New Adviser Checklist

Follow these instructions to get more familiar with FCCLA!

- ☐ **Gather Information!** As a new adviser make sure you understand the processes and timelines of your local school district. Check with your FCS Department Chair, Activity/CTE Director, and/or Administration regarding any local requirements your school has for organizations, clubs, etc. on campus. You may even consider reaching out to the Oregon Department of Education contact, Johnie Ferro, regarding career pathway compliance (johnie.ferro@ode.oregon.gov). Some information you may want to gather or questions you may want to ask your school's administration are:
    - Chapter Funding:
        - Ask about available funds and costs that will be covered for your student-related travel.
        - Ask about funds for professional development.
        - Ask about how to get fundraisers approved. Are there any restrictions on the types or number of fundraisers allowed?
        - Ask about how Federal Perkins funding or State Career & Technical Education funding is used at your school. Some districts allow funding to support transportation, lodging, educational resources, study materials, conference registration, and/or adviser professional development.
    - Travel/Events:
        - Ask about the school's excused absence policy
        - Ask about substitute teacher process
        - Ask about time frame needed to book transportation, costs, and options for travel.
        - Ask for instruction/guidance on how to complete field trip packets and how much notice is required for requests.
        - Ask about your district's policies regarding chaperones and qualifications to be a chaperone.
        - Ask about facilities requests and approval for CTSO meetings/events, etc.
    - Finances:
        - Ask about time frame and turn around needed for Purchase Orders.
        - NOTE: NOT all hotels will accept Purchase Orders; some will only accept credit cards.
        - Ask about open Purchase Orders for the year.
        - Ask about process for payment of invoices (Purchase Order is ONLY a promise to pay; invoices MUST be processed for payment to be made).
        - Ask about the policies and use of district or school credit cards.
        - Ask how to set up and manage your student and auxiliary accounts.
        - Ask about the recommended process for collection of monies for fees, dues, field trips, etc.
        - Is money turned into bookkeeper by student and receipts turned into adviser or does student turn money into adviser and then adviser turns money and receipts into bookkeeper?
        - Determine payment process for CTSO dues/membership affiliation.
        - Students pay all, students pay part/school pays part, school pays all?

- ☐ **Read the FCCLA Chapter Success Guide!** You will find a lot of useful resources in the FCCLA Chapter Success Guide (posted on the Oregon FCCLA website - https://oregonfccla.org/adviser-resources/), as well as by visiting the National FCCLA website at www.fcclainc.org.

- ☐ **Review the New Chapter Checklist and the New Adviser Handbook** for Oregon FCCLA (https://oregonfccla.org/adviser-resources/) and on the national FCCLA website. (https://fcclainc.org/advisers). The New Chapter Checklist will help you understand some basics of having a chapter. The New Adviser Handbook is loaded with information and resources to help you get started.

- ☐ **Affiliation Portal.** You can find the national affiliation portal by visiting the national website (www.fcclainc.org). At the very top of the page is a link that says login. Click adviser login. You will want to bookmark this site to access it easily.
    - Check with the state adviser if your chapter is already in the system. If so, the state adviser can provide you with information on how to login and transfer ownership of the chapter to the newest adviser.
    - Portal access is granted when you affiliate your chapter. If you need assistance affiliating, please contact your state adviser: hello@oregonfccla.org

- ☐ **Get on the School Calendar!** Many schools have a yearly calendar that highlights various school activities from sporting events to drama performances. Make sure key FCCLA events are on your school's calendar. You can find a listing of state-wide events on the state website (posted on the Oregon FCCLA website - https://oregonfccla.org/calendar/), The National FCCLA calendar can be found here. Be sure to add these events to your own calendar as well as important deadlines.
    - **Schedule A Chapter Meeting Cadence!** Will you meet with your student members biweekly? Monthly? Who will run the meeting? Maybe it's you, or maybe it is your group of elected local chapter officers (students) or a combination of both. Connect with other FCCLA Chapter Advisers to learn more about the content and how they structure their chapter meetings for fun and efficiency!

- ☐ **Join Oregon FCCLA's Teach CTSO Platform!** Not only does this platform contain a more detailed calendar of events, but it includes reminders for registrations, deadlines, conferences, applications, and awards. Educator/adviser communications and resources will now be shared through Teach CTSO, your new online hub for Oregon FCCLA. This space replaces traditional email threads, ensuring you receive announcements, conference details, and teaching tools all in one organized place. Instructions on joining this platform are below:

    - Please take a moment to create your free account using the Join Oregon FCCLA on Teach CTSO link: https://teach-ctso.circle.so/join?invitation_token=911b4c560e9f1c24817730713022f7cc954518a8-59dcead1-f6b1-40ba-9972-7427828b558c
    - Once inside the platform, you will have complimentary access, provided by Oregon FCCLA in four core areas:
        - Oregon FCCLA Resources Page which serves as your one stop shop for links, forms, and tools for your chapter.

- Oregon FCCLA Events Page which serves as a detailed calendar of events for both Oregon state and national FCCLA. This page includes the ability to 'RSVP' to events, and by doing so, enables reminders, deadlines, and virtual meeting links. Start by RSVP-ing to the monthly 'Oregon FCCLA Adviser Exchange meetings' that serve as both training, updates, and open office hours with the Oregon State Adviser and fellow advisers.
- Oregon FCCLA Chat Space which will become your new place for educator conversation and connection, replacing the need for text threads.
- Oregon FCCLA Email Updates Page which serves as a log of the weekly newsletters distributed by your state adviser. Rather than digging through your email inbox, these important updates are stored in chronological order for the FCCLA year. Each post is a weekly newsletter and contains tags, so you can easily sort for the specific topics you're looking for i.e. 'new resources, conferences &events, state officers, deadlines, etc.'

☐ **Request a chapter visit!** Your FCCLA State Adviser is responsible for FCCLA events and opportunities in your state. Make sure they have your key contact information so they can send you updates, information, and provide local technical support. You may want to request a visit from a state officer (FCCLA members elected to serve as statewide student leaders). If you are interested in a chapter visit complete the Chapter Request form (posted on the Oregon FCCLA website - https://oregonfccla.org/contact/chapter-visit-request/), You may also be interested in having a national officer visit with your members. You can request an in-person or virtual visit through the national office (posted on the National FCCLA website under 'Request a National Officer' - https://fcclainc.org/lead/national-officers/national-executive-council)

☐ **Review Chapter and Governance Documents!** Most student organizations need some type of governing documents to help them function fairly and smoothly. Locate the existing documents and review, if they do not exist within your school, work to create them. The New Adviser Handbook from the national office has examples of Chapter Bylaws and a Program of Work. The bylaws will set "rules" for your chapter and the Program of Work, which is a plan of activities for the school year that the chapter members or elected chapter officers will carry out (chapter goals).

- **Establish a Chapter Officer Election Process!** Your students can take on leadership positions right inside your classroom by running for a local chapter office position. Maybe you appoint them? maybe they give a speech and your members vote? Establishing a formal process and the number of positions available will help establish student-led ownership of the chapter's success and will be the drivers of carrying out your chapter's program of work with all members.

☐ **Meet with your School/Career Guidance Counselors!** Connecting with school counselors is a key way to ensure your courses are full of great students – and potential FCCLA members! Help counselors to understand the academic rigor and relevance of FCCLA and how exciting the program is for students. Show them the FCCLA Competitive Events Program so they can see how FCCLA fits into the classes your school offers. Your school career/guidance counselor should be a great referral system for recruiting new students into your FCCLA program.

☐ **Find Co-Advisers!** If there are multiple FCS instructors at your school, talk with your FCS Department chair, fellow CTE/FCS class instructors, and other super teachers on your campus. These co-advisers do

not need to travel or even sign up for extra assignments after school. But, their ability to help you during chapter meetings to build an award-winning program helps spread the load and multiply the success!

- **Integrate FCCLA into your Classroom!** FCCLA is a co-curricular or 'intra-curricular' educational tool. It's designed to be part of the classroom. Share information and opportunities in class. Provide time for meetings and projects in class. Introduce the Competitive Events Program and Power of One in class. Treat all your students as "FCCLA Members." Then, when students want to run for chapter office, serve on committees, volunteer for service opportunities, or attend FCCLA events – treat them as "Active FCCLA Members." The more you can get done in class, the more success you will have and the less taxing it will be on you and your students!

    - Pro-Tip: The FCCLA National Program, Power of One is a great place to start seamlessly integrating FCCLA content within your required and planned classroom curriculum. Learn more about Power of One here.

FCCLA Vocabulary Sheet

FCCLA: Family, Career, and Community Leaders of America
FHA: Future Homemakers of America (The former name of FCCLA, which is now an outdated term)
FCS: Family and Consumer Sciences
CTSO: Career and Technical Student Organization. Your CTSO is FCCLA!
CTE: Career and Technical Education
OCTESLF: Oregon Career and Technical Education Student Leadership Fund
ODE: Oregon Department of Education
State Association: the Oregon FCCLA State Association is an organization that represents all Oregon FCCLA local chapters across the state and reports to National FCCLA.
National FCCLA: the organization that represents and drives all FCCLA programs across the country.
Affiliation: officially enrolling your school in FCCLA for the year. There are multiple rates and packages to choose from.
Dues: Payments to both your FCCLA State Association and National FCCLA on an annual basis.
FCCLA Portal: Both students and advisers have their own portal logins on the national FCCLA website to access resources and information. https://affiliation.registermychapter.com/fccla#
Teach CTSO: Oregon FCCLA's digital platform containing a calendar of events, virtual meeting join links, archive of weekly newsletters, a chat space between Oregon advisers, and numerous adviser resources.

Adviser: The educator leading out the FCCLA chapter/program; more than likely a FCS educator.
Member: Currently affiliated students of your FCCLA program.
Chapter Officer: a student member of your chapter holding a leadership position/title.
State Officer: an elected student member from any Oregon chapter serving on the Oregon FCCLA State Executive Council. They plan, prepare, and execute the annual State Leadership Conference.
National Officer: a student member from any state association who is elected by their peers at the National Leadership Conference to serve on the National Executive Council. They plan, prepare, and execute the annual National Leadership Conference.
State Adviser/State Director: is in charge of running the Oregon FCCLA state association.

Alumni & Associates: former members of FCCLA who have formally registered as a member of our alumni program following high school graduation.

State Leadership Conference (SLC): the annual conference where students present and compete, receive statewide recognition, and the opportunity to advance to the national competition.
National Leadership Conference (NLC): the annual conference where students across all state associations come to present, compete, receive leadership training, network, and have the potential to receive top recognition in their competitive events.
FCCLA Awards: celebrates the extraordinary achievements and contributions of individuals and groups who exemplify the organization's mission of empowering youth to lead in their families, careers, and communities. There are awards for students, chapter advisers, state advisers, and alumni annually.
https://fcclainc.org/lead/awards

Competitive Events (CE): all competitions available throughout FCCLA and their respective categories.

Planning Process: the document required for all competitions that showcases how the student prepared their project.

STAR Events: *Students Taking Action with Recognition* are competitive events in which members compete at the state and national levels. Students are recognized for proficiency and achievement in chapter and individual projects, leadership skills, and career preparation.

Challenge Tests: provide opportunities for members to demonstrate college-and-career-readiness skills in Family and Consumer Sciences and related occupations. These are completed online at the state level and in-person if the student advances to the national level.

Knowledge Bowl: a dynamic, team-based competition that tests students' knowledge and problem-solving abilities in six key FCCLA areas. Learn more here: https://fcclainc.org/compete/competitive-events/knowledge-bowl

Skill Demonstration Events: are national Competitive Events that allow members to demonstrate their college-and-career-readiness skills in Family and Consumer Sciences and related occupations. Using established event criteria, members showcase skills gained through FCS coursework and FCCLA participation. (A great introduction to STAR Events and often require a shorter time commitment).

Virtual Business Challenge: encourages members to test their personal finance or fashion management skills! This is a team virtual event that takes place in the Fall (round one) and Spring (round two). Teams may participate in one or both rounds. *Free virtual business classroom software required.*

National Programs: FCCLA offers eight peer-to-peer education programs to help students develop real-world skills for life within Family and Consumer Sciences (FCS) education. Each National Program is designed to be integrated into the FCS classroom to help reinforce lessons with opportunities for hands-on learning:

Career Connection: helps members learn more about themselves, the workplace, and future careers.

Community Service: guides members to identify local concerns and carry out projects to improve the quality of life in their communities.

FACTS: Families Acting for Community Traffic Safety gives members the information and incentives they need to build an understanding of what it means to drive safely, both today and in the future.

Families First: helps young people explore, understand, and appreciate the diverse aspects of families and family life.

Financial Fitness: engages members in teaching one another how to earn, spend, save, and protect money wisely.

Power of One: helps members to find and use their personal power by setting their own goals, working to achieve them, and enjoying the results.

Stand Up: guides members to develop, plan, carry out, and evaluate advocacy activities to improve the quality of life in their communities—using their voices to make a positive impact.

Student Body: helps members learn to make informed, responsible choices for their physical and mental health while also providing opportunities to teach others.

More information, visit: https://fcclainc.org/engage/national-programs

Career Clusters: the career pathways that FCCLA programs and competitions align with:

- Arts & Design
- Hospitality & Tourism
- Financial Services
- Education & Training
- Human Services
- Public Service

More information, visit: https://fcclainc.org/engage/career-clusters

Say YES to FCS: a nationwide campaign initiative dedicated to showcasing the importance and potential of Family and Consumer Sciences (FCS) education as a rewarding career path.

Japanese Exchange: a foreign exchange scholarship program opportunity for select FCCLA Members who complete the application process, interviews, and are selected.

FCCLA@theTable: campaign that encourages members to plan, prepare, and share healthy meals with their families. The ultimate goal is to engage youth in sitting down at a table to communicate with their families, share healthy meals, and to increased planned and prepared families meals nationwide.

More information, visit: https://fcclainc.org/engage

Visit the National FCCLA website to familiarize yourself with the FCCLA mission, motto, tagline, purposes, creed, and more. https://fcclainc.org/about