




MONTANA FCCLA'S

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# New Adviser Handbook

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THE ULTIMATE ROADMAP  
FIRST FIVE YEARS OF ADVISING



RESOURCES &  
OBJECTIVES



**FCCLA®**  
**MONTANA**  
STATE ASSOCIATION

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# STUDENT PAGES ICON



Throughout this handbook, this icon is used to indicate pages to be utilized by students during chapter meetings, to conduct projects, chapter member leadership growth, etc.

## WHAT IS FCCLA?



### WHY JOIN?

- Career & college preparation
- Creative and critical thinking skills
- Leadership skills
- Recognition & scholarships
- Travel and meet new friends
- Improve self esteem
- Competition
- Strengthen Character

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.

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 with the family as its central focus. Participation in National Programs and chapter activities helps members become strong leaders in their families, careers, and communities.



FCCLA recruitment video: <https://www.youtube.com/watch?v=8-LRWYt9-Nc&t>



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!



## Recruit Members

**Resources:** Adviser Resource Guide, National FCCLA Website, & Montana FCCLA website  
**When:** Ongoing



## Elect & Train officers & Update Chapter Bylaws

### Resources:

- Membership Madness (National FCCLA website)
- 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) - Click here to get started: <https://fcclainc.org/join/chapter-affiliation>
- Fees: National FCCLA requires that chapters affiliate a minimum of 12 members at \$9 each. Montana FCCLA also charges \$9 per member with no minimum. A \$65 state chapter fee will be collected once at the time of affiliation.

**When:** By November 1 to receive maximum benefits (members can be added until May 31)



## 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 exact date)
- State Leadership Conference (adviser + 3 students): March

# THE FIRST FEW MEETINGS

## 1st Meeting



What is FCCLA  
Workshop




Information about  
why join




Encourage them  
to bring a friend

H  
A  
V  
E  
  
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K  
S  
!

## 2nd Meeting



More focus on  
opportunities within  
FCCLA: Service and  
Events



FCCLA Web  
Quest (activity  
available: click  
[here](#))

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!

## 3rd Meeting



Elect officers



Set Chapter Goals

# GET STARTED

## 1 Contact your State Director

Contact your State Adviser for information and materials needed to start a chapter. State adviser contact information is located in the “About” section of the FCCLA website.

## 2 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?

## 3 Explore FCCLA's Website

Check out the national website and Montana FCCLA's website to get information about programs and conferences. Use the search tool to help you find information.

## 4 Find a Mentor

Talk with teachers who currently have chapters. Visit an active chapter or try contacting your state adviser for mentor suggestions.

## 5 Affiliate

Go to the FCCLA portal and register. If you are a new adviser in an existing chapter, reach out the State Director for login information.

# NEW CHAPTER CHECKLIST

Membership strength results from recruiting, retaining and recognizing members all year long. Try starting small. Involve students right away in a hands-on project that is both fun and meaningful.

## Adviser:

- ☒ Contact your state adviser for information and materials needed to start a chapter. State adviser information is located [here](#).
- ☒ Request a new adviser kit from National FCCLA by emailing [membership@fcclainc.org](mailto:membership@fcclainc.org). The new adviser kit includes one poster and the [new adviser handbook](#).
- ☒ Join the Family, Career and Community Leaders of America (FCCLA) Advisers Facebook page.
- ☒ Discuss with school administrators the advantages of starting a chapter, pointing out the relationship of FCCLA to the Family and Consumer Sciences curriculum and career pathways and its value to the school program.
- ☒ Send a letter home to your student's parents about your FCCLA Chapter and the [advantages](#) joining will give to your students. A sample letter can be found [here](#).
- ☒ Integrate FCCLA into your classroom. Use Competitive Events and FCCLA National Programs as class projects.
- ☒ Select officers for each class and assign them daily duties like taking role, giving a daily briefing on what the class was about the day prior, highlighting special opportunities, and sharing news about FCS related career pathways.
- ☒ Have members fill out the FCCLA Chapter Leader Application if they're interested in holding an office within your FCCLA chapter. This application is located on page 8 in this handbook.
- ☒ Gather student information using the Member Affiliation Information Sheet on Google forms, which can be found [here](#). A pdf of the Member Affiliation Information Sheet can be found [here](#). Affiliate online in the [FCCLA Portal](#) and send in state and national dues as soon as possible to unlock resources available only to affiliated chapters.
- ☒ Find a mentor and talk with teachers who have chapters. Locate an active chapter so interested students can talk with their members.
- ☒ Attend district/regional and state meetings to become familiar with FCCLA activities in your state.
- ☒ Set goals to attend state and national conferences.

# NEW CHAPTER CHECKLIST - CONTINUED

## Members:

- ☒ Create a fun recruitment campaign using the ideas found on the [FCCLA Website](#).
- ☒ Develop a calendar for the year's activities. For each activity, use the FCCLA Planning Process to set chapter goals and form a plan for carrying out, evaluating and publicizing the chapter's activities.
- ☒ Make sure dates are included on the master school calendar.
- ☒ Give students roles and help them understand the leadership of the chapter is in their hands.
- ☒ Take on one project that all of your classes agree to use as their FCCLA project to help you get started.
- ☒ Have the students present about FCCLA or create an informative video to share on social media.
- ☒ Publicize chapter activities throughout the year in both the school and community to build your chapter's image.

## MONTANA CAREER & TECHNICAL STUDENT ORGANIZATIONS



Business  
Professionals  
of America (BPA)



Technology  
Student  
Association (TSA)



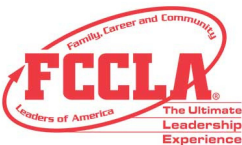
SkillsUSA



The National HOSA  
Organization



DECA - An  
Association of  
Marketing Students



Family, Careers &  
Community Leaders  
of America (FCCLA)

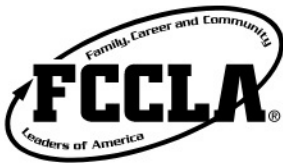


The National FFA  
Organization

### Career and Technical Student Organization (CTSO)

FCCLA is one of 11 CTSOs recognized by Congress and the United States Department of Education. These organizations integrate into Career and Technical Education (CTE) programs and courses.





# FCCLA Chapter Leader Application

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

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

**FCCLA leadership position desired:**

1st choice: \_\_\_\_\_ 2nd 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: \_\_\_\_\_



# SAMPLE FCCLA 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



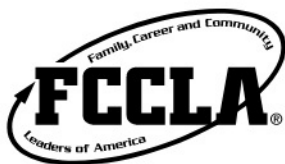
1. Keeps accurate and complete minutes of all chapter and executive council meetings and activities.
2. Makes minutes and other chapter resources (committee lists, activity calendars, bylaws, etc.) available to the membership by reading, posting, or circulating as determined by the chapter bylaws.
3. 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 (4.12) 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.



# Meeting Agenda Form

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

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

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

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

## Opening Ceremony

**Determination of Quorum/Attendance:** ☐ Roll Call ☐ Sign In

**Minutes:** ☐ Read ☐ Distribute ☐ Copies

## Treasurer's Report

### Committee Reports:

Person scheduled to report:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Unfinished Business:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### New Business:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Program

## Announcements

## Closing Ceremony

## Adjournment





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

## PROMOTE

### Increase Membership by 5% & Increase Chapter Visibility

#### Resources:

- Membership Madness (National FCCLA website)
- Montana FCCLA website

**When:** Ongoing

## MANAGE

### Conduct Ongoing Meetings & one Chapter Fundraiser

#### Resources:

- Montana Leadership Rally Officer and Chapter Leader Training
- Montana FCCLA website (chapter management resources)

**When:** September—October

## AFFILIATE

### 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 31)

## INTEGRATE

### 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

## EVENTS

### 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 -5 students): March

## EVENTS

### Participate in the State Outreach Project

#### Resources:

- Montana FCCLA website

**When:** October—February

# RATE YOURSELF AS A CHAPTER LEADER

**Instructions:** Use the following checklist to rate yourself as an FCCLA chapter leader.

## *Traits of an Effective Chapter Leader*

- ☐ I work well with both students and adults.
- ☐ I help develop leadership qualities in others.
- ☐ I communicate well with chapter members and leaders.
- ☐ I am a good listener.
- ☐ I show appreciation and give recognition as earned.
- ☐ I work to instill confidence and pride in the group.
- ☐ I show genuine interest and involvement in the chapter's activities.
- ☐ I place group interests above self-interests.
- ☐ I take pride in the Mission of the organization.
- ☐ I encourage other students to participate and work toward group goals.
- ☐ I accept responsibilities and follow through to complete tasks.
- ☐ I make decisions and stand by them.
- ☐ I am flexible when change will benefit the group.
- ☐ I manage time, energy, and resources well.
- ☐ I involve everyone when delegating responsibilities, considering individual abilities, and interests.

*Look again at those traits you didn't check. Those are potential areas for personal growth as a student leader!*





# MY PERSONAL THOUGHTS ON LEADERSHIP



Some think leaders are born. Others believe leaders are made—by their experiences, the skills they acquire, the successes they achieve. Everyone has leadership potential.

*My definition of leadership is...*

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*I think the three most important leadership skills are...*

1. 

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2. 

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3. 

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*The three leaders I most admire are... (Next to each name list two traits you particularly admire.)*

1. 

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2. 

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3. 

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Traits: 

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Traits: 

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Traits: 

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*Name four chapter members you would choose to organize a parent/member banquet:*

1. 

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2. 

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3. 

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4. 

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*Name two members you would ask to organize a play day for physically challenged children:*

1. 

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2. 

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*Name two members you would call on to head a member recruitment drive:*

1. 

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2. 

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*Name the person you would ask to introduce a skit at a senior citizens' party:*

1. 

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2. 

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*Are the names the same?*

Probably not. Chapter members have varied talents and skills but may be overlooked as potential leaders. Keep in mind that everyone has something unique to contribute. Effective chapter leaders discover abilities in themselves and others.





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



## Promote Chapter Activities & Apply for Award

### Resources:

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

**When:** Ongoing



## Conduct Ongoing Meetings & Chapter Fundraiser

### Resources:

- Montana Leadership Rally Officer and Chapter Leader Training
- Montana FCCLA website (chapter management resources)

**When:** September—October



## (Students) Run for a District Office - OR - (Adviser) Run for The Board of Direct

### Resources:

- Montana FCCLA Website

**When:** District Meeting & State Leadership Conference



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

### 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

### Resources:

- Montana FCCLA website

**When:** September—February



# 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. When you feel like you have no idea what to do next, they have the experience to help guide you through your next steps.

## *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 and close at hand 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 At-a-Glance schedules from National FCCLA can help you prioritize so you don't miss a deadline or an opportunity.

## *Advise*

Being an adviser is truly about advising, not micromanaging. You have to 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*

You don't need to do everything your first year advising. Try beginning 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 try new things.



## *Balancing Your Life*



With the demands of life and work weighing on you, consider the following quick tips to help maximize your life:

- 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



# NATIONAL PROGRAMS



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



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



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



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



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



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

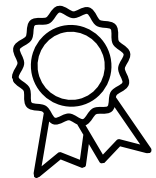


Improve the quality of life in your community through assessment, education, and advocacy. Use your voice to create change!



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

## NATIONAL PROGRAM AWARDS



FCCLA offers national recognition to chapters and individual members who complete projects for National Programs. This honor includes cash awards up to \$1,000\* and/or special recognition at the National Leadership Conference, online, and in Teen Times magazine.

- High School Award - \$1,000
- Middle School Award - \$1,000
- Runner-Up Award - \$500
- FACTS State Level Awards - \$500 in each state (Sponsorship by Ford Driving Skills for Life/GHSA)
- RSA Award - \$500 (one award, sponsored by Joe and Patricia Toole)

### HOW TO APPLY:



- Read the Program Award Application Tips on the National FCCLA website
- Apply online through the FCCLA portal
- All program award applications are due by March 1
- Questions? Email [programs@fcclainc.org](mailto:programs@fcclainc.org)

# INTEGRATING NATIONAL PROGRAMS

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.



## Make Your Team Work



- In the end, it is still their project!
- Show them the application 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.



## Leave Freedom of Choice with The 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.

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!



# Integrating National Programs



Submitted by Allison Kreifels, Former State Adviser, Nebraska

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="http://fcclainc.org/engage/national-programs">fcclainc.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="http://fcclainc.org/engage/national-programs">fcclainc.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="http://fcclainc.org/engage/national-programs">fcclainc.org/engage/national-programs</a></li> </ul>

# Integrating National Programs



Submitted by Allison Kreifels, Former State Adviser, Nebraska

Program	Competitive Event Examples	Possible Class to Implement Into	National FCS Standards	Class Project
<b>COMMUNITY SERVICE</b> <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="http://fcclainc.org/engage/national-programs">fcclainc.org/engage/national-programs</a></li> </ul>
<b>POWER of ONE</b> <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="http://fcclainc.org/engage/national-programs">fcclainc.org/engage/national-programs</a></li> </ul>
<b>STAND UP</b> <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="http://fcclainc.org/engage/national-programs">fcclainc.org/engage/national-programs</a></li> </ul>
<b>STUDENT BODY</b> <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="http://fcclainc.org/engage/national-programs">fcclainc.org/engage/national-programs</a></li> </ul>





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

## PROMOTE

### Increase Membership by 5% & Increase Chapter Visibility

#### Resources:

- Adviser Resource Guide
- Montana FCCLA website

**When:** Ongoing

## MANAGE

### Conduct Ongoing Meetings & Chapter Fundraiser

#### Resources:

- Montana Leadership Rally Officer and Chapter Leader Training
- Montana FCCLA website (chapter management resources)

**When:** September—October

## AFFILIATE

### 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

### Integrate three 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

## EVENTS

### 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 + 10-12 students): March

## EVENTS

### Participate in the State Outreach Project

#### Resources:

- Montana FCCLA website

**When:** September—February

# CLASSROOM INTEGRATION

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!

Check out the complete list of each STAR Event and Skill Demonstration Event along with its crosswalk to National Standards and Initiatives here:



<https://fcclainc.org/sites/default/files/Competitive%20Events%20Crosswalk%20%28Event%20Focused%29%20.pdf>



## Lesson Plans & Resources

<https://fcclainc.org/lead/advisers/lesson-plans-resources>

## FCCLA Lesson Plan: Teach and Train

<https://fcclainc.org/sites/default/files/Teach%20and%20Train%20Lesson%20Plan.pdf>

## Virtual Leadership Experience



<https://fcclainc.org/sites/default/files/FCCLA%20Lesson%20Plan%20Power%20of%20One.pdf>



Power of One National program lesson integration

# 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.



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

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.

## Conduct a Community Needs Assessment with Your Chapter

### What Are the Benefits?

- Students need to understand what their community needs before they start planning service.
  - If students know what their community needs, they can tailor their service planning to really meet those needs, providing effective and meaningful service.
  - It’s important for students to understand that they need to adapt to the needs of their community, not the other way around.

### Community Needs Survey

Another way that students can learn about what their community needs is by organizing a community needs survey. The survey could be done on paper or with an electronic survey tool.

➡ Complete **2** out of **3** the following:

- **Make a Graph** Make a graph using the issue areas on the survey.
- **Make a Chart** Make a chart that highlights the different people who took the survey.
- **Make a Poster** Pick five interesting things that can be gleaned from the data.

For more specific information and instructions, be sure to check out the Community Service Program Guide!

# CHAPTER OPERATIONS CHECKLIST

Your activities might include local, district/regional, state, and national meetings, ceremonies, service projects, fundraisers, social events, National FCCLA Week celebration activities, group and individual projects, and membership promotion.

## Student Leaders

- ☒ Plan the first meeting. Be sure to include something fun and exciting, such as a game, skit, or other hands-on activity.
- ☒ At the first meeting, brainstorm which leaders/officers and committees (membership, publicity, etc.) will be needed, and determine a procedure for selecting them. Set a date to elect officers and set up committees to involve all members.
- ☒ After officers are elected, hold an executive council meeting to review duties and responsibilities and plan an agenda for the next chapter meeting.
- ☒ At the next chapter meeting, have all members brainstorm ideas for possible projects and events, and narrow them down to those to be used for planning chapter projects and events.
- ☒ Develop a calendar for chapter activities. For each activity or concern, use the FCCLA Planning Process to set chapter goals and form a plan for carrying out, evaluating, and publicizing the chapter's activities. Make sure dates are included on the master school calendar.
- ☒ Collect state and national dues. The earlier your chapter affiliates, the sooner it will start receiving benefits, such as Teen Times. Additional members may be affiliated through May 31. States may have earlier deadlines related to state conferences or other state meetings.
- ☒ Develop an itemized budget for the year. Keep minutes of each meeting. Plan regular executive and chapter meetings.
- ☒ Attend and participate in district/regional and state meetings and, if possible, send delegates to a National Cluster Meeting and/or to National Leadership Conference.
- ☒ Publicize chapter activities in both the school and community to build the chapter's image. Send information to Teen Times and your state FCCLA newsletter.
- ☒ Display issues of Teen Times in school and community libraries and other public places. Ask your school library to subscribe.
- ☒ Keep both school administrators and parents informed about meetings and other events
- ☒ Regularly evaluate chapter projects and activities to determine if members' goals are being met.



# THE FCCLA PLANNING PROCESS

## An Overview

The planning process is a decision-making tool that supports the organization's overall philosophy about youth centered leadership and personal growth.

### Identify Concerns



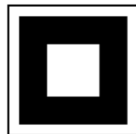
- Brainstorm concerns
- Evaluate listed concerns
- Narrow to one workable idea or concern

### Set a Goal



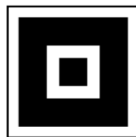
- Get a clear mental picture of what you want to accomplish
- Write it down
- Evaluate it

### Form a Plan



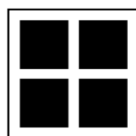
- Plan how to achieve goal
- Decide who, what, where, when, why, and how

### Act



- Carry out project

### Follow Up



- Evaluate project
- Thank people involved
- Recognize participants



## IDENTIFY CONCERNS



## SET A GOAL



## FORM A PLAN

- who
- what
- where
- when
- why
- how



## ACT



## FOLLOW UP

What could  
have gone  
better/what  
did you  
learn?



# FCCLA Planning Process **Sample**



## IDENTIFY CONCERNS

We have an active FCCLA chapter, but we don't feel that everyone in our school knows what FCCLA is all about. We need new members to help increase our visibility in the school and community.



## SET A GOAL

To recruit 20 NEW affiliated FCCLA members with a membership campaign which will include posters, signs, classroom presentations, and a Beach Party at the next chapter meeting.



## FORM A PLAN

Who: Membership committee and returning FCCLA members

- who
- what
- where
- when
- why
- how

What: Create 10 posters about FCCLA and remind students of the Beach Party by utilizing the school morning announcements and handing out invitations to students who are eligible to join. Chapter members will also present FCCLA information and show the video to Family and Consumer Sciences classes.

Where: The posters will be placed in the halls and the announcements will reach all of the high school. The Beach Party will be in the Family and Consumer Sciences department. The FCCLA presentations will take place in the Family and Consumer Sciences classes.

When: The membership committee will create posters within seven days. The posters will be placed during the first week of school. Announcements and classroom presentations will begin one week prior to the meeting. The membership committee and FCCLA adviser will purchase food and decorations for the beach party the night prior to the meeting. The meeting will be held three weeks after school starts.

Why: We believe that Family, Career and Community Leaders of America is the ultimate leadership experience! We want more members to join so that we can plan and carry out more community service projects this year and so that the school and community members are aware of what FCCLA is.

How: The posters will be created on a computer to make them look professional. The membership committee will meet after school to plan the classroom presentations, school announcements, and Beach Party activities, food, and decorations. The committee will meet two times after school with their FCCLA adviser to ensure organization of the event.



## ACT

The posters were created and placed throughout the school on time. Announcements were made and invitations were given to non-members about the Beach Party. FCCLA presentations took place in eight Family and Consumer Sciences classes. The membership committee bought and prepared the food and activities for the Beach Party. Forty non-members attended the Beach Party and FCCLA meeting.



## FOLLOW UP

What could have gone better/what did you learn?

After the meeting, the membership committee spoke directly with the 40 interested non-members and asked them to join FCCLA. Twenty-six new FCCLA members affiliated within one week of our meeting and 10 are still undecided and will join us at our next meeting to learn more about FCCLA.

Our first presentation to the Family and Consumer Sciences class was too scripted. We learned that we needed to practice more so that we sounded more professional. We also felt that handouts about FCCLA with the Beach Party invitations would have helped. Next year we will plan on handing out a reminder note to the Family and Consumer Sciences classes the day before our meeting.