

Texas Association
Family, Career and
Community Leaders of
America



LET'S GET
STARTED

A Guide to Organizing a
FCCLA Chapter

GETTING STARTED AS A NEW ADVISOR

Welcome to one of the most exciting times of your teaching career – your life as an **FCCLA ADVISOR!**

What does it mean to be an advisor?

FCCLA is a youth led organization, but requires the assistance of adults. The advisor can truly make FCCLA go and grow. It is the:

Attitude
Dedication
Vision
Initiative
Support
Optimism
Rapport

that builds chapters and provides opportunities for students.

ADVISOR RESPONSIBILITIES

1. Make FCCLA an integral part of your Family and Consumer Sciences curriculum.
2. Be familiar with the organization.
3. Assist in forwarding necessary information to the state and national associations.
4. Provide leadership training officers/members.
5. Help organize and schedule meetings
6. Assist officers in performing their duties.
7. Help plan the program of work and other necessary information (such as evaluation)
8. Make state and national information available to members.

WORKING WITH STUDENTS

1. Locate and uncover special interests, talents, and abilities of chapter members.
2. Explain the expectations of students as leaders.
3. Provide information needed for them to carry out their responsibilities.
4. Be creative.
5. Provide motivation and support.
6. Express thanks and appreciation - encourage students to do the same
7. Provide learning opportunities in FCCLA to prepare students to be better leaders and workers.
8. Express the importance of evaluating leadership opportunities and experiences.

Suggested Region, State and National Projects

- Sponsor a story hour for children at the local library
- Conduct a school beautification project
- Sponsor families for Thanksgiving and/or Christmas
- Paint pumpkins with elderly at nursing home/assisted living facility
- Collect cans for a food drive
- Conduct awareness program on school violence
 - Serve breakfast to student body during testing
 - Recruit middle school student into Family and Consumer Sciences class
 - Publicize local projects on cable access channel
 - Newspaper articles/pictures about activities

AVAILABLE RESOURCES

Step One resources

STAR Event Guidebook (Texas FCCLA and National FCCLA website)

Region and State Constitution and Bylaws (Texas FCCLA website)

Families First (National FCCLA Headquarters)

FCCLA Chapter Handbook (National FCCLA Headquarters)

Power of One (National FCCLA Headquarters)

Student Body (National FCCLA Headquarters)

Career Connection (National Headquarters)

Teacher Educator's Guide to FCCLA (National FCCLA Headquarters)

Middle Level CD (National FCCLA Headquarters)

Texas FCCLA Chapter Handbook CD (Curriculum Center)

Integrating FCCLA into the Classroom CD (National Headquarters)

- Volunteer at a local festival
- Hold a food drive
- Sponsor a story hour at local child care center
- Collect pennies for a toy project
- Sponsor a prom promise project (drinking, etc.)
- Create a school bulletin board
- Arrange a TV or radio show appearance
- Participate in a Christmas parade
- Involve students in FCCLA week activities
- Develop network of other advisors
- Attend FCCLA workshops at the Tri-Cluster Professional Development Conference
- Encourage student generated activities
 - Bowling party
 - Etiquette dinner
- Involve students in community service projects
 - Organize STOP the Violence activities
 - Conduct a Families First project
 - Entertain during a story hour at child care center
- Publicize FCCLA
 - Newspaper, local television or radio
 - Homecoming parades
 - FCCLA Week activities
- Develop network of other advisors
- Have a mentor or be a mentor to another advisor.
- Conduct awareness program on school violence
- Serve breakfast to student body during testing
- Recruit middle school student into Family and Consumer Sciences class
- Publicize local projects on cable access channel
- Newspaper articles/pictures about activities

KEEPING YOUR SANITY

REMEMBER.....

- Your students will never be more excited than you are about FCCLA and your enthusiasm will become “infectious”.
- Growth in membership will come. If you start with a few students, expose them to the possibilities that are available through FCCLA, their excitement will grow the chapter.
- Remember “success breeds success.” Walk members through each step of the FCCLA Planning Process as they develop activity or project, but let them “carry the responsibility.” You are the **ADVISOR** and FCCLA is a **STUDENT** led organization.
- Start small with things you are comfortable doing and that will spark enthusiasm in your students, like taking them to a leadership workshop and encouraging them to compete in LEO’s. Next, take a few “underclassman” members to a region and/or state meeting and have them volunteer as a room consultant for the STAR Event competition and you can volunteer to chair an event. The members will gain an understanding of the wonderful opportunities that are available through FCCLA and will be excited to “jump in” next year.
- Remember to build a positive relationship with the school administration. Public relations is the **MOST IMPORTANT** ingredient to establishing a successful chapter. Not all administrators have been informed about the changes in FCCLA. Invite them to functions, involve them in judging or planning activities, send thank you letters, etc. Make them feel as though they have a significant role in the organization – because **THEY DO!**
- Set reachable goals. Rome was not built in a day. Neither were strong FCCLA chapters. Baby steps will eventually get you where you are going. Take on only as much as you feel comfortable doing; the rest will come with time. Remember, “inch by inch, it’s a cinch; yard by yard, it’s hard.”
- Utilize resources. If you have parents, administrators, other teachers, or community members who want to help, **let them**. Our organization is about community involvement. It is fine to delegate or ask for help!

Activities Members Enjoy

Attending Leadership Meetings

- Fall Leadership Meeting
- State Fair of Texas “Youth Leadership Day”
- Region, State, Cluster and National Meetings

Working with elementary school students

- Reading to kindergarten and 1st graders
- Mentoring Projects
 - Character Counts
 - Nutrition Education
 - Bullying Programs
 - Elementary “field day” or track meet
 - Special Olympics

Community Service Projects

- United Way – Day of Caring
- Relay for Life
- Angel Tree
- Financial Education to young people
- Exercise program
- Youth Exchange with Senior Citizens
 - Jr / Sr Prom
 - Holiday cards for nursing home residents

Activities for Members

- Banana Split Party - (FCCLA Advisor Handbook) - Students learn facts about FCCLA and take a test. Students receive items for their banana split based on how many correct answers they get on each section of the test.
- Rewards for **paying dues** by the designated deadline
 - Half price t-shirts
 - Members Only Breakfast
 - Pizza Party for 1st class to have 100% dues paid.
- Themed Parties
 - Mystery Adventure Dinner – Menu items are disguised by creative wording. (i.e. Hay Rake – Fork, Warm Puppy – Hot Dog)

YEAR NUMBER TWO in addition to Year 1 suggestions

- Work with Executive Council prior to school starting to finalize plans for the upcoming year
- Make sure chapter activities on school calendar
- Develop a point system to determine delegates/participants in conference/activities
- Encourage more students to attend the region and state meeting – volunteer to help with STAR Events and take LEO quizzes.
- Encourage more students to complete Power of One Units – see Advisor Handbook
- Involve students in FCCLA week activities
- Develop network of other advisors
- Attend FCCLA workshops at the Tri-Cluster Professional Development Conference

YEAR NUMBER THREE in addition to Year 1 & 2 suggestions

Encourage students to compete in STAR Events
Plan to attend State Leadership Conference (Encourage more delegates’ participation than during the previous year)

- Help student body and faculty learn about FCCLA through activities
 - Give goody bags to all teachers with information about FCCLA
- Organize an FCCLA picnic
- Organize an outing at the lake/park
- Become involved in community service projects
- Sponsor families for Thanksgiving or Christmas

- Encourage participation in fundraisers (this can help students pay dues)
- Affiliate Chapter – affiliation is done on-line through the Texas FCCLA website. Mail dues and affiliation paperwork to

FCCLA Lockbox Operations
P. O. Box 1326
San Antonio, TX 78295-1326

- Allow each classroom chapter to elect a set of officers
- Attend leadership workshop in your area
- Get members involved in Community Service activities – see suggestions on the following page
- Involve students in FCCLA Week Activities
- Have class select on project from the state or national programs – see suggestions of the following page
- Participate in the Regional Leadership Conference
- Participate in the State Leadership Conference
- Publicize FCCLA among students and community members through activities – see suggestions on the following page
- Elect Executive Council officers before the end of the year and have officer training time during the summer to plan the next year

- Hawaiian Luau
- Secret Santa gift exchange with other members
- Socials with other youth organizations.

Fundraisers

Talent Show
Food Booths - at local carnivals
Concession Stands
Pee-Wee Tournaments
Valentines Balloon or Flower Sales
Discount Cards, Coupon Books, Computer Dating, Community Calendars, Cookbooks
Community Dinners

YEAR ONE

- Obtained the FCCLA Advisor Handbook CD from FCCLA state office.
 - 512-306-0099
- Become familiar with the:
 - Texas FCCLA Website – www.texasfccla.org
 - National FCCLA Website – www.fcclainc.org
- Check website and e-mail for monthly FCCLA Updates from the state advisor
- Integrate FCCLA activities into the curriculum – STEP One and other national programs
- Develop a network of other advisors to assist you
 - Request names from the State FCCLA office of experienced advisor to call with questions
- Form chapter structure according to suggestions in the Advisor Handbook
- Organize a membership drive and collect dues from members