



GEORGIA
STATE ASSOCIATION

Region Officer Handbook and Application

2026-2027

General Responsibilities of Region Officers

Serving as a Region Officer is a prestigious responsibility within Georgia FCCLA, requiring your unwavering dedication and passion for the organization. FCCLA must be your top priority throughout your term, demanding a significant investment of time, energy, and commitment.

As a Region Officer, your actions, words, and overall demeanor directly represent the values and mission of FCCLA. The image you project—through your appearance, communication, and behavior—shapes how others perceive our organization. Every interaction you have is an opportunity to inspire and uphold FCCLA’s positive reputation.

The success and growth of FCCLA rest on your ability to fulfill your responsibilities with excellence. Your proactive and timely responses to member inquiries are critical to fostering an engaged and supportive community. As a Region Officer, you will often be called upon to speak on behalf of Georgia FCCLA, so you must know the organization’s bylaws, creed, tagline, history, and current initiatives.

Your leadership will directly impact the engagement and enthusiasm of FCCLA members. Your guidance and inspiration will influence their involvement and passion for the organization. Region Officers must adhere to the Code of Conduct and Dress Code, as your example sets the tone for others.

In addition to your role, you will be part of a dynamic team of state and regional student leaders. As a collective, you will work to meet the needs of Georgia FCCLA members. Mutual respect, collaboration, and open communication will be essential to your team’s success.

Eligibility and Qualifications

- **Deadline:** The online application must be submitted by midnight on **Friday, April 17th, 2026**. Any application received after the deadline may be disqualified.
- **Membership:** Must be an affiliated chapter member this current school year.
- **Grade Level:** Applicants must be enrolled in 6th grade or above. If in 8th grade, the signature page must be completed by the current chapter adviser and a high school adviser.
- **Course Requirements:** Must have completed at least one family and consumer sciences course (or be currently enrolled in one).
- **Recommendations:** Two recommendations are required: one from a family and consumer sciences teacher/FCCLA adviser and one from a school administrator or community leader.
- **Support Signatures:** Signed support forms from a school administrator, chapter adviser, and parent/guardian are required.
- **FCCLA Involvement:** Must have participated in at least one FCCLA National Program.
- **GPA:** Must have an unweighted GPA of at least 80 at the time of application submission.
- **Region Representation:** Region Officer Candidates can only represent the region where their school is located.

FCCLA Region Officer Duties and Responsibilities

The Region Officer Team is composed of two officer roles: the Region Vice President of Communications and the Region Vice President of Service & Outreach. While each position has defined primary responsibilities, all Region Officers are expected to work together to support the growth and success of FCCLA within their region.

Region Vice President of Communications

The Region Vice President of Communications serves as the primary lead for region email communication, public-facing content, and digital promotion.

Responsibilities include:

- Manage general communication sent through the region email account.
 - Check the region email daily and respond to messages from advisers, region advisers, state staff, and fellow officers within 48 hours.
- Maintain the region's Instagram account with consistent, professional, and engaging content.
- Collect and organize Chapter Spotlights submitted by local chapters.
 - Submit Chapter Spotlights to the Vice President of Public Relations for posting on the Georgia FCCLA website
 - Create and post Chapter Spotlight content and other approved updates on the region Instagram account
- Share and promote content connected to Competitive Events, Membership, Public Relations, and other state association priorities.
- Support communication related to region deadlines, meetings, programs, and events.
 - Send out the Monthly Newsletter produced by the Region Vice President of Service and Outreach
- Help ensure important information is clearly shared across the region.
- Assist in promoting region and state association priorities through organized messaging and public-facing communication.

Region Vice President of Service & Outreach

The Region Vice President of Service & Outreach serves as the primary lead for chapter engagement, community service promotion, outreach efforts, and newsletter development.

Responsibilities include:

- Create the monthly region newsletter.
 - Submit newsletter drafts to the Director of Youth Leadership at least 7 days in advance for proofing
 - Ensure the monthly newsletter is previewed by the Chapter Adviser before submission
 - Share the finalized newsletter with the Region Vice President of Communications for distribution through the region email account
- Promote FCCLA opportunities, programs, and involvement throughout the region.
- Develop and promote region-based community service initiatives.
 - Assist with the promotion or coordination of a service project for the Fall Region Meeting
 - Support spring outreach efforts connected to FCCLA Week and the State Leadership Conference community service initiative
- Encourage chapter participation in regional and state service efforts.
- Check in with chapters throughout the region to build relationships and offer support.
- Share updates on resources, opportunities, and important reminders with chapters in the region.
- Help strengthen chapter awareness, participation, and connection across the region through regular communication and chapter interaction.
- Create a social media post each month to share with the Region Vice President of Communications.

Shared Duties of All Region Officers

All Region Officers are expected to fulfill the following responsibilities during their term of office:

- Attend Region Officer Team Training over the summer.
- Attend DISCOVER Training in August or September, based on the assigned location.
 - Develop and present leadership session(s) for DISCOVER Training
- Attend the designated Fall Region Meeting.
 - Develop and present leadership session(s) for members at the Fall Region Meeting
- Attend the December State Executive Council Meeting.
- Attend and assist with Region STAR Events.
- Attend the State Leadership Conference.
 - Help design, plan, and execute the Region Meeting held during the State Leadership Conference
- Submit monthly 5th of the Month Reports to the Director of Youth Leadership and Region Adviser.
- Communicate weekly with the Director of Youth Leadership.
- Communicate monthly with the assigned State Officer.
- Communicate weekly, if not daily, with the Chapter Adviser.
- Check personal email daily and respond to communication within 48 hours.
- Make at least two chapter visits during the term, either in person or virtually.
- Maintain a notebook, planner, or Google Drive of officer work and activities throughout the term.
- Support chapter advisers in the implementation of FCCLA.
- Cover personal expenses related to office responsibilities that are not funded by the region, state association, or local chapter.
- Represent Georgia FCCLA with professionalism in conduct, communication, dress, and social media presence.

Suggested Opportunities for Region Officers

In addition to required duties, Region Officers are encouraged to:

- Attend Fall Leadership Rally with their chapter
- Attend Fall Leadership Conference with their chapter
 - Submit a workshop proposal for Fall Leadership Conference
- Attend Day at the Capitol
- Assist in fundraising or securing donations for Georgia FCCLA Region funds

Term of Office and Vacancies

- The term of office shall be for one year, ending upon the announcement of the 2026–2027 Region Officer Team.
- Region Officers may be re-elected for a second term. At least one year must have elapsed before any candidate, having served two consecutive terms, may be elected for a third term in a Region Office position.
- If a Region Officer position becomes vacant, the candidate who received the next-highest score in the region where the vacancy occurs may be offered the position. If there are no additional applicants, duties will be assigned to the other team officers.

Georgia FCCLA Region Officer Code of Conduct

The following code of conduct applies to all Region Officers:

- Behavior should always reflect credit on you, your family, your school, your state, and the national FCCLA.
- Officers must exhibit trustworthiness, respect, responsibility, fairness, caring, and citizenship.
- Officers must maintain a positive, appropriate social media presence that reflects FCCLA's values.
- Vaping, smoking, as well as the use of illegal drugs and alcohol are not acceptable for a Region Officer.
- Participation in any of the above will result in automatic termination of office.
- If an officer is found responsible for stealing or vandalism, the officer and his/her parents/guardians will be expected to pay the damages.
- Any accidents, injuries, or illnesses should be reported to the State Office immediately.
- Inappropriate physical contact with other officers or members is not acceptable.
- All officers will abide by the curfew times at State and National meetings.
- Officers are not allowed in hotel sleeping rooms with other members, officers, or visitors unless they are a designated roommate or an adult is present.
- The dress code must always be followed.
- Sexual conduct, material, and/or behavior are strictly prohibited.
- Officers should be punctual and have strong time-management skills.

Georgia FCCLA Region Officer Policies and Procedures

To maintain accountability, Region Officers are subject to a demerit system. Demerits will be reported to both the Region Officer and their Adviser. Demerits accumulate throughout an officer's term and do not reset. If an officer reaches **3 demerits**, they will be referred to the Board of Directors for further corrective action.

- Officers will receive demerits for the following infractions :
 - **Failure to fulfill assigned duties – 1 demerit**
 - e.g., newsletters, chapter spotlights, social media posts, email upkeep.
 - **Failure to submit 5th of the Month Report – 1 demerit**
 - **Failure to attend a mandatory event without just cause – 3 demerits**
 - Just cause includes illness, a death in the immediate family, or an unforeseen emergency.
 - **Unprepared for a conference, scheduled workshop, or chapter visit – 2 demerits**
 - **Failure to wear the required uniform at an event – 2 demerits**
- Actions that result in immediate referral to the Board of Directors for dismissal :
 - Failure to attend any of the following :
 - Region Officer Training
 - Fall Region Meeting
 - December State Executive Council Meeting
 - Region STAR Events
 - Not abiding by the Code of Conduct

Demerits will be issued by State Staff or Region Advisers when an officer fails to meet the expectations outlined in the Region Officer guidelines. Both the officer and their Chapter Adviser will be notified in writing when a demerit is issued.

Demerits accumulate throughout the officer's term and do not reset.

If an officer accumulates 3 demerits, the matter will be referred to the Georgia FCCLA Board of Directors for review and determination of appropriate corrective action, which may include additional expectations, probationary status, or removal from office.

Certain infractions, as outlined above, may result in immediate referral to the Board of Directors for dismissal without the accumulation of demerits.

The Board of Directors holds final authority regarding disciplinary action, including probation or removal from office.

Travel Policies and Procedures

As a Region Officer, you must attend various state meetings and may receive invitations to region, chapter, and community or civic group events.

- Travel Policies: Region Officers must adhere to their local district's travel policies when attending events.
- Self-Transport: Officers may transport themselves to chapter and business/industry visits within their region, provided it aligns with local district policies. A signed travel document from a parent/guardian, chapter adviser, and school administrator is required before any visit.
- Transportation Responsibility: Transportation to and from Georgia FCCLA events is the responsibility of the officer's school, school system, or parents/guardians following local travel policies. If alternative transportation arrangements are needed and approved, the officers may transport themselves, with prior approval from their adviser and the Executive Director. When traveling outside their Region, Region Officers may not transport themselves if the event is more than a two-hour radius from their school. A new travel form, signed by the parent/guardian, chapter adviser, and school administrator, is required for each event.
- Adviser Attendance: As specified in this handbook, the chapter adviser must attend events with the Region Officer. The Board of Directors will review any excessive lack of transportation compliance.
- Multiple Release Form: A signed multiple release form from the candidate's parent/guardian and local adviser must be kept on file for the entire year.

Professional Image and Official Dress

Being a Region Officer is a significant responsibility that requires firm commitment and cooperation. Region Officers are expected to present themselves in an excellent manner in appearance and behavior.

- Region Officers are expected to purchase components of the Region Officer uniform:
 - FCCLA Red Blazer (New or Old Style)
 - Note: Blazers can be rented from the Georgia Region Officer for \$25 for the year. If the blazer is not returned, the Region officer's chapter will receive an invoice for \$75 post-State Leadership Conference.
 - 2 pairs of black slacks.
 - 1 pair of neat jeans... no holes, jeggings, rips, tears, or bleach/discoloration.
 - Black flats/loafers or dress shoes.
- Georgia FCCLA will provide Region Officers with the following:
 - Region Officer Name Badge
 - Region Officer Black Polo
 - Region Officer T-Shirt

Conferences and Meetings

If selected, the Region Officer Candidate agrees to attend the following mandatory events that include, but are not limited to:

Event	Dates*	Location
Region Officer Training	Arrival: May 30th @ 10:00 AM Departure: May 31st @ 5:00 PM	Camp John Hope, Fort Valley
DISCOVER Training (Southern) <i>If Region 7-9, will attend.</i>	Arrival: September 9th @ 7:00 PM Event: Thursday, September 10th, 2026	Camp John Hope, Fort Valley
DISCOVER Training (Northern) <i>If Region 1-6, will attend.</i>	Arrival: September 10th @ 7:00 PM Event: Friday, September 11th, 2026	Georgia FFA-FCCLA Center, Covington
Fall Region Meeting	Various Dates	Region Adviser School or Educational Facility
State Executive Council Meeting & Region Officer Teams Meeting	Arrival: Friday, December 4th @ 9:00 AM Departure: Friday, December 4th @ 3:00 PM	Georgia FFA-FCCLA Center, Covington
Region STAR Events	February 2027	Various Locations
State Leadership Conference	March 2027	<i>Location TBD</i>

As a Region Officer, you must attend all mandatory events listed above. Failure to attend these events will result in removal from office or a request of resignation. By submitting this application, you acknowledge this requirement and commit to fulfilling your responsibilities as a Region Officer.

Additional Suggested Events:

Event	Dates*	Location
Fall Leadership Rally	Arrival: October 7th @ 10 AM	Six Flags, Austell
Fall Leadership Rally	Arrival October 14th @ 10 AM	Georgia National Fairgrounds, Perry
Fall Leadership Conference	November 10th - 12th , 2026 Stage Rehearsal 11/11 at 8:00 AM OR Stage Rehearsal 11/12 at 8:00 AM	Georgia FCCLA-FCCLA Center, Covington
Day at the Capitol	February, 8th-11th, 2027	State Capitol Building, Atlanta

*Dates are subject to change.

Region Officer Competitive Events Participation

Region Officers cannot compete in STAR Events at Region or State competitions due to scheduling conflicts.

However, they may participate in:

- Fall Rally competitions,
- Fall Leadership Conference competitions,
- Online Proficiency Testing,
- Statesman Testing,
- Legislative Leaflet Competition,
- National FCCLA Partner Contests,
- National FCCLA Skill Demonstration Events,
- National FCCLA Challenge Tests,
- Life Smarts Knowledge Bowl,
- Knowledge Matters Virtual Business Challenge,
- National FCCLA Online STAR Events
 - Digital Stories for Change,
 - FCCLA Chapter Website,
 - Instructional Video Design,
 - Red Talks on Education
- One in-person State Event at the State Leadership Conference.

Social Media Expectations for Region Officers

If selected as a Region Officer, you are expected to maintain a positive, appropriate, and professional social media presence throughout your term of office. Region Officers represent Georgia FCCLA at all times, and social media activity must reflect the standards of conduct expected of a student leader.

State staff reserves the right to review social media accounts at any time during an officer's term. Failure to maintain an appropriate social media presence may result in disciplinary action, including removal from office.

Examples of inappropriate content include, but are not limited to:

- Revealing or inappropriate photos or videos.
- Profanity or explicit language in captions, videos, graphics, or music.
- References to or depictions of alcohol, smoking, vaping, drug use, or sexual content.
- Content that is harmful, offensive, disrespectful, or inappropriate toward peers, advisers, school officials, state staff, or FCCLA.
- Reposts, shares, tags, or interactions that promote inappropriate content.
- Links, likes, or other visible engagement with inappropriate pages or accounts.
- Content shared through stories, private stories, secondary accounts, or any other platform feature that conflicts with the expectations of this office

Georgia FCCLA expects Region Officers to represent themselves and the organization in a manner that reflects leadership, integrity, and good judgment.

Financial Commitment

Georgia FCCLA will provide some uniform items; Region Officers are responsible for purchasing additional items, including 2 pairs of black slacks, 1 pair of neat jeans, black flats/loafers or dress shoes, and a blazer (see 'Professional Image and Dress').

Event Expenses:

- **DISCOVER Training:** Georgia FCCLA covers lodging, registration, and meals.
- **Fall Rally:** Officers are responsible for registration, meals, transportation, and lodging.
- **Fall Leadership Conference:** Georgia FCCLA covers 50% of basic registration (excluding package), if the Region Officer is working for Georgia FCCLA (i.e. hosting workshops). Officers are responsible for meals, transportation, and lodging.
- **December Meeting:** Georgia FCCLA provides lunch. Officers are responsible for transportation.
- **Fall Region Meeting & Region STAR Events:** Officers are responsible for meals and transportation.
- **State Leadership Conference:** Georgia FCCLA covers 100% of basic registration, dinner before Opening, lunch on Competitive Events Day, and a Grab-and-Go breakfast before the Awards and Closing Session. Officers are responsible for lodging and are encouraged to stay within walking distance of the Convention Trade Center.

Travel and Technology:

- Georgia FCCLA does not reimburse travel expenses. Transportation is the officer's responsibility, and following local district travel policies.
- Officers must have access to email and Google Drive/word processing applications. Smartphones, tablets, and school-issued devices are not preferred, but the State Office can provide a Google Chromebook if needed.

Region Officer Selection Process

Phase 1 – [Region Officer Application](#) (Must be submitted by **April 17th at 11:59 PM**)

- Each affiliated chapter shall be eligible to recommend two nominees for region office.
- Region Officer Application includes:
 - Section I: Application for Region Office
 - Section II: Major Contributions/Accomplishments in FCCLA (Resume)
 - Section III: Social Media Creativity & Leadership Responses
 - Section IV: Two Recommendation Letters
 - Section V: Transcript
 - Section VI: Signature Pages

Phase 2 – Online Qualification Test

- **Test Content:** Includes FCCLA knowledge-based questions and short-answer opinion questions on FCCLA and FACS trends.
- **Exemption:** Candidates who passed the 2025-2026 Distinguished Statesman Exam are exempt and will receive full points for this section.
- **Test Security:** Candidates must read and accept a Security and Ethics Statement before taking the test.
- **Missed Test Policy:** Failure to complete the test during the window results in zero points on the rubric.
- **Testing Timeline:**
 - **April 19:** Advisers receive testing credentials.
 - **April 20-22 (7:00 AM - 7:00 PM):** Online testing window (No extensions).

Phase 3 – Virtual Interviews

- **Date & Time:** **Thursday, April 23, 2026, starting at 4:00 PM via Zoom.**
- **Interview Process:** A Region Officer Interview Committee will evaluate qualified candidates using a rubric.
- **Selection Committee:**
 - Comprised of at least three members appointed by the Georgia FCCLA State Board of Directors.
 - May include Region Advisers, Alumni & Associates members, former Chapter Advisers, State Staff, or State Executive Council members.
 - Members will not evaluate candidates from their own region or chapter to avoid conflicts of interest.
- **Scoring & Selection:**
 - Scores from all committee members will be averaged.
 - Candidates must earn a minimum score of 80 from all parts of the application to be considered.
 - 25 points - Virtual Interview
 - 35 points - Online Qualification Exam
 - 40 points - Application
 - The top-scoring applicants from each region will be selected for the Region Officer Team.
- **Results Notification:** Candidates will be notified of their selection status no later than Wednesday, April 29, 2026.

Phase 4 – Region Officer Selection Committee

- **Role Assignment:** A Selection Committee will meet virtually with the selected candidates and select their roles based on qualifications, interests, and interviews.
- **Potential Region Officer Positions:**
 - Region VP of Service & Outreach
 - Region VP of Communications
 - Region VP of Member Engagement

Phase 5 – Region Officer Team Virtual Meet & Greet (if more than one officer in the region)

- Region Officers will meet virtually over Zoom with the State Staff. We will review the following items:
 - Welcome and Introductions
 - Overview of Roles and Expectations
 - Pre-Region Officer Training Homework
 - Annual Events and Important Dates
 - Team Building and Goal Setting

Georgia FCCLA Region Officer Application

Section 1: General Information

The following information will appear on the online application:

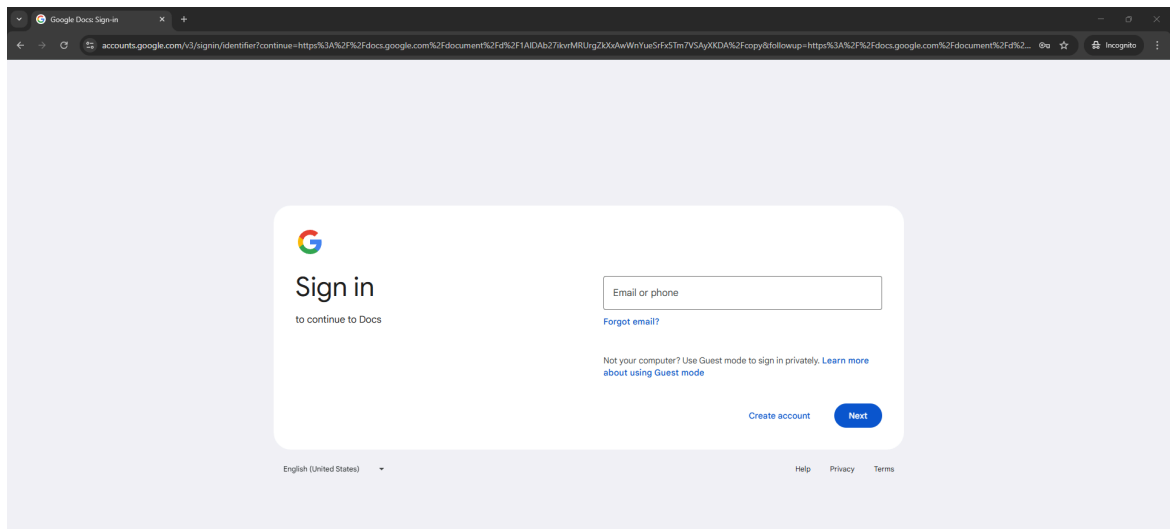
- Candidate's Name
- Region
- Candidate's Chapter
- Candidate's Membership ID Number (located in the National FCCLA Portal)
- Number of Years in FCCLA
- Family and Consumer Sciences Courses Taken
- Unweighted GPA
- Candidate's Phone Number, Personal Email Address, and Address
- Candidate's Date of Birth
- Candidate's Polo Size, T-shirt Size, Blazer Size
- Candidate's Chapter Adviser's Name (should be the same adviser signing the Signature Forms)
- Candidate's Chapter Adviser's Email Address

Section II: Major Contributions/Accomplishments in FCCLA (Resume)

Region Officer Candidates must submit a two-page resume using the official Georgia FCCLA template. The resume must follow the provided format and remain within the two-page limit. The template is available at the link below, which requires candidates to make a copy in Google Docs. Because this is a Google Document, candidates must have access to a Google Account to complete and submit the resume.

Region Officer Candidate Application - Section II - Template

1. Sign-In to your Google Account



a.

2. Make a Copy of the Document



Google Docs

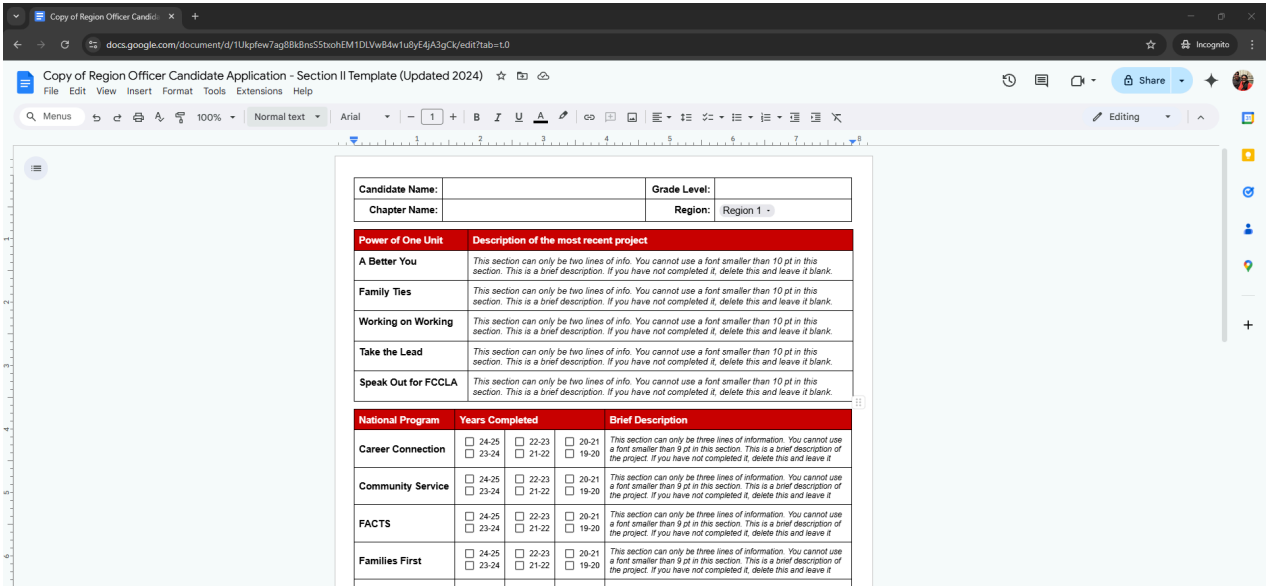
Copy document

Would you like to make a copy of **Region Officer Candidate Application - Section II Template (Updated 2024)**?

Make a copy

a.

3. A copy of the document will be saved to your personal or school Google Drive and will open in the tab.



a.

Information needed for the resume:

- **Candidate's Name, School, Grade Level, Region**
 - Region = Northern (Regions 1-3); Central (Region 4-6); Southern (Regions 7-9)
- **National Programs (with a brief description)**
 - Power of One
 - Career Connection
 - FACTS (Families Acting for Community Traffic Safety)
 - Families First
 - Financial Fitness
 - Community Service
 - Stand Up
 - Student Body
- **State Projects**
 - Membership Campaign
 - Adopt-A-Chapter
 - Legislative Connection
 - D.R.E.A.M.S
 - Say Yes to FCS
- **FCCLA Leadership**
 - This could include: Committees, Local Office(s), Region Office, State Office
- **Competitions**
 - STAR Events
 - State Events at SLC
 - Fall Rally Competitions

- FLC Competitions
- Online Proficiency Tests
- Partner Contests
- Skill Demonstration Events
- Online Challenge Tests
- **FCCLA Events/Conferences**
 - Summer Leadership Camp
 - BASIC Training / GOLD Training
 - DISCOVER Training
 - Fall Leadership Rally
 - Fall Leadership Conference
 - FCCLA Day at the Capitol
 - Region / Culinary STAR Events
 - State Leadership Conference
 - National FCCLA Capitol Leadership
 - National Fall Conference/Fall Leadership Institute
 - National Leadership Conference
- **Family and Consumer Sciences and related courses and grade levels when taken.**

Section III: Social Media Creativity & Leadership Responses

Region Officer Candidates must complete the Social Media Creativity & Leadership Responses template provided by Georgia FCCLA. Candidates must follow the format outlined in the template and may not exceed the designated number of pages. The template is accessible through the link below, which will require candidates to make a copy in Google Docs. Because this is a Google Document, candidates must have access to a Google Account to complete and submit the assignment.

Region Officer Candidate Section III - Social Media Creativity and Leadership Resources

Section IV: Two Recommendation Letters

Recommendations should briefly attest to the applicant's leadership ability, interest in Family and Consumer Sciences, and ability to assume responsibility.

Upload two recommendations from the following:

- One from FCCLA Adviser (Family and Consumer Sciences Teacher)
- One from an Administrator or Community Leader

Section V: Transcript

Upload an unofficial transcript. The transcript should reflect the same GPA as listed on the application.

Suppose your high school transcript does not reflect a FACS course taken. In that case, candidates must provide either the official list of middle school courses taken or an official document listing any applicable current courses.

Section VIII: Signature Pages

The Signature Pages must be uploaded within the application:

- Region Officer Candidate - Officer Agreement Contract
- Region Officer Candidate - Code of Conduct Violation
- Region Officer Candidate - Travel Permission
- Georgia FCCLA Multiple Release Form
- Chapter Adviser to Region Officer Candidate - Assurance Form

Region Officer Candidate – Officer Agreement Contract

The honor of being a Region Officer carries with it much responsibility. It requires the individual Region Officer to become a member of an officer team that works together for the good of Georgia FCCLA. It requires that the officer work with other officers, members, parents/guardians, chapter advisers, school administrators, community leaders and the state FCCLA staff. It requires the officer to represent the Georgia FCCLA at many functions, outside the regular school routine.

As a Georgia FCCLA Region Officer, you will be required to attend along with your Chapter Adviser who will serve as the meeting chaperone and designated driver during the meetings. If you see that your schedule will not allow these activities, you must withdraw your candidacy as an executive officer. Officer candidates and elected officers are REQUIRED to attend all activities from the beginning of the pre-conference activity/conference until the activity/conference adjourns. Once elected, an officer may be removed if he/she cannot fulfill their responsibilities and attend the following activities.

Event	Dates*	Location
Region Officer Training	Arrival: May 30th @ 10:00 AM Departure: May 31st @ 5:00 PM	Camp John Hope, Fort Valley
DISCOVER Training (Southern) <i>If Region 7-9, will attend.</i>	Arrival: September 9th @ 7:00 PM Event: Thursday, September 10th, 2026	Camp John Hope, Fort Valley
DISCOVER Training (Northern) <i>If Region 1-6, will attend.</i>	Arrival: September 10th @ 7:00 PM Event: Friday, September 11th, 2026	Georgia FFA-FCCLA Center, Covington
Fall Region Meeting	Various Dates	Region Adviser School or Educational Facility
State Executive Council Meeting & Region Officer Teams Meeting	Arrival: Friday, December 4th @ 9:00 AM Departure: Friday, December 4th @ 3:00 PM	Georgia FFA-FCCLA Center, Covington
Region STAR Events	February 2027	Various Locations
State Leadership Conference	March 2027	<i>Location TBD</i>

As a Region Officer, there will be certain financial obligations to be met. Georgia FCCLA will provide each newly elected officer with some items of the official dress of a Region Officer. The officer will be responsible for additional wardrobe and travel costs. Georgia FCCLA pays for some of the registration costs for in-state conferences. Each officer may be responsible for some food, travel, and incidental costs for in-state and out-of-state activities. For out-of-state travel, lodging and transportation costs are the responsibility of the Region Officer.

I agree to perform all of the responsibilities of a Region Officer as identified throughout this Region Officer Candidate Handbook, including travel monies. I realize that as a Region Officer of Georgia FCCLA, I must make Georgia FCCLA my priority over any other co-curricular/extra-curricular activity. I understand I will have Region projects in which I must perform certain duties and responsibilities.

All parties below agree to support and provide travel supervision for the Region Officer.

Candidate’s Signature

Date

Parent/Guardian Signature

Date

CTAE Supervisor/Director

Date

School Principal

Date

School Superintendent

Date

Region Officer Candidate – Code of Conduct Violation

Being a Region Officer is a responsibility that requires firm commitment and cooperation.

Immediate expulsion from any Georgia FCCLA-sponsored meeting or event will result from the following:

- Possession of alcoholic beverages, narcotics, or firearms of any form, possessed at any time, under any circumstance.
- Gross violation of male and female room regulations.
- Gross damage to property; or violation of hotel safety codes or criminal laws.
- Internet misuse.

Georgia FCCLA Region Officers may be removed from office for one or more of the following reasons:

- Failure to perform the duties of their office.
- Failure to attend required meetings.
- Failure to follow rules, regulations, and responsibilities to act in a professional manner.
- Failure to meet appropriate deadlines without satisfactory explanation.

Region Officers are expected to follow the following Code of Ethics:

- I shall not possess or consume any alcoholic beverages or illegal controlled substances of any kind or in any form. Participation will result in immediate termination.
- I shall follow the established curfew. Curfew means I am quiet and in my own room unless I am coordinating official business at the instruction of the Georgia FCCLA Executive Director.
- Official conferences and activities begin when I leave home for the event and end when I return home. Therefore, this code is in effect throughout this entire period of time.
- I will always conduct myself in a professional manner as a representative of FCCLA / Georgia FCCLA.
- I shall refrain from the use of tobacco in any form. Participation will result in immediate termination.
- I shall wear appropriate dress at all official functions.
- I shall immediately remove myself from all situations that could compromise my professional image.
- I shall refrain from dating fellow state FCCLA officers while I am in office.
- I shall not deface public property. I will be responsible for any damage caused to rooms or facilities I am responsible for. Participation will result in immediate termination.
- I shall keep the Chapter Adviser always informed of my whereabouts and activities.
- I shall be prompt and prepared at all times.
- I shall carry out my duties and responsibilities to the best of my abilities.
- I shall attend all official conference activities unless I receive prior approval from the Executive Director to be absent. If I am unable to participate in all required Executive Officer meetings, I will resign my office. Special permission must be received from the Executive Director to be excused from the required meetings.
- I shall keep my local chapter advisor informed of all official correspondence. I shall forward a copy of all official correspondence written by me to the state office.
- I shall follow my local school policies where they are more restrictive than the state policies and guidelines.
- I shall not be engaged in any inappropriate or illicit behavior.
- I shall not enter the hotel/cabin sleeping rooms with other members, officers, or visitors unless they are a designated roommate.
- I shall have a clean, powerful, and positive social media presence.
- I am responsible for reporting any violations of these codes of conduct committed by myself or by my fellow officers.
- If other situations arise that are not covered by the Code of Conduct for the Georgia FCCLA State Officers, I shall use my best judgment in the situation. Above all, I will try to act in such a way that I will reflect positively on the Georgia Association of FCCLA

We (officer and parent/guardian) have read and fully understand the Georgia FCCLA Region Officer Code of Conduct and agree to comply with these guidelines. Furthermore, we are aware of the consequences that will result from a violation of any of the above guidelines.

Candidate's Signature

Date

Parent/Guardian Signature

Date

Region Officer Candidate Signature Page – Travel Permission Form

As a Region Officer, you will be obligated to attend several region meetings. You may also receive invitations to region and chapter meetings, as well as those for community and civic groups. Region Officers 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 Georgia 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 Region Officer team.

- **Adviser/School District Employee Transportation** - It is preferred for student officers to travel with their advisers or an adult chaperone to/from required Georgia 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 Georgia FCCLA event. However, in instances where the parent/guardian transports a student, the presence of the adviser is still required.
- **Self-Transportation** - If the Region Officer's school or school system and/or parents/guardians are unable to provide transportation, the Region Officer can transport themselves to and from the event (if permitted by local district travel policies). **This is not the preferred method of transportation of Region Officers.**

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

By signing below, I have read and understand the student transportation policy set forth by Georgia 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 Georgia FCCLA event. I understand that during officer meetings and Georgia FCCLA events, my son/daughter/student may be traveling with Mrs. Caitlin Roberson or another adult representative from Georgia 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

Chapter Adviser to Region Officer Candidate – Assurance Form

- I will ensure that my Region Officer is supervised at all times. If I am unable to chaperone my student, it is my responsibility to arrange for another adviser to chaperone my student.
- I am responsible for my Region Officer's actions and behavior.
- I understand that I am required to be at conferences at all times that my officer is present.
- I will ensure that my Region Officer fulfills all duties as defined by Georgia FCCLA guidelines and the leadership of the Georgia Association of Family, Career and Community Leaders of America.
- 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
- I will ensure that my student attends all mandatory events in full and arrives on time, is academically prepared, and is in the appropriate official dress.
- I will also ensure that my student completes all assignments in a timely manner and to a high standard.
- As an adviser to a Region Officer, I understand I am expected to assist with workshops, events, conferences, and competitions in a variety of duties, as outlined by Georgia FCCLA guidelines and the leadership of the Georgia FCCLA.
- I understand that the candidate’s county/school district will cover the cost of the adviser’s registration, lodging and meals.

Event	Dates*	Location
Region Officer Training	Arrival: May 30th @ 10:00 AM Departure: May 31st @ 5:00 PM	Camp John Hope, Fort Valley
DISCOVER Training (Southern) <i>If Region 7-9, will attend.</i>	Arrival: September 9th @ 7:00 PM Event: Thursday, September 10th, 2026	Camp John Hope, Fort Valley
DISCOVER Training (Northern) <i>If Region 1-6, will attend.</i>	Arrival: September 10th @ 7:00 PM Event: Friday, September 11th, 2026	Georgia FFA-FCCLA Center, Covington
Fall Region Meeting	Various Dates	Region Adviser School or Educational Facility
State Executive Council Meeting & Region Officer Teams Meeting	Arrival: Friday, December 4th @ 9:00 AM Departure: Friday, December 4th @ 3:00 PM	Georgia FFA-FCCLA Center, Covington
Region STAR Events	February 2027	Various Locations
State Leadership Conference	March 2027	<i>Location TBD</i>

By signing below, I confirm that I have thoroughly reviewed the Georgia FCCLA Region Officer Candidate Handbook, comprehended its policies, and acknowledged the procedures pertinent to a Georgia FCCLA Region Officer. I pledge to adhere to the guidelines specified as the Chapter Adviser of a Region Officer Candidate. I endorse their candidacy for state office.

Chapter Adviser

Date

As administrator, I agree to provide support and financial assistance for the adviser(s) to carry out the task of the office for which the FCCLA member is a candidate. This will include lodging, transport, substitute, and meal costs.

CTAE Supervisor/Director

Date

School Principal

Date

School Superintendent

Date

Please note that if any of the individuals listed above leave their roles from the time of the application throughout the term of office, the individual(s) replacing the individuals listed above will be required to sign this application as well.

Appendix A - Region Officer Selection Committee Rubric

Candidate's Application

Candidate's Name:

Region:

	0-1	2-3	4-5	Score
Resume: FCCLA Projects	Evidence of 2 or less activities (participation in National Programs, STAR Events, State Competitive Events, State Projects, and/or Step One)	Evidence of 3 to 6 activities (participation in National Programs, STAR Events, State Competitive Events, State Projects, and/or Step One)	Evidence of 7-10 or more activities (participation in National Programs, STAR Events, State Competitive Events, State Projects, and/or Step One)	
Resume: FCCLA Leadership	0 No involvement	1 Evidence of 1 leadership position	2 Evidence of 2 or more leadership positions	
Resume: FCCLA Events	0 Involved in 0 varied events	1 Evidence of 1 varied events	3 Evidence of 2 or more varied events	
Social Media Creativity	Minimal effort, missing 2-3 elements	Some creativity, minor errors, 2-3 of the required elements included	Highly creative, engaging, all elements included	
Written Prompt #1 (What leadership skills do you hope to develop?)	Response is unclear, off-topic, or out of the requirement ranges with several grammatical errors	Response is somewhat clear but lacks depth, some grammatical errors	Response is thoughtful, clear, and well organized, all requirements are met	
Written Prompt #2 (How do you handle challenges in a team setting?)	Response is unclear, off-topic, or out of the requirement ranges with several grammatical errors	Response is somewhat clear but lacks depth, some grammatical errors	Response is thoughtful, clear, and well organized, all requirements are met	
Recommendations by Others	Evidence of 0 recommendation that expresses endorsement	Evidence of 1 recommendations that express endorsement	Evidence of 2 recommendations that express endorsement	
Appearance of Application (i.e. font choices, font sizes, general formatting, spelling/ grammatical errors, etc.)	Several formatting errors; several grammatical/ spelling errors	Inconsistent formatting; some grammatical/ spelling errors	Consistent formatting; no grammatical/ spelling errors	
Signatures	Missing at least 2 signatures	Missing at least 1 signature	All signatures found	
Total points earned by this candidate from application (max 40)				

Appendix B - Region Officer Selection Committee Rubric

Interview & Exam

Candidate's Name:

Region:

	0-1	2-3	4-5	Score
Professional Appearance	Dressed casually but not necessarily appropriate, slightly polished, neat	Appropriately dressed, polished, generally neat	Highly appropriately dressed, well-polished, extremely neat	
Non-Verbal Communication	Does not shake hands, minimal eye contact, does not smile	Weak handshake, poor posture, weak smile and eye contact	Firm handshake, genuine smile, confident body language, eye contact, good posture	
Knowledge of FCCLA	Shows little understanding of the purpose of FCCLA and all that it entitles	Shows adequate knowledge of the purpose of FCCLA and all that it entitles	Shows superior knowledge of the purpose of FCCLA and all that it entitles.	
Content of responses	"Yes" or "No" answers, does not refer to applicable strengths/skills, uses words like "things" or "stuff"	Responses too short or vague, refers to personal strengths, skills occasionally	Well-constructed, confident responses with examples, consistently relates how skills will contribute to any position	
Delivery and Instruction	Speaks too quietly or loudly, inappropriate language, lots of "umms" or fidgeting, poor grammar and diction	Mumbles occasionally, minimal "umms" and fidgeting, conversation stops and starts at times, satisfactory grammar and diction	Speaks clearly at all times, no distracting mannerisms, easy to converse with, uses proper diction and grammar	
Total points earned by this candidate in the Interview (max 25)				
Total points earned by this candidate on the Exam (max 35)				
Total points earned by this candidate from Application (max 40) (transferred from rubric)				
Total points earned by this candidate (max 100) (A minimum of 80 points are required to be selected to serve)				

Appendix C - Social Media Code of Conduct

Georgia FCCLA State Executive Council members are representatives of our state and must use social media responsibly and abide by this Social Media Code of Conduct in both their role as an officer and in their personal use. State Officers are responsible for monitoring and regulating all content posted to or tagged on their social media accounts. It is recommended that privacy and/or tagging permission settings be implemented for all personal social media accounts.

Georgia FCCLA State Officers are expected to set an example for other members and should create and maintain a social media image that is positive, ethical, professional, and kind. Social media should never be used to air your grievances. Be aware that if you post your attendance or participation in an activity that you are endorsing that activity or product.

“Social media” refers to all websites and applications that enable users to create and share content or to participate in social networking, whether or not it is associated or affiliated with the organization, as well as any other form of electronic communication. These include, but are not limited to Facebook, Instagram, Twitter, Snapchat, YouTube, LinkedIn, blogs, vlogs, and other online threads.

Continue for Social Media Code of Conduct guidelines certification.

Please review the details of the agreement and sign and date acknowledging you understand the expectations for your term of service.

I, _____, agree to follow all the guidelines of Georgia Family, Career, and Community Leaders of America (FCCLA) with regard to social media use. If elected as a member of the Georgia FCCLA State Executive Council, I agree not to publish, post, share, like, or release content containing or involving:

- *Information that is confidential or not for public consumption*
- *An individual’s private information (your own or someone else’s)*
- *Commentary, content, or images that are inappropriate, defamatory, proprietary, harassing, libelous, volatile, potentially inflammatory, contain vulgar or inappropriate language, and/or that can or do create a hostile environment.*
- *Guns, weapons, alcohol, smoking, vaping, violence, protests, sexual content, nudity, and/or any illegal activity that reveals me or anyone else participating in questionable activities*
- *Pictures or statuses that reveal public displays of affection (PDA)*
- *Politics, religion, and/or other controversial topics which may alienate individual members or misrepresent views of Georgia FCCLA as a whole*
- *Georgia FCCLA Officers represent an organization of diverse members with various backgrounds and views. As an educational organization, FCCLA is bipartisan*
- *Fake, false, or misleading information*
- *Negative statements about FCCLA or anyone affiliated with FCCLA*

In addition, officers will abide by the following guidelines:

My posts on any social media site will reflect that of a real-life teenager but also that of a State Officer. This will include:

1. *Using proper grammar in every post*
2. *Embodying the leader lifestyle in everything – living it and posting it*
3. *Showing modesty (no pictures with swimsuits, short skirts/shorts, midriff/cleavage, shirtless, etc.)*
4. *Promoting FCCLA and building excitement for members through my social media pages whenever it is asked of me*

5. *Supporting the other officers on social media with regard to FCCLA and personal activities*
6. *Keeping the other State 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 the removal of a certain post, I will respect that opinion and take down the post*
7. *Always being respectful on social media*

If I am found in violation of any of these areas, state staff in consultation with the Board of Directors will decide upon a consequence that fits the transgression, which could include being placed on probation or removal from office.

Signature of Officer: _____ Date: _____

Appendix D – Self-Transportation Form (Within Region)



Family, Career and Community Leaders of America
Georgia State Association

PO Box 840
Bogart, GA 30622

**AGREEMENT AND WAIVER
GEORGIA FCCLA STATE/REGION OFFICER/PREVIOUS STATE OFFICER
SELF-TRANSPORTATION TO OFF-SCHOOL CAMPUS EVENT**

I, _____, hereby authorize the release of my child, _____ from _____ School in order to travel from home/school to attend the following off-campus event(s): _____.

I further authorize my child to transport himself or herself to this event. I have explained to my child, _____, the risks associated with transportation to and from this event. This confirms that he/she has a valid driver's license, automobile liability insurance and training to transport him or herself to and from this event.

Further, this Agreement confirms that the parents of _____ will bear the responsibility for and all of the expenses related to the transportation of _____ to and from this event. The undersigned release, discharge and covenant not to sue, and agree to indemnify and hold harmless, the Georgia Association of Family, Career and Community Leaders of America (Georgia FCCLA), its employees, Executive Director, and Board of Directors from or as the result of any claims, demands, injuries, damages, expenses or fees, including attorney's fees, arising out of the transportation of _____ to and from this event.

This Agreement and Waiver shall be valid and in force until _____ (date of the event).

Parent/Guardian Signature

Parent/Guardian Printed Name

Date

State/Region Officer Signature

State/Region Officer Printed Name

Date

Adviser Signature

Adviser Printed Name

Date

croberson@gmail.com

www.gafcccla.com

770.530.1874

Appendix E – Self-Transportation Form (Outside Region)



Family, Career and Community Leaders of America
Georgia State Association

PO Box 840
Bogart, GA 30622

AGREEMENT AND WAIVER GEORGIA FCCLA STATE/REGION OFFICER & PREVIOUS ELECTED OFFICERS SELF-TRANSPORTATION TO OFF-SCHOOL CAMPUS EVENT

I, _____, hereby authorize the release of my child, _____ from _____ School in order to travel from home/school to attend the following off-campus event(s): _____.

I further authorize my child to transport himself or herself to this event. I have explained to my child, _____, the risks associated with transportation to and from this event. This confirms that he/she has a valid driver's license, automobile liability insurance and training in order to transport him or herself to and from this event.

Further, this Agreement confirms that the parents of _____ will bear the responsibility for and all of the expenses related to the transportation of _____ to and from this event. The undersigned release, discharge and covenant not to sue, and agree to indemnify and hold harmless, the Georgia Association of Family, Career and Community Leaders of America (Georgia FCCLA), its employees, Executive Director, and Board of Directors from or as the result of any claims, demands, injuries, damages, expenses or fees, including attorney's fees, arising out of the transportation of _____ to and from this event.

This Agreement and Waiver shall be valid and in force until _____ (date of the event).

Parent/Guardian Signature

Parent/Guardian Printed Name

Date

State/Region Officer Signature

State/Region Officer Printed Name

Date

Adviser Signature

Adviser Printed Name

Date

School Administrator Signature

School Administrator Printed Name

Date

croberson@gmail.com

www.gafccla.com

770.530.1874