



walk in their shoes

Iowa **FCCLA**

Family, Career, and Community Leaders of America

# Chapter Planning and Success Guide For Iowa FCCLA Advisers

Iowa FCCLA  
[www.iowafccla.org](http://www.iowafccla.org)

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# GETTING STARTED



## Welcome!

You are about to embark on one of the greatest professional journeys of your career! The relationships and opportunities that you and your members will experience through FCCLA will last a lifetime and transform the personal and professional lives of students.

This resource has been developed by advisers, for advisers. I hope that this resource will be a guide to help you through the year. You may use this guide to contact staff about questions or concerns you have. Use the guide in your planning for the year.

*Best Wishes! Sherry Vogel, Iowa FCCLA Executive Director*

# GETTING STARTED

1

Review the information found on the New Adviser page of the Iowa FCCLA website and explore both [IowaFCCLA.org](http://IowaFCCLA.org) and [FCCLAinc.org](http://FCCLAinc.org)

2

Meet with your school administrator(s) to review policies related to student organizations (FCCLA Letter to Administrators). Share how FCCLA is an intra-curricular part of the family and consumer sciences education program. As stated in the Iowa Perkins V State Plan, *"CTSO shall be an integral part of a secondary CTE program and all students shall be provided an opportunity to participate in leadership development activities."*

3

Contact the [Iowa FCCLA Executive Director](#) to start a new chapter (or be added as an adviser to an existing chapter) and gather information and resources on Iowa programming. Contact your [Iowa FCCLA District](#) lead to learn about upcoming events and make connections with advisers in your area.

4

Determine if you will be paying dues by member or using an approved affiliation model to enroll all members in your FCS program. If your school did not affiliate (have a minimum of 12 dues paid members) during the past year, ensure you pay your dues to receive mailings from the National Office.

5

Build a plan for chapter management during the year, including how and when you will meet, fundraise, elect officers, and attend conferences and events. New chapters can find sample resources on the FCCLA Chapter Affiliation page.

6

Start attending professional development. Both Iowa FCCLA and National FCCLA offer quality sessions for advisers on programs and support for your chapter. The Iowa Department of Education has training resources on the [Iowa DE CTSO website](#).

7

Officially affiliate your members and make a plan for the year. Get started early planning to participate in STAR events (competitive events). Ensure all relevant conference dates are on your calendar and you have communicated them to your school.

# FOUR LEVELS OF FCCLA

## National

- National Family, Career and Community Leaders of America 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.
- FCCLA offers intra-curricular resources and opportunities for students to pursue careers that support families.
- The national level offers excellent opportunities for professional development for advisers.

## State

- Each state serves as a resource for local and district chapters by providing leadership, assistance, and programming.
- The state has an individual state adviser or executive director who is here to help you!
- Each state association may determine state deadlines, events, and recognition.
- Participation at the state level gives students opportunities for personal development, greater understanding between youth and adults and immeasurable skills they will use later in life.

## District

- Iowa is split into districts, similar to athletic conferences.
- Districts have meetings, officers, and provide opportunities for competitive events.
- All Iowa STAR Events must go through a district competition before State Competition.
- The District offers a great first step into the members' leadership journey
- See page 6 for the District Map and contacts for the districts. Reach out to them, they want to help!

## Chapter

- FCS Teacher(s) Serve as Adviser(s)
- Once students and advisers pay state and national dues then are affiliated chapter.
- Some districts require dues
- FCCLA is a student-led organization so members and advisers work together to determine a structure and program that meets the needs of their school's FCS program.
- See page 8 for the Start-Up Check List for more guidance.

# FCCLA GLOSSARY

**Affiliation-** The process of submitting student and adviser names to create a chapter. Payment of state and national dues finalize the process.

**Career and Technical Education (CTE)-** Instructional programs that offer academic and career-oriented courses to help students prepare for success in education and future careers.

**Career and Technical Student Organization (CTSO)-** FCCLA is one of 11 CTSOs recognized by Congress and the United States Department of Education. These organizations integrate into Career and Technical Education programs courses.

**Chapter-** Group through which affiliated FCCLA members develop and carry out projects. The local chapter consists of at the minimum one FCCLA adviser and individual FCCLA members

**Competitive Events-** Competition opportunities where members showcase college and career-ready knowledge, skills, and abilities, promote the FCCLA chapter as an integral part of the FCS Education program, and connect with peers and community.

**Executive Director or State Adviser-** The individual responsible for the administration of the FCCLA state association.

**National Programs-** National Programs offer an established framework for carrying out FCCLA projects related to a specific topic, including guidelines, support materials, and recognition.

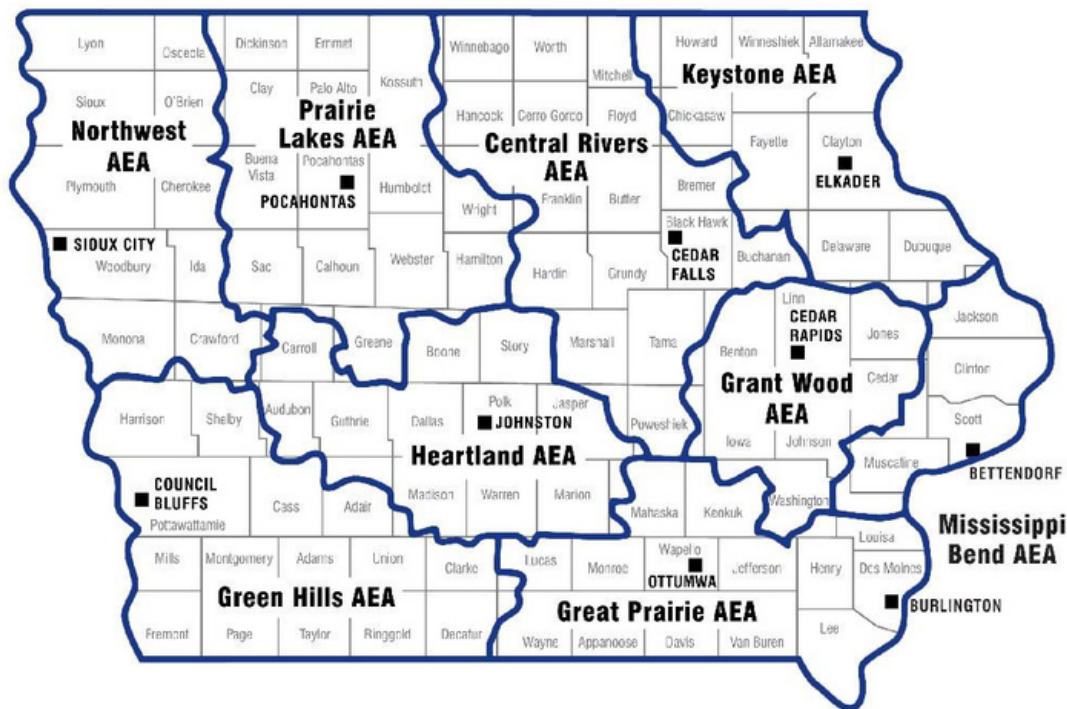
**Peer Education-** is a concept developed by National FCCLA to develop programs that are delivered to their membership and members' communities via their members – hence the term peer education.

**Planning Process-** A five-step management tool to help members select and carry out meaningful projects to fit school and community needs and concerns.

**Program of Work-** Each chapter outlines its work for the year ahead.

**State Association-** FCCLA organization at the state level for 49 states, plus Puerto Rico and the Virgin Islands.

# DISTRICT MAP AND CONTACTS



This Iowa FCCLA District Map represents an approximation of district boundaries. Please contact the Iowa FCCLA Executive Director for confirmation.

## District Contact

**Northwest District = Kristin Rockhill**

(Northern) [krockhill@wlvildcats.org](mailto:krockhill@wlvildcats.org)

**Janet Mann** (Southern)

[janet.mann@westmonona.org](mailto:janet.mann@westmonona.org)

**Prairie Lakes District = Kendra Gansen**

South Hamilton

**Green Hills-North District = Regina Rains**

[rrains@movalleycsd.org](mailto:rrains@movalleycsd.org)

**Green Hills-South District = Lisa Konecne**

[lkonecne@southwestvalley.org](mailto:lkonecne@southwestvalley.org)

**Heartland District = Nikki Kallal**

[nikki.kallal@northpolk.org](mailto:nikki.kallal@northpolk.org)

**Keystone District = Hannah Steiber**

[hsteiber@kee.k12.ia.us](mailto:hsteiber@kee.k12.ia.us)

**Central Rivers District = Kristie Kuhse**

[Kristie.Kuhse@wsr.k12.ia.us](mailto:Kristie.Kuhse@wsr.k12.ia.us)

**Grant Wood District = Michelle Allison**

[michelle.allison@tipton.k12.ia.us](mailto:michelle.allison@tipton.k12.ia.us)

**Mississippi District = Savanna Bachus**

[sbachus@cal-wheat.net](mailto:sbachus@cal-wheat.net)

**Great Prairie District = Lisa Strausser**

[lisa.strausser@rocketsk12.org](mailto:lisa.strausser@rocketsk12.org)

# Calendar of Events

Fall Leadership Rally  
October 18, 2023 (Ames, IA)

Day at the Capitol  
TBA (Des Moines, IA)

State Leadership Conference  
March 17-19, 2024 (Cedar Rapids)



# START UP CHECK LIST



Membership strength results from recruiting, retaining, and recognizing members all year long. Try starting small.



Involve students right away in a hands-on project that is

## **Adviser:**

both fun and meaningful.

Contact your state adviser for information and materials needed to start a chapter.

State adviser information is located here, on the cover page.

Join the Family, Career and Community Leaders of America (FCCLA) Advisers Facebook page.

Discuss with school administrators the advantages of starting a chapter, pointing out the relationship of FCCLA to the Family and Consumer Sciences curriculum and career pathways and its value to the school program.

Send a letter home to your student's parents about your FCCLA Chapter and the advantages joining will give to your students. Ask a nearby FCCLA Adviser (see the district contact page here) about how to contact parents and get the word out about the new chapter!

Integrate FCCLA into your classroom. Use FCCLA National Programs as class projects. Use FCCLA questions as "Bell Ringers" or "Brain Breaks"!

Select officers or an advisory board (might be easiest this first couple of years) assign them duties like taking the role, giving a briefing on what was discussed at the prior meeting, highlighting special opportunities, and sharing news about FCS-related career pathways.

Gather student information using the Member Affiliation Information Sheet and affiliate online in the FCCLA Portal. Send in state and national dues as soon as possible to unlock resources available only to affiliated chapters.

Find a mentor and talk with teachers who have chapters. Locate an active chapter so interested students can talk with their members.

Attend district/state meetings to become familiar with FCCLA activities in Iowa!

Set a goal to get at least one team registered for Peer Education! This first year!

Start small. Get the ball rolling and add as you feel your members are ready. Get them excited about this new journey and bring a van full to FLR~Fall Leadership Rally!

***After you're affiliated, be sure to visit the Resources tab of the FCCLA Portal for additional resources such as the Membership Madness Tool Kit, lesson plans, and more!***

# PEER EDUCATION



Peer Education is a concept developed by National FCCLA to develop programs that are delivered to their membership and members' communities via their members – hence the term peer education.

Peer education is a great place for members to begin if they want to become involved! Members have the opportunity to identify a concern in their community in relationship to one of the peer education areas, set a goal, plan a series of three projects, carry their projects out, reflect on their project, submit their projects to state staff and State Executive Council for review, and last but not least, receive recognition for the work they have accomplished.

If you wish to learn more about a specific peer education program, you may find that information below or contact Janet Mann, Peer Education Coordinator.

## How to Participate

There are two ways to earn recognition for Peer Education in Iowa.

**Option #1:** Members complete three projects (based on one National Program). Members will be turning in the three projects based on the due dates. Projects will be reported on the state website using the Google Doc reporting system.

**Option #2:** Members complete ONE LARGE project (based on one of the National Programs) Members will be turning in the one Large project with National Project Submission. National FCCLA offers national recognition to chapters that complete a project from the national programs. This honor includes cash awards and special recognition at the National Leadership Conference, online, and in Teen Times magazine for the top chapters.

## Training

Peer Education training will be given to members at the Fall Leadership Rally (FLR) on Wednesday, October 18, in Ames.

Contact Janet Mann (Iowa Peer Education Coordinator) at [janet.mann@iowafccla.org](mailto:janet.mann@iowafccla.org), for any questions.

# IOWA FCCLA EXECUTIVE COUNCIL

The Iowa FCCLA State Executive Council is the body of elected statewide student leaders for Iowa FCCLA. These students lead association business meetings, prepare and execute events, connect with local chapters, and develop programs and community service projects.



**JayIn Struble**  
President  
West Monona



**Brody Kuhse**  
First Vice President  
Waverly Shell-Rock HS



**Chloe Klarenbeek**  
VP of Development  
West Lyon



**Cerra Muntz**  
VP of Public Relations  
Colo-NESCO



**Julia Eastman**  
VP of Programs  
Southeast Valley



**Autumn Jones-Popp**  
VP of Membership  
Southeast Valley



**Emersyn Rentschler**  
VP of Finance  
West Lyon



**Madison Stille**  
Vice President of Finance  
South Hardin



**Emma Jensen**  
VP of Parliamentary Law  
West Monona



**Macy Thorson**  
VP of Community Service  
Northwood Kensett

# IOWA FCCLA WEBQUEST

Directions: Use this Webquest to help members become more familiar with [www.iowaFCCLA.org](http://www.iowaFCCLA.org). Give a special prize to those who complete it!

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**DIRECTIONS: ANSWER THE FOLLOWING QUESTIONS USING THE IAFCCCLA.ORG WEBSITE.**

**1. WHICH DISTRICT IS \_\_\_\_\_ (YOUR SCHOOL) \_\_\_\_\_ IN AND NAME THE REST OF THE SCHOOLS THAT ARE IN THE DISTRICT.**

**2. EXPLAIN THE STEP ONE PROGRAM.**

**3. DESCRIBE THE PEER EDUCATION PROGRAM, IN YOUR OWN WORDS.**

**4. IF YOU WERE INTERESTED IN BEING A PART OF A PEER EDUCATION TEAM, HOW DO YOU FIND OUT MORE?**

**5. HOW MANY STATE OFFICERS DO IOWA FCCLA CURRENTLY HAVE? (STATE EXECUTIVE COUNCIL)**

**6. NAME EACH OFFICER AND THEIR HIGH SCHOOL.**