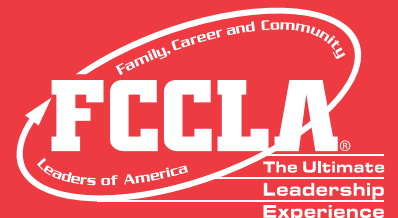


# NEW Adviser HANDBOOK



**Family, Career and Community Leaders of America**  
1910 Association Drive, Reston, VA 20191 | 703-476-4900 | fcclainc.org



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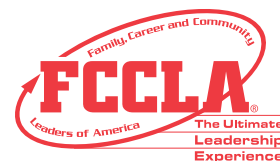


# Section One - The Ultimate Leadership Experience

## What is FCCLA?

FCCLA: The Ultimate Leadership Experience is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work, and societal issues through Family and Consumer Sciences (FCS) education. The organization has involved more than ten million youth since its founding in 1945.

Family, Career and Community Leaders of America is unique among youth organizations because its programs support Family and Consumer Sciences education and career exploration. It is the only in-school Career and Technical Student Organization focused on careers that support families. Participation in National Programs and chapter activities helps members become strong leaders in their families, careers, and communities.



## What is FCCLA?



### FCCLA Mission

To promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through: character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.



### FCCLA Purposes

- To provide opportunities for personal development and preparation for adult 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 and harmony.
- To promote greater understanding between youth and adults.
- To provide opportunities for making decisions and for assuming responsibilities.
- To prepare for the multiple roles of men and women in today's society.
- To promote Family and Consumer Sciences and related occupations.

# Section One - The Ultimate Leadership Experience

## What is FCCLA?

### State Associations

Each state association serves as a resource for local chapters by providing leadership, assistance, and programming. The state association has an individual State Adviser who can serve as a resource for deadlines and events in your state, Chapter Adviser professional development, and chapter outreach. National FCCLA establishes guidelines for membership, Competitive Events, National Programs and recognition, and nationally-sponsored conferences. Each state association may determine state deadlines, events, and recognition so it is best to contact your State Adviser for questions. State Adviser contact information is located in the "About" section of the FCCLA website. Local chapters join their state association in addition to national affiliation.

### Chapters

FCCLA chapters are structured in a variety of ways to meet the needs of chapters across the country. Local chapters begin within Family and Consumer Sciences (FCS) programs in middle and high schools with Family and Consumer Sciences teachers serving as Advisers. High quality Career and Technical Education (CTE) includes a Career and Technical Student Organization (CTSO) and FCCLA is the CTSO that supports Family and Consumer Sciences. Once students and Advisers pay local, state, and national dues they are a member of an affiliated chapter. Local chapters typically select a slate of officers and then create a program of work for the year. FCCLA is a student-led organization so the members and Advisers work together to determine a structure and program that meets the needs of their own Family and Consumer Sciences program, FCCLA chapter, school, and community.

### Get Started!

Contact your FCCLA State Adviser for information and materials needed to start a chapter.

Meet with your Administration. Schedule a meeting with your administration to discuss the purposes, mission, and benefits of FCCLA. Administrators may ask some of the following questions:

- What steps need to be taken to establish a chapter?
- How much time will be required?
- What will be the extent of the projects?
- What will be the involvement of people outside the school?
- What are the costs?

You will want to find out the following from your administration:

- What school policies govern student activities?
- What are his/her expectations for an Adviser?
- What travel requirements are established for student organizations?
- How do you obtain funding?
- How can you get FCCLA activities on your school calendar?
- What steps are required for fundraising activities?

**Explore FCCLA's Website:** Check out the national website and your state association's website to get information about programs and conferences. Use the search tool to help you find information.

- **Find a Mentor.** Talk with teachers who currently have chapters. Visit an active chapter or try contacting your State Adviser for mentor suggestions.
- **Affiliate.** Go to the FCCLA portal located on the FCCLA website to register. If you are a new Adviser in an existing chapter, make sure you update your information.

# Section One - The Ultimate Leadership Experience

## FCCLA Glossary

### **Adviser Academy**

Virtual training programs open to any FCCLA Adviser or future Adviser. The Future Adviser Academy, is open to post-secondary Family and Consumer Sciences Education students. Adviser Academy, Course One, is open to any Adviser with fewer than five years of experience. While the Adviser Academy, Course Two, is open to any Adviser with more than five years of experience or previous Adviser Academy graduates.

### **Adviser Industry Intensive**

An Adviser-only professional development training to take a deep dive into a Career Pathway, as well as enhance chapter strategy to better prepare students for college and career success.

### **Affiliation**

The process of submitting student and adviser names to create a chapter. Payment of state and national dues finalize the process.

### **Alumni & Associates (A&A)**

Alumni & Associates is a network of adults who were previously part of FCCLA or those who support the mission and purposes of the organization.

### **Capitol Leadership (CL)**

Youth from across the country join together in our nation's capitol to participate in public policy advocate training designed to enhance leadership skills and help prepare participants to meet with elected government officials. These opportunities prepare youth to be stronger leaders on both the state and local levels.

### **Career and Technical Education (CTE)**

Instructional programs that offer academic and career-oriented courses to help students prepare for success in education and future careers.

### **Career and Technical Student Organization (CTSO)**

FCCLA is one of eight CTSOs recognized by Congress and the United States Department of Education. These organizations integrate into Career and Technical Education (CTE) programs and courses. FCCLA is the Career and Technical Student Organization (CTSO) that supports Family and Consumer Sciences.

### **Career Pathways**

Members develop real world skills through Family and Consumer Sciences education including programs and events that support development of skills in careers in Human Services, Hospitality and Tourism, Education and Training, and Visual Arts and Design.

### **Chapter Adviser**

A Family and Consumer Sciences or related occupations educator who guides student involvement.

### **Chapter Adviser Summit**

An annual conference offering Advisers professional development, as well as a preview of the location where the National Leadership Conference will be held.

# Section One - The Ultimate Leadership Experience

## FCCLA Glossary

### **Classroom Integration**

FCCLA National Programs and Competitive Events support CTE students' development of knowledge and skills, enhancing the classroom experience. FCCLA is integrated into Family and Consumer Sciences and is intra-curricular, exposing students to work-based learning, business and industry networks, and industry-recognized certifications.

### **Competitive Events**

Competition opportunities where members showcase college- and career-ready knowledge, skills, and abilities, promote the FCCLA Chapter as an integral part of the Family and Consumer Sciences education program, and connect with peers and community.

### **Family, Career and Community Leaders of America (FCCLA)**

FCCLA is a dynamic national career and technical student organization that helps young men and women become leaders and address important personal, family, work, and societal issues through Family and Consumer Sciences education.

### **Fast Facts**

A newsletter sent to affiliated Chapter Advisers regarding important deadlines and updates.

### **Industry Immersion**

A meeting where attendees will see extensive options for careers in various Career Pathways as well as engage in behind-the-scenes opportunities.

### **Leadership Academy**

Leadership Academy is a virtual training that empowers students to thrive in the 21st Century using FranklinCovey Leader in Me materials.

### **Leadership Training Team (LTT)**

FCCLA alumni who are hired to develop trainings, lead workshops and breakout sessions, communicate with national network members, and serve as National Consultants.

### **National Consultant Team (NCT)**

FCCLA Advisers with chapter management expertise who are hired to develop trainings, lead workshops, and serve as National Consultants.

### **National Fall Conference (NFC)**

The National Fall Conference is the place to explore all that FCCLA has to offer, including keynote speakers, leadership workshops, special workshops for middle- level students, Competitive Events, and opportunities to demonstrate college- and career-readiness.

### **National Executive Council (NEC)**

The NEC is made up of ten member-elected student leaders. The essential function of the National Executive Council is program development, program implementation, and public relations.

# Section One - The Ultimate Leadership Experience

## FCCLA Glossary

### National Leadership Conference (NLC)

FCCLA's premier leadership event! Members from across the country gather together to hear expert speakers, attend leadership sessions, participate in Competitive Events, and gain skills to use in their homes, schools, and communities. Advisers can also take part in networking and professional development opportunities.

### National Programs

National Programs offer an established framework for carrying out FCCLA projects related to a specific topic, including guidelines, support materials, and recognition, as well as lesson plans cross-walked to FCS National Standards.

### Planning Process

A five-step management tool to help members select and carry out meaningful projects to fit school and community needs and concerns.

### Program of Work

Each chapter outlines its calendar of goals for the year ahead.

### State Adviser

The individual responsible for administration of the FCCLA state association.

### State Association

FCCLA organization at the state level.

### Single Student Sign-On

The FCCLA Student Portal provides all affiliated members access to FCCLA information and resources, and serves as a tool for students to keep their FCCLA records in one place. To log in, students need their membership ID number and password.

### Teaching with Teen Times

A resource provided to all affiliated Advisers to introduce *Teen Times* into their Family and Consumer Sciences classroom through student assignments and a quick quiz, available on the FCCLA portal.

### Teen Times

FCCLA's official national magazine, *Teen Times*, is published each school year in early fall and winter.





# CAREER PATHWAYS THROUGH FCCLA



## HUMAN SERVICES

*Preparing individuals for employment in career pathways that relate to families and human needs such as counseling and mental health services, family and community services, personal care, and consumer services.*

Possible careers include:

- Child, family, or school social worker
- Director of childcare facility
- School counselor
- Sociologist
- Social services worker
- Personal or home care aide
- Leisure activities counselor
- Recreation worker
- Consumer credit counselor
- Personal financial advisor
- Consumer goods or services retailing representative or buyer
- Cosmetologist, hairdresser, or hairstylist

## EDUCATION AND TRAINING

*Planning, managing, and providing education and training services and related learning support services.*

Possible careers include:

- Superintendent, principal, or administrator
- Teacher or instructor
- Preschool or kindergarten teacher
- Clinical, developmental, or social psychologist
- Social worker
- Counselor
- Teacher assistant
- Parent educator
- Child care worker
- Coach
- Recreation worker
- Sign language interpreter

## HOSPITALITY AND TOURISM

*The management, marketing, and operations of restaurants and other food services, lodging, attractions, recreation events, and travel-related services.*

Possible careers include:

- Restaurant, food service, lounge, casino, coffee shop, or catering owner, operator, or manager
- Hotel, motel, resort, or bed and breakfast owner, operator, or manager
- Tour company owner, operator, or manager
- Meeting and convention planner
- Interpreter or translator
- Tourism and travel services marketing manager

## VISUAL ARTS AND DESIGN

*Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.*

- Stage designer
- Fashion/apparel designer or illustrator
- Interior designer
- Home furnishing coordinator
- Textile designer or chemist
- Costume designer

## REAL WORLD SKILLS

*Individuals require many skills to be college and career ready, including academic knowledge, technical expertise, and a set of general, cross-cutting abilities called “employability skills.”*

- **Applied Academic Skills:** Communications, Math, Science, Basic Literacy
- **Critical Thinking Skills:** Problem Solving, Organization & Planning
- **Resource Management:** Time, Money, Materials & Personnel
- **Information Use**
- **Communication Skills**
- **Interpersonal Skills:** Leadership, Teamwork & Negotiation
- **Personal Qualities**
- **Systems Thinking:** Teamwork & Project Management
- **Technology Use**



# Section One - The Ultimate Leadership Experience

## Integration

### The FCCLA Adviser

#### Advantages of Being an Adviser

Being an FCCLA Adviser offers many benefits including resources, professional development opportunities, leadership growth, and networking. FCCLA is the student organization designed for Family and Consumer Sciences teachers in Career and Technical Education (CTE) programs. These benefits are available to any FCCLA Adviser at any experience level.

The resources that FCCLA offers are invaluable to a Family and Consumer Sciences teacher. Through program ideas, lesson plans, and Competitive Events, FCCLA offers its Advisers the opportunity to help students apply their classroom content to real world settings. These resources empower students to make real changes that benefit their personal growth, family relationships, career skills, and community lives.

Through participation in a variety of professional development opportunities throughout the year Advisers gain valuable information and networking. Affiliated FCCLA Advisers have the opportunity to connect with industry representatives at national conferences to discuss trends and gain knowledge about resources and opportunities. In addition to professional development, Advisers are equipped to help students pursue leadership opportunities.

FCCLA Advisers are dedicated individuals who network with others throughout the nation to share resources and provide support for other as you establish, build, and improve your chapter.

### Integrating FCCLA

FCCLA is designed to be a part of your everyday Family and Consumer Sciences curriculum. From Competitive Events to National Programs, there are multiple resources for supplementing and improving your curriculum. FCCLA members explore career opportunities and build real world skills by developing projects, engaging and participating in events, and competing regionally and nationally for scholarships and awards. Here are a few ways you can start integrating FCCLA:

- Build leadership roles in each class; student leaders to help take attendance, gather homework, set out materials, and lead in-class discussions.
- Use STAR Events and Skill Demonstration Events as classroom projects. The directions for each are found in the Competitive Events Guide and include everything from project directions to grading rubrics.
- FCCLA National Programs contain curriculum and lesson plans that can be purchased from the [FCCLA Store](#) or in the Portal. Use the FREE Power of One materials on the [website](#) to get you started!
- Say Yes to FCS! There are lesson plans and resources available [here](#) to help you promote the field of FCS to your students.

# Best Practices

### Best Practices of a Great Adviser

- **Follow procedures set by your district.** Ensuring that your students and organization operate within the procedures set forth by the district will result in chapter success and give you the opportunity to be seen as a role model for others.
- **Reach out.** The best experts in FCCLA are in your own state and can provide you with enhanced information, ideas, and support. Connect and network with other Advisers as they have the experience to help guide you through questions and uncertainty.
- **Keep your FCCLA resources close.** Regardless of whether you are a binder builder, folder filer, or website wanderer, the best Advisers keep their resources nearby or bookmarked, and use them often. Find a system that works for you and keep it updated to help you make the most of your time.
- **Prioritize tasks.** To keep yourself from being overwhelmed be sure that you're focused on what you need to be doing at that time. Items such as a Program of Work, school calendar, and Fast Facts, can help you prioritize so you don't miss a deadline or an opportunity.
- **Engage students.** Help students understand how their goals and desired outcome should drive every decision they make. Encourage your students to try new things, make positive changes, and realize their full potential.
- **Start small.** Don't try to do everything your first year. Start with one fundraiser, one community service project, or participation in one conference, and strive to build upon it each year. As you start to get more comfortable, you can continue to learn and include new things.

### Balancing Your Life

Teachers don't have a whistle that blows to let them know it's time to go home. The bell at the end of the day just means that it's time to breathe and get caught up. Your end of the day doesn't come for a while. The same is true for the FCCLA Adviser. The end of a project doesn't end with a whistle blow. There is often not a ceremonial beginning and end but lots of planning, evaluating, and revising before and after that together, create a cycle of continuous improvement. With this in mind, it is often a complex and learned skill for Advisers to recognize when to breathe!

With the demands of trying to balance life and work, consider the following quick tips to help maximize your time:

- Keep a schedule
- Prioritize things
- Spend time doing the things you love, even if it's only for a few moments
- Be a positive example of balance for your students
- Protect certain times for the needs of yourself, your family, and your career
- Watch your sleeping and eating habits

Ultimately, you are responsible for finding and keeping a balance that works for you. Don't be afraid of admitting when something isn't working. Identify when your life should and could be enhanced and adjust it accordingly. When you are taken care of, your members and chapters are as well.

# Section Two - The FCCLA Adviser

## Resources

### Adviser Resources

For additional exclusive chapter resources for affiliated Advisers, visit the “Resources” tab in the FCCLA portal.

FCCLA offers a variety of resources to help you implement National Programs in your classroom. As a new Adviser, it will be beneficial for you to visit the “Adviser” pages on the national website as well as the “Resources” tab in the FCCLA portal. These pages provide free program resources and are written by fellow chapter Advisers and the National Consultant Team (NCT).

FCCLA also offers National Program guides for select programs, which include dozens of lesson plans, activities, and project ideas that crosswalk with Family and Consumer Sciences national standards. Find these on the FCCLA Store or the “E-Store” tab on the FCCLA portal.

You can also visit the “National Program” page on the FCCLA website for additional information, contests, and resources from partner organizations.

Additionally, we recommend joining the Adviser Facebook page, titled “Family, Career and Community Leaders of America (FCCLA) Advisers.” This group provides FCCLA Advisers a place to connect, network, ask questions, and receive information regarding upcoming events and opportunities related to FCCLA and Family and Consumer Sciences.

Adviser webinars are available periodically to provide additional professional development. Past webinars and partner opportunities can be found in the “Adviser Professional Development” section of the portal.

### Awards

Each National Program has an award application that can be completed and submitted in the portal by March 1. Once your chapter has affiliated, you will be eligible to submit awards in numerous categories for recognition. Winners of FCCLA National Program Awards receive a cash award\* and special recognition at the National Leadership Conference, online, and in *Teen Times* magazine. In addition, several partner-sponsored projects have state and national level cash prizes and awards.

*\* Power of One not eligible for cash award*



## Section Three - Chapter Management Strategies

# Components of Chapter Management



**Your chapter's Program of Work is simply a calendar of goals and actions. Here are a few things to keep in mind as you plan this program of work:**

- **Involve your students in the planning.** They are leaders in the organization and they will contribute to the projects they deem important. It is vital to have them be a part of the planning.
- **Keep it balanced.** You want to ensure that activities are not only varied but that they are planned and held throughout the year, being careful not to pack too many activities into one month.
- **Make it public.** Post your Program of Work everywhere someone might see. This holds you and your students accountable to complete your plan.
- **Be prepared financially.** Managing your chapter finances together can be key to your success. Set a budget with your officers and make sure they are aware of how much money is coming in as well as how that money is being spent. Being accountable with your chapter's funds allows your chapter the opportunity to set long-term financial goals and make even bigger plans.
- **Bylaws are important.** Contact your State Adviser or other area Advisers to see what they already have in place. You may only need to make minimal changes to their bylaws to make them work for your members. Be sure to take time to have your bylaws checked by your administrator and State Adviser to ensure you are setting forth a plan of operation that works within the confines of your school and state. View the National FCCLA bylaws on the "About" page of the FCCLA website.
- **Elect Chapter Leaders.** Leaders impact a chapter's success. Whether they are called officers, executive board members, or committee chairs, these students are the best to pass on information, the first to get involved, and the most invested in the success of the group as a whole. Some things to consider in terms of your chapter leadership:
  - What responsibilities need to be covered? Plan officer positions according to the jobs the chapter needs. Make sure that officers have enough responsibility to make their time in leadership worthwhile and include an opportunity for leadership development.
  - What is the process for selecting officers? Whether they are chosen by application, interview, committee, or popular vote, there are many ways officers can be chosen. Evaluate your process with your officers and make any changes as necessary.
  - As members and stakeholders come to understand what your organization represents, the programs your chapter offers are key to growth and stability. Whether it's surveying the community or completing national FCCLA programs, these programs are the key to your success. Good chapter management and involvement in programs means that chapters are recognized for high quality programs that enhance families, careers, and communities year after year.

# Program of Work

## Goals for our chapter are:

*(Include goals for student growth and local chapter, district/region, state, and national participation. Include fundraising projects and how the money will be used. Identify intracurricular activities.)*

## Plans for achieving chapter goals:

*(Include details on who will be responsible, timeline to follow, etc.)*

## Evaluation:

*(Include details on how accomplishments will be measured.)*

\_\_\_\_\_  
Adviser's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Date

# Program of Work

**August**

**September**

**October**

**November**

**December**

**January**

# Program of Work

**February**

**March**

**April**

**May**

**June**

**July**



# Section Three - Chapter Management Strategies

## FCCLA Action Samples

1

### Sample One

#### Semester or Year FCCLA Action

From the beginning to the end of a semester or school year, a chapter will likely be involved in the following activities.

- Introduce FCCLA, form chapter, select officers/leaders
- Affiliate at state and national levels
- Identify concerns, set a goal, choose project(s) (repeated for each project)
- Launch Go For the Red and, if necessary, fundraising efforts
- Establish and work in project committees
- Research related topics, share information with chapter, arrange for outside speakers
- Coordinate plans and make arrangements for project activities
- Publicize project plans
- Organize and hold work sessions, prepare project materials
- Complete project activities/hold project events
- Publicize project results
- Evaluate project(s)
- Recognize project leaders, participants, and supporters
- Submit National Programs and seek community, state, and/or national recognition
- Celebrate accomplishments and lessons learned

2

### Sample Two

#### Short Term FCCLA Action

From the beginning to the end of a three, six, nine, or twelve-week period, a chapter that operates within a short-term Family and Consumer Sciences course might be involved in the following activities.

- Introduce FCCLA, form chapter, select leaders
- Affiliate at state and national levels
- Identify concerns, set a goal, choose project (may be repeated for each unit/topic)
- Coordinate plans and make arrangements for project activities
- Complete project activities/hold project event
- Evaluate project
- Recognize project leaders, participants, and supporters
- Celebrate accomplishments and lessons learned

## Section Three - Chapter Management Strategies

# Opening and Closing Ceremonies

### Opening Ceremony

- **President:** Gives a rap with the gavel signaling the officers and members to stand and says: "We are members of Family, Career and Community Leaders of America. Our mission is to promote personal growth and leadership development through Family and Consumer Sciences education."
- **Officers:** "Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation."
- **Members:** "As we work toward the accomplishment of our goals, we learn cooperation, take responsibility, develop leadership, and give service."
- **President:** "This meeting of the Chapter of Family, Career and Community Leaders of America is now in session. You may be seated."



### Brief Opening Ceremony

The following is a short alternative opening ceremony.

**President:** Gives a rap with the gavel signaling the officers and members to stand and says:

- "We are members of Family, Career and Community Leaders of America. Our mission is to promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation."
- "This meeting of the \_\_\_\_\_ Chapter of Family, Career and Community Leaders of America is now in session. You may be seated."

# Opening and Closing Ceremonies

## Closing Ceremony

**President:** “Members, please stand. FCCLA members, we are challenged to accept the responsibility of making decisions that affect our lives today and the world tomorrow. Let us repeat our Creed.”

**Members: FCCLA Creed**

“We are the Family, Career and Community Leaders of America. We face the future with warm courage and high hope. For we have the clear consciousness of seeking old and precious values. For we are the builders of homes, Homes for America’s future, Homes where living will be the expression of everything that is good and fair, Homes where truth and love and security and faith will be realities, not dreams. We are the Family, Career and Community Leaders of America. We face the future with warm courage and high hope.”



## Brief Closing Ceremony

The following is a short alternative closing ceremony.

**President:**

- “Members, please stand. FCCLA members are challenged to make a difference in the world by making decisions daily to assume responsibilities in their personal growth, family life, community involvement, and Career and Technical Education.
- “This meeting of the \_\_\_\_\_ Chapter of Family, Career and Community Leaders of America is now adjourned. You may be seated.”

# Meeting Agenda Form

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

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

Person Presiding: \_\_\_\_\_ Leadership Position: \_\_\_\_\_

## **1. Opening Ceremony**

Type of Session:  Business Meeting  Work Session  Special Meeting/Program

Format:  In-Person  Virtual  Hybrid

Determination of Quorum/Attendance:  Roll Call  Sign In

Minutes:  Read  Distribute  Copies

## **2. Treasurer's Report**

## **3. Committee Reports**

Person scheduled to report: \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## **4. Unfinished Business:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## **5. New Business:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## **6. Program**

## **7. Announcements**

## **8. Closing Ceremony**

## **9. Adjournment**

## Section Four - Recruit, Retain, Recognize

# The 3 R's of Membership

### Recruit, Retain, Recognize

FCCLA membership is available to students who have taken a course in Family and Consumer Sciences, as determined by the state department of education, through grade 12. Once the state and national dues are paid, the student will be an official affiliated member. Teachers can take part in FCCLA, too! Instructors certified to teach Family and Consumer Sciences education, as determined by the state department of education, can serve as the FCCLA chapter Adviser.

The members that make up your FCCLA chapter are your greatest asset. It is important to point out that the number of members is not your greatest measuring tool. Success in membership is not defined by the growth in member numbers but the continual growth of the organization's members. The greatest group may have 12 members or more than 1,200 members. The success of membership is based on how those members come together to meet the goals of the chapter.

### Membership Campaigns

National FCCLA offers membership campaigns that help to Recruit, Retain, and Recognize members. For more information, visit [fcclainc.org](http://fcclainc.org).

### Members, Meet Your Adviser

Members, meet your Adviser. Adviser, these are your members. The fourth "R" that we tend to forget is Relationships. The relationship that you form with your members and the relationship that your members form with each other can be a key indicator of the success of your chapter's recruitment efforts. When members have a personal connection with those in the organization, they are more motivated to exceed even their own expectations.

In addition, strong relationships are vital to help ensure that the aspects of Recruit, Retain, and Recognize in your chapter's goals are met. As an Adviser, it is important to get to know your members and work to build relationships with them. In addition, it is vital for you to work to provide opportunities for your members to build relationships with each other. These can truly be some of your best membership connection strategies.

### Affiliation

FCCLA affiliation is the process of sending state and national dues and completing online chapter affiliation. National FCCLA dues are \$9 per member and \$9 per Adviser. Each state also has a dues rate established and the amounts for state dues vary per state. For more information on FCCLA state and national dues and to affiliate your chapter, please visit the "Join" page on the national FCCLA website.

## Section Four - Recruit, Retain, Recognize

# Membership Calendar

**Membership strength results from recruiting, retaining, and recognizing members all year long. It is important to have some events for all chapter members every month! Try the following ideas (or create your own) to include membership activities throughout the school year!**

### August

- Apply for the Membership Madness Toolkit.
- Form membership committee.
- Committee and chapter leaders meet to plan membership efforts for year.
- Set membership goal.
- Committee prepares membership recruitment campaign.
- Affiliate current members.
- Chapter prepares fundraising plans for the upcoming National Fall Conference.

### September

- Conduct a membership recruitment campaign to sign up returning and new members.
- Chapter leaders speak in Family and Consumer Sciences classes.
- Hold first meeting(s) to build the chapter and consider the year's program of work.
- Affiliate online in the FCCLA portal.
- Download the new Competitive Events Guide and help students choose events and start projects.
- Check the FCCLA website for the latest national program information, recognition opportunities, and deadlines.

### October

- Sponsor a special event, celebration, or trip for paid members.
- Conduct a hands-on chapter project created and carried out by a majority of members.
- Extend personal invitations to students who have not yet joined the chapter.
- Attend a district/region or state leadership event.

### November

- Attend the National Fall Conference.
- Chapter leaders speak in a Family and Consumer Sciences class.
- Submit additional member names and dues payments.
- Continue to involve members in projects that build the chapter's image in the school and community.

### December

- Celebrate the chapter team with service projects and a social event. Invite potential members to attend and join the chapter.
- Set up a gift exchange activity for Family and Consumer Sciences students who have not yet joined the chapter. Present small gifts throughout the month. Just before holiday break, reveal that gifts are from FCCLA chapter, which offers many more "gifts" and rewards all year long.
- Celebrate FCCLA at the Table on FCS Day, December 3.

### January

- Conduct a New Year's membership campaign to sign up new members.
- Chapter leaders present to a second semester Family and Consumer Sciences class.
- Start the year right with an exciting chapter meeting and more hands-on chapter projects created and carried out by a majority of members.
- Check the FCCLA website for the latest national program information, recognition opportunities, available scholarships and deadlines.
- Attend the Chapter Adviser Summit.

# Section Four - Recruit, Retain, Recognize

## Membership Calendar

**Membership strength results from recruiting, retaining, and recognizing members all year long. It is important to have some events for all chapter members every month! Try the following ideas (or create your own) to include membership activities throughout the school year!**

### February

- Submit additional member names and dues payment.
- Encourage people to join the chapter during National FCCLA Week and CTE Month.
- Continue to involve members in projects that build the chapter's image in the school and community.
- Check the FCCLA website for deadlines and prepare award applications for recognition in FCCLA National Programs.
- Celebrate FCS Educator Day on the Wednesday of FCCLA Week!

### March

- Chapter leaders speak in Family and Consumer Sciences class.
- Chapter leaders speak to younger students who are preparing to sign up for next year's classes.
- Conduct a hands-on chapter project created and carried out by a majority of members.
- Submit FCCLA National Program award applications electronically for recognition by March 1.
- Submit additional member names and dues payments.
- Apply for various scholarships by March 1; check the FCCLA website for current information.
- Chapter prepares fundraising plans for the National Leadership Conference.

### April

- Continue to involve members in projects that build the chapter's image in the school and community.
- Participate in your State Leadership Conference (March–May).
- Submit application for membership campaign awards by April 1.

### May

- Host a chapter recognition event and invite parents, administrators, supporters, and potential members.
- Evaluate the year's accomplishments and record suggestions for future chapter success.
- Make plans to carry the chapter through the summer and into next year.
- Submit final member names and dues payments no later than May 31.
- Make sure dues for all members trying to reach national STAR Events are sent no later than May 1.

### June-July

- Celebrate with other leaders at the National Leadership Conference.
- Chapter Leaders prepare to attend the National Leadership Conference.
- Participate in local events to publicize and promote FCCLA!



# FCCLA Membership Campaign

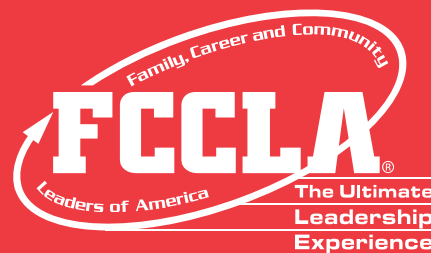


*To find out more about FCCLA contact:*

*Adviser Name:* \_\_\_\_\_

*Room Number:* \_\_\_\_\_

*or visit [fcclainc.org](http://fcclainc.org)!*





## Section Five - Lead the Way

# Elected Positions

### Chapter Officers

Chapter officers organize and carry out events at the local level. Chapter officer roles are great starting points for chapter members interested in expanding their leadership. Chapter Advisers usually set up a process and create an application for their members to get involved as a local chapter officer.

### District/Region Officers

District and regional officers are roles that build upon skills learned as a chapter leader. These individuals usually help plan, organize, and carry out district or regional conferences. Consider using some of your state officer positions to get started in your chapter. Contact your district/regional Adviser or State Adviser to learn more about how district and regional officers are elected in your state.

### State Officers

State officers represent and serve the members of their entire state delegation and connect with National FCCLA through networks. These individuals have built up their leadership skills through previous experience. They also continue to increase their leadership potential by serving as role models to other members, advocating for FCCLA and Family and Consumer Sciences education, and planning state level conferences. Contact your State Adviser for more information on how state officers are elected in your state.

### National Executive Council

Ten FCCLA members serve as national officers on the National Executive Council each year. These leaders develop a program of work, communicate with and inspire FCCLA members of all leadership levels, promote and advocate for the national organization of FCCLA, and create and implement new ideas for development.



# Leadership Academy & Scholarships

## Franklin Covey FCCLA Leadership Academy

Franklin Covey Leadership Academy empowers students with the leadership and life skills they need to thrive in the 21st century and give members the opportunity to be recognized for their personal growth efforts. Each academy has a unique focus and will help students develop these leadership skills and self-confidence with peers in their grade level. Using the 7 Habits of Highly Effective Teens Success Guide (middle level) and FranklinCovey Leader in Me materials (high school), FCCLA members will experience in-depth training as part of their Ultimate Leadership Experience. Fees apply for this training.



## Scholarships

National FCCLA offers scholarships to student members who plan to further their education after high school. To learn more about these amazing opportunities and to apply, visit the "Youth Scholarships" page on the National FCCLA website.

### Available Youth Scholarships:

- FCCLA Memorial Scholarship
- Hospitality Scholarships
- National Technical Honor Society Scholarships
- Taking Down Tobacco Trainer of the Year Scholarship



# FCCLA Chapter Leader Application

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

Grade in School: \_\_\_\_\_ Grade Point Average: \_\_\_\_\_ Years as an FCCLA Member: \_\_\_\_\_

FCCLA Leadership Position Desired: \_\_\_\_\_

First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_

FCCLA activities and accomplishments: \_\_\_\_\_

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Activities and accomplishments in school, community groups, and other youth organizations: \_\_\_\_\_

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Write a short paragraph telling why you would like to hold an FCCLA leadership position: \_\_\_\_\_

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*I realize assuming a leadership position requires extra time and effort, and I am willing to spend the extra time and effort necessary to complete all duties of my leadership position.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## Section Five - Lead the Way

# Sample Officer Duties

**The current team of FCCLA officers is often referred to as an executive council. The council may include president, vice-president(s), secretary, treasurer, and any other officers needed to help the chapter function smoothly and reach its goals. The following officers and responsibilities are provided as samples. Duties, officers, and positions may vary by chapter.**

### President

1. Works with the executive council and Adviser to develop an agenda for each meeting.
2. Presides at chapter and executive council meetings using the Adviser- approved agenda and basic parliamentary procedure. Starts meetings on time and keeps them moving.
3. Assists in group decision-making through member participation.
4. Sees that necessary committees and subcommittees are formed and committee chairs are selected. May serve as an ex-officio member on committees.
5. Knows the responsibilities of all officers and committee chairs and keeps them informed of all chapter business.
6. Confers frequently with the executive council, Adviser, advisory committee, and other program stakeholders.
7. Checks all plans with Adviser and school administrator before taking action.
8. Represents chapter at special school events and district/region, state, and national meetings.
9. Provides opportunities for all members to express ideas and share responsibilities.

### Vice-President

1. Assumes the duties of the president in the president's absence.
2. Assists the president as needed.
3. Works with the program planning committee to help members develop and plan a chapter program of work that will meet the needs and interests of the chapter, school, and community.

### Secretary

1. Keeps accurate and complete minutes of all chapter and executive council meetings and activities.
2. Makes minutes and other chapter resources (committee lists, activity calendars, bylaws, etc.) available to the membership by reading, posting, or circulating as determined by the chapter bylaws.
3. Keeps attendance at chapter and executive council meetings. Keeps a current list of affiliated members.
4. Reminds president of any unfinished business prior to the next meeting.
5. Counts and records chapter votes.
6. Assists Adviser in processing chapter affiliation forms.
7. Helps create and distribute membership cards to affiliated members.

### Treasurer

1. Keeps an accurate record of all chapter income noting date received, source, and amount. Gives receipts to chapter Adviser.
2. Assists Adviser in collecting and submitting state and national dues in advance of deadlines.
3. Records dues (local, district/region, state, and national) when paid by each member. Communicates records to secretary.
4. Keeps an accurate record of receipts for all money paid out, to whom it was paid, and the amount.
5. Prepares and presents a Treasurer's Report for each business meeting.
6. Works closely with the chapter Adviser to manage chapter funds.
7. Works with the fundraising and program committees to prepare a chapter budget. Presents tentative budget and fundraising plans for chapter approval.

## Section Six - Competitive Events

# Types of Competitive Events

**Competitive Events offered by FCCLA give you and your students the chance to strengthen your skills, showcase accomplishments, and make positive changes in your families, careers, and communities. FCCLA Competitive Events have multiple categories, styles, and guidelines to meet the needs of diverse members and chapters.**

**FCCLA/LifeSmarts Knowledge Bowl** is a Competitive Event where teams of five members can showcase their knowledge in Personal Finance; Consumer Rights and Responsibilities (to include Family, Career & Community Studies); Technology (to include Fashion & Housing Design); Health & Safety (to include Food Science and Nutrition plus Early Childhood and Human Development); Environment (to include Hospitality, Tourism & Recreation); and FCCLA Knowledge.

For the 2021-2022 school year, competitions will be held in three different levels beginning online and ending at the National Leadership Conference. This event is a joint effort between FCCLA and the National Consumers League, combining the best of FCCLA and LifeSmarts content and competition. For more information on LifeSmarts, visit [lifesmarts.org](https://lifesmarts.org).

**FCCLA/Knowledge Matters Virtual Business Challenges** are personal finance and fashion contests that encourages FCCLA members to test their skills using a competition version of the Knowledge Matters VBC classroom software. For more information visit [knowledgematters.com](https://knowledgematters.com).

**Skill Demonstration Events** give students the chance to demonstrate college- and career-ready skills in Family and Consumer Sciences and related occupations. For the 2021-2022 school year, these events will take place online.

**STAR Events (Students Taking Action with Recognition)** recognize members for proficiency and achievement in chapter and individual projects, leadership skills, and career preparation. The four types of STAR Events include Foundational Events, Leadership Events, Career Focused Events, and Online Events.

## Tips for Competitive Events

The FCCLA Planning Process is the starting point to Competitive Events. It guides students through any situation and provides a framework to complete projects. Thorough attention should be paid to the process to ensure all details are covered and to receive maximum points within the Competitive Event.

**Use these tips to help you and your chapter:**

- Start early.
- Check with your State Adviser for any state rules and regulations for Competitive Events.
- Review the FCCLA Planning Process, event guidelines and rubrics with each competitor.
- Review policies, eligibility and general rules for all levels of competition, and the Competitive Events Glossary.
- Hold a kick-off event to talk about the opportunities of Competitive Events and your expectations as members move forward.
- Have a central location for all things Competitive Events such as a file cabinet drawer or cabinet where items that are often needed are centrally located.
- Encourage students to give presentations to groups outside the classroom to allow others to critique them.
- Highlight students' achievements and awards when they are completed.

## Section Six - Competitive Events

# Classroom Integration

### Advantages of Competing

#### **Competitive Events provide great advantages to students:**

Competitive Events provide creative opportunities for all members to get involved. With all of the events that are available there is truly something that can appeal to everyone.

The competitive drive that many youth have can be satisfied by FCCLA's Competitive Events. Events provide the opportunity to explore career paths and strengthen college- and career- ready skills. Students always want to achieve more which provides a great retention tool for members. Encourage members to improve year-to-year and watch their growth continue.

#### **Advantages for Advisers with students in Competitive Events:**

There are many recognition opportunities for students and chapters involved in Competitive Events. Events offer scholarships from partnering organizations and post-secondary institutions, and opportunities to involve partnering organizations, community groups, parents, and staff in projects that promote the importance of Family and Consumer Sciences education.

These recognition opportunities can further promote your members and chapter to stakeholders through positive public relations.

Finally, there are few experiences more rewarding than watching a student work hard toward a goal and succeed. Competitive Events are a chance for Advisers to positively connect to their students by guiding their efforts. Advisers can enhance their classroom instruction when implementing Competitive Events into the classroom.



### Classroom Integration of Competitive Events

The learning opportunities offered by high quality Competitive Events are unparalleled. They connect directly into classroom curriculum, providing the chance to integrate them through classroom instruction and assessment. Competitive Events provide a rubric that can be given to students to guide their project as well as serve as the assessment of the project. If there are components that you feel do not align as well for a classroom assessment, feel free to mark out those components on the rubric. Make these projects work for you!

A complete list of each STAR Event and Skill Demonstration Events along with its crosswalk to National Standards and Initiatives can be found in the "Resources" tab of the FCCLA portal. This document can provide you a starting place as well as a reference to what may be taught through each event.

## Section Seven - National Programs

# Overview of National Programs

### National Program Success

Student-led projects, programs, and activities are the heart of FCCLA as an organization. Chapter members have the opportunity to plan, carry out, and evaluate projects aimed at addressing important personal, work, and societal issues. FCCLA's National Programs provide an established framework for carrying out projects in topics related to Family and Consumer Sciences coursework and curriculum. These National Programs provide guidelines, supporting materials, and recognition for chapters and members and are an essential component of integrating FCCLA in the classroom.

FCCLA's National Programs are based on a peer-to-peer education model with youth teaching other youth through knowledge gained in the Family and Consumer Sciences classroom and within the FCCLA National Programs. The projects and activities can be completed by an individual FCCLA member, a group of members, or the entire chapter.

FCCLA's National Programs provide building blocks for projects and are a great first step for chapter members to get involved with FCCLA. As a new Adviser, start small and choose one or two National Programs that your students are excited about to help direct the focus of chapter activities, events, and projects for the school year. FCCLA has eight National Programs to help guide students in their interests while addressing community concerns and developing as leaders in their families, careers, and communities.



## Section Seven - National Programs

# Overview of National Programs



### Career Connection

The FCCLA Career Connection national peer education program helps members discover their career path in four units: My Skills, My Life, My Career, and My Path.



### Community Service

Community Service features three units that help guide young people to learn about themselves so they can learn, lead, and serve others.



### Families Acting for Community Traffic Safety (FACTS)

FACTS is a national peer education program where members create projects that strive to save lives through personal, vehicle, and road safety.



### Families First

Families First is a national peer education program through which youth gain a better understanding of how families work and learn skills to become strong family members.



### Financial Fitness

Financial Fitness is a national peer education program involving youth teaching one another how to earn, spend, save, and protect money wisely.



### Power of One

Power of One helps students find and use their personal power. Members set their own goals, work to achieve them, and enjoy the results.



### Stand Up

FCCLA's Stand Up program guides members to improve the quality of life in their communities through assessment, education, and advocacy, using their voice to create change.



### Student Body

The FCCLA Student Body national peer education program helps young people discover the Healthy You, the Fit You, the Real You, and the Resilient You.





## Section Seven - National Programs

# Resources & Integration

As teachers are sometimes overwhelmed with the depth and breadth of knowledge that they are expected to teach, you may wonder how in the world you can integrate an FCCLA program into your curriculum. Here are some tips to help you get started:



### Have a Game Plan

- Look at your curriculum at the beginning of the year and plot what state and National Programs you could implement.
- Don't be afraid to give up a favorite to try something new.
- Talk to your officer team as you plan your Program of Work and see what those students can come up with in advance.



### Involve Your Students

- Let them choose specific units or specific subject areas within each project to give them more “artistic freedom” for their final outcome.
- Example: If students want to open their first bank accounts, the “Saving” unit of the Financial Fitness program will interest them more than the “Earning” unit.
- Vary the projects for individual and group work.






### Support Teamwork

- In the end, it is still their project!
- Introduce the application early for recognition and use that as part of, or even all, of your grading method.
- Evaluate students based on their in-class work and their completed National Program.
- STAR Events also have their own scoring rubrics that could be used.
- Provide opportunities for your students to work together on projects.

On the next two pages you can find a variety of project ideas that can be easily implemented into your curriculum. These projects are a great way to introduce students to FCCLA and the many programs and opportunities it offers. Please remember that this is not a conclusive list. Your list is as long as your students' creativity!

# Section Seven - National Programs





## Resources & Integration

Program	Competitive Event Examples	Possible Class to Implement Into	National FCS Standards	Class Project
 My Skills, My Life, My Career, My Path	Career Investigation, Professional Presentation, and National Programs in Action, Say Yes to FCS Education, Teach and Train	<ul style="list-style-type: none"> <li>• Career Development</li> <li>• Entrepreneurship</li> <li>• Career, Community, and Family Connections</li> <li>• Family and Community Resources</li> </ul>	1.1.2, 1.1.3, 1.2.1	<ul style="list-style-type: none"> <li>• Conduct interest surveys for students and create a list of jobs that best fit their values and skills. Include information about job outlook, income, and education required for each job.</li> <li>• Organize a mock interview day at school.</li> <li>• Students can participate in mock interviews before they start looking for summer jobs.</li> <li>• Create newsletters for individuals looking for jobs. Include information about balancing family and work life, setting personal career goals, where to find career opportunities, and making yourself a marketable employee.</li> <li>• Set up interview and/or job shadow opportunities for students.</li> <li>• For classroom ideas and resources visit <a href="https://fclainc.org/engage/national-programs">fclainc.org/engage/national-programs</a></li> </ul>
 Save lives through personal, vehicle, and road safety.	Chapter Service Project, Digital Stories for Change, Focus on Children, Public Policy Advocate, Professional Presentation, and National Programs in Action	<ul style="list-style-type: none"> <li>• Personal Health</li> <li>• Child Development</li> <li>• Family and Community Services</li> </ul>	1.1.1, 1.1.3, 1.2.1	<ul style="list-style-type: none"> <li>• Create a public awareness campaign about the effects of alcohol and drugs on the body, and, in turn, on a person's decision making and reaction time.</li> <li>• Work with local law enforcement to organize a car seat safety check. Use the opportunity to pass on information to parents about the changing safety needs of growing children.</li> <li>• Create a PSA aimed at teens to promote safe driving</li> <li>• Conduct a Teen Road Safety Assessment (RSA)</li> <li>• For classroom ideas and resources visit <a href="https://fclainc.org/engage/national-programs">fclainc.org/engage/national-programs</a></li> </ul>
 Earn, spend, save, and protect money wisely.	Career Investigation, Chapter Service Project, Culinary Math Management, Digital Stories for Change, Entrepreneurship, Event Management, Focus on Children, Hospitality, Tourism and Recreation, Public Policy Advocate, Professional Presentation, , and National Programs in Action	Family & Consumer Sciences Resource Management	2.1.1, 2.1.5, 2.5.1, 2.5.4, 2.6.2	<ul style="list-style-type: none"> <li>• Students research the costs and benefits of the services of financial institutions. Information is given to graduating seniors as they prepare for lives of their own and the transition to more independent finances.</li> <li>• For classroom ideas and resources visit <a href="https://fclainc.org/engage/national-programs">fclainc.org/engage/national-programs</a></li> </ul>

\*Program integration chart submitted by Allison Kreifels, Former State Adviser, Nebraska

# Section Seven - National Programs

## Resources & Integration

Program	Competitive Event Examples	Possible Class to Implement Into	National FCS Standards	Class Project
 <p>Learn, lead, and serve in your community.</p>	Chapter Service Project, Digital Stories for Change, Focus on Children, Professional Presentation, National Programs in Action, and Sustainability Challenge	Any	(Dependent upon unit and class)	<p>Service learning can be a valuable opportunity for your students. The important thing is to provide reflection and authentic learning for your students. Some examples might include:</p> <ul style="list-style-type: none"> <li>Habitat for Humanity (Housing)</li> <li>Canned Food Drive (Career/Family Leadership)</li> <li>Baby Book Drive (Child Development)</li> <li>Blanket Collection (Clothing Construction)</li> <li>Assisting with Parents-as-Teachers (Child Development)</li> <li>Lead4Change</li> <li>For classroom ideas and resources visit <a href="https://fcclainc.org/engage/national-programs">fcclainc.org/engage/national-programs</a></li> </ul>
 <p>Find and use your personal power.</p>	This can be used in every STAR Event	Career and Family Leadership, Consumer Services	(Dependent upon unit and class)	<p>The key is to remember that these are truly projects that students chose to complete. The project range will be large, depending on the needs the student identifies. Start with the Planning Process for an easy way to help students identify what area in which to begin. The five units are:</p> <ul style="list-style-type: none"> <li>Take the Lead</li> <li>A Better You</li> <li>Speak out for FCCLA</li> <li>Working on Working</li> <li>Family Ties</li> <li>For classroom ideas and resources visit <a href="https://fcclainc.org/engage/national-programs">fcclainc.org/engage/national-programs</a></li> </ul>
 <p>Assess, Educate, Advocate</p>	Chapter Service Project, Digital Stories for Change, Sustainability Challenge, Professional Presentation, Public Policy Advocate, National Programs in Action	Any	(Dependent upon unit, class and topic)	<p>Understanding how to advocate becomes easier when students find causes that will benefit their community. Write the words community challenge on the front board. Ask students to share what they think the words mean and how they have heard those words used. What is a community challenge? Why is it important to pay attention to community challenges? What can we do about community challenges?</p> <ul style="list-style-type: none"> <li>For classroom ideas and resources visit <a href="https://fcclainc.org/engage/national-programs">fcclainc.org/engage/national-programs</a></li> </ul>
 <p>The Healthy You, The Fit You, The Real You, and The Resilient You.</p>	Chapter Service Project, Digital Stories for Change, Focus on Children, Food Innovations, Professional Presentation, Public Policy Advocate, National Programs in Action, Nutrition and Wellness, Sports Nutrition, and Sustainability Challenge.	Nutrition and Wellness, Food Sciences, Dietetics, and Nutrition	9.3.6, 14.2.2	<p>Plan a “Spike Out Cancer” volleyball tournament or “Dodging Diabetes” dodgeball tournament to encourage physical activity and to bring awareness of the need to make positive nutrition and wellness decisions.</p> <ul style="list-style-type: none"> <li>For classroom ideas and resources visit <a href="https://fcclainc.org/engage/national-programs">fcclainc.org/engage/national-programs</a></li> </ul>

## Section Eight - Go For It

# Community Service

### Community Service

The FCCLA Community Service national peer education program guides students to develop, plan, carry out, and evaluate projects to improve the quality of life in their communities. Through their projects, members experience character development and improve their critical and creative thinking, interpersonal communication, practical knowledge, and career preparation.

#### Here are some ideas to get you started:

- Adopt a grandparent by contacting the local nursing home in your area and have students visit with residents as part of the Families First National Program.
- Organize a Student Body campaign with the local elementary school teaching students about healthy snacks and utilizing a fun exercise program.
- Coordinate a school wide recycling effort collecting paper and plastic products and delivering to a local recycling facility.
- Utilize the Stand Up National Program to launch a campaign to educate students about the dangers of cyber bullying and educate participants regarding internet safety.
- Host a family fitness night complete with healthy meal options, and fitness activities such as jump rope, hula hoops, or an aerobic exercise as part of the Student Body National Program.
- Coordinate a project as part of the Families Acting for Community Traffic Safety National Program to educate students about the dangers of texting while driving and the realities of dangerous teen driving.
- Host a “baby shower” where members of the community are invited to donate items for infants at a local domestic violence shelter or organization that helps in-need mothers.
- Volunteer to read books to students at local elementary school highlighting career education and the Career Connection National Program.
- Present mini workshops to middle and high school students on personal finance topics such as checking and savings accounts, credit, and debt, as part of the Financial Fitness National Program.

### National Outreach Project

The National Outreach Project is a national community service activity that gives FCCLA state delegations and members the opportunity to make a united impact concerning a need in their community. Our current national outreach partner is Lead4Change. The Lead4Change Student Leadership Program is the nation’s leading and fastest growing free leadership program.

**LEAD4CHANGE**  
STUDENT LEADERSHIP PROGRAM

Started in 2012 as “Lead2Feed,” Lead4Change has involved 1.5 million students and more than 7,500 educators in the program to date. Combining leadership and service brings measurable results to your chapter, school and community. Teachers and chapter Advisers can register for FREE on [Lead4Change.org](http://Lead4Change.org) to gain access to lessons, resources and more. Make your community service more successful with this proven framework for choosing, building and implementing a service project. In the process your students will be fully equipped to #NowGoLead.

## Section Eight - Go For It

# Fundraisers & Publicity

### Fundraiser Ideas

Fundraisers are a great way to engage youth leaders and raise funds for your chapter, here are some successful ideas from Advisers across the nation:

- Raffle donated items from local community businesses at sporting events.
- Hold a themed dance at your school to benefit a charity.
- Organize a 5K for the local community and charge an entry fee for participants.
- Host a yard sale. Collect donated items from the local community as well as local members to sell at the event.
- Sell raffle tickets for a holiday or special occasion themed basket. Ask local business or area banks to sponsor the basket in exchange for advertising. Chapter members can bring the items for the baskets.
- Host a dodge ball tournament or golf tournament charging each team an entry fee and sell concessions at the events.
- Coordinate an “I have a CRUSH on you” fundraiser. For a dollar a student can send an Orange Crush soda to another student. Fanta soda can also be used with an “I think you are FANTastic” message.
- Advocate to administrators for CTE funding and support.



### Publicity

Send out press releases to your local paper and your school website after every FCCLA event that your chapter participates in and remember to include pictures. Start your own social media accounts to share your chapter's activities. This can include a Facebook, Twitter, Instagram, or anything else your chapter is willing to try.

- Have students present to the school board whenever possible. Your school board and administration will see all of the amazing things that your chapter does and the positive impact FCCLA has on your students.
- Keep a stock of FCCLA polos that members can check out for chapter events or trips as a way to brand the image of FCCLA in your community.
- Involve the community in daily FCCLA Week activities to promote the organization.
- Follow the *FCCLA Branding and Promotion Guide* to make sure you are using the logo correctly on all social media, flyers, and promotional materials. The *FCCLA Branding and Promotion Guide* can be found on the Communications page of the FCCLA website and includes samples and guides for interacting with local media.
- Remember to share your success with FCCLA to expand your reach by tagging @NationalFCCLA on social media platforms.

# Section Eight - Go For It

## Conferences

### Adviser Industry Intensive

An Adviser-only professional development training to take a deep dive into a Career Pathway, as well as enhance chapter strategy to better prepare students for college and career success.

### Capitol Leadership

Capitol Leadership is a national-level conference that occurs in Washington, D.C. All members and Advisers of different experience levels are welcome to attend. During Capitol Leadership, members and Advisers have the opportunity to advocate for Family and Consumer Sciences and Career and Technical Education on Capitol Hill by meeting with their state's senators and congressmen. Capitol Leadership may not occur every year.

### Chapter Adviser Summit

The FCCLA Chapter Adviser Summit is held annually in the winter in the same city as the National Leadership Conference. This is an opportunity for Advisers to gain valuable professional development as well as a chance to explore the location of NLC.

### Industry Immersion

Industry Immersion is an opportunity for attendees to see extensive options for careers in various Career Pathways as well as engage in behind-the-scenes opportunities. Dates for Industry Immersion vary from year to year.

### National Fall Conference

The National Fall Conference is the place to explore all that FCCLA has to offer, including keynote speakers, leadership workshops, special workshops for middle-level students, Competitive Events, and opportunities to demonstrate college- and career-readiness.

### National Leadership Conference

The FCCLA National Leadership Conference takes place every June/July. Members participate in Competitive Events, presenting and attending sessions, and networking with friends and colleagues from across the country.

### State Leadership Conference

Each state holds a statewide conference for members and Advisers to attend. At each state conference, members can participate in Competitive Events, attend sessions, and network with other youth leaders!



## Section Nine - Handouts

# Advantages for Administrators

## Sample Chapter Bylaws

## FCCLA Planning Process



# Advantages for Administrators

**Family, Career and Community Leaders of America (FCCLA)** is a national nonprofit student organization that helps youth develop leadership and workplace skills to prepare for both college and careers through peer-to-peer education, community engagement, and the application of skills learned in the Family and Consumer Sciences (FCS) classroom.

## Affiliation Deadline: November 1

### Advantages for affiliated FCCLA students:

- Develop real world skills that prepare students to be college- and career-ready.
- Explore various Career Pathways within Family and Consumer Sciences.
- Participate in various Competitive Events in Human Services, Hospitality and Tourism, Education and Training, and Visual Arts and Design such as Fashion Design, Early Childhood Education, Nutrition and Wellness, Culinary Arts and more.
- FCCLA members are eligible to apply for one of our many scholarships. FCCLA awards over \$2,000,000 worth of scholarships a year.
- Develop leadership skills.

### Advantages for affiliated FCCLA Advisers:

- FCCLA offers invaluable resources to a Family and Consumer Sciences teacher to incorporate into their daily classroom. FCCLA offers its teachers the opportunity to help students apply their classroom content to real-life settings through lesson plans, program guides, Competitive Events and more!
- Advisers have a chance to participate in a variety of professional development opportunities focused on FCS and FCCLA throughout the year.
- Affiliated FCCLA Advisers have a chance to connect with industry representatives at national conferences to discuss trends and gain knowledge about products and opportunities.
- FCCLA Advisers empower our future leaders and promote personal growth and leadership development through FCS education.

FCCLA National Programs and Competitive Events support Career and Technical Education students' development of knowledge and skills, enhancing the classroom experience and Career Pathway initiatives. FCCLA is integrated into Family and Consumer Sciences and is intracurricular, exposing students to work-based learning, business and industry networks, and industry recognized certifications. FCCLA members explore career opportunities and build their real world skills by developing projects, engaging and participating in events, and competing regionally and nationally for scholarships and awards.

Administration 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.





# Sample Chapter Bylaws Outline

Each FCCLA chapter may be governed by an official set of guidelines called the chapter bylaws. Chapter bylaws should be consistent with the national Family, Career and Community Leaders of America bylaws, which are available on the FCCLA website, [fcclainc.org](http://fcclainc.org).



Students may want to use the following outline when creating or reviewing chapter bylaws.

## 1. Name and Purposes

### a. Name

i. The name of this chapter of Family, Career and Community Leaders of America, Inc. shall be.

### b. Purpose

i. The purposes of this chapter shall be the same as those of the national organization.

## 2. Membership

### a. Active membership

i. Any student who is taking or has taken a course in Family and Consumer Sciences education through grade 12, or as determined by the state department of education, and has paid all applicable local, state, and national dues shall be an active member.

### b. Alumni & Associates membership

i. Former members of Family, Career and Community Leaders of America; Future Homemakers of America and Home Economics Related Occupations (FHA/HERO chapters) and New Homemakers of America and other adult supporters may become nationally affiliated Alumni & Associates members.

## 3. Meetings

## 4. Officers

### a. Officers

### b. Duties

### c. Term of Office

### d. Vacancies

## 5. Elections

## 6. Committees

### a. Committees

#### i. Standing

#### ii. Special

### b. Responsibilities

## 7. Finances

### a. State and National Dues

### b. Chapter Dues

### c. Budget

## 8. Amendments

## 9. Parliamentary Authority

a. The rules found in Robert's Rule of Order will govern the business meetings of the chapter where appropriate.

# Planning Process Lesson Plan

## Student Learning Objective:

**Instruction in this lesson should result in students achieving the following objectives:**

1. Identify parts of the FCCLA Planning Process
2. Use the Planning Process to create a sample project

## List of Resources:

- Planning Process worksheets (see attached handout)
- Scenarios (see attached handout)

## List of Equipment, Tools, Supplies, and Facilities:

- Writing surface
- Handouts

## Introduction/Interest Approach:

Use an interest approach that will prepare students for the lesson. Teachers often develop approaches for their unique class and student situations. Example:

Divide the students into groups of two or three people. Using a blank sheet of paper, have them brainstorm some service project ideas that they could possibly do in the community. Examples: raking leaves, food bank drive, etc. Have each group share one idea with the class. Discuss the fact that a huge part of what FCCLA is all about is community service and helping others.



# Planning Process Lesson Plan



## Summary of Content and Teaching Strategies:

### Objective # 1: Identify the parts of the FCCLA Planning Process.

**Anticipated Problem:** What is the benefit of planning a project before you begin? Why is each of the five steps necessary?

1. The FCCLA Planning Process is a method used for setting goals, planning, and carrying out projects. It is used to help make decisions and accomplish tasks both for groups and individuals.
  - a. Identify Concerns
    - i. Brainstorm concerns
    - ii. Evaluate the list of concerns
    - iii. Narrow the list to one item to use
  - b. Set a Goal
    - i. Decide what it is you want to accomplish
    - ii. Write it down
      1. What do you want to accomplish?
      2. When do you want to accomplish it?
      3. What information do you need to have to accomplish the goal?
    - iii. Evaluate the goal
      1. Is the goal realistic?
      2. Be specific about what you want the outcome to be.
      3. Make sure the goal is measurable (how will you tell when it's accomplished?).
  - c. Form a Plan
    - i. Plan how to achieve the goal.
    - ii. Decide the following:
      1. What will be accomplished?
      2. Why was the goal set?
      3. Who is going to participate?
      4. Where will the event be held?
      5. When will it be done?
      6. How will your goal be accomplished?
  - d. Act
    - i. Carry out the project using the plan you have above.
    - ii. All the planning of a project means nothing if the goal is not accomplished.
  - e. Follow-up
    - i. One of the most important parts of the process.
    - ii. Evaluate the project. Review the form a plan and act portions of the process. How successful were they? What could be done to improve the project?
    - iii. Thank the people who were involved.
    - iv. Recognize the participants.



## Summary of Content and Teaching Strategies:

### Objective # 2: Use the Planning Process to create a sample project.

**Anticipated Problem:** What is a concern that our community has? How can we help?

1. FCCLA allows students to make a difference in their families, careers, and communities. Projects can give members the satisfaction of knowing they have made a positive impact on their school and community.
  - a. Have students work in small groups to create a project using the Planning Process Worksheet.
  - b. You may either use the concerns that the students brainstormed at the beginning of the lesson or use the scenarios handout provided.
2. Review/Summary:
  - a. Use the student learning objectives as the basis for review and summary. Have students explain the content associated with each objective. Use their responses in determining which objectives and concepts need to be re-taught.
3. Application:
  - a. Use the Planning Process Activity to apply the information presented in this lesson.
4. Evaluation:
  - a. Evaluation should be based on student comprehension of the learning objectives. This can occur during instruction, review, or later as students apply the information. Give the students a concern within your community and have them create a project using the Planning Process for their test.






# FCCLA Planning Process Scenarios



## FCCLA Planning Process Scenarios

1. One of the nursing homes in your community has called and asked your FCCLA chapter to help boost the spirits of the elderly in their home. Using the Planning Process, design an FCCLA project to meet this need.
2. Your local domestic violence shelter has asked your chapter to conduct a project to assist them with obtaining supplies for their shelter. Using the Planning Process, design a project to meet this need.
3. Your high school principal has asked your chapter to create a project or activity that focuses on career awareness and career readiness. Using the Planning Process, design a project to meet this need.
4. Your local civic organization has asked your chapter to present a program for the next monthly meeting. Using the Planning Process, design a program to meet this need.
5. Your local American Association of Retired People has requested that your chapter help with their local veteran's project. America is losing over 1,500 veterans a day and their stories are being lost. Using the Planning Process, design a program to meet this need.
6. Your elementary school principal has contacted your chapter with a concern. Many children (who do not ride the school buses) are not picked up for several hours on the days when the school is dismissed early because of snow. Using the Planning Process, have your chapter design a project to meet this need.
7. The local Habitat for Humanity chapter has asked if your chapter would be willing to assist their group in building Habitat Houses. Using the Planning Process, have your chapter design a project to meet this need.

# FCCLA Planning Process

	<b>Identify Concerns</b>
	
	<b>Set a Goal</b>
	
	<b>Form a Plan</b>
 <ul style="list-style-type: none"><li>• who</li><li>• what</li><li>• where</li><li>• when</li><li>• why</li><li>• how</li></ul>	
	<b>Act</b>
	
	<b>Follow Up</b>
 <p>What could have gone better? What did you learn?</p>	



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