

10 Suggestions for FCCLA Chapter Advisers

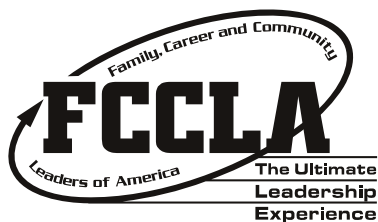
1 Establish a program of work. In determining governmental immunity, activities should be “ expressly or implied, mandated or authorized.” A program of work approved by the FCCLA chapter and administration, and followed by the members and advisor assures governmental function.

2 Establish rules and consequences before activities. Do not decide to punish students, or deny opportunities to students that go beyond existing school policy or is not part of the chapter’s rules. If you do not want to take certain students to a conference, then they must have known about the “qualifiers” before being denied (documented poor classroom behavior results in no overnight stays). Have students adopt FCCLA’s code of conduct, with consequences consistent with school policies.

3 Fund-raising revenues should support student activities, and not be distributed to a student. The money is raised for chapter activities; and if money cannot be used, it should be turned over to the general chapter or general school fund. Direct payment should not be made to a student, but expenses/bills may be paid for a student. Commissions may be paid to members if they are part of the fund-raising business plan. If individual accounts are established, a written policy should be written to establish that the funds belong to the school, and that members may apply credit toward chapter-related activities.

4 Focus on local chapter activities. FCCLA is only effective if students are involved all year. Limiting activities to competitive events and conferences sends the wrong messages to members: 1) you’re out of FCCLA if you do not qualify at state, 2) community/school involvement are not important, and 3) we are going to gear down like everybody else in April and May. Plan a program of work for the entire year that has competitive events as only part of the total plan. FCCLA’s foundation should be activities at the local level with family, local employers, the school, and community.

5 Schedule meetings with parents and provide detailed fact sheets on FCCLA planned activities, planned field trips, and overnight conferences. Your attendance may be small at first, but you have demonstrated a reasonable effort to communicate with parents. Be sure to emphasize the need for professional conduct, and parent’s support.



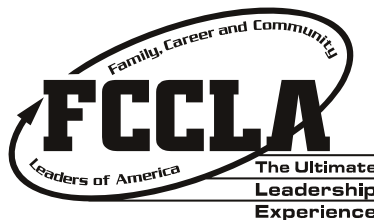
6 Plan chapter activities and meetings at conferences. Know where every student is scheduled to be. Be a positive role model so that students know where you are at all times. Your only role during conferences is to supervise students; leaving the hotel for other meetings, dinner, or meeting with friends should be done at another time.

7 Schedule a local competitive event as a FCCLA activity. Involve local businesses and community organizations in sponsoring a local competitive event in January or February. This will give students valuable experience in how STAR Events work, you can check for professional dress prior to competition, and family members, community leaders, and business leaders can be actively involved. Award event winners and overall winners.

8 Plan an exciting spring event that keeps students involved and helps with recruiting. A spring fashion show, spring awards banquet, trip to Cedar Point, or an career fair should be scheduled. Plan the activity after the State Meeting, or participate in Youth Service Day, or Join Hands Day.

10 Take time to involve members in all chapter planning. Ownership and recognition of the students is the key to successful chapters. Structure activities to involve all members in planning activities, and then support students in completing activities. Avoid the parenting trap of “doing it myself to make sure it gets done right the first time”. Who’s learning? Let students handle the details of attending a conference: handing out and collecting permission slip, making reservations, scheduling dinner, arranging for transportation, etc.

9 Traditions should be established and refined. In retail, a promotion is never abandoned until after the third year or try. Many successful projects are the result of many years of work that have been repeated and improved. These repeated activities help to establish credibility of the chapter and adviser. There is a lot to be said about change and innovation, but foundations need to be established for solid planning.



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