



## FEA STATE OFFICER APPLICATION

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

**Advisor's Name:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Shirt Size:** \_\_\_\_\_ **GPA:** \_\_\_\_\_

Select Position you are seeking:

- President
- Vice-President
- Secretary
- Central Region Representative
- North Region Representative
- South Region Representative

What area(s) are you interested in pursuing in the Education Profession (Check all that apply)

- |   |                                     |                                    |
|---|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Early Childhood          | <input type="checkbox"/> Elementary | <input type="checkbox"/> Secondary |
| <input type="checkbox"/> Special Education        | <input type="checkbox"/> Science    | <input type="checkbox"/> Math      |
| <input type="checkbox"/> Other Subject area _____ |                                     |                                    |

Please describe your involvement in your chapter:

What skills do you have that qualify you for this position?

Application Deadline: Last Friday in JANUARY

What is your vision for FEA for the State of California and what will you do to promote FEA as a state officer?

List Volunteer Activities and other activities you are involved in in your community:

Bio - A brief paragraph that describes your interests and hobbies, involvement in school (athletics, clubs, etc; Community involvement, what you plan to teach, where you plan to go to college:

- \* \* Attach with Application: Scan in additional documents or mail in. Video link via YouTube or DVD/CD.
- Teacher Recommendations (2) Resume, One must be from FEA Chapter Advisor
- Essay - Attach a typed double spaced one page essay titled: "The Impact of a Student Leader"
- Medical Liability Consent Form
- Video- DVD or YouTube; This will be your campaign speech (See below for example)

### Election Speeches:

Each Video speech should be about two minutes in length. The speech should be an encouraging speech mentioning something that has helped to shape you and why you should be elected to state FEA Office. Candidates will all present Video speeches at the opening general session of the state conference. Candidates are allowed to use props during their speeches with one stipulation: Candidates must carry their props on and off the stage by themselves. Speeches must be “G” rated and family friendly.

### Example Outline of Election Speech:

- I. Introduction (Name, Chapter, School District)
- II. Body: Personal Story/Experience & how this helped shape you as a person and things you learned from this experience
- III. Conclusion: What impact you will have as a state officer and why you believe you are the best candidate for this position

### Election:

Voting will take place immediately following the conclusion of the opening session through the end of the first day (3:00). Officers will be announced during the State Conference. Votes will be tallied during the conference by FEA Advisory Board Members.

### Campaign:

Candidates may create information flyers, posters, and buttons for their campaign. A table will be provided inside the hall to display for your candidacy. You must notify the FEA State Director at least two weeks prior to the conference if you are requesting a display table. Candidates will be responsible for setting up their display tables and the distribution of all their materials. They must canvas the area after voting is completed to ensure none of their campaign materials are found on the floors or conference areas. Posters will not be allowed to be taped to walls. They may be displayed on your display table and may be used during your speech. All questions may be directed to the FEA State Director at 949-609-4660.

## ARTICLE VI - LOCAL & STATE OFFICERS

SECTION 8 The officers of the State Association of FEA Executive Council shall be a President, Vice-President, Secretary, South Region Representative, Central Region Representative, and North Region Representative. The state officers and the State FEA Director will constitute the Executive Council of the State Association. The Executive Council of the State Association shall meet a minimum of three times per school year. Tentative dates will coincide with state FEA conferences in October and April and a late summer meeting for new officer orientation. Duties will be assigned to each State Officer by the State Director for FEA. An application process and screening will be used to select State Officers each year. This will include a recommendation from the local FEA advisor and resume' of FEA related activities.

## ARTICLE VII - STATE OFFICERS & APPOINTMENTS

SECTION 1 Qualifications for State Office

1. Only active members are eligible to hold state office.
2. All applicants will be certified eligible for nomination to hold office by a screening committee appointed by the State Director.
3. To be considered for an office in FEA, a candidate shall:
  - A. Have at least one year remaining in his/her educational program.
  - B. Be recommended by the chapter and endorsed by his/her local chapter advisor, parents, and school administrator.
  - C. File an official application with the State Director's Office before the determined deadline is established.
  - D. Have a cumulative G.P.A. of 3.0 or better.
  - E. Demonstrate leadership on campus.
  - F. Be available to attend State Officer Meetings.
  - G. Attend Officer Training Scheduled in early fall.

# FEA STATE OFFICER DUTIES

## PRESIDENT:

- Shall represent FEA at special events
- Assign his/her officers responsibilities for projects, conferences, trainings, special events
- Develop a Program of Work for State Officers
- Attend all Advisory Board Meetings
- Assist with planning, organization, facilitation and supervision of regional and state conferences
- Contact and communicate with state officers on a regular basis

## VICE PRESIDENT:

- Shall represent FEA at special events
- Participate in projects, conferences, trainings, special events
- Assist with development of the Program of Work for State Officers
- Attend all Advisory Board Meetings
- Assist with planning, organization, facilitation and supervision of regional and state conferences

## SECRETARY:

- Shall represent FEA at special events
- Take notes and develop meeting minutes for Advisory Board Meetings and all officer meetings
- Participate in projects, conferences, trainings, special events
- Assist with development of the Program of Work for State Officers
- Attend all Advisory Board Meetings
- Assist with planning, organization, facilitation and supervision of regional and state conferences

## REGIONAL REPRESENTATIVES:

- Shall represent FEA at special events
- Participate in projects, conferences, trainings, special events
- Assist with development of the Program of Work for State Officers
- Attend all Advisory Board Meetings
- Assist with planning, organization, facilitation and supervision of regional and state conferences

## All officers:

- Will maintain at least a 3.0 G.P.A.
- Apply for scholarships as appropriate to their college, experience, interest
- Demonstrate outstanding leadership on and off campus
- Be available to attend officer meetings and trainings
- Communicate directly to State FEA Director of any scheduling conflicts that limit their participation
- Have on file all volunteer forms for ADE
- Wear appropriate FEA Officer dress to all functions
- Perform at least one site visit with State FEA Director or other officers
- Be a member of an active FEA Affiliated Chapter
- Attend the State Officer Training
- Attend the FEA Chapter officer trainings
- Attend the FEA Fall Regional Conferences
- Compete in at least one State competition
- Attend the FEA State Conference
- Make every attempt to attend the FEA National Conference

# CALIFORNIA ASSOCIATION OF FEA COMPREHENSIVE CONSENT FORM

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STUDENT NAME

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DATE

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NAME OF SCHOOL

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NAME OF ADVISOR

**PURPOSE:** In order to attend any area, state, or national FEA conference, each FEA student must submit a completed and signed copy of this form.

Completion and signing of this form indicates that the student, parent/guardian, and school administrator have read this form and approve of its contents.

Each advisor is responsible for filling out the proper paperwork for their district when attending any area, state, or national conference.

Completion and signing of this document provides consent for:

1. Student attendance at and travel to/from conferences/activities as specified below
2. Emergency medical treatment
3. Student abiding by the code of conduct
4. Student abiding by the dress code
5. Waiver of liability

Consent and approval indicated by the signing parties are applicable to the following activities:

1. FEA Chapter officer training
2. FEA Fall State Leadership Conference
3. FEA Executive Council/Officer Leadership Training
4. FEA State Spring Conference
5. FEA National Conference
6. Other workshops, seminars and activities sponsored by the California Association of FEA

**PHILOSOPHY:** It is a **privilege** and an honor for a student to attend area, state and national FEA conferences. As such, each student has the unique opportunity to represent his/her school, community and family as a professional. Students are expected to follow all rules and regulations stated herein. In cases of uncertainty, the student should confer with his/her advisor or chaperone **prior** to acting; ignorance of rules and regulation will not be considered an acceptable excuse. Teachers, chaperones and state staff assume the responsibility of enforcing all rules and regulations to ensure, to the degree possible, the safety and well-being of students.

**SPECIAL NEEDS:** The California Association of FEA recognizes the special needs of our members. If any member has a special need that will require accommodation, the member is requested to inform the California Association of FEA of such needs so accommodations can be made.

**DRESS CODE:** Dress and grooming indicate the pride you have in FEA, its goals and its activities. FEA is, first and foremost, a professional organization for students enrolled in Education Professions courses. Just as in a business where company policies related to dress and grooming are maintained, FEA has developed its own policies. Essentially, proper dress and grooming for any occasion is a matter of exercising good judgment. Should a question arise concerning the dress code, contact your chapter advisor **prior** to making a decision. Help us to build and maintain a positive image of FEA!

If a swimming pool, Jacuzzi, sauna, etc. is available for student use, the following dress is appropriate ONLY when traveling to/from and when using such facilities. *Under no circumstances are students permitted in the hotel lobby or in any general area, except the pool area itself while dressed for swimming.* Males and Females: robe or t-shirt, swimming suit, shoes or sandals.

**USE OF PHOTOGRAPHS & MEDIA:** The California Association of FEA has full privilege in the use of photographs, images or digital recordings of FEA members to further educate and promote the goals of the organization.

**CODE OF CONDUCT:** Participation in California Association of FEA activities provides an opportunity for students to interact with business professionals, adult FEA supporters, other FEA members and the general public. As a result of establishing a positive, ethical and professional image many businesses, civic organizations and individuals provide financial and human resources to FEA and its student members. Should you have any questions concerning what constitutes acceptable behavior, ask your advisor or chaperone **prior** to making a decision. FEA values its reputation and asks that you help maintain it. The code of conduct has been established and is enforced at all area, state, and national FEA conferences and activities.

**General Policies:**

- Be prompt and prepared for all activities.
- Wear identification badge at all conference activities.
- Attend all general sessions and meeting activities.
- Keep advisor/chaperone informed of whereabouts at all times.

- Show respect for rights and property of others. Damages to property or furnishings shall be paid for by the individual or responsible Chapter.
- Adhere to the dress code at all times.
- Refrain from loud, boisterous talk, swearing and horseplay.
- Demonstrate sportsmanship in the leadership and skills competition, and meetings.
- Observe the rules and regulations established by those in charge of the meetings and conferences.
- Refrain from possessing and/or consuming alcoholic beverages, cigarettes, or illegal drugs.
- Refrain from any other act which brings criticism or discredit to California Association of FEA and/or Chapter that the member represents.

#### **Hotel Policies:**

- Be in respective hotel rooms by established curfew. Check with your advisor for time.
- Refrain from allowing members of the opposite sex in hotel rooms/sleeping areas. Exceptions to this rule may be made by the state or local FEA advisor for special meetings.
- Remain in hotel (except for authorized events) unless prior permission has been received from advisor/chaperone.
- Leave hotel grounds by curfew or immediately following last scheduled event if not registered at the hotel.
- Refrain from using the telephone after curfew.

**A delegate violating the rules of personal conduct or the instructions of his/her advisors may lose all rights to future FEA activities, and may subject him/herself to being disqualified from competition and removed from positions of prominence.**

**Level One Violations:** The following have been identified as **extremely serious** violations.

1. Violation of any city, state or federal law.
2. Possession, consumption, transportation or purchase of any alcoholic beverage or illegal drug. If alcoholic beverages and /or illegal drugs or evidence of their use are found in a hotel room, all occupants of that room shall be subjected to the penalties described below.
3. Defacing, damaging or stealing public or private property.
4. Failure to attend conference activities, including competitive events, general sessions and special meetings.
5. Male in female's room or female in male's room without an open door and without permission of a chapter advisor or chaperone.
6. Missing curfew by more than 30 minutes. Curfew means being in your assigned room with the door closed and noise kept at a minimum. If you are not staying in the hotel, curfew means that you have left the hotel grounds by the stated time.
7. Throwing any object from a hotel window or vehicle.
8. Inviting or having non-FEA members or unregistered individuals in your hotel room at a conference activity.
9. Rudeness or insubordination.
10. Repeated violation Level Two Conduct Codes.
11. Violations not mentioned as identified by the advisor, chaperone, state staff and/or school official.

#### **Level One Penalties:**

1. Expulsion from the conference.
2. Notification of the parent or guardian.
3. Notification of a school official.
4. Student, parent/guardian and advisor must immediately arrange for alternative travel plans to return home, at the parent/guardian's expense.
5. Forfeiture of all awards, moneys, scholarships, travel grants and future opportunities to participate in California FEA activities.
6. Other penalties at the discretion of the advisor, chaperone, school official or state staff.

**Level Two Violations:** The following have been identified as less serious violations, but if repeated, students may be subjected to penalties similar or equal to those prescribed for Level One Violations.

1. Failure to follow the California Association of FEA dress code.
2. Smoking in public during the conference.
3. Failure to wear identification during the conference.
4. Tardiness to conference activities. If tardy by 30 minutes or more, a Level One penalty applies.
5. Leaving the conference site without the knowledge of your advisor or chaperone.
6. Missing curfew by less than 30 minutes and by not being in your assigned room with your door closed and noise kept to a minimum.
7. Disturbing other hotel guests by excessive noise, door slamming, etc. which results in a complaint to the hotel management. Two such complaints result in a Level One penalty for all occupants of the room or facility.
8. Other violations not mentioned above but identified by the advisor, chaperone, state staff or school official.

#### **Level Two Penalties:**

1. Verbal and written warning and immediate compliance with conference rules.
  2. Notification of chapter advisor and state FEA Staff.
  3. Repeat violations or the violation of another Level Two Code may result in Level One penalties.
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## REQUIRED SIGNATURES

**CODE OF CONDUCT:** We, as indicated by our signatures below, have read, and will comply and assist with the enforcement of the Code of Conduct.

**DRESS CODE:** We, as indicated by our signatures below, have read, and will comply and assist with the enforcement of the Dress Code.

**WAIVER OF LIABILITY:** We, as indicated by our signatures below, agree to waive the liability of the California Association of FEA and its staff, the Department of Education, the FEA Advisor/Instructor and chaperones for accident or illness occurring during transit or while participating in the conferences/activities listed on this form.

**ALUMNI ASSOCIATION:** We, as indicated by our signatures below, authorize the FEA Alumni Association's access to my home address for purposes relating to FEA, with the condition that the Alumni Association will not release our home address to parties outside of the FEA organization.

**USE OF PHOTOGRAPHS & MEDIA:** We, as indicated by our signatures below, understand that the FEA has use all images captured during the conferences/activities for promotion of its organization and profession.

We also understand that the California Association of FEA is partnering with Maricopa Community Colleges' ATLAST Project for this activity. We, therefore, authorize the Maricopa Community Colleges (including its colleges and affiliates) to photograph me/my child and to use the photographs for educational or promotional purposes in any type of media. The photographs will not be used for profit without our express permission. We understand that we will not be paid or rewarded for providing this authorization.

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

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

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

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## EMERGENCY INFORMATION & MEDICAL RELEASE FORM

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Gender  M  F

Complete Address \_\_\_\_\_

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

Name(s) of Parent(s)/Guardian(s) \_\_\_\_\_

Parent/Guardian Address (if different) \_\_\_\_\_ Home Phone \_\_\_\_\_

Mom/Guardian Work Phone \_\_\_\_\_ Mom/Guardian Cell Phone \_\_\_\_\_

Dad/Guardian Work Phone \_\_\_\_\_ Dad/Guardian Cell Phone \_\_\_\_\_

In an emergency, if persons listed above are not available, please notify:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name of Personal Physician \_\_\_\_\_ Phone \_\_\_\_\_

My child is insured for medical coverage by \_\_\_\_\_

\_\_\_\_\_ Medical Insurance Company \_\_\_\_\_

\_\_\_\_\_ Policy Number \_\_\_\_\_

Allergies to food, medication, plants, animals, or insects:

Yes

No

Explanation:



Please list below any pertinent health information we need to know such as: Asthma, Diabetes, Heart problems, Kidney problems, etc.:		
List any medication currently being taken:		
List any physical or behavioral conditions that may limit participation:		
Does your child use any of the following: Contact lenses, hearing aids, etc?		
IMMUNIZATIONS: Give most recent dates		
Tetanus	MMR	Polio
<p><b>My signature below certifies that:</b></p> <p>I hereby authorize in advance any necessary medical treatment required while my child is traveling to/from and attending the conference/activities referenced on this form.</p> <p>In case of a medical emergency, I understand every effort will be made to contact me. In the event that I cannot be reached, I hereby give permission to the physician, selected by the adult leader in charge, to secure proper treatment, including hospitalization, anesthesia, surgery or medications for my child.</p> <p>I give my permission for the adult leader to give my child Tylenol or Advil for headache, etc.</p> <p><b>Parent/Guardian Signature</b> _____ <b>Date</b> _____</p>		

**Meeting Dates:**

The State Officer Team has regular meetings for educational experiences and planning for regional and state conferences. State Officers are not allowed to miss major conferences and training events, but are allowed to be excused for up to one meeting. Communication is essential and it is the responsibility of each officer to communicate any scheduling conflicts to the State FEA Director prior to any scheduled events.

Each officer will be required to attend the following conferences and events:

# STATE FEA OFFICER CALENDAR

## STATE OFFICER TRAINING:

- State Conference
- August–5days(TBD)TeamBuilding,LeadershipTraining,SiteVisitPreparation

## ADVISORY BOARD MEETINGS:

- TBD

## FEA CHAPTER OFFICER TRAININGS (2):

- September- TBD

## FEA FALL REGIONAL CONFERENCES:

- TBD

## STATE CONFERENCE & COMPETITIONS:

- TBD

SITE VISITS: (3) Between September & January - TBD

## STATE CONFERENCE PLANNING:

- TBD

## Statement of Intent:

I fully understand the responsibilities and obligations of an California FEA Officer. If elected, I will fulfill all assignments to the best of my ability. To the best of my knowledge, all information submitted is accurate and correct.

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Signature of Candidate

Date

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Signature of Parent/Guardian

Date

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## Mail or email Application to:

Nate Moser

State FEA Director

Project Tomorrow

15707 Rockfield Blvd. Suite 250

Irvine, CA 92618

[nmoser@futureeducatorsca.org](mailto:nmoser@futureeducatorsca.org)