

GEORGIA FCCLA

CHAPTER LEADERSHIP MANUAL

2020-2021 EDITION

WELCOME

I am extremely honored to welcome everyone to a new year filled with possibilities and opportunities. As we go into this new school year, success and the development of strong leadership awaits us. Beyond Measure is this year's theme and it encourages us to grow immeasurably while being the best version of ourselves that we can be.

No one could have ever imagined that we would be operating in a virtual world because of a virus. But here we are, and as FCCLA members, we are moving forward with a positive attitude and finding ways to meet the needs of those around us! FCCLA has always pushed members Towards New Horizons. This motto holds true as we are adapting and changing to our "new normal".

For 75 years, FCCLA has encouraged young men and women to focus on the multiple roles of society as they become outstanding leaders.

This year will have unique challenges, but it's going to be the best yet! I encourage each and every one of you to increase your leadership skills Beyond Measure and be the best you that you can be!

The 2020-2021 State Executive Council is here to serve in any way possible, just contact us! I am beyond excited, beyond hopeful and beyond optimistic for our journey this year that will be BEyond MEasure!

Sarah Forehand 2020-2021 State President



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2020-2021 STATE AND NATIONAL THEME

BEYOND MEASURE

This year, FCCLA's 2020-2021 theme is "Beyond Measure."

Strive to go "Beyond Measure" of comparison.
Challenge yourself to embrace your personal talents, skills, abilities, and career interests as you define for yourself what it means to "Be Me."

CONTACT INFORMATION

Georgia FCCLA

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Georgia FFA-FCCLA Center

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Phone: 770-786-6926

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Camp John Hope

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Jordana Pope, Educational Program Specialist, jpope@gaaged.org

281 Hope Entrance Road, Fort Valley, GA 31030

Phone: 478-967-2302

Email: campjohnhope@gaaged.org Website: www.campjohnhope.com

BOARD OF DIRECTORS

Uriel Martinez-Codina, Chair, Alumni & Associates Representative
Beth Pilkington, Past Chair, Adviser Representative
Caitlin Roberson, Chair Elect, Adviser Representative
Carmen Pedersen, Secretary, GAFCS Representative
Sheryl Parks, Treasurer, Adviser Representative
Julia McKenzie, GATFACS Representative
Laura Ergle, School Administrator Representative
Kimberly Della Donna, Business & Industry Representative
TBD, Business & Industry Representative
Kena Torbert, Post-Secondary Representative
Sarah Forehand, Georgia FCCLA State President
TBD, Georgia FCCLA State Officer

Ex-Officio Members
Vacant, Executive Director
Linsey Shockley, DOE Program Specialist
Leigh Johnson, Adviser to State President
TBD, Adviser to State Officer Representative



STATE OFFICERS

Sarah Forehand, President

Berrien High School gafcclapresident@gmail.com

David Lee, First Vice President

Peachtree Ridge High School gafcclafirstvp@gmail.com

Alyna Martinez-Codina, Vice President of Community Service

Babb Middle School gafcclavpcommserv@gmail.com

Madeline Hagemann, Vice President of Competitive Events

Houston County High School gafcclavpcompevents@gmail.com

Sabrina Rutledge, Vice President of Membership

Rutland High School gafcclavpmembership@gmail.com

Esmeralda Medel, Vice President of Programs

Toombs County High School gafcclavpprograms@gmail.com

Jessica King, Vice President of Public Relations

Effingham County High School gafcclavppublicrelations@gmail.com

Joshua Garcia-Barreto, Secretary

Archer High School gafcclastatesecretary@gmail.com

Haylee Truelove, Historian

Pelham High School gafcclahistorian@gmail.com

Brynley Jones, National Vice President of Public Relations

Houston County High School vppublicrelations@fcclainc.org

REGION OFFICER TEAMS

Region 1 Officer Team

gafcclaregion1@gmail.com Vacant

Region 2 Officer Team

gafcclaregion2@gmail.com
Diana Aguilar, Flowery Branch High School
Aiza Ahmad, Mountain View High School
Mia Nelson, Loganville High School

Region 3 Officer Team

gafcclaregion3@gmail.com

Jayce Scott-Camp, North Oconee High School

Region 4 Officer Team

gafcclaregion4@gmail.com Anna Danh, Babb Middle School

Region 5 Officer Team

gafcclaregion5@gmail.com Vacant

Region 6 Officer Team

gafcclaregion6@gmail.com Vacant

Region 7 Officer Team

gafcclaregion7@gmail.com Gabriella Darrah, Pelham High School Shelbie Gay, Rutland High School Aspen Mitchell, Houston County High School

Region 8 Officer Team

gafcclaregion8@gmail.com
Taniya Spivey, Lanier County High School
Claire Whidden, Berrien Middle School
Susanna Whidden, Berrien High School

Region 9 Officer Team

gafcclaregion9@gmail.com
Desirae Cannon, Toombs County High School

REGION ADVISERS

Region 1

Beth Pilkington, Rossville Middle School

bethpilkington@walkerschools.org

Region 2

Jackie Emmons, Mountain View High School

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Region 3

Caitlin Roberson, North Oconee High School

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Region 4

Samantha Henderson, Carroll County College & Career Academy - North Campus

samantha.henderson@carrollcountyschools.com

Region 5

April Langer, Arabia Mountain High School

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Region 6

Marsha Gibson, Westside Comprehensive High School

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Region 7

Amanda Hayes, Warner Robins Middle School

amanda.hayes@hcbe.net

Region 8

Tara Blankenship-Carver, Coffee High School

tara.carver@coffee.k12.ga.us

Region 9

Therese Standard, Toombs County High School

therese.standard@toombs.k12.ga.us

ADVISER LEADERS

Adviser to Adviser Leaders

Beth Pilkington, Rossville Middle School

bethpilkington@walkerschools.org

Julia McKenzie, Pelham High School

jmckenzie@pelham-city.k12.ga.us

STAR Events Coordinator

Karla Buckholz

georgiastarevents@gmail.com

2020-2021 State Executive Council Advisers

Leigh Johnson

Berrien High School

Dr. Linda Brimmer

Peachtree Ridge High School

Lillian Mitchell

Babb Middle School

Shonda McFadden and Brittany Tolleson

Houston County High School

Vanessa Mellinger

Rutland High School

Therese Standard

Toombs County High School

Charity Masters

Effingham County High School

Jill Bullard and Dolores Garcia

Archer High School

Julia McKenzie

Pelham High School

FCCLA FACTS

Program Emphasis

FCCLA is the only in-school student organization with the family as its central focus. FCCLA is a career and technical student organization that functions as an integral part of the Family and Consumer Sciences education curriculum and operates within the school system, and provides opportunities for active student participation at local, state, and national levels.

Governance

National FCCLA: Ten students are elected as national officers by voting delegates at the National Leadership Conference and together make up the National Executive Council. The National Board of Directors is composed of adult representatives from education and business and four youth representatives.

Georgia FCCLA: Nine students are elected as state officers, along with up to two National Officer Candidates, by voting delegates at the State Leadership Conference. Nine students are selected to serve as region officers after the State Leadership Conference. Together, these 20 students make up the State Executive Council. The Georgia FCCLA Board of Directors is composed of adult representatives from education and business and two youth representatives.

Chapters: Chapter advisers are Family & Consumer Sciences teachers within Georgia school systems. Each chapter elects and selects chapter officers in accordance to their chapter's policies and procedures.

Staff

National FCCLA: An Executive Director leads the organization and heads a national staff that gives direction to and carries out programs, communications, membership services, and financial management.

Georgia FCCLA: An Executive Director leads the organization, with the coordination of various consultants, to carry out programs, communications, membership services, and financial management.

- Vacant, Executive Director, gafccla@gmail.com
- Linsey Shockley, DOE Program Specialist, Ishockley@doe.k12.ga.us
- Karla Buckholz, STAR Events Coordinator, georgiastarevents@gmail.com
- Debra Stevens, Culinary Consultant, dstevens7254@gmail.com
- Mellony Adkins, Conference Coordinator, mellonyjfccla@gmail.com
- Kristen Hankins, State Office Intern, kristenhankins09@gmail.com

FCCLA FACTS

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.

Purposes

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

Creed

We face the future with warm courage and high hope
For we have the clear consciousness of seeking old and precious values
For we are the builders of homes
Homes for America's future
Homes where living will be the expression of everything that is good and fair
Homes where truth and love and security and faith will be realities, not dreams
We are the Family, Career and Community Leaders of America
We face the future with warm courage and high hope

We are the Family, Career and Community Leaders of America

Building Skills for Life

Family, Career and Community Leaders of America is a dynamic and effective 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. Chapter projects focus on a variety of youth concerns, including teen pregnancy, parenting, family relationships, substance abuse, peer pressure, environment, nutrition and fitness, teen violence, and career preparation. Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life goal setting, problem decision making, interpersonal planning, solving, and communication - necessary in the home and workplace.

FCCLA FACTS

Membership

National FCCLA:

National FCCLA has a national membership of over 175,000 young men and women in more than 5,300 chapters. FCCLA chapters span 50 states, including Puerto Rico and the Virgin Islands. Since its founding in 1945, FCCLA has involved more than nine million young men and women. Former members and advisers are eligible to become members of Alumni & Associates.

Georgia FCCLA:

Georgia FCCLA has 30,196 members in 297 chapters. There are 22 middle level affiliation chapters totaling 16,204 members and one Urban affiliation school district totaling 5,654 members.

Publications

National FCCLA:

Teen Times, the National FCCLA magazine, is issued four times a year and available through the FCCLA Portal.

Submit articles to: inbox@fcclainc.org

Georgia FCCLA:

Georgia News, the Georgia FCCLA state newspaper, is distributed twice a year and available online.

Submit articles to: https://gafccla.wufoo.com/forms/georgia-news-article-submission/

Chapter Spotlights - Keep other chapters posted on your activities!

Chapter Spotlights will be posted to each region website this year!

State Scrapbook - Submit a chapter page to the state scrapbook!

Mail to:

Pelham High School

Attn: Haylee Truelove, Georgia FCCLA State Historian

7<mark>20 Barrow Avenue SW</mark>

Pelham, GA 31779



New Chapter Checklist

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!

Adviser

- Contact your state adviser for information and materials needed to start a chapter.
- Discuss with school administrators the advantages of starting a local chapter, pointing out the relationship of FCCLA to the Family and Consumer Sciences curriculum and its value to the school program.
- Explain the FCCLA Purposes and how they relate to the Family and Consumer Sciences program through introductory lessons in each FACS class. Discuss possible chapter activities. Encourage students to talk with other eligible students about their interest in starting a chapter.
- Send in state and national dues as soon as possible to begin receiving Teen Times and other chapter mailings.
- Find a mentor and talk with teachers who have chapters. Visit an active chapter so interested students can talk with their members.

BONUS!

- Attend district/regional and state meetings to become familiar with FCCLA activities in your state. Try to attend Capitol Leadership (September), a National Cluster Meeting (November) or National Leadership Conference (July).
- Set up an advisory committee, or use the existing Family and Consumer Sciences advisory committee, to aid chapter actions.

For more ideas and suggestions on getting started, read Chapter 2 of FCCLA... The Handbook to Ultimate Leadership.

Members

- Stimulate interest in starting an FCCLA chapter by exhibiting a display about the organization that tells when the first meeting will be held. Ask eligible students individually and pass out invitations at your first meeting.
- Collect state and national dues. The earlier your chapter affiliates, the sooner it will start receiving benefits, such as Teen Times. Additional members may be affiliated through May 31. States may have earlier deadlines related to state conferences or other state meetings.
- At the first meeting, brainstorm which leaders/officers and committees (membership, publicity, etc.) will be needed and determine a procedure for selecting them. Set a date to elect officers and set up committees to involve all members.
- O Develop a calendar for the year's activities. For each activity or concern, use the FCCLA Planning Process to set chapter goals and form a plan for carrying out, evaluating, and publicizing the chapter's activities. Make sure dates are included on the master school calendar.
- Set up a committee to write or update chapter bylaws, using national and state bylaws as guides. Develop an itemized budget for the year. Keep minutes of each meeting. Plan regular executive and chapter meetings.

BONUS!

- Publicize chapter activities throughout the year in both the school and community to build the chapter's image. Send information to Teen Times and your FCCLA state newsletter.
- Attend and participate in district/regional and state meetings and, if possible, send delegates to Capitol Leadership, a National Cluster Meeting, and/or to the National Leadership Conference.

For more ideas and suggestions on getting started, read The Ultimate Officer Handbook & Training Manual.



Member Affiliation Information Sheet

Pass this sheet out to each prospective member in order to retrieve the necessary information before logging in to the affiliation system.

Prefix (circle one): Ms., Mrs., Mr., Miss	
*First Name:	Middle Initial:
*Last Name:	Suffix:
*Grade (circle one): 6, 7, 8, 9, 10, 11, 12	*Gender (circle one): Male, Female
*Individual Affiliation Type (circle one): Comprehensive - Family f Work/Career Focus FACS class	ocus FACS class or Occupational-
*Demographics (circle one): African American, Asian, Caucasian,	Hispanic, Native American, Other
*Member Title (circle one): Chapter Member, Chapter Officer, Na	ational Officer, State Officer
*Member Email:	_
*Member Cell Phone:	_
Member Home Phone:	_
*Member Date of Birth:	_
The above information is for FCCLA membership purposes only.	
	• indicates a required field

Note: The completion of this form does not imply that you are affiliated with FCCLA. Members must be entered into the National affiliation system and paid in full before they are considered members of FCCLA for the 2020-2021 school year.

Duties and Responsibilities of Chapter Officers

President:

- -Preside over officer and chapter meetings
- -Appoint committees and serve as ex-officio member of them
- -Represent FCCLA and make presentations at meetings and special functions as requested by the chapter adviser

First Vice President:

- -Create and communicate Accountability Chart from every officer meeting
- -Preside over meetings in absence of President
- -Represent FCCLA and make presentations at meetings and special functions as requested by the chapter adviser
- -Assist with planning the chapter program of work
- -Rule on points in question concerning parliamentary procedure
- -Assist with writing and presenting bylaw changes

Vice President of Community Service:

- -Provide leadership in planning and implementing the organization's community service programs
- -Assist with planning the chapter program of work
- -Promote statewide participation in Community Service and other related programs

Vice President of Competitive Events:

- -Know FCCLA competitive events offered STAR Events, State Events, National Fall Conference Skill Demonstrations, Knowledge Bowl
- -Recruit members to complete and compete in competitive events
- -Let chapter members and advisers know about competitive events and deadlines
- -Let advisers know about any forms that need to be completed, such as the Online Summary Form
- -Promote competitive events at the region level
- -Assist with planning the chapter program of work

Vice President of Membership:

- -Provide leadership in planning and implementing program for membership promotion and development
- -Promote participation in FCCLA Week
- -Serve on membership committee
- -Present membership reports at meetings
- -Remind and encourage affiliation completion
- -Assist with planning the chapter program of work

Duties and Responsibilities of Chapter Officers

Vice President of Programs:

- -Assist in completing award applications by due date
- -Be familiar with all national and state programs
- -Promote and publicize major events and meetings
- -Devise ways to promote networking and involvement at major events and meetings
- -Promote participation in national programs, individual projects and competitions
- -Assist with planning the chapter program of work

Vice President of Public Relations:

- -Submit articles to Teen Times, Georgia News, and Chapter Spotlight
- -Keep records of chapter articles published in local papers, Georgia News, and Teen Times
- -Serve as chair of public relations committee
- -Develop social media strategy and calendar for the year
- -Assist with planning the chapter program of work

Secretary:

- -Keep accurate minutes of officer and chapter meetings
- -Send minutes to chapter adviser and president within 10 days of meeting
- -Write thank you notes on behalf of the officer team and chapter
- -Work with the Vice President of Membership to develop and promote membership campaigns
- -Assist with planning the chapter program of work

Historian:

- -Keep accurate history of the chapter (collect all documents and publications from Teen Times, Georgia News, calendars, meetings, and events)
- -Submit page to the state scrapbook
- -Assist with planning the chapter program of work

State Liaison:

- -Serve as a link between the local chapter and the state office
- -Promote opportunities to be involved in Alumni & Associates
- -Promote chapter participation in state conferences
- -Promote chapter participation in national programs, competitions, and scholarships
- -Promote chapter participation in the state and national outreach project
- -Assist with planning the chapter program of work

Officer Installation Ceremony

ARRANGEMENTS

To use the following ceremony, place eight white candles, representing the Purposes of the organization, on a table covered in white. One red candle is placed in the center of the table. This represents the light of Family and Consumer Sciences education.

The president presides and stands at the center back of the table. All other installing or outgoing officers form a semicircle around the table. Incoming officers form a second semicircle one step back and to the left of their counterparts. Following acceptance of responsibilities, each incoming officer moves to the front semicircle with the outgoing officer moving to the back.

If outgoing officers are not participating in the ceremony, have incoming officers fill all parts, adapting words to match the situation. The adviser, an experienced chapter leader, or an alumni member might lead the pledge of office and officer acceptance of duties.

President: Lights red candle as other lights are dimmed: "This candlelight represents the light of Family and Consumer Sciences education as it radiates throughout the world. It is the light of our ideals, our Purposes—for we know as FCCLA members, we have an opportunity to strengthen individual, family, and community life."

The remaining outgoing officers each take a turn lighting a white candle and reciting one of the eight FCCLA Purposes.

Officer: Lights the first candle from the red candle. "This candle symbolizes our first Purpose—to provide opportunities for personal development and preparation for adult life."

Officer: Lights alternating candle from the red candle, as do each of the following officers in turn. "This candle symbolizes our second Purpose—to strengthen the function of the family as a basic unit of society."

Officer: "This candle symbolizes our third Purpose—to encourage democracy through cooperative action in the home and community."

Officer: "This candle symbolizes our fourth Purpose—to encourage individual and group involvement in helping achieve global cooperation and harmony."

Officer: "This candle symbolizes our fifth Purpose—to promote greater understanding between youth and adults."

Officer: "This candle symbolizes our sixth Purpose—to provide opportunities for making decisions and for assuming responsibilities."

Officer: "This candle symbolizes our seventh Purpose—to prepare for the multiple roles of men and women in today's society."

Officer: "This candle symbolizes our eighth Purpose—to promote Family and Consumer Sciences and related occupations."

President: "At this time we would like to focus our attention on leadership. Good leaders are special people; they view the situation, recognize the need, and encourage the necessary action. They understand the importance of teamwork and cooperation and the fulfillment of responsibilities."

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Officer Installation Ceremony

Vice-President: "Each year symbolizes one more step in the process of individual growth.

The installation of newly elected officers is both a joyful and solemn occa-

sion. We congratulate them and look forward to their new vision."

President: "The following officers have been elected to serve this chapter for the com-

ing year."

Reads officers' names and their respective offices.

"As incoming officers, the highest honors of the organization are being bestowed on you. Our chapter has faith and confidence in your ability to lead the organization forward. The pledge of your office signifies your willing-

ness to do this. Please repeat after me."

All repeat: "I will, to the best of my ability ...

faithfully perform all the duties ...

of the office to which I have been elected."

President: "You have heard the pledge your officers have made. It is important that

you support them in the performance of their duties.

Will each officer-elect please step forward as I call your office and name.

President _____. The office of president is one of great

responsibility. You will want to be firm, impartial, considerate, and a friend to all members. As this chapter's incoming president, are you familiar with

your duties?"

President-elect: "Yes I am."

As officers-elect are called, they step forward and accept their offices. If time permits, they may also tell what FCCLA means to them personally and what they hope to accomplish in the coming year.

President: "As outgoing officers we ask you to remember that real leadership strength

comes through cooperative efforts. We are confident the organization will continue to grow under the leadership these new officers will provide."

President: Hands gavel to president-elect. "By giving you this gavel, I now relinquish

the presidency of the _____ Chapter of Family, Career and

Community Leaders of America."

New President: May give a short speech or read appropriate prose or a poem.

"My hope is that this coming year will bring us close to the realization of our Creed in both thought and action. Will everyone please rise and join us

in repeating our Creed."

Member Installation Ceremony

President:	"This meeting of the Chapter of FCCLA is in session to initiate new members. It is my pleasure and privilege to present to the chapter these candidates who desire to become members of our organization."
Vice-Presi	dent: "As members you will assume responsibility for helping plan and carry out chapter programs and activities. We recognize how we live and work together today influences who and what we become tomorrow."
President:	"Officers, will you please remind us of the eight Purposes of this organization?" Each officer in turn moves forward, lights one white candle from the red candle and states one of the eight purposes.
	Optional: One officer may be selected to light all the candles as the president states each Purpose. If lighted candles are not permitted, electric lights, single-stem roses, or some other adaptation may be used in their place.
President:	"As chapter members, are you willing to devote time and effort to the Purposes stated by the officers?" (Members answer "I am.") "To fulfill the requirements for membership, you must have been or are now enrolled in a Family and Consumer Sciences or related occupations class and you must have paid your membership dues for the current year." Turns to treasurer "Are these candidates eligible for membership?"
Treasurer:	"The record is complete for each candidate."
President '	"As FCCLA members, you are entitled to wear the emblem of our organization. It should remind you of our eight Purposes and our Mission, which is to promote personal growth and leadership development through Family and Consumer Sciences education.
	"The pin shows the FCCLA emblem. It should be worn over your heart."
Secretary:	"Will each candidate please come forward as your name is called?"
Treasurer:	Gives pin or other symbol to the president who pins it on or gives it to each candidate. If the group is large, officers may assist the president.
President:	"It is my privilege to welcome you as members of theChapter of FCCLA." Other comments may be added.
	The president closes the initiation with the Creed.

Opening and Closing Ceremonies

Opening Ceremony

President:

(Gives rap with gavel signaling officers and members to stand) "We are members of Family, Career and Community Leaders of America. Our mission is to promote personal growth and leadership development through Family and Consumer Sciences education."

Officers:

"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."

Members:

"As we work toward the accomplishment of our goals, we learn cooperation, take responsibility, develop leadership and give service."

President:

"This meeting of the _____ Chapter of Family, Career and Community Leaders of America is now in session. You may be seated."

Closing Ceremony

President:

"Members, please stand. FCCLA members, we are challenged to accept the responsibility of making decisions that affect our lives today and the world tomorrow. Let us repeat our Creed."

Members:

"We are the Family, Career and Community Leaders of America. We face the future with warm courage and high hope. For we have the clear consciousness of seeking old and precious values. For we are the builders of homes, Homes for America's future, Homes where living will the expression of everything that is good and fair, Homes where truth and love and security and faith will be realities, not dreams. We are the Family, Career and Community Leaders of America. We face the future with warm courage and high hope.

President:

"This meeting of the _____ Chapter of Family, Career and Community Leaders of America is now adjourned." (Raps gavel)

Chapter Meeting Agenda



Chapter Meeting Agenda Date:

- Opening Ceremony
- · Reading and Approval of Minutes
- Reports
 - Officers
 - Committees
- Reports of Special Committees
- Unfinished Business
- New Business
- Closing Ceremony
- Adjournment

Descriptions

Opening Ceremony: President (or presiding officer) leads the meeting with the Opening Ceremony Reading and Approval of Minutes: Minutes from the last meeting are distributed and approved

Officer Reports: Each officer should have a report to share (e.g. the Treasurer would give the Financial report, the Vice President of Community Service would give the Community Service report)

Committee Reports: Any additional committees would give reports of items happening since the last meeting

Reports of Special Committees: Any special committees would give reports of items happening since the last meeting

Unfinished Business: Any unfinished business from last meeting will be discussed here

New Business: Any new business since last meeting will be discussed, special committees could be formed here (e.g. Homecoming Committee to determine ideas for the FCCLA booth, Fundraising Committee to discuss fundraising options for upcoming conferences/events)

Closing Ceremony: President (or presiding officer) closes the meeting with the Closing Ceremony

Adjournment: President (or presiding officer) adjourns the meeting

Secretary's Record

ORGIA			
Chapter Name			Presiding Officer
# of members present	Date	_ Time	_Place
Opening Ceremony: YES NO) Quo	orum Present: □Y	'ES □NO
Minutes of the previous meetin	g were read: □YES	□NO	Approved: □YES □NO
Corrections: □YES □NO No	otes:		
Treasurer's Report: □YES □NO	Attached Filed	l for audit □ Bala	ance on Hand:
REPORTS, MOTIONS, ETC.			
Committee Reports			
Written Reports Attached: □YES	□NO		
Unfinished Business			
New Business			
Meeting adjourned at:	s	ubmitted by:	
Closing Ceremony: □YES □NO	P	osition held:	

Chapter Financial Report



Example Chapter Financial Report

Balance on Hand (Date: April 10) \$673.89

Receipts

Donation from local organization for NLC travel \$450.00 Candle Sale Fundraiser \$250.00 Breadsticks Fundraiser Donations \$350.00

Total Receipts \$1050.00

Disbursements

Supplies for STAR Events competition \$250.00

Contribution for two delegates to
National Leadership Conference \$750.00

Promotional materials for member recruitment \$150.00

Total Disbursements \$1150.00

Balance on Hand (Date: May 10) \$573.89

Treasurer:

Chapter Program of Work



FCCLA Program of Work

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July	August
	Out the second
September	October
November	December

Chapter Program of Work



FCCLA Program of Work

January	February
March	April
May	June

Chapter Program of Work



FCCLA Program of Work



Goals for our chapter are:	
Include goals for student growth and local chapter, district, state, a	and national participation. Include fund-raising projects
and how the money will be used. Identify intracurricular activities.)	
-	
Plans for achieving chapter goals:	
(Include details on who will be responsible, timeline to follow, etc.)	
Fuelvetien	
Evaluation:	
(Include details on how accomplishments will be measured.)	
Adviser's Signature	Date
-	
Dragidant's Signatura	Date

Chapter Budget Template

FCCLA Chapter Budget Template

The use of this template is not required, but is provided as a resource. This template can be also used for the Chapter in Review STAR Events (Display and Portfolio). Adjust category labels, space, and page(s) as needed to document the flow of money in and out of the chapter budget for the current year. Update as needed.

Anticipated Budget as Approved by Chapter: July 1, 20_ to June 30, 20_
CHAPTER NAME

INCOME (All sources of anticipated income including membership dues,	Anticipated	Actual
fundraisers, contributions, etc.)		
Cash on hand from June 30 of previous year:		\$
Dues: members @ \$ each	\$	\$
Fundraiser(s):		
•	\$	\$
•	\$	\$
Contribution(s):		
•	\$	\$
•	\$	\$
Additional Sources of Income:		
•	\$	\$
•	\$	\$
TOTAL	\$	5

EXPENDITURES (Anticipated expenditures including dues, supplies, meeting	Anticipated	Actual
and competitive event registrations, travel expenses, uniform costs, expenses		
for FCCLA Outreach project, etc.)		
Dues:		
Chapter: members @ \$ each	\$	\$
State: members @ \$3 each	\$	\$
National: members @ \$9 each	\$	\$
	\$	\$
Chapter/Project Supplies:		
•	\$	\$
•	\$	\$
	\$	\$
Meeting Registrations:		
DISCOVER Training	\$	\$
Fall Leadership Conference	\$	\$
Fall Rally	\$	\$
National Cluster Meeting	\$	\$
Region Events	\$	\$
State Leadership Conference	\$	\$
National Leadership Conference	\$	\$
Culinary Camp	\$	\$
Summer Leadership Camp	\$	\$
Other	\$	\$
Other Expenses:		
	\$	\$
	\$	\$
TOTAL	\$	\$
ENDING BALANCE (Cash on hand for coming fiscal year)	\$	\$

FCCLA National Programs



Integrating National Programs (4)

Submitted by Allison Kreifels, State Adviser, Nebraska

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.

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.

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.



FCCLA Planning Process

The FCCLA Planning Process is a useful tool to help members and chapters plan and implement projects in their homes, schools and communities.

Word document versions of the Planning Process can be found on the national website.

	Identify Concerns
0	
	Set a Goal
1	
	Form a Plan
who what where when why how	
	Act
	Follow Up
What could have gone better?	
What did	
you leam?	

Membership Calendar



Membership Calendar



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 Calendar



Membership Calendar



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 state meeting (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 1.

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 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.

Membership Campaign Template

Our goals for this year's membership drive are: (e.g., 90% retention rate, X number of new members, % rate of new members, etc.)
Target groups from which we will recruit members: (e.g., former members, students in current FACS classes, students who have taken FACS classes but weren't members, etc.)
What are five key messages we want potential members to know about our chapter?
1.
2.
3.
4.
5.
Methods we will use to reach potential members:
Incentives we will offer: • To new members
To current members for recruiting new members
Ways we will involve new members right away:

State and National Outreach Project

Lead4Change

The Lead4Change Student Leadership Program is the nation's leading and fastest-growing free leadership program, attacting more than a million students in 5,000 schools and chapters across all 50 states. Lead4Change is where leadership and service learning intersect for measurable results.

Led by Co-Founder, Former Chairman and CEO of Yum! Brands and hunger advocate David Novak, the Lead4Change Student Leadership Program is helping to fill a gap in middle and high school education with innovative leadership lessons.

Throughout this leadership program, students will work through leadership lessons adapted from David Novak's book, Taking People With You. Every registered educator will receive a free copy of this book, video messages from David Novak and social media to connect and communicate with other teams in the program.

Learn more about Lead4Change and teacher resources available at www.lead4change.org.



State Programs

Adopt-a-Chapter

Make a difference in a Georgia FCCLA Chapter!

Option 1: Adopt a Middle School

Encourage middle level affiliation by paying one half of the chapter's middle level affiliation dues and mentoring the chapter.

Option 2: Adopt a High School

Assist a high school chapter by paying \$144 for affiliating the first 12 members of a chapter that has not previously been affiliated and mentoring the chapter.

Option 3: Mentor a Chapter

Assist a middle or high school chapter with chapter meetings, fundraisers, completing the affiliation process, Honor Roll and other paperwork

Legislative Connection

Increase awareness of Georgia FCCLA!

Ways to participate:

Invite legislators and local elected officials to your chapter activities.

Attend FCCLA Day at the Capitol in February and meet with legislators.

Attend National Capitol Leadership in October and meet with legislators.

Say Yes to FCS

Did you know there is a shortage of Family and Consumer Sciences teachers?

Ways to participate:

Create an activity to promote Say Yes to a Career in FCS!

Participate in the Say Yes to FCS Education STAR Event

Resources Available:

http://www.aafcs.org/FCSEdPipeline.asp

http://www.nasafacs.org/teacher-recruitment-say-yes-to-fcs.html

National Competitive Events

STAR Events

Baking and Pastry

Career Investigation

Chapter in Review Display

Chapter in Review Portfolio

Chapter Service Project Display

Chapter Service Project Portfolio

Culinary Arts

Culinary Math Management

Digital Stories for Change (Online Event)

Early Childhood Education

Entrepreneurship

Event Management

Fashion Construction

Fashion Design

FCCLA Chapter Website (Online Event)

Focus on Children

Food Innovations

Hospitality, Tourism & Recreation

Instructional Video Design (Online Event)

Interior Design

Interpersonal Communications

Job Interview

Leadership

National Programs in Action

Nutrition and Wellness

Parliamentary Procedure

Professional Presentation

Promote and Publicize FCCLA!

Public Policy Advocate

Repurpose and Redesign

Say Yes to FCS Education

Sports Nutrition

Sustainability Challenge

Teach and Train

National Fall Conference - Skill Demonstration Events

Culinary Knife Skills

Fashion Sketch

FCCLA Creed Speaking and Interpretation

Impromptu Speaking

Pastry Arts Technical Decorating Skills

Speak Out for FCCLA

Technology in Teaching

Consumer Math Challenge

Culinary Math Challenge

Early Childhood Challenge

Fashion Construction and Design Challenge

FCCLA Knowledge Challenge

Hospitality, Tourism and Recreation Challenge

Interior Design Challenge

Nutrition Challenge

Science in FCS Challenge

Other National Events

LifeSmarts Knowledge Bowl

Knowledge Matters Virtual Business Challenge - Personal Finance

State Competitive Events

Fall Leadership Rally

Brochure Event

Chapter Fair Booth

Chili Cook-Off

Culinary Competition

Georgia Organics Competition - Turnip the Volume

Knowledge Bowl

Peanut Recipe Competition

Fall Leadership Conference

Membership Recruitment Display

Pin Design Competition

Statesman and Distinguished Stateman Tests

T-Shirt Design Competition

State Leadership Conference - Online Proficiency Tests

Consumer Services

Culinary Arts

Early Childhood Education

Etiquette

Fashion Design

Hospitality

Interior Design

Middle School Family and Consumer Sciences

Nutrition & Food Science

Parliamentary Procedure

Teaching as a Profession

State Leadership Conference - State Events

Chicken Fabrication

Creative Garnish

Creed Speaking & Interpretation

Digital Delish Dish

Digital Storytelling

Food Science Investigation

Knife Skills

Power of One

Statesman and Distinguished Statesman Tests

Toys That Teach

2021 FCCLA Week

Monday, February 8:

Grow Beyond Measure

Fire up FCCLA Week by sharing with your classmates why and how FCCLA has helped you grow Beyond Measure.

#GrowBeyondMeasure

Tuesday, February 9:

Influence Beyond Measure

As a part of FCCLA, you influence others beyond measure through community service, leadership skills, and your attitude. Share who your influences are and how you've influenced others. #InfluenceBeyondMeasure

Wednesday, February 10:

FCS Educators Educate Beyond Measure

Take part in Family and Consumer Sciences (FCS) Educator Day by thanking the educators in your life and sharing how they are beyond measure.

#EducateBeyondMeasure

Thursday, February 11:

Advocate Beyond Measure

Share with others how FCCLA has allowed you to advocate beyond measure for your future careers as well as your independent adult life. How have you learned how to "adult"? #AdvocateBeyondMeasure

Friday, February 12:

Lead Beyond Measure

Lead beyond measure by showing your FCCLA spirit. Red out and decorate your day with red clothing, signs, food, and decorations.

#LeadBeyondMeasure

CALENDAR OF EVENTS

Deadline and Events Calendar

Please check out the Adviser Resources page to view the most recent deadline and events calendar.