

**REQUEST FORM**  
FOR  
FCCLA STATE EXECUTIVE COUNCIL PARTICIPATION  
(Duplicate Form as Needed)

*Mail, Email or Fax to the State FCCLA Office, 1500 West Seventh Avenue, Stillwater, OK 74074-4364.  
[dmorr@okcareertech.org](mailto:dmorr@okcareertech.org) Fax #405-743-6809 Request must be made at least two weeks prior to event.*

**Name of contact person:** \_\_\_\_\_

**Contacts email address** \_\_\_\_\_

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

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**School Phone** \_\_\_\_\_ **Home Phone** \_\_\_\_\_ **FAX** \_\_\_\_\_

**Name of meeting:** \_\_\_\_\_ **Theme** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Officer responsibilities:**

give greetings for \_\_\_\_\_ minutes

speak for \_\_\_\_\_ minutes on (Topic) \_\_\_\_\_

install officers

other (Please specify) \_\_\_\_\_

**Location and directions:** \_\_\_\_\_

**Appropriate dress:**      **official dress**      **other (please specify)** \_\_\_\_\_

Roundtrip mileage at .45 cents per mile will be paid to the council member. Mileage will be paid to chapter adviser when the adviser uses his/her own car. Mileage is not paid when a school car is used unless the school requests the mileage be paid to the school.

Lodging will be provided if an overnight stay is required.

Council members traveling during a mealtime will be reimbursed for the meal at the state rate or provided a meal by the requesting chapter/district/region. (Breakfast - \$7.00, Lunch - \$10.00, Dinner - \$15.00)

**OFFICE USE ONLY:**

**Name of FCCLA SEC Member Assigned:** \_\_\_\_\_