



Adviser Action Plan

2022-2023

This action plan is a **suggested guideline** to provide advisers with a guide for integration and chapter management. This is a very basic guide to help overcome overwhelm when reviewing the wide variety of programs, resources, and opportunities available. This plan will serve as a beginning step to help advisers get started and gain experience.

August

<input type="checkbox"/>	<p>Review listed resources to learn more about FCCLA and get ideas for integration and chapter management.</p> <ul style="list-style-type: none"> <input type="checkbox"/> New Adviser Handbook <input type="checkbox"/> Chapter Manual <input type="checkbox"/> FCCLA Website <input type="checkbox"/> NC FCCLA Website <input type="checkbox"/> Membership Madness Toolkit <input type="checkbox"/> FCCLA Advisers Resource Google Site
<input type="checkbox"/>	<p>Watch FCCLA Portal Tutorial Videos</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accessing the FCCLA Portal <input type="checkbox"/> The Landing Page of the FCCLA Portal <input type="checkbox"/> Tour of the FCCLA Portal <input type="checkbox"/> Updating Chapter Information <input type="checkbox"/> Updating Adviser Information <input type="checkbox"/> Accessing Resources
<input type="checkbox"/>	<p>Update chapter and adviser information in the FCCLA Portal.</p>
<input type="checkbox"/>	<p>Use the National Program Integration Plan to integrate a National program into your curriculum.</p>
<input type="checkbox"/>	<p>Plan and implement an introduction to FCCLA lesson plan and/or activities to use for the first few days of school. Pre-made activities can be found on the FCCLA Portal, on the FCCLA website, on the FCCLA Advisers Resource Google Site, or on the FCCLA Adviser Facebook page.</p>
<input type="checkbox"/>	<p>Create a chapter hub for students to use throughout the year to access chapter information, the program of work, event information, etc.</p>
<input type="checkbox"/>	<p>Create an FCCLA Bulletin Board using resources from the Membership Madness Toolkit on the national FCCLA website.</p>

September

<input type="checkbox"/>	Create an FCCLA Bulletin Board using resources from the Membership Madness Toolkit on the national FCCLA website. (If not completed in August.)
<input type="checkbox"/>	Implement the introduction to FCCLA lesson plan and/or activities with your students. (If not completed in August.)
<input type="checkbox"/>	Watch Portal videos and update chapter and adviser information in the FCCLA Portal. (If not completed in August.)
<input type="checkbox"/>	Watch FCCLA Portal Tutorial Videos <ul style="list-style-type: none"><input type="checkbox"/> Updating the Membership Roster (Graduating, Removing, Adding)<input type="checkbox"/> All About the Student Portal<input type="checkbox"/> Registering for Events: Fall Leadership Meeting<input type="checkbox"/> Surveys/Applications: Submitting the Membership Madness Toolkit application
<input type="checkbox"/>	Gather and print membership applications and dues information for the first chapter meeting and/or provide them to students in class. <ul style="list-style-type: none">● Set a due date for these items prior to November 1.
<input type="checkbox"/>	Determine leadership positions you may need for the chapter. (Leadership positions are not required for chapters, but do help with the delegation of tasks and letting students lead chapter initiatives and meetings.) <ul style="list-style-type: none"><input type="checkbox"/> Gather and print leadership applications to provide to students at the first meeting and/or provide them to students in class.
<input type="checkbox"/>	Set chapter goals and create a program of work. <ul style="list-style-type: none">● You may choose to do this with students who attend the first chapter meeting.● Don't forget to include chapter meeting dates, state and national dates and deadlines, service projects, etc.
<input type="checkbox"/>	Promote and host the first chapter meeting! <ul style="list-style-type: none">● Tip: Create and pass out personal invitations to students that you would love to have in your chapter.
<input type="checkbox"/>	Submit paperwork for approval to attend the Fall Leadership Meeting location you plan to attend.
<input type="checkbox"/>	Promote Fall Leadership meeting information and share permission slips and forms for students to complete and turn in prior to the trip.
<input type="checkbox"/>	Submit the Membership Madness Toolkit application in the FCCLA Portal to highlight the resources you used from the toolkit. (Chapters who submit an application have a chance to win one of ten \$100 American Express gift cards.)

October

<input type="checkbox"/>	Continue to promote Fall Leadership meeting information and share permission slips and forms for students to complete and turn in prior to the trip.
<input type="checkbox"/>	Submit a request for a State Officer to attend a chapter meeting, virtually or in person. <i>(If an officer is not local to your area, a virtual visit will be established.)</i>
<input type="checkbox"/>	Watch FCCLA Portal Videos <ul style="list-style-type: none">• Submitting Affiliation• Finding and Paying Invoice(s)
<input type="checkbox"/>	Hold a chapter meeting, service project, and/or engagement activity.
<input type="checkbox"/>	Submit Fall Leadership Meeting registration by the deadline and request payment for the event invoice.
<input type="checkbox"/>	Update your chapter membership roster and submit affiliation in the FCCLA Portal. Request payment for the affiliation invoice. <ul style="list-style-type: none">• You will want to submit and pay the invoice for your initial affiliation by Nov. 1 to keep access to the resources in the FCCLA Portal. Chapters are not considered affiliated until the invoice is paid in full.• Members can be added to the roster and affiliated throughout the year.
<input type="checkbox"/>	Register for the National FCCLA Adviser Academy professional development opportunity. (Optional)
<input type="checkbox"/>	Review information and seek approval to attend the Chapter Adviser Summit. (Optional)

November

<input type="checkbox"/>	Hold a chapter meeting, service project, and/or engagement activity.
<input type="checkbox"/>	Attend the Fall Leadership Meeting with your students. (If attending the eastern or western event.)
<input type="checkbox"/>	Download and review the 2022-2023 STAR Event and State-Level Guidelines with your students. <ul style="list-style-type: none">• These events, with the exception of the Baking and Pastry and Culinary Arts STAR Events, are held at the State Leadership Conference. Baking and Pastry and Culinary Arts STAR Events are held at the Culinary Competition.

December

<input type="checkbox"/>	Hold a chapter meeting, service project, and/or engagement activity.
<input type="checkbox"/>	Submit registration and payment for the Chapter Adviser Summit, if attending.
<input type="checkbox"/>	<p>Set a deadline for students to select a STAR Event and begin the FCCLA Planning Process before they leave for Christmas Break.</p> <ul style="list-style-type: none"> ● This could be accomplished during a chapter meeting. ● Having these sections of the FCCLA Planning Process completed prior to Christmas Break will set your students up for success: <ul style="list-style-type: none"> ○ Identify Concerns ○ Set a Goal ○ Form a Plan ● Tip: Set completion or check-in dates to keep students on track to complete their projects prior to SLC.
<input type="checkbox"/>	Submit paperwork for approval to attend the Culinary Competition and/or State Leadership Conference.
<input type="checkbox"/>	Promote Culinary Competition and/or State Leadership Conference information and share permission slips and forms for students to complete and turn in prior to the trip.

January

<input type="checkbox"/>	Hold a chapter meeting, service project, and/or engagement activity.
<input type="checkbox"/>	<p>Create a plan for your students to participate in FCCLA Week.</p> <ul style="list-style-type: none"> ● This could be accomplished during a chapter meeting. ● Tip: Do not reinvent the wheel. Use the pre-determined themes listed on the National FCCLA website. There are example activities and social media posts and hashtags you can use too!
<input type="checkbox"/>	<p>Check in with your students on their STAR Event progress.</p> <ul style="list-style-type: none"> ● This could be accomplished during a chapter meeting. ● Students should have the Identify Concerns, Set a Goal, and Form a Plan sections of the FCCLA Planning Process completed and ready to implement in January and February.
<input type="checkbox"/>	Promote Culinary Competition and/or State Leadership Conference information and share permission slips and forms for students to complete and turn in prior to the trip.
<input type="checkbox"/>	<p>Watch FCCLA Portal Videos</p> <ul style="list-style-type: none"> ● Registering for Events: Culinary Competition and State Leadership Conference ● Surveys/Applications: Submitting a National Program Award Application ● Surveys/Applications: Submitting Power of One Recognition Applications ● Surveys/Applications: Submitting Adult Award Applications/Nominations

February

<input type="checkbox"/>	Hold a chapter meeting, service project, and/or engagement activity.
<input type="checkbox"/>	Implement the plan to participate in FCCLA Week.
<input type="checkbox"/>	Submit registration for Culinary Competition and/or State Leadership Conference.
<input type="checkbox"/>	<p>Submit hotel reservation for Culinary Competition and/or State Leadership Conference.</p> <ul style="list-style-type: none"> ● A specific hotel is not required for Culinary Competition, but a room block is available at the DoubleTree by Hilton on the JWU campus. ● The Official Hotel Reservation Form must be completed for the State Leadership Conference. This form must be sent to the hotel, not to the state association.
<input type="checkbox"/>	<p>Request payment for registration invoices for Culinary Competition and/or State Leadership Conference, and for hotel reservations for the State Leadership Conference.</p> <ul style="list-style-type: none"> ● If paying hotel reservations by check, payment must be received at the hotel within 2 weeks of arrival. ● If paying the registration invoice by check, payment must be received by the payment deadline.
<input type="checkbox"/>	<p>Finalize the National Program Award Application information and submit to the FCCLA Portal by March 1.</p> <ul style="list-style-type: none"> ● If you completed a service project or activity, align it with one of the 8 National Programs (not Power of One) and submit it as a National Program Award Application for that National Program.
<input type="checkbox"/>	<p>Finalize the Power of One Recognition Application and submit it to the FCCLA Portal by March 1. (Optional)</p> <ul style="list-style-type: none"> ● If your students completed all five units of the Power of One National Program, have them complete and submit the Power of One Recognition Application to you for review and signature. You will need to save these in a folder that you can create a share link to access. You will provide this link on the Power of One survey in the FCCLA Portal.
<input type="checkbox"/>	<p>Finalize Adult Award Application information and submit it to the FCCLA Portal by March 1. (Optional)</p> <ul style="list-style-type: none"> ● Adult Award Applications Possible: <ul style="list-style-type: none"> ○ Master Adviser ○ Adviser Mentor ○ National School Administrator Award ○ Educated Adviser Award ○ National Distinguished Service Award
<input type="checkbox"/>	Finalize Spirit of Advising nomination information and submit it on the NC FCCLA website by March 1. (Optional)
<input type="checkbox"/>	If registered, attend the Culinary Competition.

March

<input type="checkbox"/>	Hold a chapter meeting, service project, and/or engagement activity. <ul style="list-style-type: none">● Tip: Set this up as the last check-in for STAR Event completion, with students presenting to a panel of mock evaluators. This will give them the opportunity to present and get feedback to update or enhance their projects before the conference.
<input type="checkbox"/>	If registered, attend the State Leadership Conference. <ul style="list-style-type: none">● Share conference updates and recognition for competitors on your chapter's social media.
<input type="checkbox"/>	Review National Leadership Conference information and determine if your chapter will be attending. If so, seek approval, find out what will be covered by your director, set fundraising goals, and set deadlines for payments and forms.
<input type="checkbox"/>	Review requirements for the Go for the Red membership awards. If eligible, submit an award application in the FCCLA Portal by April 1.

April

<input type="checkbox"/>	Hold a chapter meeting, service project, and/or engagement activity. <ul style="list-style-type: none">● Plan for end-of-year recognition and ideas for 2022-2023.
<input type="checkbox"/>	If attending the National Leadership Conference: <ul style="list-style-type: none">● Host a meeting for students and their parents/guardians who want to attend. Share conference information, costs for registration/travel/hotel, deadlines for forms and payments, and give forms for attending.● Continue fundraising efforts.

May

<input type="checkbox"/>	If attending the National Leadership Conference: <ul style="list-style-type: none">● Submit registration and NC NLC Delegate Package orders by the deadlines.● Submit hotel reservations.● Purchase flights and secure transportation to and from the airport.● Request payment for NLC registration, NC NLC Delegate Package, and hotel reservations.<ul style="list-style-type: none">○ Ensure payments for NLC registration and NC NLC Delegate Package is sent and received by the deadline.○ If paying the hotel invoice by check, ensure payment is sent no later than 2 weeks prior to your arrival.
<input type="checkbox"/>	Hold a chapter meeting, service project, and/or engagement activity. <ul style="list-style-type: none">● An end-of-year recognition would be great this month!
<input type="checkbox"/>	Review NC Elevate information and determine if your chapter will be attending.

June

<input type="checkbox"/>	<p>If attending the National Leadership Conference:</p> <ul style="list-style-type: none">● Follow-up on payments for NLC and hotel reservations.<ul style="list-style-type: none">○ Ensure payment for NLC registration is sent and received by the deadline.○ If paying the hotel invoice by check, ensure payment is sent no later than 2 weeks prior to your arrival.● Host a final trip meeting with students attending and their parent/guardians to review and confirm travel plans, the agenda for the week, dress code requirements, code of conduct, and take-up attendee forms.
<input type="checkbox"/>	<p>If attending NC Elevate, submit the registration.</p>

July

<input type="checkbox"/>	<p>If registered, attend the National Leadership Conference.</p>
<input type="checkbox"/>	<p>If attending NC Elevate, submit and pay registration invoices.</p>