



**MISSOURI**  
**STATE ASSOCIATION**

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**State Executive Council**  
**Adviser Handbook**

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Dear State Executive Council Adviser:

Missouri FCCLA is so excited you are supporting your state officer for the 2023-2024 school year. You are a key part of this organization. Without the support of advisers like you at all levels of FCCLA, the organization would not exist, or have the impact that it does. Advisers play a key role in the development, character, and experiences of state officers in Missouri FCCLA.

The State Executive Council Adviser (SECA) handbook is intended to help guide you through the upcoming year. Use it as a reference tool to help reap the benefits of the experience in the state executive council adviser team. Lean on the other SECA as well as the state adviser and other state staff to gain the most from this experience with the state executive council.

Thank you for your dedication to FCCLA and your state officer, as well as your hard work in helping your SEC member get the most out of their year on the council. You are part of a team that will make a memorable and successful experience for not only the state executive council, but all of Missouri FCCLA.

Sincerely,

A handwritten signature in cursive script that reads "Ashley Witte".

Ashley Witte  
Missouri FCCLA State Adviser

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## **THE STATE OFFICER CANDIDATE ADVISER**

You, as the adviser, play a very important role in the state and/or national officer candidate's experience. It is important for you to be supportive and encouraging. The election process can be a stressful time for candidates, so helping your officer relieve stress by listening, talking, and just being available is wonderful.

Encourage your candidates to practice presentations with you and help prepare him/her for question-and-answer sessions. This practice in "thinking on your feet" and expressing facts, thoughts, and ideas will be very beneficial and will help relax candidates' nerves when the real situation rolls around.

State officer candidates and their advisers will be informed of their specific interview times and locations during the State Office Candidate Orientation at State Leadership Conference.

Prior to State Leadership Conference, discuss with your state officer candidate what the election process at State Leadership Conference looks like, should they choose to run for an elected position (State President, First Vice President, National Officer Candidate) at State Leadership Conference, located on the Missouri FCCLA website. Make sure the candidate understands that being elected isn't everything! Officer candidates play a big role in the state, region, and local chapters no matter the outcome of the election. The accomplishments your candidate has achieved by running for state office, and possibly an elected position, speak highly of their leadership skills and your guidance.

### **The Decision to Run for a State Office**

All state officer candidates (SOC) should be provided the State Executive Council Handbook *prior* to deciding to run for a state office, found on the Missouri FCCLA website under Leadership. It is imperative that state officer candidates understand the responsibilities of serving as a state officer and are willing to make FCCLA their top priority during their term on the council.

Candidates interested in seeking the office of Missouri FCCLA President or National Office Candidate (NOC) and their parents, advisers, and administration should be aware of the extent of their responsibilities.

### **Expectations of the State Executive Council Adviser**

Potential state executive council advisers (SECA) should also fully understand the responsibilities and time required of the adviser role. While it is hard to estimate the amount of time required specifically, it should be noted that a significant amount of time is required of the state executive council adviser, as SECA should accompany SEC members to all official activities, meetings, visits, and conferences.

It should also be noted that Missouri FCCLA only pays for some of the adviser travel required of state executive council advisers. Advisers should discuss all required absences from school and expected expenses with school administration prior to the election.

### **Nomination and Election**

Advisers should take time to review and discuss the campaigning policy and procedure with state officer candidate prior to the election. Information can be found on Missouri FCCLA's website under Elections & Procedures.

### **Responsibilities of Newly-Elected Officers at SLC**

State officer candidates (SOC) will have responsibilities for the majority of State Leadership Conference. Candidates and advisers will be provided a schedule of events following the conclusion of all regional elections and before State Leadership Conference.

### **SOC Adviser Responsibilities at SLC**

Advisers to state officer candidates (SOCA) will partner with current state executive council advisers (SECA) to complete a variety of tasks and responsibilities during State Leadership Conference. Some responsibilities and tasks will be assigned, but incoming advisers are encouraged to ask questions and offer help whenever possible as well. It is very difficult to successfully chaperone chapter members and fulfill responsibilities as SECA or SOCA; therefore, it is highly recommended that any chapter with a SEC or SOC have at least one additional chaperone for State Leadership Conference.

### **Running for National Office**

Candidates interested in seeking the National Officer Candidate (NOC) positions and their parents, advisers, and administration should be aware of the extent of their responsibilities. Those interested in seeking the National Officer Candidate position should obtain a copy of the National Executive Council handbook and other information from the National website at [www.fcclainc.org](http://www.fcclainc.org). In particular, they should be made aware that National Executive Council members often travel without an adult chaperone throughout the year. If your student wishes to run as a National Officer Candidate, make sure you obtain the National Executive Council Adviser (NECA) handbook from the national website. There you will find a complete discussion of the time commitment and responsibilities of the NEC adviser.

## **THE STATE EXECUTIVE COUNCIL ADVISER**

It is a tribute to you that your chapter member has been elected to be a state officer. You play a very important role in the officer's experience. Your key roles of listening, supporting, encouraging and guiding will allow your officer to grow as a distinguished leader and young adult.

You'll find the experience as state executive council adviser different from advising local officers. State officers, as a whole, are generally students who want to affect change in some way. They think big and want to be part of FCCLA in leadership positions, but are usually not prepared for the process of running for an office. Therefore, we encourage you to help your student prepare fully for their position by understanding the duties of the state officer.

The state staff assumes a great deal of responsibility for training officers, planning with them and coordinating their work—much more responsibility than is typically assumed at the school level. The state adviser has primary responsibility for determining the state officers' schedule at various state activities.

### **Supporting the State Executive Council**

State executive council advisers have many roles and responsibilities, including to serve as a consultant to help officers prepare for their specific responsibilities throughout their term. SECA should take time to familiarize themselves with the State Executive Council Code of Conduct and other duties the SEC will encounter as outlined in the SEC Handbook.

### **General Responsibilities of the SECA**

#### *Visibility*

- State executive council advisers are visible within the Missouri state association and a role model to chapter members and other advisers. Be aware of this visibility and work to reflect the image of FCCLA appropriately.
- Officers are expected to be a role model – advisers should do the same. For example, follow the dress code, attend meetings, turn off cell phones, have a positive attitude, etc.

#### *Communications*

- Establish and maintain a friendly, supportive relationship with your officer.
- Discuss with your officer the expectations of your role, their role, and the role of the state association.
- Be aware of time commitments and stress the importance of timeliness.
- Realize that it is the student's office and the adviser is to serve in a supportive capacity.
- Respect your officer's support of SEC decisions, even if they conflict with your own positions.
- Be involved with your officer. Be aware of what your officer's responsibilities include. Stay updated, read the emails you receive, check the list serve, and attend events with them.
- When a response is requested from your student, do not send it on their behalf.

### *Support*

- Make sure your officer knows who to contact at school to prepare for absences. Assist in making contacts and/or accompany the officer on visits to teachers and administrators.
- Work with the SEC to discuss responsibilities of the state office with school officials, teachers, and parents/guardians.
- Provide transportation for the state officer to and from events as well as accompany the SEC throughout the trip or activity, unless alternative chaperoning plans have been approved in advance by the Missouri FCCLA state adviser.
- Meet the officer's parents/guardians to discuss the year ahead and answer any questions they may have.
- Review all speeches, proofread official correspondence, and check to make sure expense reports have been made within 30 days of the event. Assist the officer when needed in a supportive way. Remember, it is the officers' ideas that should come through – your help may or may not be necessary; but, on the other hand, don't let your officer flounder.
- Ensure that your officer does not violate the SEC Code of Conduct.

### *Making Decisions & Encouraging Independence*

- Encourage your officer to explore alternatives in a given situation. After hearing ideas, offer other alternatives the student may not have considered.
- Encourage your officer to make independent decisions, even if it takes longer than you think it should.
- Rejoice in the officer's tendency to become more independent. This is a natural and common growth within the SEC experience, and it means the adviser must gradually let go as you find your student capable and ready.
- Hold the SEC accountable for obligations to which he or she agreed or has been assigned.

### *Public Relations*

- Assist the SEC's efforts in making known their availability for speaking engagements within their region and state.
- Assist the officer in finding opportunities to promote the experience and the organization through local and regional media.
- Encourage your officer's development of business etiquette, poise, and travel savviness.
- Every SECA should be familiar with the publications and services of the national and state organization in order to interpret the organization and its mission adequately to the public. Review digital and non-digital publications regularly.

## **Required Meetings**

State executive council advisers are required to attend the same events as the council. There may be times that an alternative chaperone may attend with the officer, but this is not the norm. Any alternative chaperoning plans should be approved by the state adviser.

### *Spring Planning Meeting – Jefferson City*

- Review of adviser responsibilities and handbook
- Begin work for the coming year; plan for adviser sessions at state-led conferences
- Package NLC items; sort and organize supplies in preparation for the coming year
- Attend family dinner and activity with the SEC

### *National Leadership Conference*

- Participate in general sessions and attend all state meetings
- Volunteer to assist with STAR Events
- Be present and easily-available
- Assist SEC and/or state adviser as requested

### *Summer Planning Meeting – Springfield*

- Participate in the MOACTE/MOeFCS conference
- Attend family dinners and/or activities with the SEC
- Meet with SEC and SECA as requested

### *Regional Fall Meetings*

- Assist as outlined by the region

### *Fall Leadership Conference – Osage Beach*

- Plan and present sessions for advisers
- Assist with conference set-up and duties as requested

### *Winter Planning Meeting – Jefferson City*

- Finalize plans for State Leadership Conference
- Take photos and/or record video as requested
- Attend family dinner and activity with the SEC

### *Regional STAR Events*

- Assist as outlined by the region

### *Legislative Shadowing – Jefferson City*

- Attendance of SEC is expected, but not required



### *State Leadership Conference – Osage Beach*

- Remind your officer to be everywhere on time (or a little early if possible). Your officers will not be with you most of the time – do not plan to have them join many of your chapter activities.
- Be supportive of the conference dress code.
- Attend the SEC Dinner.
  - Bring a gift for your outgoing officer and a gift for administrators that attend.
- Serve as consultant for general sessions and workshops.
- Put together a raffle basket for the scholarship fund.
- Bring another chaperone for your chapter. – This is a MUST!
- Be prepared to jump in and help with all kinds of miscellaneous tasks!

### **Helpful Hints**

- Keep copies of everything. Keep receipts you may turn in for reimbursement – if you do not have a receipt, you will not be reimbursed. Your officer should be keeping receipts also.
- It's a good idea to keep a copy of your officer's medical form with you, just in case.
- Give all dates to your administrator (and whoever else in your school/district may need them) as soon as possible, and keep them informed.
- Talk with your administrator about your school's policy for traveling with students, as well as emailing and texting students. If your school requires more than one person to travel with students, the school will be responsible for the additional person's expenses.
- If you do not use a planner...now is a great time to start!
- If possible, your officer should be enrolled in one of your classes. This keeps you all in touch and communicating on a regular basis. If not possible, set aside a time at least once per week for them to come in and do updates.
- Make sure your officer is aware of what is and is not appropriate to post on social media.
- Always carry a lint roller, Tide-to-Go, and extra panty hose (for females).
- Don't be afraid to talk to other SECA!

**MISSOURI ASSOCIATION  
FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA**

**Travel and Reimbursement Policies**

State Executive Council members are expected to attend all assigned activities. These include the annual State Leadership Conference, FCCLA Fall Leadership Conference, National Leadership Conference, and State Executive Council Meetings (spring, summer and/or winter). For any additional meetings in which FCCLA participates, the state adviser will use his/her discretion in calling on a SEC member to represent the organization.

A travel authorization form may be required when attending a state sponsored event. SEC are required to be accompanied by an adult (preferably adviser) to all activities, members may arrange transportation for state FCCLA activities in accordance with local school district policies. Members must notify the state office of who will be traveling with them to and from events if different than adviser. Once in attendance at the state FCCLA activity, SEC members will not leave the premises without their adviser or other designated adult, and will not be permitted to drive or transport others.

Reimbursements allowed will be determined for each meeting. General guidelines include the following.

- *National Leadership Meeting*: Set stipend, no reimbursement of meals, travel, or lodging. Payment will be made once officer has successfully completed all responsibilities and assignments related to the activity. (\$300)
- *National Leadership Meeting – Advisers*: Set stipend, no reimbursement of meals, travel, or lodging. Payment will be made once SEC has successfully fulfilled all responsibilities related to the activity. (\$75)
- *Spring and Winter Planning Meetings*: Association pays for lodging and meals while in attendance (officers and advisers). Travel expenses allowed as requested by the state adviser.
- *Summer Planning Meeting*: Association pays for lodging and meals while in attendance (officers only). Travel expenses not allowed.
- *Fall Leadership Conference*: Association pays for lodging and meals while in attendance (officers only). Travel expenses not allowed.
- *State Leadership Conference*: Association pays for lodging and meals while in attendance (officers only). Travel expenses not allowed.

Items purchased for conferences or activities by SEC or SECA may be reimbursable. Prior authorization is required as well as a receipt. If possible, the items will be purchased by the state association instead of reimbursement.

In order to receive reimbursement, the officer must fill out the reimbursement form and indicate whom check is to be made payable to. **All receipts must be attached and received in the office within 30 days.** After such time, reimbursement will not occur. If the officer and adviser have separate expenses, two forms may be required if the payment needs to be made to separate payees.

When the association is covering lodging, advisers will be roomed two per room and students four to a room when possible. Each officer is allowed one adviser/chaperone. If the local school district policies require different arrangements, the school district will be responsible for the additional charges.

Travel expenses are allowable for personal vehicles; expenses will not be reimbursable for school owned/rented vehicles.

The state will **not** reimburse the following: Meals while traveling to or from an event; personal telephone calls; room service charges; between-meal snacks; entertainment expenses or TV movies; items charged to hotel bill.

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**Travel Authorization Form**

**NAME OF OFFICER** \_\_\_\_\_ **REGION** \_\_\_\_\_

**NAME OF MEETING** \_\_\_\_\_

**DATE(S) OF MEETING** \_\_\_\_\_ **PLACE OF MEETING** \_\_\_\_\_

**MODE OF TRANSPORTATION** \_\_\_\_\_ **APPROXIMATE TIME OF ARRIVAL** \_\_\_\_\_

**PERSON(S) ACCOMPANYING** \_\_\_\_\_  
(name and relationship)

**CELL PHONE NUMBER OF PERSON(S) ACCOMPANYING** \_\_\_\_\_

We understand that the meeting will convene at approximately \_\_\_\_\_.

We understand that the meeting adjournment is schedule for approximately \_\_\_\_\_.

We, the undersigned, understand that the above named individual will be in attendance at the stated meeting. We give our approval for this individual's participation. We agree to the provisions as stipulated in the Conduct Code. We agree not to hold Missouri Family, Career and Community Leaders of America, the State Board of Education, or any of its agents, liable for any accident, illness or injury to this individual during participation in state organization approved activities or meeting and necessary travel to and from those sites.

\_\_\_\_\_  
State Officer Name (Print)

\_\_\_\_\_  
State Officer Signature

\_\_\_\_\_  
Parent/Guardian Name (Print)

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

\_\_\_\_\_  
Adviser Name (Print Name)

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

**EMERGENCY CONTACT INFORMATION**

Name of Emergency Contact \_\_\_\_\_

Relation to Officer \_\_\_\_\_ Phone Number \_\_\_\_\_

**Return to:** Ashley Witte, State Adviser  
[Ashley.Witte@dese.mo.gov](mailto:Ashley.Witte@dese.mo.gov)

**Return by:** (DATE)

**State Executive Council Adviser Handbook Agreement**

I have read and fully understand Missouri Association Family, Career and Community Leaders of America State Executive Council Handbook and Travel and Reimbursement Policies, and agree to comply with the stated guidelines and responsibilities of the position.

\_\_\_\_\_  
Adviser Name (Print)

\_\_\_\_\_  
SEC Name (Print)

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

\_\_\_\_\_  
Date

## **FCCLA CONTACT INFORMATION**

### State Office Mailing Address

Missouri FCCLA  
Department of Elementary and Secondary Education  
P.O. Box 480  
Jefferson City, MO 65102

### Shipping Address

Missouri FCCLA  
Department of Elementary and Secondary Education  
205 Jefferson St.  
Jefferson City, MO 65101

### Missouri FCCLA State Staff

Ashley Witte  
Supervisor and State Adviser  
Family Consumer Sciences and Human Services  
(573) 522-6543  
Ashley.Witte@dese.mo.gov

Deborah Landon, Administrative Assistant  
Family Consumer Sciences and Human Services  
(573) 751-7964  
deborah.landon@dese.mo.gov

Theresa Struempf, Director  
Family Consumer Sciences and Human Services  
(573) 522-6542  
theresa.struempf@dese.mo.gov

Missouri FCCLA Website – [www.mofccla.org](http://www.mofccla.org)  
Missouri FCCLA Facebook Page – [www.facebook.com/MissouriFCCLA](http://www.facebook.com/MissouriFCCLA)  
Missouri FCCLA Instagram: <http://instagram.com/mofccla>  
Missouri FCCLA Twitter – [www.twitter.com/MoFCCLA](http://www.twitter.com/MoFCCLA)  
Missouri FCCLA Blog – [www.mofccla.blogspot.com](http://www.mofccla.blogspot.com)  
Pinterest - <http://www.pinterest.com/mofccla/>

National FCCLA Website – [www.fcclainc.org](http://www.fcclainc.org)  
(703) 476-4900

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