

# FCCLA Planning Process Worksheet



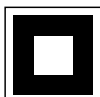
## IDENTIFY CONCERNS

We have an active FCCLA chapter, but we don't feel that everyone in our school knows what FCCLA is all about. We need new members to help increase our visibility in the school and community.



## SET A GOAL

To recruit 20 NEW affiliated FCCLA members with a Be Part of It! membership campaign which will include posters, signs, classroom presentations, and a Beach Party at the next chapter meeting.



## FORM A PLAN

Who: Membership committee and returning FCCLA members

- who
- what
- where
- when
- why
- how

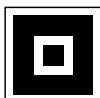
What: Create 10 posters about FCCLA and remind students of the Beach Party by utilizing the school morning announcements and handing out invitations to students who are eligible to join. Chapter members will also present FCCLA information and show the Be Part of It! video to Family and Consumer Sciences classes.

Where: The posters will be placed in the halls and the announcements will reach all of the high school. The Beach Party will be in the Family and Consumer Sciences department. The FCCLA presentations will take place in the Family and Consumer Sciences classes.

When: The membership committee will create posters within seven days. The posters will be placed during the first week of school. Announcements and classroom presentations will begin one week prior to the meeting. The membership committee and FCCLA adviser will purchase food and decorations for the beach party the night prior to the meeting. The meeting will be held three weeks after school starts.

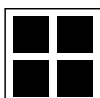
Why: We believe that Family, Career and Community Leaders of America is the Ultimate Leadership Experience! We want more members to join so that we can plan and carry out more community service projects this year and so that the school and community members are aware of what FCCLA is.

How: The posters will be created on a computer to make them look professional. The membership committee will meet after school to plan the classroom presentations, school announcements, and Beach Party activities, food, and decorations. The committee will meet two times after school with their FCCLA adviser to ensure organization of the event.



## ACT

The posters were created and placed throughout the school on time. Announcements were made and invitations were given to non-members about the Beach Party. FCCLA presentations took place in eight Family and Consumer Sciences classes. The membership committee bought and prepared the food and activities for the Beach Party. Forty non-members attended the Beach Party and FCCLA meeting.



## FOLLOW UP

After the meeting, the membership committee spoke directly with the 40 interested non-members and asked them to join FCCLA. Twenty-six new FCCLA members affiliated within one week of our meeting and 10 are still undecided and will join us at our next meeting to learn more about FCCLA.

What could have gone better/what did you learn?

Our first presentation to the Family and Consumer Sciences class was too scripted. We learned that we needed to practice more so that we sounded more professional. We also felt that handouts about FCCLA with the Beach Party invitations would have helped. Next year we will plan on handing out a reminder note to the Family and Consumer Sciences classes the day before our meeting.