

2026-27 STATE OUTREACH PROJECT

PROJECT PLANNING GUIDES



Chapters have many options when developing their local outreach projects--create their own project, or utilize one of the project planning guides available to help them get started. Use these guides as a framework to help you get started, making adjustments to maximize local impact!

PROJECT IDEAS



MY SKILLS

Building the skills for success



LEADERSHIP STYLES BULLETIN BOARD

Pages 2-3

Create a bulletin board featuring leadership styles and quotes from faculty and staff about how they lead.



TEAMWORK FESTIVAL

Pages 4-5

Host games and challenges for middle-school students that build teamwork and conflict management skills; important qualities for career success.



CLASSROOM-BASED BUSINESS

Pages 6-7

Launch an entrepreneurship project to build teamwork, leadership, and job skills. Some ideas are custom spirit wear, or a snack cart at school events.

PROJECT IDEAS



MY LIFE

Planning for a balanced and purposeful life



REALITY FAIR

Pages 8-9

Partner with a local credit union to offer a financial management simulation where students make real-life spending decisions.



CAREER PLAN GALLERY WALK

Pages 10-11

Have members create five-year career plans and design posters to showcase their goals and activities at a parent night or open house.



LEADERSHIP IMPACT BULLETIN BOARD

Pages 12-13

Create a bulletin board full of leadership prompts and encourage students to deliver the cards to others who demonstrate leadership.

PROJECT IDEAS



MY CAREER

Exploring careers and the world of work



CAREER CONNECTION DIRECTORY

Pages 14-15

Collect contact cards at school events and build a directory of professional to support student career exploration.



LOCAL CAREER FAIR

Pages 16-17

Invite business representatives to host panels or workshops and share their career experiences with students.



CAREER EXPLORATION FIELD TRIPS

Pages 18-19

Visit local businesses and organizations to learn about a wide variety of career opportunities in your community.

PROJECT IDEAS



MY PATH

Navigating pathways to the future



FCCLA ALUMNI INTERVIEWS

Pages 20-21

Ask former local FCCLA members to participate in a speaker panel to share their career stories and advice.



CAREER CONNECTION PODCASTS

Pages 22-23

Create a podcast series showcasing what members have learned about career readiness and exploration and share on YouTube.



CAREER TRAINING EVENT

Pages 24-25

Invite training programs, colleges, and employers to share opportunities, financial aid information, and success stories from recent graduates.

LEADERSHIP STYLES BULLETIN BOARD



Use this planning guideline to help your chapter develop a Leadership Bulletin Board (or display) designed to showcase members of the school staff and their leadership styles. Collect quotes from the staff and students regarding how they see these leaders making a positive difference. This project reinforces concepts included in these Career Connection lessons: Learning About Yourself, Employability Skills, On The Job Leadership Skills, Skills Employers Want, and Self Management/Conflict Management Skills, all found in Unit 1: My Skills.

THE FCCLA PLANNING PROCESS



IDENTIFY CONCERNS:

How could fellow students benefit from analyzing leadership styles of some of the school's staff?

What evidence do you have that demonstrates this is an area of need? Be sure to include research or specific recent events in your response.

Remember to include your members' time for the event and all of the planning when submitting service hours on the Montana FCCLA website!



SET A GOAL:

Successful goals contain five components, including:

Specific---What will you accomplish?

Measurable---How can you measure your success? Some examples may include:

How many students will be involved?

How will you track your progress and know that you have reached your goal?

Attainable---How will you accomplish this goal? What are the smaller goals that must be accomplished?

Realistic--- Explain why this goal is important and how it can successfully fit into schedules for your FCCLA members and for the attendees.

Timebound---What is your deadline for completing this project?



FORM A PLAN:

While planning your Leadership Bulletin Board, consider using these committees to address all of the details:

LOGISTICS:

- What area will be used for your bulletin board or display?
- Who must be contacted for permission to use this space?
- How many leaders will you showcase? Develop a plan for how to divide the space between featured leaders.

LEADERSHIP STYLES BULLETIN BOARD

THE PLANNING PROCESS

FORM A PLAN (continued):

COMMUNICATIONS:

- How will participants be determined?
- How will information/quotes/examples be collected? Will you ask students to submit information or will you interview the featured staff? Develop a questionnaire or survey that collects all the information needed.
- How will you share the results of the event? Consider writing a media release and sharing with your school's public relations staff, the Montana FCCLA newsletter, and with [National FCCLA](#). Be sure to use #FCCLA and #MTFCCLA when posting online.
- What permissions are needed by school administrators? Who will reach out to secure those?

DESIGN:

- What is the vision for the finished design?
- What resources/supplies will be needed for the project? Develop a shopping list and a budget for the project.
- Where will the funding come from? Is a sponsor or a fundraiser needed? Consider exploring Montana FCCLA grants or national FCCLA partnerships for project support, if needed.

COORDINATION:

- Communicate with all of the other committees and secure their major activities. Develop a timeline, including deadlines for each event and committee.
- Determine the best date for the event; consider your school and community events to reduce competition with other events.
- Check in with committees weekly to ensure tasks are being accomplished on time.
- Work to develop solutions for any surprise challenges that arise.
- Communicate with your chapter adviser to keep him/her posted on the progress.

ACT

Complete your bulletin board or display; be sure to take lots of photos and compile a list of those who helped so that you can thank them.

FOLLOW UP

- Ask participating members and the chapter adviser to reflect on the project's accomplishments, strengths, and areas for growth. What would you change if you conducted the same project again?
- Write thank-you notes to all who helped make the project a success. Share your project's accomplishments with media releases.

Great job planning such an amazing project! Since all the details are complete, you actually have nearly all information needed to submit a National Program Award application! Consider submitting your project for recognition by March 1 in the membership portal.

TEAMWORK FESTIVAL

Use these planning guidelines to help your chapter host a Teamwork Festival, designed to build teamwork and conflict management skills, important qualities for career success. The Teamwork Festival includes games and challenges for middle-school students, offering them an opportunity to practice and build workplace-ready skills in a fun environment.

Career Connection Lessons related to this project include: Learning About Yourself and Skills Employers Want, both from Unit 1: My Skills.



THE FCCLA PLANNING PROCESS



IDENTIFY CONCERNS:

How could middle school students benefit by improving their teamwork and conflict management skills?

What evidence do you have that this is an area of need? Consider recent local events or internet research to support your answer.



SET A GOAL:

Successful goals contain five components, including:

Specific---What will you accomplish?

Measurable---How can you measure your success? Some examples may include:

How many students will be involved?

How will you track your progress and know that you have reached your goal?

Attainable---How will you accomplish this goal? What are the smaller goals that must be accomplished?

Realistic--- Explain why this goal is important and how it can successfully fit into schedules for your FCCLA members and for the attendees.

Timebound---What is your deadline for completing this project?

Remember to include your members' time for the event and all of the planning when submitting service hours on the Montana FCCLA website!



FORM A PLAN:

While planning your Teamwork Festival, consider using these committees to address all of the details:

LOGISTICS:

- What location would be large enough to host your event?
- Who must be contacted to schedule the venue?
- How many stations are needed? A recommendation to consider might be one station for every 4-5 attendees. Remember 2-3 FCCLA members will be needed to host each station.
- What layout or floor plan will be necessary for this event?
- How will attendees be greeted/welcome as they arrive? Who will be responsible for this?

TEAMWORK FESTIVAL

THE PLANNING PROCESS FORM A PLAN (continued):



COMMUNICATIONS:

- How will attendees be determined? Is a middle school class available that could be invited to participate?
- Which are best to promote the event? Signs? Social media? Personal invitations?
- How will you share the results of the event? Consider writing a media release and sharing with your school's public relations staff, the Montana FCCLA newsletter, and with [National FCCLA](#). Be sure to use #FCCLA and #MTFCCLA when posting online.
- What permissions are needed by school administrators? Who will reach out to secure those?
- Develop a brief survey for attendees to complete before and after participating to determine results accomplished. Determine the best way to survey attendees.

Pro tip! When completed, your project plan will have almost all the information needed for a STAR Event entry! Consider using this project as an entry!

STATIONS:

- What activities will take place at each of the stations? Consider using activities that are fun and engaging; some examples can be found in [these resources](#). Develop a script with specific instructions for attendees at each station, as well as follow-up questions as the station activities end.
- What resources/supplies will be needed at each station? Develop a shopping list and a budget for the project.
- Where will the funding come from? Is a sponsor or a fundraiser needed? Consider exploring Montana FCCLA grants or national FCCLA partnerships for project support, if needed.

COORDINATION:

- Communicate with all of the other committees and secure their major activities. Develop a timeline, including deadlines for each event and committee.
- Determine the best date for the event; consider your school and community events to reduce competition with other events.
- Check in with committees weekly to ensure tasks are being accomplished on time.
- Work to develop solutions for any surprise challenges that arise.
- Communicate with your chapter adviser to keep him/her posted on the progress.



ACT

Host your event; be sure to take lots of photos and compile a list of those who helped so that you can thank them.



FOLLOW UP

- Review attendee surveys, and also ask participating members and the chapter adviser to reflect on the projects accomplishments, strengths, and areas for growth. What would you change if you conducted the same project again?
- Write thank-you notes to all who helped make the project a success. Share your project's accomplishments with media releases.

Great job planning such an amazing project! Since all the details are complete, you actually have nearly all information needed to submit a National Program Award application! Consider submitting your project for recognition by March 1 in the membership portal.



CLASSROOM-BASED BUSINESS



Use this planning guideline to help your chapter develop and launch a classroom-based business that allows students to learn about running a business and practice important skills needed in the workplace. This project reinforces concepts included in these Career Connection lessons: Technical/Technology/ Job-Specific Skills, On The Job Leadership Skills, Workplace Ethics, and Self Management/Conflict Management Skills, all found in Unit 1: My Skills. This project is also an excellent way to explore the FCCLA Entrepreneurship STAR Event.

THE FCCLA PLANNING PROCESS



IDENTIFY CONCERNS:

Conduct market research to determine a local need for a product or service that your members can provide. Consider the skills of your group, as well as the area businesses offering a similar product or service. Some examples might include school spirit wear or stickers, customized gifts, snacks, or take-and-bake meals.

What evidence do you have that demonstrates this is an area of need? Be sure to include research or specific recent events in your response.

Determine who your target customer will be and survey this group to determine the feasibility of your business as well as what price points will be successful.



SET A GOAL:

Successful goals contain five components, including:

Specific---What will you accomplish?

Measurable---How can you measure your success? Some examples may include:

- How many orders are collected?
- How much profit is generated?
- What did we learn?

How will you track your progress and know that you have reached your goal?

Attainable---How will you accomplish this goal? What are the smaller goals that must be accomplished?

Realistic--- Explain why this goal is important and how it can successfully fit into schedules for your FCCLA members and for the attendees.

Timebound---What is your deadline for completing this project?



FORM A PLAN:

While planning your Classroom-Based Business, consider using these committees to address all of the details:

LOGISTICS:

- What area will be used for manufacturing, packaging, and delivery organization?
- Who must be contacted for permission to use this space?
- How many products/services will be offered?

Remember to include your members' time for the event and all of the planning when submitting service hours on the Montana FCCLA website!

CLASSROOM-BASED BUSINESS

THE PLANNING PROCESS

FORM A PLAN (continued):

COMMUNICATIONS:

- How will your business be advertised? Which are best to promote the event? Signs? Social media? Personal invitations?
- How will you share the results of your business? Consider writing a media release and sharing with your school's public relations staff, the Montana FCCLA newsletter, and with National FCCLA. Be sure to use #FCCLA and #MTFCCLA when posting online.
- What permissions are needed by school administrators? Who will reach out to secure those?
- Develop a brief survey for customers to complete to determine your business's strengths and areas for growth. Determine a plan to deliver the survey and collect the data.
- Develop a pre-and post-survey for students involved to determine what skills and knowledge are learned.

PRODUCTS/SERVICES:

- What products or services will be offered?
- What resources/supplies will be needed for production? Develop a shopping list, including sources, and a budget for the project. Determine appropriate pricing.
- Where will the initial funding come from? Is a sponsor or a fundraiser needed? Consider exploring Montana FCCLA grants or national FCCLA partnerships for project support, if necessary.

COORDINATION:

- Communicate with all of the other committees and secure their major activities. Develop a timeline, including deadlines for each event and committee.
- Determine the roles needed for this business; analyze the skills and strengths of participating members and determine who should fill what roles; develop a flow chart including roles and tasks.
- Check in with committees weekly to ensure tasks are being accomplished on time.
- Work to develop solutions for any surprise challenges that arise.
- Communicate with your chapter adviser to keep him/her posted on the progress.

ACT

Launch your business; be sure to take lots of photos and compile a list of those who helped so that you can thank them.

FOLLOW UP

- Review customer surveys and member surveys; also ask participating members and the chapter adviser to reflect on the project's accomplishments, strengths, and areas for growth. What would you change if you conducted the same project again?
- Write thank-you notes to all who helped make the project a success. Share your project's accomplishments with media releases.

Pro tip! When completed, your project plan will have almost all the information needed for a STAR Event entry! Consider using this project as an entry!

Great job planning such an amazing project! Since all the details are complete, you actually have nearly all information needed to submit a National Program Award application! Consider submitting your project for recognition by March 1 in the membership portal.



REALITY FAIR

Use these planning guidelines to help your chapter host a Reality Fair designed to offer high school members the opportunity to practice financial and career decision-making in a simulation situation.



THE FCCLA PLANNING PROCESS



IDENTIFY CONCERNS:

How could high school students benefit by practicing financial and career decision-making skills during a simulation?

What evidence do you have that this is an area of need? Consider recent local events or internet research to support your answer.



SET A GOAL:

Successful goals contain five components, including:

Specific---What will you accomplish?

Measurable---How can you measure your success? Some examples may include:

How many students will be involved?

How will you track your progress and know that you have reached your goal?

Attainable---How will you accomplish this goal? What are the smaller goals that must be accomplished?

Realistic--- Explain why this goal is important and how it can successfully fit into schedules for your FCCLA members and for the attendees.

Timebound---What is your deadline for completing this project?

Remember to include your members' time for the event and all of the planning when submitting service hours on the Montana FCCLA website!



FORM A PLAN:

While planning your Reality Fair, consider using these committees to address all of the details:

LOGISTICS:

- What location would be large enough to host your event?
- Who must be contacted to schedule the venue?
- What organization will help you host the event? One possibility is the Rocky Mountain Credit Union. Contact Beta Wilhelm at beta.Wilhelm@rmcu.net to learn more.
- What layout or floor plan will be necessary for this event?
- How will attendees be greeted/welcome as they arrive? Who will be responsible for this?

REALITY FAIR

THE PLANNING PROCESS FORM A PLAN (continued):



COMMUNICATIONS:

- How will attendees be determined? How will they learn of the event?
- Which are best to promote the event? Signs? Social media? Personal invitations?
- How will you share the results of the event? Consider writing a media release and sharing with your school's public relations staff, the Montana FCCLA newsletter, and with [National FCCLA](#). Be sure to use #FCCLA and #MTFCCLA when posting online.
- What permissions are needed by school administrators? Who will reach out to secure those?
- Develop a brief survey for attendees to complete before and after participating to determine results accomplished. Determine the best way to survey attendees.

SUPPLIES:

- What activities will take place? Develop a script with specific instructions for attendees, as well as follow-up questions as the activities end.
- What resources/supplies will be needed? Develop a shopping list and a budget for the project.
- Where will the funding come from? Is a sponsor or a fundraiser needed? Consider exploring Montana FCCLA grants or national FCCLA partnerships for project support, if needed.

COORDINATION:

- Communicate with all of the other committees and secure their major activities. Develop a timeline, including deadlines for each event and committee.
- Determine the best date for the event; consider your school and community events to reduce competition with other events.
- Check in with committees weekly to ensure tasks are being accomplished on time.
- Work to develop solutions for any surprise challenges that arise.
- Communicate with your chapter adviser to keep him/her posted on the progress.



ACT

Host your event; be sure to take lots of photos and compile a list of those who helped so that you can thank them.



FOLLOW UP

- Review attendee surveys, and also ask participating members and the chapter adviser to reflect on the projects accomplishments, strengths, and areas for growth. What would you change if you conducted the same project again?
- Write thank-you notes to all who helped make the project a success. Share your project's accomplishments with media releases.

Great job planning such an amazing project! Since all the details are complete, you actually have nearly all information needed to submit a National Program Award application! Consider submitting your project for recognition by March 1 in the membership portal.



CAREER PLAN GALLERY WALK



Use this planning guideline to help your chapter develop a Career Plan Gallery Walk designed to showcase members of the school staff and their leadership styles. Collect quotes from the staff and students regarding how they see these leaders making a positive difference. This project reinforces concepts included in these Career Connection lessons: Looking At the Big Picture of My Life, Choosing A Career, Options for Lifestyles and Roles and Choices in Families, Careers and Communities; Goals for my Roles, both found in Unit 2: My Life

THE FCCLA PLANNING PROCESS



IDENTIFY CONCERNS:

How could fellow students benefit from seeing the Career Plan of other students?

What evidence do you have that demonstrates this is an area of need? Be sure to include research or specific recent events in your response.



SET A GOAL:

Successful goals contain five components, including:

Specific---What will you accomplish?

Measurable---How can you measure your success? Some examples may include:

How many Career Plans will be featured in the Gallery Walk?

How many people would you like to reach with the project?

Is there an upcoming event (parent night, open house) that would allow your project to reach even more people?

Consider choosing a time that offers this opportunity, if desired.

Attainable---How will you accomplish this goal? What are the smaller goals that must be accomplished?

Realistic--- Explain why this goal is important and how it can successfully fit into schedules for your FCCLA members and for the attendees.

Timebound---What is your deadline for completing this project?



FORM A PLAN:

While planning your Career Plan Gallery Walk, consider using these committees to address all of the details:

LOGISTICS:

- What area will be used for your bulletin board or display?
- Who must be contacted for permission to use this space?
- Develop a plan for how to divide the available space between the included projects.

Remember to include your members' time for the event and all of the planning when submitting service hours on the Montana FCCLA website!

CAREER PLAN GALLERY WALK

THE PLANNING PROCESS

FORM A PLAN (continued):

COMMUNICATIONS:

- What information should be included in each participant's Career Plan project? Consider using the My Plan handout from Career Connection, Unit 2, as a starting point for the Career Plan information to include.
- How will others be invited to view the finished display? What information is important to include?
- How will you share the results of the event? Consider writing a media release and sharing with your school's public relations staff, the Montana FCCLA newsletter, and with National FCCLA. Be sure to use #FCCLA and #MTFCCLA when posting online.
- What permissions are needed by school administrators? Who will reach out to secure those?

DESIGN:

- What is the vision for the finished design?
- What resources/supplies will be needed for the project? Develop a shopping list and a budget for the project.
- Where will the funding come from? Is a sponsor or a fundraiser needed? Consider exploring Montana FCCLA grants or national FCCLA partnerships for project support, if needed.

COORDINATION:

- Communicate with all of the other committees and secure their major activities. Develop a timeline, including deadlines for each event and committee.
- Determine the best date for the event; consider your school and community events to increase visibility for your project.
- Check in with committees weekly to ensure tasks are being accomplished on time.
- Work to develop solutions for any surprise challenges that arise.
- Communicate with your chapter adviser to keep him/her posted on the progress.

ACT

Provide students with time, resources, and instructions for completing their Career Plan. Consider using activities from Choosing A Career in Unit 2 of Career Connection to support students as they create their Career Plan poster. Be sure to take lots of photos and compile a list of those who helped so that you can thank them.

FOLLOW UP

- Ask participating members and the chapter adviser to reflect on the project's accomplishments, strengths, and areas for growth. What would you change if you conducted the same project again?
- Write thank-you notes to all who helped make the project a success. Share your project's accomplishments with media releases.

Great job planning such an amazing project! Since all the details are complete, you actually have nearly all information needed to submit a National Program Award application! Consider submitting your project for recognition by March 1 in the membership portal.



LEADERSHIP IMPACT BULLETIN BOARD



Use this planning guideline to help your chapter create a Leadership Impact Bulletin Board (or display) full of leadership prompts, then encourage students to deliver the cards to others who demonstrate leadership in their own lives. This project helps students consider real-life examples of not only leadership qualities, but also the impact of leaders on society. The Leadership Impact Bulletin Board was inspired by [this example](#). This project reinforces concepts included in these Career Connection lessons: Maintaining a Professional Digital Image, and Managing Interconnected Roles, both found in Unit 2: My Life.

THE FCCLA PLANNING PROCESS



IDENTIFY CONCERNS:

- How could fellow students benefit from analyzing examples of applied leadership in others?
- What could be the effects of recognizing these leadership qualities in others?
- What evidence do you have that demonstrates this is an area of need? Be sure to include research or specific recent events in your response.

Remember to include your members' time for the event and all of the planning when submitting service hours on the Montana FCCLA website!



SET A GOAL:

Successful goals contain five components, including:

Specific---What will you accomplish?

Measurable---How can you measure your success? How will you track your progress and know that you have reached your goal?

Attainable---How will you accomplish this goal? What are the smaller goals that must be accomplished?

Realistic--- Explain why this goal is important and how it can successfully fit into schedules for your FCCLA members and for the attendees.

Timebound---What is your deadline for completing this project?



FORM A PLAN:

While planning your Leadership Bulletin Board, consider using these committees to address all of the details:

LOGISTICS:

- What area will be used for your bulletin board or display?
- Who must be contacted for permission to use this space?
- How many leadership impact cards will you include? Develop a plan for how to divide the space between featured leaders.

LEADERSHIP IMPACT BULLETIN BOARD

THE PLANNING PROCESS

FORM A PLAN (continued):

COMMUNICATIONS:

- How will the instructions be communicated?
- How will your members determine what prompts will be included on the cards? Some examples that might help you get started could include:
 - Bring this to someone who encourages others with positive feedback.
 - Bring this to someone who uses words that help others believe in themselves
 - Bring this to someone who has created a positive digital image
 - Bring this to someone who resolves conflicts in a positive way
- How will you share the results of the event? Consider writing a media release and sharing with your school's public relations staff, the Montana FCCLA newsletter, and with [National FCCLA](#). Be sure to use #FCCLA and #MTFCCLA when posting online.
- What permissions are needed by school administrators? Who will reach out to secure those?

DESIGN:

- What is the vision for the finished design?
- What resources/supplies will be needed for the project? Develop a shopping list and a budget for the project.
- Where will the funding come from? Is a sponsor or a fundraiser needed? Consider exploring Montana FCCLA grants or national FCCLA partnerships for project support, if needed.

COORDINATION:

- Communicate with all of the other committees and secure their major activities. Develop a timeline, including deadlines for each event and committee.
- Determine the best date for the event; consider your school and community events to increase visibility of your project.
- Check in with committees weekly to ensure tasks are being accomplished on time.
- Work to develop solutions for any surprise challenges that arise.
- Communicate with your chapter adviser to keep him/her posted on the progress.

ACT

Complete your bulletin board or display; be sure to take lots of photos and compile a list of those who helped so that you can thank them.

FOLLOW UP

- Ask participating members and the chapter adviser to reflect on the project's accomplishments, strengths, and areas for growth. What would you change if you conducted the same project again?
- Write thank-you notes to all who helped make the project a success. Share your project's accomplishments with media releases.

Great job planning such an amazing project! Since all the details are complete, you actually have nearly all information needed to submit a National Program Award application! Consider submitting your project for recognition by March 1 in the membership portal.

CAREER CONNECTION DIRECTORY



Use this planning guideline to help your chapter develop a local career connection directory, collecting contact cards at school events to build a directory of professional to support student career exploration. This project helps students explore careers new to them, as well as offering an opportunity to learn more about specific careers they may be considering. This project reinforces concepts included in these Career Connection lessons: What is Work, Rewards of Work, Why Work for Pay, Differences Between Jobs and Careers, Types of Employers, Career Clusters; Careers in Family and Consumer Sciences, and My Career Search Toolbox, all found in Unit 3: My Career.

THE FCCLA PLANNING PROCESS



IDENTIFY CONCERNS:

- How could fellow students benefit from meeting professionals from a variety of career backgrounds?
- What upcoming career trends are important for students to learn about?
- What evidence do you have that demonstrates this is an area of need? Be sure to include research or specific recent events in your response.



SET A GOAL:

Successful goals contain five components, including:

Specific---What will you accomplish?

Measurable---How can you measure your success? How will you track your progress and know that you have reached your goal?

Attainable---How will you accomplish this goal? What are the smaller goals that must be accomplished?

Realistic--- Explain why this goal is important and how it can successfully fit into schedules for your FCCLA members and for the attendees.

Timebound---What is your deadline for completing this project?



FORM A PLAN:

While planning your Career Connection Contacts project, consider using these committees to address all of the details:

LOGISTICS:

- What school events would be appropriate to set up a table to collect contact information? Consider parent night, open house, sporting events, concerts, etc. Consider other buildings in your district, such as the elementary or middle school as well.
- Who must be contacted for permission to use this space?
- What information will you ask participants to share with you? A good place to start might include name, email and phone number, position title, industry.
- Consider engagement options for your volunteers--find out who is interested in speaking to a class or offering a field trip, or if the participants would be willing to be interviewed by students or serve as a career mentor.

Remember to include your members' time for the event and all of the planning when submitting service hours on the Montana FCCLA website!

CAREER CONNECTION DIRECTORY

THE PLANNING PROCESS

FORM A PLAN (continued):

COMMUNICATIONS:

- What information do the participants? How will that information be communicated?
- How will the Career Connection contact information be used? Explore bulletin boards, class speakers, and other engagement opportunities to connect the participants with students.
- How will you share the results of the event? Consider writing a media release and sharing with your school's public relations staff, the Montana FCCLA newsletter, and with National FCCLA. Be sure to use #FCCLA and #MTFCCLA when posting online.
- What permissions are needed by school administrators? Who will reach out to secure those?
- Develop surveys to determine what students learned from the project.
- Consider recognizing all participants on social media, as well as using that as a platform to collect even more contacts.

COORDINATION:

- Communicate with all of the other committees and secure their major activities. Develop a timeline, including deadlines for each event and committee.
- Determine the best date for the event; consider your school and community events to reduce competition between other events.
- Check in with committees weekly to ensure tasks are being accomplished on time.
- Work to develop solutions for any surprise challenges that arise.
- Communicate with your chapter adviser to keep him/her posted on the progress.

ACT

Host your Local Career Fair; be sure to take lots of photos and compile a list of those who helped so that you can thank them.

FOLLOW UP

- Ask participating members and the chapter adviser to reflect on the project's accomplishments, strengths, and areas for growth. What would you change if you conducted the same project again?
- Write thank-you notes to all who helped make the project a success. Share your project's accomplishments with media releases.

Pro tip! When completed, your project plan will have almost all the information needed for a STAR Event entry! Consider using this project as an entry!

Great job planning such an amazing project! Since all the details are complete, you actually have nearly all information needed to submit a National Program Award application! Consider submitting your project for recognition by March 1 in the membership portal.

LOCAL CAREER FAIR



Use this planning guideline to help your chapter host a local career fair, inviting business representatives to host panels or workshops and share their career experiences with students. This project helps students explore careers new to them, as well as offering an opportunity to learn more about specific careers they may be considering. This project reinforces concepts included in these Career Connection lessons: What is Work, Rewards of Work, Why Work for Pay, Differences Between Jobs and Careers, Types of Employers, Career Clusters; Careers in Family and Consumer Sciences, and My Career Search Toolbox, all found in Unit 3: My Career.

THE FCCLA PLANNING PROCESS



IDENTIFY CONCERNS:

- How could fellow students benefit from meeting professionals from a variety of career backgrounds?
- What upcoming career trends are important for students to learn about?
- What evidence do you have that demonstrates this is an area of need? Be sure to include research or specific recent events in your response.



SET A GOAL:

Successful goals contain five components, including:

Specific---What will you accomplish?

Measurable---How can you measure your success? How will you track your progress and know that you have reached your goal?

Attainable---How will you accomplish this goal? What are the smaller goals that must be accomplished?

Realistic--- Explain why this goal is important and how it can successfully fit into schedules for your FCCLA members and for the attendees.

Timebound---What is your deadline for completing this project?

Remember to include your members' time for the event and all of the planning when submitting service hours on the Montana FCCLA website!



FORM A PLAN:

While planning your Local Career Fair consider using these committees to address all of the details:

LOGISTICS:

- What format will be a good fit for your event? Will you have access to a large space with a table for each participant? Or will you utilize several classrooms and ask speakers to talk for a specific amount of time before attendees rotate to a new room? Consider which format would be best for your group and develop a map or schedule, depending on which option is chosen.
- Who must be contacted for permission to use this space?
- How many speakers/participants will you invite?
- What students will be invited to attend as the audience?

LOCAL CAREER FAIR

THE PLANNING PROCESS

FORM A PLAN (continued):

COMMUNICATIONS:

- What information do the participants/presenters need? How will that information be communicated?
- How will the audience learn about the event?
- Who will greet the audience and what messages will the audience need to receive?
- How will you share the results of the event? Consider writing a media release and sharing with your school's public relations staff, the Montana FCCLA newsletter, and with National FCCLA. Be sure to use #FCCLA and #MTFCCLA when posting online.
- What permissions are needed by school administrators? Who will reach out to secure those?
- Who will introduce speakers? Develop a script template that can be used.
- Confirm with speakers and consider what support speakers might need (map, parking information, etc.).
- Develop surveys--one for the audience to determine what they learned and what suggestions they have for the event and one for participants to learn about the strengths and areas of growth for your event.

SETUP:

- What resources/supplies will be needed for the project? Develop a shopping list and a budget for the project. Consider a small gift for each speaker, balloons, tablecloths, etc.
- Where will the funding come from? Is a sponsor or a fundraiser needed? Consider exploring Montana FCCLA grants or national FCCLA partnerships for project support, if needed.

COORDINATION:

- Communicate with all of the other committees and secure their major activities. Develop a timeline, including deadlines for each event and committee.
- Determine the best date for the event; consider your school and community events to reduce competition between other events.
- Check in with committees weekly to ensure tasks are being accomplished on time.
- Work to develop solutions for any surprise challenges that arise.
- Communicate with your chapter adviser to keep him/her posted on the progress.

ACT

Host your Local Career Fair; be sure to take lots of photos and compile a list of those who helped so that you can thank them.

FOLLOW UP

- Ask participating members and the chapter adviser to reflect on the project's accomplishments, strengths, and areas for growth. What would you change if you conducted the same project again?
- Write thank-you notes to all who helped make the project a success. Share your project's accomplishments with media releases.

Pro tip! When completed, your project plan will have almost all the information needed for a STAR Event entry! Consider using this project as an entry!

Great job planning such an amazing project! Since all the details are complete, you actually have nearly all information needed to submit a National Program Award application! Consider submitting your project for recognition by March 1 in the membership portal.

CAREER EXPLORATION FIELD TRIP



Use this planning guideline to help your chapter organize a field trip to explore careers found within your own community. This project helps students explore careers new to them, as well as offering an opportunity to learn more about specific careers they may be considering. This project reinforces concepts included in these Career Connection lessons: What is Work, Rewards of Work, Why Work for Pay, Differences Between Jobs and Careers, Types of Employers, Career Clusters; Careers in Family and Consumer Sciences, and My Career Search Toolbox, all found in Unit 3: My Career.

THE FCCLA PLANNING PROCESS



IDENTIFY CONCERNS:

- How could fellow students benefit from meeting professionals from a variety of career backgrounds?
- What upcoming career trends are important for students to learn about?
- What evidence do you have that demonstrates this is an area of need? Be sure to include research or specific recent events in your response.



SET A GOAL:

Successful goals contain five components, including:

Specific---What will you accomplish?

Measurable---How can you measure your success? How will you track your progress and know that you have reached your goal?

Attainable---How will you accomplish this goal? What are the smaller goals that must be accomplished?

Realistic--- Explain why this goal is important and how it can successfully fit into schedules for your FCCLA members and for the attendees.

Timebound---What is your deadline for completing this project?



FORM A PLAN:

While planning your Local Career Fair consider using these committees to address all of the details:

LOGISTICS:

- What is the best format for your field trip? Will students attending walk or is bus transportation needed?
- Survey students to determine interest in specific careers. Determine which local businesses you would like to visit.
- Who must be contacted for permission for a field trip? Be sure to arrange for permissions.
- How many businesses will you visit?
- What students will be invited to attend?

Remember to include your members' time for the event and all of the planning when submitting service hours on the Montana FCCLA website!

CAREER EXPLORATION FIELD TRIP

THE PLANNING PROCESS

FORM A PLAN (continued):

COMMUNICATIONS:

- What information do the participants/presenters need? How will that information be communicated?
- What information/instructions do students need prior to participation? How will that be communicated?
- How will you share the results of the event? Consider writing a media release and sharing with your school's public relations staff, the Montana FCCLA newsletter, and with National FCCLA. Be sure to use #FCCLA and #MTFCCLA when posting online.
- What permissions are needed by parents/guardians? Who will reach out to secure those?
- Who will serve as the leader of the group and communicate with representatives at each business when the group arrives?
- Develop a schedule and confirm with participants.
- Develop surveys--one for the students to determine what they learned and what suggestions they have for the event and one for businesses to learn about the strengths and areas of growth for your event.

SETUP:

- What resources/supplies will be needed for the project? Develop a shopping list and a budget for the project. Consider a small gift for each participating business/speaker.
- Where will the funding come from? Is a sponsor or a fundraiser needed? Consider exploring Montana FCCLA grants or national FCCLA partnerships for project support, if needed.

COORDINATION:

- Communicate with all of the other committees and secure their major activities. Develop a timeline, including deadlines for each event and committee.
- Determine the best date for the event; consider your school and community events to reduce competition between other events.
- Check in with committees weekly to ensure tasks are being accomplished on time.
- Work to develop solutions for any surprise challenges that arise.
- Communicate with your chapter adviser to keep him/her posted on the progress.

ACT

Host your Career Exploration Field Trip; be sure to take lots of photos and compile a list of those who helped so that you can thank them.

FOLLOW UP

- Ask participating members and the chapter adviser to reflect on the project's accomplishments, strengths, and areas for growth. What would you change if you conducted the same project again?
- Write thank-you notes to all who helped make the project a success.
Share your project's accomplishments with media releases.

Pro tip! When completed, your project plan will have almost all the information needed for a STAR Event entry! Consider using this project as an entry!

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FCCLA ALUMNI INTERVIEWS



Use this planning guideline to help your chapter organize an FCCLA alumni interview event or opportunity. Survey students to determine questions they have about life after high school, then reach out to local FCCLA alumni to gain their perspectives and learn from their experiences. This project reinforces concepts included in these Career Connection lessons: "On The Job" Application of FCCLA Through The Four Career Paths, Defining Career Success, Performance Evaluations, and Job Sequence/Career Ladder, Promotion, Managing Transitions, all found in Unit 4: My Path.

THE FCCLA PLANNING PROCESS



IDENTIFY CONCERNS:

- How could fellow students benefit from the experiences of recent graduates?
- What questions and concerns are students curious about?
- What evidence do you have that demonstrates this is an area of need? Be sure to include research or specific recent events in your response.



SET A GOAL:

Successful goals contain five components, including:

Specific---What will you accomplish?

Measurable---How can you measure your success? How will you track your progress and know that you have reached your goal?

Attainable---How will you accomplish this goal? What are the smaller goals that must be accomplished?

Realistic--- Explain why this goal is important and how it can successfully fit into schedules for your FCCLA members and for the attendees.

Timebound---What is your deadline for completing this project?



FORM A PLAN:

While planning your project, consider using these committees to address all of the details:

LOGISTICS:

- What is the best way to reach FCCLA alumni?
- Which format is best--will your members interview alumni and share there responses? Invite them to a Zoom to participate in a chapte rmeeting? Invite them to an in-person event for a panel discussion?
- Be sure to arrange for any necessary permissions.
- How many alumni will you involve?

Remember to include your members' time for the event and all of the planning when submitting service hours on the Montana FCCLA website!

FCCLA ALUMNI INTERVIEWS

THE PLANNING PROCESS

Pro tip! When completed, your project plan will have almost all the information needed for a STAR Event entry! Consider using this project as an entry!

FORM A PLAN (continued):

COMMUNICATIONS:

- What information will you communicate with alumni? What is the best format for that?
- How will you share the results of the event? Consider writing a media release and sharing with your school's public relations staff, the Montana FCCLA newsletter, and with National FCCLA. Be sure to use #FCCLA and #MTFCCLA when posting online.
- Who will coordinate the interviews? Develop a script to include important questions.
- Develop a schedule and confirm with participants.
- Develop a survey for the students to determine what they learned and what suggestions they have for the event.

SETUP:

- What resources/supplies will be needed for the project? Develop a shopping list and a budget for the project. Consider a small gift for each participating alumni.
- Where will the funding come from? Is a sponsor or a fundraiser needed? Consider exploring Montana FCCLA grants or national FCCLA partnerships for project support, if needed.

COORDINATION:

- Communicate with all of the other committees and secure their major activities. Develop a timeline, including deadlines for each event and committee.
- Check in with committees weekly to ensure tasks are being accomplished on time.
- Work to develop solutions for any surprise challenges that arise.
- Communicate with your chapter adviser to keep him/her posted on the progress.

ACT

Coordinate your Alumni Interviews; be sure to take lots of photos and compile a list of those who helped so that you can thank them.

FOLLOW UP

- Ask participating members and the chapter adviser to reflect on the project's accomplishments, strengths, and areas for growth. What would you change if you conducted the same project again?
- Write thank-you notes to all who helped make the project a success. Share your project's accomplishments with media releases.

Great job planning such an amazing project! Since all the details are complete, you actually have nearly all information needed to submit a National Program Award application! Consider submitting your project for recognition by March 1 in the membership portal.

CAREER CONNECTION PODCASTS



Use this planning guideline to help your chapter organize career podcasts for members to share what they have learned about career readiness and exploration and share on YouTube. This project reinforces concepts included in these Career Connection lessons: Identifying Steps to Reach Career and Lifestyle Goals, Education and Training Options, Risks, Benefits, and Financing, Learning Through Leadership, Volunteering, Job Shadowing, Internships, Apprenticeships and Job Sequence/Career Ladder, Promotion, Managing Transitions, all found in Unit 4: My Path.

THE FCCLA PLANNING PROCESS



IDENTIFY CONCERNS:

- What have students learned from their recent career exploration and research? How could fellow students benefit from this knowledge?
- What evidence do you have that demonstrates this is an area of need? Be sure to include research or specific recent events in your response.



SET A GOAL:

Successful goals contain five components, including:

Specific---What will you accomplish?

Measurable---How can you measure your success? How will you track your progress and know that you have reached your goal?

Attainable---How will you accomplish this goal? What are the smaller goals that must be accomplished?

Realistic--- Explain why this goal is important and how it can successfully fit into schedules for your FCCLA members and for the attendees.

Timebound---What is your deadline for completing this project?



FORM A PLAN:

While planning your project, consider using these committees to address all of the details:

LOGISTICS:

- What do our members need to learn before creating a podcast?
- Which platform is best suited for this project?
- What roles are necessary to create podcasts? Consider script writing, speaking, promoting, etc.
- How many students will participate?
- Develop a release schedule for all episodes.
- Determine who will be responsible for maintaining the podcast account; set up the account for uploading.

Remember to include your members' time for the event and all of the planning when submitting service hours on the Montana FCCLA website!

CAREER CONNECTION PODCASTS

THE PLANNING PROCESS

Pro tip! When completed, your project plan will have almost all the information needed for a STAR Event entry! Consider using this project as an entry!

FORM A PLAN (continued):

COMMUNICATIONS:

- Develop a template for information that will be included in each podcast. Consider a consistent introduction and closure.
- How will you promote the podcasts?
- Develop a survey for the students to determine what they learned and what suggestions they have for the improvement.
- How will you share the results of the event? Consider writing a media release and sharing with your school's public relations staff, the Montana FCCLA newsletter, and with National FCCLA. Be sure to use #FCCLA and #MTFCCLA when posting online.

RESOURCES:

- What resources/supplies will be needed for the project? Develop a shopping list and a budget for the project.
- Where will the funding come from? Is a sponsor or a fundraiser needed? Consider exploring Montana FCCLA grants or national FCCLA partnerships for project support, if needed.

COORDINATION:

- Communicate with all of the other committees and secure their major activities. Develop a timeline, including deadlines for each event and committee.
- Check in with committees weekly to ensure tasks are being accomplished on time.
- Work to develop solutions for any surprise challenges that arise.
- Communicate with your chapter adviser to keep him/her posted on the progress.

ACT

Record the podcasts; be sure to take lots of photos and compile a list of those who helped so that you can thank them.

FOLLOW UP

- Ask participating members and the chapter adviser to reflect on the project's accomplishments, strengths, and areas for growth. What would you change if you conducted the same project again?
- Write thank-you notes to all who helped make the project a success. Share your project's accomplishments with media releases.

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CAREER TRAINING EVENT



Use this planning guideline to help your chapter organize a career training event, featuring training programs, colleges, and employers to share opportunities, financial aid information, and success stories from recent graduates. This project reinforces concepts included in these Career Connection lessons: Education and Training Options, Risks, Benefits, and Financing, and Learning Through Leadership, Volunteering, Job Shadowing, Internships, Apprenticeships, both found in Unit 4: My Path.

THE FCCLA PLANNING PROCESS



IDENTIFY CONCERNS:

- What do students need to know about available training options and how to fund career training?
- What evidence do you have that demonstrates this is an area of need? Be sure to include research or specific recent events in your response.



SET A GOAL:

Successful goals contain five components, including:

Specific---What will you accomplish?

Measurable---How can you measure your success? How will you track your progress and know that you have reached your goal?

Attainable---How will you accomplish this goal? What are the smaller goals that must be accomplished?

Realistic--- Explain why this goal is important and how it can successfully fit into schedules for your FCCLA members and for the attendees.

Timebound---What is your deadline for completing this project?



FORM A PLAN:

While planning your event, consider using these committees to address all of the details:

LOGISTICS:

- Where could your event be held that would offer access to a large space with a table for each participant.
- Who must be contacted for permission to use this space?
- Consider who will be invited to participate and the space needed for the event. Develop a map/layout for your event.
- What students will be invited to attend as the audience?

Remember to include your members' time for the event and all of the planning when submitting service hours on the Montana FCCLA website!

CAREER TRAINING EVENT

THE PLANNING PROCESS

Pro tip! When completed, your project plan will have almost all the information needed for a STAR Event entry! Consider using this project as an entry!

FORM A PLAN (continued):

COMMUNICATIONS:

- What information do the participants/presenters need? How will that information be communicated?
- How will the audience learn about the event?
- Who will greet the audience and what messages will the audience need to receive?
- How will you share the results of the event? Consider writing a media release and sharing with your school's public relations staff, the Montana FCCLA newsletter, and with National FCCLA. Be sure to use #FCCLA and #MTFCCLA when posting online.
- What permissions are needed by school administrators? Who will reach out to secure those?
- Confirm with participants and consider what support they might need (map, parking information, etc.).
- Develop surveys—one for the audience to determine what they learned and what suggestions they have for the event and one for participants to learn about the strengths and areas of growth for your event.

SETUP:

- What resources/supplies will be needed for the project? Develop a shopping list and a budget for the project. Consider a small gift for each presenter, balloons, tablecloths, etc.
- Where will the funding come from? Is a sponsor or a fundraiser needed? Consider exploring Montana FCCLA grants or national FCCLA partnerships for project support, if needed.

COORDINATION:

- Communicate with all of the other committees and secure their major activities. Develop a timeline, including deadlines for each event and committee.
- Determine the best date for the event; consider your school and community events to reduce competition between other events.
- Check in with committees weekly to ensure tasks are being accomplished on time.
- Work to develop solutions for any surprise challenges that arise.
- Communicate with your chapter adviser to keep him/her posted on the progress.

ACT

Record the podcasts; be sure to take lots of photos and compile a list of those who helped so that you can thank them.

FOLLOW UP

- Ask participating members and the chapter adviser to reflect on the project's accomplishments, strengths, and areas for growth. What would you change if you conducted the same project again?
- Write thank-you notes to all who helped make the project a success. Share your project's accomplishments with media releases.

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