

# NEW ADVISERS

Volume 1, Issue 1

Newsletter Date

FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA

## 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 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.

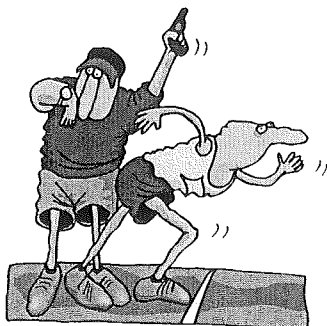
Seek out an experienced, active, enthusiastic adviser who is willing to share their expertise. If you are the only FCCLA adviser in your area join forces with a successful adviser from another school organization. An experienced adviser told me "hook you star to one that is rising."

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



Administrative support is important for the success of a program, but before you approach your administration about starting a chapter do your 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

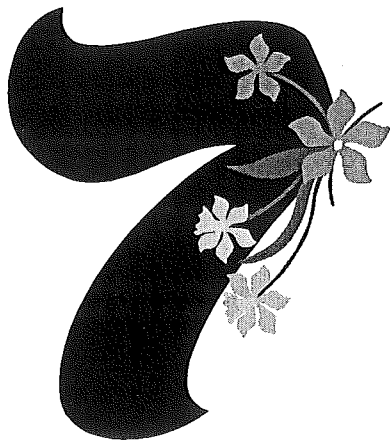
## Where Do I Start?

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.

Spend time with friends and family. Create a scrapbook or memory box of cards and notes you receive from students. Work to establish a program that works for you.

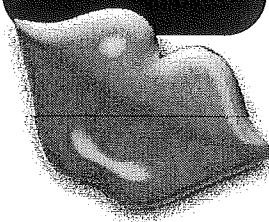
### Habit 6: Prioritize

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

Your action speak louder than words. Let your students see that you love what you do, even on days things

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



## First Things First

### Recruiting members

Getting students excited about FCCLA is a challenge every adviser faces. Making FCCLA a driving force in you 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*.

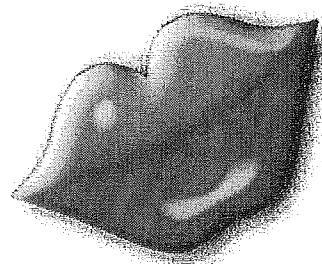
Select a National Program to use as a class project, for example plan a health fair in a foods and

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.

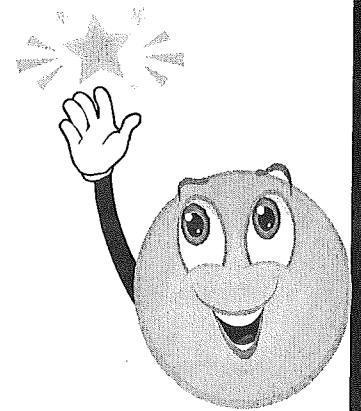
- ◆ Show Examples of past years' projects. Have former participants talk to students about their projects.
- ◆ Put up a STAR bulletin board.
- ◆ Let students pick a topic or area of personal importance or interest.
- ◆ Hold a STAR Events kick-off meeting for interested students, make it a party with 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 Track

- ◆ Download the most current STAR Event Guidelines from <http://www.fcclainc.org>.
- ◆ 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.

**FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA**

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Resources for Advisers and Teachers  
<http://okcareertech.ok> Oklahoma website  
<http://www.fccla.cccs.edu> Colorado website  
<http://www.farmers.com> Farmers' Insurance  
<http://uen.org> Utah teacher website  
Share helpful sites you know of.

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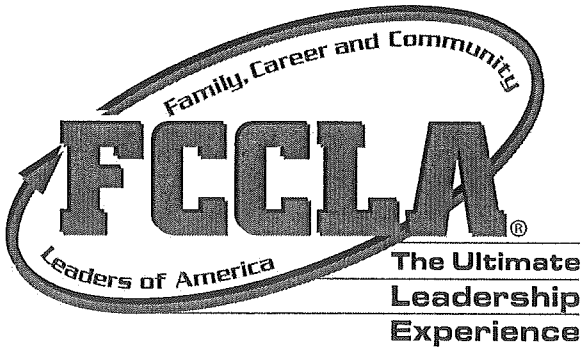
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**Back Page Story Headline**

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

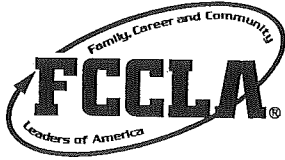
envision them, there will be successes and failures along the way. Many of the best projects start out small and blossom with the efforts of students and advisers. Learning to plan and carry out projects provides students with the opportunity to build confidence and leadership.

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.

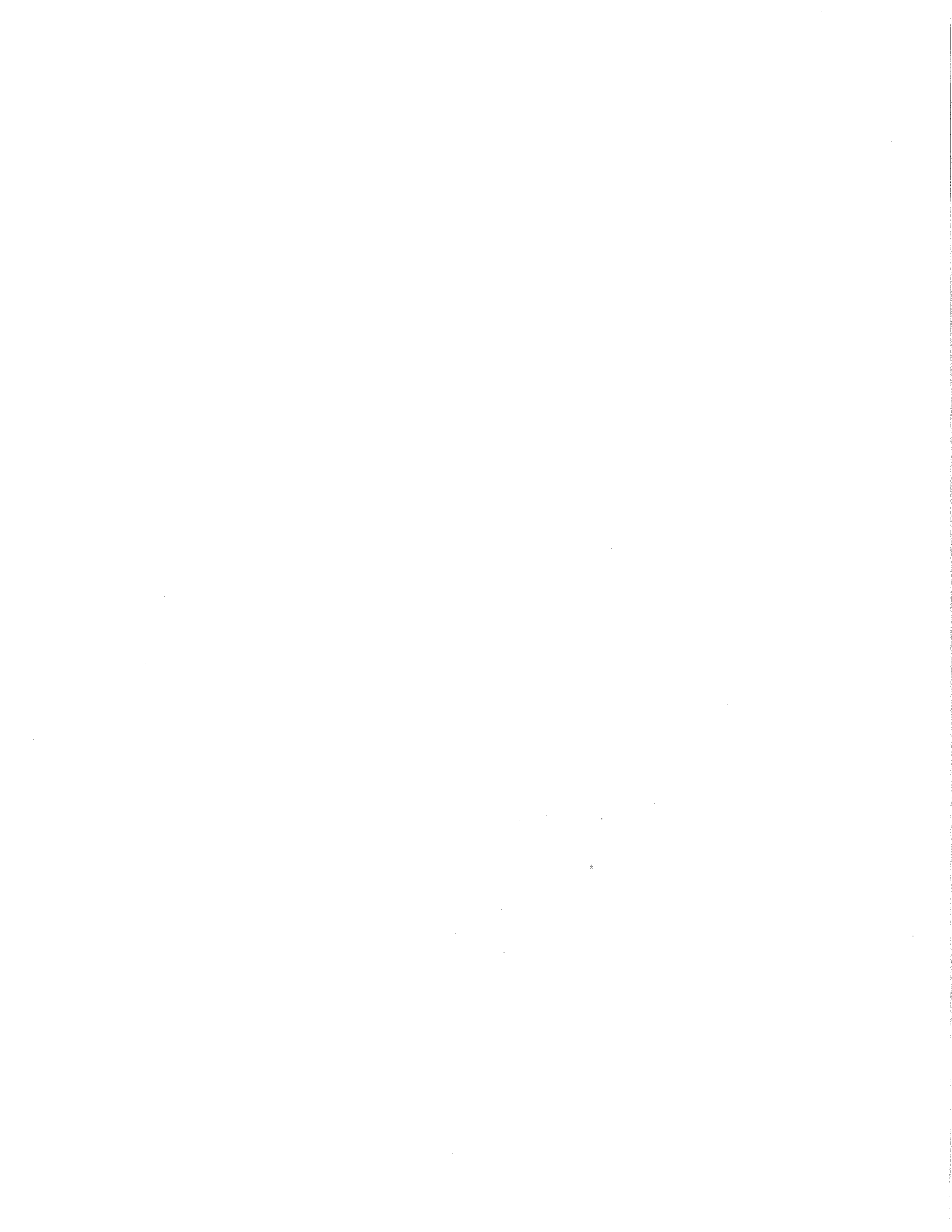
At the heart of FCCLA is student involvement in projects and activities they plan, carry out, and evaluate themselves. Chapter projects and activities stem from and enhance Family and Consumer Sciences programs of study. With FCCLA in the classroom, most of these experiences occur during class time.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









# FCCLA Member Info Sheet

<b>Name:</b>			
<b>Address:</b>			
<b>City:</b>		<b>State:</b>	<b>Zip:</b>
<b>Home Phone:</b>		<b>Locker #:</b>	<b>Birthday:</b>
<b>Parents Name:</b>			<b>Cell Phone #:</b>
<b>Student ID # :</b>			<b>Grade:</b>
<b>Email:</b>			
<b>1<sup>st</sup> Semester Classes</b>		<b>2<sup>nd</sup> Semester Classes</b>	
<b>Class</b>	<b>Teacher</b>	<b>Class</b>	<b>Teacher</b>
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
<b><u>Star Events</u></b>		<b><u>Affiliation:</u></b> Please circle the classes you have had (in the past) or will have this year.	
Applied Technology	Illustrated Talk	<b>Senior</b>	<b>Occupational</b>
Career Investigations	Interpersonal Communications	Child Development	Advance Interior Design
Chapter Service	Job Interview	Fashion Strategies	Child Care I
Chapter Showcase	National Programs in Action	Food and Nutrition I	Child Care II: Preschool
Culinary Arts	Parliamentary Procedure	Food For Life II	Child Care II: Head Teacher
Early Childhood		Interior Design I	Child Care II: Elementary
Entrepreneurship		Interior Design II	
Focus on Children		Adult Roles and Financial Literacy	
Hospitality		Adult Roles and Responsibilities	
<b>OFFICE USE ONLY:</b> (to be filled out by the teacher only.)			
<input type="checkbox"/> <b>Affiliation</b> <input type="checkbox"/> <b>Leadership</b> <input type="checkbox"/> <b>Dues Paid</b>		<input type="checkbox"/> <b>Area Convention</b> <input type="checkbox"/> <b>State Convention</b> <input type="checkbox"/> <b>Be a Part of It!</b>	
<input type="checkbox"/> <b>Senior</b>		<input type="checkbox"/> <b>Occupational</b>	



## FCCLA ATTENDENCE TIME CARD

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

Date Attended	Activity	Points	Member Initial	Time Spent	Worked Performed

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.)

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

- Rewards:**
- Earn \$1 toward state for every 25pts
  - End of 1<sup>st</sup> semester: 1 raffle ticket for every 10pts
  - End of 2<sup>nd</sup> 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 news letter 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.

1<sup>st</sup> 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			
Candidates Name:			
Parent Guardian's Name			
Birth day:		Age:	Grade (next year)
Home Address:			
City:		Zip code	
Home Phone Number			
Cell Phone Number			
Candidate's Cum GPA			
List all the Family and Consumer Sciences classes you have taken and the year taken:			
FACS Class	Year taken	Grade	
<i>Describe your past involvement in your school FCCLA chapter:</i>			



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.)

Community Activities	Offices Held	Honors Received

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):

Office	Choice	Office	Choice
President		VP of Membership	
1st Vice President		VP of Finances	
VP of National Programs		VP of STAR Events	
VP of Service		VP of History	
VP of Public Relations		VP of Special Programs	

Use only the space provided. Write one paragraph for each of the topics below:

<p><b>How has FCCLA helped you?</b></p>
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**What responsibilities do you feel qualified to carry out as a leader in Family, Career and Community Leaders of America--**

--

**What do you think the most important qualities of an effective leader are--**

--

**Why have you selected the officer position that you did?**

--





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





# 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 Houses, in Wichita, KS, offer 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 Osborne 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 held 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 Osborne 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 Osborne Christian Church. Helping organizations that benefit our community is just one of the FCCLA Cafe's daily specials.

## 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 ever-lasting 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 #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 Barrick 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 #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.

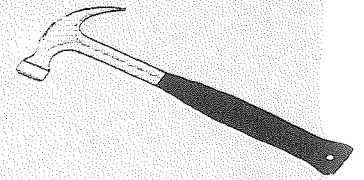
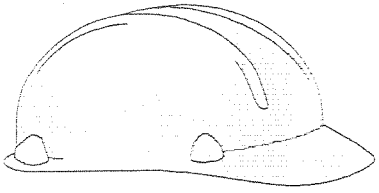


If you have any questions or comments about our Skills For Life project please let us know! You can contact either of us at:

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# 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 McGeehan**

# 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 wiht 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 carers.

### 2. *Education*

\* Members research and learn about prospective careers.

## Community Service:

### 1. *Trick-or-Treat Service*

\* Members take children out on Halloween night.

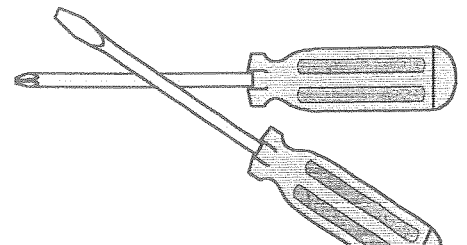
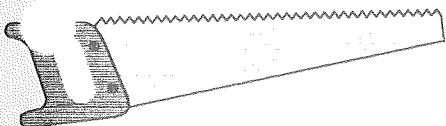
### 2. *Character Counts*

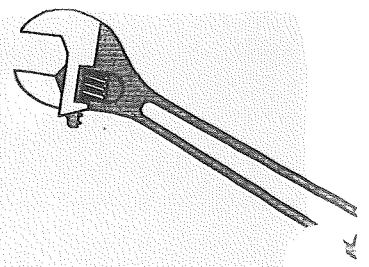
\* Chapter members plan and implemate workshops with elementary students about the importance of good character.

### 3. *Appreciation Days*

\* Chapter sponsors seperate 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

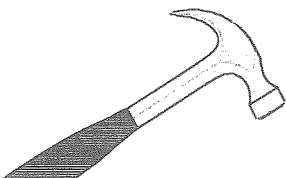
\* Students and staff put money in containers for each staff member, whoever has the most money in their container at the end of the week has to kiss a pig.

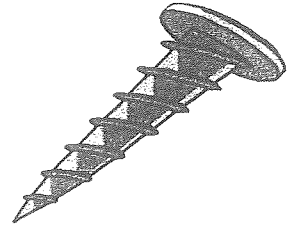
## 6. Apkins

\* This is similar to kiss-o-grams, but is done in the fall with caramel 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.



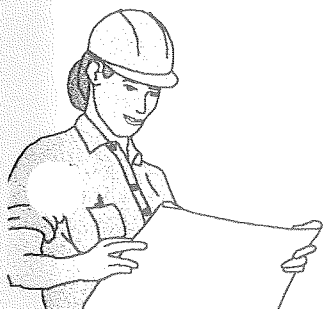


# Recruiting Builders:

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

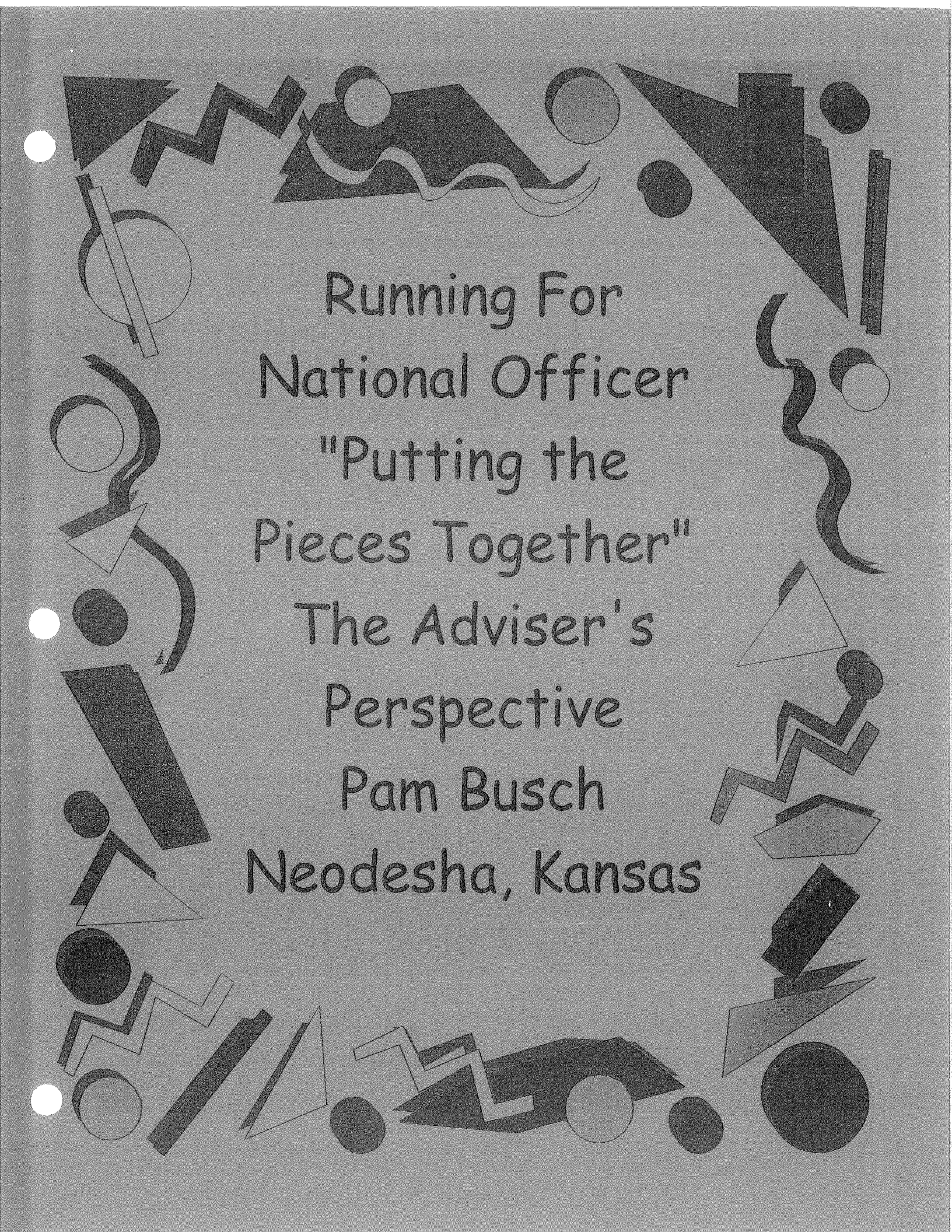
### Show Off-with displays and other eye-catchers

- ✓ 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





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



**Running For National Officer**  
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**Neodesha, Kansas**

- ⊙ Start Early!! 7<sup>th</sup> 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!!









# LEADERSHIP

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:

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### Special Duty Officers:

_____	_____
_____	_____

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.
  2. Plan the meeting carefully: Who? What? When? Where? Why? How many?
  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:*
  13. Make assignments—who, what, when (deadlines).
  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).

Week of: / / to / /

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? \_\_\_\_\_ Next Week's Objectives:  
How were these measured? \_\_\_\_\_  
What reports to whom? \_\_\_\_\_  
Progress? Needs? Accomplishments? \_\_\_\_\_

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

\_\_\_\_\_ or: \_\_\_\_\_

The most valuable achievement/event of the week: Long-range Goals/Targets:

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: \_\_\_\_\_ Goals for this month:

From: \_\_\_\_\_ A \_\_\_\_\_

Things to do this month: 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: \_\_\_\_\_

Major Personal Goal: \_\_\_\_\_

Planner: \_\_\_\_\_

Major Group Goal: \_\_\_\_\_

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

## A Year-Long Planning Form

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

JULY		AUGUST	
GOALS:	PROJECTS:	GOALS:	PROJECTS:
SEPTEMBER		OCTOBER	
GOALS:	PROJECTS:	GOALS:	PROJECTS:
NOVEMBER		DECEMBER	
GOALS:	PROJECTS:	GOALS:	PROJECTS:
JANUARY		FEBRUARY	
GOALS:	PROJECTS:	GOALS:	PROJECTS:
MARCH		APRIL	
GOALS:	PROJECTS:	GOALS:	PROJECTS:
MAY		JUNE	
GOALS:	PROJECTS:	GOALS:	PROJECTS:



## 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?)  
\_\_\_\_\_  
\_\_\_\_\_

Today's Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## 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: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**Planning Schedule**  
(Job Chart)

Activity: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Committee Responsible: \_\_\_\_\_

Tasks:	Person Responsible:	Date To Be Completed:	Completed (✓)	Comments:

# 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 $\frac{2}{3}$ of the votes cast.         |

## Parliamentary Procedure at a Glance

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

## 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:

- |  |  |
|--|--|
| <input type="checkbox"/> phone calls           | <input type="checkbox"/> lunch meetings        |
| <input type="checkbox"/> night meetings        | <input type="checkbox"/> after school shopping |
| <input type="checkbox"/> other (specify) _____ | <input type="checkbox"/> 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)

- |   |   |
|---|---|
| <input type="checkbox"/> I hated it!                                      | <input type="checkbox"/> The best ever!   |
| <input type="checkbox"/> I'll never do it again!                          | <input type="checkbox"/> A huge success!  |
| <input type="checkbox"/> It was fun!                                      | <input type="checkbox"/> Lots of work, but worth it!                            |
| <input type="checkbox"/> If I'd had more help, it would have been better! | <input type="checkbox"/> 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.

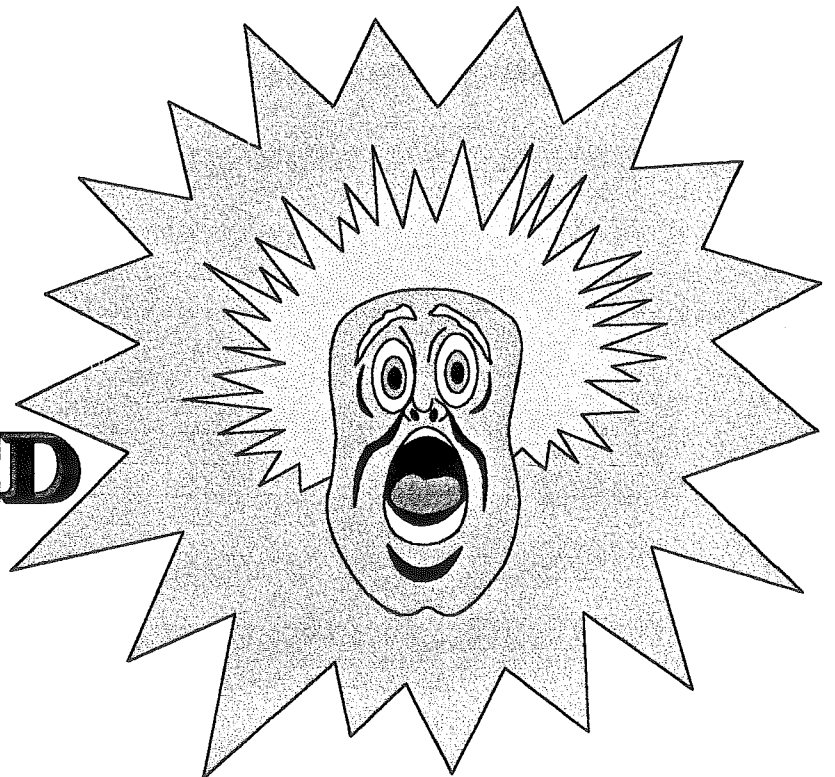
Signature \_\_\_\_\_

# TIPS FOR ADVISERS



**NEW  
ADVISERS**

**EXPERIENCED  
ADVISERS**





**"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 Razy  
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)**

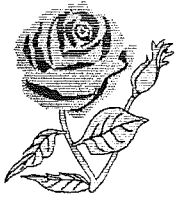
**Don't Be A  
"Sucker" Join  
FHA/HERO**

**(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.





# Morgan High School

55 N 200 E

Morgan Utah 84050

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fax: (801) 829-6553

ccarrigan@morgan.k12.ut.us

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.fcclainc.org](http://www.fcclainc.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.

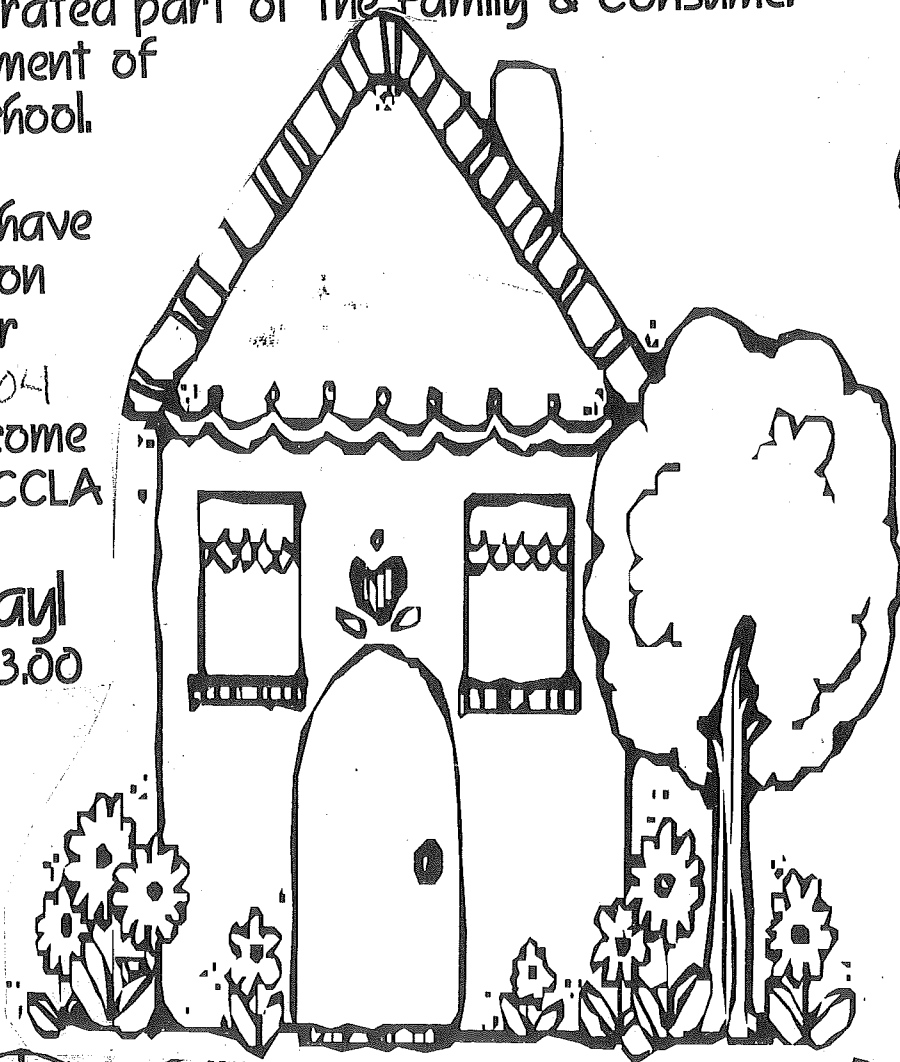


# Have you heard about Family Career & Community Leaders of America?

What do we do? We are a national organization that promotes family, career & community values. We have monthly meetings, service projects, fund raisers, 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



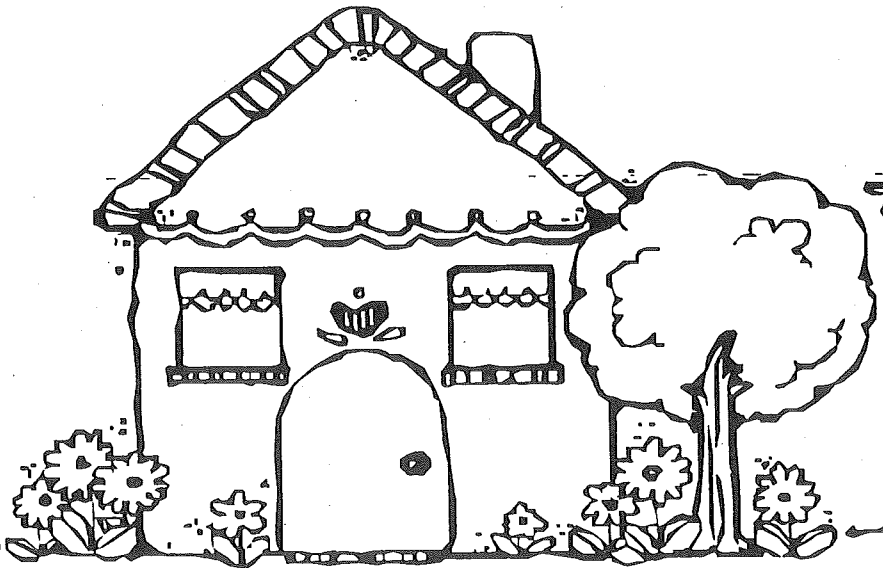
I would like to become a member a FCCLA  
for the \_\_\_\_\_ school year.

name :

Grade:

Advisor:

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



## Personal Information

Name:

Address:

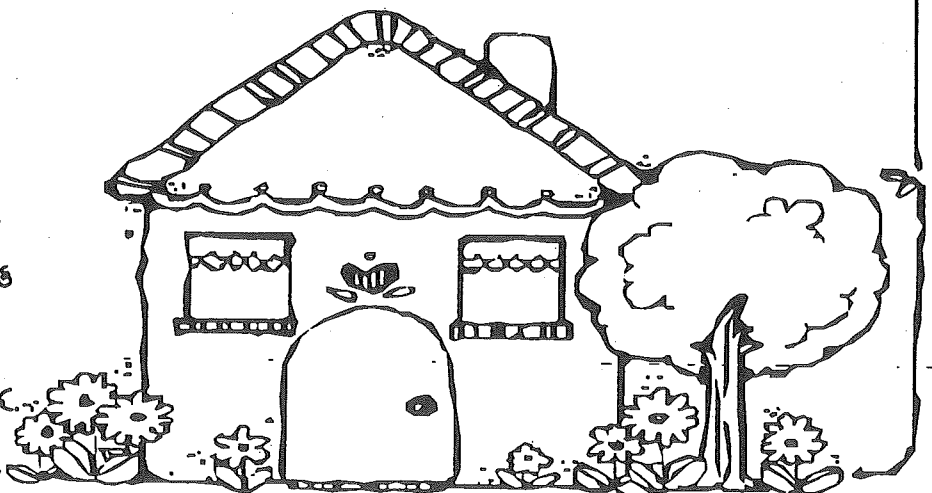
Phone:

Grade:

Advisor:

Birthday:

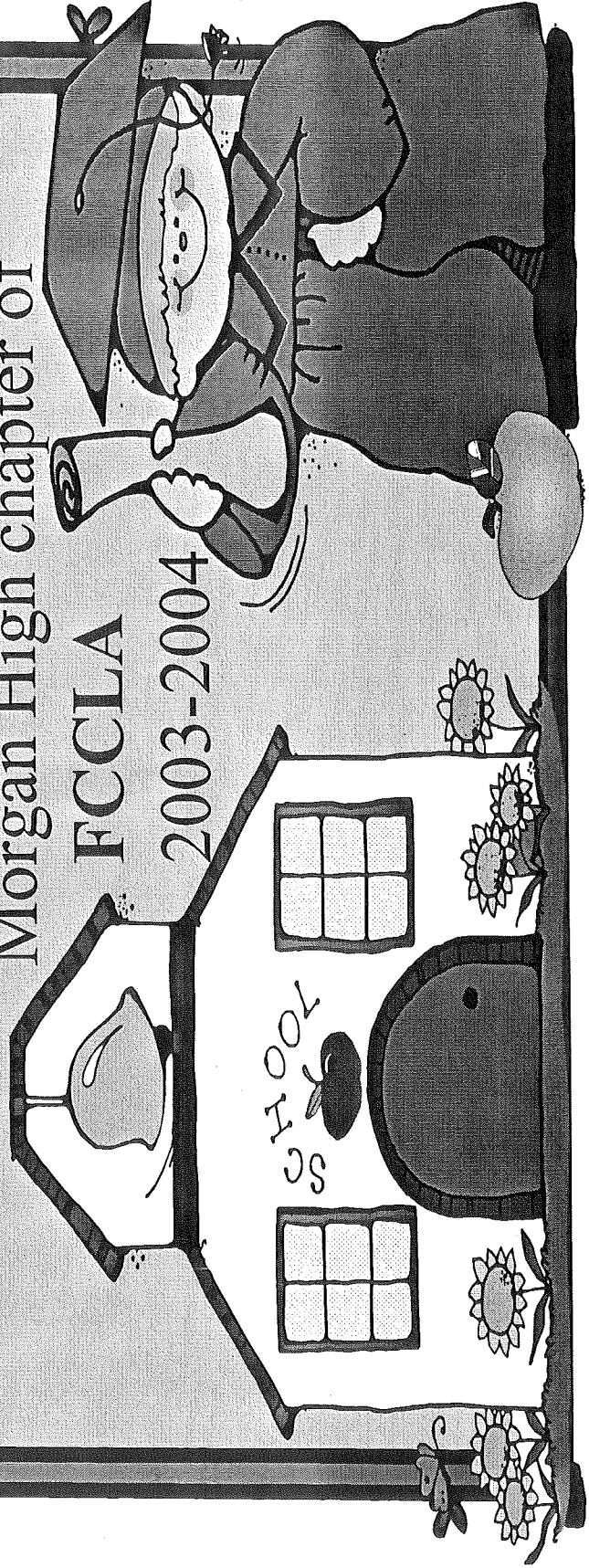
What would you like  
to help with? Dances  
parties field trips  
monthly meetings etc.





This certificate recognizes

as an official card carrying member of the  
Morgan High chapter of  
FCCLA  
2003-2004





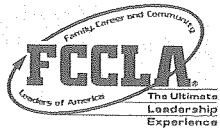
# FCCLA Member Info Sheet

<b>Name:</b>			
<b>Address:</b>			
<b>City:</b>		<b>State:</b>	<b>Zip:</b>
<b>Birthday:</b>			<b>Home Phone:</b>
<b>Parents Name:</b>		<b>Cell Phone:</b>	
<b>Student ID:</b>		<b>Grade:</b>	
<b>Email:</b>			
<b>1st Semester Classes</b>		<b>2nd Semester Classes</b>	
<b>Class</b>	<b>Teacher</b>	<b>Class</b>	<b>Teachers</b>
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
<b>Star Events</b> <i>(Competition Choices)</i>		<b>Affiliation</b> Please circle the classes you have had (in the past) or will have this year.)	
Applied Technology	Hospitality	<b>Senior</b>	<b>Occupational</b>
Career Investigations	Illustrated Talk	Child Development	Advanced Interior Design
Chapter Service	Interpersonal Communications	Sewing	Child Care
Chapter Showcase	Job Interview	Food I	<i>Independent Sewing</i>
Culinary Arts	National Programs in Action	Food II	
Early Childhood	Parliamentary Procedure	Interior Design	
Entrepreneurship			
Focus on Children		Adult Role/ Adult Roles and Financial Responsibilities	
<b>OFFICE USE ONLY: (To be filled out by the teacher only)</b>			
<input type="checkbox"/> <b>Affiliation</b>		<input type="checkbox"/> <b>Area Convention</b>	
<input type="checkbox"/> <b>Leadership</b>		<input type="checkbox"/> <b>State Convention</b>	
<input type="checkbox"/> <b>Dues Paid</b>		<input type="checkbox"/> <b>Be a Part of It!</b>	
<input type="checkbox"/> <b>Senior</b>		<input type="checkbox"/> <b>Occupational</b>	

## 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

Be  
part  
of it!

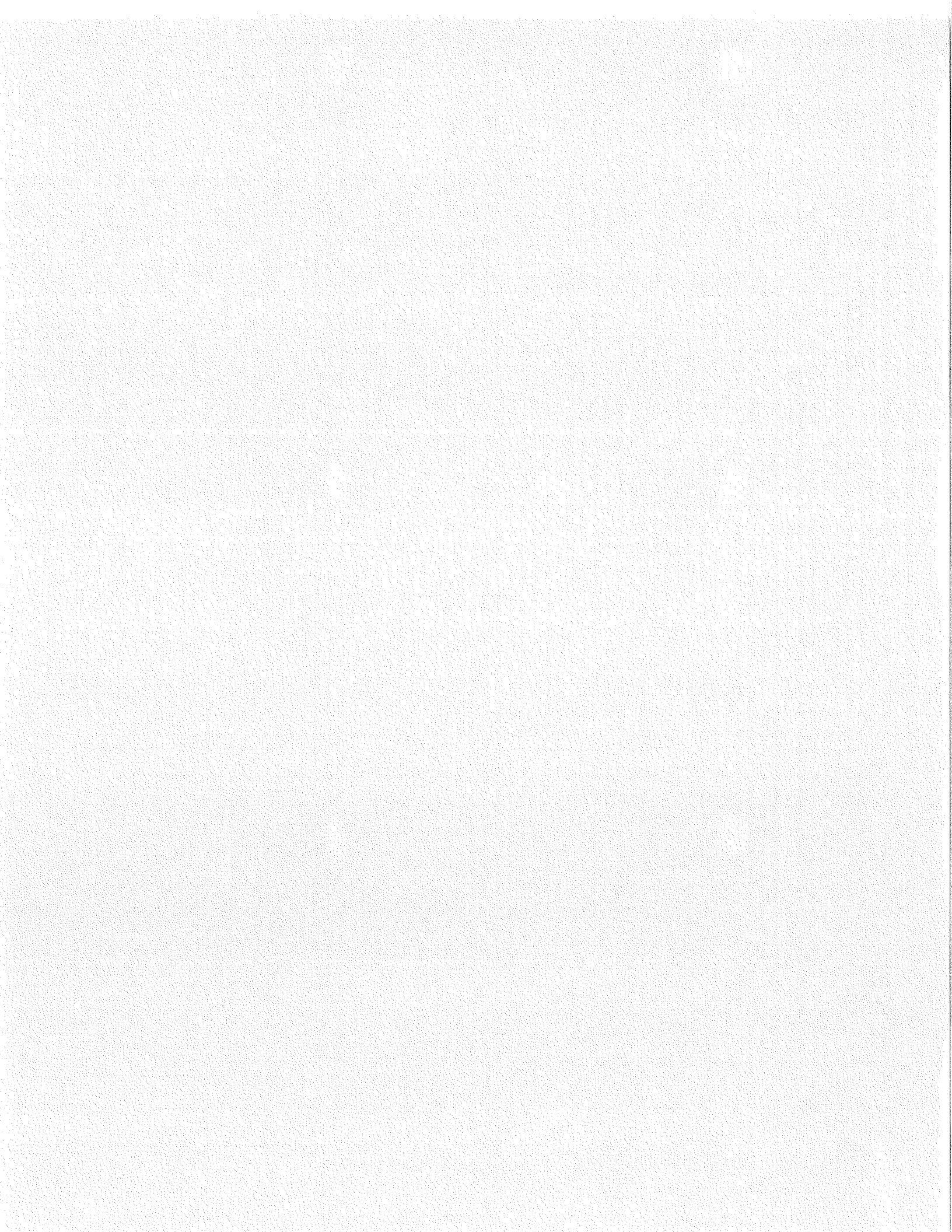
Steps for FCCLA advisers and members to follow in setting up and running a chapter.

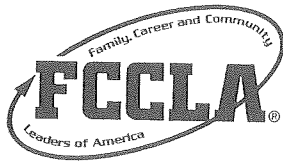
## Adviser

- 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](mailto: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**
- National Leadership Conference**
  - 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***

