

Chapter Management Workshop



**Believe in
yourself**

Introduce Yourself!

Tell us:

Your name

School

Pathway(s) teaching

Years of FCCLA experience



Well Planned
Program of Work

Creating a Well Planned Program of Work

- ▶ POW = Program of Work

There are two different Programs of Work:

- ▶ CTAERN Program of Work – teachers on Extended Day
- ▶ FCCLA Program of Work – chapter POW that is submitted to Georgia FCCLA

Creating a Well Planned Program of Work

Chapter Advisers on Extended Day must submit a POW through CTAERN

- ▶ Spring – Start an application for the next school year
- ▶ Each month – Log your hours and which events/competitions you and/or your chapter has completed
- ▶ End of the year – Submit the current POW, submit an improvement plan (if needed), and start the application for the next year

Creating a Well Planned Program of Work

Other Extended Day Requirements – Due October 1st

- ▶ FCCLA Chapter POW
 - ▶ Email to gafcclapow@gmail.com
- ▶ FCCLA Chapter Budget
 - ▶ Email to gafcclabudget@gmail.com
- ▶ Affiliation deadline
 - ▶ At least 12 members affiliated
 - ▶ <https://affiliation.registermychapter.com/fccla#>

Creating a Well Planned Program of Work

Merging the two POWs

- ▶ Use your CTAERN POW as a basis for your chapter POW
- ▶ Do not feel that you have to do it all!
- ▶ Pick items that are based off the strengths of your chapter and its members
- ▶ Look at the Honor Roll scorecard for ideas on other activities

Creating a Well Planned Program of Work

Program of Work Tips

- ▶ Get your chapter officers involved
 - ▶ Student led organization
 - ▶ New members = new ideas
 - ▶ What interests them?

Creating a Well Planned Program of Work

Program of Work Tips

- ▶ Start with items that you know you have to accomplish
 - ▶ Conferences
 - ▶ Competitive Events
 - ▶ Chapter meetings

Creating a Well Planned Program of Work

Program of Work Tips

- ▶ Look at the CTAERN POW and Honor Roll
- ▶ Create a “wish list” of everything you wish to accomplish

Creating a Well Planned Program of Work

Program of Work Tips

- ▶ Items to Include:
 - ▶ Chapter meetings
 - ▶ Officer meetings
 - ▶ Fundraisers
 - ▶ Community Service projects

Creating a Well Planned Program of Work

Program of Work Tips

- ▶ Items to Include:
 - ▶ National Program projects
 - ▶ Georgia FCCLA/National FCCLA Conferences
 - ▶ STAR Events planning meetings
 - ▶ Public Relations outreach

Creating a Well Planned Program of Work

Program of Work Tips

- ▶ Choose how you will submit your chapter POW
- ▶ Look at the calendar and place items in your chapter POW
- ▶ Submit by October 1st

Maintaining a Well Planned Program of Work

Now that you have submitted your POW... what next?

Maintaining a Well Planned Program of Work

- ▶ Keep track of the activities/projects you accomplish
- ▶ Hold on to your “documentation”

Maintaining a Well Planned Program of Work

- ▶ Continue to utilize your officers and members
- ▶ Reevaluate your POW at each officer meeting

Maintaining a Well Planned Program of Work

- ▶ At the end of the year, evaluate this year's POW and use it to create the one for next year.
 - ▶ What went well?
 - ▶ What needs to be changed?

Maintaining a Well Planned Program of Work

Completing a well planned Program of Work and completing Honor Roll work hand-in-hand!

If you have met your requirements for Extended Day, you should have enough points to make Honor Roll!

Membership & Affiliation

Georgia FCCLA: Membership

Affiliation for 2018-2019 School Year

- Done on national website: fcclainc.org
- Chapter Login button on homepage
- Chapter ID number - same as previous years
- Password is set by chapter adviser

Need help with logging in??? Email me at gafccla@gmail.com!

Georgia FCCLA: Membership

Affiliation for 2018-2019 School Year

- Make sure you “Graduate” your members
 - High school - students who graduated in May 2018
 - Middle school - students who left your middle school chapter and will be attending a high school with an existing FCCLA chapter

Georgia FCCLA: Membership

Affiliation for 2018-2019 School Year

- Roll forward the grade levels (Bulk Grade Roll Forward Option - Under Edit Chapter Members)
- Add or Edit chapter members
- Use the Membership Affiliation Information Sheet on the national website to gather information

Georgia FCCLA: Membership

Affiliation for 2018-2019 School Year

- Click on the members you wish to affiliate
- Minimum of 12 members to affiliate the first time
- After the initial affiliation, you can affiliate as many as you wish

Georgia FCCLA: Membership

Affiliation for 2018-2019 School Year

- National Dues - \$9.00
- State Dues - \$3.00
- Special pricing for Middle Level and Urban affiliation

These dues are for each member **and** adviser.

Georgia FCCLA: Membership

Membership Campaign: Live for 25!



A smartphone mockup with a black border. In the top left corner is a battery icon. The main text reads "LIVE For 25" where "LIVE" is in a red box and "For 25" is in a script font. Below this is a central text box with a white background and a thin black border, containing the text: "Increase your chapter 25% and win the chance to have a LIVESTREAM with your State Officers at your SCHOOL and other exclusive prizes!". On either side of this text box are two photographs of people in red blazers. At the bottom left is a speaker icon, and at the bottom right is the "REC" logo in red.

LIVE For 25

Increase your chapter **25%** and win the chance to have a **LIVESTREAM** with your **State Officers** at your **SCHOOL** and other exclusive prizes!

Unite **in Red** to Reach 25,000 members!

● **REC**

Integrating FCCLA in the Classroom

Integrating FCCLA in the Classroom

Ways to Integrate FCCLA:

- ▶ Step One
- ▶ Power of One
- ▶ National Programs
- ▶ Competitive Events

Integrating FCCLA in the Classroom

Step One:

- ▶ Introduce FCCLA basics to your classes
- ▶ 1st week of school activities
- ▶ History PowerPoint on Georgia FCCLA website
- ▶ Scavenger Hunts

Integrating FCCLA in the Classroom

Power of One:

- ▶ A Better You, Family Ties, Working on Working, Take the Lead, Speak Out for FCCLA
- ▶ Homework assignment
- ▶ Have each student do a “project” for each component
- ▶ One a month

Integrating FCCLA in the Classroom

National Programs:

- ▶ Some National Programs work better in some classes than others
- ▶ Some components directly align with our standards

Integrating FCCLA in the Classroom

National Programs:

- ▶ Career Connection – new for 2018
- ▶ Community Service – updated November 2017
- ▶ FACTS (Families Acting for Community Traffic Safety)

Integrating FCCLA in the Classroom

National Programs:

- ▶ Families First
- ▶ Financial Fitness
- ▶ Power of One
- ▶ STOP the Violence
- ▶ Student Body

Integrating FCCLA in the Classroom

Competitive Events:

- ▶ Fall Leadership Conference
 - ▶ T-shirt design
 - ▶ Lapel pin design
 - ▶ Statesman testing
 - ▶ Membership Recruitment

Integrating FCCLA in the Classroom

Competitive Events:

- ▶ Fall Leadership Rally
 - ▶ Culinary Competition
 - ▶ Chili Cook Off
 - ▶ Brochure Event
 - ▶ Chapter Fair Booth
 - ▶ Peanut Recipe Competition
 - ▶ Knowledge Bowl

Integrating FCCLA in the Classroom

Competitive Events:

▶ STAR Events

- ▶ Check out the Competitive Events alignment
- ▶ <http://www.gactso.org/competitive-events-alignment.php>
- ▶ Use STAR Events as projects in your classroom
- ▶ Ready made rubrics available to all affiliated chapters

Utilizing Your FCCLA Resources

Utilizing Your FCCLA Resources

National FCCLA Website:

- ▶ Lesson Plans!!!!
- ▶ Marketing Strategy – monthly themes and social media engagement ideas
- ▶ Printable documents: Planning Process, Step One certificates, webquest
- ▶ Press Releases
- ▶ Affiliation step-by-step
- ▶ Teen Times digital issues

Utilizing Your FCCLA Resources

FCCLA Portal:

- ▶ Previous issues of The Adviser
- ▶ Advocacy documents
- ▶ National deadlines and communication plan
- ▶ National Competitive Events Manual – updated each September
- ▶ Membership posters

Utilizing Your FCCLA Resources

FCCLA Portal:

- ▶ Lesson plans
- ▶ National Program resources
- ▶ Teen Times issues
- ▶ Teaching with Teen Times resources

Utilizing Your FCCLA Resources

Georgia FCCLA Website:

- ▶ Conference Information – adviser guides!
- ▶ Leadership Manual
- ▶ Georgia News – digital editions and scavenger hunts
- ▶ Honor Roll documents
- ▶ History PPT and Jeopardy Review
- ▶ Sample documents: budget, yearly activities, chapter handbook, parent letter and more!

Branding and Promotion Guide

FCCLA Branding & Promotion Guide



©2016 FCCLA - 6th Edition
Additional resources available on the FCCLA national website at www.fcclanet.org

FCCLA Branding Guidelines

About FCCLA's Logo

The FCCLA logo is the symbol of the organization and is used to identify the organization in all communications. It is the symbol of the organization and is used to identify the organization in all communications.

Name, Logo, and Tagline Usage

The FCCLA logo is the symbol of the organization and is used to identify the organization in all communications. It is the symbol of the organization and is used to identify the organization in all communications.

The Importance of Following Branding Guidelines

The FCCLA logo is the symbol of the organization and is used to identify the organization in all communications. It is the symbol of the organization and is used to identify the organization in all communications.

Logo use with Other Elements

The FCCLA logo is the symbol of the organization and is used to identify the organization in all communications. It is the symbol of the organization and is used to identify the organization in all communications.

Logo color-code rules

The FCCLA logo is the symbol of the organization and is used to identify the organization in all communications. It is the symbol of the organization and is used to identify the organization in all communications.

Samples of Logo Usage

DO NOT USE A NON-COLLEGIATE FONT

DO NOT STRETCH OR DISTORT MARKS

DO NOT MANIPULATE OR COMBINE VISUAL ELEMENTS

DO NOT ADD SPECIAL EFFECTS TO MARKS

DO NOT USE UNAPPROVED COLORS

National FCCLA's Emblematic Supplier

FCCLA is a proud member of the National Emblematic Supplier program. This program is designed to help members find quality products and services that meet the needs of the organization.

Trademark use request process

Branding and Promotion Guide

Use this guide to:

- **Enhance** the image, awareness, and understanding of FCCLA.
- How to use **FCCLA logos** and **branding**
- Suggestions for **promoting** your chapter in the **media**



FCCLA® Branding & Promotion Guide



Utilizing Your FCCLA Resources

New this year...

- ▶ Georgia FCCLA Policy and Procedure Manual
- ▶ Georgia FCCLA Competitive Events Manual
- ▶ National FCCLA Chapter Manual

Georgia FCCLA State Staff

Traci Bryant, Executive Director

gafccla@gmail.com

Karla Buckholz, State STAR Events
Coordinator

georgiastarevents@gmail.com

Georgia FCCLA Adviser to Adviser Leaders

Middle School

Leigh Cape, Thomson Middle School

leigh.cape@hcbe.net

High School

Beth Pilkington, Lincoln County High

mbpilkington@lcboe.us

Georgia FCCLA Region Advisers

Region 1: Patrice Nix,
LaFayette High School

Region 2: Jackie Emmons,
Archer High School

Region 3: Caitlin Mitchell,
North Oconee High School

Region 4: Samantha
Henderson, Carroll County
College & Career Academy – North
Campus

Region 5: April Langer,
Arabia Mountain High School

Region 6: Marsha Gibson,
Westside Comprehensive
High School

Region 7: Brittany Tolleson,
Houston County High
School

Region 8: Tara Blankenship
Carver, Coffee Middle
School

Region 9: Bethany Gilliam,
Statesboro High School

Request a Chapter Visit!

[HOME](#) [ABOUT](#) [CONTACTS](#) [EVENTS](#) [RESOURCES](#) [NEWS](#) [COMPETITIONS](#)

2018-2019 Georgia FCCLA State Officers



[Request an Officer Visit >>](#)

Calendar of Events

Georgia FCCLA Calendar of Events

DISCOVER Training

Saturday, August 25, 2018

Camp John Hope, Fort Valley

Early Bird Deadline: August 15th

Regular Deadline: August 17th

Georgia FCCLA Calendar of Events

Fall Leadership Conference

September 12-13, 2018

Georgia FFA-FCCLA Center, Covington **or**
Camp John Hope, Fort Valley

Early Bird Deadline: August 28th

Regular Deadline: August 31st

Georgia FCCLA Calendar of Events

Fall Rally

October 10, 2018

Georgia National Fairgrounds, Perry

Early Bird Deadline: September 21st

Regular Deadline: September 28th

Georgia FCCLA Calendar of Events

Fall Rally - Competitions

October 9, 2018 - Chili Cook-off

October 10, 2018 – Knowledge Bowl, Peanut Recipe, and Culinary Competition

Early Turn Ins – Brochure Event, Chapter Fair Booth

Competition Password Request Deadline: September 17th

Competition Registration Deadline: September 19th

Georgia FCCLA Calendar of Events

Capitol Leadership

October 8-10, 2018 - Washington, DC

Capitol Leadership Guide now posted on the National FCCLA website!



Georgia FCCLA Calendar of Events

National Cluster Meetings

November 9-11, 2018 – Louisville, Kentucky

November 16-18, 2018 – Phoenix, Arizona

NCM Guide now posted on the new NCM website:

<https://www.fcclancm.com/>



2018 National Cluster Meetings

Georgia FCCLA Calendar of Events

Region Culinary Arts STAR Event Competitions

TBD - Various locations

Registration Deadline: January 11, 2019

Georgia FCCLA Calendar of Events

National Chapter Adviser Summit

February 1-3, 2019

Anaheim, California

More information coming this fall in the Fast Facts!



Chapter Adviser
SUMMIT



Georgia FCCLA Calendar of Events

Region STAR Event Competitions

February 8 or 9, 2019

Various locations - see Region Adviser

Early Bird Deadline: January 22nd

Regular Deadline: January 25th

Georgia FCCLA Calendar of Events

Day at the Capitol

February 11-14, 2019

Georgia State Capitol, Atlanta

Deadline: February 6th

Monday - Region 1-2

Tuesday - Region 3-4

Wednesday - Region 5-7

Thursday - Region 8-9



Georgia FCCLA Calendar of Events

Online Proficiency Testing

February 20-27, 2019

*Weekday testing only

Early Bird Deadline: February 13th

Regular Deadline: February 15th



Georgia FCCLA Calendar of Events

State Leadership Conference

March 15-17, 2019

Atlanta, Georgia

Early Bird Deadline: February 15th

Regular Deadline: February 21st

Housing Deadline: February 21st

Georgia FCCLA Calendar of Events

2019 National Leadership Conference

June 30-July 4, 2019

Anaheim, California

Information will be posted to the
National FCCLA website.



2019 National Leadership Conference

Georgia FCCLA Calendar of Events

Extended Day Deadline

October 1, 2018

Needs to be completed:

- Affiliation - national website
- Program of Work - email to gafcclapow@gmail.com
- Budget - email to gafcclabudget@gmail.com

Georgia FCCLA Calendar of Events

Georgia News Deadlines

Fall Deadline: October 17, 2018

Spring Deadline: February 1, 2019

Send articles and pictures to:

- Kristen Hankins, Vice President of Public Relations
- <https://gafccla.wufoo.com/forms/georgia-news-article-submission/>

Georgia FCCLA Calendar of Events

State Scrapbook Submissions

Due before State Leadership Conference

Send scrapbook pages to:

- Matt Penrow, State Historian
- Lincoln County High School
200 Charles Ward Elam Street
Lincolnton, GA 30817

Websites

Georgia FCCLA

www.gafccla.com

National FCCLA

www.fcclainc.org

Georgia FFA-FCCLA Centers

www.georgiaffacamp.org

Breakout Sessions

Four rotations - 20 minutes each

- **Membership Recruitment**
- **Honor Roll Updates**
- **Running for State/Region Office**
- **Fall Rally Competitions**
- **Advisory Boards**
- **Summer Leadership Camp**

Georgia FCCLA

- Georgia FCCLA State Office
 - **P.O. Box 840**
 - **Bogart, GA 30622**
 - **Phone: 770-530-1874**
- www.gafccla.com
- gafccla@gmail.com