

New Adviser Handbook



Family, Career and Community Leaders of America
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Family, Career and Community Leaders of America

FCCLA Mission

To promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through: character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.

FCCLA Purposes

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

FCCLA Strategic Goals

1. Promote FCCLA as the premier youth leadership organization.
 2. Refine and Strengthen services and resources for stakeholders.
 3. Expand and Invest in internal and external relations.
- * Find out more about FCCLA's Strategic Goals by reviewing our [2018 Strategic Plan](#).

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Table of Contents



 The Ultimate Leadership Experiencepg 3

 The FCCLA Adviser..... pg 6

 FCCLA Glossary pg 10

 Chapter Management Strategies pg 12

 Recruit, Retain, and Recognize pg 15

 Lead the Way..... pg 19

 Competitive Events..... pg 23

 National Program Success pg 27

 Go For It! pg 31

 Handouts..... pg 34



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The Ultimate Leadership Experience



State Associations



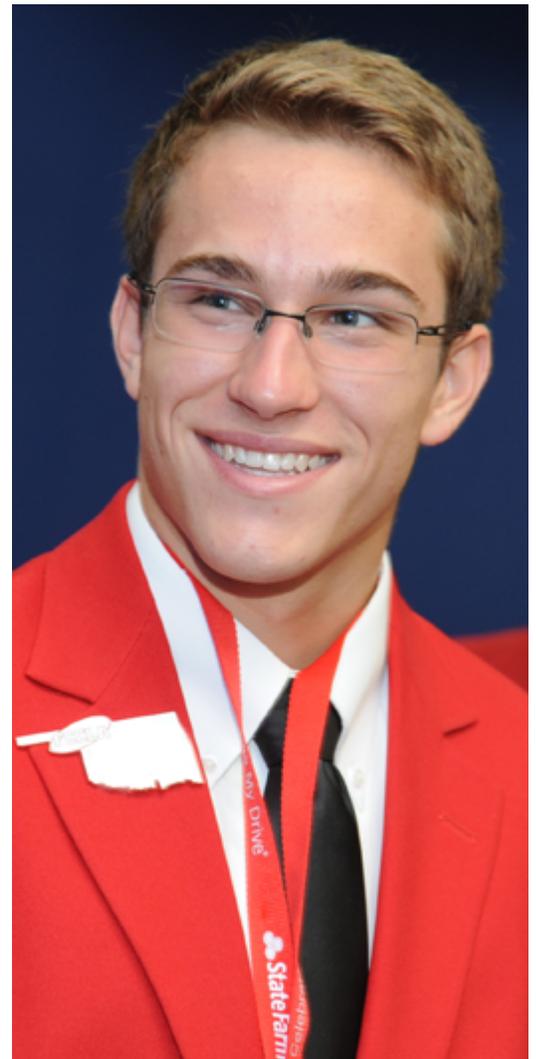
Chapters



The Ultimate Leadership Experience

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 education. FCCLA has 200,000 members and more than 5,500 chapters from 49 state associations and the District of Columbia, Puerto Rico, and the Virgin Islands. The organization has involved more than ten million youth since its founding in 1945.

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.



State Associations



Each state association serves as a resource for local chapters by providing leadership, assistance, and programming. The state association has an individual state adviser who can serve as a resource for deadlines and events in your state, chapter adviser professional development, and chapter outreach. National FCCLA establishes guidelines for membership, Competitive Events, national programs and recognition, and nationally-sponsored meetings, each state association may determine state deadlines, events, and recognition so it is best to contact your state adviser for questions. Local chapters join this state association in addition to national affiliation.

FCCLA: The Ultimate Leadership Experience

Chapters

FCCLA chapters are structured in a variety of ways to meet the needs of chapters across the country. Local chapters begin within Family and Consumer Sciences programs in middle and high schools with Family and Consumer Sciences teachers serving as advisers. Once students and advisers pay local, state, and national dues they are an affiliated chapter. Local chapters typically select a slate of officers and then create a program of work for the year. FCCLA is a student-led organization so the members and advisers work together to determine a structure and program that meets the needs of their own Family and Consumer Sciences program, FCCLA chapter, school, and community.

To affiliate your chapter and make your membership official, [click here](#). The fall deadline for national FCCLA affiliation is November 1 and the spring deadline is May 31.

Get Started!

1. **Contact your state adviser** for information and materials needed to start a chapter.
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:
 - a. What steps need to be taken to establish a chapter?
 - b. What time will be required?
 - c. What will be the extent of the projects?
 - d. What will be the involvement of people outside the school?
 - e. What are the costs associated with this and how do you intend to finance the activities?

You will want to find out the following from your administration:

- a. What school policies govern student activities?
 - b. What expectations would be for an adviser?
 - c. What travel requirements are established for student organizations?
 - d. How do you obtain funding?
 - e. How can you get FCCLA activities on your school calendar?
3. **Explore FCCLA's Website.** Check out the national website and your state association's website to get information about programs and meetings.
 4. **Find a Mentor.** Talk with teachers who currently have chapters. Visit an active chapter.
 5. **Affiliate.** Go to the [online affiliation site](#) and register. If you are a new adviser in an existing chapter, make sure to update your information.



The FCCLA Adviser



Advantages of Being an Adviser



Practices of a Great Adviser



Balancing Your Life



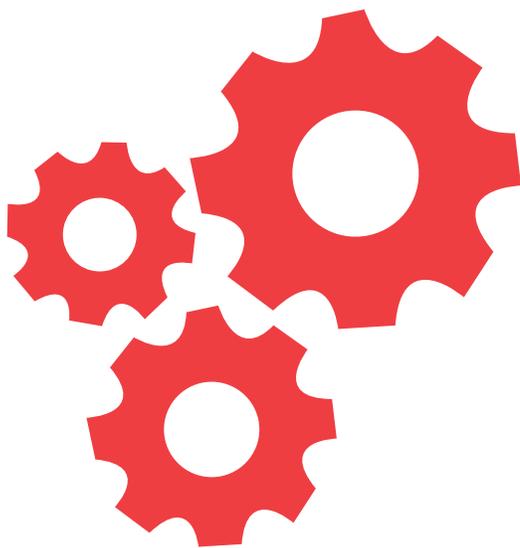
Resources



The FCCLA Adviser



An FCCLA adviser is a unique individual. Being an adviser is one of the most challenging and rewarding experiences you can have and being an effective adviser is one of the key factors to a successful chapter. The focus of this section is to provide you with the skills necessary to help you be that effective adviser.



Advantages of Being an Adviser



Being an FCCLA adviser offers many benefits including resources, professional development opportunities, leadership growth, and networking. These benefits are available to any adviser at any experience level.

1. The resources that FCCLA offers are invaluable to a Family and Consumer Sciences teacher. In terms of program ideas, lesson plans, and competitive events, FCCLA offers its teachers the opportunity to help students apply their classroom content to real-life settings. In addition, these resources empower students to make real changes that benefit their personal growth, family relationships, career skills, and community lives.
2. You have the chance to participate in a variety of professional development opportunities including adviser focused sessions at national meetings and webinars on a variety of topics throughout the year. Advisers also have the chance to connect with industry representatives at national meetings to discuss trends and gain knowledge about products and opportunities. In addition to professional development, advisers have the chance to use that development to help students and themselves pursue leadership opportunities.
3. FCCLA advisers are some of the greatest individuals you will ever meet! No, really! Being an adviser gives you an opportunity to connect with great individuals throughout the nation who can be professional resources and personal supports to you as you work to establish, build, and improve your chapter.



Practices of a Great Adviser

How advisers work is as diverse as the personalities that make up advisers. However, there are some practices that all advisers share that make their chapters and themselves more successful. Here are some practices of great advisers:

- 5. Follow procedures set by your district.** Ensuring that your students and organization operate within the procedures set forth by the district will make your program one to be modeled and serve as one of the greatest public relations images for which you can hope.
- 4. Reach out.** The best experts in FCCLA are in your own state and can provide you with multitudes of information, ideas, and support. When you feel like you have no idea what to do next, they have been there and can help guide you through your next steps.
- 3. 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 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.
- 2. 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 opportunity.

- 1. 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.

Words From the Wise

Your fellow FCCLA advisers are some of the greatest resources you will ever have. Consider the Q and A's from some of our FCCLA advisers, found in the "Words From the Wise" tables throughout this handbook.

Balancing Your Life

Teachers don't have a whistle that blows to let us know it's time to go home. The bell at the end of the day just means that it's time to breathe and get caught up from the day. Your end of the day doesn't come for a while. The same is true for the FCCLA adviser. The end of a project doesn't end with a whistle blow. There is often not a ceremonial beginning and end but lots of planning, evaluating, and revising before and after that create a cycle of continuous improvement. With this in mind, it is often a complex and learned skill for advisers to recognize when to breathe!

With the demands of life and the demands of 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

Ultimately, you are responsible for finding and keeping a balance that works for you. Don't be afraid of admitting when something isn't working. Identify when your life should and could be enhanced and adjust it accordingly. When you are taken care of, your members and chapters are as well.

"Being an FCCLA adviser is one of the most challenging and rewarding experiences."

Resources

National FCCLA offers many resources for advisers on the national FCCLA website. Visit the [Chapter Adviser](#) page, or the [Lesson Plans and Activities](#) page for chapter adviser resources.





FCCLA Glossary



What You Need to Know



FCCLA Glossary



Affiliation

Process of sending state and national dues and completing online chapter affiliation.

Capitol Leadership (CL)

Nationally sponsored meeting where youth leaders and advisers from across the country meet at the nation's capital to build leadership skills, learn about government relations, and meet with elected officials to advocate for Family and Consumer Sciences education and related topics.

Career and Technical Education (CTE)

Instructional programs that offer academic and career-oriented courses to help students prepare for success in education and future careers.

Career and Technical Student Organization (CTSO)

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

Chapter

Group through which affiliated FCCLA members develop and carry out projects. The local chapter consists of at the minimum one FCCLA adviser and individual FCCLA members.

Chapter Adviser

A Family and Consumer Sciences or related occupations educator who guides student involvement.

Family, Career and Community Leaders of America (FCCLA)

FCCLA is a dynamic and effective national career and technical student organization that helps young men and women become leaders and address important personal, family, work, and societal issues through Family and Consumer Sciences education.

National Cluster Meeting (NCM)

Nationally sponsored regional meetings designed to provide leadership training to local officers, members, and advisers.

National Executive Council (NEC)

Ten member-elected student leaders. The essential function of the National Executive Council is program development, program implementation, and public relations.

National Leadership Conference (NLC)

Annual meeting of the organization; primary vehicle for training state and national leaders, electing the national executive council, and participating in competitive events.

National Programs

An established framework for carrying out FCCLA projects related to a specific topic, including guidelines, support materials, and recognition.

Planning Process

Five-step management tool to help members select and carry out meaningful projects to fit school and community needs and concerns.

Program of Work

Chapter's plans for the year.

STAR Events

National competitive events in which members are recognized for proficiency and achievement in chapter and individual projects, leadership skills, and career preparation.

State Adviser

The individual responsible for administration of the FCCLA state association.

State Association

FCCLA organization at the state level.



Chapter Management Strategies

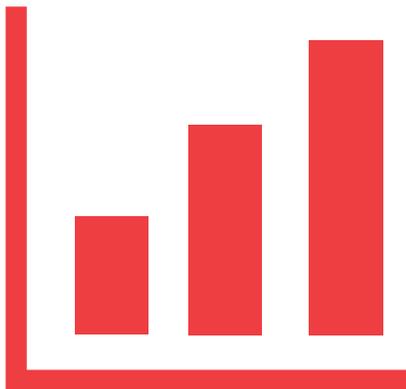


Components of
Chapter Management



Chapter Management Strategies

A good manager allows their employees to work within the guidelines of the company and then offers support and assistance if, and when, a situation arises. In the same way, a good plan of chapter management will allow your members the chance to work within the guidelines of the organization. This section will detail some of the components of chapter management as well as strategies for ensuring your chapter operates at its best.



Components of Chapter Management

Program of Work simply put is a calendar. Here are a few things to keep in mind as you plan this program of work:

- 1) **Involve your students in the planning.** This is their organization and they will contribute to the projects they deem important. It is vital to have them be a part of the planning.
- 2) **Keep it balanced.** You want to ensure that activities are not only varied throughout the year but that they are truly held throughout the year without one month packed with activities. You don't want yourself or your students to be overwhelmed.
- 3) **Make it public.** Post your program of work everywhere someone might see. This holds you and your students accountable to complete your plan.

Finances may not be the most fun topic to discuss but the money your chapter has and how it is managed can be key to your success. Set a budget with your officers and make sure they are aware of how much money is coming in as well as how that money is being spent. Being accountable with your chapter's funds allows your chapter the opportunity to set long-term financial goals and make even bigger plans.

Bylaws are important because they are often never needed until it's too late. By having relevant bylaws in place you ensure that your chapter knows how to operate and if an issue arises, you have a procedure in place to resolve that issue. You don't need to start from scratch. Contact your state adviser or other area advisers to see what they already have in place. You may only need to make minimal changes to theirs to make it work for your members. Be sure to take time to have your bylaws checked by your administrator and the state adviser to ensure you are setting forth a plan of operation that works within the confines of your school and state. You can also view the [National FCCLA bylaws](#) online at any time.

Leaders impact a chapter's success. Whether they are called officers, executive board members, or committee chairs, these students are the best to pass on information, the first to get involved, and the most invested in the success of the group as a whole. Some things to consider in terms of your chapter leadership as you set up for the first time or evaluate for the fiftieth time.

- 1) What responsibilities need to be covered? Plan offices according to the jobs the chapter needs to be completed. On the flip side, make sure that officers have enough responsibilities to make their time in leadership worthwhile and an opportunity for leadership development.
- 2) What is the purpose of the limit on officers? No matter the office there are some expectations or requirements that are put in place for different officer positions. Check to make sure that the limits for getting the office or for keeping the office are truly beneficial to the organization and its goals.
- 3) What is the process for selecting officers? Whether they are chosen by application, interview, committee, or popular vote, there are many ways officers can be chosen. The best advice is to evaluate how the system works for your chapter often and make changes as necessary.

Programs are the services your chapter provides to the school and community. However, more importantly in terms of chapter management, it is the needs your chapter fills. As members and stakeholders come to understand what your organization represents, the programs your chapter offers are a key to your growth and stability. Whether it's by surveying members, the community, completing national FCCLA programs, or keeping a tradition, these programs are where the rubber meets the road. Good chapter management in terms of programs means that chapters are recognized for high quality programs that enhance families, careers, and communities year after year.





Recruit, Retain, and Recognize



The 3 Rs of Membership



Affiliation



Members, Meet Your Adviser



Membership Campaigns



Recruit, Retain, and Recognize



FCCLA membership is available to students who have taken a course in Family and Consumer Sciences, as determined by the state department of education, middle school through grade 12. Once the state and national dues are paid, the student will be an official affiliated member. Teachers can take part in FCCLA, too! Instructors certified to teach Family and Consumer Sciences education, as determined by the state department of education, can serve as the FCCLA chapter adviser.

The members that make up your FCCLA chapter are your greatest asset. It is important to point out that the number of members is not your greatest measuring tool. Success in membership is not defined by the growth in member numbers but the continual growth of the organization's members. The greatest groups of members may be 15 members or they may be 115 members. The success of membership is based on how those members come together to meet the goals of the chapter.

Words From the Wise

“What is the most rewarding thing about being an adviser?”

Molly Brock, TX

“Sharing in these amazing experiences with my students!”

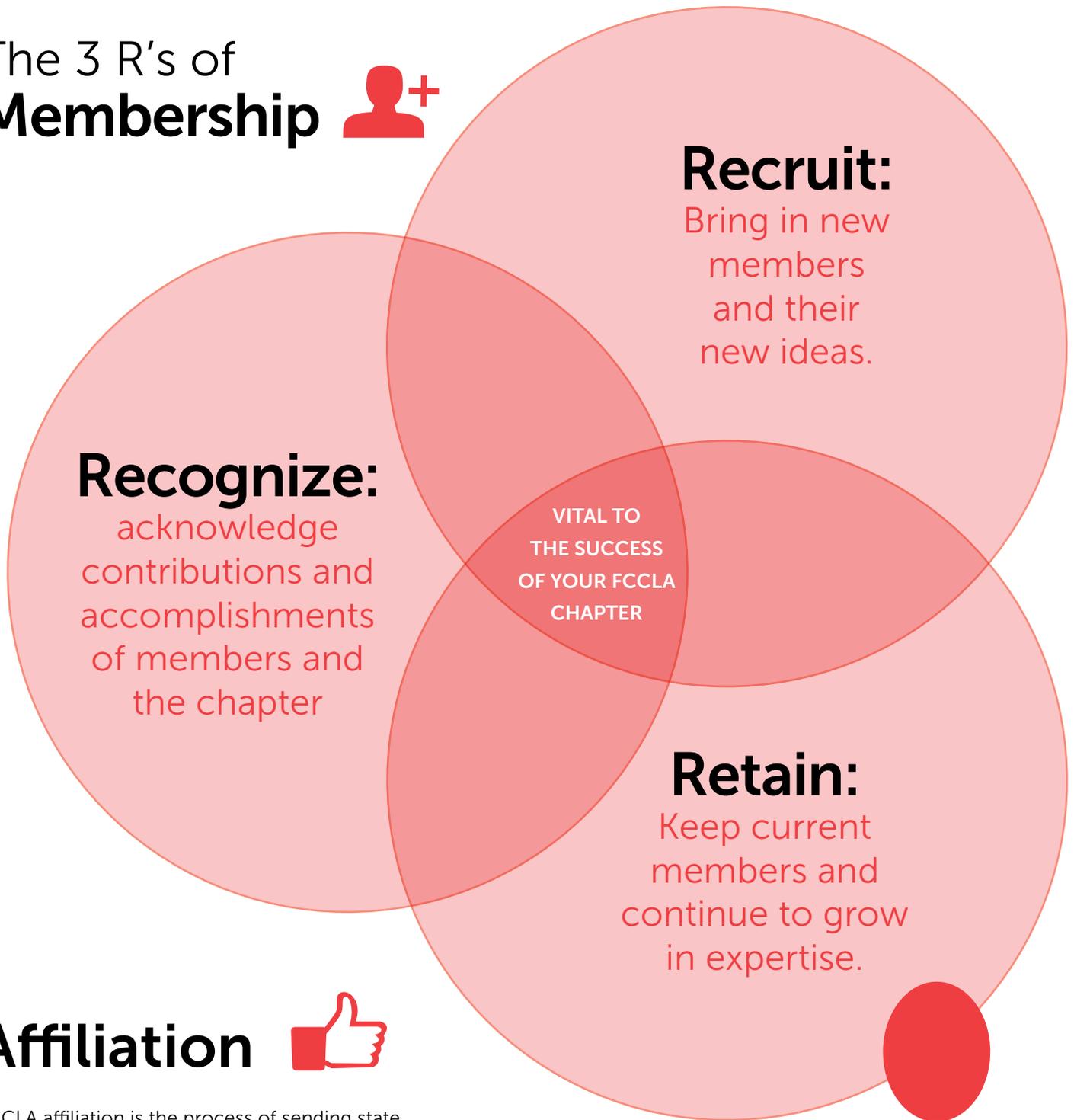
Rachel Van Pelt, VA

“Seeing the genuine excitement students have for FCCLA.”

Kristi Christy, MO

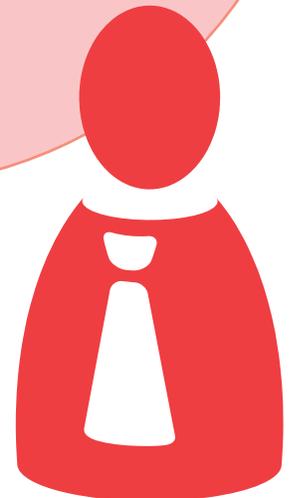
“Watching students learn and grow as leaders. They start out as curious freshmen, not fully knowing what FCCLA is, and end up becoming passionate about our organization and becoming fully involved.”

The 3 R's of Membership



Affiliation

FCCLA affiliation is the process of sending state and national dues and completing online chapter affiliation. National FCCLA dues are \$9 per member and \$9 per adviser. Each state also has a dues rate established and the amounts for state dues vary per state. For more information on FCCLA state and national dues and to affiliate you chapter, please visit the [Join FCCLA page](#) on the national FCCLA website.



Members, Meet Your Adviser

Members, meet your adviser. Adviser, these are your members. The fourth “R” that we tend to forget is Relationships. The relationship that you form with your members and the relationship that your members form with each other can be a key indicator of the success of your chapter’s recruitment efforts. When members have a personal connection with those in the organization they are more motivated to exceed even their own expectations.

In addition, strong relationships are vital to help ensure that the aspects of Recruit, Retain, and Recognize in your chapter’s goals are met. As an adviser, it is important to get to know your students and members and work to build relationships with them. In addition, it is vital for you to work to provide opportunities for your members to build relationships with each other. These can truly be some of your best membership connection strategies.

“An FCCLA adviser is a unique individual.”

Membership Campaigns

National FCCLA offers membership campaigns to help additional information to Recruit, Retain, and Recognize members. For more information on these campaigns visit the Membership tab on the National FCCLA website or contact the Director of Membership.

Get Started!

- 1. Introduce FCCLA to your students.** Use a lesson plan to introduce FCCLA to all of your Family and Consumer Sciences classes. Discuss possible chapter activities and leadership opportunities. Consider inviting a state officer or a nearby chapter to deliver a presentation.
- 2. Select the Chapter Officers.** Develop a selection process that identifies your student leaders and empowers them to provide leadership for your chapter throughout the year.
- 3. Develop the Annual Program of Work.** Work with your chapter officers to develop an annual program of work that includes objectives and specific goals, activities, a financial plan, and evaluation components.
- 4. Develop Chapter Bylaws.** Set up a committee to write or update chapter bylaws, using national and state bylaws as guides.
- 5. Attend a District/Regional or State Meeting.** If possible attend a meeting to become familiar with FCCLA activities and opportunities in your state.
- 5. Affiliate.** Go to the [online affiliation site](#) and register. If you are a new adviser in an existing chapter, make sure to update your chapter information.



Lead the Way



Competitive Events



Elected Positions



FCCLA Leadership Academy



Scholarships



Conferences



Lead the Way

FCCLA offers many opportunities for students and advisers to develop leadership skills and take on roles to move the organization forward. Whether it be through Competitive Events, officer positions, or national meetings, FCCLA has something to offer everyone!



Involvement in FCCLA's **Competitive Events** offers members the opportunity to expand their leadership potential and develop skills for life necessary in families, communities, and workplaces. Members can demonstrate Family and Consumer Sciences skills, career skills, and interpersonal skills.



Elected Positions

Chapter Officers

Chapter officers organize and carry out events at the local level. Chapter officer roles are great starting points for chapter members interested in expanding their leadership. Chapter advisers usually set up a process and create an application for their members to get involved as a local chapter officer.

District/Region Officers

District and regional officers are roles that build upon skills learned as a chapter leader. These individuals usually help plan, organize, and carry out district or regional conferences. Contact your district/regional adviser or state adviser to learn more about how district and regional officers are elected in your state.

State Officers

State officers represent and serve the members of their entire state delegation. These individuals have built up their leadership skills through previous experience. They also continue to increase their leadership potential by serving as role models to other members, advocating for FCCLA and Family and Consumer Sciences education, and planning state level conferences. Contact your state adviser for more information on how state officers are elected in your state.



National Executive Council

Ten FCCLA members serve as national officers on the **National Executive Council** each year. These leaders develop a program of work, communicate with and inspire FCCLA members of all leadership levels, promote and advocate for the national organization of FCCLA, and create and implement new ideas for development.

FCCLA Leadership Academy



The FCCLA Leadership Academy is offered to all members to develop leadership, employability, and 21st Century skills and gives members the opportunity to be recognized for their personal growth efforts. Each academy focuses on specific skills needed for different environments where leadership is vital as a family member, wage earner, and community leader. In addition to academies being offered at national FCCLA conferences, trained instructors are available for a fee to bring the Leadership Academy to your state meeting.

Scholarships



National FCCLA offers several scholarships to student members who are looking for funds to attend the National Leadership Conference or for those who plan to further their education after high school. To learn more about these amazing scholarship opportunities and to apply visit the [Youth Scholarship page](#) on the National FCCLA Website.

Available Youth Scholarships:

- **Beth Middleton Memorial Scholarship**
- **Coleene Jossy Memorial Scholarship**
- **Frank W.H. Fort Civic Engagement/Leadership Scholarship**
- **National Technical Honor Society Scholarships**
- **Prestige Scholarship**
- **Raye Virginia Allen State President's Scholarship**



Conferences



State Leadership Conference

Each state holds a state-wide conference for members and advisers to attend. At state conference, members can participate in competitive events, attend sessions, and network with other youth leaders!

Capitol Leadership

Capitol Leadership is a national-level conference that occurs every fall in Washington, D.C. All members of different ages and experience are welcome to attend. During Capitol Leadership, members and advisers have the opportunity to participate in service learning activities and develop skills in advocacy. Attendees also have the opportunity to advocate for Career and Technical Education on Capitol Hill by meeting with their state's senators and congressmen.

National Cluster Meeting

Every November, three Cluster Meetings are held across the country ensuring that there is a Cluster option near you! At Cluster Meetings, members and advisers come together for an experience full of fun, inspiration, and

networking. With dynamic keynote speakers, competitive events, and a variety of youth sessions, Cluster Meetings provide something for everyone.

National Leadership Conference

The FCCLA National Leadership Conference takes place every summer in July. The location changes every year and provides a great opportunity for students and advisers to travel. At the National Leadership Conference, members and advisers assemble to showcase their leadership through competing in Competitive Events, presenting and attending sessions, and networking with other members from all across the country.

Workshop Presenters

Any FCCLA member can apply to present a session at an FCCLA conference including district, state, or national level conferences. This opportunity allows members to educate their peers on topics relating to and promoting Family and Consumer Sciences education. Presenting a workshop builds organization, public speaking, and networking skills in FCCLA members.



Competitive Events



Types of Competitive Events



Classroom Integration



Tips for Competitive Events



Advantages of Competing



Competitive Events



Competitive Events offered by FCCLA give you and your students the chance to stretch your skills, showcase accomplishments, and make positive changes in your families, careers, and communities. FCCLA Competitive Events have multiple divisions, styles, and guidelines to meet the needs of diverse members and chapters.



Types of Competitive Events

FCCLA Competitive Events allow students the chance to apply creative problem solving and critical thinking and are a great way to help students get involved and learn about the organization. Be sure to check with your state adviser to see what events are offered at your state level. In addition, some states may offer additional events for use at the state level only.

FCCLA Contests are events that vary from year-to-year and are short-term in nature. They may include things like designing a conference t-shirt or the poster for National FCCLA Week. Also featured are contests from third-parties that relate to FCCLA and/or Family and Consumer Sciences education.

FCCLA/LifeSmarts Knowledge Bowl is a competitive event where teams of five members can showcase their knowledge in Personal Finance; Consumer Rights and Responsibilities (to include Family, Career & Community Studies); Technology (to include Fashion & Housing Design); Health & Safety (to include Food Science and Nutrition plus Early Childhood and Human Development); Environment (to include Hospitality, Tourism & Recreation); and FCCLA Knowledge.

Competitions are held in three different levels beginning at the National Cluster Meeting and ending at the National Leadership Conference. This event is a joint effort between FCCLA and the National Consumers League, combining the best of FCCLA and LifeSmarts content and competition. For more information on LifeSmarts, visit www.lifesmarts.org.



Skill Demonstration Events give students the chance to demonstrate Family and Consumer Sciences and career-readiness skills through a variety of contests. These events take place at the National Cluster Meetings in the fall.

STAR Events (Students Taking Action with Recognition) are designed to help students improve different aspects of their families, careers, and communities. There are four categories of these events to help every member find something that appeals to them. These four categories are Foundational Events, Leadership Events, Career Preparation Events, and Online Events.

Classroom Integration

The learning opportunities offered by a high quality competitive event are unparalleled. These events connect directly to what one is teaching in the classroom, providing the chance to integrate them through classroom instruction and assessment. All 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, feel free to mark out those components on the rubric. Make these projects work for you!

A complete list of each STAR Event and Skills Demonstration Event along with its crosswalk to National Standards and Initiatives can be found in the [Resources](#) section under Competitive Events. This document can provide you a

starting place as well as a clear guide to what is being taught in each event.

Tips for Competitive Events

The Planning Process is the starting point to all competitive events. The [FCCLA Planning Process](#) 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.

The following are some tips to help you and your chapter to move forward:

- Start early
- Review the Planning Process, event guidelines and rubrics with each competitor
- Hold a kick-off event to talk about the opportunities of competitive events and your expectations as students 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 groups outside the classroom to allow others as well as themselves to critique them
- Highlight students' achievements and awards when they are completed

Be a resource. Be an encourager. Be an adviser.

Advantages of Competing



Competitive Events provide some great advantages to students:

- Competitive events provide creative opportunities for all members to get involved. With all of the events that are available there is truly something that can appeal to everyone.
- The competitive drive that many youth have can be satisfied by FCCLA's competitive events.
- Students always want to achieve more which provides a great retention tool for members.
- Encourage members to improve year-to-year and watch their growth continue.

Advantages for advisers with students in Competitive Events:

There are many recognition opportunities for students and chapters involved in competitive events. Events offer scholarships from partnering organizations and post-secondary institutions. These recognition opportunities can further promote your members and chapter to stakeholders through positive public relations.

"FCCLA advisers are some of the greatest individuals you will ever meet."

Finally, there are few experiences more rewarding than watching a student work hard toward a goal and succeed. Competitive events are a chance for advisers to positively connect to their students by guiding their efforts. Advisers also have the chance to enhance their classroom instruction when implementing competitive events into the classroom.

Words From the Wise

"What is the most challenging thing you've had to overcome as an adviser and how did you overcome it?"

Molly Brock, TX

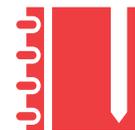
"When I changed teaching fields in 2008, I originally felt completely out of my element. However, I was surrounded by this team of amazing advisers and I soon realized that I had some of the best resources in the nation who were available to me and would help me in any way that they could. After that first year, I now know that teaching FCS/advising FCCLA is the best job ever!"

Rachel Van Pelt, VA

"The most challenging thing I faced was introducing FCCLA as a new organization to our school and competing with so many other options for students. Once we had a core group of FCCLA members, they were the best PR tool we had by promoting their experiences to their peers and our administration."



National Program Success



Awards



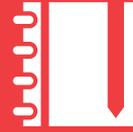
Adviser Resources



National Programs



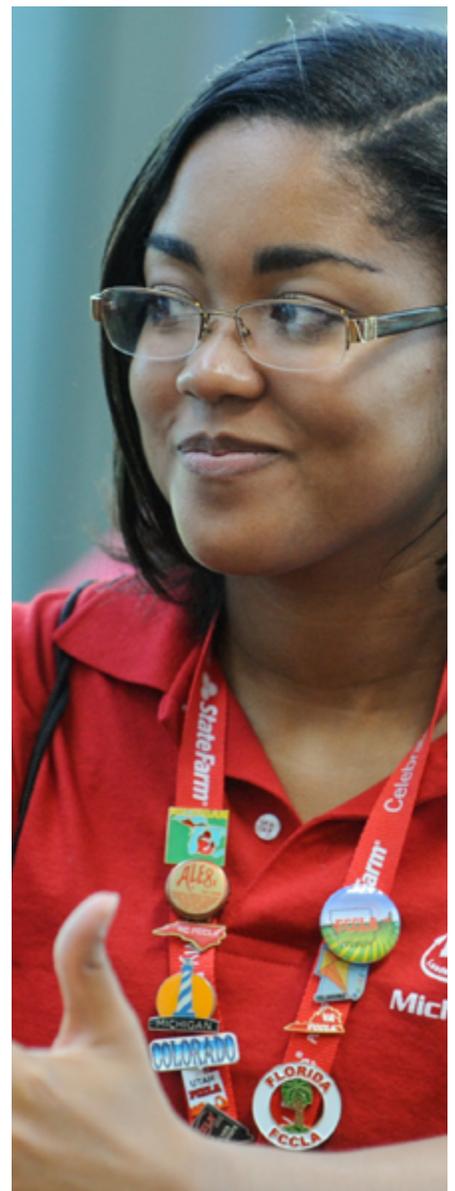
National Program Success



Student-led projects, programs, and activities are the heart of FCCLA as an organization. Chapter members have the opportunity to plan, carry out, and evaluate projects aimed at addressing important personal, work, and societal issues. FCCLA's national programs provide an established framework for carrying out projects in topics related to Family and Consumer Sciences coursework and curriculum. These national programs provide guidelines, supporting materials, and recognition for chapters and members and are an essential component of integrating FCCLA in the classroom.

FCCLA's National Programs are based on a peer-to-peer education model with youth teaching other youth through knowledge gained in the Family and Consumer Sciences classroom and within the FCCLA national programs. The projects and activities can be completed by an individual FCCLA member, a group of members, or the entire chapter.

FCCLA national programs provide building blocks for projects and are a great first step for chapter members to get involved with FCCLA. As a new adviser, start small and choose one or two national programs that your students are excited about to help direct the focus of chapter activities, events, and projects for the school year. FCCLA has eight national programs to help guide students in their interests while addressing community concerns, and developing as leaders in their families, careers and communities.





Awards

Each national program has an award application that can be completed and submitted online by March 1. Once your chapter has affiliated, you will be eligible to submit awards in numerous categories and be eligible for recognition. Winners of the FCCLA National Program Awards receive a cash award and special recognition at the National Leadership Conference, online, and in *Teen Times* magazine.

Adviser Resources

FCCLA offers a variety of resources for advisers related to the national programs. As a new adviser, it will be beneficial for you to visit the [Lesson Plans and Activities page](#) on the national website. This page provides resources and materials for each of the national programs and can assist in integrating FCCLA in your classroom. Additionally, you can visit each of the national program pages on the national website for an additional list of resources and partner organizations.

Words From the Wise

“What is the best piece of advice you could give to a new adviser?”

Molly Brock, TX

“Start small. Ask questions. Network with other advisers—they are your most valuable resource!”

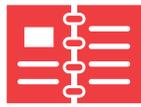
Rachel Van Pelt, VA

“Start small! You don’t have to do everything all at once. Choose a couple projects that interest your students and continue building each year.”

Kristi Christy, MO

“Start small and get your feet wet. It takes time to build your chapter. Be sure to stay in the loop by attending necessary conferences (regional/district, state, and your state ACTE conference).”

National Programs



Career Connection

The FCCLA Career Connection program guides youth to link their options and skills for success in families, careers and communities. through individual, cooperative, and competitive activities, members discover their strengths, target career goals, and initiate a plan for achieving the lifestyle they desire.



Families Acting for Community Traffic Safety (FACTS)

FACTS is a national peer education program through which students strive to save lives educating adults and youth about traffic safety and supporting enforcement of local rules and regulations regarding community traffic safety.



Families First

The Families First national is a peer education program through which youth gain a better understanding of how families work and learn skills to become strong family members.



Financial Fitness

The Financial Fitness national peer education program involves youth teaching one another how to make, save, and spend money wisely.



Leadership Service in Action

The Leadership Service in Action program guides students to develop, plan, carry out, and evaluate projects that improve the quality of life in their communities.



Power of One

Power of One helps students find and use their personal power. Members set their own goals, work to achieve them, and enjoy the results.



STOP the Violence

FCCLA's Students Taking On Prevention (STOP) the Violence program empowers youth with attitudes, skills, and resources in order to recognize, report, and reduce youth violence.



Student Body

The FCCLA Student Body national peer education program helps young people discover the *Healthy You*, the *Fit You*, the *Real You*, and the *Resilient You*.



Get Started!

1. Review FCCLA Programs.

From conferences to competitive events to scholarships opportunities and more, explore all of the FCCLA programs available to you.

2. Choose your Programs.

After learning more about FCCLA, select the program(s) that fit best with your course(s). Determine how you will use them in your classroom.

3. Engage Members.

Involve your members in FCCLA chapter activities and promote them to all of your students, teachers, administrators, and community. An active chapter recruits members for itself because they are visible and excited.

4. Ask for help!

Don't be afraid to ask for help. Assistance is just a phone call or email away, contact your state adviser for tips and tricks to help your chapter succeed.

5. Affiliate.

Go to the online affiliation site and register. If you are a new adviser in an existing chapter, make sure to update your information.



Go For It!



Community Service



Fundraisers



Publicity



Community Service



- Adopt a Grandparent by contacting the local nursing home in your area and have students visit with residents as part of the Families First national program.
- Organize a Student Body campaign with the local elementary school teaching students about healthy snacks and utilizing a fun exercise program.
- Coordinate a school wide recycling effort collecting paper and plastic products and delivering to a local recycling facility.
- Utilize the STOP the Violence national program to launch a campaign to educate students about the dangers of cyber bullying and educate participants regarding internet safety.
- Host a family fitness night complete with healthy meal options, and fitness activities such as jump rope, hula hoops, or an aerobic exercise as part of the Student Body national program.
- Coordinate a project as part of the Families Acting for Community Traffic Safety national program to educate students about the dangers of texting while driving and the realities of dangerous teen driving.
- Host a “baby shower” where members of the community are invited to donate items for infants at a local domestic violence shelter or organization that helps in-need mothers.
- Volunteer to read books to students at local elementary school highlighting career education and the Career Connection national program.
- Present mini workshops to middle and high school students on personal finance topics such as checking and savings accounts, credit, and debt, as part of the Financial Fitness national program.

Words From the Wise

“What is the most challenging thing you’ve had to overcome as an adviser and how did you overcome it?”

Molly Brock, TX:

“Time management! Its hard to balance numerous preps, FCCLA duties, family, friends and a child with special needs. Set your priorities and learn to say no. I grade certain classes on certain days of the week and I delegate responsibilities when I can. I take time for me! Practice what you preach, family comes first!”

Fundraisers

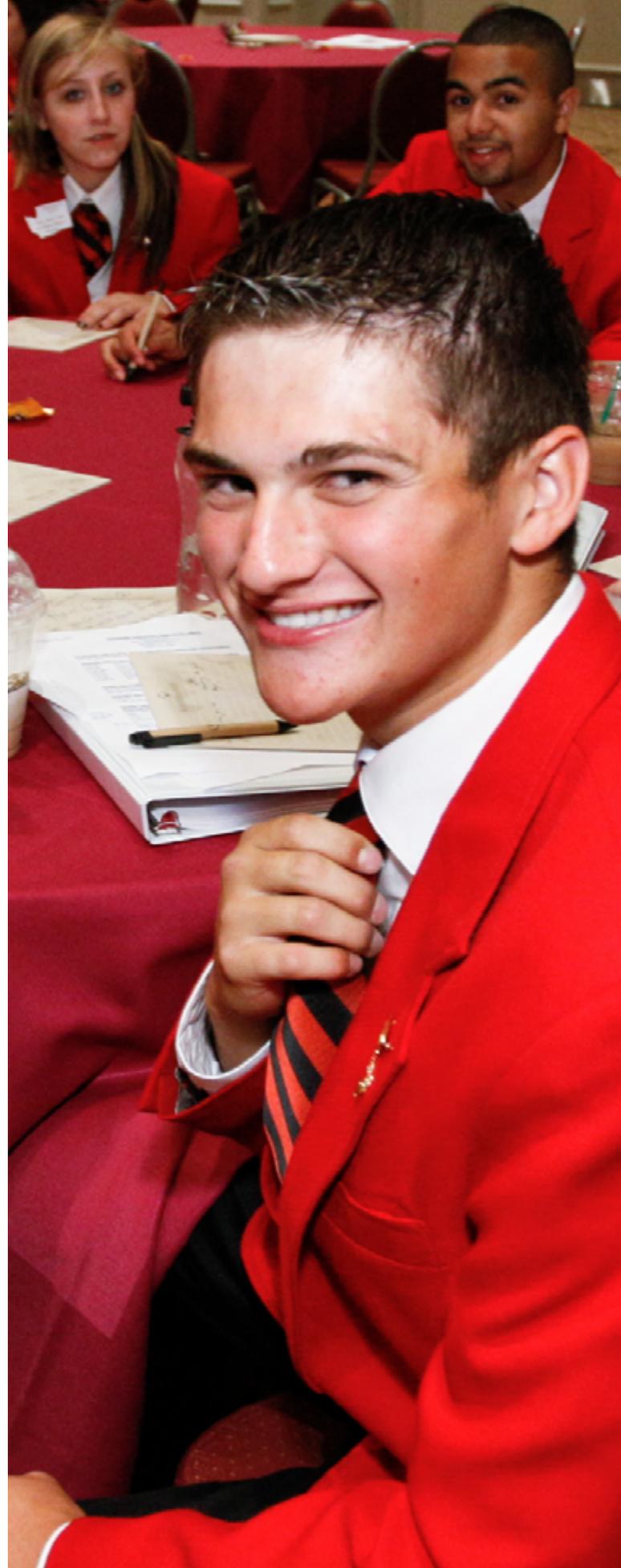


- Raffle donated items from local community businesses at sporting events.
- Hold a themed dance at your school to benefit a charity.
- Organize a 5K for the local community and charge an entry fee for participants.
- Host a yard sale to benefit your FCCLA chapter. Collect donated items from the local community as well as local members to sell at the event.
- Sell raffle tickets for a holiday or special occasion themed basket. Ask local business or area banks to sponsor the basket in exchange for advertising. Chapter members can bring the items for the baskets.
- Host a dodge ball tournament or golf tournament charging each team an entry fee and sell concessions at the events.
- Organize a Guitar Hero/Rock Band/Just Dance tournament for student and teacher participation.
- Coordinate an "I have a CRUSH on you" fundraiser. For a dollar a student can send an Orange Crush soda to another student. Fanta soda can also be used with an "I think you are FANTastic" message.

Publicity

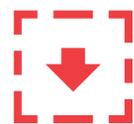


- Send out press releases to your local paper and your school website after every FCCLA event that your chapter participates in and remember to include pictures.
- Start your own social media accounts to share your chapter's activities. This can include a Facebook, Twitter, Instagram or anything else your chapter is willing to try.
- Have students present to the school board whenever possible. Your school board and administration will see all of the amazing things that your chapter does and the positive impact FCCLA has on your students.
- Keep a stock of FCCLA polos that members can check out for chapter events or trips as a way to brand the image of FCCLA in your community.
- Involve the community in daily FCCLA Week activities to promote the organization.
- Follow [The Guide to Promoting FCCLA](#) to make sure you are using the logo correctly on all social media, flyers, and promotional materials.





Handouts



Advantages for Administrators



FCCLA Program of Work



Integrating National Programs



Membership Calendar



FCCLA Planning Process





Advantages for Administrators

Family, Career, and Community Leaders of America (FCCLA) is the youth leadership organization for Family and Consumer Sciences education, or other course as determined by the state department of education. It involves students in hands-on, meaningful experiences that reach beyond the classroom and provide authentic and student-directed learning.

FCCLA brings classroom lessons to life.

Integrating FCCLA into the classroom—

- enriches student learning and improves self-esteem.
- involves all Family and Consumer Sciences students, thereby serving youth with a range of ability levels, economic situations, and cultural influences.
- provides opportunities to implement and assess student mastery of the Family and Consumer Sciences National Standards.
- revitalizes teaching and learning.

At the heart of FCCLA is student involvement in projects and activities they plan, carry out, and evaluate themselves. Chapter projects and activities stem from and enhance Family and Consumer Sciences programs of study. With FCCLA in the classroom, most of these experiences occur during class time. Some assignments and small-group projects may also occur outside of class.

Through their FCCLA involvement, students sort out thoughts, analyze situations, set goals, interact with others, apply classroom knowledge, and become leaders in today's—and tomorrow's—families, careers, and communities. Many agree that this is exactly what schools and educators need to offer young people.

FCCLA offers unique advantages for administrators.

- FCCLA provides a ready-to-use framework for implementing educational priorities, such as school-to-career efforts, cooperative learning, standards and competencies, and volunteerism/citizenship requirements.
- Through project activities and publicity efforts, FCCLA reaches into the community to demonstrate how academic lessons are applied.
- FCCLA excites students about learning and makes them enthusiastic ambassadors for the school.
- Integrated FCCLA offers recognition for a diverse population of students, including many who are not otherwise involved in school activities.
- District/region, state, and national recognition in FCCLA programs strengthens the public's image of the school.
- FCCLA chapters' service projects build community goodwill and support.
- Integrated FCCLA is a highly effective way to help students explore careers and prepare for the transition into the workforce or higher education.

Your support of FCCLA is a key element of its success. By extending this opportunity to students, you help them build leadership for families, careers, and communities.



FCCLA Program of Work

January	February
March	April
May	June



FCCLA Program of Work

July	August
September	October
November	December

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, a "Banking Basics" unit will interest them more than a "Making Money" unit in the Financial Fitness project.
- 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 Krelfels, State Adviser, Nebraska

Program	Description	Possible Class to Implement Into	National FACS Standards	Class Project
	A national program that guides young people to link their options and skills for success in careers, families, and communities.	<ul style="list-style-type: none"> Career Development Entrepreneurship Career, Community, and Family Connections Family and Community Resources 	1.1.2, 1.1.3, 1.2.1	<ul style="list-style-type: none"> 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. Organize a Mock Interview Day at school. Students can participate in Mock Interviews before they start looking for summer jobs. 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. Set up interview and/or job shadow opportunities for students.
	A national peer education program in which young people strive to save lives through sober	Personal Health	1.1.2, 1.1.3, 1.2.1	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.
		Child Development, Family and Community Services	(Dependent upon unit and class)	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.
	A national peer education program that involves youth teaching other young people how to make, save, and spend money wisely.	Family & Consumer Sciences Resource Management	2.1.1, 2.1.5, 2.5.1, 2.5.4	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.
	A national program that guides young people to link their options and skills for success in careers, families, and communities.	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"> Habitat for Humanity (Housing) Canned Food Drive (Career/Family Leadership) Baby Book Drive (Child Development) Blanket Collection (Clothing Construction) <p>Assisting with Parents-as-Teachers (Child Development)</p>

Integrating National Programs



Submitted by Allison Krelfels, State Adviser, Nebraska

Program	Description	Possible Class to Implement Into	National FACS Standards	Class Project
	A national program that helps students find and use their personal power. Members set their own goals, work to achieve them, and enjoy the results.	Career and Family Leadership, Consumer Services	(Dependent upon unit and class)	<p>The key is to remember that these are truly a 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"> • Take the Lead • A Better You • Speak out for FCCLA • Working on Working • Family Ties
	National competitive events in which members are recognized for proficiency and achievement in chapter and individual projects, leadership skills, and career preparation.	Any	(Dependent upon unit and class)	<p>Many projects that are done in your class can be extended into a STAR Event.</p> <ul style="list-style-type: none"> • Turn your Service Learning in Action Project into a presentation. • Have your students with the best test scores try out the Family and Consumer Sciences Knowledge Bowl. • Turn a nutrition presentation to elementary kids into a Focus on Children project.
	Students Taking On Prevention – STOP the Violence is an FCCLA national program that empowers youth with attitudes, skills, and resources in order to recognize, report, and reduce youth violence.	Family Living/Parenthood	2.1.1, 2.1.5, 2.5.1, 2.5.4	After teaching the effects of family violence, organize an awareness campaign with the cooperation of your counselor or school social worker called "Leave at the Door or Take it to my Door" to encourage students to leave violence outside of school or to take serious matters to the counselor or other appropriate authority.
	A national peer education program that helps young people learn to eat right, be fit, and make healthy choices.	Nutrition and Wellness, Food Sciences, Dietetics, and Nutrition	9.3.6, 14.2.2	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.



Membership strength results from recruiting, retaining, and recognizing members all year long. It is important to have some events for all chapter members every month! Try the following ideas (or create your own) to include membership activities throughout the school year!

August

- Form membership committee.
- Committee and chapter leaders meet to plan membership efforts for year.
- Set membership goal.
- Committee prepares membership recruitment campaign.

September

- Conduct a membership recruitment campaign to sign up returning and new members.
- Chapter leaders speak in Family and Consumer Sciences classes.
- Hold first meeting(s) to build the chapter and consider the year's program of work.
- Affiliate online at www.fcclainc.org.
- Download the new Competitive Events Guide and help students choose events and start projects.
- Check the FCCLA website for the latest national program information, recognition opportunities, and deadlines.
- Chapter prepares fundraising plans for upcoming National Cluster Meeting.
- Attend Capitol Leadership Training.

October

- Sponsor a special event, celebration, or trip for paid members.
- Conduct a hands-on chapter project created and carried out by a majority of members.
- Extend personal invitations to students who have not yet joined the chapter.
- Attend a district/region or state leadership event.

November

- Attend a National Cluster Meeting.
- Chapter leaders speak in a Family and Consumer Sciences class.
- Submit additional member names and dues payments.
- Continue to involve members in projects that build the chapter's image in the school and community.

December

- Celebrate the chapter team with service projects and a social event. Invite potential members to attend and join the chapter.
- Set up a gift exchange activity for Family and Consumer Sciences students who have not yet joined the chapter. Present small gifts throughout the month. Just before holiday break, reveal that gifts are from FCCLA chapter, which offers many more "gifts" and rewards all year long.

January

- Conduct a New Year's membership campaign to sign up new members.
- Chapter leaders present to a second semester Family and Consumer Sciences class.
- Start the year right with an exciting chapter meeting and more hands-on chapter projects created and carried out by a majority of members.
- Check the FCCLA website for the latest national program information, recognition opportunities, available scholarships and deadlines.



Membership strength results from recruiting, retaining, and recognizing members all year long. It is important to have some events for all chapter members every month! Try the following ideas (or create your own) to include membership activities throughout the school year!

February

- Submit additional member names and dues payment.
- Encourage people to join the chapter during National FCCLA Week and CTE Month.
- Continue to involve members in projects that build the chapter's image in the school and community.
- Check the FCCLA website for deadlines and prepare award applications for recognition in FCCLA national programs.

March

- Chapter leaders speak in Family and Consumer Sciences class.
- Chapter leaders speak to younger students who are preparing to sign up for next year's classes.
- Conduct a hands-on chapter project created and carried out by a majority of members.
- Submit FCCLA national program award applications electronically for recognition by March 1.
- Submit additional member names and dues payments.

April

- Continue to involve members in projects that build the chapter's image in the school and community.
- Participate in the meeting state (March–May).
- Apply for various scholarships by April 1; check the FCCLA website for current information.
- Submit Summary report forms electronically for recognition by April 1.
- Submit application for membership campaign awards by April 30.

May

- Host a chapter recognition event and invite parents, administrators, supporters, and potential members.
- Evaluate the year's accomplishments and record suggestions for future chapter success.
- Make plans to carry the chapter through the summer and into next year.
- Submit National Outreach project funds raised to Share Our Strength for recognition by May 1.
- Submit final member names and dues payments no later than May 31.
- Make sure dues for all members trying to reach national STAR Events are sent no later than May 1.

June-July

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

FCCLA Planning Process

	Identify Concerns
	Set a Goal
	Form a Plan
<ul style="list-style-type: none"> • who • what • where • when • why • how 	
	Act
	Follow Up
<p style="margin-top: 10px;">What could have gone better? What did you learn?</p>	



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