

OBJECTIVE 8

Assignment Sheet 5

1. Answer should relate to a class or chapter project, program, and/or activity.
2. Answer should be more specific than answer to question 1.
3. Answer should be how the final goal or outcome will be reached and include accomplishments necessary to reach the goal.
4. Answer should include in order steps necessary to reach the goal.
5. Answer should include projected outcomes or actual outcomes, if known.

WRITTEN TEST

OBJECTIVE 1

- | | |
|------|------|
| 1. C | 6. C |
| 2. D | 7. B |
| 3. E | 8. E |
| 4. A | 9. A |
| 5. B | |

OBJECTIVE 2

- | | |
|------|-------|
| 1. D | 6. D |
| 2. E | 7. A |
| 3. B | 8. B |
| 4. C | 9. C |
| 5. A | 10. E |

OBJECTIVE 3

- | | |
|------|------|
| 1. B | 6. A |
| 2. A | 7. A |
| 3. B | 8. B |
| 4. B | 9. A |
| 5. A | |

OBJECTIVE 4

1. A
2. C
3. D
4. B

OBJECTIVE 5

1. B
2. A
3. C

OBJECTIVE 6

- | | |
|------|------|
| 1. B | 4. B |
| 2. A | 5. A |
| 3. A | 6. A |

OBJECTIVE 7

- | | |
|------|-------|
| 1. B | 6. A |
| 2. A | 7. A |
| 3. B | 8. A |
| 4. A | 9. B |
| 5. B | 10. B |

OBJECTIVE 8

Evaluated on Assignment Sheet 1.

OBJECTIVE 9

- | | |
|------|------|
| 1. B | 5. A |
| 2. A | 6. B |
| 3. B | 7. A |
| 4. A | |

OBJECTIVE 10

1. B
2. E
3. A
4. D
5. C

OBJECTIVE 11

Evaluated on Assignment Sheet 2.

OBJECTIVE 12

Evaluated on Assignment Sheet 3.

OBJECTIVE 13

Evaluated on Assignment Sheet 4.

OBJECTIVE 14

Evaluated on Assignment Sheet 5.

QUIZ

- | | |
|------|------|
| 1. E | 5. B |
| 2. C | 6. I |
| 3. A | 7. G |
| 4. F | |

Name _____ Score _____

INSTRUCTIONS

Write the letter of the answer in each blank provided.

OBJECTIVE 1

Match FCCLA local officers with their suggested duties.

- A. President
- B. Reporter
- C. Secretary
- D. Treasurer
- E. Chaplain

- _____ 1. Keeps all chapter and executive council meeting records and membership lists; oversees official correspondence; serves as chairman of the membership and correspondence committees; prepares and reads the minutes for all chapter meetings
- _____ 2. Keeps an accurate account of all financial transactions; reports the financial status at meetings; serves as chairman of the finance (ways and means) committee
- _____ 3. Provides devotionals for all meetings; assists the music and recreation leader
- _____ 4. Presides over chapter and executive council meetings; serves as ex-officio member on all committees; appoints special committees as needed
- _____ 5. Writes news articles and supplies pictures for publication and broadcast; makes FCCLA publications available; serves as chairman of the public relations committee

- A. Music/recreation leader
- B. Parliamentarian
- C. Vice-president
- D. Advisor
- E. Historian

- _____ 6. Assists the president in all duties; succeeds and assumes duties and responsibilities in the absence of the president; serves as chairman of the program/project committee

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- ___ 7. Rules on points in question concerning parliamentary procedure; assists in conducting meetings in a business-like way; serves as chairman of the constitution (bylaws) committee
- ___ 8. Keeps a record book, including pictures and other materials of importance to the organization; serves as chairman of the records and materials committee
- ___ 9. Provides recreation for all chapter meetings; has songs and ice-breakers ready before each meeting; serves as chairman of the music and recreation and/or social committee(s)

OBJECTIVE 2

Match FCCLA committees to their functions.

- A. Nominating/election committee
- B. Constitution (bylaws) committee
- C. Public relations committee
- D. Finance (ways and means) committee
- E. Records and materials committee

- ___ 1. Proposes money-making ideas to cover project, activity, and affiliation costs; prepares a budget for the chapter
- ___ 2. Keeps materials and references of the chapter up to date, properly organized, and in good condition so members can easily use them; helps the secretary, when requested, with chapter files; assists the historian in keeping historical records of the chapter
- ___ 3. Reviews the constitution and/or bylaws annually to determine alliance with state or national bylaws and decide if there are any additions or changes necessary
- ___ 4. Interprets the FCCLA program to others in the school and community
- ___ 5. Selects a slate of officer candidates; organizes voting procedures and materials

- A. Music committee
- B. Correspondence committee
- C. Membership committee
- D. Hospitality committee
- E. Program/project committee

- ___ 6. Makes arrangements for meetings and greets guests and members; plans the entertainment segment of chapter meetings and special events when called upon by the program committee

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- ___ 7. Provides or plans for instrumental and vocal music for chapter meetings and special events; makes plans for group singing
- ___ 8. Writes invitations and thank-you letters to program participants and guests; helps the secretary, when necessary, with chapter business correspondence
- ___ 9. Develops a plan to increase and maintain local chapter membership
- ___ 10. Prepares a calendar of events, yearbook, and other devices to inform members of the chapter's plans for the year

OBJECTIVE 3

Select the primary purposes of committees. Write "A" if the action is a purpose and "B" if it is not.

- A. Purpose
- B. NOT a purpose

- ___ 1. To distribute the workload among officers equally
- ___ 2. To provide the chapter with information
- ___ 3. To limit number of students being actively involved in chapter activities
- ___ 4. To provide ideas for improving the school
- ___ 5. To make recommendations to chapter members
- ___ 6. To distribute the workload among membership equally
- ___ 7. To allow more students to become actively involved in chapter activities
- ___ 8. To rewrite national bylaws
- ___ 9. To take action if needed

OBJECTIVE 4

Identify common types of committees and their lengths of service.

- ___ 1. A special committee
 - A. is appointed as needed for a special task.
 - B. receives extraordinary recognition for work.
 - C. has members who are of greater status.
 - D. performs work superior to that of other committees.

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- ___ 2. A standing committee
 - A. votes by rising to signal approval.
 - B. is active for the lifetime of the chapter.
 - C. takes care of regular chapter activities.
 - D. represents the oldest chapter members.

- ___ 3. Standing committees meet for
 - A. the time needed to complete the assignment.
 - B. one grading period.
 - C. as long as members are in class.
 - D. a semester or year.

- ___ 4. Special committees meet for
 - A. one grading period.
 - B. the time needed to complete the assignment.
 - C. as long as members are in class.
 - D. a semester or year.

OBJECTIVE 5

Arrange in order steps in setting up committees.

- A. Committee chairs appointed
- B. Executive council determines committees needed
- C. Officers staff committees

- ___ 1. Step one
- ___ 2. Step two
- ___ 3. Step three

OBJECTIVE 6

Identify types of state officers. Write "A" if the office is a state FCCLA position and "B" if it is not.

- A. Officer
 - B. NOT an officer
- ___ 1. Parliamentarian
 - ___ 2. President
 - ___ 3. Secretary
 - ___ 4. Reporter
 - ___ 5. Occupational vice-presidents
 - ___ 6. Vice-presidents

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OBJECTIVE 7

Identify types of National Executive Council officers. Write "A" if the office is a National Executive Council position and "B" if it is not.

- A. National Executive Council office
- B. NOT a National Executive Council office

- ___ 1. Ambassador
- ___ 2. First vice-president
- ___ 3. Governor
- ___ 4. President
- ___ 5. Reporter
- ___ 6. Vice-president of Community Service
- ___ 7. Vice-president of Finance
- ___ 8. Vice-president of Membership
- ___ 9. Vice-president of Records
- ___ 10. Vice-president of Publications

OBJECTIVE 8

Evaluated on Assignment Sheet 1.

OBJECTIVE 9

Identify types of FCCLA meetings. Write "A" if the meeting is an FCCLA meeting and "B" if it is not.

- A. FCCLA meeting
- B. NOT an FCCLA meeting

- ___ 1. Town meeting
- ___ 2. Local meeting
- ___ 3. International meeting
- ___ 4. District meeting
- ___ 5. National leadership meeting
- ___ 6. Regional meeting
- ___ 7. State convention

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OBJECTIVE 10

Arrange in order steps to use in the FCCLA planning process.

- A. Form a plan.
- B. Identify concerns.
- C. Follow up.
- D. Act.
- E. Set a goal.

___ 1. Step one

___ 2. Step two

___ 3. Step three

___ 4. Step four

___ 5. Step five

OBJECTIVE 11

Evaluated on Assignment Sheet 2.

OBJECTIVE 12

Evaluated on Assignment Sheet 3.

OBJECTIVE 13

Evaluated on Assignment Sheet 4.

OBJECTIVE 14

Evaluated on Assignment Sheet 5.

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Name _____ Date _____ Score _____

INSTRUCTIONS

Write the letter of the answer in each blank provided.

- | | |
|--------------|----------------------------|
| A. Ad hoc | F. Ex-officio |
| B. Agenda | G. Executive Council |
| C. Bylaws | H. Membership |
| D. Cabinet | I. Parliamentary procedure |
| E. Committee | J. Sub-delilio |

- ___ 1. Chosen group of members with specified responsibilities
- ___ 2. Document that includes rules that help to keep the local chapter running smoothly
- ___ 3. For a specific purpose or for a special case only
- ___ 4. From the office or by virtue of the office
- ___ 5. Organized listing of the order of business of a meeting
- ___ 6. Set of rules for conducting a meeting in an organized and efficient manner
- ___ 7. Standing committee that acts to expedite planning; usually consists of current officers

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