RESOURCE GUIDE

The Ultimate Leadership Experience

2020-2021

DIG DEEPER

The Complete Adviser’s Toolkit
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Stay Connected

@MontanaFCCLA
@montanalfo
Montana FCCLA
mtfccla
Montana Family, Career and Community Leaders of America

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National FCCLA: www.fcclainc.org

Montana FCCLA State Leadership Team
Box 11409
Bozeman, MT 59719
406.229.2017

National FCCLA Headquarters
1910 Association Drive
Reston, VA 20191
703.716.1308
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 leaders, members develop skills for life through –

- Character Development
- Creative and Critical Thinking
- Interpersonal Communication
- Practical Knowledge and
- Career Preparation.

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.

PURPOSES

1. To provide opportunities for personal development and preparation for adult life.
2. To strengthen the function of the family as a basic unit of society.
3. To encourage democracy through cooperative action in the home and community.
4. To encourage individual and group involvement in helping achieve global cooperation and harmony.
5. To promote greater understanding between youth and adults.
6. To provide opportunities for making decisions and for assuming responsibilities.
7. To prepare for the multiple roles of men and woman in today’s society.
8. To promote Family and Consumer Sciences education and related occupations.
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MONTANA FCCLA DISTRICTS

**District 1**
- Chouteau: Tami Krone
- Conrad: Stacy Aaberg
- Cut Bank: Rachel Aaberg
- Dutton/Brady: Keely McDonald
- Fairfield: Cindy Artist
- Power: Lauren Vick
- Sunburst: Elizabeth Smith
- Valier: Jill Espeseth

**District 2**
- Broadwater: Shae Buersema
- Belgrade: Melanie Young
- Bozeman: Joanna Krogstad
- Capital High: Kristin Basinger
- Gallatin High: Bethany Ringer
- Park High: Britney Hamson
- Manhattan: Jordan Harler
- Three Forks: Cathe Feiz

**District 3/9**
- Fergus: Teresa Vaughn
- Great Falls CMR: Danielle Stark
- Great Falls High: Laurie Kessner & Kathy Goodman
- Havre: Marit Ila
- Malta: Darlene Kolczak
- Moore: Mandy Eike
- North Star: Margie Chinadle
- Rocky Boy: Deanna Rodriguez

**District 4**
- Billings Skyview: Cindy Bergum & Lindi DeMars
- Billings Sr: Jennifer Charlton & Emily Millard
- Billings West: Jillian Miller
- Colstrip: Mindy Kohn
- Forsyth: Kim Knoche
- Hardin: Mary Torske
- Huntley Project: Katie Stott
- Lockwood: Ashley Koss
- Roundup: Wendy Rogers
- Shepherd: Edie Vogel

**District 5**
- Baker: Pam Beach
- Carter County: Amy Walker
- Fairview: Angie Hopes
- Garfield County: Barb Clark
- Ploma: Stephanie Robertus
- Sidney: Jeanne Lang
- Terry: Christina Ehinger
- Wibaux: Adele Stenson

**District 6/7**
- Arlee: Leslie Jackson
- Columbia Falls: Lindsey Henning
- Flathead High: Michelle Mussman
- Frenchtown: Kari Shelkey
- Hot Springs: Brenda Haase
- Powell County: Kacie Perkins
- Ronan: Katie Umbrico
- Stevensville: Amy Paxton

**District 8**
- Glasgow: Karleen Fossum
- Nashua: Sara Wittmayer
- Plentywood: Beth Linquist
- Poplar: Jeanine Granada
- Scobey: Connie Wittak

**District 10**
- Absarokee: Carolyn Story
- Bridger: Vicki Kaufman
- Columbus: Lorie Martinez
- Harlowton: Linda Eklund & Sandy Woldstad
- Laurel: Lisa Terry
- Park City: Contrella Peterson
- Red Lodge: Jenny Zimmerman
- Reed Point: Sarah Milligan

**District 11**
- Beaverhead: Kim Konen
- Butte: Patty Sayler
- Ennis: Jamie Diehl
- Jefferson High: Cassidy Parsons
- Sheridan: Rachel Minert

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District meeting dates are scheduled in the fall of each school year. Contact your district president to learn more details.
RUN FOR DISTRICT OFFICE

Benefits:

- Meet new people and have fun
- Build your résumé
- Enhance your leadership skills
- Additional leadership training opportunities

How to apply:

- Learn what offices are available in your district and their duties. Consult your district constitution or ask your district president.
- Complete membership affiliation (all candidates must be members before running for office).
- Review the office requirements and eligibility (see the application).
- Complete the online application; demographic and essay questions and a signature page. Applications should be submitted two weeks prior to the district meeting.
- Study for the written test to be given at the district meeting. Study guide available.
- Prepare for the oral interview that will happen at the district meeting.

Submit district officer applications two weeks before your district meeting online at www.mtfccla.org

ADVISER MENTORSHIP

During the 2020-21 school year, the new Mentor Team will be delivering monthly webinars for all Montana FCCLA advisers, provide check-ins for new advisers, and host quarterly virtual Q&A sessions in partnership with the State Director.

Master Mentor Team

Jamie Diel Ennis
Lorie Martinez Columbus
Amy Walker Carter County
MEMBERSHIP AFFILIATION

Family, Career and Community Leaders of America (FCCLA) 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 Education.

FCCLA: The Ultimate Leadership Experience is unique among youth organizations because its programs are planned and run by members. It is the only career and technical student organization with family as its central focus.

Eligibility

Any student who has taken or is taking a course in Family and Consumer Sciences through grade twelve shall be eligible for active membership in an organized chapter within the school.

Dues & Affiliation

$9 National Dues: 
Minimum of 12 members ($108) 

$9 State Dues: 
No minimum number of members

$65 State Chapter Fee: 
Will be collected once at the time of affiliation. 
This fee replaces local collection of chapter dues by district to support the District President travel expenses to attend the National Leadership Conference

Affiliate Online: http://www.fcclainc.org/membership/join-fccla.php
Go For the Red and share your positive FCCLA experience with your friends! Go For the Red, FCCLA’s annual membership campaign, provides incentives for members and chapters working to increase membership. Go For the Red empowers students to recruit, retain, and recognize members. Get started with a few of these great ideas!

**RECRUIT**

- Sponsor a “bring a buddy” campaign. Have each member bring at least one friend to a chapter or district/regional meeting and then encourage that person to join FCCLA.
- Challenge each member to ask three other people to join. It never hurts to ask! Explain to students the Go For the Red membership campaign as an incentive.
- Volunteer to help with new student orientation programs, including FCCLA as a potential activity for students.

**RETAI N**

- Hold a fundraiser later in the year and use profits to reduce the cost of dues the following year.
- Organize a fun event with another local FCCLA chapter. This event could be a leadership workshop, a community service project, an event featuring various career pathways, and more.
- Ask local businesses to give special discounts to members who show their FCCLA membership card.

**RECOGNIZE**

- Design a “member of the week” program. Highlight the member’s interests, hobbies, dreams, and accomplishments during the week.
- Create a bulletin board right outside your classroom. Post the successes of your chapter.
- Design a chapter newsletter that can be sent to all chapter members, their parents, school administrators and board members, and community members.
MEMBERSHIP CAMPAIGN

National FCCLA Go For the Red Awards

You could win an award when you Go For the Red! Awards are presented each year to individuals and chapters who have excelled in their recruitment efforts.

Individual Award

Individuals who recruit 3 or more members can apply for the individual award. All participants that meet the qualifications and deadline will be entered into a drawing for one of the three prize options. Five awardees will be picked at random from those that qualify. All awardees will be provided with an electronic certificate of achievement.

Prize options:

- AirPods
- $150 Amazon gift card
- JBL Flip 5 speaker

Chapter Award

Chapters that increase their members by 10 (bronze), 15 (silver), or 20 (gold) members from the previous year can apply for the chapter award. All participants that meet the qualifications and deadline will be entered into a raffle for a chance to win one of three $200 cash prize and will receive a coupon to the FCCLA store. All chapter awardees will also be provided with an electronic certificate of achievement.

Bronze Level

1 entry into the raffle for cash prize

Silver Level

2 entries into the raffle for cash prize

Gold Level

3 entries into the raffle for cash prize
Our goals for this year’s membership drive are:
(e.g., 90% retention rate, X number of new members, % rate of new members, etc.)

Target groups we will recruit:
(e.g., former members, students in FCS classes, students who have taken FCS classes but aren’t members, etc.)

Five key messages we want potential members to know about our chapter?
1.
2.
3.
4.
5.

Methods we will use to reach potential members:

Incentives we will offer:
• To new members ______________

• To current members for recruiting new members ______________

Ways we will involve new members right away:
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

- 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.

October

- Check the FCCLA website for the latest national program information, recognition opportunities, and deadlines.
- Sponsor a special event or celebration for paid members.
- Extend personal invitations to students who have not yet joined the chapter.
- Submit additional member names and dues payments.

November

- Chapter leaders speak in a Family and Consumer Sciences class.
- Continue to involve members in projects that build the chapter’s image in the school and community.
- Attend a district/region or state leadership event.

December

- Celebrate FCCLA at the Table on FCS Day, December 3.
- 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.

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.
February

- Submit additional member names and dues payment.
- Register for the State Leadership Conference.
- 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.

March

- Submit FCCLA National Program award applications electronically for recognition by March 1.
- Apply for various scholarships by March 1.
- 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 additional member names and dues payments.

April

- Chapter prepares fundraising plans for the National Leadership Conference.
- Continue to involve members in projects that build the chapter’s image in the school and community.
- 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.

June-July

- Celebrate with other leaders at the National Leadership Conference.
- Chapter leaders attending NLC pursue leadership training by enrolling in the FranklinCovey FCCLA Leadership Academy and start planning for next year.
- Participate in local events to publicize and promote FCCLA!
2020-21 EVENT CALENDAR

September
22: Breaking Ground Launch Event

District 1 Meeting - Virtual
District 2 Meeting - Virtual
District 3/9 Meeting - Virtual
District 4 Meeting - Virtual

1: Initial Affiliation Deadline
2-6: National Skill Demo Events - Online Challenge Event Testing
9-13: National Skill Demo Event Evaluation
17: District 5 Meeting, Glendive
18: District 8 Meeting, Scobey

October
26: National FCCLA Skill Demo Event Registration Deadline

3: FCS Day!
7-11: The Ultimate Leadership Experience

November

December
1: Montana NOC Application Due
1: National Adviser Mentor & Master Adviser Nominations Due
8-12: FCCLA Week
10: State Leadership Conference Registration Due
15: Montana FCCLA Award Applications Due (Scholarships, Chapter STAR, Ultimate Leader, Adviser Awards)

January
Montana FCCLA Charter Celebration Month
State Adviser Management Meeting - Virtual

23-26: SEC & BOD Meeting Bozeman

February
1: Power of One Recognition Due
1: National FCCLA Scholarships Due
1: National Program Award Applications Due
18-19: State Leadership Conference

March
18-19: State Leadership Conference
1: Montana NOC Application Due
1: National Adviser Mentor & Master Adviser Nominations Due
8-12: FCCLA Week
10: State Leadership Conference Registration Due
15: Montana FCCLA Award Applications Due (Scholarships, Chapter STAR, Ultimate Leader, Adviser Awards)

April
1: National FCCLA Adult Award Applications Due
1: Membership Campaign Award Submissions Due

TBD: State Executive Council & Board of Directors Meetings
27-July 1: National Leadership Conference

May
31: Final Affiliation Deadline

June

As of September 2020
FCCLA Week: February 8-12

National FCCLA

Grow Beyond Measure
Fire up FCCLA week by sharing with your classmates why and how FCCLA has helped you grow beyond measure.
#GrowBeyondMeasure

Influence Beyond Measure
As a part of FCCLA, you influence others beyond measure through community service, leadership skills, and your attitude. Share who your influences are and how you’ve influenced others.
#InfluenceBeyondMeasure

Educate Beyond Measure
Take part in Family and Consumer Sciences (FCS) Educator Day by thanking the educators in your life and sharing how they are beyond measure.
#EducateBeyondMeasure

Advocate Beyond Measure
Share with others how FCCLA has allowed you to advocate beyond measure for your future careers as well as your independent adult life. How have you learned how to “adult”?
#AdvocateBeyondMeasure

Lead Beyond Measure
Lead beyond measure by showing your FCCLA spirit. Red out and decorate your day with red clothing, signs, food and decorations.
#LeadBeyondMeasure

Montana FCCLA

Discover Your Hidden Gem
Dig deep and discover your individual strengths. Using the template, write down one of your strengths and have a friend take a picture of you holding up your characteristic all week long!
#mtfccladigdeep #fcclaweek

Map it Out
Get together with your chapter members and create a mind map of your chapter’s end-of-the-year goals to wrap up the year! Snap a photo and show it off on social media!
#mtfccladigdeep #fcclaweek

Advisers Are Pure Gold
Show your chapter adviser appreciation for all their amazing work by writing notes of gratitude and sticking them up all around their classroom! Be sure to share a picture of their decked out classroom!
#mtfccladigdeep #fcclaweek

Build Your Team
Encourage your chapter members to each invite a friend to the next meeting, or, hold a recruiting event. Snap a picture to share how you’re expanding your chapter!
#mtfccladigdeep #fcclaweek

Spread the Wealth
Team up with your fellow members and conduct random acts of kindness in your school! Take a picture and share your kindness with FCCLA!
#mtfccladigdeep #fcclaweek
National Theme: “Beyond Measure”

Strive to go “Beyond Measure” of comparison. Challenge yourself to embrace your personal talents, skills, abilities, and career interests as you define for yourself what it means to “Be Me.” Use the 2020-2021 annual theme logo to identify what areas of your life you go “Beyond Measure.”

Quarter 1: August/September/October

Grow “Beyond Measure”

Take your chapter’s membership to new levels by incorporating FCCLA’s Membership Madness Toolkit and help every student find their fit within FCCLA.

**Action Items:**
- Invite potential new members to an informational FCCLA chapter meeting and provide incentives to attend.
- Include a brief overview of FCCLA and information on how potential new members can get involved within your school’s newsletter, website, announcement board, etc.
- Design a bulletin board promoting FCCLA and post pictures of previous years FCCLA activities and accomplishments on social media.
- Complete the Membership Madness application.
- Host informative FCCLA membership table display at back to school night.
- Share your FCCLA skills and experiences with your school board to gain support and recognition.

Quarter 2: November/December/January

Influence “Beyond Measure”

Place importance on spreading generosity, pouring into your passion, molding your relationships, and celebrating how your unique skills help others.

**Action Items:**
- Plan a community service project to address a cause that is important to you.
- Snap a photo with your family and share your favorite holiday traditions on social media.
- Create a fundraising project to support FCCLA and involve community members.
- Send personalized holiday cards to inspire FCCLA members, advisers, and supporters across the country.
- Plan and prepare a meal with your family and share the recipe and pictures/how-to video on social media.
- Design a poster of your New Year goals and steps on how you plan to achieve them.
**Explore “Beyond Measure”**

Celebrate the impact FCCLA has made in equipping the next generation of leaders with real world skills to be college- and career-ready and successfully meet the demands of independent and professional living.

**Action Items:**
- Celebrate Career and Technical Education (CTE) Month in your school and FCCLA promotion of CTE.
- Implement FCCLA Week activities and show your FCCLA spirit by using FCCLA Week hashtags and tagging @NationalFCCLA on social media.
- Apply for FCCLA’s scholarship opportunities.
- Host a career fair at your school to highlight FCCLA’s four Career Pathways and showcase how real world skills gained through FCS education prepares you for career success.
- Job shadow a professional in a career field that interests you and share your experiences at a FCCLA chapter meeting.
- Prepare a summer budget and savings plan and track all your expenses and savings throughout the summer.
- Apply for FCCLA’s National Programs program awards.

**Quarter 4: May/June/July**

**Lead “Beyond Measure”**

Take your life to new heights through global impact, career preparation, leadership development, and personal professionalism. Create your own path as you use your skills and talents to be successful in your families, careers, and communities.

**Action Items:**
- Seek ways to use sustainable resources; encourage and educate your classmates and community to do the same.
- Write a resume and cover letter using the skills learned through FCCLA and apply for a summer job.
- Volunteer at your school’s or community’s student summer program to teach students about different college and career options.
- Apply to have your FCCLA story featured in FCCLA’s 2020 Teen Times Fall Issue.
- Create a training curriculum to prepare your new FCCLA chapter officers for the 2020-2021 school year.
- Stay connected with FCCLA by becoming a part of FCCLA’s Alumni and Associates.
**SHOP & SUPPORT MONTANA FCCLA**

Amazon donated 0.5% of the price of your eligible AmazonSmile purchases to Montana FCCLA.

Montana FCCLA Direct Link: https://smile.amazon.com/ch/46-3232552

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**STATEWIDE FUNDRAISER**

**BÉQUET CONFECTIONS**

Béquet Confections is located in Bozeman Montana and has been creating award-winning gourmet caramel since 2001. The Montana-based artisan company only makes caramels and has won eight national awards!

**Profit Margins**

Chapters will receive a 45-53% return depending on the product mix sold. Béquet Confections now offers bags of caramels in 4oz, 8oz, and 16oz bags, as well as their NEW PRODUCT, candy canes! The variety of products allow sales to be offered at a variety of price points.

**Timeline**

Selling of Béquet Caramel can occur at ANY TIME throughout the year. It is recommended that chapters conduct sales over a two week time period to maximize sales opportunity.

**Questions?**

Contact Diane at Béquet Confections fundraising@bequetconfections.com

www.bequetconfections.com
“But We Still Need to Raise Money!”

Fundraising Made Possible in a Time of Restrictions

We’re hearing these words daily and I’m here to tell you that you can still fundraise, and do so, following the safety guidelines that your school or organization has in place for our “new normal.” Below are the ideas and creative solutions that others are using to do just that! Feel free to share this document with the decision makers who have reservations when it comes to allowing fundraising this year. Together, we can creatively problem-solve so you can earn the money you need to fund your programs!

Objection: Fundraising isn’t an option this year because of the safety guidelines in place for social distancing.
Answer: The great thing about today’s technology, is its ability to conduct fundraisers in a way that is effective and successful, while still following the safety guidelines that are currently in place.

Question: “What are our options?”
Answer: Béquet Confections has options for creating a fundraiser that utilizes school announcements & websites, letters sent home, social media, emailing and phone calls to take orders without having in-person contact. We are committed to helping you earn the money you need by making some changes with how we’ve done our fundraisers in the past. We live in a world where the internet has revolutionized how we shop and purchase items, and fundraising in this way is no exception. If you’ve conducted an in-hand fundraiser in the past, we have ways to be able to reinvent your sale to make it work!

Question: “What products are available to us to sell?”
Answer: We want you to still be able to offer the same products that your customers and communities have come to love! We know that people look forward to purchasing our delicious caramel year-after-year, and will want to help your school or organization – likely, now more than ever. Product forms are used to take orders via phone, email and social media avenues, which means there is no in-person contact.

Question: “What is the time frame for a pre-sale / online fundraiser?”
Answer: Plan to set aside a 4-week window for your sale once you’ve received your sale materials. 2 full weeks (including 2 weekends) for your sale, 1 week for order forms to be turned in and tallied, and approximately 1 week for delivery.

Question: “How do customers pay for their items?”
Answer: If your school or organization does not already have a Paypal or Venmo online payment account, they are very easy for your group and your customers to create and use! Customers can also leave payments for sellers under their or their seller’s doormats or through curbside arrangements, if they prefer not to pay online.

Question: “How do we handle delivering the products to the customers?”
Answer: If you choose to create your own online program with Béquet Confections, you have 3 options to get the products to your customers: 1) Products are dropped at the doorstep of the customer 2) Customers pick up products from seller’s doorstep 3) Curbside pick-up at home or school at designated times. These deliveries/pickups also allow for the trunk of the car to be opened and the products placed inside, if the customer doesn’t want to receive their order through the window to avoid one-on-one contact.
IMPORTANT: Masks should be worn at all times, no matter what method of delivery you choose!

Still have questions? Call Béquet Confections Fundraising, at (877)423-7838
AWARDS

Nominations due February 15.

STAR CHAPTER
Honors chapters with well-rounded programs of work.

THE ULTIMATE LEADER
Members who exhibit leadership skills and whose actions exemplify the purposes of FCCLA.

ADVISER OF THE YEAR
A chapter adviser who inspires members to achieve their goals and builds a strong program.

NEW ADVISER OF THE YEAR
A chapter adviser in their first five years who is investing in themselves while building a program.

See www.mtfccla.org for application and award information.

MONTANA FCCLA SCHOLARSHIPS

Say Yes To FCS Education
$500 renewable scholarships for students pursuing a degree (major or minor) in Family & Consumer Sciences Education at Montana State University.

MTFCCLA Leadership & Service Scholarships (2)
A $300 scholarship is awarded by the Association of Family & Consumer Sciences: Montana Affiliate to recognize a student who exemplifies the purposes of FCCLA and is pursuing a career in a Family & Consumer Sciences related field.

A $300 scholarship recognizing a student who exemplifies the purposes of Montana FCCLA.
NATIONAL PROGRAMS

CAREER CONNECTION
Learn how to explore career pathways & skills for success in families, careers, & communities.

COMMUNITY SERVICE
Take action in your community and discover the difference you can make.

FACTS
Put the brakes on impaired driving & traffic crashes. Help your friends arrive alive!

FAMILIES FIRST
Discover how you can strengthen family relationships through this peer education program.

FINANCIAL FITNESS
Manage your money! Use this program to help earn, save, & spend your money wisely.

POWER OF ONE
This newly revamped national program will give yourself the power to make a positive change in your families & communities.

STAND UP
Improve the quality of life in your community through assessment, education, and advocacy. Use your voice to create change!

STUDENT BODY
Discover ways to promote health, fitness, and resiliency in your families, schools, and communities.

2020-2021 STATE OUTREACH PROJECT
The Ultimate Treasure Hunt
Students explore their personal wellness before embarking on a journey of serving others!

This year’s State Outreach Project will challenge members to learn and reflect on topics such as empathy, conflict management, personal values and more – then, apply new knowledge to plan and develop projects that impact your family, school, and/or community at large.

Members can begin their trek on The Ultimate Treasure Hunt by exploring the Mining for Wellness map on the Montana FCCLA website. The map has seven stops for members to learn and reflect on various topics before using the FCCLA Planning Process to take on the Dynamite Challenge.

Additional activities will be added to the Montana FCCLA website throughout October and November!
PARTNER CONTESTS

Safe Rides - Save Lives: FCCLA PSA Contest

Empowered by FACTS and sponsored by The National Road Safety Foundation (NRSF), FCCLA is proud to offer the Safe Rides—Save Lives PSA Contest! This initiative is an excellent opportunity for FCCLA members to display their creativity and advocacy as they encourage their peers to make safe choices on the road.

2020-2021 PSA Contest
- **Mission:** Create a video PSA that is exactly 25 seconds
- **Audience:** Teen Drivers and Passengers
- **Topic:** The theme for the 2020-2021 PSA contest is seat belt safety.
- **Why:** The PSA goal is to develop and send teen-friendly messages to prevent traffic crashes and save lives.
- **How:** Go to www.nrsf.org and use resources from the National Road Safety Foundation to craft the video’s message. Be sure to review the official contest rules before filming.
- **When:** Video submissions are due **March 1, 2021.**

**AWARDS**
Cash prizes are awarded directly to the individual or group of top three submissions.
- **1st Place** - $3,500
- **2nd Place** - $1,000
- **3rd Place** - $500

State Level FACTS Awards
State level FACTS awards help one chapter in each state earn $500 and make a difference! FCCLA has partnered with Ford Driving Skills for Life and the Governors Highway Safety Association (GHSA) to award the top FACTS project in each state a $500 cash prize. Simply conduct a FACTS project during the school year and submit a program award application by March 1, 2021 for your chance to win.

Free traffic safety resources and activities that you can use in your school and community can be obtained by reaching out to your state GHSA representative and visiting the resource area on the Ford Driving Skills for Life website. For even more ideas, participate in The Academy offered by Ford Driving Skills for Life.

1. **Plan and lead a FACTS project before March 1, 2021.**
2. Apply for a FACTS program award on the FCCLA portal. All FACTS applications will be personally reviewed by traffic safety experts at your state’s Office of Highway Safety. These experts will select the top project from their state and that chapter will receive a $500 FACTS state-level award. All state winners will be considered for a national award!
Did you know that Montana FCCLA chapters conducted over 60,000 service hours in the last five years? Or, that several FCCLA members received college scholarships as a result of being able to report how much service they conducted?

Tracking service hours has numerous member and chapter benefits.

- **Members** have valuable data to include in scholarship and resume applications.
- **Chapters** have documented hours to use when promoting FCCLA in their local community
- **Awards** may be given to members based upon service and leadership
- **Recognition** individuals are eligible for Montana FCCLA awards

And, for Montana FCCLA, this data is an important component of our ability to sustain current funding and foster relationships with new partners.

**Types of Activities**

- **Direct Service** - activities that require you to have direct contact with people.
- **Indirect Service** - your work behind the scenes to channel resources to the project rather than working directly with an individual who may need the service.
- **Advocacy** - service experience that requires you to lend your voice and talents to the effort to address a problem.
- **Leadership** - roles you serve that supports FCCLA programming at local, district, state and national levels.
- **Fundraising** - fundraising that support FCCLA chapter activities.
- **Work experience** - work you do that builds your human capital and prepares you for a future career; this can be work for pay or unpaid and should be related to a FCS Career Pathway.

**Tracking & Reporting is Easy!**

Have all affiliated members track their service hours using the templates provided by Montana FCCLA.

- **TIP:** Document hours during chapter meetings.
- **TIP:** Have a student officer responsible for tracking hours.

By the 5th of every month, total your chapter hours and report total chapter hours on the Montana FCCLA website.

- **Tip:** If you miss a deadline, that's okay. Hours can be entered at anytime.

**NEW!** Track hours spent on the State Outreach Project in the same report!
**COMPEITIVE EVENTS**

State Leadership Conference:

**SKILL DEMONSTRATION EVENTS**

**Purpose:** Provide opportunities for members to demonstrate college and career-ready skills in Family & Consumer Sciences and related occupations.

**Award:** Gold, Silver, Bronze or Certificate of Participation. Trophy for 1st place finisher with a silver or gold score.

**Competition Level:** Culminates at the State Leadership Conference

**Events Offered:**
- #teachFCS
- Culinary Knife Skills
- FCCLA Creed Speaking & Interpretation
- Impromptu Speaking
- Interior Design Sketch
- Interviewing Skills
- Toys the Teach
- FCCLA Knowledge Challenge Test

**STAR EVENTS**

**Purpose:** Students Taking Action with Recognition are competitive events in which members are recognized for proficiency and achievement in chapter and individual projects, leadership skills, and career preparation.

**Award:** Gold, Silver, Bronze or Certificate of Participation. Plaque for 1st and 2nd place entrants scoring 85+

**Competition Level:** Entrants may qualify to represent Montana at the National Leadership Conference June 27 - July 1, 2021 in Nashville, TN.

**Events Offered:**
- Baking & Pastry
- Career Investigation
- Chapter in Review Display & Portfolio
- Chapter Service Project Display & Portfolio
- Culinary Arts
- Culinary Math Management
- Early Childhood Education
- Entrepreneurship
- Event Management
- Fashion Construction
- Fashion Design
- Focus On Children
- Food Innovations
- Hospitality, Tourism & Recreation
- Interior Design
- Interpersonal Communications
- Job Interview Leadership
- National Programs In Action Nutrition & Wellness
- Parliamentary Procedure
- Professional Presentation
- Promote & Publicize FCCLA!

Public Policy Advocate
- Repurpose & Redesign
- Say Yes to FCS Education
- Sports Nutrition
- Sustainability Challenge
- Teach & Train

Online STAR Events Include:
- Digital Stories For Change
- FCCLA Chapter Website
- Instructional Video Design
# Competitive Events

This table is designed to help advisers mentor students during the STAR events selection process to identify a project that matches their interests, strengths and commitment level.

Levels of involvement:

LOW—Events/rubrics are easy to follow, but still require research and effort to complete.

MEDIUM—Events/rubrics are easy to follow, requires advisers/students to apply knowledge from courses in FCS as well non-FCS courses.

HIGH—Events/rubrics completion require technical knowledge and extensive research and time to complete project requirements.

<table>
<thead>
<tr>
<th>EVENT</th>
<th>SHORT DESCRIPTION</th>
<th>PROJECT ELEMENTS</th>
<th>PRODUCT AND ORAL PRESENTATION RUBRIC POINTS</th>
<th>LEVEL OF INVOLVEMENT</th>
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</thead>
<tbody>
<tr>
<td>Baking &amp; Pastry</td>
<td>Recognizes participants who demonstrate their baking and pastry skills through the preparation of a quick bread, choux pastry, cookie, and shaped yeast bread.</td>
<td>Individual Event - Level 3 only</td>
<td>Safety &amp; Sanitation - 4</td>
<td>Adviser will be heavily involved in the training of the students, teaching them not only the skills necessary, but also upper level thinking and problem solving skills to be able to adapt to the situations they are presented with in the competition.</td>
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<td>Food Production - 3</td>
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<td>Quick Bread - 16</td>
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<td>Choux Pastry - 16</td>
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<td>Cookie - 16</td>
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<td>Shaped Yeast Bread - 16</td>
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<td>Career Investigation</td>
<td>Students will perform self-assessments, research and explore a career, set career goals, create a plan for achieving goals and describe the relationship of Family and Consumer Sciences coursework to the selected career.</td>
<td>Digital or hardcopy portfolio and oral presentation.</td>
<td>Oral Presentation - 39</td>
<td>Students will be responsible for conducting a self-assessment and career research. Materials will be assembled in a portfolio and presented to judges. Advisers will assist with assessments and determination of career to study.</td>
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<td>Portfolio - 51</td>
<td>LOW - MEDIUM</td>
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<tr>
<td>Chapter in Review Display</td>
<td>Students will recognize chapter programs that promote FCCLA and Family and Consumer Sciences and/or related occupations to the community.</td>
<td>Team Event</td>
<td>Display - 56</td>
<td>Students will be responsible for developing a display showcasing the chapter’s programs as well as an oral presentation. Advisor will assist in display and oral presentation development.</td>
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<td>Display and oral presentation</td>
<td>Oral Presentation - 34</td>
<td>LOW</td>
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<tr>
<td>Chapter in Review Portfolio</td>
<td>Members develop and implement a well-balanced program of work and promote FCCLA, Family and consumer Sciences and/or related occupations and skills to the community. The members document chapter planning and accomplishments.</td>
<td>Team Event</td>
<td>Portfolio - 56</td>
<td>This project involves the entire chapter. Each project is documented and detailed in the portfolio that details what the chapter has accomplished over the year. MEDIUM</td>
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<tr>
<td>Chapter Service Project Display</td>
<td>Recognizes chapters that develop and implement an in-depth worthwhile contribution to families, schools and communities. Students must use FCS content and skills to address and take action on a community need.</td>
<td>Team Event</td>
<td>Display - 61</td>
<td>Students and adviser must work together to create a display that details the service project and its impact in the community. MEDIUM</td>
</tr>
<tr>
<td>Chapter Service Project Portfolio</td>
<td>Students will develop and implement a well-balanced program of work and promote FCCLA and Family and Consumer Sciences and/or related occupations and skills to the community.</td>
<td>Team Event</td>
<td>Portfolio - 61</td>
<td>Students will be responsible for developing a portfolio reviewing a service project as well as an oral presentation. Advisers will assist with program and oral presentation development. LOW - MEDIUM</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>Members of the team will use the skills gained in their class work to produce a quality meal using industrial culinary arts/food service techniques and equipment.</td>
<td>Individual Event</td>
<td>Safety and Sanitation - 20</td>
<td>Adviser will be heavily involved in the training of the students, teaching them not only the skills necessary, but also upper level thinking and problem solving skills to be able to adapt to the situations they are presented with in the competition. HIGH</td>
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<tr>
<td>Culinary Math Management</td>
<td>Students use Family and Consumer Sciences skills to demonstrate the application of mathematical concepts in the culinary arts industry. Students must be enrolled in a culinary arts occupational program.</td>
<td>Individual or Team Event</td>
<td>File folder - 8</td>
<td>Students will take a test to demonstrate knowledge. They will then create a project illustrating the use of applied math for culinary management and present that project in a file folder. During competition, students will participate in a case study and conduct oral presentation of their findings. <strong>HIGH</strong></td>
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<tr>
<td>Early Childhood Education</td>
<td>Students will demonstrate their ability to use knowledge and skills gained from their enrollment in occupational early childhood program.</td>
<td>Individual Event</td>
<td>Portfolio - 27</td>
<td>Advisers will be involved in teaching early childhood content to students and helping them develop an activity and oral presentation describing the activity. <strong>HIGH</strong></td>
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<tr>
<td>Entrepreneurship</td>
<td>Students will develop a plan for a small business using Family and Consumer Sciences skills and sound business practices. The business must relate to an area of Family and Consumer Sciences education or related occupations.</td>
<td>Individual or Team Event</td>
<td>Portfolio - 56</td>
<td>Adviser assists with developing the business plan and aids in creation of portfolio and oral presentation. <strong>MEDIUM - HIGH</strong></td>
</tr>
<tr>
<td>Event Management</td>
<td>Recognizes participants who apply skills used in Family and Consumer Sciences courses to plan an event for an educational institution, community or non-profit organization, business, or government institution.</td>
<td>Individual or Team Event</td>
<td>Portfolio - 56</td>
<td>Adviser assists with research and developing an event proposal and aids in creation of portfolio and oral presentation. Adviser may also assist with connecting students to an event volunteering experience. <strong>HIGH</strong></td>
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<td>Fashion Construction</td>
<td>Students will apply Fashion Construction skills learned in Family and Consumer Sciences courses and create a display using samples of their skills. Using new materials, participants construct in advance a garment or ensemble that dresses both the upper and lower body of a child or adult.</td>
<td>Individual Event</td>
<td>Display - 23</td>
<td>Adviser will be involved heavily in the training of the students, teaching them not only the skills necessary, but also upper level thinking and problem solving skills to be able to adapt to the situations they are presented with in the competition. <strong>HIGH</strong></td>
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<tr>
<td>Fashion Design</td>
<td>Students apply fashion design skills learned in Family and Consumer Sciences courses to design and market clothing styles.</td>
<td>Individual Event</td>
<td>Portfolio - 43</td>
<td>Adviser will be heavily involved in the training of students, teaching them not only the skills necessary, but also upper level thinking and problem solving skills to be able to adapt to the situations they are presented with in the competition. <strong>HIGH</strong></td>
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<tr>
<td>Focus on Children</td>
<td>Students will plan and conduct a child development project that has a positive impact on children and the community.</td>
<td>Individual or Team Event</td>
<td>Display - 31, Oral Presentation - 59</td>
<td>Student is responsible for planning their event and determining the positive impact of the project. Adviser may need to help with the presentation of the oral presentation. <strong>LOW - MEDIUM</strong></td>
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<tr>
<td>Food Innovations</td>
<td>Students will follow the national guidelines and develop a food item that meets the guidelines. Once the original food is prepared, students will convene a tasting panel to evaluate and improve the original recipe. Once the food item is ready, a marketing panel for the food will be developed.</td>
<td>Individual or Team Event</td>
<td>Display - 43, Suggested Product Packaging - 8, Oral Presentation - 39</td>
<td>Students will research the food challenge presented and find a recipe that meets the requirements. They will then use a focus group to taste and make suggestions. Once perfected, a marketing plan will be developed to market the product commercially. Lab time and advisor input will be essential. <strong>HIGH</strong></td>
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<tr>
<td>Hospitality, Tourism and Recreation</td>
<td>Students demonstrate their knowledge of the hospitality, tourism and recreation industries and ability to translate their knowledge into a hypothetical or real business.</td>
<td>Individual or Team event</td>
<td>Portfolio - 46</td>
<td>Students will research existing businesses which are similar to their project, develop a basic business plan and client services information and create a website that highlights the business. Student will demonstrate their customer service knowledge, and ability to problem solve through an onsite case study. <strong>HIGH</strong></td>
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<tr>
<td>Interior Design</td>
<td>Students will apply interior design skills learned in Family and Consumer Sciences courses to design interiors to meet the living space needs of clients. In advance, participants will create a floor plan, an elevation and a furniture/interior plan addressing the specifics of the design scenario.</td>
<td>Individual or Team event</td>
<td>File Folder Contents - 8</td>
<td>Adviser will be heavily involved in the training of the students, teaching them not only the skills necessary, but also upper level thinking and problem solving skills to be able to adapt to the situations they are presented. <strong>HIGH</strong></td>
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<tr>
<td>Interpersonal Communication</td>
<td>Students apply communication techniques to develop a project designed to strengthen communication in a chosen area: community, employment relationships, family, peer groups or school groups.</td>
<td>Individual or Team event</td>
<td>File folder - 8</td>
<td>Students develop a project that strengthens communication and then provide summary of the program in an oral presentation that is supplemented with a file folder. Their knowledge is further tested by participating in a case study. <strong>MEDIUM</strong></td>
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<td>Job Interview</td>
<td>Students will develop a portfolio, participate in an interview and communicate a personal understanding or job requirements.</td>
<td>Individual Event</td>
<td>Portfolio - 40</td>
<td><strong>MEDIUM - HIGH</strong></td>
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<td>Interview w Judges - 50</td>
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<td>Leadership</td>
<td>Students investigate their leadership ability, assess leadership and employability skills, and develop and implement a plan to further their leadership development.</td>
<td>Individual Event</td>
<td>Oral Presentation - 38</td>
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<td>Portfolio - 52</td>
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<td>National Programs in Action</td>
<td>Students use the FCCLA Planning Process to implement a national program project.</td>
<td>Individual or Team Event</td>
<td>This event is not broken up into individual components. (90 points total)</td>
<td><strong>LOW - MEDIUM</strong></td>
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<td></td>
<td>Display that shows what was done and the effectiveness of the project and oral presentation.</td>
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<td>Nutrition &amp; Wellness</td>
<td>Students will track food intake and physical activity for themselves, their family or a community group. Once the data is gathered, students will determine goals and strategies for improving their overall health.</td>
<td>Individual Event</td>
<td>Portfolio - 51</td>
<td><strong>MEDIUM - HIGH</strong></td>
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<td>Oral Presentation - 39</td>
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<td></td>
<td>Detailed portfolio and oral presentation</td>
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## COMPETITIVE EVENTS

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<tr>
<td>Parliamentary Procedure</td>
<td>Students develop a working knowledge of parliamentary law and conduct an FCCLA business meeting that demonstrates their knowledge.</td>
<td>Team Event</td>
<td>Test – Average team score will be 20% of total</td>
<td>Students will need training and then the opportunity to practice the use of their parliamentary skills. <strong>MEDIUM - HIGH</strong></td>
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<tr>
<td>Professional Presentation</td>
<td>Students will make an oral presentation about issues concerning Family and Consumer Sciences and/or related occupations. In the presentation, participants will use visuals to illustrate the content.</td>
<td>Individual or Team event</td>
<td>Oral Presentation - 67</td>
<td>Students will prepare informational presentation using visual to instruct and educate others about the issue identified. Adviser will help students secure audiences to present to prior the competition at the state level. <strong>LOW - MEDIUM</strong></td>
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<tr>
<td>Promote and Publicize FCCLA</td>
<td>Students will develop an FCCLA promotion and publicity campaign to raise awareness and educate the school, parents, and members of the community about the importance of FCCLA and Family and Consumer Sciences education.</td>
<td>Individual or Team Event</td>
<td>Oral Presentation - 34</td>
<td>Students will create and carry out a campaign to educate about FCCLA. Advisor will assist in the implementation of the plan and portfolio and oral presentation development <strong>LOW - MEDIUM</strong></td>
</tr>
<tr>
<td>Public Policy Advocate</td>
<td>Students demonstrate their knowledge, skills and ability to actively identify a local, state, national, or global concern, research the topic, identify a target audience and potential partnerships, form an action plan, and advocate for the issue in an effort to positively affect a policy or law.</td>
<td>Individual Event or Team Event</td>
<td>Oral Presentation - 46</td>
<td>Students will be responsible for identifying an issue that is relevant, current and based on actual need. They will develop a handout, elevator speech and collaborate with partners to implement the project <strong>HIGH</strong></td>
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## Competitive Events

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<tr>
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<th>Project Elements</th>
<th>Product and Oral Presentation Rubric Points</th>
<th>Level of Involvement</th>
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<tbody>
<tr>
<td>Repurpose and Redesign</td>
<td>Students will select a fashion or home apparel item to recycle into a new product.</td>
<td>Individual Event</td>
<td>Recycling and Redesign Skills</td>
<td>Student will find an item to recycle, track expense and time required. Complete a display board and develop an oral presentation. Adviser will give input to research and development of oral presentation.</td>
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<tr>
<td>Say YES to FCS Education</td>
<td>Students demonstrate the knowledge and skills needed to explore and experience the career of being a Family and Consumer Science educator. Participants must prepare a portfolio, conduct a classroom observation, plan and execute a lesson, develop an FCCLA integration plan and deliver an oral presentation.</td>
<td>Individual</td>
<td>Portfolio - 56</td>
<td>Low - Medium</td>
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<tr>
<td>Sports Nutrition</td>
<td>Students plan and develop an individualized nutritional plan to meet the needs of a competitive student athlete in a specific sport. Student acts as the dietitian or nutritionist and the judges act as the patient.</td>
<td>Individual or Team</td>
<td>File Folder - 22</td>
<td>Students will research the nutritional needs and other aspects of the sport they have chosen. They will then develop a plan for the student athlete they have chosen and present this to the judges as though they are the nutritionists and the judges are the athletes. This is the only event where students present in this way. Moderate amount of Adviser time will be needed to complete and practice this event. High</td>
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<td>Sustainability Challenge</td>
<td>Students will address environmental issues that adversely impact human health and well-being and who actively empower others to get involved. Participants will research one of the five 2016–2017 topics, investigate areas where they can make a difference, develop and carry out a project.</td>
<td>Individual or Team Event</td>
<td>Portfolio - 56</td>
<td>Advisers will assist students in the identification of issues that adversely impact well-being and help with the development of a portfolio and oral presentation regarding the environmental concern. <strong>LOW - MEDIUM</strong></td>
</tr>
<tr>
<td>Teach and Train</td>
<td>Students will demonstrate their ability to explore and experience the career of teaching or training.</td>
<td>Individual event</td>
<td>Oral Presentation - 34</td>
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<td>Participants must prepare a portfolio and an oral presentation.</td>
<td>Portfolio – 51</td>
<td>Advisers will assist students in developing a portfolio and oral presentation as well as provide opportunities for students to complete shadowing experiences. <strong>MEDIUM</strong></td>
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**COMPETITIVE EVENTS**
The FCCLA Planning Process for Individual and Team Action

The Planning Process is a decision-making tool that supports the organization’s overall philosophy about youth-centered leadership and personal growth. It can be used to determine group action in a chapter or class or to plan individual projects.

 IDENTIFY CONCERNS
The circle represents a continuous flow of ideas and has no beginning or end. As a target, it symbolizes zeroing in on the one idea around which you would like to build a project.
- Brainstorm to generate ideas, or state the activity or problem you want to address if already determined.
- Evaluate your list and narrow it down to a workable idea or project that interests and concerns the majority or all of your members.

 SET A GOAL
The arrow stands for deciding which direction you will take. It points toward the goal or end result.
- Get a clear mental picture of what you want to accomplish, and write your ideas down as your goal.
- Make sure your goal is one that can be achieved and evaluated.
- Consider resources available to you.

 FORM A PLAN
The square represents the coming together of ideas—the who, what, where, when, and how of your plan.
- Decide what needs to be done to reach your goal.
- Figure out the who, what, where, when, and how.
- List the abilities, skills, and knowledge required on your part.
- List other available resources, such as people, places, publications, and funds.
- Make a workable timetable to keep track of your progress.
- List possible barriers you might face, and develop plans if necessary.
- Decide ways to recognize your accomplishments along the way.

 ACT
The different squares in this symbol represent the activities to be carried out to meet your goal. It represents acting on the plan.
- Carry out your group or individual plan.
- Use family and community members, advisers, committees, task forces, and advisory groups when needed.

 FOLLOW UP
The broken squares suggest examining the project piece by piece. This symbol also represents a “window” through which to review and evaluate the plan.
- Determine if your goal was met.
- List ways you would improve your project or plan for future reference.
- Share and publicize your efforts with others, including the media if appropriate.
- Recognize members and thank people involved with your project.
One of the eight purposes of FCCLA is as follows: “To prepare for the multiple roles of men and women in today’s society.” Therefore, an important part of the educational experiences provided by FCCLA includes developing an understanding of appropriate behavior and dress for business meetings and functions.

This dress code applies to Montana FCCLA events only. Please refer to the National FCCLA dress code for all National FCCLA Meetings.

**State Leadership Conference**

- FCCLA red blazer
- Red, black, or white polo or professional white shirt (may include FCCLA logo)
- Black or khaki bottoms (slacks, skirt, sheath dress)
- Dress shoes
- Chapter polo’s in the school colors may be worn if they have a collar and the FCCLA emblem

**STAR Events**

Follow STAR event specifications and wear appropriate clothes for the nature of the presentation (includes professional attire)

**Advisers/Chaperones/Guests**

Business professional

**District Meetings**

State Leadership Conference approved attire, OR:

- Collared shirts
- Slacks or khakis
- Skirt with blouse
- Dress shoes
- Neck tie and sport coat

All Attendees

Jeans or denim of any color, t-shirts, athletic wear, hats/caps, or flip flops are not acceptable at any Montana FCCLA event, unless otherwise communicated.
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
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Zoom Meetings Cheat Sheet

Signing In/Joining

1. Go to http://zoom.us and click on Sign In.

![Sign In]

2. You can use the "e-mail" and "password" that you have created, or use your Google (Gmail or Google App) or Facebook account to sign in with.
   - Note: If you do not have a current Zoom account, please click on Sign Up Free to create a new one.

![Sign Up Free]

Scheduling Your First Meeting

There are a couple of ways to schedule a meeting. You can start the process of scheduling a meeting from the Zoom web portal or through the Zoom client. Below, are basic steps to set up your first meeting.

1. Sign in to your Zoom web portal.
2. Click Meetings
3. Click Schedule a Meeting
4. Select the date and time for your meeting
5. (Optional) Choose any other settings you would like to use
6. Click Save
**Zoom Meetings Cheat Sheet**

**Starting Your First Meeting as the Host**

There’s a variety of ways to start your meeting as a host, including from the Zoom web portal, your Zoom desktop client, or from the mobile app.

1. Login to **My Meetings**
2. Under **Upcoming Meetings**, click **Start** next to the meeting you want to start

3. The Zoom client should launch automatically to start the meeting

**Inviting Others to Join Your Meeting**

In order to invite others to join your meeting, all you have to do is share the invitation or join link. It’s that simple! Click **Copy the Invitation** after you schedule your meeting.

**Join a Meeting**

Have members join a meeting by clicking the link that you, the host, shared with or sent to them to them. Another way to join a meeting is by clicking **Join** in your Zoom client and entering the meeting ID.
## Google Meetings Cheat Sheet

### 1. Schedule a video meeting from Calendar.

1. In Calendar, click **Create**.
2. Add your event details and guests.
3. Click **Add rooms, location, or conferencing**.
4. Click **Save**.

See other ways to **start a video meeting**.

### 2. Ask participants to join your video meeting.

**From Calendar:**
Click the event, then click **Join Hangouts Meet**.

**From Meet:**
Join a scheduled meeting or use a meeting code.

**From mobile devices:**
Open the Meet app on **Android** or **Apple® iOS®** devices.

See other ways to **join a video meeting**.

### 3. Customize video settings, interact with participants, or share your screen.

For more Hangouts Meet help and training resources, visit the **G Suite Learning Center**.
Say Yes to FCS

Top 5 Reasons to Become a Family and Consumer Sciences (FCS) Educator

1. You want to make a difference in people's lives.

2. You enjoy helping others develop skills to be successful at home and work.

3. You like flexibility and variety in your work.

4. You are patient, nurturing, creative, organized, and self-motivated.

5. There is a shortage of FCS educators, which means jobs are available throughout the country!