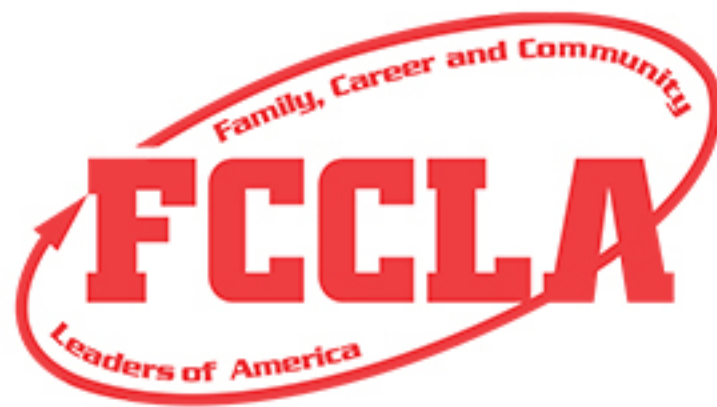


2025-2026



NEW MEXICO

**FCCLA EXECUTIVE COUNCIL
OFFICER HANDBOOK
& APPLICATION**



New Mexico FCCLA
1500 S Ave. K
ENMU-Station 61
Portales, NM 88130
www.nmctso.com/fccla

TO: New Mexico State and National Officer Candidates and Advisors
FROM: Jesus Melendez, State Executive Council Coordinator
CC: Christine Phipps, New Mexico FCCLA State Director
DATE: November 2024
SUBJECT: Executive Council Handbook and Paperwork

Congratulations on pursuing the challenge of running for an office with New Mexico FCCLA! Being an officer candidate is an accomplishment in itself and a fantastic opportunity to learn, and strengthen professional, communication, and leadership skills, as well as make new friends! Remember, stepping out of your comfort zone and trying new things is the best way to grow.

The following packet contains important information concerning New Mexico FCCLA State Executive Council candidacy. Ensure that you completely review the information in this Handbook pertaining to your duties in relation to being a Candidate.

Before you jump in with both feet, there are a few things you need to consider. Being an officer candidate involves a time commitment and responsibility to the organization. **FCCLA needs to be a top priority for an entire year next to your academics!** There will be times when other activities and interests may conflict with FCCLA. It is sometimes a sacrifice, but if you ask any past officer, they will agree that the benefits overshadow the sacrifices tenfold. Just keep in mind when evaluating your commitments for the coming year that **FCCLA must be a top priority.**

- Read as much about FCCLA as possible, including this entire document. Another important resource to review is information published on the national website www.fcclainc.org, www.nmctso.com/fccla, and other resources.
- Contact past officers and candidates for ideas, helpful hints, and words of wisdom to help you become more relaxed and prepared for the responsibilities ahead.
- Before the election process, sit down with your school administrators, chapter advisor, and parents to discuss the commitments and activities of officers. It is important to have their support from the beginning.
- Ask your advisor or family to help you practice thinking quickly, answering questions, and expressing your thoughts and ideas effectively.
- Check your wardrobe and grooming. A neat, professional appearance is important.
- Practice, practice, practice, and ask questions!

During the upcoming State Leadership Conference, you will hit the ground running! Refer to this packet for a list of responsibilities and paperwork that is due.



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GENERAL OFFICER INFORMATION

Purpose

This handbook seeks to provide all important information and answer questions concerning eligibility, campaigning, and election procedures which govern the FCCLA National Officer Candidate Election for prospective candidates at the State Leadership Conference (SLC). Electronic copies are provided to local chapters to distribute to state officer candidates, national officer candidates, voting delegates, and advisors.

Definition and Role

FCCLA's National Officers serve as the highest level of leadership within the organization, responsible for guiding and shaping the future of FCCLA's programs and initiatives. These exceptional youth leaders are elected annually at the National Leadership Conference to serve as the voice of FCCLA's more than 244,000 members nationwide.

NECAs members of the National Executive Council, National Officers play a crucial role in program development, program implementation, and public relations. They work tirelessly to advance FCCLA's mission and values, serving as role models and advocates for the transformative power of youth leadership.

FCCLA's National Officers inspire and empower fellow members to reach their full potential as leaders, embodying the organization's core values of character, leadership, teamwork, and service. These youth leaders are passionate, dedicated, and committed to positively impacting their communities and the world around them.

Composition

Ten youth leaders elected annually at FCCLA's National Leadership Conference make up the National Executive Council and serve a one-year term as the representative body of FCCLA. The National Executive Council's primary function is program development, program implementation, and public relations.

The FCCLA's National Officers are comprised of the following offices: President, First Vice President, Vice President of Community Service, Vice President of Competitive Events, Vice President of Development, Vice President of Finance, Vice President of Membership, Vice President of Parliamentary Law, Vice President of Programs, and Vice President of Public Relations.

Duties

The National Executive Council has the following responsibilities:

- Review the aims and objectives of the national program of Family, Career and Community Leaders of America.
- Recommend the establishment of programs, projects, and activities.
- Plan the program for the national meetings sponsored by the national organization.
- Conduct the official business of the organization at the National Leadership Conference.



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- Interpret and advocate the goals and program activities of Family, Career and Community Leaders of America to groups and individuals within and outside the organization.

The responsibilities of each officer position can be found in the FCCLA Bylaws.

Qualifications

Based on the NM FCCLA Policies, the following are required for National Officer Candidates:

- Currently an active member in an affiliated chapter.
- Must have membership affiliation for one year prior to running for state office
- Candidates must be a current Sophomore or Junior in high school.
- A responsible member of the Region/District/Chapter.
- Exhibited leadership ability in the organization.
- Have and maintain a scholastic minimum GPA of 3.0. and meets NMAA eligibility requirements with no F's in any classes.
- Students cannot run or serve if they are 19 during the term of office.
- Should have a sincere interest in the future improvement and development of the specific office which the nominee desires and should know the responsibilities of all other offices.
- Should have a sincere interest in the development and improvement of Family, Career and Community Leaders of America Organization, including all levels, local, regional, state, and national.
- Should have an understanding and thorough knowledge of Family, Career and Community Leaders of America, Inc., program of work and the purposes of the organization, and be familiar with the State Constitution, Policies, and the State Officer Handbook and Guidelines.
- Should be proficient in the use of parliamentary procedure.
- Should have the necessary time for the proper execution of the responsibilities of the office, including time and desire to attend all meetings, both scheduled and called, the office may impose. Be willing to sacrifice personal pleasure for the good of the organization.
- Should possess good speaking qualities such as a clear, well-modulated voice, so that he/she would be able to speak at ease before a group.
- Should have the ability to express yourself in both oral and written composition. Typing skills are required.
- Should possess the following character traits: reliability, sincerity, industriousness, congeniality, self-confidence, and humbleness.
- Should be well-mannered, neat, and well groomed.
- Should possess the feeling of enthusiasm for FCCLA work to the point that you will be good "public relations" in everything you represent: in home, school, and community life.



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ELECTION INFORMATION

Campaigning

Campaigning, which includes but is not limited to, soliciting/asking for votes and distribution or posting of printed materials in support of the candidate or bearing the candidate name, including brochures and business cards, shall not be allowed by officer candidates or their supporters. Candidates will not campaign at any time before, during or after NM FCCLA State Meetings.

Candidates and/or their supporters may openly share that the candidate is running for office and may address the candidate's qualifications both verbally and in writing (social media) after their candidacy has been approved by the State office. Candidates and/or their supporters must never make disparaging statements about another candidate.

Officer Candidates and/or their supporters must not purchase, create, or distribute any paraphernalia supporting the candidate, including but not limited to: business cards, brochures, stickers, etc.

Election Overview

- Elections will be held during the State Leadership Conference.
- Each candidate will take a test and attend an Officer Information Session on their first day of the conference.
- Notification will be delivered at a time and place to be determined.
- Final presentation to the entire delegation will be during the Business Session. During this time, candidates will present their speech and answer one situational question.
- The nominating committee will interview the elected officers to assign officer positions. (Time will be announced at the State Conference)
- Officers will be elected using the attached rubrics at the end of the handbook.

Voting Delegates

Each chapter will have one voting delegate.

- Each chapter voting delegate will receive one ballot to vote for 6 high school, 2 Jr. Officer Candidates, and 1 National Officer Candidates.
 - 6 High School Officers:
 - President
 - First Vice President
 - Vice President of Membership
 - Vice President of Community Service
 - Vice President of Public Relations
 - Vice President of Programs
 - 2 Junior Officers
 - Jr. Vice President of Programs
 - Jr. Vice President of Membership



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- 1 National Officer Candidate
- The chapter voting delegate will caucus with their chapter and cast their vote by the designated time during the state meeting.

Nominating Committee

The nominating committee will consist of the following:

- 5 adults and the Executive Officer Coordinator-6 adult members total
 - One FCCLA Board Member
 - One Community Supporter
 - The 3 adults on the committee can be chosen from the following designations:
 - FCCLA Alumni Member
 - FCCLA Chapter Advisor (can not have a current candidate)
 - Former FCCLA State Officer Advisor
 - Former FCCLA State Executive Officer (must have been out of office for at least three years)
- The chair of the committee will be the State Executive Officer Coordinator.

Process

PART ONE

- Application - Each candidate must complete the Candidate Information Form online and submit all required documents by the deadline.
- Letter #1 - Approval of Candidacy
 - Officer Candidates will receive an email from the state office indicating if they are eligible to move to the next level.
- Speech - Each candidate will prepare a 1-2 minute speech on the conference theme. The speech cannot include any type of campaigning. The speeches must be emailed to fccla@nmctso.com for approval by **February 15**.
- Candidate Briefing Meeting - Each candidate will need to attend a virtual meeting prior to state to review the requirements at state and for serving on the council. At least one parent and the local advisor is required to attend this meeting.
- Candidate Information Meeting at State - Each candidate will attend a candidate information meeting at state. During this time, the candidates will take the test.
 - Test - Each officer candidate will complete a test comprising various types of questions regarding facts about FCCLA. A passing score on the test is required to move to the next level.
 - Office preference-At that time, the candidate will rank their preference of the specific office they would like to hold and why they would be best for the office selected.
- Letter #2 - Final Slate of Candidates



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- Officer Candidates that receive the minimum score on the test will get communication that they are eligible to move to the next level.

PART TWO

- Final Speech - The slate of final candidates will have the opportunity to give their speech before the entire delegation and answer one situation question.
- The final slate of state officer candidates will interview with the nominating committee.
- Letter #3-National Officer Candidates approved to run at Nationals.
 - Candidates will be notified stating they were approved to serve as a candidate for NMFCCLA at the National Conference.
- New Officer Meeting
 - Newly elected state officers and National Candidate will meet at the conclusion of the State Leadership Conference with the State Executive Council Coordinator to receive further officer information.

TENTATIVE LETTER DROPS TIMELINE

- Letter Drop #1-Approval of Candidacy
 - Prior to State-Emailed to Candidates
- Letter Drop #2-Final Slate of Candidates
 - After Opening General Session-Pyramid Ballroom Stage
- Letter Drop #3-National Officer Candidate Approval
 - After Main Event-Gallery



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Campaign Speeches

- All candidates will have the opportunity to give campaign speeches during the Business Session.
- Time limitation for speeches will be two minutes.
- Candidates may not refer to any office by name specifically.
- The use of skits, props, costumes, demonstrations, or the assistance of another person are not allowed.
- The candidate may not solicit or invite audience preparation. The candidate will not be held accountable for spontaneous audience responses.
- All speeches must be original and written by the candidate.
 - If you were a former candidate, a new speech is required.
- Speeches by candidates are presented in an order determined prior to the session by a random draw of names. No announcement of the order of speeches will be made prior to the session.
- All speeches must be emailed prior to the State Leadership Conference for approval. Speeches will be emailed to fccla@nmctso.com on or before **February 15, 2025**. Any late **submissions will not be approved and you will be disqualified.**



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IF ELECTED AS A CANDIDATE

Once elected as a National Officer Candidate, you must remember that you have been elected by your peers to serve as a candidate for New Mexico FCCLA at the National Leadership Conference. The approved National Officer Candidate will then meet weekly with Leslie Ferris, CTLP Leadership and Marketing Coordinator, to help prepare for the application and election process at the National Leadership Conference.

DUTIES FOR NATIONAL CANDIDATE ADVISORS

Chapter Advisor Role

The respective Chapter Advisor for each candidate plays an important role during the application process. We highly encourage Chapter Advisors to work side-by-side with each of their approved candidates to ensure that all components of the application are completed accurately and uploaded by the required deadlines. Additionally, we would appreciate making sure they understand the full scope of serving as a National Officer.

Chapter Advisor Responsibilities

- Review forms and materials of all candidates and screen as necessary to meet the maximum number of candidates allowed per chapter.
- Approve all material and sign all required paperwork by the deadline
- Understand that transportation to and from all events for National Officers must be supervised by the Chapter Advisor and may be a financial responsibility of the chapter and/or school.

State Executive Officer Support

If a candidate from their chapter is elected to serve as an officer, we ask that chapter advisors be willing to support them and commit to helping hold them accountable throughout their term in office. Our goal is to partner with chapter advisors to ensure that this is a very rewarding and beneficial experience for their chapter representative..



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NMAA POLICY-CO-CURRICULAR ACTIVITIES

New Mexico Activities Association 8.1.3 Co-Curricular Activities Co-curricular activities are activities that are an extension of classroom instruction which are governed by the Educational Standards for New Mexico Schools or local board policy. Classroom instruction should require no more than twenty (20) hours per month of time for a student outside of the regularly scheduled instructional day for practice, meetings, events or performances. Co-curricular activities are required as part of the course work if a student is to receive credit for the course. Co-curricular activities do not require that students be absent from class other than the sponsoring class for practice, meetings, events or performances. Scholastic requirements do not apply to co-curricular activities held at the school. Students involved in co-curricular activities away from the school must adhere to the same scholastic requirements set forth by the Association for athletic participation. (See 6.2) EXAMPLES: Vocational, fine arts, club activities, field trips



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Candidate Checklist

Officer candidates will be expected to submit an Officer Candidate Packet by the set deadline. The submitted packet should include the following:

Officer Candidate Packet:

- Candidate Checklist (signed by candidate and advisor)
- Candidate Information Form
 - <https://tinyurl.com/NMFCCLANationalCandidate>
- Candidate Cover Letter (Indicating reasons for applying for and qualifications)
- Candidate's Resume (one page maximum)
- Full Color Headshot in FCCLA Blazer
- Candidate Certification and Agreements
- Candidate Code of Ethics
- Social Media Contract
- Medical Information/Delegate Form
- Media Release Form
- Advisor Contract
- 3 Letters of Recommendations from
 - Chapter Advisor
 - School Administrator
 - Chapter Officer
- Official Transcript-Please mail your sealed transcript to:
NM FCCLA
ENMU, Station 61
Portales, NM 88130
ATTN: FCCLA State Officer Application

Note: Packets must be submitted online at <https://tinyurl.com/NMFCCLANationalCandidate> by ***February 1, by 5:00 pm MST***. **All applications must be submitted once and complete**, absolutely no exceptions will be made.

After the applications have been received and reviewed, students and advisors will be notified by email:
Complete Application- student is eligible to complete the next step in the state officer candidate process.
Incomplete Application- student will be disqualified and will not be allowed to run for a state office.

Please keep copies of all forms for your records.

Candidate Signature

Advisor Signature



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Candidate Information Form

Candidate Information will be collected through an online form at:

<https://tinyurl.com/NMFCCLANationalCandidate>

All other forms will also need to be uploaded as PDFs at the above URL.



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Candidate Certification

I certify that I am a member in good standing of the _____ Chapter of Family, Career and Community Leaders of America. I also certify that I will be returning as a member of the above chapter next year. I have read and understand **all of the requirements in my Officer Candidate Handbook**, and that all information submitted herein is accurate and correct.

Candidate's Signature Date: _____

Candidate/Parent Agreement

Candidate/Parent Agreement

If elected, I will attend the required National Leadership Conference, attend all national meetings, adhere to the Code of Ethics, actively serve in office to the best of my ability, abide by the Constitution and Policies of the Family, Career and Community Leaders of America and be a student member.

My parents/guardians and I understand the obligations of serving as a New Mexico State Officer/National Candidate - being enrolled in a Career Technical Education class which aligns with my organization or serving as a lab assistant for my chapter advisor during my term of office, attending all meetings or conferences as listed on the Officer Calendar or any other meetings called during my term of office. We further assume the responsibility for all personal expenses, and those not paid by the local, district, or state association. The state or local association will not be held responsible in the event of an accident. If elected, I will serve to the best of my ability and will resign if I fail to fulfill my responsibilities. **Failure to perform to expected standards will obligate repayment of all finances as indicated in my CTSO Policies and Procedures and/or removal from office at the Board's discretion.** I further understand that I will be a role model and spokesperson for my organization and will conduct myself accordingly throughout my term of office at all times. I will abide by the constitution and by-laws of my state organization. Furthermore, I will maintain the grade point delineated in the officer's application for my CTSO.

Candidate's Signature Date: _____

Parent/Guardian's Signature Date: _____

Advisor/Principal Agreement

Advisor/Principal Agreement

The above candidate is a member in good standing of the _____ Chapter of Family, Career and Community Leaders of America. To the best of my knowledge, all information submitted on, with, or attached to this nomination form is factual and exists as presented. The candidate is enrolled in a state-approved education program.

We understand the commitments inherent in this office and pledge our support and assistance if the candidate is elected. Obligations include attendance at all required meetings (an estimated 22 days, counting those during the summer) which the Chapter Advisor shall attend as well and assist in obtaining finances to attend all conferences. By signing below, the advisor and administrator pledge to provide guidance and direction to the candidate during the tenure of office, and understand that the local chapter must remain in good standing with the State and National offices of the Association or the candidate will be asked to resign from office.

Local Advisor's Signature Date: _____

Principal's Signature Date: _____



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Candidate Code of Ethics

As an officer candidate of a New Mexico Career and Technical Student Organization, I understand and agree to the following Code of Ethics:

- I will refrain from possessing or partaking of any illegal drug, alcohol or tobacco (if prohibited by NMAA regulation and/or my organization) while participating in an official or assigned organization activity.
- I will not engage in any public display of affection with any person while attending any official function or performing a state officer duty.
- I will follow all instructions issued by any individual who is responsible for me.
- I will wear the official dress of my organization while representing my organization.
- I will maintain proper dress and good grooming on all occasions.
- I will maintain a cooperative attitude while participating in any official organization activity.
- I will use wholesome language in all speeches and informal conversations.
- I will avoid all places or activities in which my presence could raise questions of my moral integrity and character.
- I will avoid participating in and actively discourage any conversations which belittle or downgrade fellow CTSO members, officers and adults.
- I will treat all members equally and not favor one member or officer over another.
- I will behave in a manner which conveys and commands respect without any air of superiority.
- I will maintain dignity while being personable, concerned and interested in fellow members.
- I will abide by all policies and procedures relating to officers and members as indicated in my organization's Policies and Procedures Manual.
- I will abide by all rules and regulations established for my organization.
- I will not deface or steal property of any kind. I will pay for or replace any property damaged by my actions.
- I will not possess any type of weapon or take any action causing bodily harm or fear of life to any Person.
- Students of the opposite sex shall not be permitted to be in the same room unless accompanied by a school approved chaperone.
- Sexual conduct, material and/or behavior are prohibited.
- I will observe all curfews established for each activity.
- I will respect all persons with whom I come into contact. This includes keeping the noise level in my room inaudible to anyone passing in the hallway, ceasing all room-to-room telephone calls at Curfew.
- I will immediately separate myself from any situation in which a violation of this code of ethics has occurred and report the violation to an adult. This includes situations in which I was not present, but have direct knowledge of.
- I will observe all penalties for violations of this code of ethics imposed at the discretion of my advisor, state management team, Executive Officer Coordinator, school officials and/or Board of Directors.
- As an officer of my CTSO, I will represent my organization, state with respect. This means that, for my term of office, any content I post on any social media sites and my email address must be reviewed by an authorized adult such as my advisor, parent or guardian. I also understand that these s will be monitored and I may be requested to remove material. If I fail to do so and post inappropriate or unapproved material, I will be on probation as an officer and subject to the consequences of my advisor, school or state advisor.

Candidate's Signature

Date

Parent/Guardian's Signature

Date



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Social Media Contract

If elected as a candidate, you will be representing not only the state and chapter you are from, but you also serve as a brand ambassador for Family, Career and Community Leaders of America and are expected to portray yourself, and the organization, in a positive manner at all times. You are also responsible for completing your assigned duties through FCCLA social media bases. As an officer, you must read and sign this contract acknowledging the Officer's Responsibility to use Social Media responsibly and with accountability as a member of the Officer Team.

All Officers are required to comply with the following:

- Responsibilities
 - Complete all assigned social media postings and planning in a timely manner
 - Maintain and reflect the positive professional image of Family, Career and Community Leaders of America
 - Interact with all membership on FCCLA Professional accounts
 - Post appropriately, respectfully, and thoughtfully
- Tentative Do's & Don'ts

Do's	Don'ts
Follow NM FCCLA social media platforms as well as allow NM FCCLA Staff to follow you	Block NM FCCLA Staff from viewing your posts
Positively interact with membership using professional and encouraging language	Use any derogatory language, remarks, or profanity
Keep personal views off of all FCCLA Accounts	Express any controversial viewpoints (ex. politics)
Immediately remove anything when asked to do so	Involve yourself with alcohol or drugs, including liking and quoting such references.
Complete all assigned postings	Forget and/or ignore your responsibilities
Be your professional self and share FCCLA news through all social media bases supported by FCCLA	Share any account information to those not on the team
Think twice before posting or putting yourself in inappropriate positions	Have incrimination, violence, any form of nudity, inappropriate gestures, etc. on social media
Other items may be added at the Executive Officer Coordinator's discretion	

By signing this Social Media Agreement, you are stating that you will follow the rules indicated above and you understand that disciplinary actions may be imposed for failure to comply with those rules.

Officer Candidate Signature

Local Advisor Signature



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Medical Information/Delegate Form

Please follow the link below to access the form:

<http://nmctso.com/FCCLA/officers/>



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Media Release Form

I grant permission to Family, Career and Community Leaders of America, New Mexico Association, to use my child's name and/or photographs for use in organization publications, such as, but not limited to, recruiting brochures, newsletters, and websites, and to use said name and/or photographs on display boards, and to use my name and/or photographs in electronic versions of the same publications or on the New Mexico FCCLA website or other electronic forms or media.

I hereby waive any right to inspect or approve the finished photographs or printed or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the photograph.

I hereby agree to release, defend, and hold harmless FCCLA, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages and liability arising from or related to the use of the photographs or information, including, but not limited to, any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

I am the parent or legal guardian of the below named child. I have read this release before signing below, and I fully understand the contents, meaning, and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of release.

Officer Candidate's First and Last Name: _____

Parent/Legal Guardian's Name (Please Print): _____

Parent/Legal Guardian's Signature: _____

Date: _____



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Advisor Contract

Initials	I understand:
	<ul style="list-style-type: none"> • I am responsible to see that my officer candidate completes his/her requirements.
	<ul style="list-style-type: none"> • I will attend all required meetings with my state officer, unless I am told otherwise by the State Advisor.
	<ul style="list-style-type: none"> • I will keep the State Advisor informed of information that directly affects my student's performance as a Candidate.
	<ul style="list-style-type: none"> • When at State or National meetings, my student is to answer to the Executive Officer Coordinator first then to me as his/her chapter advisor.
	<ul style="list-style-type: none"> • I will be responsible to help assist other advisors.
	<ul style="list-style-type: none"> • I am responsible for financial responsibilities (sub, travel, meals, etc.) for all conferences and meetings.

I have read and understand the New Mexico FCCLA Officer Candidate Handbook and Guidelines.

Advisor's Signature

Date

I have reviewed this contract with the candidate's advisor. I will support the advisor if his/her student is elected to the NMFCCLA National Officer Candidate to carry out the above responsibilities.

Candidate's School Principal Signature

Date

**NATIONAL OFFICER CANDIDATE
COVER PAGE
NEW MEXICO FCCLA
2025-2026**

SCORING RUBRIC BREAKDOWN			
	Section	Score	Points
1	Packet		
2	Speech		
3	Situational Question		
4	Test		
5	Interview Average		
6	Delegation Vote		
SCORING RUBRIC TOTAL			

BOARD OF DIRECTORS SCORING			
	Section	Score	Points
1	Packet		
2	Campaign		
3	Involvement		
BOARD OF DIRECTORS RUBRIC TOTAL			

OVERALL SCORING			
	Section	Score	Points
1	Scoring Rubric (50%)		
2	Board of Directors Rubric (100%)		
FINAL TOTAL			

******Note: Candidates must receive an average score of 90% with no major concerns from the Board of Directors and Election Scoring Rubric combined to be approved as a National Officer Candidate. If approved, the candidate will then go through a National Officer Candidate prep process with the CTLP Leadership and Marketing Coordinator. All steps must be completed on time to remain the NMFCCLA representative.**

**NATIONAL OFFICER CANDIDATE
BOARD OF DIRECTORS COVER SHEET
NEW MEXICO FCCLA
2025-2026**

CANDIDATE INFORMATION

Name:		Current Grade:	
Chapter:			
Advisor:			

APPLICATION AND ELECTION PROCESS SCORES

Category	Score	Max Possible	Notes:
Packet			
Speech			
Situational Question			
Test			
Interview Average			
Delegation Vote			

Notes:

BOARD OF DIRECTORS RUBRIC

	<u>None/Poor</u>	<u>Borderline</u>	<u>Satisfactory</u>	<u>Average</u>	<u>Good</u>	<u>Outstanding</u>	<u>Points</u>
Officer Packet							
Met Deadline	0	2	4	6	8	10	
All Items Completed	0	1	2	3	4	5	
Appearance of Information	0	1	2	3	4	5	
Reason for Running	0	1	2	3	4	5	
Campaign							
Speech	0	1	2	3	4	5	
Situation Question	0	1	2	3	4	5	
Involvement							
FCCLA Involvement	0	1	2	3	4	5	
Leadership	0	1	2	3	4	5	
Academics	0	1	2	3	4	5	
Notes:							
Concerns:							

Board of Director Signature

**NATIONAL OFFICER CANDIDATE
SCORING RUBRICS
NEW MEXICO FCCLA
2025-2026**

Officer Packet Rubric

The candidate's officer packet will be evaluated using the following item:

	Score Options			Points Earned
	0 (No)	5 (On time & complete but not organized)	10 (All)	
On Time, Complete, & Well Organized				
Total Points Earned				
Officer Packet Score (10%)				

Campaign Speech Rubric

The candidate's speech and situational question answer will be evaluated using the following items:

	Score Options					Points Earned
	Little or None	Below Average	Average	Good	Excellent	
Speaking Skills						
• Confidence	1-2	3-4	5-6	7-8	9-10	
• Knowledge of Speech	1-2	3-4	5-6	7-8	9-10	
• Pace/Voice	1-2	3-4	5-6	7-8	9-10	
• Topic	1-2	3-4	5-6	7-8	9-10	
• Stayed within time limit	0 (No)				10 (Yes)	
Total Points Earned						
Speech Score (20%)						

Situational Question

The candidate's situational question will be evaluated using the following items:

	Score Options					Points Earned
	Little or None	Below Average	Average	Good	Excellent	
Answer Complete and well thought Out	1-2	3-4	5-6	7-8	9-10	
Total Points Earned						
Situational Question Score (10%)						

Candidate Interview

The Nominating Committee will evaluate the candidate's interview using the following items:

	Score Options					Points Earned
	Little or None	Below Average	Average	Good	Excellent	
Applicant's Greeting: <ul style="list-style-type: none"> Proper Introduction and Opening 	1-2	3-4	5-6	7-8	9-10	
Applicant's Appearance: <ul style="list-style-type: none"> Appropriately Attired 	1-2	3-4	5-6	7-8	9-10	
Personality and Poise: <ul style="list-style-type: none"> Positive, Courteous, and Confident Good posture, gestures, and eye contact 	1-2	3-4	5-6	7-8	9-10	
	1-2	3-4	5-6	7-8	9-10	
Communication Skills: <ul style="list-style-type: none"> Proper Grammar 	1-2	3-4	5-6	7-8	9-10	
Responses: <ul style="list-style-type: none"> Responded with appropriate answers Demonstrated knowledge of FCCLA and potential position Demonstrated initiative and enthusiasm Ability to think on their feet 	1-2	3-4	5-6	7-8	9-10	
	1-2	3-4	5-6	7-8	9-10	
	1-2	3-4	5-6	7-8	9-10	
	1-2	3-4	5-6	7-8	9-10	
Close of Interview: <ul style="list-style-type: none"> Concluded interview effectively 	1-2	3-4	5-6	7-8	9-10	
Total Points Earned						
Interview Score(20%)						

NOTES:

Nominating Committee Member Signature