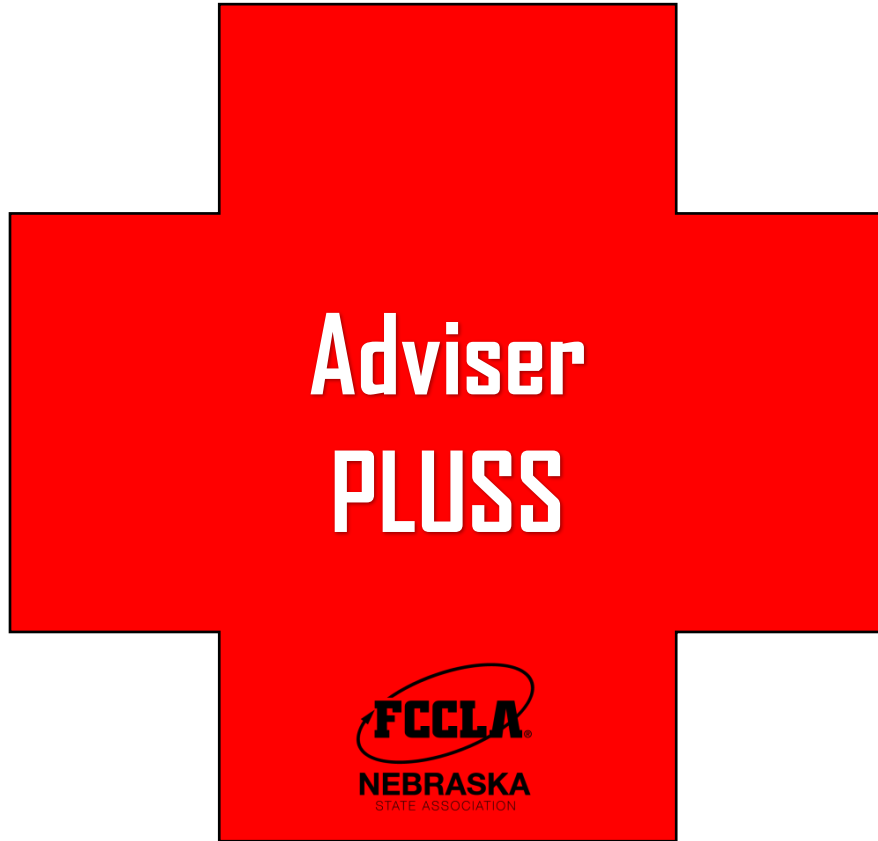


# Nebraska FCCLA



**Professional Learning Using  
Supervision and Service**

## Table of Contents

Welcome Letter .....	3
Program Introduction .....	4
Action Plan.....	5
Application .....	11
FCCLA Guide Report Form .....	12
New Adviser Report Form.....	13



Nebraska Association  
301 Centennial Mall South • P.O. Box 94987 •  
Lincoln, NE 68509-4987  
Phone (402) 471-4814

Congratulations! You are entering an adventure unlike any other. Whether this is your first experience in FCCLA or you have been an adviser for many years, I am confident this will be an opportunity to help you grow personally and professionally. Your participation shows your commitment to your professional development.

The format for the program is based on a mutual partnership of two individuals.

### *FCCLA GUIDE*

FCCLA Adviser with 5+ years of experience who wants to strengthen Nebraska FCCLA by supporting new advisers.



### *NEW ADVISER*

FCCLA Adviser with less than 3 years of experience who wants to gradually build an FCCLA program and knowledge and receive support while doing so.

I hope that through this program, you not only feel like a more confident adviser but you are exposed to additional opportunities for your students to excel in the organization. By pairing with another adviser, my hope is that you will help each other grow. Throughout this year, please share your expertise, ask questions, share resources, and have fun together.

Nebraska FCCLA has put together the plans that follow to assist you on your journey this year. This is truly a situation where you will get out what you put in. If you make the most of the materials and suggestions provided henceforth, I am confident you and your members will benefit.

Moving forward, if you have suggestions for improvement, please feel free to share them with us as we continue to build better advisers and stronger members. If there is anything that I can do to assist you along the way, whatever your role in the organization may be, please do not hesitate to reach out.

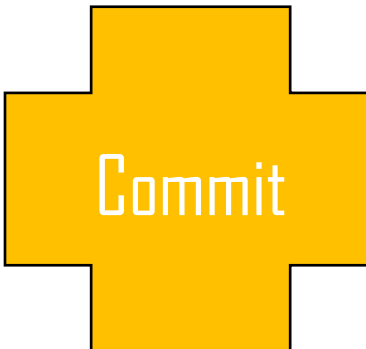
Yours in FCCLA service,

Kristin Vest  
State Adviser

# Adviser Professional Learning Using Supervision and Service

## You Benefit...

- Professional growth
- Comradery
- Letter to your administrator
- Resources to benefit your local chapter
- Personal support



## Collaborate...

- Required, joint training at NCE Conference in June
- Meet with partner throughout the year for additional support

## Sign up today...

- Complete application indicating:
  - What do you hope to gain from being a part of Adviser PLUS?
  - Why would you be a good participant for the program?
  - How will you ensure you are an active part of the program?

## What you need to do...

- Actively communicate (at least monthly) via email, phone, or in person
- Report progress by January 15 and May 15 using the online report form
- Commitment is for one year with the opportunity to re-enroll

## Contact ...

- State Adviser: Kristin Vest  
kristin.vest@nebraska.gov or  
402-471-4814

## Adviser Action Plan Opportunities

The purpose of this plan is to provide new or less experienced FCCLA advisers with a guide for a basic FCCLA chapter that supports Family and Consumer Sciences classes. Experienced advisers understand that a beginning FACS teacher or one not familiar with FCCLA may be overwhelmed with the wide variety of programs and opportunities available and want to help.

This plan will serve as a beginning step to promote greater involvement as the adviser and chapter gain experience. The activities contained in this action plan are set up to guide FCCLA advisers through best practices to ensure success. Working with your students and an FCCLA mentor is the best way to tailor activities to your local chapter's needs.

As you view this plan, you will see that each activity has its own code, depending on the category in which it falls.

- Competitive Events: skill demonstration events or STAR Events
- Programs: involvement in National Programs, State Peer Education initiatives
- Chapter Management: ensuring smooth chapter operations, financial viability, and a balanced program of work
- Leadership Development: encouraging leadership positions at the local, district, state, and national levels; providing opportunities for students to take leadership roles; participating in leadership development activities
- Service: involvement in the National Outreach Project, State CTSD project, FCCLA Serves event, Leadership Service in Action, and community service

Working with your FCCLA Guide, choose activities in each category that will benefit your chapter as well as challenge you as an adviser without making you feel overwhelmed.

Target Date	Category	Activity/Action	Resources
August 1	Chapter Management	If you have not already, sign up for the FCCLA Listserv.	Contact the State Adviser to sign up
August 1	Chapter Management and Leadership Development	Contact your District Adviser and District STAR Coordinator in order to get information about District specific events.	Find each District's contact information in the <i>Red Handbook</i> located on the Nebraska FCCLA website
August 1	Chapter Management	Print the New Adviser Handbook from National FCCLA.	
August 15	Leadership Development	Select/elect chapter officers, if there is no leadership already in place. A good starting point is two officers per FACS class to be a part of the leadership team. These officers can lead the class in planning and implementing all future FCCLA activities may plan a creative membership campaign to gain members and collect FCCLA dues.	Check for chapter bylaws that may outline a selection/election process.  For further ideas talk with a variety of advisers
August 20	Leadership Development	Register students for Fall Leadership Workshop through online system.	Contact State Adviser with log-in questions
September 1	Leadership Development	Encourage experienced members in your chapter to begin working on the FCCLA State Degree program.	Visit the Nebraska FCCLA website "Programs -

			State Degree”
September 1	Chapter Management	Have chapter officers speak to FACS classes to personally invite members to join the organization.	Prep officers with questions and responses and plan follow-up with students.
September 1	Chapter Management	Hold a chapter recruitment event to welcome current members and recruit potential members.	Recruitment Ideas on National FCCLA website under “Membership”
September 10	Leadership Development	Speak with chapter leaders to determine if they or any other members are interested in running for leadership at the State Officer or State Peer Officer Team levels.	State Officer Team applications are due to District Advisers by the date set and State Peer Officer applications are due December 15.
September	Leadership Development	Attend the Fall Leadership Conference at one of two locations across the state.	Check the Nebraska FCCLA website under “Meetings” for more information
September	Competitive Events	Identify course standards that align with STAR Events. Choose a STAR Event for each course that can be integrated into the classroom. Students in FCCLA may opt to continue on to competition. Students not in FCCLA can still utilize FCCLA materials as long as an affiliated chapter is present at the school.	STAR Event alignment diagrams  Nebraska FACS course standards
October	Chapter Development	Attend District Leadership Conference.	Communicate with District Adviser to determine date and location.
October	Competitive Events	Introduce STAR Event opportunities to students including State only and online only events.  Assist students and supply them with rubrics and materials needed to successfully complete their project. Students must compete at the District level and advance in order to compete at the State level.	Nebraska and National Competitive Events Handbooks  National FCCLA YouTube channel which features examples of students participating in STAR Event competitions
October	Programs	Working with classroom students, identify a National Program and/or Leadership Service in Action project that aligns with course standards.	National Program alignment diagrams  Nebraska FACS course standards
October 15	Chapter Management	Affiliate <i>at least</i> 12 members and one adviser with the National and State Associations. Affiliating a minimum chapter by November 1 assures that your chapter receives a full year’s benefits of services and information. Additional members can be added as the	National FCCLA website  Contact State Adviser with membership or affiliation questions or concerns

		year progresses until May 31.	
Anytime between November 1 and February 15	Service and Programs	<p>Assist each class in planning a curriculum related Leadership Service in Action service learning project. (Ex: Students in Child Development plan and implement developmentally appropriate activities for a community child care event.)</p> <p>Begin completing the National FCCLA and/or Nebraska FCCLA Program Award applications due March 1. These applications are found on the respective websites.</p>	National FCCLA website
Anytime between November 1 and February 15	Leadership Development	<p>Utilize Power of One programs for goal setting within courses. Of the 5 units, many can be implemented while learning course objectives and empowering students to make a difference in their own lives.</p> <p>Students that complete all 5 units should complete the application for recognition that takes place at the State and National level.</p>	Power of One section of National FCCLA website (under "Programs")
November 1	Service	Identify opportunities around the holidays to meet needs of those in your community. This is a great opportunity to address food insecurity or even food safety knowledge. If available, consider working with other CTSD groups within your school to divide work and multiply benefits.	<p>Feed Nebraska</p> <p>Lead 2 Feed National Outreach Project</p>
November 10	Competitive Events	Connect with your District STAR Coordinator to learn details of District STAR Competition including the date, location, any fees, how to register, and finding judges.	Find each District's contact information in the <i>Red Handbook</i>
November 20	Leadership Development	Ensure that any student interested in applying for SPOT has completed the application. These are due to the State Adviser by December 15.	
December 20	Leadership Development and Programs	<p>Begin making plans to attend the SPOT Peer Education Conference held in Kearney. This event takes place on the last Monday in February. Registration generally opens by the end of December and will close mid-February.</p> <p>There is also an optional Pre-Conference session held on Sunday night that is organized by the State Officer Team. This is a separate event but provides a chance to engage students the night before the Peer Education Conference.</p>	Visit the Nebraska FCCLA website under "Meetings" for registration and more information.
January 1	Programs	Begin filling out a National Program Award application by printing questions for which students are to respond.	National affiliation system
January 15	Chapter Management	Affiliate remaining members in FCCLA. Students who participate in programs, competitive events, district events, and serve in leadership roles should be affiliated at all levels.	National affiliation system

January 15	Chapter Management	Complete Nebraska Chapter Award  Chapter officers and other leaders in the local chapter should work on this application.	Due March 1
January 15	Leadership Development	Share opportunities and offerings of State Leadership Conference with students to determine possible interest in attending. A wide variety of students are encouraged to attend as there are multiple activities for all students to participate in.  Continue to follow up with students and ensure that registration is submitted by March 1. Payment is due March 17.  Advisers should definitely attend as well as any competitors in STAR Events, those who have worked for recognition, as well as those who have or will be taking leadership roles next year. Select a District Officer before the conference as they will attend a special training session at SLC.	Conference Release available on the Nebraska FCCLA website
January 15		Complete Mid-Year Report Form and submit to State Adviser	
January	Chapter Management and Leadership Development	Begin making plans with chapter leaders to celebrate FCCLA Week which is held the second full week of February. Promote the activities of FCCLA, the value of the members, and thankfulness for support from the school.	Resources for FCCLA Week can be found on the National Website.
February	Chapter Management	Identify any fundraising needs for State Leadership Conference, final projects for this year, as well as financing activities for next school year. Fundraising often slows down at this time so you may be able to have more of a receptive customer base for your event or sales.	
February 1	Leadership Development	Look for any additional recognition opportunities for which you, your chapter, and/or members qualify for. Qualifications can be found on each website.	See Nebraska specific award opportunities on the Nebraska FCCLA website under "Programs," "Members," and "Advisers". National opportunities can be found throughout their website.
February 15	Chapter Management	Submit State Leadership Conference registration, STAR Events registration, and hotel reservations if attending the State Leadership Conference.	
February	Leadership	Attend the SPOT Peer Education Conference held in	Visit the Nebraska FCCLA



	Development and Programs	Kearney. This event takes place on the last Monday in February.  There is also an optional Pre-Conference session held on Sunday night that is organized by the State Officer Team.	website under "Meetings" for registration.
March 15	Chapter Management	Finalize plans for State Leadership Conference and ensure students understand the schedule and their responsibilities.	Utilize the conference At-a-Glance and draft program.
April (dates vary by year)	Leadership Development	Attend the State Leadership Conference. The dates of this conference are posted annually. If this plan has been utilized, your chapter may receive multiple awards. In addition, there are lots of opportunities for youth sessions, industry tours, and service projects in addition to the state STAR Events competition.	Registration system and information is posted on the Nebraska FCCLA website under "Meetings"
April	Chapter Management	Work within guidelines of the chapter to select/elect officers who will serve for the next school year. This is most convenient for those interested in planning events for the next school year over the summer. This is also a great time to have officers begin working on plans and develop leadership skills which will serve them in the coming school year.	Contact FCCLA listserv to seek out examples of other chapters ideas if no process is in place.
May	Chapter Management	Host end of year recognition for members and chapter as well as community members who contribute to chapter success. Install new chapter officers.	
May 15		Complete Mid-Year Report Form and submit to State Adviser	
June 1 (summer)	Leadership Development;	Work with chapter officers for a day-long summer brainstorming session to create a basic plan for the chapter to follow in the coming school year.  Brainstorm to create your chapter's framework for the coming year. Be sure to leave the planning of specific projects for members and classes to do rather than just the officers.	Various FCCLA materials available from a variety of FCCLA advisers.  Leadership development activities available online and through a variety of authors.
August 1 (prior to start of school year)	Chapter Management	Spend some time reviewing the <i>FCCLA: The Handbook to Ultimate Leadership</i> . This will provide some great tools to use as your chapter becomes more active in FCCLA.	

## Nebraska FCCLA Adviser PLUSS Program FCCLA Guide/New Adviser Application

\_\_\_\_\_ I am a new or inexperienced FCCLA adviser. I would like to have an FCCLA Guide!

\_\_\_\_\_ I am an experienced FCCLA adviser. I would be interested in serving as an FCCLA Guide to a New Adviser.

Name \_\_\_\_\_ School \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email address \_\_\_\_\_ Grades Taught \_\_\_\_\_

Is there an adviser that you would wish to be paired with? If so, please indicate that adviser's name and school.

\_\_\_\_\_

What do you hope to gain from being a part of Adviser PLUSS?

Why would you be a good participant for the program?

How will you ensure you are an active part of the program?

By submitting this application, I agree to the following:

- Complete a joint training and introduction session at NCE Conference
- Connect with my FCCLA Guide/New Adviser at least once a month via email, phone call, and/or face-to-face contact
- Visit my FCCLA Guide/New Adviser classroom and/or FCCLA event or meeting
- Assist my FCCLA Guide/New Adviser by sharing ideas, resources, and information.

**Questions or suggestions? Please contact the Nebraska FCCLA State Adviser**

Kristin Vest  
301 Centennial Mall S  
Lincoln, NE 68509

402-471-4814  
[kristin.vest@nebraska.gov](mailto:kristin.vest@nebraska.gov)

# Nebraska FCCLA Adviser PLUSS Program Report Form for FCCLA Guide

\_\_\_\_\_ Mid-Year Report (Due January 15)

\_\_\_\_\_ Year-End Report (Due May 15)

Name \_\_\_\_\_ New Adviser \_\_\_\_\_

The following activities are ones in which I provided guidance, resources, and/or time to help my New Adviser succeed.

The following are areas in which my New Adviser excelled.

The following are areas in which my New Adviser will continue to need additional guidance.

I \_\_\_\_\_ AM \_\_\_\_\_ AM NOT interested in continued mentorship through the Nebraska FCCLA Adviser PLUSS Program (not eligible after three year's experience for New Adviser).

# Nebraska FCCLA Adviser PLUS Program Report Form for New Adviser

\_\_\_\_\_ Mid-Year Report (Due January 15)

\_\_\_\_\_ Year-End Report (Due May 15)

Name \_\_\_\_\_ FCCLA Guide \_\_\_\_\_

The following activities are ones in which I received guidance, resources, and/or time from my FCCLA Guide.

The following are areas in which I excelled.

The following are areas in which my I will continue to need additional guidance and growth.

I \_\_\_\_\_ AM \_\_\_\_\_ AM NOT interested in continued mentorship through the Nebraska FCCLA Adviser PLUS Program (not eligible after three year's experience for New Adviser).