



## STATE EXECUTIVE COUNCIL (SEC) MEETING REQUEST

Email this document to: [OhioFCCLA@education.ohio.gov](mailto:OhioFCCLA@education.ohio.gov) (Subject Line SEC Request)

### REQUESTED BY

Name: \_\_\_\_\_

Region: \_\_\_\_\_

Chapter: \_\_\_\_\_

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

City/Town/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### MEETING LOCATION & INFORMATION

Meeting Name: \_\_\_\_\_

Meeting Location Address, City, Zip: \_\_\_\_\_

Meeting Date(s): \_\_\_\_\_

Meeting Focus:

Morning \_\_\_\_\_

Afternoon \_\_\_\_\_

Evening \_\_\_\_\_

## **PRESENTATION REQUEST**

Type:

Keynote \_\_\_\_\_

Workshop \_\_\_\_\_

Greeting \_\_\_\_\_

Etc. (Specify)

Topic Audience:

Member/Student \_\_\_\_\_

Adviser \_\_\_\_\_

Administration/Community Leader \_\_\_\_\_

Audience Size: \_\_\_\_\_

Additional Information: \_\_\_\_\_

## **STATE EXECUTIVE COUNCIL MEMBER REQUESTED (Please check)**

Emily Tran, State President

Sydney Marcum, First Vice President

Elizabeth Eberwine, State Secretary

Adriana Viana, Vice President of Member Engagement

Abigail McKnight, Vice President of Service Engagement

Luke Vannus, Vice President of Program Outreach

## **EXPENSES COVERED**

Meals: \_\_\_\_\_

Mileage: \_\_\_\_\_

Once this request is submitted, State FCCLA Adviser(s) will coordinate with the requested council member(s) to ensure availability and willingness, as well as grant approval from the state office for the SEC member to travel. Following this, both the requester and SEC member will receive contact information of the other party to begin making arrangements and meeting plans. Please do not make arrangements for the officer prior to receiving further information from Ohio FCCLA.

By checking the box below, the requester verifies that all information above is accurate to the best of their knowledge and understand Ohio FCCLA must approve the request prior to making arrangements for the Sec member to travel.

Please check:

I agree