

SECTION I. CALIFORNIA FCCLA INFORMATION

A. NAME OF THE CALIFORNIA ASSOCIATION AND TAGLINE

The name of the State Association is **California Family, Career and Community Leaders of America (FCCLA)**. The Chartered State Association and the affiliated regions shall use this name. In addition, certified local chapters in California shall have the option to use either California FCCLA or FCCLA. The practice of using acronyms is consistent with all of the other California career technical student organizations: FFA, FCCLA, FBLA, DECA, HOSA, and SkillsUSA.

Consistent use of the name will reinforce the established identity and provide a positive, consistent image for the Association. The use of this name is also compatible with the name of the discipline, Family and Consumer Sciences (FCS) Education, as identified at the California Department of Education.

The tagline is FCCLA – The Ultimate Leadership Experience.

B. AFFILIATION INFORMATION

1. Leadership Packet and Student Organization Participation

The California FCCLA Leadership Packet is provided to assist FCS instructors in integrating FCCLA Career Technical Student Organization (CTSO) activities into a regular teaching curriculum as an intra-curricular component of FCS Education Programs that is consistent with federal and state law. As legitimate instructional supplies used in your classroom curriculum, purchase of these packets may be using Career Technical Education (CTE) Incentive Grant Funds, Perkins funds, FCCLA Membership Incentive Funds, and district instructional supply budgets. If these funding sources are not available, these leadership packets may also be purchased with FCCLA Chapter funds. The 2023–24 FCCLA Leadership Packets include the following:

- California FCCLA Member Handbook (available to download on www.ca-fccla.org website)
- National FCCLA Chapter Advisor Handbook, Chapter Handbook, FCCLA Branding Guidelines, and Member Minute/Fast Facts (Electronic Newsletters)
- Access to all programs/activities of the National FCCLA organization through July 31, 2024. One set of Chapter Officer pins provided to each chapter upon affiliation
- Region and State Degree pins for each member when eligibility criteria is met
- One complete set of forms and applications needed for operation of local FCCLA chapter
- Students Taking Action with Recognition (STAR) Event information available on the www.ca-fccla.org website
- One Chapter Guide (revised 2012) for new or reinstated chapters
- Access to information and resources on the California and National FCCLA websites

- FCCLA Promotional, Communication Materials, and Lesson Plans
- Access to the State Newsletter, downloadable
- Access to FCCLA webinars and zoom meetings

a) Deadlines for Submitting Leadership Packet Orders and STAR Entries:

Please refer to handout: Due Dates for Forms, Applications, STAR Entry, Deadlines and Payments 2023–2024.

NOTE: Leadership Packet Orders and Affiliation Materials may be submitted at any time between the opening of the online affiliation system in the fall and May 31, 2024.

- **Current chapters must affiliate by November 1 in order for a school's members to participate in STAR Events.** Only names of members that appear on your chapter's membership roster may compete. Refer to Section II: "STAR EVENTS" of this packet for more detailed information about how members are eligible to compete after the initial affiliation date. Names of additional members may be submitted through May 1.
- Early submission of Leadership Packet Orders and Affiliation Materials puts your chapter on region, state, and national mailing lists in the fall. In addition, it assures receipt of all meeting notices and publications without delay.

2. Chapter Affiliation – Completed on the National FCCLA Affiliation System!

California FCCLA Chapter Affiliation must be completed online utilizing the National FCCLA affiliation system. To begin the FCCLA online affiliation process, chapter advisors will log in at: <https://affiliation.registermychapter.com/fccla#>. The FCCLA affiliation system will open on August 1, 2023, for the current school year. Please use the step-by-step instructions and video tutorial:

<http://fcclainc.org/membership/join-fccla.php>

Chapter rosters are used to verify the eligibility of students: 1) to participate in STAR Events; 2) to attend state and national conferences; 3) to be candidates and hold office at region, state, and national levels; and 4) to apply for FCCLA scholarships, degrees, and other awards. Therefore, it is essential that the names of ALL affiliated students are correctly submitted through the online system. Be sure that all names are listed and spelled accurately).

The FCCLA online affiliation system consists of three elements that must be fully and properly completed and submitted for the chapter's affiliation and leadership packet order to be processed. They are:

- a. Chapter Affiliation and Event Participant Form - must be submitted with the chapter's FIRST affiliation submission of the school year ONLY to the FCCLA Financial Services Office (FSO). It is not required for second and subsequent affiliation submissions. **If your chapter is applying for California FCCLA Membership Incentive grant funds, the deadline to submit this form is August 18, 2023.**

For all other chapters, this form must be submitted prior to

participation in any FCCLA events, otherwise the chapter will be subject to higher registration fees.

- b. Chapter Roster - names and member information must be submitted electronically through the FCCLA online system.
- c. Invoice and Payment - determined by your method of payment.
 - i. If payment is being rendered entirely by credit card - submission must be made online.
 - ii. If payment is being rendered by P.O. via school check - mail invoice with the check to:

**National FCCLA Office
13241 Woodland Park Road, Suite 100
Herndon, Virginia 20171**

We recommend that chapters keep all hard copies for their records.

3. Minimum Number of Members for Affiliation and Fees

A minimum of **twelve** student members is needed to affiliate with the national and state levels of the organization. Regular affiliation is \$18.00 per member/advisor and includes state and national fees and all leadership packet materials and resources. **Other FCCLA Affiliation types include the following options:**

a. Up to 25 Member Chapter Package

This package is \$790.00 which includes the state rate of \$395.00 and national rate of \$395.00. Package benefits include 25 student members and unlimited chapter advisor members in one chapter. In addition, (1) Advisor Academy Registration, (1) National Electronic Program, and (1) Lifetime Alumni & Associates membership of your choice. **Note:** any member over 25 will be charged the \$18.00 per person rate.

b. Unlimited Members Package

This package is \$1,550.00 which includes the state rate of \$775.00 and national rate of \$775.00. Package benefits include unlimited member and advisor affiliations in one chapter. In addition, (1) Advisor Academy Registration, (1) National Electronic Program, and (1) Lifetime Alumni & Associates membership of your choice.

c. 100% Middle-Level Affiliation Program

The Middle Level Affiliation Program is currently only available for middle school programs grades 9 and below. The total affiliation fee is \$450.00, which includes the national affiliation fee of \$250.00 and the state affiliation fee of \$200.00. Chapters need to request this option from the State Advisor directly.

d. Urban Affiliation Program

The Urban Affiliation Program is currently available for an urban school district located within the corporate limits of a city with a core

population of 100,000 or more can enroll all of their FCS students. The total affiliation fee is \$8,500.00, which includes the national affiliation fee of \$4,500.00 and the state affiliation fee of \$4,000.00. Chapters need to request this option from the State Advisor directly.

Note: Middle-Level and Urban Chapters cannot apply for a Chapter Package.

4. Membership Cards

Membership cards are available for download upon receipt of accurate, complete affiliation forms and membership rosters. One card is provided for each student listed on the chapter roster.

5. Calendar of Statewide Events/Due Dates for 2023–2024 Program Year

A list of the planned statewide activities and dates as well as a list of the forms and due dates, are included at the end of this section. Please post in a prominent place and refer to these lists frequently to ensure that both chapter members and advisors are aware of the dates for the planned activities and submit the forms by the due dates.

6. FCCLA Membership Incentive Grant Funds

California FCCLA received \$80,000 in Membership Growth Incentive grant funds to award to chapters for the 2023–24 school year. Applications were provided to chapters at the annual virtual State Leadership Conference and posted to the state FCCLA website. The deadline to submit the application is August 18, 2023. For a complete list of schools that received funds, please refer to the state FCCLA website.

Membership Incentive grant funds are expected to be reduced each year. FCCLA chapters are strongly encouraged to continue to fundraise to sustain their program and activities in future years.

7. Perkins Funding for FCCLA

CTSO chapters that are integral to instruction are permitted to use the Carl D. Perkins Career and Technical Education Improvement Act of 2006 funds. Secondary school Vocational Education Directors and Administrators have been advised that use of federal funds must follow the established guidelines for CTSOs, including: 1) funds may only be expended in instructional programs identified for improvement in the application/plan for Perkins IV funds; 2) the CTSOs must be an integral part of the instructional program; and 3) all expenditures must be for the purpose of improving and expanding career-technical education instruction and meet the guidelines for the use of funds.

FCS students receiving standards-based, Perkins-funded instruction must be provided FCCLA leadership, career, and citizenship knowledge and skills as part of the curriculum to meet the criteria as "integral" to instruction. Since all students receive this instruction, FCCLA membership numbers should be similar to program enrollment numbers.

C. CALIFORNIA FCCLA WEBSITE – A GREAT RESOURCE!!

Visit the FCCLA website, which offers a great array of resources and information: www.ca-fccla.org. Click under the tab Resources: Forms and Documents.

D. CALIFORNIA FCCLA RECOGNITION

1. Student Members

- a. FCCLA Red Rose New Member Award** - (Deadline is November 1, 2023, to be awarded at Spring Leadership Meeting; March 1, 2024, to be awarded at the State Leadership Conference).

The Red Rose Award recognizes new FCCLA members that have demonstrated leadership and knowledge of FCS and FCCLA within their local chapter. The statements that follow represent the minimum qualifications for the achievement of the Red Rose Award. The candidate, chapter advisor, and chapter president must be able to verify the information, and each required person must sign at the end of this application. Please make sure that the application is typed prior to submission; any handwritten applications will not be accepted.

***Note:** By submitting the Red Rose application, the chapter agrees to be financially liable for the cost of the rose pin, which will be invoiced by the FCCLA Financial Services Office once all applications are verified.

- b. Golden State Degree Program** - (Deadline March 1, 2024, to receive recognition at the State Leadership Conference)

This program provides FCCLA members the opportunity to earn degrees and recognition at the chapter, region, and state levels. Members can develop leadership skills and plan to achieve the FCCLA Golden State Degree by participating in specific activities. Review the enclosed Golden State Degree Program criteria with members so they can earn a degree. Chapters are responsible for purchasing chapter pins for members achieving this degree. Chapter degree pins can be ordered simultaneously with the State Leadership Conference Registration. The criteria and application form are available on the state FCCLA website.

- c. Scholarships** - (Deadline March 1, 2024)

Graduating senior FCCLA members may be eligible for one of several scholarships. In addition, State Officers who successfully complete their term of office are eligible to receive scholarships. The criteria and application form are available on the state FCCLA website.

2. Advisors

- a. The Association recognizes advisors with two types of recognition, the Advisor Service Award and the Region and State Star Advisor Award. Additionally, the Citation of Honor Award is presented to Advisors who serve either as Region Coordinators or Region STAR Chairpersons.

Advisor Service Award - (Deadline March 1, 2024)

The California Association will continue to recognize advisors for years of service with pins after their 5th, 10th, 15th, 20th, and 25th years of service as an advisor. To receive the Service Award, advisors must update the "Years as FCCLA Advisor" on the national FCCLA portal. The service year's information should be updated annually for each FCS teacher at your site.

NOTE: Please note the number of years the teacher(s) have taught FCS and the number of years served as the FCCLA advisor may not be the same. While your numbers could be the same for both questions, they frequently differ for many teachers.

- b. **Outstanding Advisor Recognition – (Deadline March 1, 2024)**
This program provides FCCLA members and the State Association with the highly desirable opportunity to provide ongoing recognition for the tireless efforts of local FCCLA Chapter Advisors put forth on behalf of California FCS Education students. To receive the award, advisors and/or chapter officers must complete the "Outstanding Advisor Recognition Award Application – which is available on the state FCCLA website.

- c. **Region and State Star Advisor Award**

The purpose of this award is to recognize annually, on a regional and statewide basis, FCS teachers who serve as FCCLA Advisors for their work in developing a strong FCCLA program in their FCS department. Teachers recognized for this honor shall come from the highest scoring applicants on the "Outstanding Advisor Recognition Award Application." One advisor will be recognized from each region, with the State Star Advisor selected from those receiving the regional award. Application forms and due dates are automatically distributed to qualifying teachers each spring.

3. Chapters

- a. **State Superior Chapter Award - (Application due: March 1, 2024)**

The State Superior Chapter Award is an award of recognition for active chapters. The criteria for the award is now modeled after the Chapter in Review Portfolio Rubric. The application can be found on the state FCCLA website. Chapters must complete the online application and submit a URL link of their Chapter in Review Portfolio.

Chapters who receive 1st and 2nd place by scoring rank and level will be eligible to advance to the National Chapter in Review Portfolio STAR Event.

b. Fifty-Plus Chapters - (By March 1, 2024)

Chapters with 50 or more paid leadership packet orders and corresponding membership rosters of 50 or more students automatically qualify for this award during the State Leadership Conference. To receive recognition at the State Leadership Conference, leadership packet orders and affiliation forms for 50 or more members must be submitted no later than the deadline.

c. One Hundred-Plus Chapters - (By March 1, 2024)

Chapters with 100 or more paid leadership packet orders and corresponding membership rosters of 100 or more students automatically qualify for this recognition during the annual State Leadership Conference. **NOTE:** Chapters receiving this award will not receive recognition for Fifty-Plus Chapter.

d. First Chapter to Affiliate Award

An award is given in each region for the first chapter that submits accurate, completed affiliation forms and paid leadership packet orders. Chapters will receive recognition at the State Leadership Conference.

4. Honorary Membership - (Nomination form due by March 1, 2024)

The purpose of honorary membership is to recognize individuals who are not Chapter Advisors and who have made significant contributions or service to the State Association.

5. Distinguished Service Citation - (Nomination form due by March 1, 2024)

The purpose of the award is to recognize individuals who have not only impacted the State Association, but who have also inspired individual members.

E. CALIFORNIA STATE PROJECT GOALS

State Project Goals (SPGs) are selected every two years by the State Officers. The chosen topics are based upon current issues in society and communities. SPGs are intended to provide an area of emphasis for planning a chapter's annual program of work and activities. The SPG topics serve as a statewide focus for community service projects for all chapters. They also function as topics for STAR Events such as National Programs in Action and Professional Presentation. It is believed that by chapters focusing on these topics, California FCCLA can make a coordinated impact in providing solutions for these societal issues while also raising public awareness of FCCLA. The SPGs for 2023–2024 are: Career Connections, Community Service, and Families Acting for Community Traffic Safety (FACTS). Please refer to the handout: **Theme and State Project Goals** for more information.

F. STATE LEADERSHIP CONFERENCE - April 27–30, 2024

The State Leadership Conference will be held in Riverside, California, at the Marriott Hotel and Riverside Convention Center. Activities will begin Saturday, April 27, 2024, and conclude on Tuesday, April 30, 2024. Participating chapters will be expected to stay at the conference hotel; therefore, chapters should make housing reservations directly through the hotel. Registration materials will be posted on the state FCCLA website in January.

G. SUPPLIES, EMBLEMATIC MATERIALS, AND UNIFORMS

1. Official FCCLA Supplies

Chapters may order FCCLA emblematic materials directly from the National FCCLA Store at the website link: <https://fccla.mybrightsites.com/>. Materials currently available on the California website link: <https://www.ca-fccla.org/shop-california-fccla/> include official uniform items, official casual dress apparel, and trading pins.

2. Ties and Ascots for Members

Members should wear ties that correspond to their official dress. Ties can be purchased from the National FCCLA Store at <https://fccla.mybrightsites.com/>.

3. FCCLA Official Blazers

The official FCCLA blazers can be purchased from the National FCCLA Store at <https://fccla.mybrightsites.com/>. **NOTE:** Do not alter, cut, or add personalization to any part of the FCCLA official uniform.

4. FCCLA Official Dress Uniform

A complete line of approved official dress uniform items is available from the National FCCLA Store. Additional official dress uniform items are available from the California FCCLA store, including dress shirts and skirts.

H. STATE OFFICER VISITS TO REGIONS AND CHAPTERS

State Officers will be making a limited number of region and chapter visits during the school year. Regions that wish to have a state officer visit should contact the FCCLA State Advisor. Chapter visits will be coordinated through the FCCLA State Advisor.

I. WANTED: QUALIFIED OFFICER CANDIDATES FOR REGION AND STATE

Qualified members should be encouraged to run for region, state, and national office to share their talents and abilities. Being an FCCLA officer provides students with unlimited opportunities for personal growth and leadership development. Further information will be available at the Fall Region Meetings.

1. Application for State Officer

Each chapter may submit no more than two applications for a state officer candidate. Candidate application forms can be found on the state FCCLA website at: <https://www.ca-fccla.org/resources/forms-and-documents/>. Applications are due on March 1. **NOTE:** Regions are encouraged to nominate at least two (2) State Officer Candidates per region.

2. Application for Region Officer

Region Officer Applications can be found on the state FCCLA website at: <https://www.ca-fccla.org/resources/forms-and-documents/>. Applications are due online one week prior to the region spring meeting to the State Advisor. **NOTE:** Chapters are encouraged to nominate two (2) Region Officer Candidates to fulfill region obligations.

J. NATIONAL OUTREACH PROGRAM

Participation in FCCLA's National Outreach Projects gives members the opportunity to make a united impact concerning a need that the National Executive Council decides to address.

LEAD4CHANGE: The Lead4Change Student Leadership Program is the nation's leading and fastest-growing free leadership and service program, road-tested by more than 1.5 million students since 2012. Aligned to education standards and 21st-century skills, Lead4Change will create a transformation in your students and real change in your community. Since FCCLA's partnership in 2015 students have donated more than 180,000 volunteer hours in many service areas, including children, seniors, animals, schools, communities, and global initiatives. Lead4Change lessons are inspired by the leadership principles from the book *Taking People with You* by David Novak, retired Chairman & CEO of Yum! Brands.

Lead4Change provides leadership lessons with a community service project framework. (1) Register online to create your member profile, (2) Access and teach the lessons (lessons can be student-led), and (3) Share your students' stories in the Lead4Change Challenge. <https://fcclainc.org/engage/national-outreach-program>.

K. FEDERAL TAXPAYER ID NUMBER

Your chapter may receive a letter from the Internal Revenue Service (IRS) inquiring about the chapter's income and tax status. If your chapter receives such a letter, please prepare and forward immediately a letter to the IRS with the following statement:

"We are a chapter component of FCCLA which is itself a subordinate unit of Family, Career, and Community Leaders of America, Inc., and is exempt under a group ruling: 53 017 8290 1472. Our income is not in excess of \$25,000 and there is, therefore, no necessity for filing a separate 990 form."

L. CHAPTER CHARTER CERTIFICATES AND SEALS

New and reinstated chapters will receive their Chapter Charter Certificate with their leadership packet. Chapters are encouraged to frame and display the Charter Certificates in their FCS classroom.

M. SCHOLARSHIP FUND

Financial support for the scholarship program depends upon regional or chapter contributions. All chapters are encouraged to support this recognition program by contributing. Make a wise investment by contributing to the state scholarship fund and help graduating senior FCCLA members prepare for a future in FCS or related occupations. To contribute to the scholarship fund, please refer to website link: [Scholarship Fund :: CA FCCLA \(ca-fccla.org\)](http://ca-fccla.org) for address and payment information.

NOTE: To qualify for points toward the State Superior Chapter Award, chapters must contribute a minimum of **\$25.00**.

N. QUESTIONS AND RESOURCE STAFF

To provide assistance and to answer questions, please use this list to determine the appropriate contact:

* State-level programs, including STAR Events, meetings, activities, resources, and policies

State FCCLA Office:
916-319-0890

* Membership, Fees, Membership Growth Incentive Grant, and Emblematic Materials

FCCLA Financial Services Office: 209-744-1979

* Affiliation System: membership@fcclainc.org

National FCCLA Office:
703-476-4900