\_\_, hereby give Ohio Family, Careers and Community Leaders of America the absolute right and permission to photograph me. I hereby grant to Ohio Family, Careers and Community Leaders of America all rights to reproduce and disseminate such photographs and images, in whole or in part, or altered in character or form, that will be used by the Ohio Family, Careers and Community Leaders of America in conjunction with presentations, programs and publications.

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

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

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

\_\_\_\_\_  
Executive Council Candidate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Council Candidate Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Printed Name

## Ohio FCCLA Social Media Code of Conduct

I, \_\_\_\_\_, agree to follow all guidelines of Ohio Family, Careers and Community Leaders of America, regarding social media use. This includes, but is not limited to Facebook, Twitter, Snapchat, TikTok and Instagram. As a member of the Ohio FCCLA Executive Council, I agree to the following:

I will not:

- Post any content on my social media pages that reveals myself or anyone else participating in any illegal activity or other questionable activities.
- Post anything that shows any political or religious beliefs which may alienate individual members or misrepresent the views of Ohio Family, Careers and Community Leaders of America, as a whole.
- Post any pictures or statuses that reveal public displays of affection (PDA).
- Post any content with vulgar language.

In addition, Executive Council Members will abide by the following guidelines:

- Personal posts on any social media site will reflect that if a real-life teenager but also that of Ohio Family, Careers and Community Leaders of America, Regional/State Executive Council Member. This will include:
  - Using proper grammar in every post.
  - Embodying the leader's lifestyle in everything.
  - Showing modesty (no pictures with swimsuits, shorts skirts/shorts, cleavage, etc.).
- Promote Ohio Family, Careers and Community Leaders of America, and build excitement for members through my social media pages whenever it is asked of me.
- Support the other Executive Council Members on social media regarding Ohio Family, Careers and Community Leaders of America, and personal activities.
- Keep the other Executive Council Members accountable for their actions on social media by use of private messaging and in connection with state staff. When others ask for removal of a certain post, I will respect that opinion and take down posts.
- Always be respectful on social media.

If I am found in violation of these areas, state staff will decide upon a consequence that fits the transgression.

\_\_\_\_\_  
Executive Council Candidate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Council Candidate Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Printed Name

## Ohio FCCLA Code of Ethics Agreement

The two decision-making bodies of Ohio Family, Career and Community Leaders of America (Ohio FCCLA) are: for policy – the Ohio FCCLA Board of Directors (State Executive Council Members serve on Committees of the Board and the Board of Directors in ex-officio capacity); and for management – state staff. Conduct of FCCLA Board of Directors, Regional/State Executive Council, and the state staff shall be above reproach and to maintain the respect and trust of each other and all members.

As a Regional/State Executive Council Member, I will

- Listen carefully to my teammates, and those served by the REC/SEC
- Respect the opinion of other Executive Council members
- Respect and support the majority of decisions of the REC/SEC
- Recognize that all authority is vested in the REC/SEC when it meets in legal session and not with individual council members
- Keep well informed of developments that are relevant to issues that may come before the REC/SEC
- Participate actively in SEC meetings and actions
- Call to the attention of the REC/SEC any issues that I believe will have an adverse effect in Ohio FCCLA and those we serve
- Attempt to integrate the needs of beneficiaries of the REC/SEC and interpret the action of the REC/SEC to its beneficiaries
- Refer complaints to the proper level on the chain of command
- Represent all the beneficiaries of the REC/SEC and not a geographic area or special interest group
- Do my best to ensure that the REC/SEC is well maintained, financially secure, growing and always operating in the best interest of its beneficiaries
- Always work to learn more about the executive council member's roles and responsibilities
- Declare any conflict of interest between my personal life and my position on the Regional/State Executive Council, and avoid voting on issues that appear to be a conflict of interest

As a Regional/State Executive Council Member, I will not –

- Be critical, in or outside of the REC/SEC meetings, of other council members or their opinions
- Use the REC/SEC or any part of the REC/SEC for my personal advantage of my friends or relatives
- Discuss the confidential proceedings of Ohio FCCLA outside the REC/SEC meetings
- Promise prior to a meeting how I will vote on any issue in the meeting
- Intervene with duties of State Staff or undermine State Staff authority
- Any infringement of these guidelines shall be addressed in a timely manner by state staff.

I have read and understand the Executive Council Handbook and Code of Conduct under which the FCCLA Executive Council operates. The Code of Conduct is found in the Executive Council Handbook. As a member of the Executive Council, I agree to adhere to the Code of Ethics of Ohio Family, Career and Community Leaders of America, Inc. throughout my term.

---

Executive Council Candidate Signature

---

Date

---

Executive Council Candidate Printed Name

---

Chapter Adviser Signature

---

Date

---

Chapter Adviser Printed Name

# Ohio FCCLA Program and Event Release of Liability and Consent

Participant Name: \_\_\_\_\_ Chapter Name: \_\_\_\_\_

**In exchange for my being allowed to participate in a program and/or event administered by the Ohio FCCLA Association ("Ohio FCCLA"), I, and if I am not 21 years old, my parent or legal guardian (individually and collectively referred to below in the first-person singular), agree to be bound by the following:**

1. **Voluntary Participation.** I understand and confirm that my participation in the Program is voluntary.
2. **Identification of Risks.** I understand that the Ohio FCCLA and its representatives may not be present during my participation in the Program. I understand that my participation in the Program may involve risk of illness, injury, and loss, both to person and to property. I also understand that the risk of injury may include the possibility of permanent disability and death.
3. **Assumption of Risk.** I assume all risks, known and unknown, foreseeable, and unforeseeable, in any way connected with my participation in the Program. I accept personal responsibility for any liability, injury, loss, or damage in any way connected with my participation in the Program.
4. **Release and Waiver.** I release the Ohio FCCLA and its directors, officers, employees, representatives, agents, volunteers, successors, assigns, and any and all persons or entities participating on the Ohio FCCLA's behalf ("Representatives") from any and all liability for and waive any and all claims for injury, loss, or damage, including attorneys' fees, in any way connected with my participation in the Program (a "Claim"), whether caused in the whole or part by the negligence (but not the gross negligence) of the Ohio FCCLA or any of its Representatives.
5. **Consent to Medical Treatment.** I authorize the Ohio FCCLA to provide me, through medical personnel of its choice, customary medical assistance, transportation, and emergency medical services. This consent does not impose a duty upon the Ohio FCCLA to provide such assistance, transportation, or services.
6. **Publication.** I authorize the Ohio FCCLA to use my name, photo, materials, or presentation produced for the program in educational resources, press releases, web-based publicity, & other publicity materials.
7. **Severability.** Each term and provision of the instrument shall be valid and enforced separately to the fullest extent permitted by law.
8. **Applicable Law.** This instrument shall be governed, construed, and enforced in accordance with the laws of the State of Ohio.
9. Participant's certification of eligibility and original effort, and authorization to use materials:
  - a. I hereby certify that I meet all eligibility requirements for participation in this program and/or event for the current year.
  - b. Any material submitted is the result of my own effort and ability. I understand that information such as direct quotes, phrases, specific dates, figures, or other materials must be marked in "quotes" in manuscripts and must be identified in the bibliography at the end of the manuscript. I further understand that failure to do so represents plagiarism and will automatically disqualify me from this program and/or event.

**THIS IS A WAIVER AND RELEASE OF LIABILITY. I HAVE READ THIS WAIVER, RELEASE OF LIABILITY AND CONSENT. I UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT. I AM SIGNING THIS WAIVER, RELEASE OF LIABILITY AND CONSENT VOLUNTARILY.**

**Participant:** Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## **PARENT/GUARDIAN DOCUMENTATION:**

If the person participating in the Program is not yet 21 years old, a parent or legal guardian must also sign:

In exchange for my/our child or ward being allowed to participate in the Program, and as the parent or legal guardian of the above- named individual, I verify that I fully understand, agree to, and accept all provisions of this Waiver, Release of Liability and Consent.

**Guardian:** Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Adviser DOCUMENTATION:**

My signature certifies that the above-named individual will be participating in Ohio FCCLA programs and activities and that this individual has been properly trained and prepared.

**Adviser:** Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



## Ohio FCCLA Executive Council Travel Form

Event or Meeting Description: **All Ohio FCCLA Executive Council Responsibilities during the 2025-2026 Term in Office**

Student Name: \_\_\_\_\_ Phone: \_\_\_\_\_

School Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**All students must adhere to their local school district's student transportation policy and procedures. Please attach a copy of the district policy and forms pertaining to student travel for this event and complete the form below. All travel must be pre-approved before each event.**

\_\_\_\_ The above-named student may drive herself/himself to the above function as part of her/his official responsibilities. All travel must be pre-approved before each event by the State Director.

\_\_\_\_ The above-named student will be allowed to ride with representatives of the state association or its agents/contractors to get to or during the above function as part of her/his official responsibilities.

\_\_\_\_ The above-named student will be allowed to ride with an Executive Council Member (specified below) to get to or during the above function as part of her/his official responsibilities.

\_\_\_\_ Specific Name of Executive Council Member: \_\_\_\_\_

\_\_\_\_ Student may ride with any member.

By signing below the parties agree to abide by all policies and information included this form:

As a school district official, my signature below verifies that the above modes of transportation are not in violation of the \_\_\_\_\_ School District student transportation policy.

\_\_\_\_\_  
School Administrator Signature

\_\_\_\_\_  
Date

I agree to adhere to the above-named school transportation policy and modes of transportation.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I agree to allow my child to use the above-named mode(s) of transportation and give permission for my child to attend this meeting.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Executive Council Candidate Signature Page – Travel Permission Form

As an Executive Council member, you will be obligated to attend several state meetings. You may also receive invitations to regional and chapter meetings, as well as those for community and civic groups. Executive Council members must adhere to their local school district's travel policies and procedures in terms of travel to and from events. **It is the responsibility of the student/adviser/parent/guardian/school administrator to arrange modes of transportation to and from the Ohio FCCLA events.** Missing an event due to lack of transportation is not an acceptable excuse for being absent and can result in dismissal from the Executive Council team.

- **Adviser/School District Employee Transportation** - It is preferred for student officers to travel with their advisers or an adult chaperone to/from required Ohio FCCLA functions.
- **Parent/Guardian Transportation** - In instances where the school district does not permit a student to travel with a school employee, the parent/guardian must assume responsibility for transporting the student to/from the Ohio FCCLA event. However, in instances where the parent/guardian transports a student, the presence of the adviser is still required.
- **Self-Transportation** - If the Executive Council member's school or school system and/or parents/guardians are unable to provide transportation, the Executive Council member can transport themselves to and from the event (if permitted by local district travel policies).

*If elected, how will you be traveling to and from our Ohio FCCLA events (List all potential ways)*

---

---

By signing below, I have read and understand the student transportation policy set forth by Ohio FCCLA. I agree to adhere to the above mode(s) of transportation. I understand that there are serious consequences for failing to attend events.

---

Candidate's Signature

---

Date

By signing below, I understand and agree to allow my son/daughter/student to travel by the means mentioned above to any Ohio FCCLA event. I understand that during Executive Council meetings and Ohio FCCLA events, my son/daughter/student may be traveling with Ohio FCCLA State Staff or another adult representative from Ohio FCCLA.

---

Parent/Guardian Signature

---

Date

By signing below, I understand that it is the adviser's responsibility to arrange with the parents/guardians and school administrators' acceptable transportation options so that the officer is able to perform his/her official duties.

---

Chapter Adviser Signature

---

Date

As a school official, my signature below verifies that the above modes of transportation comply with our student transportation policy and/or exceptions have been made that will permit this student to attend required functions.

---

School Principal Signature

---

Date





**PARENTAL CONSENT FORM**  
**Ohio Family, Career and Community Leaders of America**  
**25 South Front Street, MS #611, Columbus, Ohio 43215**

**Submit at first Executive Council Training: Only for elected 2026-2027 Executive Council Members**

All Ohio FCCLA Executive Council members will be expected to travel on behalf of Ohio Family, Career and Community Leaders of America during their term of office. It may be necessary for an Ohio FCCLA Executive Council member to travel alone. It is essential that Executive Council members, their parents/guardians, chapter adviser, and school administrators understand this responsibility of Executive Council members and support them traveling alone. Both the Executive Council member and his/her parent(s)/guardian(s) agree to release Ohio Family, Career and Community Leaders of America, its officers, directors, employees and agents from any and all liability resulting from any occurrence during the Executive Council member's term.

\_\_\_\_\_ has my permission to receive medical treatment by a physician should an illness or accident occur while traveling as an Executive Council member of Ohio Family, Career and Community Leaders of America. The following information may be helpful if such a situation arises:

**Medical Information**

Family physician: \_\_\_\_\_ Phone: \_\_\_\_\_  
Physician's address: \_\_\_\_\_  
Known allergies: \_\_\_\_\_  
Medical/physical/mental health condition(s): \_\_\_\_\_  
Signs and symptoms to look for: \_\_\_\_\_  
Medication(s) currently taking: \_\_\_\_\_  
Comments: \_\_\_\_\_

**Emergency Contact**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Comments: \_\_\_\_\_

**Insurance Information**

Insurance Company: \_\_\_\_\_  
Identification #: \_\_\_\_\_  
Group #: \_\_\_\_\_  
Insurance Company Phone #: \_\_\_\_\_

**I have thoroughly provided all health information and have read and consent to the above.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Date

## Completed Executive Council Candidate Application Submission

### Attach the following information to the Executive Council Candidate Application:

- ☐ Candidate Photo in Official Uniform (Head shot JPEG, portrait style submission); Current Executive Council members cannot use their official Ohio FCCLA head shot
- ☐ Proof of Power of One with Five Unit Recognition Application or Chapter Degree (Goals, Rubric, Awarded Date) earned
- ☐ FCCLA Resume

### Signed Forms:

- ☐ Executive Council Candidate Contract
- ☐ Executive Council Candidate Code of Conduct/Procedures Code
- ☐ Photography & Website Consent and Release Agreement
- ☐ Social Media Code of Conduct
- ☐ Ohio FCCLA Code of Ethics Agreement
- ☐ Ohio FCCLA Program and Event Release of Liability and Consent
- ☐ Ohio FCCLA Executive Council Travel Form
- ☐ **Parental Consent Form (SUBMIT IN APRIL IF ELECTED)**

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 the state office. Please note that the state office cannot provide copies of your application once it has been submitted. **All signatures and forms must be signed and submitted. If any item is missing the application will be deemed incomplete.**

**Application, letters of recommendation, scanned PDF containing original signatures, and headshot must be EMAILED BY Wednesday, March 18, 2026, at 11:59PM, to: [ohiofccla@education.ohio.gov](mailto:ohiofccla@education.ohio.gov)**

Subject: Executive Council Application

If you have any questions, please contact the state office at 614-728-3018 or [ohiofccla@education.ohio.gov](mailto:ohiofccla@education.ohio.gov).