Starting a Local Chapter

Follow these instructions to get your FCCLA chapter up and officially running on your campus!

- ☐ **Local Approval!** Check with your FCS Department Chair, Activity/CTE Director, and/or Administration regarding any local requirements you school has for organizations, clubs, etc. on campus. Some schools require bylaws or special forms to be completed to register your FCCLA chapter as an officially endorsed organization on campus. Some information you may want to gather or questions you may want to ask:
  - 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.
    - 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 Advisor or does student turn money into Advisor and then Advisor turns money into bookkeeper?
    - Determine payment process for CTSO dues.
    - Students pay all, students pay part/school pays part, school pays all?

- ☐ **Read the FCCLA Chapter Success Guide!** When your chapter officially activates, 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** on the Oregon FCCLA website. (https://oregonfccla.org/adviser-resources)
- ☐ **Activate!** 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.
    - If you are creating a new chapter you will want to click the red "First Time Chapter Affiliation" button to create a new chapter. Once you complete the information a request will be sent to the state office. Once your chapter is approved you should receive an email letting you know what your chapter ID number is and password.
    - If you are reestablishing an inactive chapter, check with the state adviser if a chapter is already in the system. If there is, the state adviser can provide you with information on how to login.

- ☐ **Join Oregon FCCLA's Teach CTSO Platform!**
  Teach CTSO is an interactive portal exclusively for Oregon FCCLA advisers. In this space, you'll find your frequently-utilized resources, our calendar of events (available to RSVP and add to your calendar), a history of all newsletters for the year from the State Adviser, a chat space to ask fellow advisers questions, and more! To join, follow the QR code or contact your State Adviser at: hello@oregonfccla.org

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- ☐ **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 in Oregon FCCLA's Teach CTSO events space and in weekly newsletters. The National FCCLA calendar can be found here. Be sure to add these events to your own calendar as well as important deadlines.

- ☐ **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- https://fcclainc.org/lead/national-officers/national-executive-council)

- ☐ **Create Chapter and Governance Documents!** Most student organizations need some type of governing documents to help them function fairly and smoothly. **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 will carry out (chapter goals).

- ☐ **Meet with your School 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.

- ☐ **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 class build an award-winning program helps spread the load and multiply the success!

- ☐ **Integrate FCCLA into your Classroom!** FCCLA is a co-curricular educational tool. It's designed to be part of the classroom. A great place to start is completing the National Program, Power of One. To access these lessons, you must be an affiliated chapter. The materials are located in your National FCCLA Portal (login required).

  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!

- ☐ **Attend Office Hours!**
  Pop into the State Adviser's open office hours to ask questions, complete work together, and network with other Oregon FCCLA advisers! Adviser Exchange meetings have specific agenda items and are mandatory. RSVP to these in the Oregon FCCLA Teach CTSO space under 'Oregon FCCLA Events.'