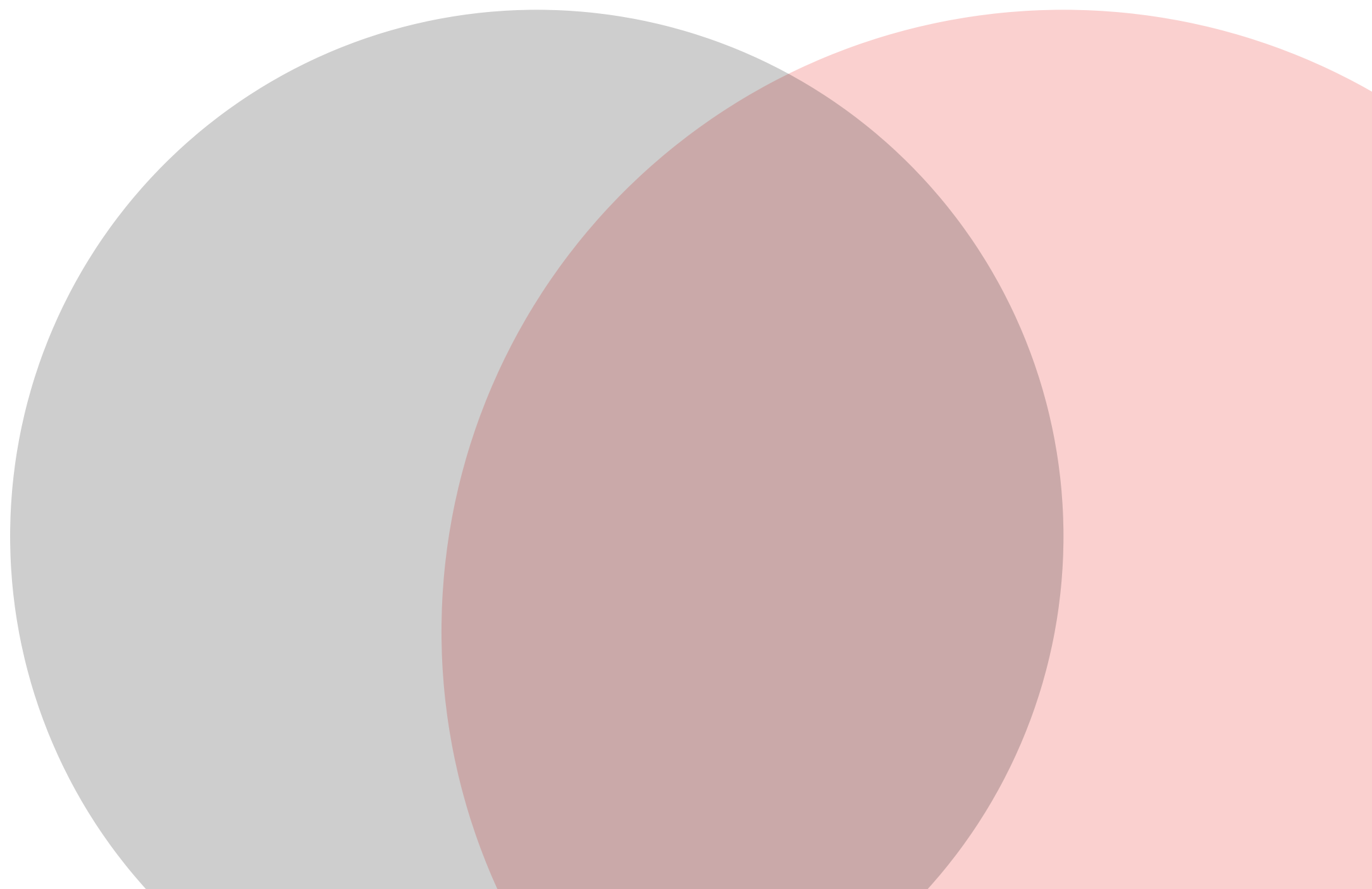




GEORGIA
STATE ASSOCIATION

MEMBERSHIP HANDBOOK

GEORGIA FCCLA



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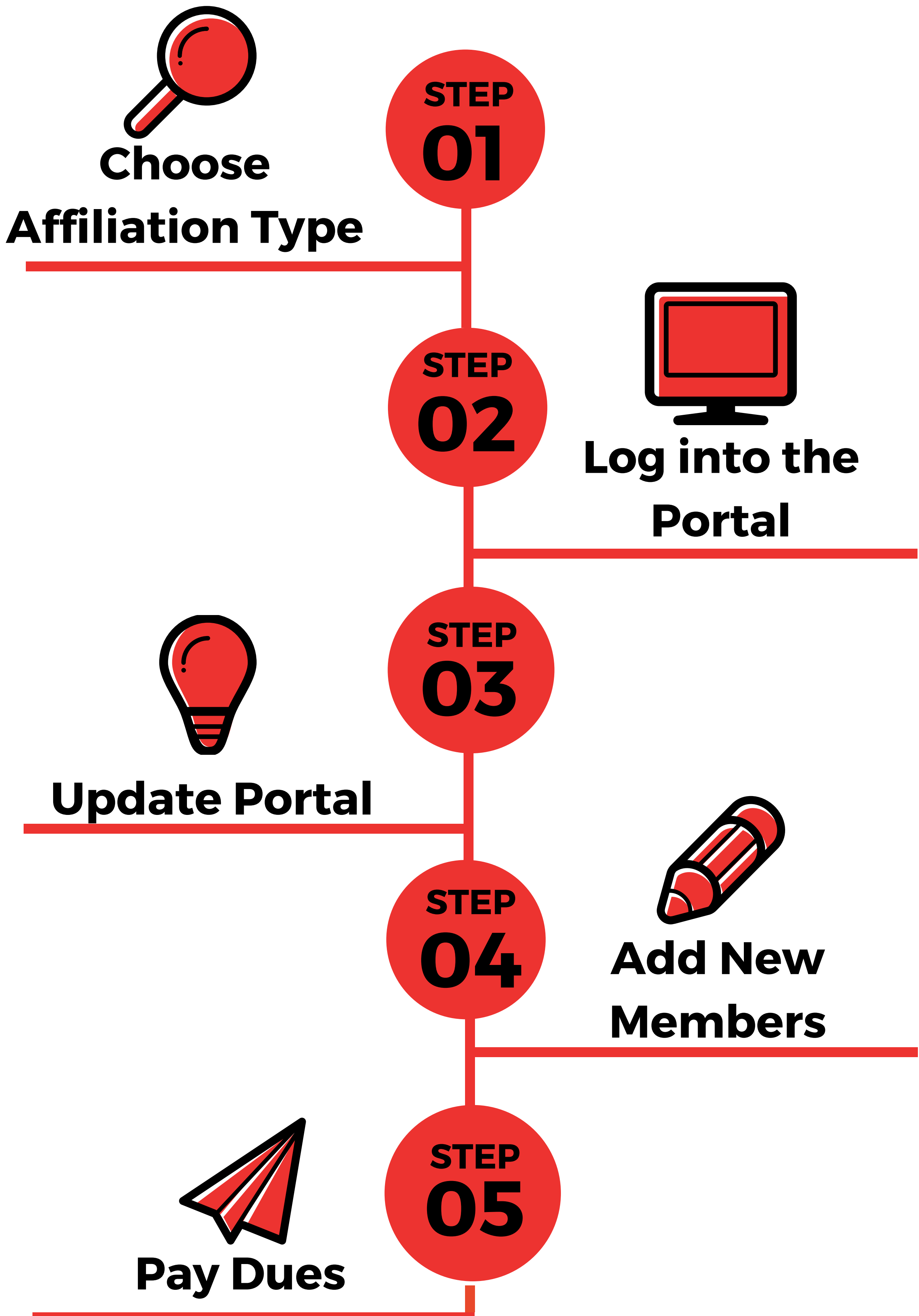
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Affiliation Process



Affiliation Process

More information available on State and National websites.

First, visit the National FCCLA Chapter Portal.

Please use the First Time Chapter Affiliation button to request a new chapter in the system.

Once your state adviser approves the request, you will receive login credentials to affiliate your students.

**STEP
01**

**STEP
02**

To update your chapter's profile, you will want to add the adviser(s), school principal's name, membership goal, pathways you teach, and your education and training background.

Once the information on the confirmation screen is complete, select the black "Confirm" button.

For an Individual Entry:

1. Fill out all required information in the red outlined boxes.

2. Scroll down and select either the Save and Finish button or the Save and Add Next Member button.

Save and Finish: Select this button if you are done adding students to your chapter.

Save and Add Next Member: Select this button if you would like to save the student you have just entered into the system and have more students to add to your chapter.

**STEP
03**

When all members are entered:

Check for Duplicate Members: This will keep you from accidentally submitting and paying for duplicate members.

Confirm Consent Forms: Confirm that all members have permission to join.

Check Members: Click on individual members you want to affiliate. Double check that you are only selecting the members you wish to affiliate.

Click Submit Affiliation: Double check that the affiliation amount matches the number of members you are wanting to affiliate.

**STEP
04**

Pay State and National Dues

Membership Dues are \$13.00 (\$9.00 national and \$4.00 state) for members, including advisers.

A school must have 12 members to affiliate a chapter at the national level.

All affiliation payments should be sent directly to the national office.

Please note: Rates are different for Middle Level Affiliation chapters.

**STEP
05**

AFFILIATION MENU

REGULAR AFFILIATION \$13.00 PER MEMBER

Any student who has taken a course in Family and Consumer Sciences, or as determined by the state department of education, middle school through grade 12 is eligible for active membership in an organized FCCLA chapter within their school.

Once the state and national dues are paid, the student will be an official affiliated member.

Teachers can join FCCLA too! Teachers certified to teach Family and Consumer Sciences education, or as determined by the state department of education, can serve as the FCCLA chapter adviser.

Membership Dues are \$13.00 (\$9.00 national and \$4.00 state) for members, including advisers.

MIDDLE LEVEL AFFILIATION \$400.00 PER CHAPTER

Middle Level Affiliation is a unique way to affiliate the ENTIRE middle school and receive full benefits of the national affiliation.

This is a great deal if you teach new students every six or nine or even twelve weeks.

You can affiliate once and if you have a new student in January that wants to compete then they are already affiliated.

Recruitment, Retainment, & Recognition Ideas

All of these were inspired by Members & Advisers

Recruitment



- Explain Field Trips
- Talk at a Pep Rally
- Explain Competitions
- Participate in Club Rush week
- Have a chapter cook out
- "Bring a Buddy" system
- Invite to meetings
- Scholarship Opportunities
- Travel Opportunities
- Create posters

Retainment



- Shout out at meetings
- Create friendships
- Chapter T-shirts
- Yearly Participation Certificate
- Fun Chapter Meetings
- Hold a fundraiser to lower dues
- Attend Region Meetings and State Conferences
- Incentives for returning members

Recognition



- Banquets
- Graduation Cord
- Social Media Posts
- Award/Certificate
- Member of the Week/Month
- Chapter Spotlights
- Georgia News & Teen Times Recognition

FCCLA WEEK

Occurs during the second week of February every year

WHAT IS IT?

During the month of February, ACTE encourages everyone to explore and learn the amazing accomplishments, achievements, and contributions of Career and Technical Education (CTE) professionals, students, and alumni with the theme “Opportunities for Career Success.” As part of CTE month, FCCLA celebrates FCCLA Week every year during the second full week of February.

HOW IS IT CELEBRATED?

Your chapter can participate in the theme days for each day of the week. You can do this by posting on social media, or sharing information about FCCLA with friends or throughout your school. This is an opportunity to share what FCCLA is all about and celebrate its accomplishments.

WHAT CAN MY CHAPTER DO?

Each year, the themes change for each day and are released from National FCCLA.

Participate in FCCLA Day at the Capitol

During this week many chapters go and visit the capitol with the event called Day at the Capitol . Each Region has a certain day to visit. Legislators rely heavily on the viewpoints expressed by their local constituents when they make important decisions regarding education issues. By coming to Atlanta and actively participating in a day of visiting the Capitol and meeting with legislators, FCCLA members and advisers can be an effective voice for our organization. A visit to the Georgia Capitol also offers students an opportunity to view first-hand the state government in action and to learn about the judicial and lawmaking processes.

Other FCCLA Week Ideas

You can also celebrate by posting on your chapters social media, and creating posters around your school with the themes.

Chapter movie nights, service projects, family get togethers, Say Yes to FCS promotions, and so much more!

ALUMNI & ASSOCIATES

You can join and learn more on the National FCCLA website

WHAT IS IT?

FCCLA Alumni & Associates (A&A) is a network of adults who believe in Family, Career and Community Leaders of America!

WHO CAN JOIN?

A&A members include: FCCLA, Future Homemakers of America, HERO, and New Homemakers of America—but you do not have to be a former member to join. Honorary FHA/HERO members, current and former Family and Consumer Sciences professionals, teachers, parents, school administrators, employers, and business and community leaders who support the mission and purposes of FCCLA are encouraged to get involved too.

Add a little bit of body text

WHY SHOULD YOU JOIN?

Participate in the A&A mentorship program. Share your knowledge, expand your network and connect with industry experts through FCCLA.

Communicate with former members of FCCLA, FHA, HERO, NHA, as well as business and industry associates.

Share personal and professional experiences.

Gain access to current FCCLA news and resources.

Explore opportunities for national recognition.

Receive “Beyond the Red” monthly Newsletter.

Volunteer on the local, state, and national levels.

Demonstrate your support for the only in-school student organization with family as its central focus.

Be inspired by others who value the importance of families, careers, and communities.

GEORGIA FCCLA A&A DUES

**1 Year
\$20**

**2 Year
\$35**

Georgia FCCLA Membership Awards

GREATEST CHAPTER MEMBERSHIP
INCREASE PER REGION

LARGEST CHAPTER MEMBERSHIP
PER REGION

OVERALL LARGEST CHAPTER
MEMBERSHIP

OVERALL LARGEST CHAPTER
MEMBERSHIP INCREASE

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.
- 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.



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 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: