



**South Dakota Association
Family, Career and Community Leaders of America
District Junior High Officer Candidate Application Instructions**

Please complete the following instructions for the District Junior High Officer Candidate Application. Applications need to be postmarked no less than **three weeks** prior to your district meeting date.

□ FCCLA Resume

- Attach a professional FCCLA resume, one page only in length, typed in 11 point Times New Roman font with margins set at .75 all around, providing the below criteria:
 - Name, school, chapter, year in school, number of years in FCCLA, total years of FACS instruction.
 - List all Family and Consumer Sciences courses and grade levels when taken. Please list the course titles as they appear on your transcript.
 - List your participation in FCCLA at the local, district, state and national level.
 - List offices held in FCCLA.
 - List your participation in your school and community organizations.

□ 2 Letters of Recommendation

- Provide 2 typed letters of recommendation. Each recommendation should be on a separate sheet of paper and included with the application. The recommendations must follow the below criteria:
 - A maximum of one page in length per person and double spaced.
 - One from the Chapter Adviser and the other one from a professional knowledgeable of your FCCLA and/or non-FCCLA related activities.
 - Include FCCLA leadership skills, community involvement, and academic performance.
 - Name and title of the person writing the recommendation, signed and dated.

□ Affiliation

- Attach a copy of the 2011-2012 chapter affiliation form, verifying candidate's membership.

□ Official Transcript

- Attach an official transcript that indicates the candidate's cumulative grade point average.
- Candidate must have a minimum of one Family and Consumer Sciences class.



- ❑ **District Junior High Officer Candidate Summary Sheet**
 - Complete the District Junior High Officer Candidate Summary Sheet located on page 3.
 - Send only page 3 and a wallet-sized picture to your district chairperson

- ❑ **Make a copy of your application for your records before you submit it to state headquarters.**

Application postmark deadline for each district:

District 1 - Nov. 18, 2011

District 4 - Jan. 30, 2012

District 7 - Dec. 19, 2011

District 2 - Nov. 17, 2011

District 5 - Jan. 4, 2012

District 8 - Dec. 26, 2011

District 3 - Jan. 11, 2012

District 6 - Nov. 16, 2011

District 9 - Jan. 25, 2012

Mail completed applications to:

Shannon Schweitzer

SD FCCLA State Adviser

2417 Whispering Shores Drive

Fort Pierre, SD 57532

