

**Illinois**  
**Family, Career, and Community**  
**Leaders of America (FCCLA)**



**ADVISER HANDBOOK**  
**2019-2020**

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## A Working Guide in Progress for Your Involvement in FCCLA

### **PREFACE**

The Illinois FCCLA Adviser Handbook is designed to serve as a guide to advisers of the organization. Throughout the years, the Illinois Association of Family, Career & Community Leaders of America and the Illinois Foundation for FCCLA has provided leadership opportunities for countless students and has served as a source of many innovative ideas for the national organization. It is my hope that the information included in this publication will better prepare you for your participation in the organization.

The Illinois State Board of Education (ISBE) recognizes FCCLA as an integral part of a successful Family and Consumer Sciences Program. Illinois FCCLA is an approved organization by the Illinois High School Association (IHSA). Therefore, all Illinois FCCLA state sponsored activities are sanctioned by the IHSA as approved absences from school for the members.

Family, Career, and Community Leaders of America (FCCLA) is a copyrighted organization. Unless a school has a dues paying/affiliated chapter, it is illegal to use the name Family, Career, and Community Leaders of America (FCCLA).

There are many items referenced in this handbook such as applications, contests, and awards that can be found in greater detail on our website at [www.ilfccla.org](http://www.ilfccla.org). You can also find more detailed information on programs and awards at the national website, [www.fcclainc.org](http://www.fcclainc.org).

We hope that you find this information useful and if you have any comments or suggestions please do not hesitate to contact us.

Sincerely,

*Marta Lockwood*

Marta Lockwood, Executive Director  
Illinois Association of Family, Career, and Community Leaders of America

## THE ADVISER—A Very Special Person!!!

It's you, the local chapter adviser, who really makes the Illinois FCCLA Association go and grow!

It is your –

- Enthusiasm
- Love of Students
- Willingness to Share
- Positive Attitudes
- Dedication

that really builds chapters and provides exciting opportunities for young people to learn and develop.

You as an adviser give members a chance to experience by encouraging them to join FCCLA.

1. A chance to attend well-planned monthly meetings.
  - a. Experience the use of correct parliamentary procedure
  - b. Participation in group activities, program goals and chapter business
  - c. Challenging programs
2. A chance to run for and possibly serve as a local, section, state, or national officer.
  - a. Excitement of running
  - b. Excitement of elected
  - c. Growth through not being elected
  - d. Recognition
  - e. Valuable leadership training
3. A chance to travel to:
  - a. Ignite! Conference (Suggested for chapter officers or potential officers for the chapter. Emphasis is placed on developing the Program of Activities/Work for the year. )
  - b. Fall Leadership Meetings
  - c. Section Meetings/Competitions
  - d. State Leadership Conference
  - e. National Cluster Meeting
  - f. National Leadership Conference
4. A chance to work on and benefit from many projects and activities each year
5. A chance to participate in good, wholesome recreation:
  - a. chapter picnics/parties
  - b. field trips
  - c. dances
  - d. banquets
  - e. talent shows
  - f. member-parent activities
  - g. fund-raising activities
6. A chance to get to know and understand many new people.
7. A chance to be a part of an outstanding youth organization with many worthwhile goals.
8. A chance to put more meaning into leisure-time activities by working on meaningful projects and goals
9. A chance to be a part of a national organization and find out what other young people are doing throughout the state and nation.

## HOW DO YOU AFFILIATE?

The chapter adviser will complete the chapter's affiliation through the National FCCLA website. Payment for dues can be made either via credit card or school check to the National FCCLA.

To register students for state meetings, conferences or competitions, they must first be affiliated on the National FCCLA website and then also be entered into the Illinois FCCLA registration database.

If your members wish to compete in the Competitive Events, we must have your affiliation entered in the database and payment must be made by February 1, 2020. If you affiliate by November 1, 2019 you will be sure to receive all membership privileges.

It is very important for funding purposes that you print your affiliation forms and have them signed by a school administrator. We cannot receive our funding (for your members) from the Illinois State Board of Education if your affiliation is not signed.

Additional affiliation instructions are available on the Illinois FCCLA website at [www.ilfccla.org](http://www.ilfccla.org)

### **High School affiliation:**

**Comprehensive affiliation:** students who have been or are enrolled in a Family and Consumer Science course (i.e. Orientation to FCS, Human Development, Foods & Nutrition, Clothing, etc.)

**Occupational affiliation:** students who are enrolled in a school-to-work based program (i.e.: Childcare, Culinary Arts, and Fashion Design).

**Please note: Once a student is enrolled as a specific affiliation, that is the category in which they compete in, they may not change affiliations.**

## **How to Organize Your Chapter**

Visit state and national websites at: [www.ilfccla.org](http://www.ilfccla.org) & [www.fcclainc.org](http://www.fcclainc.org)

1. Invite a neighboring chapter to come and present a program to students interested in forming a chapter.
2. Invite the state officer in the area and their adviser to an organizational meeting.
3. Check the records in the FACS department file to see if FCCLA materials are available.
4. Email the state office at [ilfccla@yahoo.com](mailto:ilfccla@yahoo.com) and ask for materials to start a new chapter.
5. Begin a file drawer of FCCLA materials.
6. Send state and national dues early in the school year, and then follow with additional dues later.
7. Contact key people to discuss FCCLA and what it has to offer students: -  
Administrative and supervisory staff in school and district
  - Students in your classes
  - Other FACS teachers
8. Set aside a corner of the FACS department for FCCLA materials and a bulletin board.  
Make use of bulletin boards throughout the school, if available.
9. Talk with the administration about the:
  - Organization of the chapter
  - Purpose of the chapter
  - Plans for a program of work
  - Time and place for meetings
  - School regulations for FCCLA activities
  - Plans for integrating FCCLA into the FACS classes
10. Write bylaws for your chapter in accordance to the National and State bylaws found on their websites.
11. Talk with teachers who have a chapter to ask for suggestions.
12. Talk with other chapters about their program of activities.
13. Encourage students to join.
14. Stress importance of attendance at executive and chapter mtgs.

## **SUGGESTIONS FOR STRENGTHENING FCCLA CHAPTERS**

### **Chapter Management**

#### **Membership**

1. Hold a membership promotion campaign. Consider:
  - Having a social event for students who are eligible to become members.
  - Getting "key" school leaders to join.
  - Setting a dues deadline and planning something special for those who join before the deadline.
2. Present FCCLA in your classes that includes:
  - The FCCLA purposes
  - The official logo
  - The creed
  - Competitive events
3. Recognize outstanding FCCLA members through selection of Members of Month and Member of Year.

#### **Chapter Officers**

1. Determine a time and method/process for selection of officers.
2. Carry out workshops for officers, adviser, and local student FCCLA leaders.
3. Hold an executive council meeting before the regular chapter meeting to plan agenda.
4. Own at least one good parliamentary procedure reference. Have members learn basic rules and practice at all meetings.
5. Invite FFA parliamentary procedure team to demonstrate proper parliamentary procedures.

#### **Programs**

1. Make tentative plans for chapter programs on a yearly basis. Plan a good balance of activities to include some self-improvement, service, and fun.
2. Develop and use a program of work (year-long plan for activities, projects, events).
3. Include a variety of program activities, such as:
  - An area where students can talk, maybe write down their concerns.
  - Special interest groups or concern sessions.
  - Skits developed by members.
  - Resource persons. (Try using parents as resource persons, as they have many talents.)
  - Field Trips
  - Demonstrations
  - Laboratory or work session
  - Joint meetings with other groups
  - Program swap with other groups
  - Panels and symposiums
  - Talent program (teachers, parents, other students, community leaders)

## **Chapter Management**

### **Meetings**

1. Schedule meetings at a time when most members can participate.
2. Encourage participation in chapter activities by all members and officers.
3. Give more students leadership responsibilities.
4. Encourage participation by all members in section and state activities.

### **Publicity**

1. Publicize chapter activities through:
  - Social Media
  - Newspapers
  - Posters
  - Radio
  - TV
  - School announcements
  - Flyers in each room
  - Bulletin boards
  - Your school website
2. Sponsor an all school assembly.
3. Have an information booth located in a prominent place.
4. Prepare an information booth for local fairs, carnivals, community events, etc.
5. Involve administrators in special efforts to upgrade FCCLA image.
6. Plan activities that can include involving nonmembers.

### **Projects**

1. Hold concern sessions to begin planning projects.
2. Broaden existing projects to make them more extensive and worthwhile.
3. Involve the whole school in a project.
4. Use the planning process in planning and carrying out chapter project.

### **Money-Making Projects**

1. Carry Out Dinners (orders placed in advance, pick up and serve at home)
2. Fashion Show for boys and men, children, elderly
3. Booth at Community Festival
4. Auction off members for service projects
5. Sponsor a Craft Bazaar
6. Sale of cookbooks, stationery, candy, helium balloons, candles, cleaning supplies, emergency flares, etc.



# Chapter Management

## Community Service Project

1. Include at least one community service project in the chapter's yearly plans. The 2019-2020 state community service project is with the Ronald McDonald Houses of Illinois. Each conference/meeting this year will offer different ways for chapters to participate in the project. Reference the individual conference/meeting information to find out more about how your chapter can be involved.
2. Additional Community Service Projects might include, but are not limited to:
  - maintaining a "clothes closet" for needy persons.
  - serving as tutors for children or as teacher's aide "Adopt A Grandparent"
  - conducting a story-time for children (either in library or FACS)
  - have "learning sessions": Members might help the elderly, handicapped or children with crafts or arrange for some person to teach a craft to a small group.
  - seat belt safety.
3. Activities for special groups, such as children, elderly, and handicapped might include:
  - having parties on special occasions.
  - sending cards.
  - sponsoring a meal or banquet.
  - writing letters.
  - reading to, or just visiting with them.
  - sending fruit or "goody" baskets.

## Social Activities

1. Plan some social activities that include persons other than members.  
Examples:
  - Father-Daughter activities
  - Brother- Sister activity
  - family activity
  - a cookout, fish fry, barbecue, or athletic event. (include Board of Education, faculty, other organization, and parents.)
2. Limit number of social activities but keep quality high.

# THE CHAPTER MEETING

## Types of Meeting

All successful FCCLA chapters hold regular, well planned meetings, which allow members to become involved. Understanding the types of chapter meetings, officer positions, and responsibility is essential to good chapter management. There are four basic types of meetings:

1. Business - Functions of the business meeting include discussing and planning activities, fulfilling responsibilities, presenting officer reports, electing officers, and establishing committees.
2. Educational - Educational meetings are those at which special presentations are made through films, slides, guest speakers, panels, or field trips.
3. Social - These meetings are usually held outside of class and are recreational in nature, such as dances, roller skating parties, and up-membership activities.
4. Service - Service meetings are usually community-based. Activities may include those projects, which benefit the handicapped or elderly, or meet the needs of the community.

A chapter will hold all of these types of meetings as part of its program of work. Many chapter meetings will be a combination of these types. You will have to decide when and where to hold chapter meetings. Options for meetings and activity times include:

- activity period
- before school
- lunch period
- after school
- during a Family and Consumer Science class
- on weekends
- in the evening

Before deciding on a time to meet, evaluate the relationship of class to chapter learning, available transportation, extracurricular commitments of potential and current members, and the number of eligible members with after school and/or weekend jobs. Which meeting can accommodate the most students?

## Organizing a meeting

No matter what type of meeting your chapter decides to have, following certain fundamental will help guarantee a successful meeting. First, learning the use of parliamentary procedure is an important step in chapter management. Obtaining a copy of the latest addition of *Robert's Rules of Order* will be beneficial. Parliamentary law is designed to accomplish four main objectives. A properly conducted business meeting will have:

1. One thing at a time.
2. Courtesy to everyone.
3. The rule of the majority.
4. The rights of the minority.

There is nothing mysterious or complex about parliamentary law.

**Organizing a meeting**

Chapters should prepare an agenda, keep financial records, take accurate minutes and delegate responsibilities in setting up the meeting space. An agenda serves as an order of events for the meetings. It is important in assuring that no item of business is forgotten. The agenda should be prepared by the chapter executive council. The council is composed of the chapter officers, adviser, and those who are on major committees. The president presides over the executive council. Following the executive council meeting, the secretary should prepare a written agenda and distribute or post it for members to review.

**Sample Agenda Format for Chapter Meeting:**

\_\_\_\_\_ Chapter of FCCLA

Date \_\_\_\_\_ Time \_\_\_\_\_ AM \_\_\_\_\_ PM

To be conducted by \_\_\_\_\_ Position \_\_\_\_\_

MEETING: Regular \_\_\_\_\_ Executive \_\_\_\_\_ Special \_\_\_\_\_

**OPENING CEREMONY:**

Determination of quorum: Roll Call \_\_\_\_\_ Sign in \_\_\_\_\_

MINUTES: Read \_\_\_\_\_ Distribute duplicate copies \_\_\_\_\_ Omit \_\_\_\_\_

TREASURER’S REPORT: \_\_\_\_\_

COMMITTEE REPORTS: \_\_\_\_\_ Person scheduled to give report:

1. \_\_\_\_\_

2. \_\_\_\_\_

**UNFINISHED BUSINESS:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**NEW BUSINESS:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Committees to be appointed**

1. \_\_\_\_\_ Possible Chairpersons

2. \_\_\_\_\_

**ANNOUNCEMENTS**

**CLOSING CEREMONY**

**ADJOURNMENT**

## Organizing a meeting

After the meeting agenda has been planned, officers and chapter members should accept responsibilities for preparing for the meeting. The following meeting checklist may be used.

### Publicity/Promotion/Notifying

Whose job

By when

Check scheduled time in office \_\_\_\_\_

After the meeting agenda has been planned, officers and chapter members should accept responsibilities for preparing for the meeting. The following meeting checklist may be used.

### Publicity/Promotion/Notifying

Whose job

By when

- |  |       |       |
|--|-------|-------|
| <input type="checkbox"/> Notices to members'                         | _____ | _____ |
| <input type="checkbox"/> Announcements over P.A. / memo to classroom | _____ | _____ |
| <input type="checkbox"/> Article in newspaper                        | _____ | _____ |
| <input type="checkbox"/> Technology for large meeting                | _____ | _____ |

### Agenda/ Resources

- |   |       |       |
|---|-------|-------|
| <input type="checkbox"/> Copies of agenda                               | _____ | _____ |
| <input type="checkbox"/> Previous meetings                              | _____ | _____ |
| <input type="checkbox"/> Committee reports (written copy for secretary) | _____ | _____ |
| <input type="checkbox"/> Books, materials needed                        | _____ | _____ |
| <input type="checkbox"/> Copies of any handouts                         | _____ | _____ |

### Equipment for Meeting

- |  |       |       |
|--|-------|-------|
| <input type="checkbox"/> Set up tables & chairs          | _____ | _____ |
| <input type="checkbox"/> Podium/ gavel/ easel, if needed | _____ | _____ |
| <input type="checkbox"/> Any technology needed           | _____ | _____ |
| <input type="checkbox"/> Return equipment after meeting  | _____ | _____ |

### Program/ Refreshments

- |  |       |       |
|--|-------|-------|
| <input type="checkbox"/> Planning program          | _____ | _____ |
| <input type="checkbox"/> Bring, serve refreshments | _____ | _____ |

### Requirements for a Meeting

Once the meeting agenda has been developed and the members have been appropriately notified the meeting can take place.

**Requirements for a Meeting**

In conducting a meeting, one should remember that there are three major requirements:

1. A presiding officer must be present.
2. Someone must keep a record of business transacted and present a financial report.
3. Enough members must be present (quorum, generally 50% +1 of the membership) to present motions and take part in the proceeding.

The president’s role is always one of presiding over the meeting rather than directing. Generally, the president votes only in the case of a tie and may not enter in the discussions unless one of the other officers is asked to assume the role of the chair. In addition, it should be remembered that the president does not introduce new items of business.

The secretary prepares the agenda for each meeting, generally keeps a complete membership roster, and keeps an accurate record of transactions (minutes) by the group.

**Sample Secretary Record:**

This form may help the chapter secretary organize his or her notes while recording chapter meeting and reading the minutes of past meetings to the group.

The \_\_\_\_\_ meeting of the \_\_\_\_\_ Chapter of the Family,  
(Month or call) (Name of School)

Career, Community Leaders of America was called to order \_\_\_\_\_  
(Date and Time)

by \_\_\_\_\_

Minutes of the previous meeting were approved as read (or as corrected)

Committee reports were given as follows:

\_\_\_\_\_  
\_\_\_\_\_

The business discussed included:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The meeting was adjourned (time)

\_\_\_\_\_

Signature of Secretary \_\_\_\_\_

The treasurer presents the financial report to the chapter.

Committee chairmen should be prepared to give a report of any work done by their committee since the last meeting. A written report should be submitted to the secretary for the minutes.

**Sample Financial Report:** This format may be used by the chapter treasurer in preparing a financial report for chapter meetings. Copies of the report should be kept for chapter records.

Balance on hand _____	\$ _____
(Date of last report)	
Income _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Income _____	\$ _____
Expenditures _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Expenditures _____	\$ _____
Balance on hand as of _____	\$ _____
(Date)	

\_\_\_\_\_  
Signature of Treasurer

**Chapter Finances**

As in any organization, an efficient FCCLA Chapter must have an organization method of dealing with chapter finances. It is wise to think about a budget early in chapter planning. The treasurer and a small committee should plan a tentative budget to present to the entire membership. Chapter dues, set by individual chapters, provide the basis of the budget, but many projects will require more funding than dues will provide. Chapters can help fund projects and assist members in paying their dues through a variety of fund-raising activities.

**Planning a budget**

Budget planning involves three basic steps. These are as follows:

1. List all expenses you can anticipate. (*chapter expenses might include :*)
  - a. Expenses for chapter projects
  - b. Expenses for Section, State and/or National Meetings and Events
  - c. Officer supplies
  - d. Transportation to meetings
  - e. Awards
  - h. Chapter social events

## **Planning a budget**

Budget planning involves three basic steps. These are as follows:

2. List ways of earning money to cover anticipated expenses. Possible fund-raising ideas are listed below:
  - a. Rummage sale
  - b. Talent show
  - c. Car wash
  - d. Babysitting
  - e. Manage a fruit cart between classes or sell nutritious snacks at sports events.
  - f. Sell message buttons or balloons.
  - g. Organize a children's party planning service.
  - h. Sponsor an endurance event, such as a dance-a-thon.
3. Compile information from steps 1 and 2 to form a proposed budget. A sample budget is on the next page.

## **Fund-Raising**

Before planning any fundraiser, it is important to understand your school policies on fund-raising. Your chapter may not be permitted to have a fund-raiser, or the number of fund-raising activities may be limited. If this is the case, discuss school policies with the principal and ask for alternative ways of meeting chapter financial needs. Money can be donated in different ways.

Some ways include:

- Cash contributions.
- Pledge or promise of a donation, at a later date.
- FCCLA Booster Club (parents and/or Alumni members)
- Tapping of local business, banks, civic or service organizations, school board, or chapter advisory committee for money to attend state, district, and national meetings.

Keeping accurate records is the key to any successful fundraiser. Before beginning, develop a system for accepting and receipting money turned in by the chapter members.

**Sample Chapter Budget:**

Period: (from) \_\_\_\_\_ (to) \_\_\_\_\_

INCOME: Dues: \_\_\_\_\_ members @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Money-Making Projects:

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Contributions

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

TOTALS \$ \_\_\_\_\_

EXPENDITURES

Dues -

State @ ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

National @ ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

Supplies -

Emblematic Materials ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

Stationery and Stamps ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

Posters, Art Supplies ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

Publications ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

Meetings -

Ignite Conference – registration, transportation... \$ \_\_\_\_\_ \$ \_\_\_\_\_

Fall Leadership-registration, transportation . . . \$ \_\_\_\_\_ \$ \_\_\_\_\_

Proficiency Events-registration, transportation . . . \$ \_\_\_\_\_ \$ \_\_\_\_\_

State Conference-registration, transportation . . . \$ \_\_\_\_\_ \$ \_\_\_\_\_

National Leadership Conference ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

Projects -

National FCCLA Week ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

Others ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

Socials -

Parent's Night ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

Refreshments ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_



# FCCLA TRADITIONS

## **FCCLA 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.

## **FCCLA Purposes:**

1. To provide opportunities for personal development and preparation for adult life.
2. To strengthen the function of the family as a basic unity 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 develop interest in family and consumer sciences and related occupations.

## **FCCLA Motto:**

"Toward New Horizons" is the FCCLA motto. This motto expresses the purposes of the organization learning to live better today so that our lives and those of our families may be better tomorrow.

## **FCCLA Colors:**

The official colors are red and white. The colors are symbolic of youth: red for strength, courage and determination and white for sincerity of purpose and integrity of action.

## **FCCLA TRADITIONS**

### **FCCLA Flower:**

The red rose represents the organization because it gives joy through its beauty and fragrance. It symbolizes a desire for beauty in everyday living. It is found in almost every country in the Northern Hemisphere and is symbolic of vibrant, glowing health, which contributes to happiness and efficiency in home and family life.

### **FCCLA Emblem/Logo:**

As the millennium turned... so did the version of the FCCLA logo. The new logo shows that FCCLA is a dynamic active organization bound for the future. The dominant collegiate lettering articulates a focus on education and student leadership. The logo will continue to be red, the color of the rose as a sign of strength. The sweeping arrow arch is a common motif in today's designs and embodies an active organization that moves towards new arenas. All logos can be downloaded by visiting the national website at [www.fcclainc.org](http://www.fcclainc.org).

### **Using the Emblem/Logo:**

When the emblem is reproduced, it should be an exact replica of the official emblem. Do not alter the emblem's wording, design or proportions. The emblem should appear in red (PMS 185), white or black (not other colors). The chapter name should be placed below the emblem/logo never above, beside, or on the inside of the arrow.

### **Pins and Symbols:**

The pin is a reproduction of the FCCLA emblem. Members, advisors, honorary members, and chapter parents may wear the pin.

- Active members use the shield guard carrying the letters FCCLA.
- The guard for advisors is an A.
- The guard for honorary members is an H.
- The guard for parents is a P.
- Officers may use the guard, which indicates their office.

The FCCLA pin is worn over the heart. Place the guard to the left of and on a level with the lower edge of the pin.

Only one guard may be worn.

There are also pins for completion of each of the national projects.

### **FCCLA Official Articles**

E Group is the official supplier of FCCLA emblematic materials and supplies. You can order through the national website at [www.fcclainc.org](http://www.fcclainc.org).

# FCCLA TRADITIONS

## FCCLA Dress Code Policy

Conferences and meetings are an excellent opportunity for members to convey to others the positive and professional image of FCCLA. Members' behavior at the conferences/meetings is the only image others in the hotels, colleges and the host city may ever have of our organization. Student conduct and dress should contribute to the positive and professional image of FCCLA. **Advisers are responsible for enforcing the dress policy with their students. Students and guests not adhering to the dress policy will not be admitted into sessions.** Thank you for your cooperation and support in putting forth a positive image of FCCLA throughout the school year!

### Appropriate Attire for General Sessions, Exhibits, Workshops, Awards Sessions

#### Females

- Red, black, or white polo or oxford shirt (long or short sleeves)
- Black dress slacks or khaki pants (no shorts or spandex/ leggings)
- Black or khaki skirts – no shorter than 2 inches above the knee
- Dress shoes or sandals (no flip flops)
- Jeans, t-shirts, athletic wear are NOT included

#### Males

- Red, black, or white polo or oxford shirt (long or short sleeves)
- Black dress slacks or khaki pants (no shorts)
- Dress shoes
- Jeans, t-shirts, athletic wear are NOT included
- **Exceptions:** *Proficiency & STAR Event Participants should follow event specifications for dress and wear appropriate clothing for the nature of the event presentation. Culinary Arts participants are welcome to wear their Chef's Attire during the Awards Sessions at State Conference.*

#### Advisers/Guests

- Business casual
- Jeans, t-shirts, athletic wear are NOT included

**Appropriate Attire Entertainment Sessions** (Entertainment session at State Conference, Special Events at Nationals and other events where the below attire is advertised as appropriate).

- Casual slacks, blouse or shirt, socks and casual shoes are always encouraged
- **Jeans, and FCCLA t-shirts/sweatshirts are acceptable** for the above events only
- Athletic wear is NOT included and should not be worn at any time (this includes sweat pants and spandex/leggings)

### Unacceptable Attire at any Illinois FCCLA Conference/Meeting Session

- Skin-tight or revealing clothing
- Midriff-baring clothing
- Extremely short skirts (shorter than 2 inches above the knee)
- Clothing with printing that is suggestive, obscene or promotes illegal substances
- Athletic clothing, Spandex/leggings, Swimwear, Rubber or beach type flip flops
- Night wear (pajamas) should not be worn outside of your hotel room

## FCCLA Mission Statement

To promote personal growth and leadership development through family and consumer sciences education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through—

- character development;
- interpersonal communications;
- career preparation
- creative and critical thinking;
- practical knowledge; and

### OPENING CEREMONY

**PRESIDENT:** *(Gives a triple rap with the gavel signaling membership to stand)*

We are the 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 accomplishments of our goals, we learn cooperation, take responsibility, develop leadership and give service.

**PRESIDENT:** This meeting of State Association of Family, Career and Community Leaders of America is now in session. *(Single rap with the gavel signaling members to be seated)*

### CLOSING CEREMONY

**PRESIDENT:** *(Gives a triple rap with the gavel signaling membership to stand)*

Family, Career and Community Leaders of America, we are challenged to accept the responsibility of making today's decisions that affect our lives and the world in which we live. Let us repeat our Creed:

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

For we have 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 expressions 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.

**PRESIDENT:** This meeting is adjourned. *(Single rap of the gavel)*

## **DATES TO REMEMBER**

The following are dates that may be useful to you throughout the year.

**DEADLINES ARE VERY IMPORTANT!!-MARK YOUR CALENDARS!**

Ignite! Conference (Chapter Officer Training & Planning Your FCCLA Year) October 6 & 7, 2019

Fall Leadership Meetings Oct/Nov 2019

National Fall Conference November 2019  
More information available on the national website

Submit articles for TEEN TIMES Magazine to National Any time

Affiliation Deadline to participate in Competitive Events February 1, 2020

Competitive Events Section competitions Jan. /Feb. 2020  
Exact date TBA by your Section Planning Committee

Students competing in National STAR Events must be affiliated by February 1, 2020

Registration for State Conference/Competitive event entries,  
State Officer Applications, Competitive event volunteers submitted  
to the State Office March 1, 2020

Scholarship Applications to IL Foundation for FCCLA March 1, 2020

Award Applications: Chapter Honor Award, State Farm Award, etc. March 1, 2020

State Leadership Conference April 2-4, 2020

National Leadership Conference July 5 - 9, 2020  
Washington, D.C.

\*Award application deadlines can be found on the national website at [www.fcclainc.org](http://www.fcclainc.org) and  
additional state information can be found on the state website at [www.ilfccla.org](http://www.ilfccla.org).

**FCCLA is a nonprofit career and technical student organization for young men and women in family and consumer sciences education in public and private schools through grade 12.**

### **Building Skills for Life**

Family, Career and Community Leaders of America is a dynamic and effective student organization that helps young men and women become leaders and address important personal, family, work and societal issues through family and consumer sciences education.

Chapter projects focus on a variety of youth concerns, including teen pregnancy; parenting; family relationships; substance abuse; peer pressure; environment; nutrition and fitness; teen violence; and career exploration. 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 place.

### **Program Emphasis**

#### **FCCLA-**

- is the only in-school student organization with the family as its central focus.
- 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.
- provides opportunities for active student participation at local, state, and national levels.

### **Membership**

To be eligible to be a member, a student must be currently enrolled in a FCS course or previously had an FCS course. FCCLA has a national membership of nearly 200,000 young men and women in nearly 7,000 local chapters. There are 53 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.

### **Governance**

Ten national officers (students) are elected by the voting delegates at the annual National Leadership Meeting and together make up the National Executive Council. The National Board of Directors is composed of adult representatives from education and business and four youth representatives.

### **National Staff**

An executive director leads the organization and heads a national staff that gives direction to and carries out programs, communications, membership services and financial management. State associations and local chapters elect their own youth officers. State programs come under the direction of family and consumer sciences education staff. Chapter advisors are family and consumer sciences teachers.

### **Financial and Cooperative Support**

FCCLA is supported primarily by student membership dues. Additional funds are raised from individuals, corporations and foundations. FCCLA is endorsed by the U.S. Department of Education (Office of Vocational and Adult Education) and the American Association of Family and Consumer Sciences (AAFCS).

**Family, Career and Community Leaders of America, Inc.**  
1910 Association Drive, Reston, Virginia 20191-1584  
Website: [www.fcclainc.org](http://www.fcclainc.org) - Sandy Spavone, Executive Director

## MEMBERSHIP SERVICES

### ***\*Teen Times***

Stay informed with the official magazine of national FCCLA, *Teen Times*, published four times during the school year. Three of the four are on-line publications. Connect to project ideas, programs, and chapters across the country.

### ***\*The Adviser***

The Adviser, a publication for chapter advisers, is a great resource for up-to-date information on FACS Education, FCCLA chapter management, professional development, and colleague accomplishments. This publication is published two times a year.

### **Adviser Academy**

FCCLA Adviser Academy– is a five-phase program for national FCCLA recognition. Advisers will receive a certificate of completion for the Adviser Academy. The Adviser Academy is anticipated to become a cohort of 100 advisers with extensive knowledge of FCCLA and a broad range of professional development. Participants will also be prepared to serve as a resource for state advisers.

- **Track 1: New Adviser-Developing a Chapter Vision**
- **Track 2: Using Legislation to Change the Classroom**
- **Track 3: Leading at School**
- **Track 4: Remaining Relevant as a Chapter**
- **Track 5: Participating at the State Level**

Over the two-year period of completing the Adviser Academy participants will be required to build a strong relationship with their state adviser and participate in at least one state meeting (e.g. conduct a workshop).

### **Membership Campaign**

Use the Membership CD, poster, and monthly information sheets on the FCCLA web site to recruit, retain, and recognize your FCCLA members.

### **Alumni & Associates**

Show your support for FCCLA and give back to the organization that builds leaders for families, careers, and communities. To support Alumni & Associates, go to [www.fcclainc.org](http://www.fcclainc.org) and download the enrollment form from the Membership section.

## **PROGRAMS**

For more detailed information on national programs, meetings, recognition opportunities, and membership services, visit the National FCCLA website at [www.fcclainc.org](http://www.fcclainc.org). Award applications are also available on the National website.

### **Career Connection**

Learn how to explore career pathways and skills for success in families, careers, and communities.

### **Leadership Service in Action Award**

Take action in your community and discover the difference you can make.

### **Families First**

Discover how you can strengthen family relationships through FCCLA's national peer education program, *Families First*.

*Awards sponsored by NRTA: AARP's Educator Community.*

### **FACTS**

(Families Acting for Community Traffic Safety)

Put the brakes on impaired driving and traffic crashes. Through peer education help your friends arrive alive and lower the number one cause of death for youth in America.

### **Financial Fitness**

Manage your money! Use this program to help you make, save, and spend your money wisely to be financially fit.

*Awards sponsored by Visa USA's Practical Money Skills for Life.*

### **Japanese Exchange Program**

Experience another culture and develop independence while living with a Japanese host family. *Sponsored by the Kikkoman Corporation.*

### **Power of One**

Give yourself the power to make a positive change in your families, careers, and communities, one goal at a time.

### **STOP the Violence—Students Taking on Prevention**

Empower youth with attitudes, skills, and resources to recognize, report, and reduce youth violence.

### **Student Body**

Eat right, be fit, and make healthy choices!



## COMPETITIVE EVENTS

### STAR Events

(Students Taking Action with Recognition)

Earn your place in the spotlight! Use STAR Events to build proficiency and achievement in leadership and job-related skills.

### STATE PROFICIENCY Events

Competitive events where member can receive a gold, silver or bronze medal as recognition for their projects/presentations.

**Deadline:** Membership affiliation dues for State Proficiency & *STAR Events* participants must be done on the FCCLA National website and payment received by February 1.

Complete an up-to-date lists and descriptions of the National STAR Events and State Proficiency Events can be found by going to [www.ilfccla.org](http://www.ilfccla.org) and clicking on either the Proficiency Events or STAR Events icons.

## AWARDS & SCHOLARSHIPS

### YOUTH

- Sue Burge Scholarship - deadline March 1, 2020
- Catherine A Carter Scholarship (student teachers) - deadline March 1, 2020
- Japanese Exchange-postmark deadline to be determined
- National Chapter Public Relations Award-deadline March 1, 2020
- National Program Awards-Career Connections, Leadership Service in Action, FACTS, Families First, Financial Fitness, Stop the Violence, and Student Body-deadline March 1, 2020
- National Technical Honor Society Scholarship-deadline March 1, 2020
- Power of One Recognition-Executive Director must submit list to national FCCLA postmarked by April 1, 2020

## STATE INFORMATION:

### Officer Elections

The pinnacle of leadership opportunities can be achieved through service as an officer. Officers can serve at the chapter, section, state or national levels. State Officers help determine policies and procedures, plan the State Leadership Conference, and address Association business such as by-law amendments.

State Officers Include:

- President
- State 1st Vice President
- Vice President of Foundation
- Vice President of Membership & Public Relations
- Vice President of Community Service
- Vice President of Competitive Events

Election of the State Executive Council is held at the annual State Leadership Conference.

### **Theme & Targets:**

Every year a new theme and targets are unveiled at the Ignite! Conference.

### **Ignite! Conference**

Every year a 1 1/2-day conference is held in late September/early October. This training focuses on leadership skills and a suggested specific topic for students to address in their homes, communities and schools.

### **Fall Leadership Meetings**

These annual meetings are an initial opportunity for student members to assemble. Members participate in workshop sessions, hear dynamic keynote speakers, and take part in a community service project. There are 5 Fall Leadership Meetings held across the state during the months of October and November.

### **State Leadership Conference**

This Career and Technical Student Organization conducts an annual state leadership/competitive event conference as a capstone experience for student members. This conference includes workshops for leadership development, programs of competitive events, and election of State Officers. State Conference takes place in March or April.

### **Voting Delegate Responsibilities at State Leadership Conference**

**According to the Illinois FCCLA bylaws, each affiliated chapter shall be allowed one (1) voting delegates at the state conference. Voting privilege shall also be extended to state officers over and above the one (1) delegates from each chapter.**

### **On the opening day of the State Leadership Conference:**

- Obtain the Voting Delegates Packet from your Chapter Adviser and review the candidate's resumes.
- Attend the Business/Election Session where you will listen to the candidate's speeches and question/answer session.
- Caucus with your chapter members, determine who to cast your vote for.
- You will be asked to vote for your chapter on any bylaw changes. Please be sure to make yourself and your chapter familiar with any information regarding bylaw changes prior to this session.

### **June Leadership Training**

June Leadership Training provides the first official opportunity for the new group of State Officers to begin their duties. Leadership workshops on Parliamentary Procedure and Leadership Development are included.

### **Summer Leadership Camp**

Every year a 3-day leadership camp is held in July. This conference focuses on leadership skills and trains FCCLA members on how to be strong, productive leaders in their local chapters.

## **Illinois Foundation for FCCLA**

The purpose of the Illinois Foundation for FCCLA is to provide financial support to Illinois FCCLA and provide scholarships to the members. Fundraising activities for the Illinois Foundation for FCCLA are held at each of the state sponsored events/conferences. Chapters are encouraged to help support the Foundation by participating in these events.

### **Chapter Challenge**

- Each chapter may make a contribution to the Illinois Foundation for FCCLA and be recognized for that contribution. For every \$ 100 that a chapter donates the chapter name is placed into a drawing that takes place during state conference.

### **Scholarships**

- The Illinois Foundation for FCCLA awards Scholarships at the State Leadership Conference each year. Scholarship applications are posted on the Illinois FCCLA website around January 15<sup>th</sup> each year.

**Encourage your members to apply (applications are on the Illinois FCCLA website)**