

REPLACE THIS PAGE WITH

CHAPTER 4

TAB DIVIDER

CHAPTER 4:

Effective Chapter Planning

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Effective Chapter Planning

Effective chapters are the result of planning, organizing, and conducting a program of activities that interest and meet the members' needs. To accomplish this, chapter members, officers and advisors need to begin working prior to the beginning of the school year, and continue working together and communicating on a regular basis throughout the year.

This chapter provides information on recruiting members, electing and training officers, planning and financing a program of work, and evaluating chapter activities. After reading the information in this chapter, officers, and advisors should develop a plan for the year. The earlier the Chapter Executive Council formulates this plan, the more successful the year will be.

Recruiting Members

Recruitment Campaign

Although a strong, active chapter often sells itself, most groups face the annual challenge of recruiting new members. An effective membership campaign can help inform potential members while improving public relations with the school and community. Chapters will be more likely to attract new members during recruitment campaigns by sharing the total FCCLA story. Many students can be encouraged to join by stressing the benefits available to members.

Here are some techniques you can use in your next recruitment campaign for attracting student interest and promoting your chapter:

1. Use colorful and legible posters to display on campus and pamphlets to distribute that let students know you're conducting a membership drive. Be sure to include a room number, name or phone number so interested students have the option of learning more about your chapter. (See Chapter 4 Appendix, pages 4AP-3 and 4)
2. Make personal contact to interest potential members. Chapter members should make an effort to approach new students on an individual basis or call and invite them to a meeting to learn more about the chapter.
3. Refer current and potential members to the FCCLA website to learn more about activities and opportunities at the region and state levels.

4. Use the FCCLA Member Handbook published by the State Association. It's a handy reference for all members and especially worthwhile for new members. If students feel comfortable about their roles within the chapter, they'll develop into active participants.
5. Make presentations during the recruitment campaign. Videos, Prezi, Power Point presentations, Competitive Recognition Events, posters, and the Chapter in Review Portfolio are good visual aids in helping to make the presentation informative and interesting.
6. Distribute letters welcoming new students that tell about FCCLA and how they can benefit by joining your chapter. A sample letter is included at the end of this section to help you write a letter that reflects the uniqueness of your chapter (see Chapter 4 Appendix, page 4AP-5).
7. Create a chapter brochure or flyer to distribute on Parents' Night or Parent-Teacher Association meetings. This could be an annual publication that would highlight recent projects (see Chapter 4 Appendix, pages 4AP-6 and 4AP-7).
8. Maintain a bulletin board or display in a prominent location to keep members informed of future activities and meetings. Assign the responsibility of updating the bulletin board to a chapter member or officer.
9. Have chapter officers make a presentation to feeder schools about the goal and purposes of FCCLA. Presentations might include a display or project and a Power Point depicting recent chapter activities.
10. Ask the Chapter Historian to take pictures of activities and projects throughout the year. Use the pictures to prepare a presentation for membership recruitment campaign.

Maintaining Membership

There are also ways in which chapters can enhance their image and thus, improve their ability to recruit and keep members. The following suggestions may assist in maintaining and increasing chapter membership:

1. Survey the interests and concerns of the members and students in the school. Include opportunities to address these topics through chapter projects and activities.
2. Encourage students to join the chapter at the beginning of the school year with an all-out membership campaign that includes a special "back to school" activity. Becoming a member will be a natural progression once new students have participated in a chapter activity.
3. Invite active members to contact new students for membership. Often new or transfer students need encouragement to become involved and personal contact can make them feel welcome.
4. Submit an announcement of the chapter's membership drive to be included in the school bulletin or on the school marquee.

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5. Make sure activities for new members or meetings at the beginning of the year are well-planned and organized. Keep in mind that first impressions are everlasting. What image is your chapter projecting for new members?

There's really no limit to the activities that can be planned to spark interest and enthusiasm for the chapter. Remember, there are many students who can benefit by becoming involved in FCCLA! More suggested activities and forms for planning a membership campaign are included in the Appendix to spark your imagination.

Planning a Chapter Program of Work

FCCLA chapters are responsible for formulating annual Programs of Work that provide members opportunities for personal growth, leadership development, career preparation, and recognition through class related activities and projects. A Program of Work and a calendar for the year should be prepared so that members can plan ahead for special projects that are based on the goal of the organization, the interest of the group, and the major directions of the Family and Consumer Sciences program.

A Program of Work (POW) is:

1. A written plan of action that includes all of the activities a chapter wants to accomplish during the school year;
2. Based on the goals and objectives established by the members and Chapter Executive Council for the current year; (e.g. increase membership; participate in region, state, and national activities; raise \$1,000; conduct community outreach programs, etc.).
3. A plan of not only WHAT the chapter will do but also WHY, HOW, WHEN and WHO will carry out the activities.

An Effective and Well-Planned POW:

1. Complements Family and Consumer Sciences instructional objectives;
2. Includes activities to reflect all six components of an effective chapter: personal growth; leadership and development; member and advisor recognition; career preparation; community service; and social, recreation, and fundraising;
3. Addresses the FCCLA goal and purposes as well as the State Project Goals; (For current State Project Goals refer to the FCCLA website)
4. Incorporates region, state, and national level activities and dates;
5. Is planned and carried out by members with the guidance of the advisor;
6. Involves and benefits all members;
7. Develops interpersonal leadership and career skills of members;
8. Motivates and develops pride and enthusiasm for FCCLA;
9. Can be financed adequately;
10. Is fun and provides rewarding learning experiences; and
11. Assists a chapter in meeting criteria for the Honor Chapter Award and other forms of recognition.

Developing a Chapter Program of Work is a continuous process, which should reflect changing members' needs and interests each year. As activities are carried out and reports made to the chapter, members should decide at that time whether to include the activity in next year's program. The number and types of activities can be determined by the number of members in the chapter; their age and development, and the need for activities to motivate further interest in Family and Consumer Sciences Education.

Chapter activities should encourage members to:

1. Become involved in the community;
2. Examine career opportunities related to the field of Family and Consumer Sciences;
3. Develop career skills;
4. Develop their leadership potential through active participation at all levels of the organization;
5. Keep the public informed of FCCLA projects and accomplishments; and
6. Uphold the goal and purposes of the organization.

It is important that each member is given a chance to develop leadership skills by involving them in planning and carrying out chapter activities. The Chapter Advisor should be the primary source of help and encouragement for the officers and members as they plan and carry out their program of work. Officers and members should assist the advisor in keeping a note-book on ways to promote the chapter; to encourage membership, to publicize activities, and to reveal the concerns of the members. Activities planned by the students should also be related to the overall Family and Consumer Sciences curriculum.

Chapters are encouraged to develop and adopt a point and awards system to further encourage students to participate in planned chapter activities. The point system can be used as a basis to recognize members for their participation and achievement during awards programs. Students with the highest number of points could also be honored by selecting them as chapter delegates to the Annual State Leadership Conference. A sample point and awards system is included in the Appendix, 4AP- 8, 9 of this chapter.

How to Plan an Effective Program of Work

The following ideas are intended to serve as a framework for developing a chapter's POW. The entire membership should be presented with the POW plans to make suggestions and revisions before it is formally put into action.

PHASE 1

1. Have officers meet to plan the program of work before school opens in the fall.
2. Review past programs of work and incorporate parts of them that are applicable to current needs. Also, examine any ideas that proved unsatisfactory so that the same problems can be avoided.
3. Next, evaluate the chapter's last program of work. Remember to indicate which items are to be continued during the next school year.
4. Include activities focusing on the six components of an effective chapter: personal growth; leadership development; member and advisor recognition; career exploration and career preparation; social, recreation, and fundraising activities; and community service.
5. Use the Honor Chapter and Superior Chapter Award applications as a guide in developing the program of work and working toward a quality chapter.

PHASE 2

1. At the first chapter meeting of the year, review the chapter objectives and projects with the members.
2. Collectively analyze if the POW offers a balance between work and recreation, and if the activities selected provide for the achievement of the goal of the organization and the Family and Consumer Sciences program in the school.
3. Review the POW to assure that the activities chosen challenge – but do not over power – the members’ time, resources, and finances.
4. Provide enough variety in the activities to make sure everybody’s interests are reflected.

PHASE 3

1. Establish a tentative calendar of activities and dates for projects.
2. Identify when, where, and how these activities can best be carried through to completion.
3. Allow members to serve on committees for each activity under the direction of the committee chairperson.
4. Check to be sure that all members are involved with a committee.
5. Duplicate and distribute copies of the program of work.
6. Implement program of work.

Suggested Chapter Activities to be Included in a Chapter Program of Work (POW)

Check to see if these activities are included when developing and evaluating the chapter’s POW:

1. An initiation and installation ceremony;
2. Membership drives to encourage students to join;
3. Participation in state and, if possible, national leadership conferences;
4. Chapter leadership training activities for officers;
5. Activities for each component of an effective chapter, i.e. personal growth, leadership development, community service, etc.
6. Participation of members in Competitive Recognition Events;
7. Nomination of candidates for region, state, and national offices;
8. Presentations to school boards and community organizations, etc. interpreting FCCLA to others;
9. Public relations activities to increase awareness of FCCLA;
10. Awards banquets and programs to honor outstanding members, administrators, and other special friends of the chapter.

Chapter Calendar of Activities

Once the chapter POW is developed a calendar of activities should be prepared and distributed to members. The calendar should include the dates of chapter activities and deadlines, as well as those of region, state, and national levels of the organization. A copy of the calendar should be given to all members and school administrators at the beginning of the school year.

Here's a sample calendar to guide your chapter in planning activities for the year.

AUGUST

Chapter Executive Council Meeting and chapter planning

SEPTEMBER

1	Plan a program of work
6-17	Membership Drive
20-24	Community Service Activity
1st/3rd Monday	Executive Council Meetings
1st/3rd Tuesday	Chapter Meetings

OCTOBER

15	Initiation of new members, begin working with students interested in Competitive Recognition Events
1st/3rd Monday	Executive Council Meetings
1st/3rd Tuesday	Chapter Meetings
27	Region Meeting

NOVEMBER

22	Adopt a family for Thanksgiving
23	Family Night Activity
27	Industry Field Trip
1st/3rd Monday	Executive Council Meetings
1st/3rd Tuesday	Chapter Meetings

DECEMBER

5	Toys for Tots Drive
10	Caroling at Convalescent Home
15	Chapter CRE
20	Application deadline for CRE
1st/3rd Monday	Executive Council Meetings
1st/3rd Tuesday	Chapter Meetings

JANUARY

1st/3rd Monday	Executive Council Meetings
1st/3rd Tuesday	Chapter Meetings
25	In-depth project

Note: Community service activities should reflect the State Projects goals that are selected biannually.

FEBRUARY

6-12 California FCCLA Week and National Career and Technical Education Month
19 Regional Meeting and Competitive Recognition Events
1st/3rd Monday Executive Council Meetings
1st/3rd Tuesday Chapter Meetings

MARCH

1 Chapter screening of officer candidates
5 Fund Raising Event
9 Career Day
1st/3rd Monday Executive Council Meetings
1st/3rd Tuesday Chapter Meetings

APRIL

3 Relay for Life Walk-a-Thon
17 Planning for State Leadership Conference
23-26 State Leadership Conference
1st/3rd Monday Executive Council Meetings
1st/3rd Tuesday Chapter Meetings

MAY

3 Election of new chapter officers
15 Awards Banquet
25 End of Year Trip
27 Chapter Evaluation
1st/3rd Monday Executive Council Meetings
1st/3rd Tuesday Chapter Meetings

JUNE

Meeting of new Chapter Executive Council

JULY

9-15 National Leadership Conference

AUGUST

3-5 Chapter Executive Council Training and Planning Campout

Note: Chapter Calendar of Activities should reflect dates and deadlines of Region and State activities on their calendars. For specific dates refer to the FCCLA website.

Evaluating a Chapter Program of Work (POW)

At the end of the year, the POW should be evaluated. Here are some questions to assist in planning next year's POW.

Questions for Evaluating and Planning POW

- 1. Did the planned activities and projects help the members develop entry-level leadership and career skills as well as receive recognition for their participation and achievement?*
- 2. Did the projects and programs help meet the objectives of chapter, region, state, and national levels of FCCLA?*
- 3. Were the various activities promoted effectively so that all members were involved?*
- 4. Did the POW reflect the interests and needs of the chapter members?*
- 5. Did the activities of the POW complement classroom learning experiences?*
- 6. Did members have the opportunity to evaluate activities and programs and to suggest ideas for the next year?*
- 7. Did the officers and advisor(s) use the evaluations to plan the chapter's POW for the next year?*

Financing Chapter Activities

In order to carry out a planned program of activities, each chapter needs sufficient funds. It has been suggested that some chapters over emphasize fundraising to the detriment of FCCLA goals and purposes. This need not happen if precautions are taken to keep money making activities in the proper perspective.

It should be stressed that fundraising provides members with opportunities to not only bring in a profit, but also learn or improve skills in areas related to Family and Consumer Sciences. Remember to keep your goals realistic to prevent activities from becoming a burden on the members. By keeping your goals modest, you will not be likely to undertake activities that require time and effort disproportionate to the financial return expected. Of course, profits should be spent wisely according to your preplanned budget.

A realistic chapter budget should be developed in conjunction with the Program of Work. At some schools, the system of accounting for income and expenses must be approved by the school administrator and student body officers. In such cases, a central system within the school must be utilized. If this is not the case, each chapter should develop and utilize a financial records system that can be easily maintained.

Budgets and programs designed by the chapter should be reviewed periodically by the Treasurer, finance committee, and advisor. Planned chapter activities that require funds may not be possible if money is not available, so be sure to budget for these projects at the start.

The following is a sample budget that can be used as a guide for financial planning. Note the estimated expense, "Transfer to Savings." This is to stress that savings should be built into any effective plan. It's also advisable to have the entire chapter participate in developing the budget and following projects through to completion.

TRANSFER TO SAVINGS

DATE	DEPOSITOR'S NAME	AMOUNT	BALANCE
		105.50	254.76
		125.00	254.76
		55.00	267.76
		1022.05	2683
		1530.00	2647
		2775.00	2647
		1125.00	2685
		102.00	2693
		572.00	2623
		2180.00	2623
		753.00	2623
		553.05	26493
		652.10	26.03
		515.10	2603
		1027.70	2603
		1537.70	2603
		1576.50	2603
		1322.00	2603
		1740.25	1640.25
		1640.25	

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Sample Budget

Estimated Income

FCCLA Fees (Chapter, Region, State, and National)	
\$18 @ 50 members	\$900.00
Competitive Recognition Events (CRE) entry Fees	300.00
Fall and Spring Region Meeting Registration (30 members @ \$5.00)	150.00
State Leadership Conference Registration	2,500.00
Food Sales	2,000.00
Coupon/Discount Card Sales	600.00
Dance Sponsor	500.00
Catalog Sales	1,000.00
Total	\$7,950.00

Estimated Expenses

FCCLA Fees (Region, State, and National)	\$450.00
CRE Entry Fees	300.00
Fall and Spring Region Meeting Registration	150.00
State Leadership Conference Registration	2,500.00
Community Service Projects	225.00
Chapter Awards (members, administrators, etc.)	100.00
Chapter Banquet	250.00
Meeting Refreshments	400.00
Officer Supplies	150.00
End-of-Year Activity/Field Trip	1,000.00
Graduation Stoles	200.00
Officer and Member Pins	310.00
Transfer to Savings Account	1,765.00
Total	\$7,800.00

Checklist for Evaluating Chapter Fundraising Projects

Before the chapter selects a fund raising project and commits members to it, review this checklist to see if planned projects meet these criteria. Sound and well-thought out planning can go a long way in helping a chapter meet financial success while helping officers and members be financially responsible.

Fundraising Checklist

- Will members learn anything from this project?
- Will the project have the approval of school administrators?
- Is this project related to the goals of the Family and Consumer Sciences program and the chapter?
- Will all members have the opportunity to participate in the project?
- Will there be enough time to complete the project before members lose interest?
- If products are being sold, is there a market for them?
- Is money needed to start the project?
- Will financial returns from this activity justify the amount of time and energy spent on it?
- Is the activity in keeping with school and state laws and policies?
- Will members work together or with other organizations?

Evaluating Your Chapter

Chapter officers and members benefit greatly when they evaluate the effectiveness of chapter activities in terms of the opportunities for members to experience personal growth, leadership, career development, and community involvement. It's important to involve members in the evaluation process if the chapter is to gain a broad perspective of past experiences to help formulate future activities that will be truly meaningful.

Here's a checklist that you may want to duplicate and use to assist members in evaluating the chapter.

PROGRAM INTEREST AND RELEVANCE

- _____ 1. Have all projects and activities been selected to help the chapter reach its objectives?
- _____ 2. Do the objectives, projects and activities relate to the Family and Consumer Sciences instructional program and extend classroom learning?

OFFICERS, ADVISORS AND LEADERS RESPONSIBILITIES

- _____ 1. Are the officers of the chapter elected on the basis of their qualifications?
- _____ 2. Are officers, advisors and leaders able to work cooperatively with the members?
- _____ 3. Are officers dependable in carrying out their responsibilities?

MEMBERS KNOWLEDGE

- _____ 1. Do members know the overall goal of FCCLA?
- _____ 2. Do they know the eight purposes of FCCLA?
- _____ 3. Can members interpret the goal and purposes to others?
- _____ 4. Can members explain the structure of the organization?
- _____ 5. Do members have the opportunity to apply their knowledge and experience to achieve the various levels of the Golden State Degree program?

MEMBER PARTICIPATION

- _____ 1. Do members work together in planning and carrying out chapter activities?
- _____ 2. Do members willingly accept responsibilities for various tasks?
- _____ 3. Do most of the members regularly attend the meetings?
- _____ 4. Are a majority of the members generally participating in all chapter activities?

CHAPTER MEETINGS

- _____ 1. Is there a definite time and date set for executive council and regular chapter meetings?
- _____ 2. Do officers meet in advance to plan the agenda for chapter meetings?
- _____ 3. Are chapter meetings well-organized and conducted in a professional manner?

REGION AND STATE LEADERSHIP CONFERENCE (SLC)

- _____ 1. Do the chapter members attend region and SLC meetings?
- _____ 2. Are candidates for region and state officer positions regularly nominated?
- _____ 3. Does the chapter accept some of the responsibilities for activities at region and state meetings?

CHAPTER SUPPORT

- _____ 1. Does the chapter actively seek support from the school administrators, parents and community?
- _____ 2. Do the school administrators support the chapter?
- _____ 3. Are the school administrators periodically informed of chapter activities?
- _____ 4. Are chapter parents involved in chapter activities in a meaningful way?
- _____ 5. Does the chapter receive community support for its activities?
- _____ 6. Does the chapter inform the public of its activities?

CHAPTER SUSTAINABILITY

- _____ 1. Are a majority of the students enrolled in the Family and Consumer Sciences program also active FCCLA members?
- _____ 2. Does the chapter maintain and increase its membership annually?

RECOGNITION AND APPRECIATION

- _____ 1. Does the chapter regularly recognize members for their contributions and achievements?
- _____ 2. Does the chapter honor community members, parents and administrators for special contributions and support?

C H A P T E R 4

Appendix

Membership Campaign Flyer


Sample poster or flyer suitable for membership campaigns.

**BE PART OF THE
ACTION!**

JOIN WITH OTHERS
*interested in conservation, careers related to
Family and Consumer Sciences (FCS),
nutrition and obesity, child abuse, financial
responsibility, personal image, community service
and making a difference!*

*Join FCCLA and be a part of the action in a state and
national organization of over a quarter million students.*

*Ask your Family and Consumer Sciences
teacher about becoming a member of FCCLA today!*



The flyer features a repeating background pattern of the text "FCCLA • FCCLA • FCCLA" in a light gray font. The main text is in bold black and italics. The logo is a stylized oval with the text "Family, Career and Community" at the top and "Leaders of America" at the bottom, with "FCCLA" in large bold letters in the center.

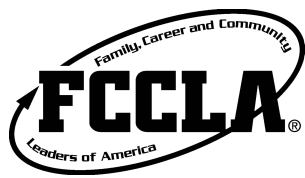
Membership Promotional Card

Sample promotional card that can be printed on both sides and distributed to prospective members.

Here's how
Every member
Learns
Participates and finds

Unusual
Satisfaction

Gained from
Regular membership in
Our organization.
Won't you join today?



Meeting Schedule

Date:

Time:

Place:

Our activities include:

Please join us for the
experience of a lifetime!

Membership Recruitment Letter

Sample Recruitment Letter

SUNNYSIDE HIGH SCHOOL
FCCLA CHAPTER
1292 E. Fair Oaks
La Joy, CA 99999

Dear _____ (Student's Name) _____:

Welcome to _____ High School. We're pleased you enrolled in a Family and Consumer Sciences (FCS) course and are looking forward to working with you during the school year. Now that you've embarked on a new learning experience, you'll be eligible to participate in a wide variety of activities that will help you relate Family and Consumer Sciences to your personal and career goals.

One way in which you can add excitement to your academic experience at high school is by participating in FCCLA. This is a Career Technical Student Organization for FCS students that offers unique opportunities to develop your personal, leadership, citizenship, and career skills. The experiences offered through FCCLA are geared to help members develop a positive image and better prepare them for personal, family, and community living as well as for careers. When you enroll in a FCS course, you automatically become eligible for active membership in FCCLA.

Affiliation fees are \$_____. This small investment provides you with the opportunity to become involved in various activities at the chapter, region, state, and national levels.

We would like to invite you to attend our next chapter meeting on _____ (Time) _____, _____ (Day) at _____ (Place and Room). Or call _____ (Chapter President) at _____ (Phone Number) for more information.

Sincerely,

Your Name
Your Title
Your Advisor's Name
Your Advisor's Title

Membership Recruitment Brochure

The following is a sample of wording for one side of a two-sided, 3-fold brochure that can be customized with additional information about your chapter activities and distributed to prospective members.

SEE SAMPLE BROCHURE ON NEXT PAGE

You are automatically a member of...



by being enrolled in a Family and Consumer Sciences Class.



What is FCCLA and how can you become an active member?

Find out now!

FCCLA OPENS

Our first meeting will be:

Fees this year are:

Our activities include:

☆ Fund raising

Car washes, catering, dances, product sales, etc.

☆ Community Service

Relay for Life, March of Dimes, homeless shelters, food drives, etc.

☆ Local, Region and State Leadership Conferences / Competitive Recognition Events

Local, regional, and state competitions in prepared speech, job application, child development, culinary arts, activities manual, exhibit and community involvement events.

☆ Social Events

Amusement park trips, bowling, holiday parties, Iron Chef competitions, etc.

What is FCCLA?

A state and national Career Technical Education Student Organization for young women and men in junior and senior high schools, both public and private as well as ROCP. Any student may join who is enrolled in or has been enrolled in a Consumer and Family Studies program or a Family and Consumer Sciences Related Occupations Career Pathway Program.

What is FCCLA's goal?

To help youth assume their roles in society through Family and Consumer Sciences Education in the areas of personal growth, family life, career preparation, and community living.

How to become an active member of FCCLA:

☆ Attend fun and interesting FCCLA meetings

☆ Enjoy the rewards of community service

☆ Experience the excitement of competitive FCCLA events

☆ Participate in fun social events and group activities

☆ Pay nominal fees

THE WAY TO BENEFITS!

JOIN US TODAY!

Sample FCCLA Chapter Point and Awards System

PART ONE: POINTS

ACTIVITY	POINTS
1. Officer Chapter, Region, State or National	25 a year per office
2. Attendance - <ol style="list-style-type: none"> a. Chapter Meetings b. Executive Council Meetings c. Region Meetings d. State Leadership Conference e. National Leadership Conference f. Region Officer Training Conference (ROTC) g. Capitol Leadership Experience (CLE) 	10 per meeting 5 per meeting 20 per meeting 30 per conference 40 per conference 20 per conference 20 per conference
3. Committee Chairperson	15 per committee
4. Committee Member <ol style="list-style-type: none"> a. Planning b. Decorations c. Refreshments d. Entertainment e. Clean-up f. Publicity g. Special program h. Other 	10 per committee
5. Fund Raising Projects	10 per hour worked
6. Community Service Projects	10 per hour worked
7. Competitive Recognition Events	20 per event entered
8. Complete Requirements for Golden State Degree Program - Chapter, Region or State	50 per degree earned
9. Memorize Opening and Closing Ceremonies	20 points

ACTIVITY	POINTS
10. Memorize and Recite FCCLA Creed	20 points
11. Purchase FCCLA Blazer	20 points
12. Voting Delegate - Region Meeting or State Leadership Conference	10 per meeting
13. Presentation to School Board, Community Organization, Feeder School, etc.	15 per presentation

PART TWO: AWARDS

POINTS/ACTIVITY	AWARDS
Payment of Fees/Initiation Ceremony	Membership Card and Membership Pin
250 points	T-Shirt
500 points	Certificate of Achievement
1,000 points	\$25.00 toward State Leadership Conference Registration
Officer	Officer Guard and Plaque
2,000 points	Certificate/Plaque of Achievement

SPECIAL CHAPTER AWARDS PRESENTED AT AWARDS BANQUET/PROGRAM

SPECIAL CHAPTER AWARDS	AWARDS
Scholarship	Certificate
Most Inspirational Member	Plaque
Outstanding Member	Plaque
Graduating Senior (Four years of membership)	Graduation Stole

Steps to Planning In-Depth Projects

The Planning Process

FIVE STEP PROCESS

There are five steps to the planning process. For certain projects or chapter actions, some steps may repeat themselves, overlap or be omitted.

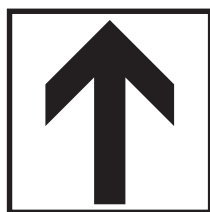
Students can use the planning process in sorting out thoughts, analyzing situations and making definite plans toward a specific goal. The planning process can not only provide immediate benefits for chapter action but also help students throughout life as they make decisions and set priorities based on identified concerns.

STEP 1: IDENTIFY CONCERNS



1. Brainstorm issues or state the topic members want to tackle.
2. Evaluate the list and narrow it down to a workable idea or project that interests and concerns a majority of the members.

STEP 2: SET A GOAL



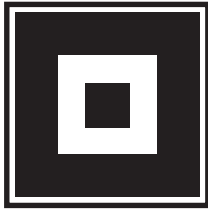
1. Get a clear mental picture of what members want to accomplish and write this down as the chapter goal.
2. Make sure the goal is one that can be achieved and evaluated; consider available resources.

STEP 3: FORM A PLAN



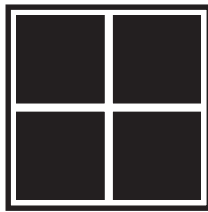
1. Decide how the chapter's goal could be reached.
2. Figure out the who, what, where, when and how.
3. List the abilities, skills and knowledge required to reach the goal.
4. List other available resources, such as persons, place, publications, and funds.
5. Make a workable timetable to keep track of your progress.
6. List possible barriers you might face and the need for alternate plans.
7. Decide ways to recognize members' accomplishments along the way.

STEP 4: ACT



1. Carry out the plan.
2. Determine if your goal was met.
3. List ways to improve your project or planning for future reference.
4. Share and publicize your efforts with others.

STEP 5: FOLLOW UP



1. Carry out your group or individual plans.
2. Use family and community members, advisors, committees, task forces and advisory groups when needed.

Using the Planning Process for Group Action

IDENTIFY CONCERNS

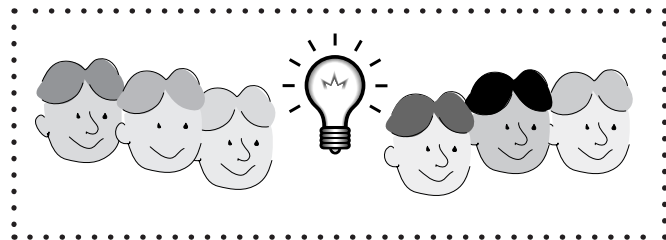
The list of concerns that chapters could address in a Program of Work is endless. Concerns could include improving the school's cafeteria, publicizing FCCLA Week, helping the elderly or handicapped, learning to use a specific job skill, improving the environment or serving the community.

One way to identify chapter interests and concerns is through brainstorming. Record all ideas presented; then look over the list and consider:

1. Which ideas work best as in-depth projects;
2. Which ideas interest the most members (there could be several projects being worked on at the same time);
3. Which ideas need immediate attention and which could be saved for a later time.

Rules for Brainstorming

1. List every idea
2. Don't discuss
3. Don't judge
4. Repetition is okay
5. Enjoy your silences



Other ways to identify concerns might include member surveys, questionnaires, rap sessions, discussions, topic investigations, or open-ended sentences, such as "What I need to know about job hunting is..." Once the concerns of the members are identified, select those that are most workable and can be related to at least one of the organization's purposes.

SET A GOAL

Establish a clear mental picture of what is to be accomplished – the chapter’s goal. Make sure it is something that can be achieved and evaluated. A chapter may want to take on one in-depth project, several mini-activities or use the planning process to conduct chapter business.

FORM A PLAN

Decide what needs to be done and how:

1. WHO – will do what and how will they be recognized;
2. WHAT – activity; event;
3. WHEN – realistic timetable;
4. WHERE – consider whether in-class or out-of-class;
5. HOW – consider possible barriers and alternate plans;
6. COST – consider amount of money required;
7. RESOURCES – people, products, places;
8. EVALUATION – decide how the project will be evaluated.

To keep members well informed, distribute copies of the completed project plan and suggest members share it with their parents. Also keep faculty, school administrators, local media and interested people in the community informed.

ACT

Carry out the plan. Use available resources and don’t be afraid to try something new. Evaluate along the way. If the plan isn’t working, try something else. Mistakes are part of tackling the unknown – trying something new.

FOLLOW UP

Through continuous evaluation, chapter members will know if their plan is on target or if new plans are needed. What worked? What didn’t work? Learn from failures as well as successes.

1. What was learned?
2. What would members do differently next time?
3. What happened because of chapter involvement?
4. How could resources be used more effectively?
5. What was accomplished?

If the project doesn’t succeed, discussing the problems can help relieve frustrations and pave the way for more successful activities.

Useful Strategies for Identifying Chapter Projects

Prior to planning activities, members' ideas and needs should be identified. Two strategies for obtaining input are included.

STRATEGY ONE

Conduct a brainstorming session with your members by taping large pieces of butcher paper or newsprint around the room with open-ended questions printed at the top of each sheet. Suspend a marking pen from each sheet with string or yarn so members can write suggestions as they think of them.

Examples:

In our community we need to...

My friends are concerned about...

If I was the principal in my school, I would...

I could help improve my family life by...

I'm worried about...

Members will continue to join FCCLA if...

My biggest concern is...

I'd like to get involved in an action project relating to...

In the future I want...

As the group gathers, give each person a numbered card. The numbers should coincide with a numbered table or area of the room.

Direct participants to the starting point. It's a good idea to give everybody 15 minutes so they'll have time to think about their answers. They may answer as many questions as time allows.

After all participants have answered the questions, divide members present into groups. Each group should take one of the concern sheets from the wall. The groups can select a leader who's responsible for helping participants narrow down the concerns appearing on their sheets so they can plan an in-depth project around this concern.

One final word: Be sure to allow enough time for groups to report on their project planning results!

STRATEGY TWO

Use a questionnaire to further identify members' preferences regarding meeting times and activities. Participation can be increased by reflecting the members' needs when planning activities. A sample survey follows.

Your Vote Counts

Your suggestions are needed to make this year the best ever for our FCCLA chapter. Please indicate your preferences regarding possible activities.

1. I prefer meetings to be held on:
 - Monday Tuesday Wednesday
 - Thursday Friday

2. The best time to meet for me is:
 - After school During class During lunch

3. Activities I would prefer to attend are:
 - Movie Night Dance Family Night
 - Camp out Walk-a-thon FCS Career Path Scavenger Hunt
 - Pizza party Nutrition Fair Holiday Potluck/BBQ
 - Bowling Field trips
 - Trips to _____

4. I will help by:
 - Serving refreshments at meetings
 - Bringing guests to meetings and activities
 - Planning the meetings
 - Working on special programs
 - Organizing FCCLA week activities
 - Planning community service projects
 - Other

5. Other ideas for chapter projects/activities: