NEW JERSEY FCCLA CHAPTER HANDBOOK

2022-2023

TABLE OF CONTENTS

About NJ FCCLA ..... Page 3
FCCLA History ..... Page 4
Why FCCLA? ..... Page 5
Career Pathways ..... Page 6
The FCCLA Adviser ..... Page 7
Affiliating a Chapter ..... Page 8
Membership ..... Page 9
Membership Costs ..... Page 10
Recruitment ..... Page 11
Fundraising ..... Page 12
Competitive Events ..... Page 13
Awards & National Programs ..... Page 14
Meetings ..... Page 15
State Meetings ..... Page 16
National Meetings ..... Page 17
Organizing a Chapter ..... Page 18
Officers ..... Page 19
Leadership ..... Page 20
Franklin Covey Leadership Academy ..... Page 21
Chapter Meetings & Ceremonies ..... Page 22
Program of Work ..... Page 23
The Planning Process ..... Page 24
Setting Chapter Goals ..... Page 25
Developing a Program of Work ..... Page 26
Communications & Public Relations ..... Page 27
FCCLA Week ..... Page 28
Resources ..... Page 29

State Website- www.njfccla.org

Instagram- @NJFCCLA

Facebook- NJ FCCLA

Twitter- @NJ_FCCLA

ABOUT NEW JERSEY FCCLA

DESCRIPTION:

Family, Career and Community Leaders of America (FCCLA) is a national, Career and Technical Student Organization (CTSO) for young men and women in Family and Consumer Sciences (FCS) education in public and private school through grade 12. With family as its central focus, FCCLA offers intra-curricular resources and opportunities for students to pursue careers that support families. Since 1945, FCCLA members have been making a difference in their families, careers, and communities by addressing important personal, work, and societal issues through Family and Consumer Sciences education.

The work of FCCLA helps students and teachers focus on a variety of youth concerns, including parenting, family relationships, substance abuse, peer pressure, sustainability, nutrition and fitness, teen violence, and career preparation in four specific Career Pathways. Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life—planning, goal setting, problem solving, decision making, and interpersonal communication—necessary in the home and workplace.

The New Jersey Association of Family, Career and Community Leaders of America has a membership of over 3,000 middle and high school members. The association provides challenging competitive events, valuable leadership training, and exciting state conferences for its members. NJ FCCLA offers opportunities for leadership development, personal growth, and preparation for college, career and adult life.

MISSION:

To promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of a family member, wage earner and community leader, members develop skills for life through: character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.

PURPOSES:

1. To provide opportunities for personal development and preparation for adult life
2. To strengthen the function of the family as a basic unit of society
3. To encourage democracy through cooperative action in the home and community
4. To encourage individual and group involvement in helping achieve global cooperation and harmony
5. To promote greater understanding between youth and adults
6. To provide opportunities for making decisions and for assuming responsibilities
7. To prepare for the multiple roles of men and women in today's society
8. To promote Family and Consumer Sciences and related occupations

CREED:

We are the Family, Career and Community Leaders of America.
We face the future with warm courage and high hope.

For we have the clear consciousness of seeking old and precious values.
For we are the builders of homes, Homes for America's future,
Homes where living will be the expression of everything that is good and fair,
Homes where truth and love and security and faith will be realities, not dreams.

We are the Family, Career and Community Leaders of America.
We face the future with warm courage and high hope.

2022-2023 Theme:
"FCCLA: Join the Incredible Journey!"

MOTTO:

Toward New Horizons

TAGLINE:

The Ultimate Leadership Experience

FCCLA HISTORY

FCCLA HISTORY:

75 years ago, Family, Career and Community Leaders of America (FCCLA), formally known as Future Homemakers of America, was founded at a convention in Chicago, Illinois when 29 Home Economic leaders came together with the idea of creating one national student organization aimed at preparing today's students to be tomorrow's leaders in the home and workplace. On June 11, 2020, FCCLA celebrated its 75th anniversary and legacy of making a difference in families, careers, and communities across America.

Since 1945, FCCLA has been addressing important personal, work, and societal issues through Family and Consumer Sciences (FCS) education—previously known as Home Economics. At its height, the organization's membership peaked at 607,175 with members from 53 state associations, including Washington D.C., Puerto Rico, and the Virgin Islands. Dolly Parton, Reba McEntire, and Bo Jackson are a few of FCCLA's most nationally recognized alumni.

Today, more than ten million students have been involved in FCCLA and have changed countless lives around the country by participating in National Programs, competing in Competitive Events, exploring Career Pathways, and attending national conferences. FCCLA continues to be the only Career and Technical Student Organization focused on preparing youth for careers that support families and strengthens members' employability skills by preparing students to be college-and career-ready.

This year, New Jersey FCCLA is celebrating its 76th anniversary!

FCCLA TIMELINE

November 1964
Teen Times First Issue

1971
HERO Chapters now include Future Homemakers of America

1979
Japanese Exchange Program Begins

1988
Step One Introduced

1992
A+ Conferences Started

1995
50th Anniversary

2003
Tagline was created: "The Ultimate Leadership Experience"

2008
Two New Star Events Added

2010
65th Anniversary

July 1965
Future Homemakers of America and New Homemakers of America Merge

1977
Rhode Island completes the 53 state Associations

1983
STAR Events Begin & Cluster Meetings Begin

1991
Three New Star Events Added

1994
FACTS Implemented

1999
FHA/HERO renamed Family, Career, and Community Leaders of America

2007
Four New Star Events Added

2009
Three New Star Events Added

WHY FCCLA?

Whether you work in a large urban school district, a small rural community, or a mid-sized suburban school, FCCLA can enhance your FCS program and put learning into action for your students.

STUDENTS CAN:

- Develop interpersonal relationship & organizational skills
- Learn and apply creative and critical thinking skills
- Gain recognition for achievement
- Develop skill in the use of parliamentary procedure
- Improve communication and public speaking skills
- Virtually meet members from across the nation
- Learn more about Family and Consumer Sciences
- Use character education principles in everyday life
- Learn practical "real life" skills for college & career prep
- Develop leadership and career skills
- Improve self-esteem
- Gain recognition for achievement
- Set goals and reach them
- Become involved in-service learning
- Master career readiness practices
- Use current communication technology
- Apply & improve 21st century skills
- Explore various career opportunities & options

ADULTS CAN:

- Broaden horizons and contacts through a professional support system
- Receive national and state resources to incorporate into curriculum
- Guide and lead students activities that leave a real impact on community and student's lives
- Expand professional experience and fulfillment
- Enhance professional development
- Learn more about career pathways
- Improve rapport with students
- Gain assistance in curriculum planning
- Gain satisfaction through student growth
- Be recognized for personal & professional achievements

FAMILY AND CONSUMER SCIENCES PROGRAMS CAN:

- Gain enrichment through school and community projects
- Enhance visibility to administrators, parents and communities
- Receive national and state resources to incorporate into curriculum
- Motivate students to learn
- Create interest through relevant experiences
- Gain interest in Family and Consumer Science enrollment

COMMUNITIES CAN:

- Provide young citizens with constructive uses of leisure time
- Provide links between service and development of workforce skills
- Provide a link with schools
- Increase student participation in civic affairs

A club is just an internal experience, whereas an FCCLA Chapter, because it is part of a national organization, develops an identity and an esprit de corps that an individual local school club lacks. Members have mutual interests and activities with thousands of other students in the nation. FCCLA can be an integrated part of the FCS classroom. FCCLA is a CTSO, a Career and Technical Student Organization.

CAREER PATHWAYS

REAL WORLD SKILLS:

Family, Career and Community Leaders of America (FCCLA) is a Career and Technical Student Organization that functions as an integral part of the Family and Consumer Sciences education curriculum and operates within the school system. Since 1945, FCCLA members have been making a difference in families, careers, and communities by addressing important personal, work, and societal issues. Through participation in Competitive Events, becoming involved in community service opportunities, student leadership, and attending leadership conferences, members develop real world skills, explore Career Pathways, and become college- and career-ready.

CAREER PATHWAYS THROUGH FCCLA:

FCCLA has made a concentrated effort to illustrate the connection of FCCLA and Family and Consumer Sciences (FCS) to career pathways and hosted a focus group to assist in this process. A survey of business and industry stakeholders found that FCCLA most directly supports Career Pathways in Human Services, Hospitality and Tourism, Education and Training, and Visual Arts and Design.

FCCLA National Programs and Competitive Events support CTE students' development of knowledge and skills, enhancing the classroom experience and career pathway initiatives. FCCLA is integrated into FCS and is intracurricular, exposing students to work-based learning, business and industry networks, and industry-recognized certifications.

FCCLA members explore career opportunities and build real world skills by developing projects, engaging and participating in events, and competing regionally and nationally for scholarships and awards. Through participation in FCCLA and exploration of FCCLA's 4 Career Pathways, members acquire many skills to be college and career ready, including academic knowledge, technical expertise, and a set of general, cross-cutting abilities called "employability skills."

In addition, through FCS education, FCCLA members learn real world skills that are transferable to any career pathway they choose, these real-world skills include:

- Applied Academic Skills: Communications, Math, Science, Basic Literacy
- Critical Thinking Skills: Problem Solving, Organization & Planning
- Resource Management: Time, Money, Materials & Personnel
- Information Use
- Communication Skills
- Leadership Skills
- Interpersonal Skills: Leadership, Teamwork & Negotiation
- Personal Qualities
- Systems Thinking: Teamwork & Project Management
- Technology Use

THE FCCLA ADVISER

Although FCCLA Chapters are youth-centered, with emphasis on members running the chapters, there is a role for the adult adviser. The adviser should encourage and guide the members; provide them with ideas and resources when needed; and help them develop leadership skills through planning and carrying out chapter activities. The Chapter Adviser should serve as a source of continuity from year to year.

FCCLA provides a wealth of benefits for your students, Family and Consumer Sciences program, school, community, and your own professional development. New advisers find that FCCLA offers a broad spectrum of program choices. The word "choices" is the key to survival and success.

Remember: You don't have to do it all! FCCLA offers a variety of 8 National Programs and events to help increase the effectiveness of your Family and Consumer Sciences program and motivates students. During your chapter's first years, guide members toward the programs that seem to best serve your local community needs. As members gain experience and build a tradition of chapter success, they will be ready to branch out into additional programs and events.

QUALIFICATIONS:

Teachers certified to teach Family and Consumer Sciences Education or any FCS pathway, or as determined by the state department of education, can serve as the FCCLA chapter adviser.

THE ADVISER SHOULD:

1. Interpret the organization to the chapter members.
2. Interpret the value of FCCLA to administrators and teachers as a part of growth, leadership, citizenship, school and community.
3. Be ready with suggestions and resources.
4. Be positive, but firm.
5. Help keep the chapter visible in the school and community.
6. Help students learn from their experiences, whether they are successful or not.
7. Identify and encourage outstanding members to run for chapter, state or national office.
8. Organize transportation for chapter members to chapter and state activities.
9. Supervise members at all local, state and national conferences and events.
10. Coordinate all Chapter activities with the FCS department.
11. Check on students' return of materials for state activities on time (affiliation, nominations, registration for conferences, etc.)
12. Through all of this, be positive and enthusiastic – it's contagious!

The Chapter Adviser shows enthusiasm, a positive attitude, concern for students, dedication, and a willingness to share. The Adviser's role is to give support, recognition and opportunities. The chapter is only as successful as the amount of involvement the Chapter Adviser puts into FCCLA activities.

"The function of education is to teach one to think intensively and to think critically. Intelligence plus character – that is the goal of true education." - Martin Luther King Jr.

AFFILIATING A CHAPTER

1. Discuss with school administrators the advantage of starting a local chapter, pointing out the relationship of FCCLA to the Family, and Consumer Sciences curriculum and value to the school program.
2. Contact the State Adviser for information and materials needed to start a chapter at njfccla@gmail.com.
3. Chapter affiliation is an important step in joining FCCLA. Chapters must affiliate by the affiliation deadlines each year to continue to receive access to the resources in the FCCLA portal. Please use the step-by-step instructions to affiliate your chapter for this school year.
4. Follow the chapter checklist for basic guidelines on establishing a chapter.
5. Visit the adviser page on the FCCLA website.
6. Download the "New Adviser Handbook" from the National FCCLA website: https://fcclainc.org/join/chapter-affiliation ... And request a new adviser kit from National FCCLA by emailing **membership@fcclainc.org**
7. Promote FCCLA in FCS classes, explaining the FCCLA Purposes & how they relate to the curriculum.
8. Discuss possible chapter activities. Encourage students to talk with other eligible students about their interest in starting a chapter.
9. Find a mentor and talk with teachers who have chapters. Visit an active chapter so interested students can talk with their members.
10. Invite an FCCLA State Officer to speak to prospective members.
11. Familiarize yourself with the State and National websites; learn as much as you can about the organization.
12. Meet with the students who are interested and collect State and National dues. Pay dues as as possible to begin receive chapter communication and state information.
13. At the first meeting with students, brainstorm which leaders, officers and committees will be needed and determine a procedure for selecting them. Set up a date to elect officers and set up committees to involve all members.
14. 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. Pull together a Program of Work. Check the state website for the NJ FCCLA Program of Work & Calendar of Activities.
15. Set up a committee to write or update chapter bylaws, using State and National Bylaws as guides. Develop an itemized budget for the year. Keep minutes of each meeting. Plan regular executive and chapter meetings.
16. Become familiar with FCCLA National Programs and State and STAR Events.
17. Create committees to organize chapter initiatives such as fundraisers or community service projects.
18. Involve your chapter in local, state and national service projects.
19. Create a fundraising campaign in order to raise money to attend conferences, and support chapter functions and service projects.
20. Take students to the Fall Leadership Connection, Leadership Boot Camp, and the State Leadership Conference.

Affiliate online using the FCCLA portal

- New Chapter Advisers: 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.soon
- Before adding members to your chapter, make the process easier by collecting each member's affiliation information. You will have two options for adding students into the FCCLA portal - individual member entry or bulk CSV upload.
- For individual member entry, you will type all required member information directly into the portal.
- For CSV upload, you will type all information directly into the CSV spreadsheet and drag and drop the document into the Portal.

MEMBERSHIP

FCCLA offers programs, contests, scholarships, and opportunities for members to develop real world skills, become college- and career-ready, and make a difference in families, careers, and communities.

Family, Career and Community Leaders of America (FCCLA) offers members the opportunity to expand their leadership potential and develop skills for life—planning, goal setting, problem solving, decision making, and interpersonal communication—all necessary within the home and workplace. FCCLA is unique among youth organizations because its programs are planned and run by members. It is the only Career and Technical in-school Student Organization with family as its central focus.

- FCCLA is integrated into Family and Consumer Sciences education exposing students to work-based learning as well as business and industry experiences.
- FCCLA engages students in industry awareness and through Competitive Events and scholarship opportunities.
- FCCLA provides real world skills: productivity and accountability, flexibility and adaptability, initiative and self-direction, leadership and responsibility.

FCCLA has a national membership of over 160,000 young men and women in nearly 6,000 chapters. There are 50 state associations including the District of Columbia, Puerto Rico, and the Virgin Islands. Since its founding in 1945, FCCLA has involved more than nine million youth. Former members are eligible to become members of the State alumni organization, Friends of FCCLA, and Alumni & Associates, the national organization.

WHO IS ELIGIBLE TO BE A MEMBER OF FCCLA?

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.

WHAT IS NEEDED TO FORM A CHAPTER?

In order to create a chapter, a minimum of 12 members (plus an adviser) must be affiliated by paying state and national dues.

MEMBERSHIP HAS IT'S BENEFITS!

Once your state and national dues are paid, you will become an official affiliated member which opens a huge FCCLA door of opportunity! By being officially affiliated, you will:

- Be able to participate in the many state activities and events
- Be able to compete in our NJ conference competitive events, i.e. Fall Leadership Connection, State Leadership Conference
- Be able to represent NJ at National events, i.e. the annual National Leadership Conference
- Be able to participate in intensive leadership development, i.e. NJ Leadership Bootcamp
- Be able to access resources that help you develop real world skills that prepare you to be college- and career-ready
- Be able to explore various Career Pathways within Family and Consumer Sciences
- Be able to apply for national scholarships
- Be able to gain access to the FCCLA Student Portal

Not to mention the priceless development of your skills in leadership, creativity, public speaking, responsibility, time management, and self-confidence. Where will your FCCLA membership take you?!

MEMBERSHIP COSTS

This year (2022-2023) National FCCLA approved 2 unique membership packages in addition to the traditional membership opportunities.

Temporary Package #1 **Up to 25 Chapter Members**

The package price is $450.
The package benefits include:

- 25 student member affiliations
- Unlimited chapter adviser affiliations in one chapter
- One Adviser Academy Registration
- One electronic version of a National Program
- One lifetime Alumni and Associates membership for anyone of your choice
- Potential Partner Discounts

If the chapter exceeds the 25 members, each additional member will cost $13

Temporary Package #2 **Unlimited Member Package**

The package price is $875
The package benefits include:

- 25 student member affiliations
- Unlimited chapter adviser affiliations in one chapter
- One Adviser Academy Registration
- One electronic version of a National Program
- One lifetime Alumni and Associates membership for anyone of your choice
- Potential Partner Discounts

Middle Level Pilot Affiliation Opportunity

The cost of the pilot affiliation is $300

- This is unlimited/ 100% Middle Level Affiliation
- Chapters with 27 students or more can choose this cost-effective option, which affiliates all of your FCS students in grades 9 and below.

Urban Affiliation Opportunity

The cost of the Urban Affiliation opportunity is $5,000.
The is unlimited membership. It included every available school in the district that officer Family and consumer Sciences and Family and Consumer Sciences related occupational training. Each school can have multiple chapters.
The adviser fee is $9 per adviser.

Traditional Chapter Affiliation

Dues for each FCCLA student member are $13.00. There is a minimum of 12 members or $156.00 per chapter, plus an adviser fee of $9.00 per adviser.

RECRUITMENT

HOW DO WE FIND MEMBERS?

FCCLA offers a membership campaign, Membership Madness, that assists affiliated chapters with recruitment efforts. You can apply to receive the Membership Madness toolkit, developed by FCCLA's National Executive Council, to provide chapters with guidance on how to recruit additional members to your chapter. Check out https://fcclainc.org/join/membership-campaign for more information on the Membership Madness toolkit and exciting incentive opportunities to those who apply.

THE 3 "R"s OF MEMBERSHIP:

We use the three R's of membership to build a chapter:

1. Focus on friendliness. People get involved in groups that make them feel welcome and involved. Work to create positive, warm, working relationships among all chapter members and potential members.
2. Make it your job. Strong chapter membership depends on every member's participation. You are a "walking billboard" for your chapter and the organization. Everything you do and say affects membership. Encourage the "bring a friend" concept.
3. Ask! Often, the most effective way to get someone to join your chapter is to personally invite him or her to get involved. Don't be shy – speak up and ask people to try FCCLA.

Membership retention is the process of "retaining," or keeping members. Once members sign up and pay dues, make sure they become involved, contributing members of your chapter… ones who will want to join again next year!

1. Create a chapter "by the members and for the members." FCCLA is not just something you join, it's something you do. Make sure members help choose and create chapter projects and activities.
2. Know and care about members as individuals. No one stays involved when they stay a "stranger." Set up a system to have experienced members "mentor" new members and help them become active in the chapter.
3. Plan exciting meetings. Involve members in making decisions, sharing ideas, and asking questions, while including fun, team-building activities.

Don't forget to recognize your members! How about create a "Member of the Month" program for your chapter? Or design a (virtual) Bulletin Board recognizing chapter member achievements? Maybe publish your chapter's own newsletter with articles highlighting the great work of your chapter! There are so many ways to recognize all you and your members do.

FCCLA understands that chapters come in all shapes and sizes. Be recognized for your recruitment success! Through the membership campaign "Go for the Red," FCCLA chapters, members, Advisers and State Associations have the opportunity to be recognized for recruitment success.

FUNDRAISING

TIPS/IDEAS FOR SUCCESSFUL FUNDRAISING:

Use the tips below to enhance your chapter's activities and boost leadership development.

- Start simple! As with everything in FCCLA, start small and work your way up to big projects. Beginning a chapter, recruiting members, and planning a budget are overwhelming so do what you know works. Find out what other advisers in your state are doing or use one of the ideas listed below.
- Use activities that teach. The most successful fundraising activities provide extra learning opportunities and leadership experience for students. These can be as simple as a student organized bake sale or as complex as beginning a school store. Choose something that fits the community's needs. Let the students take the reins, hold their hands when needed, and enjoy watching them succeed!
- Schedule activities throughout the year—and the summer. Students are busy at the beginning of the year with many back to school activities and readjusting to a school schedule. Additionally, the community is bombarded with fundraising projects during the first semester of the year. Work with a group of students, perhaps officers or a fundraising committee, to develop projects that can be done during the summer. These can include car washes, catering, or running a concession stand at a local ballpark.
- Set a budget for the year. As a budgeting exercise, have students set a budget for the year. Make sure they include travel, meeting registrations, project expenses, and the capital necessary to begin raising additional funds. Figuring out how much the chapter will spend, will help motivate fundraising efforts.
- Build community loyalty. The most successful fundraisers we hear about are those that are "expected" year after year. These often coincide with other community events and can be easy like selling roses before a Valentine's Day banquet or an annual community yard sale during Homecoming week.
- Begin a long-term project. This year start a new project that will last several years. Start a catering, childcare, or other business. Repeat clients will not only provide a steady income, but they will help add more clients, and money, to your chapter.
- Make business and industry connections. Involving business and industry leaders in your chapter will pay off in the long run. Local businesses who believe in your chapter's success, may offer grants or sponsorships to attend state or national meetings. With a little finesse, they may be interested in offering mentoring or internships to your members.

EXAMPLES:

Chapters are able to individually tailor fundraising opportunities to meet their own needs.
Some chapters have found success by selling food items, having a car wash, or hosting a game night.
Fundraising ideas are limitless; with some creativity, there are ways to raise money for your chapter around each corner.

COMPETITIVE EVENTS

FCCLA recognizes its members and advisers for their outstanding dedication and achievement through a variety of recognition programs.

CAPITOL LEADERSHIP & NATIONAL FALL CONFERENCE

Capitol Leadership is a great opportunity to come together with youth leaders across the nation to use their voice and share their passion to meet with congressional leaders and promote Career and Technical Education (CTE) and Family and Consumer Sciences (FCS) education for every student in every state in every school. NFC is a great opportunity to come together with members & advisers across the nation to network, expand your leadership skills, sharpen your talents, & explore National Programs and Career Pathways.

Capitol Leadership October 10-12, 2022 **More Details:** https://fcclainc.org/attend/capitol-leadership

National Fall Conference: November 11-13, 2022 **More Details:** https://fcclainc.org/attend/national-fall-conference

STATE AND STAR EVENTS

Members will still be able to demonstrate skills and display projects electronically through competitive events, enjoy the inspirational messages of motivational speakers, participate in community service initiatives, and earn recognition for all of their efforts. At the NJ FCCLA State Leadership Conference, a wide array of State and National Competitive events are offered to members. Please check the NJ FCCLA website for further conference details and for additional new competitive events with their guidelines.

NJ FALL EVENTS:

"Apps" in Education
Banner
Battle of the Budget (formerly Eat Right, Budget Tight)
Career Search
Caregiver Carry-All
Circle Time
Community Counts
Consumer Clout
Creative Stitches
Cultural Food Fusion
Edible Centerpiece
Fall-Fest Cupcake Showcase
FCCLA Chapter Spotlight
Financing Your Future
Food Fascination
Get up and Move
Go Green
Illustrated Talk: Child Development & Education
Illustrated Talk: Food & Nutrition
Illustrated Talk: Fashion or Interior Design
Illustrated Talk: Personal/Family Finance
Interior Design Challenge Event
Lessons in Leadership
Membership Matters
Passion for Fashion Design Challenge
Say Yes to FCS
Tune Into FCCLA: Health & Safety
Tune Into FCCLA: Social Justice
Virtual Read Aloud
Web Connect

NJ STATE EVENTS:

Art of Garde Manger
Bread Basics
Cake Decorating
Civic Engagement
Fashion Runway
Food Fascination
Food Truck Feud
FCCLA Speaks
Hospitality 101
Info Graphic
International Food
Lessons Learned
Luncheon Menu Showcase
Manners Matter
Peer to Peer
Personal Patchwork
Program Cover Design
Reinventing Spaces
Storybook Ethics
Successories
Toys That Teach
Windows of Fashion
Yarn Art

ONLINE STATE EVENTS:

NOTE: These are not judged at SLC. Materials sent directly to National FCCLA

Digital Stories for Change
FCCLA Chapter Website
Instructional Video Design

STAR EVENTS:

Baking & Pastry
Career Investigation
Chapter Service Project Portfolio
Chapter in Review Display
Culinary Arts
Culinary Math Management
Early Childhood Education
Entrepreneurship
Event Management
Fashion Construction
Fashion Design
Focus on Children
Food Innovations
Hospitality, Tourism & Recreation
Interior Design
Interpersonal Communications
Job Interview
Leadership
National Programs in Action
Nutrition and Wellness
Parliamentary Procedure
Professional Presentation
Promote and Publicize FCCLA!
Public Policy Advocacy
Recycle and Redesign
Say Yes to FCS Education
Sports Nutrition
Sustainability Challenge
Teach and Train

AWARDS & NATIONAL PROGRAMS

AWARDS:

Recognition is an integral component of FCCLA and a cornerstone of developing membership. Students are recognized for their individual achievements through completion of Power of One. Chapters are recognized for their outstanding work through National Program Awards and for their efforts in membership recruitment. In addition to these recognition programs, the following opportunities for recognition are also available.

Get informed about the National Programs offered through FCCLA. Every project makes a difference! All chapters that complete a National Program should take advantage of recognition opportunities for their accomplishments and submit a Recognition Application, which can be found on the National website.

CAREER CONNECTION — LEARN HOW TO EXPLORE CAREER PATHWAYS AND SKILLS FOR SUCCESS. LEADERS AT WORK IS NOW PART OF CAREER CONNECTION!

COMMUNITY SERVICE — TAKE ACTION IN YOUR COMMUNITY AND DISCOVER THE DIFFERENCE YOU CAN MAKE.

FACTS — PUT THE BRAKES ON IMPAIRED DRIVING, TRAFFIC CRASHES AND LOWER THE NUMBER ONE CAUSE OF DEATH FOR YOUTH.

FAMILIES FIRST — DISCOVER HOW YOU CAN STRENGTHEN FAMILY RELATIONSHIPS OR LEARN ABOUT OTHER FAMILIES THROUGH THE JAPANESE EXCHANGE PROGRAM.

FINANCIAL FITNESS — MAKE, SAVE AND SPEND YOUR MONEY WISELY THROUGH FINANCIAL FITNESS.

POWER of ONE — MAKE A POSITIVE CHANGE IN YOUR FAMILIES, CAREERS AND COMMUNITIES, ONE GOAL AT A TIME.

STAND UP — **DEVELOP, PLAN, CARRY OUT, AND EVALUATE ADVOCACY ACTIVITIES TO IMPROVE THE QUALITY OF LIFE IN YOUR COMMUNITIES. DEVELOP YOUR VOICE TO MAKE A POSITIVE IMPACT.**

STUDENT BODY — EAT RIGHT, BE FIT AND MAKE HEALTHY CHOICES WITH STUDENT BODY!

- ***The Healthy You***
- ***The Real You***
- ***The Fit You***
- ***The Resilient You***

SCHOLARSHIPS

FCCLA recognizes the importance of higher education, and awards several scholarships to FCCLA national members through sponsorship from partners and universities. The New Jersey State Association has also created partnerships with several post-secondary schools, awarding over $500,000 worth of scholarship money at the State Leadership Conference.

FCCLA members may also apply to participate in the Japanese Exchange Scholarship opportunity. This is opportunity for FCCLA members to travel to Japan for 4-6 weeks as an exchange student. This scholarship is funded by Kikkoman Foods Corporation and coordinated by Youth For Understanding USA (YFU).

Based on the premise that international understanding can be achieved through individuals, the Japanese Exchange program emphasizes family living as the core of the overseas learning experience. The opportunity to experience the day-to-day life of another country and its people enhances members' awareness of international issues.

ADULT AWARDS

The National Adviser Recognition Program seeks to reward outstanding local advisers for their significant contributions to FCCLA. Recognition is given through the Master Adviser, Adviser Mentor, and Spirit of Advising Awards. In addition, New Jersey FCCLA offers the Administrator's, Alumni Achievement, Distinguished Service, and Friend of FCCLA Awards for outstanding service to the organization. Several awards are also presented on the state level to Chapter Advisers.

MEETINGS

STATE MEETINGS:

FALL LEADERSHIP CONNECTION 2022

Every November, the New Jersey delegation of Family, Career, and Community Leaders of America begins the year with an exciting and dynamic conference. This conference will be held **Monday, November 21, 2022** and will include engaging motivational speakers, informative workshops, state competitive events, and community service.

LEADERSHIP BOOTCAMP 2023

At the Leadership Bootcamp, NJ FCCLA members will receive dynamic leadership training and benefit from fun personal growth experiences. Members will receive exclusive leadership development training that was once only available to the state officers. This conference will be held with an exciting virtual twist **Saturday, January 7, 2023**. Check NJ FCCLA website and social media for more details.

STATE LEADERSHIP CONFERENCE 2023

The State Leadership Conference is an annual conference each March. This conference will allow members to attend exciting general sessions, participate in informative leadership opportunities, and compete in Competitive Events. You do not want to miss this amazing opportunity to see student leaders in action and participate in one of the best experiences of your life! This conference is tentatively scheduled for Thursday and Friday, March 23-24, 2023. Check NJ FCCLA website for more details.

NATIONAL MEETINGS:

CAPITOL LEADERSHIP

Capitol Leadership, held **October 10-12, 2022 in Washington D.C.**, is a great opportunity to come together with youth leaders across the nation to use their voice and share their passion to meet with congressional leaders and promote Career and Technical Education (CTE) and Family and Consumer Sciences (FCS) education for every student in every state in every school.

NATIONAL FALL CONFERENCE

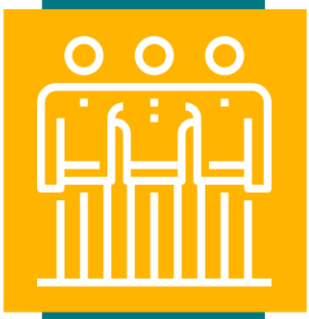
The National Fall Conference gives members the opportunity to share ideas, learn about exciting programs, and develop leadership skills. Members have the chance to participate in skill events and the Knowledge Bowl. This conference will be held **November 11-13, 2022 in Columbus, Ohio.**

NATIONAL LEADERSHIP CONFERENCE

Members from all 50 states gather each summer to participate in the National Leadership Conference, where they elect new National Executive Council, participate in competitive events, attend dynamic general sessions, and explore ways to enhance their leadership skills in their families, careers, and communities. This conference will be held **July 1-6, 2023 in Denver, Colorado.** ***FCCLA will continue to monitor the current global health concerns and will make the necessary decisions as they impact the 2023 National Leadership Conference. Up to date information can be found on the national website.***

STATE MEETINGS

STATE MEETINGS:



FALL LEADERSHIP CONNECTION

Monday, November 21st, 2022
Pines Minor- Edison, NJ

Every November, the New Jersey delegation of Family, Career, and Community Leaders of America begins the year with an exciting and dynamic conference. New and returning chapters gather at the Pines Manor in Edison for the Fall Leadership Connection which includes engaging public speakers, informative round tables, state competitive events, and energetic pullout sessions. NJ FCCLA encourages members to participate in their various community service initiatives. The Fall Cupcake Challenge is a fall competitive event and charity fundraiser; members are able to buy delicious cupcakes baked by NJ FCCLA members and all the money is used to end childhood hunger. NJ Fall Leadership Conference is a great way to learn more about NJ FCCLA and kick starts the school year!

- 2022-2023 Theme: **FCCLA: Join the Incredible Journey!**
- Registration fee per person = $52
- Registration is due on Friday, October 14, 2022
- More detailed info regarding registration forms, permission slips and other important info can be found on NJ FCCLA state website: https://www.njfccla.org/fall-leadership-connection

---

LEADERSHIP BOOTCAMP

Saturday, January 7, 2023
Virtual School Watch Parties
Time TBD

At the Leadership Bootcamp, NJ FCCLA members will receive dynamic leadership training and benefit from fun personal growth experiences. Members will receive exclusive leadership development training that was once only available to the state officers.

- Registration fee per person = $30
- Registration is due: Dec 16, 2022
- More detailed info regarding registration forms, permission slips and other important info can be found on NJ FCCLA state website: https://www.njfccla.org/leadership-bootcamp

---

STATE LEADERSHIP CONFERENCE

Tentative March 23-24, 2023
Cherry Hill, NJ

The State Leadership Conference, held annually in March, is the crowning conference dedicated to NJ FCCLA members. Members are able to demonstrate skills and display projects, while enjoying the inspirational messages of motivational speakers. At the NJ FCCLA State Leadership Conference, a wide array of State and National Competitive events are offered to members. Members will have the opportunity to listen to captivating speakers, attend informative workshops and exciting sessions, participate in service projects, and compete in state and national competitive events. Members are able to network throughout the conference.

- Registration fee per person = $50 (tentative)
- Registration is due: Feb 15, 2023
- More detailed info regarding registration forms, permission slips and other important info can be found on NJ FCCLA state website: https://www.njfccla.org/state-leadership-conference

NATIONAL MEETINGS

NATIONAL MEETINGS:

CAPITOL LEADERSHIP

October 10-12, 2022
Washington, D.C.

Capitol Leadership allows youth from across the country to join together in our nation's capitol to participate in various leadership trainings which are designed to enhance their leadership skills, give them the opportunity to meet with elected government officials, and develop necessary advocacy skills that will help them be stronger leaders on both the state and local levels.

• More detailed information can be found on FCCLA Headquarters website:
https://fcclainc.org/attend/capitol-leadership

NATIONAL FALL CONFERENCE

November 11-13, 2022
Columbus, Ohio

The National Fall Conference gives members the opportunity to come together with members and advisers across the nation to network, expand your leadership skills, sharpen your talents, and explore National Programs and Career Pathways.

•More detailed information can be found on FCCLA Headquarters website:
https://fcclainc.org/attend/national-fall-conference

NATIONAL LEADERSHIP CONFERENCE

July 2-6, 2023
Denver, CO

The National Leadership Conference is held each summer to allow members to attend new & captivating workshops, participate in the Leadership Academy, compete in STAR Event competitions, work together to impact the community, immerse themselves in exciting & impactful general sessions, speakers, and other exciting events that are planned throughout the conference. Members will be able to learn about themselves, forge friendships for a lifetime, explore educational and career opportunities, and more!

• More detailed information can be found on FCCLA Headquarters website:
https://fcclainc.org/attend/national-leadership-conference

ORGANIZING A CHAPTER

1. **PREPARE AN EFFECTIVE MEMBERSHIP CAMPAIGN IN THE FALL.** Use daily announcements, Bulletin Board displays, and special activities.
2. **CHOOSE AND TRAIN LEADERS.** Discuss qualifications for the different officers. The State bylaws will help you elect officers. A written ballot is recommended.
3. **DETERMINE AND COLLECT ALL DUES MONEY NECESSARY.** Factor state and national dues together with local dues. Will dues money come from members or be subsidized by chapter fundraising?
4. **DRAFT CHAPTER BYLAWS.** Select a committee to write by-laws for the Chapter, subject to membership approval. The State by-laws should be used as a pattern, and where possible, local by-laws should conform to them. By-laws should also reflect the local chapter's structure and the policies and procedures dictated by the local school district.
5. **AFFILIATE EARLY AND OFTEN.** As soon as possible, affiliate with the State and National organizations, since only affiliated chapters can use the name and emblem. A chapter must have at least twelve members (plus an adviser) who pay State and National dues.
6. **ESTABLISH A PROGRAM OF WORK.** The Program of Work outlines the "goals" for the year. It is a plan of action that lists the things the chapter is going to do and helps the chapter members see the "why, how and who?"
7. **CREATE A CALENDAR OF EVENTS.** Once the Program of Work is completed, a calendar of all of the events should be prepared.
8. **PREPARE A BUDGET.** Figure out sources of income – dues, donations, fundraising. Note the expenses – affiliation dues, conference registrations, mailings and supplies.
9. **SUPERVISE FUNDRAISING ACTIVITIES.** Make sure the fundraising falls within school guidelines. Fundraising should be educational, profitable, and involve all members. They should be short in duration and not include expensive items. Try to establish a tradition. Develop an accurate and detailed accounting system.
10. **HELP WITH SCHEDULING AND PLANNING MEETINGS.** Train members to use Parliamentary Procedure. Teach students to prepare and use agendas. Plan an activity or have a guest speaker. Make meetings meaningful.
11. **PREPARE MATERIALS FOR PUBLIC RELATIONS.** Prepare articles for local and school newspapers. Send information to radio and television stations. Have an open house and invite parents and community groups. Set up bulletin boards or a showcase in your school
12. **PREPARE STUDENTS FOR COMPETITIVE EVENTS.** Review events and explain the relationship between events, courses, National Programs and the competencies that the students will gain. Teach the use of the Planning Process and guide student selection of events. See the state website for information and guidelines.

Health and safety are of primary importance to FCCLA. Practice and follow safety protocols and plan virtual meetings/programs as necessary.

OFFICERS

The organization of a chapter can be adapted to suit the needs for each individual chapter. The list below is an example of offices and descriptions for a beginning chapter:

PRESIDENT – Shall preside over all business meetings of the organization, appoint committees, and be a member ex-officio of all committees.

VICE-PRESIDENT – Shall assume responsibility in the absence of the President and assist the President in the discharge of his or her responsibilities.

SECRETARY – Shall take the minutes of all meetings and record votes when taken.

TREASURER – Shall maintain the budget and report on the financial status of the organization at each executive meeting.

For larger chapters you can extend you officer team to include the following:

PRESIDENT – Shall preside over all business meetings of the organization, appoint committees, and be a member ex-officio of all committees.

VICE-PRESIDENT – Shall assume responsibility in the absence of the President and assist the President in the discharge of his/her responsibilities. Shall take the minutes of all meetings.

VICE-PRESIDENT OF FINANCE – Shall maintain, track, and report on all the budgetary and finances of the chapter's activities and programs.

VICE-PRESIDENT OF MEMBERSHIP – Shall provide leadership planning and implementing programs for membership promotion and development.

VICE-PRESIDENT OF PUBLIC RELATIONS – Shall provide leadership in planning and implementing of the association's public relations program.

VICE-PRESIDENT OF COMMUNITY SERVICE – Shall provide leadership in planning, implementing and promoting community service projects.

VICE-PRESIDENT OF LEADERSHIP DEVELOPMENT – Shall provide leadership information and resources for promoting strong team leadership in general.

VICE-PRESIDENT OF PARLIAMENTARY LAW – Shall provide direction and assure all meetings are conducted in accordance with acceptable parliamentary law.

VICE-PRESIDENT OF COMMUNICATIONS – Shall prepare official correspondence, maintain an accurate history of the association, and maintain the chapter website.

WANT A STATE OFFICER TO VISIT YOUR CHAPTER?

NJ FCCLA's State Officers would love the opportunity to visit your chapter! State Officers can demonstrate how to set up an effective chapter meeting, attend your meeting to share state updates and answer any questions your members or advisers have about FCCLA. At this time, chapter visits will take place via Zoom. Chapters can request a visit tailored to a certain topic (such as competitive events or community service) or the state officers will provide a visit jammed packed with FCCLA! If you have any questions or would like to request a chapter visit, complete the online form at https://www.njfccla.org/request-a-chapter-visit. Looking forward to seeing you soon!

LEADERSHIP

LEADERSHIP

FCCLA is a student led organization with leadership development as a primary focus. All FCCLA members have the opportunity to become leaders within the organization. The skills gained, connections formed, and opportunities experienced through serving as an officer in FCCLA will elevate students as they take the lead in families, careers, and communities of today and tomorrow.

FCCLA equips members with skills for life as members take responsibility in planning, implementing, and evaluating chapter service projects and activities, running for Chapter, District/Region, State, or National Office, participating in Competitive Events, and more! **Are you looking to take your leadership to the next level?** Consider using your leadership skills gained through FCCLA to run for Local or State office! Ask yourself if you have the skills it takes:

- Enthusiasm
- FCCLA knowledge
- Active in FCCLA programs
- Innovative
- Futuristic
- Committed and passionate about FCCLA

In serving as a local and or state officers, youth leaders have the opportunity to:

- Further improve leadership skills
- Increase personal growth and awareness
- Meet new people
- Travel
- Serve as a spokesperson for FCCLA
- Help FCCLA reach its goals

Elevate your ultimate leadership experience and enhance your leadership skills—consider running for an officer position today!

Leadership is a primary focus of FCCLA. As students take responsibility for planning, implementing, and evaluating chapter projects and activities, they develop the skills needed to take the lead in their families, careers, and communities.

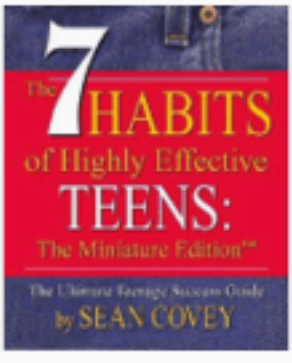
All members have leadership potential whether or not they hold formal chapter leadership positions. It often comes down to exploring abilities, taking risks, and developing a personal leadership style. A successful chapter will recognize that it needs different kinds of leaders for different experiences and will encourage leadership diversity.

FRANKLIN COVEY LEADERSHIP ACADEMY

FRANKLINCOVEY FCCLA LEADERSHIP ACADEMY

FranklinCovey FCCLA Leadership Academy empowers students with the leadership and life skills they need to thrive in the 21st Century. Giving members the opportunity to be recognized for their personal growth efforts, each academy has a unique focus and will help students develop leadership skills and self-confidence with peers in their grade level.

Using FranklinCovey resources, FCCLA members will experience in-depth training at the National Leadership Conference as part of their ultimate leadership experience. Participants will receive a guide book, which will be used as a resource for Leadership Academy and their own personal growth. Fees apply for this training.



INTRODUCTION TO THE 7 HABITS OF HIGHLY EFFECTIVE TEENS - MIDDLE LEVEL

While exploring the 7 Habits of Highly Effective Teens, participants will engage in interactive sessions that discuss personal leadership principles and how to apply them to the daily choices and challenges.

LIFE READINESS 101 - 9TH GRADE

Developing life-readiness skills prepares you to lead your own life and face difficult challenges. Students will gain a basic understanding of the origins of the 7 Habits of Highly Effective Teens, why the habits are relevant, and how they work together in sequence. Through an in depth look at the first three habits, focusing on leading self, students will learn how to take these principles and apply them to their daily lives through being proactive, setting goals, and prioritizing.

LIFE READINESS 102 - 10TH GRADE

Students will review the origins of the 7 Habits of Highly Effective Teens and take an in depth look at the last four habits focused on interdependence and leading others. Students will learn the effectiveness of these habits, such as listening skills and working together, and how to apply them to their daily choices and challenges.

CAREER READINESS - 11TH GRADE

Career Readiness course is designed to help students learn and master skills that will enable them to express their voice at school, at home, online, in a work setting, in a team, and in the marketplace. These leadership and life skills needed to thrive in the 21st century will prepare students for their future.

COLLEGE READINESS - 12TH GRADE

College Readiness is designed to prepare students for the challenges and new responsibilities that post-secondary education brings. Develop academic, financial, and life-ready skills to be successful in college and beyond.

For more information, check the national website for more info: https://fcclainc.org/lead/leadership-academy

CHAPTER MEETINGS & CEREMONIES

Many activities and components of FCCLA are planned and carried out at chapter meetings. It must be remembered that there are several types of meetings, each with its own function. The meeting types below can help your chapter meet many needs, be sure to plan meetings with each function in mind. A chapter meeting may be a combination of any of the function below; adapt meetings to suit the needs of your chapter!

- BUSINESS FUNCTIONS: Some functions of the business meeting may be to discuss and plan activities, carry out responsibilities, present officer/committee reports, elect officers, and establish committees.
- EDUCATIONAL FUNCTION: Educational meetings are those at which special presentations are made through films, PowerPoint Presentations, guest speakers, panel discussions or field trips.
- SOCIAL FUNCTION: These functions are usually held outside of class and are of a recreational nature, such as dances, bowling, ice cream/pizza parties, etc.
- SERVICE FUNCTION: Service functions are usually community-based and include activities for the benefit of people within the community such as special needs groups, the elderly or terminally ill children.

When planning meetings, it is important to use an **agenda** to keep meetings on track and cover the business that needs to be discussed. An agenda template is pictured on the right.

Ceremonies have always been an important part of the Family, Career and Community Leaders of America. Below are the Opening and Closing Ceremonies for the organization.

FCCLA OPENING CEREMONY

PRESIDENT: Gives a rap with the gavel signaling the officers and members to stand and begins the meeting by stating, "We are members of Family, Career and Community Leaders of America. Our mission is to promote personal growth and leadership development through family and consumer sciences education."

OFFICERS: "Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge and career preparation."

MEMBERS: "As we work toward the accomplishment of our goals, we learn cooperation, take responsibility, develop leadership and give service."

PRESIDENT: "This meeting of the Family, Career and Community Leaders of America is now in session. You may be seated."

FCCLA CLOSING CEREMONY

PRESIDENT: "Members, please stand. FCCLA members, we are challenged to accept the responsibility of making decisions that affect our lives today and the world tomorrow. Let us repeat our Creed."

MEMBERS: (Repeat Creed)

We are the Family, Career and Community Leaders of America. We face the future with warm courage and high hope.

For we have the clear consciousness of seeking old and precious values. For we are the builders of homes, Homes for America's future, Homes where living will be the expression of everything that is good and fair, Homes where truth and love and security and faith will be realities, not dreams.

We are the Family, Career and Community Leaders of America. We face the future with warm courage and high hope.

PROGRAM OF WORK

The Program of Work outlines the "goals" for the year. It is a plan of action that lists the things the chapter is going to do and helps the chapter members see the "why, how and who?" The Program of Work gives direction and meaning to all activities, spelling out the chapter's goals and objectives. Be sure to plan your Program of Work early in the school year.

WHO PLANS THE PROGRAM OF WORK?

Using the Planning Process, chapter members, with the support and guidance of the adviser, determine their concerns and agree on the action to be taken.

WHEN IS THE PROGRAM OF WORK PLANNED?

Usually, this planning process takes place at the beginning of the chapter/school year. Ideally, it is better to plan at the end of the previous school year, but this may be difficult due to membership turnover.

WHAT ARE THE STEPS IN PLANNING A PROGRAM OF WORK?

Follow the steps of the Planning Process:

1. Identify concerns
2. Set your goals
3. Form a plan
4. Act
5. Follow up

Always publicize your accomplishments after the activities have taken place!

WHAT TYPES OF ACTIVITIES SHOULD BE PLANNED?

FCCLA activities can be grouped into three categories – cooperative or group activities, individual activities, or group activities in competition with others. By employing all three kinds of activities, a chapter provides opportunities for all members to participate and develop their leadership skills. Types of activities might include:

- Fundraising activities
- Membership promotion
- Curriculum-related projects
- Social events
- Public Relations events
- Business meetings
- Competitive events
- Community Services

QUESTIONS FOR EVALUATING THE PROGRAM OF WORK:

1. What did the chapter members gain from the programs and projects?
2. Did our programs and projects meet the intended objectives?
3. Did our Program of Work meet the concerns and interests of the chapter members?
4. Did the activities of the Program of Work coordinate with classroom experiences?
5. Were the various activities promoted effectively?

Make sure to check out the NJ FCCLA Program of Work:
https://www.njfccla.org/2022-2023-program-of-work

THE PLANNING PROCESS

The Planning Process is a decision-making tool that supports the organization's overall philosophy about youth-centered leadership and personal growth. It can be used to determine group action in a chapter or class or plan individual projects.

IDENTIFY CONCERNS

The circle represents a continuous flow of ideas and has no beginning or end. As a target, it symbolizes zeroing in on the one idea around which you would like to build a project.

- Brainstorm to generate ideas or state the activity or problem you want to address if already determined.
- Evaluate your list and narrow it down to a workable idea or project that interest and concerns the majority of all your members.

SET A GOAL

The arrow stands for deciding which direction you will take. It points toward the goal or end result.

- Get a clear mental picture of what you want to accomplish and write your ideas down as your goal.
- Make sure your goal is one that can be achieved and evaluated.
- Consider resources available to you.

FORM A PLAN

The square represents the coming together of ideas – the who, what, where, when and how of your plan.

- Decide what needs to be done to reach your goal.
- Figure out the who, what, where, when and how.
- List the abilities, skills and knowledge required on your part.
- List other available resources, such as people, places, publications and funds.
- Make a workable timetable to keep track of your progress.
- List possible barriers you might face and develop plans if necessary.
- Decide ways to recognize your accomplishments along the way.

ACT

The different squares in this symbol represent the activities to be carried out to meet your goal. It represents acting on the plan.

- Use family and community members, advisers, committees, task forces and advisory groups when needed.

FOLLOW UP

The broken squares suggest examining the project piece by piece. This symbol also represents a "window" through which to review and evaluate the plan.

- Determine if your goal was met.
- List ways you would improve your project or plan for future reference.
- Share and publicize your efforts with others, including the media if appropriate.
- Recognize members and thank people involved with your project.

SETTING CHAPTER GOALS

THIS TEMPLATE WILL ASSIST YOU IN LAYING OUR YOUR PROGRAM OF WORK.

START BY LISTING YOUR CHAPTER'S GOALS FOR THE YEAR.

CHAPTER GOALS	PLANS FOR ACHIEVING GOALS	EVALUATION
Include goals for student growth and local chapter, state, and national participation. Include fundraising and community service efforts as well.	Consider the Planning Process Steps.	How will accomplishments be measured?

DEVELOPING A PROGRAM OF WORK

DEVELOP A PROGRAM OF WORK BY IDENTIFYING KEY ACTIVITIES THROUGHOUT THE YEAR.

	COMMUNITY SERVICE	FUNDRAISING	NATIONAL PROGRAMS	COMPETITIVE EVENTS
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				
JANUARY				
FEBRUARY				
MARCH				
APRIL				
MAY				
JUNE				

COMMUNICATIONS & PUBLIC RELATIONS

By using effective Marketing and Public Relations skills, chapters, members, and advisers can spread the word about FCCLA and Family and Consumer Sciences education. NJ FCCLA chapters do great things every day – it's up to all of us to spread the word and let others know about them! Members and advisers can encourage participation and support for the organization by implementing strong PR campaigns.

WHY IS MEDIA IMPORTANT?

If you want the media to know your chapter, you must first know the media! Pay attention to radio, television, and newspaper reports. Ask yourself why they're covering what they do, and make special note of stories related to FCCLA programs. Look for instances where someone from your chapter could have easily been a resource. If a reporter does a story even remotely related to the issues you cover, send the person a nice note praising the story. Attach a brochure, fact sheet, or one of the program information sheets about FCCLA, available on the national website, for future use.

The media can position your chapter as a vital community resource. But don't limit your media outreach to planned events. Be proactive. Get to know reporters and media professionals who are interested in your chapter activities and suggest stories to them throughout the year. This helps you elevate the importance of volunteer action! As you develop relationships with media members, make sure they realize that you can be a valuable resource on many community concerns. The more recognizable FCCLA and your chapter names are the more likely media representatives are to respond to your story ideas.

WHAT TYPES OF MEDIA SHOULD MY CHAPTER CONCENTRATE ON?

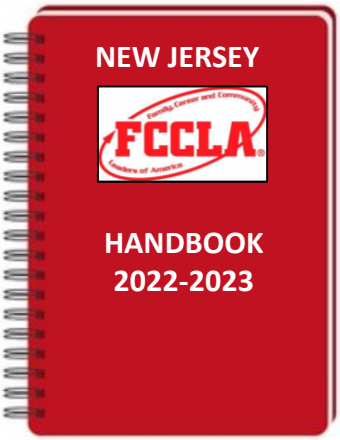
There are many ways to involve the media in your public relations campaign. Some examples are:

- Submit an article for your school newspaper
- Create a chapter website
- Use social media websites
- Submit a press release to a local newspaper
- Contact the local access cable station to do a story on your chapter

State Website- www.njfccla.org
Instagram- @NJFCCLA
Facebook- NJ FCCLA
Twitter- @NJ_FCCLA

COMMUNICATIONS WITHIN NJ FCCLA

At the heart of every outstanding organization is a solid communication plan among it's members. The most effective communication tools used ensure that all members are clear on policies and procedures, provide detailed information on upcoming events and deadlines, and provide helpful resource information. One of NJ FCCLA's most useful communication tools for it's members is the NJ FCCLA Handbook. Now, it's conveniently available online with embedded hyperlinks making resource information always available and at all members' fingertips!



https://www.njfccla.org/chapter-handbook

FCCLA WEEK

FEBRUARY IS CAREER AND TECHNICAL EDUCATION MONTH:

Each year, FCCLA joins the Association for Career and Technical Education (ACTE) and the entire CTE community to celebrate CTE Month! 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."

FCCLA WEEK – FEBRUARY 13 - 17:

Mark your calendars now for February 13-17, 2023 and prepare to FCCLA Week "Incredible" by participating in a fun-filled week of celebrating FCCLA and Family and Consumer Sciences education. Whether you're currently in the classroom or learning from home, every day of FCCLA Week has a unique theme and an opportunity for your chapter to create a customizable experience for each student and supporter!

Utilize the resources to get the most out of your chapter and classroom's FCCLA Week participation. When downloading the social media graphics, be sure to click 'File' and then 'Copy' so you can create your own posts. Don't forget to use #fcclaweek and tag @NationalFCCLA when posting on social media for a chance to be reposted by National FCCLA and included in the 2023 FCCLA Week in review video.

FCCLA WEEK – WEEKLY CHAPTER ACTIVITIES

- Have a chapter potluck or have lunch together in-person or virtually!
- Go on the morning announcements and share why FCCLA and FCS education is important
- Create a video of your chapter and share with the school about the importance of FCS education and post it on social media.
- Have a spirit day with everyone wearing their favorite FCCLA gear either in-person or virtually!
- Play FCCLA Bingo with your class!
- Encourage your students to interact with @NationalFCCLA social media stories throughout the week.
- Print Beyond Measure graphic and write in an adjective that describes how you've gone beyond measure this year and take a photo!
- Participate in the FCCLA "What's Your Why" social media campaign. Record a video of your "why" and help inspire others who may be wondering why they should participate in FCCLA this year.
- Use FCCLA Week Lesson Plan
- Share the FCCLA Press Release

FCCLA WEEK – DAILY SOCIAL MEDIA CHALLENGES & ACTIVITIES

(See the FCCLA Website https://www.njfccla.org/fccla-week for more info.)

- Monday, February 13: Make Members Count
- Tuesday, February 14: Make Service Count
- Wednesday: February 15: Make Educators Count
- Thursday: February 16: Make Skills Count
- Friday: February 17: Make FCCLA Count

RESOURCES

THE BYLAWS OF FCCLA CAN BE FOUND AT WWW.FCCLAINC.ORG.

PUBLICATIONS:

Teen Times, FCCLA's official national electronic magazine, is available each school year in August and December. Teen Times reaches over 175,000 FCCLA members and over 6,800 advisers nationwide. The first edition highlights FCCLA's annual programs and events for the school year, while the second edition focuses on the four Career Pathways related to Family and Consumer Sciences including: Human Services, Hospitality and Tourism, Education and Training, and Visual Arts and Design. See the National FCCLA website for the latest edition.

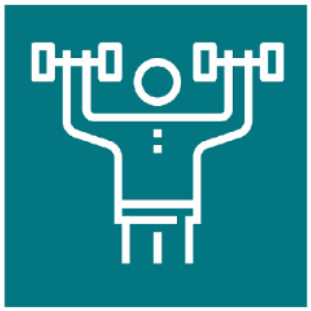
The **New Directions Newsletter** is the official NJ FCCLA state electronic publication. It is published three times a year and can be found on the state website. The newsletter is designed to keep members and advisers up to date with FCCLA events in both the state and national arenas. The newsletter also features articles of interest to teens. The NJ FCCLA Vice President of Public Relations is the editor of the newsletter and welcomes articles from members and advisers. Contact the state headquarters to submit newsworthy articles.

WEBSITES:

National FCCLA website: www.fcclainc.org
The website for the national organization can provide in-depth descriptions about each facet of the organization.

New Jersey State website: www.njfccla.org
The website for the NJ state organization is changed often and has a tremendous amount of information.

NEW JERSEY FCCLA HEADQUARTERS:

The State Office for New Jersey is located at John P. Stevens High School in Edison. Although the tentative office hours are Monday through Friday, 12pm-5pm, please do not hesitate to e-mail the state director if you have any questions. (We will do our best to address your question remotely when office is closed. Please don't forget to include your contact phone # in your email.) The State Headquarters contact information is as follows:

Stacey Dworzanski, NJ State Director
Patricia DiGioia-Laird, NJ State Adviser
John P. Stevens High School
855 Grove Avenue
Edison, NJ 08820-2201
Phone (732) 452-2862
Fax (732) 494-4103
E-mail njfccla@gmail.com