CHAPTER GUIDE



FAMILY AND CONSUMER SCIENCES EDUCATION
CALIFORNIA DEPARTMENT OF EDUCATION

PREFACE

It is apparent that students will be required to obtain many complex and technological skills in order to successfully compete in the workforce and face the challenges of an ever-changing society. Amongst skills high in demand will be the ability to lead and competently assume leadership roles in the community, workplace and home.

Since 1917 when the first National Vocational Education Act was signed by President Woodrow Wilson, vocational educators have provided leadership development opportunities to students nationwide through federally supported, state conducted programs. The California FCCLA provides leadership training for students in Family and Consumer Sciences Education (FCS). (Hereafter the organization will be referred to as FCCLA or the Association.)

This FCCLA Chapter Guide was prepared for chapter members, officers and advisors to use in planning, conducting and evaluating chapter activities. The information included in this guide can assist in the development of quality chapters which are integral to secondary Family and Consumer Sciences Education programs. Materials and resources selected and developed for this guide will provide chapters with:

- 1. Greater understanding of FCCLA at the local, state and national levels.
- 2. Tools for developing leadership training activities for local officers and members.
- 3. A manual for planning a program of work and appropriate activities.
- 4. Framework for integrating FCCLA into FCS instruction.

The guide is divided into ten chapters. Each chapter can be used independently or in conjunction with other chapters. This flexible format allows for the addition or removal of pages as necessary.

Appreciation is extended to chapter advisors, state officers and state staff who have provided input and resources for inclusion in this resource.

ACKNOWLEDGEMENTS

This document was revised by the FCS Curriculum and Professional Development Project, California State University, Fresno, in cooperation with the FCS Program Staff, California Department of Education. Carl D. Perkins Career and Technical Education Amendment Act of 2006 funds were used for the development of and production of this resource.

This edition of the Chapter Guide reflects input from FCCLA advisors and members from throughout California. Appreciation is extended to the individuals who contributed to this effort.

The following individuals were responsible for rewriting, editing and preparing the FCCLA Guide:

Melissa Webb FCCLA State Advisor Education Programs Consultant California Department of Education

Nina Dilbeck Director/Coordinator FCS Professional Development Project California State University, Fresno

TABLE OF CONTENTS

Chapter 1 - What Is FCCLA?	
FCCLA Is An Experience For You!	1-1
The California FCCLA CreedUse of Name and Emblem	
History of FCCLA	
Dates of National Significance	
California Dates of Significance	
Organizational ChartNational Structure	
California Structure and Staff Responsibilities	
California FCCLA Region Organization	1-13
Region Organization By Counties	
Appendix	. 1AP-1
Chapter 2 - Organizing and Managing an FCCLA Chapter	
Establishing and Affiliating a Chapter	2-1
Types of Activities	2-3
Calendar of Activities	2-4
Sequence of Statewide Mailings and Deadline Dates	
What Does FCCLA Offer the Advisor?	
Responsibilities of a Chapter AdvisorSharing Chapter Advising Responsibilities in the FCS Department	
Establishing an FCCLA Chapter: Guidelines for the New Advisor	. 2-13 . 2-15
FCCLA - Integral to Instruction	
Integrating FCCLA Into the Instructional Program	
Advantages of Integrating FCCLA Into the Classroom	
Suggested Chapter Structures	
Chapter Structures Diagramed	
Using Federal and State Career Technical Education Funds for FCCLA	
Chapter 3 - Leadership Opportunities	
Providing Leadership Training	. 3-1
Leadership: What is it?	. 3-3
Leadership Opportunities in FCCLA	
Chapter Leadership Training Program	
Holding Office Above the Local LevelRegion Officers	
State Officers	
Running for a National Office	
Appendix	
Chapter 4 - Effective Chapter Planning	
Recruiting Members	. 4-1
Planning a Chapter Program of Work	
0 [0	

TABLE OF CONTENTS

Checklist for Evaluating Chapter Fundraising Projects	
Chapter 5 - Conducting Chapter Meetings	
Chapter Meetings Conducting a Meeting Chapter Meeting Evaluation Using Parliamentary Procedures for Effective Meetings Parliamentary Procedure References Summary of Motions Order of Precedence of Motions. Appendix	5-4 5-5 5-7 5-18 5-19 5-20
Chapter 6 - Recognition Awards and Activities	<i>c</i> 1
FCCLA Recognition Awards	6-10
Chapter 7 - Public Relations	
Putting Your Chapter in the Spotlight	7-2
Telling the FCCLA Story	7-4 7-5 7-6 7-10 7-12 7-14
Chapter 8 - Chapter Ceremonies	
Opening Ceremony	8-3 8-4 8-6 8-1
Chapter 9 - Bylaws	
Bylaws of The California FCCLA	. 9-2
Chapter 10 - Resources	
Valuable Resources Help Build FCCLA Chapters California FCCLA Resources California Emblematic Materials and FCCLA Official Blazers National FCCLA Resources	10-2 10-4