**2019 NATIONAL OFFICER CANDIDATE-Template of Plan for studying and preparing**

Example of a plan that a candidate could make for themselves.

November 2018 to Feb 11, 2019

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | Content | Method | Timeline: | Goal: |
| 1. Review the national Programs of FCCLA
 | Study and memorize the components of all National Programs on the [www.fcclainc](http://www.fcclainc) .org website | Make flashcards to process the content, study from and have as a study tool that others could ask you about.Writing them out will increase my retention of the facts. |  | At least 80% of the content is known to me. |
| 1. Review the national by laws and constitution, structure of FCCLA.
 | Student and make flash cards from the parts of the Constitution and By laws. | Make flashcards to process the content.Look up the specific persons who fill each position on the NEC and Board.  |  | 80% of the content is known to me. |
| 1. Review the Strategic plan for FCCLA through 2021.
 | Be able to defend each of the strategic plan goals.  | Make flash cards. |  | At least 80% of the content is known to me. |
| 1. Understand the FCCLA Core values
 | Be able to state the Core Values | Write an essay or paragraph about each Core value and why it would be important to members. Be able to speak about these core values to others. |  | At least 80% of the content is known to me.I have a good understanding of the Core values. |
| 1. Look at the Partners and sponsors of FCCLA.
 | Understand what they sponsor and look at their websites, their facebook pages to understand what each partner does. | Research partners and sponsors. |  | I have researched all of the partnerships. |
| 1. Review the Membership materials
 | Understand how a new chapter is affiliated.Understand the affiliation process.Understand the Affiliation categories.  | Make flash cards about membership and membership campaigns. |  | I could adviser a new adviser about membership. |
| 7.Look over the National website for these resources: [FCCLA Branding & Promotion Guide](http://fcclainc.org/news--media/documents/FCCLA-Brand-Promo-Guide.pdf)[Career and Technical Student Organizations Guide](http://fcclainc.org/pdf/ctso_guidefinal.pdf)[CTSO Guide to Accessing Federal Perkins Funds](http://fcclainc.org/pdf/perkins_guidefinal.pdf) [How to Use the FCCLA 365 App](http://fcclainc.org/news--media/documents/HowtoUsetheFCCLA365App.pdf) | Understand what these resources are. | Make flash cards about the content of these attachments. |  | At least 80% of the content is known to me. |
| 1. Develop a calendar of what you will do each week to study.
 | Make a calendar or plan.  |  |  | I have made a detailed calendar and checklist. |
| 1. Make a list of persons you will contact, call or interview in order to prepare.
 | Who? | How to contact them: |  | I have a list. |
| 1. Develop a list of what you will NOT do should you become elected or become a candidate. What will you eliminate from your activities in order to make time for this candidacy?
 | Activities that I will cut: |  |  | I have made a list.  |