



The Adviser's Guide to Starting an FCCLA Chapter



Family, Career and Community Leaders of America

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www.fcclainc.org



welcome

new advisers!

FCCLA membership provides a wealth of benefits for your students, your FACS program, your school and community, and your own professional development.

New chapter advisers (and veteran advisers, too!) sometimes find the broad spectrum of FCCLA choices overwhelming. That word “choices” is the key to survival and success. Remember: you don’t have to do it all! FCCLA offers a variety of programs and events to help your FACS program motivate students and make your work more effective and more fun. During your chapter’s first years, guide members toward the programs that seem to best serve local needs. As members gain experience and build a tradition of chapter success, they will be ready to branch out into additional programs and events.

Where Do I Start?

The first step for a new adviser is to establish and affiliate an FCCLA chapter. Basic guidelines for this process are summarized on the *New Chapter Check List*, available in this brochure. Affiliation gives you and your members access to the FCCLA “world” and its many avenues for information, support and help.

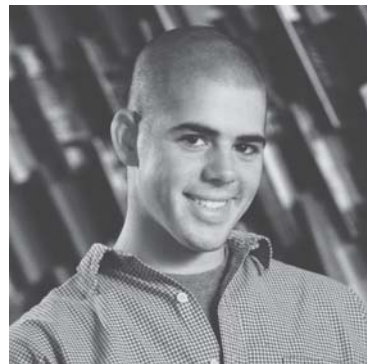
Many advisers find that the best second step is to involve students right away in a hands-on project that is both fun and meaningful.

Whether through an official FCCLA national program or a simple local effort, give members a chance to make a difference and take the lead. *Community Service* efforts and *Power of One* projects are popular first choices. *STAR Events* that fit your students’ interests and classroom learning also make good starting projects.

As the chapter swings into action, you and your students can learn more about the organization.



Invite a state officer or the adviser and officers from a nearby chapter to speak to members about what young people can do in FCCLA. Attend a district/ regional* meeting or National A+ Conference.



The word “choices” is the key to survival and success.

Have members check the FCCLA homepage (www.fcclainc.org) and report to one another about national programs and opportunities. Conduct the *Step One* activity. Ask your state adviser to find an experienced adviser who might volunteer to be

your mentor and sounding board. Obtain, review, and use FCCLA publications and audiovisual resources. Make plans to participate in the next FCCLA state meeting, where members can catch other chapters’ enthusiasm and ideas while you ask questions and learn from experienced colleagues.

Perhaps most of all, enjoy your students and your FCCLA experiences. You know how you aim to instill students with a love of learning? Now it’s your turn. Advising an FCCLA chapter can be an “excellent adventure” with terrific rewards, a stronger FACS program, closer relationships with students, and personal and professional recognition. Keep your eye on the prize, relax, and rely on your students’ creativity and enthusiasm. Soon enough, you’ll be the one with ideas and insights to share with new advisers.

* The term “district/region” is used to signify any subdivisions within a state. These might also be called areas, federations, parishes, subregions, subdistricts, etc.

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New Chapter Check List for FCCLA advisers and members to use in setting up and running a chapter.

Adviser

1. Contact your state adviser for information and materials needed to start a chapter or go to the national headquarters Web site at www.fcclainc.org for the name and address of your state adviser.
2. Review state and national publications to become familiar with the organization's purposes, structure, and value to potential members, your Family and Consumer Sciences program, and the school.
3. Discuss the possibility of starting a chapter with prospective members.
4. Explain the purposes of FCCLA and how they relate to the Family and Consumer Sciences program through introductory units in each FACS class. Discuss possible chapter activities. Encourage students to talk with other eligible students about their interest in starting a chapter.
5. Discuss with school administrators the advantages of starting a local chapter, pointing out the relationship of FCCLA to the Family and Consumer Sciences curriculum and value to the school program.
6. Talk with teachers who have chapters. Visit an active chapter so interested students can talk with their members.
7. Invite a state or regional officer to talk with potential chapter members about setting up a chapter and brainstorming chapter projects.
8. Send in state and national dues as soon as possible to begin receiving *Teen Times* and other chapter mailings.



9. Set up an advisory committee or use the existing Family and Consumer Sciences advisory committee to aid chapter activities.
10. Attend district/regional and state meetings to become familiar with FCCLA activities in your state. Try to attend a National Cluster Meeting (November) or the National Leadership Meeting (July).

Members

1. Stimulate interest in starting an FCCLA chapter by exhibiting a display about the organization that tells when the first meeting will be held.
2. 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.
3. After officers are elected, hold an executive council meeting to review duties and responsibilities and plan an agenda for the next chapter meeting.
4. At the next chapter meeting, have all members brainstorm community concerns and/or ideas and narrow them down to those to be used for planning chapter projects and events.

Encourage students to talk with other eligible students about their interest in starting a chapter.

5. Develop a calendar for the year's activities, including local, district/regional, state, cluster and national meetings; ceremonies; service projects; fundraisers; social events; FCCLA Week celebration activities; group and individual projects; and membership promotion. For each activity or concern, use the 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.



reconnect

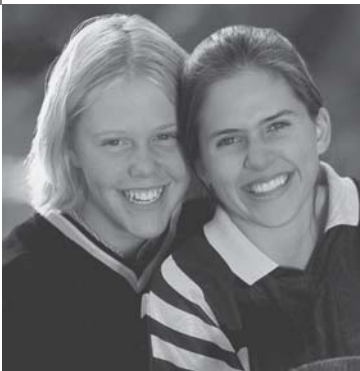
6. Set up a committee to write or update chapter bylaws, using national and state bylaws as guides.
7. Collect state and national dues. The earlier your chapter affiliates, the sooner it will start receiving benefits, such as *Teen Times*. Additional members may be affiliated through May 31. States may have earlier deadlines related to state conferences or other state activities.
8. Develop an itemized budget for the year. Keep minutes of each meeting. Plan regular executive council and chapter meetings.
9. Attend and participate in district/regional and state meetings and, if possible, send delegates to a National Cluster Meeting and/or to the National Leadership Meeting.

Keep both school administrators and parents informed



10. Publicize chapter activities throughout the year in both the school and community to build the chapter's image. Send information to *Teen Times* and your state FCCLA newsletter.

11. Display issues of *Teen Times* in school and community libraries and other public places. Ask your school library to subscribe.
12. Keep both school administrators and parents informed about meetings and other events.
13. Regularly evaluate chapter projects and activities to determine if members' goals are being met.



Chapter Files and Resource Center

Having a special place to keep chapter-related materials aids chapter organization and continuity from year to year. It also makes FCCLA materials more accessible to members and helps them stay informed about the organization.

The resource center may be a small area in the Family and Consumer Sciences department where current chapter, state, and national publications and related books and magazines are displayed for member use. The area might also contain a member message board, audiovisual materials, a file of useful articles clipped from magazines and newspapers, the chapter's historical files, and FCCLA posters and displays designed to encourage members to use the center.

Information is easily accessible when files are arranged in alphabetical order. Color coding each file folder according to national, state, district/region, and chapter information can make the filing system even more usable. Consider organizing chapter files into the following categories, and develop additional sections as needed:

Activity and Project Ideas

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| Addresses | Banquet |
| The Adviser | Bulletin Board Ideas |
| Advisory Committee | Bylaws |
| Affiliation Forms | <ul style="list-style-type: none"> ■ National, state, chapter |
| Agendas | Calendar of Events |
| A+ Conferences | Career Materials |
| Application Forms | Catalogs |
| Artwork | <ul style="list-style-type: none"> ■ FCCLA Publications ■ API Emblematic Supply Service |
| <ul style="list-style-type: none"> ■ Emblem ■ Letterhead ■ Cartoons ■ Clip art | Ceremonies |
| Alumni & Associates | <ul style="list-style-type: none"> ■ Emblem ■ Initiation ■ Officer installation ■ Opening and closing |
| <ul style="list-style-type: none"> ■ List of local members ■ Application forms | |

Be part of it!

Lead

A New Adviser's Action Plan

The purpose of this suggested plan is to provide new FCCLA advisers with a guide for a very basic FCCLA chapter start-up. Experienced advisers know that a new FACS teacher, or those not familiar with FCCLA, may be overwhelmed with the wide variety of programs and opportunities available. Use this plan as a beginning step to creating a successful chapter and fulfilling experience!

Timeline	Activity/Action	Resources
Prior to school starting, or as soon as possible.	<p>Order the <i>FCCLA Starter Kit</i> from the national FCCLA publications catalog, or from the national FCCLA Web site. Review these materials—especially <i>The Essential Guide and Toolkit to FCCLA in the Classroom</i>.</p> <p>Visit your state's FCCLA Web site and become familiar with the types of information available.</p> <p>Contact your state adviser, who can connect you with an experienced mentor in your geographic area.</p>	<ul style="list-style-type: none"> ■ National FCCLA Web site (www.fcclainc.org) ■ National FCCLA Web site (www.fcclainc.org) Click on "Membership" and go to the Membership Map. Click on your state for the Web site and state adviser contact info.
Fall	<p>Select/elect chapter officers. It is suggested that one or two student leaders from each FACS class be a part of the chapter executive council. These officers can lead the class in planning and implementing all future FCCLA activities and may plan a creative membership campaign to collect FCCLA dues.</p> <p>Affiliate at least 9 members at the national and state level. Additional members can be added as the year progresses. (Affiliation is accepted throughout the year, until May 31). Affiliation may be done online at the national FCCLA Web site, or on paper using affiliation forms provided.</p>	<ul style="list-style-type: none"> ■ National FCCLA membership program materials from the affiliation packet or Web site. ■ <i>The Chapter Handbook</i> on CD. ■ National FCCLA Web site or the affiliation packet. ■ Contact the national FCCLA office at (703) 476-4900, ask for membership development.
Fall–Winter	<p>Assist each class in planning a curriculum-related community service project. (Example: <i>Students studying consumer issues might plan a project teaching younger children how to understand food package labels.</i>)</p> <p>Begin completing the national FCCLA award application form for the Community Service Award—due March 1. The application is on the national FCCLA Web site.</p> <p>Use the <i>Power of One</i> program as a curriculum resource to help each student plan and carry out at least one <i>Power of One</i> project related to a class topic. File the completed project forms in the student's record folder. When a student completes all five modules (may be done over a period of several school years or courses) he/she may apply for state and national recognition.</p>	<ul style="list-style-type: none"> ■ FCCLA <i>Community Action Guide</i> ■ <i>Teen Times</i>—current and back issues have many project ideas. ■ <i>Power of One</i> program book from the FCCLA starter kit ■ <i>The Adviser</i> magazine.
Winter–Spring	<p>Begin plans to attend a state or national meeting. Using both the national Web site and your state Web site, identify meetings that interest the chapter. Your state may hold a state or regional meeting, while the national office sponsors regional A+ and National Cluster Meetings. Also, the FCCLA National Leadership Meeting takes place every July.</p>	<ul style="list-style-type: none"> ■ Registration and information forms found on the national FCCLA Web site (www.fcclainc.org). ■ Your state Web site.
Before May 31	<p>Affiliate any remaining FCCLA members. Affiliation may be submitted several times, but March 1 is the final date to add any members planning to compete in national <i>STAR Events</i>. Check with your state adviser for state affiliation deadline.</p>	<ul style="list-style-type: none"> ■ Affiliations may be added online at the national FCCLA Web site (www.fcclainc.org) or on paper and mailed.
Early Summer	<p>Work with your chapter officers to plan a day-long summer brainstorming session to create a basic plan for the chapter to follow the coming year.</p>	<ul style="list-style-type: none"> ■ <i>The Chapter Handbook</i> on CD.
Prior to the new school year.	<p>Spend some time reviewing <i>The Essential Guide and Toolkit to FCCLA in the Classroom</i>. This will provide some great tools to use as your chapter becomes more active in FCCLA.</p> <p>Hold the planned brainstorming session to create your chapter's framework for the coming year. Be sure to leave the planning of specific projects for individuals and classes to do rather than just the officers. The officers can select projects for emphasis, a theme for the year, a membership campaign, etc., but each class should plan their own curriculum-related projects within the many available FCCLA programs.</p>	<ul style="list-style-type: none"> ■ <i>The Chapter Handbook</i> on CD. ■ Various FCCLA program books available through national FCCLA publications sales.