

A New Adviser's Action Plan

A suggested guideline to assist new or beginning advisers in implementing FCCLA. The purpose of this plan is to provide new FCCLA advisers with a guide for a very basic FCCLA chapter start-up. Experienced advisers know that a beginning Consumer and Family Studies teacher or one not familiar with FCCLA may be overwhelmed with the wide variety of programs and opportunities available. This plan will serve as a beginning step and promote greater involvement as the adviser and chapter gain experience.

Target Date	Activity/Action	Resources
Prior to school starting or as early as possible	<p>Visit the Colorado and National Web sites and become familiar with the types of information available.</p> <p>Request a Mentor through the Colorado Mentor Network.</p> <p>Check to see that you have a Colorado Chapter Handbook (dated December 2003) in your building. Please review it—it's full of helpful information. If you don't, contact the Colorado FCCLA State Adviser.</p> <p>Order the <u>FCCLA Start-Up Kit</u> and other national FCCLA publications from the publications catalog or online at the National Web site and review these materials – especially helpful are the <u>Essential Guide</u>, the <u>National Programs CD-Rom</u>, and <u>The Chapter Handbook CD-Rom</u>.</p>	<p>National FCCLA Web site www.fcclainc.org</p> <p>Colorado FCCLA Web site www.fccla.cccs.edu</p> <p>CO FCCLA State Adviser: Patti Krattenmaker – 303- 595-1581 patti.krattenmaker@cccs.edu</p>
Aug & September	<p>Check on the CO website for Fall Packet information, includes Leadership Conference information.</p> <p>FCCLA Summer & Fall Leadership Conferences - Think of attending yourself, if you are unsure about bringing students. It is a great way to learn about many aspects of FCCLA and network with other advisers.</p>	<p>CO FCCLA State Advisor: Patti Krattenmaker – 303- 595-1581 patti.krattenmaker@cccs.edu</p>
Sept.	<p>Investigate your school's policies regarding travel/field trips for district and state.</p>	
Sept 1 – 15th	<p>Select/Elect chapter officers:</p> <ul style="list-style-type: none"> - Application and Interview Process - Elect from membership - 1 or 2 Student Leaders from each FCS class may be a part of the chapter executive council <p>These officers can lead the class in planning and implementing all future FCCLA activities and may plan a creative membership campaign to collect FCCLA dues.</p> <p>Start recruiting members. Use the Member Quest packet and get ideas from your mentor on ways to recruit members.</p> <p>Develop a basic program of work where you have one project/activity a month. Use a calendar to help guide you</p>	<p><u>The Chapter Handbook (Nationals)</u></p> <p>National FCCLA's membership program materials (should arrive from National in Aug/Sept. if you don't receive contact National Office or State Adviser</p> <p><u>The CO Chapter Handbook</u></p>

	in planning community service, social, events, etc. This way all your meetings have a purpose. There is a sample in the CO Chapter Handbook in the Program of Work section.	
Oct	Most FCCLA Districts will have a Fall Leadership Conference. Contact your FCCLA District Consultant for details - there should be a list of them in your CO Chapter Handbook, or check on the CO FCCLA web site or contact the FCCLA State Adviser.	Your FCCLA District Consultant. <u>The CO Chapter Handbook</u> Colorado FCCLA Web site www.fccla.cccs.edu CO FCCLA State Advisor: Patti Krattenmaker – 303- 595-1581 patti.krattenmaker@cccs.edu
Nov15 th	Affiliate <u>at least</u> nine members with the national and state FCCLA organization. Additional members can be added as the year progresses, but affiliating a minimum of nine members by December 1 assures that your chapter receives a full year's benefits of services and information. In order to go to state conference, students must be affiliated by Feb 1 st . Affiliation may be done online at national FCCLA's Web site or on paper using affiliation forms available by calling the CO State Advisor. Dues are \$ 13.00 per member – \$5.00 for State and \$8 for Nationals plus a once a year \$10 chapter fee Chapter Charter - If your chapter is brand new, please investigate and fill out the paperwork for a Chapter Charter. It is available on the CO FCCLA Website and/or contact the CO FCCLA State Adviser.	National FCCLA Web site www.fcclainc.org Colorado FCCLA Web site www.fccla.cccs.edu CO FCCLA State Advisor: Patti Krattenmaker – 303- 595-1581 patti.krattenmaker@cccs.edu
Nov	FCCLA Cluster Meeting – This is a National Regional Leadership Meeting. Some districts/chapters take students. It is a high impact weekend, that can be lots of fun. It is not something that you have to do, but is worth doing at least once. (Because it can be costly, you may want to do this after you've been an adviser for a couple of years.)	
Anytime between Nov 1 st and Feb 1 st	Assist your Officer Team in planning chapter activities. Community Service projects are an easy way to get students excited and active. Assist your members in investigating and planning for STAR Events. Concentrate on one or two events to start with and add events next year. Be sure to follow the STAR Event (available from National for \$10) and State Event Guidelines (in the CO Chapter Handbook.) Investigate having your chapter do a National Program - r Power of One or Step 1 are good ones to start with because	National FCCLA Web site www.fcclainc.org

	they are easy National Programs to get started. You can also incorporate them into your classroom. Students can get recognition at state conference. For Power of One - if they complete all 5 they can get national recognition. Applications for recognition are available online or with the CD-Rom on Power of one.	
Mid- Jan	Did you receive the Call to Conference for State? If not, contact the CO FCCLA State Adviser.	CO FCCLA State Adviser: Patti Krattenmaker – 303- 595-1581 patti.krattenmaker@cccs.edu
Jan – Feb	Your FCCLA District will have a winter conference sometime during these months. You should get information in the mail about this conference. See the CO FCCLA Chapter Handbook for your FCCLA District Consultant.	Your FCCLA District Consultant. <u>The CO Chapter Handbook</u> CO FCCLA State Adviser: Patti Krattenmaker – 303- 595-1581 patti.krattenmaker@cccs.edu
Feb 1 st	Affiliate any remaining FCCLA members – affiliation may be done several times but Feb is the final date to add any members planning to attend the state conference or participate in state STAR Events.	
Mid Feb.	Mail conference registration and book housing to the addresses designated on the forms for State Conference	
March 1st	All students who are planning on going to State MUST BE AFFILIATED TO COMPETE AT STATE BY THIS DATE!	
April	Attend the State Leadership Conference. If you don't have students attending- Get involved with judging or being a Chair/Co-Chair of an Event. It is a great way to learn about the events.	CO FCCLA State Adviser: Patti Krattenmaker – 303- 595-1581 patti.krattenmaker@cccs.edu
May	Wrap up the end of the year – <ul style="list-style-type: none"> - Recognize your state award winners - Have a banquet to recognize all members. Start thinking about next year – <ul style="list-style-type: none"> - Officers - Attending Summer/Fall Leadership Conference - Maybe having a Summer/Fall retreat for your officers. - Brainstorm for next year 	

