What Every New Adviser Needs to Know

As a new FCCLA Adviser it is important to remember that you can’t do it all. Pick one project to do it well, learn the process then apply what you have learned to other projects.

If you are fortunate to inherit a chapter from an adviser who has been active in FCCLA and has a strong chapter listen to what the experienced members have to say about past projects use them as a resource, after all this is a student led organization.

If you are starting from scratch. Start small and build. Recruit students and carry out a chapter project, something small and fun. The students involved will experience success and be more willing to try something else or build on the project they have been working on.

Seek out an experienced, active, enthusiastic adviser who is willing to share their expertise. If you are the only FCCLA adviser in your area join forces with a successful adviser from another school organization. An experienced adviser told me “hook you star to one that is rising.”

Use the Panning Process as a tool, brainstorm, plan, and evaluate. Every day is a new day if you fall short of your goal, start where you are and build.

We all experience disappointment, the only way to avoid falling short is to do nothing. Doing something is much more fun and rewarding.

Set two or three goals as an adviser each year. Work toward them just as your students work toward their goals. Learn and

Where Do I Start?

Administrative support is important for the success of a program, but before you approach your administration about starting a chapter do you homework. Administrators deal with the big picture, and will want precise answers to a variety of questions. Questions administration will ask are different than questions new advisers will have. One of the first questions administrators will ask is how much is this going to cost? Where will the money come from? What are the benefits to students?

FCCLA is a great opportunity for students to develop leadership, participate in community service, and learn new skills. As advisers we need to be able to share this with administrators. Using examples of student successes is one way to demonstrate the opportunities available to students. Current issues of Teen Times and the FCCLA, What’s It All About video can provide some background information to share with school boards and administration.

FCCLA chapters are funded in a variety of ways schools may pay a stipend for an adviser much the same as they do for coaches and extra-curricular activities. In some states FCCLA is included in the formula for Carl Perkins funding or state funding which would allow those funds to be used to support a chapter.

If the chapter will be integrated the start up costs could be minimal, and part of classroom expenses. Completing projects in class
Seven Habits of High Effective Advisers

Habit 1: Attitude
Attitude is a small thing that makes a big difference. Keep in mind your attitude is the first impression students will have of your program and FCCLA.

Habit 2: Remember Your Role as an Adviser
An adviser is there to support and guide students. FCCLA is a student led organizations with many opportunities for leadership growth and development.

Habit 3: Accept New Ideas
Be willing to try new things. Don’t get stuck using the same methods that are not effective. If you always do what you have always done, you will always get what you always got. Brainstorm, share ideas, and be resourceful.

Habit 4: Be an Inspiration
Let your students know you care about them as chapter members, but also as students. Be approachable, send notes of encouragement, offer time for your students, praise and encourage your students. Create a positive reinforcement.

Habit 5: Take Time for Yourself
Find hobbies that you enjoy to renew yourself.

Habit 6: Prioritize
Establish what matters most. Know what you want and need to get done. Create a calendar and time schedule. Set goals—both personal and professional.

Habit 7: Enjoy What You Do, and Show It
You action speak louder than words. Let your students see that you love what you do, even on days things

First Things First

K-I-S-S
Method
Start small with basic, fun projects that allow students to feel success.
Keep It Simple and Small.

Recruiting members
Getting students excited about FCCLA is a challenge every adviser faces. Making FCCLA a driving force in your program is one way to develop membership.

Present information about FCCLA to all students involved in FCS classes. The Be Part of It DVD is a good start, other resources include FCCLA, What’s It All About, and Teen Times.

Select a National Program to use as a class project, for example plan a health fair in a foods and nutrition class. Families First could be used as a class project for a child development class.

STAR Events can also be used for class assignments. Any subject can do an illustrated talk as a class assignment.

Students develop a presentation complete with visuals to present to the class about a topic related to the class.

Using STAR Events as class assignments are a great opportunity to build presentation skills and include FCCLA in the curriculum.

Once you have student interest work together to plan a project. Invite interested students to brainstorm ideas that they are interested in pursuing.
STAR Events Tips for Local Advisers

Sell Star Events

- During the introduction to each unit, go over which STAR Events your students can enter related to the topic.
- Give some information about each STAR Event.
- Show Examples of past years' projects. Have former participants talk to students about their projects.
- Put up a STAR bulletin board.
- Let students pick a topic or area of personal importance or interest.
- Hold a STAR Events kick-off meeting for interested students, make it a party with pizza, or ice cream.
- Have students sign up for STAR Events.
- Form committees to help students complete projects.

Make STAR Events part of the curriculum.

Stay on Tract

- Go through the national guidelines with students.
- Encourage students to set up a folder or file of information about their project.
- Hold work days or sessions to work on project.
- Meet with each individual or team participant.
- Set Deadlines for steps for project completion.
- Set up a chapter calendar for projects make it available to all student. Post it in the classroom.
- Schedule brief meetings throughout the day and after school to keep up with the progress students are making with their projects.
- If it is a team event, get as many members of the team together as possible. Make sure to check the guidelines for the number of team members allowed.
- Give students notes of encouragement.
- Post information on lockers and in the school hallways about upcoming events and competitions.
- Put together treat bags for students for the trip to district, state, and national meetings.
- Hold a dress rehearsal for STAR Events competitors in front of the class or a committee.
- Hold a community night to high light

Give Recognition

- Use school announcements to salute STAR Events participant.
- Display awards in trophy cases, build your own if one is not available to you.
- Have a pizza or ice cream party for all participants.
- Publicize participants and their results in the school and local media.
- Leave congratulatory notes in participants’ lockers.
- Show off projects during parent’s night, orientation days, and school election events.
- Create a “Wall of Fame” for district, state and national winners and officers.
- Be sure you share your chapter accomplishments with administration, school board and community organizations where possible.
- Have students present to community groups, it is great PR and good experience.
- Compile a list of local media with phone numbers, emails, and contact information, use them.
- Create a DVD for students attending state and national meetings.
- Use the DVD to let other students see how much fun FCCLA can be.
Back Page Story Headline

Welcome to a great adventure. FCCLA has a great deal to offer both students and advisers, each chapter project is an opportunity to learn new skills. Every chapter is unique and setting chapter goals for the year gives the chapter something to work towards.

The greatest gift an adviser can pass on to students is confidence in their abilities and skills. Build student and adviser confidence through chapter activities, plan ahead using the planning process for every chapter project it will make getting the job done easier.

There will be times when projects may not work out the way we envision them, there will be successes and failures along the way. Many of the best projects start out small and blossom with the efforts of students and advisers. Learning to plan and carry out projects provides students with the opportunity to build confidence and leadership.

Communities are better for the efforts of volunteers, students have unique perspectives to situations and they have a gift for seeing solutions where others have failed to look.

The organization is student led, let them take the opportunity to lead and take responsibility.
FCCLA Advantages for Administrators

Family, Career and Community Leaders of America (FCCLA) is the youth leadership organization for Family and Consumer Sciences education, or as determined by the state department of education. It involves students in hands-on, meaningful experiences that reach beyond the classroom and provide authentic and student-directed learning.

**FCCLA brings classroom lessons to life. Integrating FCCLA into the classroom—**
- enriches student learning and improves self-esteem
- involves all Family and Consumer Sciences students, thereby serving youth with a range of ability levels, economic situations, and cultural influences
- provides opportunities to implement and assess student mastery of the Family and Consumer Sciences National Standards
- revitalizes teaching and learning.

At the heart of FCCLA is student involvement in projects and activities they plan, carry out, and evaluate themselves. Chapter projects and activities stem from and enhance Family and Consumer Sciences programs of study. With FCCLA in the classroom, most of these experiences occur during class time. Some assignments and small-group projects may also occur outside of class.

Through their FCCLA involvement, students sort out thoughts, analyze situations, set goals, interact with others, apply classroom knowledge, and become leaders in today’s—and tomorrow’s—families, careers, and communities. Many agree that this is exactly what schools and educators need to offer young people.

**FCCLA offers unique advantages for administrators.**
- FCCLA provides a ready-to-use framework for implementing educational priorities, such as school-to-career efforts, cooperative learning, standards and competencies, and volunteerism/citizenship requirements.
- Through project activities and publicity efforts, FCCLA reaches into the community to demonstrate how academic lessons are applied.
- FCCLA excites students about learning and makes them enthusiastic ambassadors for the school.
- Integrated FCCLA offers recognition for a diverse population of students, including many who are not otherwise involved in school activities.
- District/region, state, and national recognition in FCCLA programs strengthens the public’s image of the school.
- FCCLA chapters’ service projects build community good will and support.
- Integrated FCCLA is a highly effective way to help students explore careers and prepare for the transition into the work force or higher education.

Your support of FCCLA is a key element of its success. By extending this opportunity to students, you help them build leadership for families, careers, and communities.
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### FCCLA Member Info Sheet

**Name:**

**Address:**

- **City:**
- **State:**
- **Zip:**

- **Home Phone:**
- **Lockers #:**
- **Birthday:**

- **Parents Name:**
- **Cell Phone #:**
- **Grade:**

**Student ID #:**

**Email:**

<table>
<thead>
<tr>
<th>1&lt;sup&gt;st&lt;/sup&gt; Semester Classes</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Semester Classes</th>
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#### Star Events

- **Applied Technology**
- **Career Investigations**
- **Chapter Service**
- **Chapter Showcase**
- **Culinary Arts**
- **Early Childhood**
- **Entrepreneurship**
- **Focus on Children**
- **Hospitality**

#### Affiliation:

- Please circle the classes you have had (in the past) or will have this year.

<table>
<thead>
<tr>
<th>Senior</th>
<th>Occupational</th>
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<tbody>
<tr>
<td>Child Development</td>
<td>Advance Interior Design</td>
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<tr>
<td>Fashion Strategies</td>
<td>Child Care I</td>
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<td>Food and Nutrition I</td>
<td>Child Care II: Preschool</td>
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<td>Food For Life II</td>
<td>Child Care II: Head Teacher</td>
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<tr>
<td>Interior Design I</td>
<td>Child Care II: Elementary</td>
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<tr>
<td>Interior Design II</td>
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<td>Adult Roles and Financial Literacy</td>
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<tr>
<td>Adult Roles and Responsibilities</td>
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</table>

### OFFICE USE ONLY:

- **Affiliation**
- **Area Convention**
- **State Convention**
- **Be a Part of It!**
- **Senior**
- **Occupational**
# FCCLA ATTENDENCE TIME CARD

<table>
<thead>
<tr>
<th>Date Attended</th>
<th>Activity</th>
<th>Points</th>
<th>Member Initial</th>
<th>Time Spent</th>
<th>Worked Performed</th>
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**TOTAL POINTS:**

**Points:**
- Attend lunch meeting-5pts
- Attend an after school meeting-10pts
- Service Project-10pts
- Member dues paid before Sept. 29-10pts
- Step One-5pts
- Get a friend to join FCCLA-5pts
- Area FCCLA Meetings-10pts
- State Meeting-20pts
- Dance-(5pts for each ½ hr.)

**Rewards:**
- Star Event-100pts
- Officer Meeting-5pts
- Officer dues/Fall Ldrshp paid before July 25-20pts

- Earn $1 toward state for every 25pts
- End of 1st semester: 1 raffle ticket for every 10pts
- End of 2nd semester: 1 raffle ticket for every 20pts
Family, Career, and Community Leaders of America (FCCLA)  
Officer Duties and Responsibilities  
Carbon High School

All officers:
- Attend and support officers meetings (once a week) and activities.  
- Help in decision making, membership recruitment and fundraising.  
- Attend summer orientation, fall leadership, chapter, area and state meetings.  
- Participate in Power of One and Step One.  
- Participate and compete in a STAR Event at area and state.  
- Plan, delegate and oversee committee members in fulfilling your assignments for your particular office.  
- Creates a newsletter and calendar for one month of the year.  
- In charge of one monthly membership lunch.

President:
- Conducts and oversees all chapter meetings and activities. 
- Delegates responsibilities to other officers and members and follows up to see that the jobs have been done.  
- Supports all other officers in their responsibilities and activities.  
- Helps and communicates with advisors what needs to be accomplished.  
- Meets with advisors weekly to plan agenda for officers meetings.  
- Write and send thank you notes to guest speakers or anyone who helps with chapter business.  
- Encourages officers and members to be involved and fulfill their responsibilities.

1st Vice President
- Conducts and takes over in the president’s absence.  
- Head of Preference Ball  
- Educate officers and members of FCCLA’s national programs (Community Service, Families First, FACTS, Student Body, Financial Fitness, Career Connection, Leaders at Work, Power of One, Step One, and STOP the Violence).  
- Decides and organizes the national programs that our chapter will participate in, excluding Community Service.  
- Responsible to fill out paperwork for the national program and sees that it is sent in to state and nationals.

Vice President (aka Mrs. Stockdale’s slave/state officer)  
- Oversees class representatives.  
- Help chapter officers fulfill they responsibilities.  
- Whatever else Mrs. Stockdale orders you to do.

Vice President of Service  
- Responsible for the Community Service National Program.
• Responsible for each service project that is conducted by our chapter.
• Oversees one service project that is related to a state goal.
• Fills out proper paperwork for the community service national program and sees that it is sent in to state and nationals so that our chapter is recognized.
• Works with Service Chairman and Service Committee.

**Service Chairman**
• Assist Vice President of Service with all service related projects.
• Plan and conduct service committee meetings.

**Vice President of STAR Events**
• Responsible to read and learn about all of the STAR Events.
• Responsible for STAR Event orientation to chapter members.
• Speak with each chapter member to help them find a STAR Event in which they could succeed.
• Motivate and encourage members to be involved in STAR Events.
• Make and maintain a list of participants, their STAR Event and category.
• Help advisors fill out paperwork for area and state competition.
• Help organize STAR Event help nights and chapter competition.
• Makes favors for members who compete at area and state.

**STAR Event Rep**
• Responsible to read and learn about all of the STAR Events.
• Make copies of each event and keep in the file.
• Assist in speaking with each chapter member to help them find a STAR Event in which they could succeed.
• Motivate and encourage members to be involved in STAR Events.
• Help Vice President of STAR Events with competition preparations.

**Vice President of Public Relations**
• Maintains constant contact with all members of FCCLA and keeps them informed of what is going on (phone tree, e-mail, web page, flyers, newsletter, etc).
• Copy and distribute monthly newsletters and calendars to members.
• Makes any special invitations for activities.
• Writes up announcements to be made from CTV, marquee and the office.
• Contacts media with newsworthy events conducted by our chapter.
• Write and send articles to the state VP of Public Relations on our chapter activities.
• Send at least one article in to Teen Times to inform nationals of our activity.

**Vice President of Membership**
• Implements the national membership campaign (Be Part of It) which focuses on recruiting, retaining and recognizing members and submits our involvement to nationals on-line.
• Oversee monthly membership lunches.
• Responsible to head up the membership drive and see that all tasks are completed.
• Works with VP of Finances in keeping a record of all discussions at officers meetings and chapter activities.
• Makes a calendar of members birthdays (or half b-days) and sees that they are recognized.

Membership Chairman
• Keeps a current record of all that our chapter is doing throughout the year. (Take notes)
• Plan and conduct member committee meetings.
• Works with VP of Membership to accomplish Be Part of It.
• Help with the membership drive.

Vice President of Finance
• Helps Mrs. Stockdale track member dues and chapter moneys and affiliation.
• Keeps a record of each member and what money they pay in throughout the year.
• Helps with ordering plaques and awards.
• Works with VP of Membership in keeping a record of all discussions at officers meetings and chapter activities.

Finance Representative
• Help member affiliation.
• Keeps a current record of all that our chapter is doing throughout the year. (Take notes)
• Help track chapter money

Vice President of History
• Keeps records and copies of everything that is participated in and organized or attended by our chapter (programs, agendas, calendars, newsletters, articles, invitations, letters, thank you’s, recognition papers, etc.) These should be filed in the FCCLA drawer at the school, as well as in a folder or file which is kept with the officer.
• Takes pictures at all events. ALWAYS has the camera!! This includes keeping the camera maintained, batteries charged, pictures downloaded, etc. Distribute them to whichever officers or members need them for books or STAR Events.
• Organizes calendar for officers and classes to maintain the display.
• Responsible to help advisors with the Four Star Chapter award paperwork.
• Competes in the Chapter Showcase Manual or Display STAR Event.

Vice President of Technology
• Helps take pictures at all events.
• Makes flyers and hangs them on the FCCLA news boards.
• Makes and maintains a current list of members and phone numbers.
• Creates and texting tree to keep members current on activities.
• Creates Facebook or Twitter page for our chapter and update it.
• Creates power points/slide show for member act activities and closing social.
• Assist with other technology oriented assignments.
# Family, Career, and Community Leaders of America
## 2008-2009 FCCLA CHAPTER OFFICER APPLICATION

### Candidate Information

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<thead>
<tr>
<th align="left">Candidates Name:</th>
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<tr>
<td align="left">Parent Guardian's Name</td>
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<tr>
<th>Birthday:</th>
<th>Age:</th>
<th>Grade (next year)</th>
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<th align="left">Home Address:</th>
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<th>Zip code</th>
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<th>Candidate's Cum GPA</th>
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List all the Family and Consumer Sciences classes you have taken and the year taken:

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<th>Year taken</th>
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*Describe your past involvement in your school FCCLA chapter:*
List your participation in other school and community activities besides FCCLA (include major activities, organizations you belong to, offices held, and awards or honors received.)

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<tr>
<th>Community Activities</th>
<th>Offices Held</th>
<th>Honors Received</th>
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If I were selected as a chapter officer I would like to be considered for the following offices. (Please indicate your 1st, 2nd, 3rd choice):

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<tr>
<th>Office</th>
<th>Choice</th>
<th>Office</th>
<th>Choice</th>
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<tbody>
<tr>
<td>President</td>
<td>Choice</td>
<td>VP of Membership</td>
<td>Choice</td>
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<tr>
<td>1st Vice President</td>
<td>VP of Finances</td>
<td>VP of STAR Events</td>
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<tr>
<td>VP of National Programs</td>
<td>VP of History</td>
<td>VP of Special Programs</td>
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<td>VP of Service</td>
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Use only the space provided. Write one paragraph for each of the topics below:

How has FCCLA helped you?
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<tbody>
<tr>
<td><strong>What responsibilities do you feel qualified to carry out as a leader in Family, Career and Community Leaders of America—</strong></td>
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<td><strong>What do you think the most important qualities of an effective leader are—</strong></td>
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<td><strong>Why have you selected the officer position that you did?</strong></td>
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</table>
How will you encourage your friends and other students to join FCCLA?

What are some activities that you would like to do in our chapter next year?

**FCCLA CHAPTER OFFICER CONTRACT**

If selected as a chapter officer, I agree to:
- Carry out the responsibilities to the office which I receive.
- Attend our chapter leadership training (2 days) this summer.
- Help meet and introduce students to FCCLA at high school registration.
- Attend our Fall Leadership Convention at the Provo Marriott in October.
- Attend weekly officer meetings.
- Attend monthly membership meetings.
- **Put FCCLA first.**
- Be positive toward chapter members and activities.
- Compete in a STAR Event at the area and state level!

_________________________________________ Date _____________
Officer Candidate’s Signature

I have reviewed this contract with my son/daughter and understand it. I will support my son/daughter if he/she is selected as a chapter officer at Carbon High to carry out the above responsibilities.

_________________________________________ Date _____________
Parent/Guardian’s Signature
Welcome to the FCCLA Cafe!!

We serve millions every day!!

This cafe, however, doesn't serve food. It's four daily specials are based on the FCCLA National Program, Community Service. These daily specials show the responsibility and concern for youth today in a whole new light. With the help of the Life Skill, decision making, we enriched the lives of our chapter members by leading projects with our caring hearts and diligent hands to improve our community and the people around us.

Community Service:
A Dish That Keeps on Serving

Community Service is a project that someone does to make a positive contribution to the welfare of others. It benefits all members through the satisfaction of giving back to their communities and from improving the life of someone else in some way. Giving your time, energy, and resources is a perfect gift to others, and volunteering fits people's needs and shows you care. Service to others is the most powerful way young people can take the lead today and build a better world for tomorrow. As a volunteer, you can learn to work with a variety of people, discover personal strengths and weaknesses, explore career possibilities, and work as an equal partner with adults. Most importantly, community service is fun and is a perfect chance to make new friends.

Identifying Concerns:
The Beginning of Every Good Recipe

In preparing our cafe menu, we used the FCCLA Planning Process, which begins with identifying concerns. During a summer meeting, our chapter officers brainstormed to identify our main concern as a chapter. They wanted to agree on an in-depth project for our FCCLA chapter to base it on years' activities. Their choice was community service. Our chapter officers felt that when youth take the responsibility of motivating their peers to participate in community service, the lasting impact would be much stronger than if adults were to take the lead. They wanted us to guide the community in activities that help and benefiting the people around us. Following our chapter's decision, we bases our Skills For Life STAR event on community service.

Setting Your Goals:
Determining the Recipe for You

Every community needs concerned citizens to address the problems it faces. Our officers decided that as a main goal we wanted us, as teens to take part in these concerns. Often, community members look down upon teens because they feel we're careless and irresponsible. The officers of our chapter wanted to promote greater understanding between youth and adults, which happens to be one of the FCCLA's eight purposes. To do this, they set their second goal, which was to organize activities aiding different programs in our area involving the teamwork of our chapter members and community members. Our officers' plan was to use these goals in creating successful projects and activities for our chapter.

Forming a Plan:
Making Instructions for a Flawless Recipe

The officers began forming their plan by putting their two goals together. Each of our officers volunteered to be in charge of one month of our school year from August to May. Members in our chapter agreed to write letters, make phone calls, and surf the web for different resources that could help us to organize projects to achieve our goals. Then, our officers brainstormed activities that could be incorporated into each month's theme. For example, in the month of November, our officers planned a Veterans' Breakfast for our local veterans. The chapter members made and served the meal, honoring the veterans for their dedication to our country.

Decision Making:
The Main Ingredient in Any Situation

With any project, FCCLA members are confronted with judgements and decisions. So from the very beginning, we knew that decision making would be the life skill that would be necessary to reach our project's goals. Teens are faced with difficult decisions every day in their life, whether they're at school, on the basketball court, or watching T.V. For our project, we had to make decisions on how to obtain needed information to complete a project, how to build situation awareness with our members, how to identify problems that might arise, how to develop our plan of action, and how to identify barriers that effect their decision making.

Act:
Start Your Cooking

Up to this point in our project, we had many different "daily specials" that were capable of being placed on our cafe menu. However, we used our life skill of decision-making to narrow down our choices. There were many factors that we had to consider before we could begin the acting process. These included thinking about our problems with an open mind, taking time to gather information and thinking about different options, and spending time discussing choices with other people involved.

Once our choices were confirmed into our daily specials, we could fully begin the acting process of our project. We chose to proceed in four different community benefiting activities, a food drive, a penny drive, delivering welcome baskets and a Veterans' Breakfast.

Follow Up:
Enjoy Your Tasty Treats!

Our final step of our Cafe menu was the 5th step of the planning process, which is to follow-up. One component of this is to evaluate your goals and see that they were met. After careful examination, we found that all of them had been met, as well as exceeding one. Our future goal is to carry on the community service within our area and to continue to serve millions every day. We also looked back critically on our project, so in the future when we set up projects of the same nature, we will know what activities are successful and non-successful.
THE FCCLA CAFE
SPECIALS FOR TODAY!!

Our specials were finally narrowed down when we began our 4th step of the FCCLA Planning Process. Acting. Each special centers around teenagers and community members helping people in and around our community.

DAILY SPECIAL #1:
COMMUNITY FOOD DRIVE

Our first daily special centers around benefiting organizations that have helped our community members. The Ronald McDonald House, in Wichita, KS, offers a home away from home for families of critically ill or injured children receiving medical care. Along with the RMH, the Purdue House, in Wichita, is also a safe place where family members can break away from the hospital environment, have the support of other families and ease some of the stress associated with a loved one’s illness. Both these organizations provide affordable rooms that are big enough for each family to stay comfortably, with all the conveniences of home.

The Ministerial Alliance in our hometown of Osbome provides needy families in our community or families passing through with food and other needed supplies. This service furnishes 10-15 families a month with various food and supplies.

Several members of our community have had to use these charitable programs. To aid these programs in helping many other families in KS, we hold a food drive throughout our community. Our goal was to gather enough food to give a decent amount to each organization. We wrote an article for our newspaper telling the residents of Osbome about our project. Then we put plastic grocery bags on each resident’s door with a flyer containing ideas from the RMH organization that could be donated. A few days later we gathered the food and items from the houses. Much to our amazement, the donations of household supplies and food was much more than we expected. After collecting the food and other goods, we sorted the donations and divided them into 12 boxes for each organization.

Our final step of our project was to deliver the boxes to Wichita and distribute them to the RMH and Purdue House. The administrators at the houses were delighted with our donations and offered us a tour of both houses. Once home from Wichita, we delivered the remaining boxes for the Ministerial Alliance to the Osbome Christian Church. Helping organizations that benefit our community is just one of the FCCLA Cafe’s daily specials.

DAILY SPECIAL #2:
CLASSROOM PENNY DRIVE

Our 2nd daily special of serving millions every day was our classroom Penny Drive. People were unable to see how much the Ronald McDonald house was aiding our community, so we wanted to achieve more than just a successful food drive. This time our goal was to help the organization through the teenagers in our school, so we formed a plan that consisted of donating more than just food and supplies to the RMH. We wanted to raise money and present it to the RMH, since it has been a source of relief to families in our community with children that are in great need of medical care. A classroom penny drive was the answer. It consisted of a contest between the 15 homeroom classes in our high school. Each morning students would bring money into their homeroom, and then we tallied the total income during our FACS classes and after school each day. The contest got very competitive! At the end of the week, we had raised a total of $476. We awarded the top money raising class with a pizza party and presented the other $400 to Barkley Wilson, the executive director of the RMH. He was shocked by our amount of donation. Expressing his gratitude, he promised us the money would go to good use benefiting the many people that move in and out of their charitable houses. Teens working together to help organizations helps our FCCLA Cafe stick together strong and effectively.

DAILY SPECIAL #3:
LOCAL VETERANS’ BREAKFAST

Our 3rd daily special at the FCCLA Cafe was the breakfast that our chapter held for our local veterans. We felt that the veterans in our community, who fought so hard for our country, were not getting our communities full appreciation. They risked their lives to give us the freedom that we enjoy today, and we felt that giving them the everlasting recognition they deserve was important. So, we wanted to coordinate a breakfast, honoring these courageous citizens. We wrote an article for our newspaper inviting our local veterans to our school to join us. Our November chairperson also contacted the VFW, Auxiliary, and Legion presidents to extend the invitation. Then, our chapter members worked together to make the meal, greet, and serve each local veteran. Helping people locally shows community members that our FCCLA Cafe staff is not only caring and willing, but also responsible.

DAILY SPECIAL #4:
WELCOMING BASKETS

For our 4th and final daily special at our Cafe, we served millions by preparing welcome baskets for new families in our community. Our hope was that these baskets filled with various goodies would not only make the new residents feel welcome but also relieve the tension and discomfort from moving to a new town. Chapter members worked to fill different baskets with breads, cookies, and other sweets, and also historical and present information about our town and county. Being friendly and supportive towards new people brightens not only their lives, but also the people here at FCCLA Cafe.

Kalli Dabaker
935 N. 1st St.
Osbome, KS 67473
ukdabaker19@hotmail.com

Lacey Pose
2419 W. 20th Dr.
Alton, KS 67823
lmaecych@hotmail.com
Constructing A Successful Chapter!

Chapter Name: Kimball FCCLA
From: Kimball High School
Kimball, South Dakota
Number of Members: 30

On the following pages contain the blue prints for our chapter's success. If you have any questions about these projects, or would like more information about them, contact us at:
Kimball FCCLA
Kimball High School
Box 479
Kimball SD 57355

CAUTION
Under Construction!

Presenters:
Ms. Tracy Andresen
Brandi McCraren
Projects That Work For Us:

Families First:
1. Grandparent's Day
   * Chapter sponsored event in which students invited their grandparents to attend school with them.
2. Family Fun Night
   * Members families participate in a night filled with a pot-luck supper, fun, and games.

FACTS:
1. Adopt-A-Highway
   * Members clean part of state highway that our chapter "adopted."
2. Mock Car Crash
   * Chapter sponsored "drunk driving crash," students participate in crash.
3. Traffic Sign
   * Chapter purchased a "Buckle Up Sign" and placed it in student parking lot.

Career Connection:
1. Career Day
   * Chapter sponsored day where students are introduced to various careers.
2. Education
   * Members research and learn about prospective careers.

Community Service:
1. Trick-or-Treat Service
   * Members take children out on Halloween night.
2. Character Counts
   * Chapter members plan and implement workshops with elementary students about the importance of good character.
3. Appreciation Days
   * Chapter sponsors separate School Staff Appreciation and Member Appreciation Days.
Funding Your Success:

1. **Raffles**
   * Chapter sponsors raffles for bags of Halloween candy, Easter baskets with goodies, and other things throughout the years.

2. **Kiss-O-Grams**
   * These are pieces of paper students can write messages on. The message is then passed on to the receiver along with a Hershey's Kiss. This is done during the week of Valentine's Day.

3. **Thanksgiving Pies**
   * Members sell and make a variety of pies for the Thanksgiving holiday. This was a huge fund-raiser for our town, people enjoyed it, but it became too big, and a lot of hassle eventually.

4. **School Activities**
   * The chapter is in charge of 4 concession stands during school activities. Also, 3-point shots, 50-50 drawings, bake sales, and other things can be done during home games and other activities.

5. **Kiss-A-Pig Contest**
   * Students and staff put money in containers for each staff member, whoever has the most money in their container at the end of the week has to kiss a pig.

6. **Apkins**
   * This is similar to kiss-o-grams, but is done in the fall with carmel apples instead.

7. **Flower Sales**
   * Members sell roses and carnations to students during FCCLA week. Students buy the flowers for parents and friends for Valentine's Day.
Recruiting Builders:

1. Our chapter pays for $3 of dues, this brings the expense of members down.
2. The benefits of joining FCCLA are expressed in FACS classes during the first week of school.
3. Membership for our chapter relies mostly on word of mouth, friends invite friends to join.
4. Participating in Membership Quest 2000 is recommended.

Helpful Tips:

1. Set up a program of work and committees for projects at the beginning of the year. All successful building projects need to be organized.
2. When planning projects for the year, keep in mind that tradition is good, but change and evolution are the keys to success. We found that projects go over better if they are not completed every year.
3. Utilize senior member leadership, but don't emphasize it. Allow older members to show new members the ropes.
4. Don't worry! Some things go your way, others don't. Construction a successful chapter takes a lot of time, patience, and smiles!
# Communication Techniques...

**the SKY'S the LIMIT!**

## Get the Word Out-in Print, on the air or at the podium
- bookmarks
- church bulletins
- community calendars
- company newsletters
- crossword puzzles
- directories
- flyers
- grocery bags
- letters to the editor
- magazine columns
- neighborhood papers
- on-page fact sheets
- placemats
- quizzes
- radio & television
- resource lists
- school intercom
- school newspapers
- speakers bureau
- speeches
- surveys
- telegrams
- telephone calls
- testimony
- thank-you notes
- weekly shoppers

## Show Off-with displays and other eye-catchers
- awards
- balloons
- banners
- bulletin boards
- bumper stickers
- buttons
- certificates
- decals
- decorated trash cans
- FCCLA resource center
- mobiles
- peg boards
- photo displays
- posters
- puppet shows
- school display cases
- skits
- slide shows
- suggestion box
- table top displays
- tone-one cards
- tote bags
- videos
- window & lobby displays

## Make It an Event - FCCLA Week and other special occasions
- assembly programs
- banquets
- career days
- carnivals
- community fairs
- contests
- FCCLA Week
- joint activities with youth organizations, community groups or business organizations
- mini-workshops
- open houses
- panel discussions
- parades
- raffles
- shopping mall events

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Reproducible sheet © Future Homemakers of America, Inc.
Adapted from the FHA/HERO Chapter Handbook

81
Running For National Officer
"Putting the Pieces Together"
The Adviser's Perspective
Pam Busch
Neodesha, Kansas
Running For National Officer
"Putting the Pieces Together"
The Adviser's Perspective
Pam Busch
Neodesha, Kansas

- Start Early!! 7th Grade even if possible!
- Make sure that you have parent, administration, and your family support before beginning this journey!!

During grades 7-11, your candidate should:
- Take a FACS class every year
- Serve as a Chapter and District officer every year if possible
- Attend all the State Leadership Conferences available
- Complete Step One and all Power of One modules
- Attend as many Cluster and National meetings as possible (maybe even help with workshops, round tables, etc)
- Serve as a State Officer at least one year
- Participate in as many STAR Events as possible (Job Interview and Parliamentary Procedure are a big help)
- Participate in several National programs
- Promote FACS and FCCLA to legislators
- Present workshops on any area of FCCLA
- Be active in many areas of their school especially community service

To prepare (adviser and candidate) for election at National Meeting:
- Start early preparing the year you plan to run. Around Thanksgiving would not be too early!! Have weekly meetings.
- Obtain a copy of the rules and interview criteria sheet and read, read, read!!!!
- Find out what the national meeting theme will be and develop the speech around it. No props!!
- Take a nice picture of your candidate for the application, not just a school picture.
- Start working on resume. This will be great information for the application that is due in May!!
- Do not let your candidate or supporters solicit votes, trade pins for votes, etc.
- Talk to past or current National Officers for tips and techniques.
- Memorize the FCCLA At-a-Glance sheet, Chapter Handbook, and the current Information Sheet
- Go over the By-Laws
- Practice on stage with a microphone
- Practice Parliamentary Law
- Practice interviewing with other people (Superintendent, Principal, etc)
- Practice essays such as "Why you want to be a National Officer", "How the FACS program has helped to benefit you", and "What are your responsibilities as a National Officer"
- Mingle and get to know as many other people as possible!!
- Plan wardrobe for the week. Select an outfit for the speech that will set them out from the group! Shop with them if allowed!!
- Encourage the family to attend National Meeting if possible. Once your candidate is elected they wouldn't want to miss all the excitement!!
- Both Adviser and Candidate need to rest the day before you leave!!
- Give your candidate a gift and spend some quiet time together just talking and relaxing before the "Big" day!!
LEADERSHIP
Chaperone and Guest List  
Student Clean-Up Committee

(Please submit this sheet to activities office one week before activity)

Club name: ____________________________________________________________

Title of activity: ______________________________________________________

Date of activity: ________________ Time: ____________ To ________________

Chaperones and Guests:

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Student Clean-Up Committee:  
(Submit at least 10 names)

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Signature (Club Officer)  
Signature (Club Adviser)
Twenty Steps to a Better Meeting
How To Make Committee Meetings Effective

● **Before the Meeting:**
  1. Decide what kind of meeting will reach your goals.
  3. Prepare the agenda in advance.
  4. Come early and set up the meeting room.

● **At the Beginning of the Meeting:**
  5. Start on time.
  6. Make sure everyone knows each other. Make introductions.
  7. Clearly define what you want to accomplish.
  8. Review, re-arrange the agenda.
  9. Set clear time limits for each part of the meeting.
 10. Review items to address from earlier meetings.

● **During the Meeting:**
  11. Focus on the same problem, in the same way, at the same time for everyone.
  12. Use butcher paper on the wall with marking pens. Write down everything.

● **At the End of the Meeting:**
  14. Review the butcher-paper notes.
  15. Set the date, time, and place of the next meeting.
  16. Measure the meeting to see if it did what it should.
  17. Close the meeting on a positive note.

● **After the Meeting:**
  18. Clean up and put the room back in order.
  19. Prepare the minutes.
  20. Follow up on “action items” and plan for the next meeting.
**Weekly Goal Planner**

From: ___________________________________________

I am determined to be a more successful person *this week* than I was last week (and last week was great).

---

**My major goal:** ___________________________

**My specific goals for this week:** ______  **Code:**  
*Must do this as soon as possible!*  
xWant desperately to do this now!  
*Agreed to do this (promised) ASAP!  
#Priority chosen (1, 2, 3, etc.)

---

**Priority:**  This Week’s Achievements/Objectives:  Comments/Concerns/Ideas:

---

**What differences have been made?** ___________________________

**How were these measured?** ___________________________

**What reports to whom?** ___________________________

**Progress? Needs? Accomplishments?** ___________________________

---

**Next Week’s Objectives:**

---

**Cost:** (salaries/materials/service/personal visits/mileage/time/  

________________________________________

or:

---

**The most valuable achievement/event of the week:**

---

**Because:** ___________________________

---

**I have grown:** ___________________________

---

**Items for the groups/classes I serve:**

---

**Items for people: as information for decision/for their meetings/or for my own agenda items, etc:**

**to:** ___________________________

**to:** ___________________________
Monthly Planning Sheet

Objectives for _____________, 19 _____________

To: __________________________

From: __________________________

Things to do this month:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Goals for this month:

A

B

C

D

Meetings to hold this month:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

People to see this month: Phone: Address:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Things to remember: Deadlines:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Carry-over stuff:

__________________________________________________________________________

__________________________________________________________________________

Objectives:

__________________________________________________________________________

__________________________________________________________________________
MONTHLY CALENDAR WORKSHEET

Month: __________________________
Planner: ________________________

Major Personal Goal: ____________
Major Group Goal: ________________

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### A Year-Long Planning Form

This is a sweeping overview of the year. These projects were selected to achieve our goals. (We've listed specific dates where possible.)

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</table>
Planning Guide for Officers

Officers may find it helpful to complete a planning guide before and during each meeting.

Planning Guide for Officers

Date clearance for the meeting made through the office ________________________________

Meeting Place __________________________ Date: ________________________________

Time: __________________________ Equipment Needed: ______________________________

Reminder and Notes Questions and Comments

1. Re-read the minutes of the previous meeting. (Note changes).

_____________________________________________________________________________

2. Committee reports due. (Are chairpersons ready with written reports? Which committees?)

_____________________________________________________________________________

3. Unfinished business. (Requiring action or further discussion.)

_____________________________________________________________________________

4. New business. (Suggestions to be presented.)

_____________________________________________________________________________

5. Announcements. (Is information complete and correct?)

_____________________________________________________________________________

6. Program/Guest Speaker/Film for Meeting/Slides. (Equipment and participants ready?)

_____________________________________________________________________________
Activity Planning Sheet

Type of activity: ____________________ Sponsor: ____________________

Name or theme of event: ____________________

Name of person in charge: ____________________ Telephone: ____________________

Planning committee: ____________________

Date of event: ____________________ Time: ____________________ Location: ____________________

Who is the event for: ____________________

Budgeted amount for publicity: ____________________ Methods of publicity: ____________________

Frequency of event: daily weekly biweekly monthly quarterly semi-annually annually.

Will tickets be needed: ______ When ____________________ Ticket price: ____________________

Ticket outlet locations: ____________________ When: ____________________

Ticket sales deadline: ____________________

Seating arrangements: ____________________ Parking arrangements: ____________________

Dress: ____________________ Refreshments: ____________________

When should publicity begin: ____________________ Kinds of publicity: ____________________

   Newspaper Radio TV House Magazine Flyers
   Billboards Banners Other ____________________

Printed programs: Yes ______ No ______ When? ______ Who is doing this? ____________________

Information for the program: ____________________

Special theme/logo/colors that should be used with publicity: ____________________

Information about performing group, special guests, or speakers: ____________________

Goals/Purposes of doing this: ____________________

Additional information/ideas/suggestions: ____________________

Report submitted by: ____________________

To: ____________________
## Planning Schedule
(Job Chart)

<table>
<thead>
<tr>
<th>Activity:</th>
<th>Date of Activity:</th>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

### Committee Responsible:

<table>
<thead>
<tr>
<th>Tasks:</th>
<th>Person Responsible:</th>
<th>Date To Be Completed:</th>
<th>Completed (✓)</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
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</table>
Committee Report Form

Today's date: ______ / ______ / ______

Committee name: ____________________________________________

Chairperson: __________________________________________ Phone: ________________________

1. Member: __________________________________________ Phone: ________________________

2. Member: __________________________________________ Phone: ________________________

3. Member: __________________________________________ Phone: ________________________

4. Member: __________________________________________ Phone: ________________________

5. Member: __________________________________________ Phone: ________________________

6. Member: __________________________________________ Phone: ________________________

7. Member: __________________________________________ Phone: ________________________

Assignment: ____________________________________________

_________________________________________________________________________

_________________________________________________________________________

Facts involved: (information collected) ________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Recommendations to: _________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Signature: __________________________________________________________________

Committee Chairperson _______________________________________________________

Date of Report: _____________________________________________________________
Parliamentary Procedure Guide

Parliamentary procedure is a set of rules that helps groups make decisions.

The Rules

1. All members have equal rights and privileges.
2. Every person's rights are protected. The majority decides each issue.
3. Each question is fully discussed by the members.
4. Only one issue is discussed at a time.
5. The meaning of each item must be clear to every person before the vote is taken. When there is no further discussion, the group votes.
6. Duties and powers may be delegated by the group, but it keeps the right to make the final decision.
7. It is the responsibility of the presiding officer to apply the rules fairly. The president does not vote except in the case of a tie.

How Groups Decide

All decisions are reached through motions: Statements given to the group for consideration, discussion, and voting.

Any member may "make a motion." It must be "seconded" to show that at least two members are interested in the proposal.

Members who wish to discuss the motion ask for "recognition from the chair." They discuss the fact of the proposal, not the personalities and motives of the proposers. No person who has spoken may speak again until everyone who wishes to speak has had a turn.

When there are no further questions or statements, the chairperson of the group calls for a vote.

Voting May Be

- Voice Vote— Easy and fast—the vote is clearly one way or the other.
- Show of Hands— Gives an exact count, quickly.
- Roll Call— Keeps a record of how each member votes
- Ballot— Insures secrecy.

Voting Is Decided By

- Majority— At least one more than half the total votes cast.
- Popularity— The most votes cast.
- Two-Thirds Vote— At least ⅔ of the votes cast.
### Parliamentary Procedure at a Glance

<table>
<thead>
<tr>
<th>When You Want To</th>
<th>You Say This</th>
<th>May You Interrupt Speaker?</th>
<th>Must It Be Seconded?</th>
<th>Is the Motion Debatable?</th>
<th>What Vote Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduce business (a main motion)</td>
<td>&quot;I move that&quot;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Amend a motion</td>
<td>&quot;I move that this motion be amended by&quot;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Study something in more detail</td>
<td>&quot;I move we refer this matter to committee&quot;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Ask about noise, room temperature, etc.</td>
<td>&quot;Point of privilege&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No Vote</td>
</tr>
<tr>
<td>To stop the discussion on one subject</td>
<td>&quot;I move to table the motion&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Object to discussion of some undiplomatic matter</td>
<td>&quot;I object to consideration of this question&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3 Vote</td>
</tr>
<tr>
<td>Take up a matter previously tabled</td>
<td>&quot;I move to take from the table&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Reconsider something already disposed of</td>
<td>&quot;I move we reconsider our action relative to&quot;</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>End or adjourn the meeting</td>
<td>&quot;I move that we adjourn&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Appeal a decision</td>
<td>&quot;I appeal the decision of the chair&quot;</td>
<td>Yes</td>
<td>Yes</td>
<td>Limited</td>
<td>Majority</td>
</tr>
<tr>
<td>End discussion</td>
<td>&quot;I move the previous question&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>2/3 Vote</td>
</tr>
</tbody>
</table>
Organizing Projects

The 11 Ws of Project Planning
1. What are you planning to do?
2. Why do you want to do this project?
3. When and where will the activities or events take place?
4. Who will benefit from the project?
5. Who needs to approve the project?
6. When will the basic planning be done?
7. What funds will be needed? When will the money be needed? Who will get the money?
8. What kind of publicity is needed? When is it needed?
9. What committees are necessary?
10. Who deserves special thank you's? Who will write the thank-you notes, and when will it be done?
11. Was the project worthwhile? What changes are needed to do it next time?

Organizing an Assembly
1. Decide what assemblies the student body needs and will like.
2. Check to see what financial, time, and calendar limitations exist.
3. Choose two or three possible assemblies for two or three specific days.
4. Get a commitment from the person in charge of the assembly, making sure that the date, times, conditions are acceptable.
5. Submit all reservation forms for the auditorium, speaker system, and assembly schedule.
6. Write a letter immediately to each person contacted. Indicate dates, times, fees, stage requirements, and other needs. Sign the letter, along with the signature of the principal to make it official.
7. If a contract is necessary, the person in charge will send it to the school to be signed and returned. Keep a copy of all contracts for the treasurer as well as the record of common agreement for the assembly.
8. Be certain that all reservation forms, bulletin announcements, poster preparation, and other building procedures have been followed.
9. Discuss all details with any staff members who should know what is going on.
10. Get the stage crew primed and ready. After the assembly is over, personally thank each member and write thank-you notes.
11. Be certain that the principal gets copies of all contracts, forms, letters (everything dealing with agreements), fees, and dates.
12. Try to have a student introduce the assembly.
13. Follow up the assembly with an evaluation session of your members. Record these observations.
14. Pay speakers at the time of the performance rather than waiting for your follow-up letter.
Organizing Yourself

Here are some items to consider for effective time management:

- **Consider your health** and basic life requirements such as sleep, good nutrition, stress management, and contact with family and friends. These things are important to your mental and physical well-being. Learn to schedule time for yourself and those things that will keep you healthy and happy in the long run.

- **Use a Calendar.** This is a good tool for gaining control of your life. It relieves the pressure that you might have by forgetting something.

- **Make a daily list** of things to do.

- **Number all the items** on the list in order of their importance. Another technique is to number the items as you think of them and then circle the ones that need immediate attention.

- **Estimate how much time** each item will take. Be realistic! Any item that can't realistically fit in one day can be carried over to the next.

- **Value your time** like money. Use it carefully and with good efficiency.

- **Stick to your schedule** as much as possible. Carry your appointment book with you, but allow flexibility for emergencies.
Project Evaluation  
(Participant’s Copy)

Project:
1. What did you enjoy most about this activity?

2. How would you improve this activity if you were on the planning committee?

3. How did you find out about this activity?

4. Did you need more information before attending?  □ yes  □ no  
   If yes, what?

5. Rate the following:  
   a) Admission:  □ too expensive  □ too cheap  □ okay  
   b) Music:  □ too loud  □ too soft  □ too old-fashioned  □ unclear  
   c) Games:  □ childish  □ fun  □ hard to win  □ crowded  □ boring  
   d) Speakers:  □ interesting  □ dull  □ funny  □ no new information

6. If we were to hold this activity again, would you attend?  
   □ yes  □ no  Why or why not?

7. Use the space below for any further comments you wish to make. Thank you!
Project Evaluation
(Planner’s Copy)

Project: ____________________________ Date Begun: ____________________________

Date Completed: ____________________________

1. How long did it take to plan this project?
   Check the planning methods used:
   □ phone calls □ lunch meetings
   □ night meetings □ after school shopping
   □ other (specify) □ after school meetings

2. What was the most difficult part of planning this project? Explain why.

3. How would you make this part easier next time?

4. What are your overall feelings about this project now that it’s completed? (Check as many as apply)
   □ I hated it!
   □ I’ll never do it again!
   □ It was fun!
   □ If I’d had more help, it would have been better!
   □ The best ever!
   □ A huge success!
   □ Lots of work, but worth it!
   □ Wish I could have enjoyed it instead of working on it!

5. List the tasks you (and your committee) did to make this project work:

   ____________________________
   ____________________________
   ____________________________
   ____________________________

6. List the people (including committee members) who helped you complete this project:

   ____________________________
   ____________________________
   ____________________________
   ____________________________

7. What message would you give to the next person(s) who try this project?

   ____________________________
   ____________________________
   ____________________________

8. Use the space below for any other comments you wish to make.

   ____________________________

Signature ____________________________
"You're on a ROLL with FHA/HERO."

(Tape a Tootsie Roll on)

"Don't BLOW your chance...join FHA/HERO"

(Tape a piece of bubble gum on)

You are a PEACH of a teach!

(Tape a peach flavored candy or a real peach on)

"You 're a GRAPE counselor!"

(Attach a grape Jolly Rancher)
Don't "KISS Your Future Goodbye. Join FHA/HERO
(Tape a Hershey's Kiss On)

"Roll" Along With FHA/HERO
(Tape a Tootsie Roll On)

You Were "MINT" To Be In FHA/HERO
(Tape a Mint On)
"You are a Razzy Secretary"
(Attach a Raspberry Candy)

"Burst into FHA/HERO"
(Attach a Starburst)

"Stick With FHA/HERO"
(Attach a piece of gum)
"RED HOT" for FHA/HERO
(Attach Red Hots or a Fireball)

Don't Be A "Sucker" Join FHA/HERO
(Attach a Sucker)

We're on a roll. Come find out what we're all about.
(Attach a Tootsie Roll)
When we plant a rose seed in the earth, we notice that it is small, but we do not criticize it as “rootless” and “stemless”. We treat it as a seed, giving it the water and nourishment required of a seed. When it first shoots out of the earth, we don’t condemn it as “immature” and “under-developed”; nor do we criticize the buds for not being open when they appear. We stand in wonder at the process taking place and give the plant the care that it needs at each stage of its growth. The rose is a rose from the time it is a seed to the time that it dies. Within it, at all times, it contains its whole potential. It seems to be constantly in the process of change; yet at each state, at each moment, it is perfectly all right as it is.

W. Timothy Gallwey

One of the greatest rewards from being an adviser is watching your students grow and mature.

We as advisers need to:

♦ Ask students personally to join.

♦ Promote FHA/HERO in the classroom.

♦ Integrate FHA/HERO projects in our classroom.
• Assign your career classes job portfolios or projects out of the new Career Connections. Ask the best projects if they would be interested in competing in S.T.A.R. events with their project.

• Help the students get “new ideas” started but let them do the work of implementing them.

• Take lots of pictures and display them in your room.

• Be their biggest supporter and constantly encourage them.
Several years ago at our school we begin having rush week the second week of school. This was to promote clubs school wide and help students become interested in extra curricular activities. Each club was to take a day and have a school wide game for all students to play. Prizes were awarded to student who won the activities. All students were given the opportunity to pledge with one or more organizations and if their dues were paid by Friday they were then invited to a banana split party after school. Tables are set up for the entire week during lunch to promote the different organizations and clubs can do whatever they want to promote their club.

Our FCCLA chapter has played many games as a result of this and passed out flyers etc. We have a wheel of fortune game that we play every 3 years (the grand prize is a free membership)

We have had the faculty bring in their baby pictures and copied them off them put them all around the school for students to guess who they are and given candy bars to those who bring in a picture and guess correctly. (I am the only one who knows the answers)

We have facts about FCCLA on laminated cards placed around the school with the answers placed separately when they match the question with the answer then they can come get a treat. I then use the cards again at the opening activity to help them get their pins.

**Questions:** (see if you know the answers)

1. What magazine does every FCCLA member receive throughout the school year?

2. What year was FCCLA founded?

3. Name at least 4 national programs available for members?

4. How can chapter members inform the community of projects they carry out?

5. What do the letters FCCLA stand for?

6. Where can you find information on FCCLA history, structure, programs and communicate with headquarters all at the same time?

7. What is FCCLA’S mission statement?

8. What is the difference between a comprehensive & occupational member?
9. What is national flower of FCCLA?

10. What are the official colors of FCCLA?

11. What are the eight purposes of FCCLA?

12. What makes FCCLA unique compared to other vocational organizations?

13. Repeat the pledge of FCCLA

14. When did the state of Utah become part of the national FCCLA organization?

15. Identify at least two ways members can earn national recognition for their accomplishments

16. Name two types of meetings that the national organization sponsors each year.

ANSWERS: (not in order with the questions)

1. 1945 is the date that FCCLA was founded

2. We are the Family Career Community Leaders of America We face the future....

3. www.fcclai logically.org

4. Comprehensive = classes or no classes in FACS area
   Occupational = classes working toward a career in the field of FACS

5. The student magazine is Teen Times

6. Information: national organization, flyers, newspapers, bulletin boards

7. Towards new horizons

8. To provide opportunities for persons; development and preparation for life
   To strengthen the function of the family as a basic unit of society
   To encourage democracy through cooperative action in the home and community
   To encourage individual and group involvement in helping achieve global cooperation & harmony
   To promote greater understanding between youth and adults
   To provide opportunities for making decisions & for assuming responsibilities
   To prepare for the multiple roles of men and women in today's society
   To promote family and consumer sciences education & related occupations.

9. Family Career Community Leaders of America
10. Utah became part of the national organization of FCCLA December 1946

11. FCCLA is the only youth organization with the family as the central focus

12. Power of one and Star events are two ways members can gain national recognition.

13. The colors of FCCLA are: red = courage white = purity

14. The national flower is the rose

15. Career connection, community service, dynamic leadership, FACTS, Families first, leaders at work, power of one, star events, stop the violence

16. A+ conference, national cluster, national convention

We had a luau last year for our opening social and everyone had to come in Hawaiian attire we gave them leis had Hawaiian music and decorations played twister and limbo etc. We had fruit with dips and pina colada & strawberry daiquiri to drink with umbrellas in them. It was really fun and we invited the FBLA to join us.

Every year we try to have one huge activity with FFA AND FCCLA AND FBLA combined to promote friendship etc. Last year we went to a corn maize one evening then had hot chocolate. We had a school bus take us we left at 6pm and were home by 10pm it was fun.

Every year we hostess at the Festival of tree in Salt Lake City. We make fudge the night before for the sweet shoppe and donate it when we get there. The students must dress in best dress and be polite to people that come to see the trees they must also have a knowledge of the reason that the trees were made for the festival and be there to protect them. We have been doing this for approx 15 years and it is a highlight of our year we have kids join the club just to be able to participate. Of course getting out of a day of school is a big incentive also.

Last week we began our families first project by joining with the Presbyterian church in Ogden in their share the harvest project. We harvested 1,2014 cabbages and bagged them and put them on a truck to be distributed to 1,000 needy families in the Ogden area. We also bagged 300 lbs of onions. We really had a good time. I hope that we can get others to join with us next year and do more it was really a great experience.

All of our members receive a certificate at our opening social along with the card that comes from nationals and in our end of the year assembly when awards are given we give an outstanding member of FCCLA award.
Have you heard about Family Career & Community Leaders of America?

What do we do? We are a national organization that promotes family, career & community values. We have monthly meetings, service projects, fundraisers, field trips and practice leadership skills. We are an integrated part of the Family & Consumer Sciences Department of Morgan High School.

If you want to have a fun filled, action packed year for the 2003 - 2004 school year become a member of FCCLA.

Join us today! Membership $13.00
This is to certify that

Student's name

Joined

club name

On

today's date

Advisor's signature

IT'S A PARTY!!!

certificate
to come
to the
Banana Split Party
I would like to become a member a FCCLA for the school year.

Name:

Grade:

Advisor:

Dues $13.00 paid / will pay by Sept 20, 0

Personal Information

Name:

Address:

Phone:

Grade:

Advisor:

Birthday:

What would you like to help with? Dances, parties, field trips, monthly meetings etc.
This certificate recognizes

as an official card carrying member of the

Morgan High chapter of

FCCLA

2003-2004
FCCLA Member Info Sheet

Name: 
Address: 
City:   State:   Zip: 
Birthday: 
Home Phone: 
Parents Name: 
Cell Phone: 
Student ID: 
Grade: 
Email: 

<table>
<thead>
<tr>
<th>1st Semester Classes</th>
<th>2nd Semester Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>Teacher</td>
</tr>
<tr>
<td>1</td>
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</table>

Star Events (Competition Choices)

<table>
<thead>
<tr>
<th>Applied Technology</th>
<th>Hospitality</th>
<th>Senior</th>
<th>Occupational</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Investigations</td>
<td>Illustrated Talk</td>
<td>Child Development</td>
<td>Advanced Interior Design</td>
</tr>
<tr>
<td>Chapter Service</td>
<td>Interpersonal Communications</td>
<td>Sewing</td>
<td>Child Care</td>
</tr>
<tr>
<td>Chapter Showcase</td>
<td>Job Interview</td>
<td>Food I</td>
<td>Independent Sewing</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>National Programs in Action</td>
<td>Food II</td>
<td></td>
</tr>
<tr>
<td>Early Childhood</td>
<td>Parliamentary Procedure</td>
<td>Interior Design</td>
<td></td>
</tr>
<tr>
<td>Entrepreneurship</td>
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<tr>
<td>Focus on Children</td>
<td></td>
<td></td>
<td>Adult Roles/Adult Roles and Financial Responsibilities</td>
</tr>
</tbody>
</table>

OFFICE USE ONLY: (To be filled out by the teacher only)

☐ Affiliation  ☐ Area Convention
☐ Leadership  ☐ State Convention
☐ Dues Paid  ☐ Be a Part of It!

☐ Senior  ☐ Occupational
Some Previous FCCLA Activities:

- Tying Project Linus Quilts
- Area Halloween Party
- Bowling at Fat Cats
- Trick-or-Canning (sorting cans for the food bank)
- Star Events (Competition)
- Making a Christmas Craft for Highland Care Center
- Caroling at Highland Care Center
- Making Valentines for Primary Children's Medical Center
- Having Family Game Day
- Baking Cookies and Treats
- Chocolate Dipping
- Serving Breakfast for a Women's Shelter
- Birthday Party for FCCLA
New Chapter Check List

Steps for FCCLA advisers and members to follow in setting up and running a chapter.

Adviser

☐ Contact your state adviser for information and materials needed to start a chapter.

☐ Review state and national FCCLA publications to become familiar with the organization's purposes, structure, and value to potential members, your Family and Consumer Sciences program, and the school.

☐ Discuss the possibility of starting a chapter with prospective members.

☐ Explain the FCCLA purposes and how they relate to the Family and Consumer Sciences program through introductory lessons in each FACS class. Discuss possible chapter activities. Encourage students to talk with other eligible students about their interest in starting a chapter.

☐ Discuss with school administrators the advantages of starting a local chapter, pointing out the relationship of FCCLA to the Family and Consumer Sciences curriculum and value to the school program.

☐ Talk with teachers who have chapters. Visit an active chapter so interested students can talk with their members.

☐ Invite a state or regional officer to talk with potential chapter members about setting up a chapter and brainstorming chapter projects.

☐ Send in state and national dues as soon as possible to begin receiving Teen Times and other chapter mailings.

☐ Set up an advisory committee, or use the existing Family and Consumer Sciences advisory committee, to aid chapter actions.

☐ Attend district/regional and state meetings to become familiar with FCCLA activities in your state. Try to attend a National Cluster Meeting (November) or National Leadership Conference (July).

Members

☐ Stimulate interest in starting an FCCLA chapter by exhibiting a display about the organization that tells when the first meeting will be held. Ask eligible students individually, and pass out invitations to your first meeting.

☐ At the first meeting, brainstorm which leaders/officers and committees (membership, publicity, etc.) will be needed and determine a procedure for selecting them. Set a date to elect officers and set up committees to involve all members.

☐ After officers are elected, hold an executive council meeting to review duties and responsibilities and plan an agenda for the next chapter meeting.

☐ At the next chapter meeting, have all members brainstorm community concerns and/or ideas and narrow them down to those to be used for planning chapter projects and events.

☐ Develop a calendar for the year's activities. For each activity or concern, use the FCCLA Planning Process to set chapter goals and form a plan for carrying out, evaluating, and publicizing the chapter's activities. Make sure dates are included on the master school calendar.

☐ Set up a committee to write or update chapter bylaws, using national and state bylaws as guides.

☐ Collect state and national dues. The earlier your chapter affiliates, the sooner it will start receiving benefits, such as Teen Times. Additional members may be affiliated through May 31. States may have earlier deadlines related to state conferences or other state meetings.

☐ Develop an itemized budget for the year. Keep minutes of each meeting. Plan regular executive and chapter meetings.

☐ Attend and participate in district/regional and state meetings and, if possible, send delegates to a National Cluster Meeting and/or to National Leadership Conference.

☐ Publicize chapter activities throughout the year in both the school and community to build the chapter's image. Send information to Teen Times teentimes@fcclainc.org and your state FCCLA newsletter.

☐ Display issues of Teen Times in school and community libraries and other public places. Ask your school library to subscribe.

☐ Keep both school administrators and parents informed about meetings and other events.

☐ Regularly evaluate chapter projects and activities to determine if members' goals are being met.
FCCLA Chapter Files and Resource Center Checklist

- Activity and Project Ideas
- Addresses
- The Adviser
- Advisory Committee
- Affiliation Forms
- Agendas
- Application Forms
- Artwork
  - Emblem
  - Letterhead
  - Cartoons
  - Clip art
- Alumni & Associates
  - List of local members
- Banquet
- Bulletin Board Ideas
- Bylaws
  - National, state, chapter
- Calendar of Events
- Career Connection
  - Application
  - Projects
- Catalogs
  - FCCLA Publications
  - Emblematic Supply Service
- Ceremonies
  - Emblem
  - Initiation
  - Officer installation
  - Opening and closing
- Committees
  - Folder for each
- Community Service Program
  - Application
  - Projects
- Correspondence
  -Incoming
  -Outgoing
- District/Region Meetings
- Dynamic Leadership
  - Projects
- Evaluation Forms
- FACTS
  - Application
  - Projects
- Families First
  - Application
  - Projects
- Financial Fitness
  - Application
  - Projects
- Financial Records
  - Budget for the year
  - Treasurer's reports
- Fundraising
  - Ideas
  - Current projects
- Handbooks
  - National, state, chapter
- History of Local Chapter
  - Chapter presidents
  - Distinguished Service Award recipients
  - Alumni Achievement Award recipients
  - Honorary Members
  - Membership rosters
  - Past officers
  - Photographs
  - Scrapbooks
- Japanese Exchange Scholarship
  - Application
- Leaders at Work
  - Application
  - Projects
  - Scholarship application
- Membership
  - Current roster/affiliation form
  - Membership Kit
  - Recruitment ideas
  - Step One
- Minutes
  - Chapter meetings
  - Executive council meetings
- National Cluster Meetings
  - Brochure
- National FCCLA Week
  - Brochure
  - National Outreach Project materials
- Officers
  - National, state, district/region, chapter
  - Election procedures
  - Officer duties—folder for each
- Parliamentary Procedure
- Planning Process
- Posters
- Power of One
  - Projects
- Program of Work
- Public Relations
  - Press, radio, TV contacts
- Recreational Ideas
- STAR Events
  - Folder for each event
- State Meetings
- Stationery
- STOP the Violence
  - Materials/Toolkit
  - Applications
  - Projects
- Student Body
  - Application
  - Projects
- Teen Times