
A Phased Approach to FCCLA Mentor Program



A program designed to support new and experienced advisers by providing enhanced training, meaningful discussions, incentives and a phased approach to building a FCCLA program.

Mentor

FCCLA Adviser with 6+ years experience who wants to strengthen Montana FCCLA by supporting new advisers and receiving great incentives.



New Adviser

FCCLA Adviser with under 5 years experience who wants to gradually build a FCCLA program and receive support and incentives when doing so.

A Phased Approach to FCCLA Mentor Program

Get Involved

Sign up today...

Complete the sign up form on the Montana FCCLA website.

- What do you hope to gain from being a part of the program?

Incentives

You Benefit...

- Professional growth
- Friendship
- Letter to your administrator
- OPI Renewal Units
- FCCLA logo item!
- Mentor: Waived registration fee to the Leadership Rally
- New Adviser: Classroom resources and more!

**must complete program requirements & annual goals*

Commit

What you need to do...

- Actively communicate (at least three times per year) via phone, email or in-person
- Report progress by December 15 & May 15 using the report form
- Commitment is for one year with the opportunity to re-enroll

Training

Collaborate...

Meet one another and receive training at the Leadership Rally.

A New Adviser Training (with additional content) is also available as a part of the OPI New Teacher Training in October.

Questions

Contact...


- State Director: Nicole Wanago
nicole.wanago@mtfccla.org
or 406.581.7285



Resources

Helpful tools...



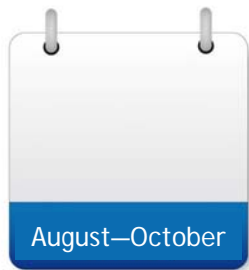
Resources	Collaboration: Facebook
<p>Montana FCCLA: www.mtfccla.org Includes organizational structure, event information, teacher resources, calendar, etc.</p> <p>National FCCLA: www.fcclainc.org Includes National Program and Competitive Events information (STAR and SKILL Demonstration)</p> <p>The Handbook to Ultimate Leadership - \$59 A comprehensive guide to FCCLA for anyone looking to start a chapter or expand/improve their current chapter.</p> <p>The Ultimate Office Handbook and Training Manual - \$15 How to run a meeting, templates, officer roles, etc.</p>	<p>Join the following pages:</p> <ul style="list-style-type: none"> Montana FCCLA National FCCLA Montana Chapter Adviser Group (request an invitation) National FCCLA Chapter Advisers 

Talking Points

Participants must communicate a minimum of three times per year.

During each discussion,

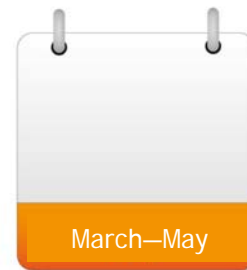
- Review the progress on annual goals for new adviser
- Discuss FCCLA activities (potential talking points below)
- Answer questions



- Establish a preferred communication system
- Review the Montana FCCLA calendar
- Set goals based on the phased approach and number of years as an adviser
- Membership recruitment and affiliation
- District Meeting & Leadership Rally



- Classroom integration
- Competitive Events
- Service Learning & State Outreach Project
- National Programs
- State Leadership Conference
 - Member opportunities
 - Event lead and assistant process
 - Funding
 - Registration process



- State Leadership Conference
 - Travel
 - Questions
 - Determine a time/place to meet at SLC to check-in
- Review the progress on goals
- Set goals for summer and following year
- Discuss National Leadership Conference (if applicable)

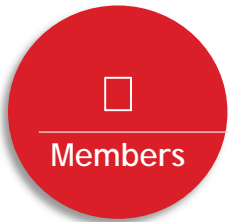


The focus of year one is to establish a chapter (if needed) and begin learning about FCCLA. Don't feel like you need to tackle everything in year one. By accomplishing the goals below, you will have had a very successful year!

Report how you have achieved each of these goals in the December 15 and May 15 online progress reports.

New advisers who complete 100% of year one goals receive:

- MT FCCLA polo
- \$175 chapter stipend



Recruit Members

Resources: National FCCLA Membership Toolkit & Montana FCCLA website
When: Ongoing



Select & Train officers & Update Chapter Bylaws

Resources:

- The Handbook to Ultimate Leadership (tips for organizing a chapter)
- Montana Leadership Rally Officer and Chapter Leader Training
- Montana FCCLA website (chapter management resources & bylaws template)

When: September–October

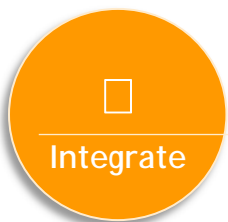


Affiliate Your Chapter Members

Resources:

- National FCCLA website (affiliating with National FCCLA also affiliates your chapter with Montana FCCLA)
- Fee: National FCCLA requires that chapters affiliate a minimum of 12 members at \$9 each. Montana FCCLA also charges \$9 per member with no minimum

When: By November 1 to receive maximum benefits (members can be added until May 1)

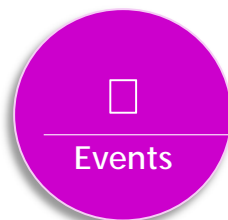


Integrate one STAR or Skill Demonstration Event into Your Classroom

Resources:

- Lesson plans—National FCCLA website
- Montana Competitive Events Manual lists the events offered in Montana each year

When: September–February



Attend Each of the Following

- Leadership Rally (adviser): September/October
- District Meeting (adviser): Fall (contact District President for date)
- State Leadership Conference (adviser + 3 students): March



The focus of year two is to begin enhancing leadership development for members and local awareness about your FCCLA chapter.

Report how you have achieved each of these goals in the December 15 and May 15 online progress reports.

New advisers who complete 80% of year two goals receive:

- FCCLA Logo Item (apparel or classroom supply)
- \$100 chapter stipend



Increase Membership by 5% & Increase Chapter Visibility

Resources:

- National FCCLA Membership Toolkit
- Montana FCCLA website

When: Ongoing



Conduct Ongoing Meetings & a Chapter Fundraiser

Resources:

- The Handbook to Ultimate Leadership (tips for organizing a chapter)
- Montana Leadership Rally Officer and Chapter Leader Training
- Montana FCCLA website (chapter management resources)

When: September–October

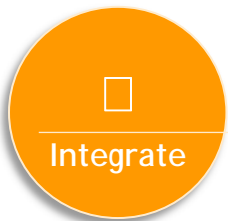


Affiliate Your Chapter Members

Resources:

- National FCCLA website (affiliating with National FCCLA also affiliates your chapter with Montana FCCLA)

When: By November 1 to receive maximum benefits (members can be added until May 1)

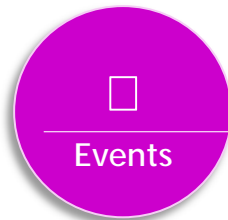


Integrate two STAR or Skill Demonstration Events into Your Classroom

Resources:

- Lesson plans—National FCCLA website
- Montana Competitive Events Manual lists the events offered in Montana each year

When: September–February



Attend Each of the Following

- Leadership Rally (adviser + 3 students): September/October
- District Meeting (adviser): Fall (contact District President for date)
- State Leadership Conference (adviser + 3 students): March



Participate in the State Outreach Project

Resources:

- Montana FCCLA website

When: September- February



The focus of year three is to begin further explore the opportunities FCCLA provides.

Report how you have achieved each of these goals in the December 15 and May 15 online progress reports.

New advisers who complete 80% of year three goals receive:

- FCCLA Logo Item (apparel or classroom supply)



Increase Membership by 5% & Increase Chapter Visibility

Resources:

- National FCCLA Membership Toolkit & National FCCLA Week resources
- Montana FCCLA website

When: Ongoing



Conduct Ongoing Meetings & a Chapter Fundraiser

Resources:

- The Handbook to Ultimate Leadership (tips for organizing a chapter)
- Montana Leadership Rally Officer and Chapter Leader Training
- Montana FCCLA website (chapter management resources)

When: September–October

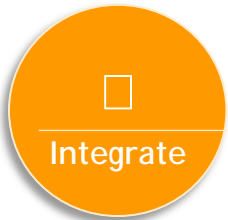


Affiliate Your Chapter Members

Resources:

- National FCCLA website (affiliating with National FCCLA also affiliates your chapter with Montana FCCLA)

When: By November 1 to receive maximum benefits (members can be added until May 1)

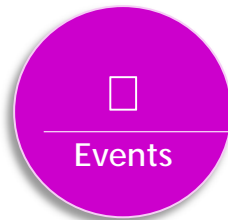


Integrate three STAR or Skill Demonstration Events into Your Classroom

Resources:

- Lesson plans—National and Montana FCCLA websites
- Montana Competitive Events Manual lists the events offered in Montana each year

When: September–February



Attend Each of the Following

- Leadership Rally (adviser + students): September/October
- District Meeting (adviser + students): Fall (contact District President for date)
- State Leadership Conference (adviser + 5 students): March



Participate in the State Outreach Project & Track Service Learning Hours

Resources:

- Montana FCCLA website

When: September- February



The focus of year four is to begin further expanding leadership opportunities.

Advisers are encouraged to continue their established relationship with their mentor. However, in year four, there is not a formal program structure and incentives.

The goals below are designed to guide new advisers as they continue to expand their chapter and step into leadership roles.



Promote Chapter Activities & Apply for Awards

Resources:

- Montana FCCLA website awards program
- National FCCLA website scholarships, awards and National Programs

When: Ongoing



Conduct Ongoing Meetings & two Chapter Fundraisers

Resources:

- The Handbook to Ultimate Leadership (tips for organizing a chapter)
- Montana Leadership Rally Officer and Chapter Leader Training
- Montana FCCLA website (chapter management resources)

When: September–October

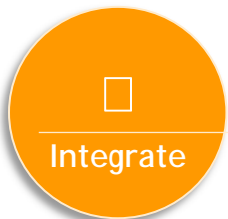


Run for a District Office or the Board of Directors

Resources:

- Montana FCCLA Website

When: District Meeting & State Leadership Conference

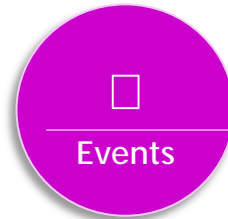


Integrate STAR or Skill Demo Events & a National Program into your Classroom

Resources:

- Lesson plans—National and Montana FCCLA websites
- Montana Competitive Events Manual lists the events offered in Montana each year
- National FCCLA website

When: September–February



Attend Each of the Following

- Leadership Rally (adviser + students): September/October
- District Meeting (adviser + students): Fall (contact District President for date)
- State Leadership Conference (adviser + 7-10 students): March



Participate in the State Outreach Project & Track Service Learning Hours

Resources:

- Montana FCCLA website

When: September- February



The focus of year five is to customize FCCLA to meet the needs of your students, your community and you.

Advisers are encouraged to continue their established relationship with their mentor. However, in year four, there is not a formal program structure and incentives.

In year 5 you will create five goals specific to the programming needs of your chapter.

Goals should be:

- For “new” or “enhanced” programming; they can’t be for something you are already doing.
- Be written in the SMART format (specific, measurable, attainable, realistic and time bound).
- Should be comprehensive addressing a variety of areas for a well-rounded chapter including areas such as membership, service, leadership, competitive events.

Seek input from your mentor when not only writing your goals but identifying resources to achieve them.



New Adviser Report Form

Submit via www.mtfcccla.org

Due twice a year on or before:

- December 15
- May 15

Report forms must be submitted online and on time to be eligible for end-of-year incentives.

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- Describe the contact you have had with your mentor. Date, talking points, form of communication (email, phone, in-person) and time spent communicating (used to calculate renewal units).
 - Describe the annual goals you have met thus far. Include the goal and how you achieved it.
 - What are your greatest challenges or concerns as a FCCLA Adviser? How can your mentor or the State Leadership Team support you in overcoming these challenges?
 - Do you have any questions?



Mentor Report Form

Submit via www.mtfcccla.org

Due twice a year on or before:

- December 15
- May 15

Report forms must be submitted online and on time to be eligible for end-of-year incentives.

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- Describe the contact you have had with your mentor. Date, talking points, form of communication (email, phone, in-person) and time spent communicating (used to calculate renewal units).
 - Briefly share your thoughts/concerns/successes/reactions related to your mentees progress.
 - What are your future plans when working with your mentee?
 - How can the State Leadership Team support you and your mentee in building a FCCLA chapter?
 - Do you have any questions?