



INTRODUCTION

As a member of Family, Career and Community Leaders of America, Inc., you will have the opportunity to become involved in many different activities. Since all members are encouraged to be active in their organization, it is important for you to know about local, state, and national projects.

FOCUS ASSIGNMENTS

FOCUS ASSIGNMENTS	
1.	Read the Student Supplement, "Leadership." As you read, think about what leadership means to you.
2.	Write a paragraph of five or more sentences defining and describing a leader. Give three unique characteristics of a leader you admire.
	 
	<p>Reading Writing</p>

UNIT OBJECTIVE

After completing this unit, you will show the following competencies by mastering the activities on the Assignment Sheets and by scoring at least 85% on the Written Test.

SPECIFIC OBJECTIVES

1. Match FCCLA local officers with their suggested duties.
2. Match FCCLA committees to their functions.
3. Select the primary purposes of committees.
4. Identify common types of committees and their lengths of service.
5. Arrange in order steps in setting up committees.
6. Identify types of state officers.
7. Identify types of National Executive Council officers.
8. Investigate national FCCLA STAR Events. (Assignment Sheet 1)
9. Identify types of FCCLA meetings.
10. Arrange in order steps to use in the FCCLA planning process.

11. Participate in an FCCLA initiation ceremony. (Assignment Sheet 2)
12. Participate in FCCLA opening and closing ceremonies. (Assignment Sheet 3)
13. Participate in an FCCLA installation ceremony. (Assignment Sheet 4)
14. Use the FCCLA planning process. (Assignment Sheet 5)

OBJECTIVE 1

Required Activities/
Resources
— Discussion
— Display

Optional Activities/
Resources in Instructor's
Guide

Match FCCLA local officers with their suggested duties.



Local FCCLA officers will discuss their duties.



Your instructor will display chapter by-laws.

WORDS YOU SHOULD KNOW	
agenda	organized listing of the order of business of a meeting
bylaws	document that includes rules that help to keep the local chapter running smoothly
committee	chosen group of members with specified responsibilities
ex-officio	from the office or by virtue of the office
executive council	standing committee that acts to expedite planning; usually consists of current officers
parliamentary procedure	set of rules for conducting a meeting in an organized and efficient manner

The following offices are standard in most FCCLA chapters. Offices may be added, deleted, or modified to best serve the needs of the local chapter.

President

- Presides over chapter and executive council meetings, using a carefully prepared agenda and parliamentary procedure
- Serves as ex-officio member on all committees
- Appoints special committees as needed
- Provides leadership to expedite chapter, state, and national projects



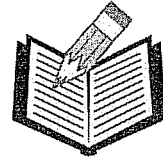
✓ **NOTE:** The terms *chairperson* and *chairwoman* are sometimes used. According to the National Association of Parliamentarians, however, the terms *chairman* and *madame chairman* will continue to be used to designate the person who is the chair.

Vice-president

- Assists the president in all duties
- Succeeds and assumes duties and responsibilities in absence of the president
- Serves as chairman of the program/project committee

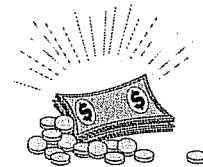
Secretary

- Keeps an accurate account of all chapter and executive council meetings
- Maintains membership lists and attendance records
- Takes care of all official correspondence for the chapter
- Reads important communications at chapter meetings
- Serves as chairman of the membership and correspondence committees
- Prepares and reads the minutes for all chapter meetings
- Counts and records all votes



Treasurer

- Keeps an accurate account of all financial transactions
- Reports the financial status at meetings
- Serves as chairman of the finance (ways and means) committee



Parliamentarian

- Rules on points in question concerning parliamentary procedure
- Assists in conducting meetings in a business-like way
- Serves as chairman of constitution (bylaws) committee

Historian

- Keeps a record book, including pictures and other materials of historic importance to the organization
- Serves as chairman of the records and materials committee



Reporter

- Writes news articles and supplies pictures for the school paper, local newspaper, TV and radio stations, and publications of the state and national organizations
- Makes sure that copies of the *FCCLA Newsletter* and *Teen Times* are available for members to read and suggests ways to use them effectively
- Serves as chairman of the public relations committee



Music and recreation leader

- Provides recreation for all chapter meetings
- Has songs and ice-breakers ready before each meeting
- Serves as chairman of the music and recreation and/or social committee(s)

Chaplain

- Provides devotional for all meetings
- Assists the music and recreation leader

OBJECTIVE 2

Required Activities/
Resources
— Discussion

Optional Activities/
Resources in Instructor's
Guide

Match FCCLA committees to their functions.



Discuss committees on which you would like to serve.



WORDS YOU SHOULD KNOW

ad hoc

for a specific purpose or for a special case only

✓ **NOTE:** These are basic standing committees. Special or ad hoc committees may be appointed to meet special needs.

- **Constitution (bylaws) committee** — Reviews the constitution and/or bylaws annually to determine alliance with state or national bylaws and to decide if there are any additions or changes necessary
- **Correspondence committee** — Writes invitations and thank-you letters to program participants and guests; helps the secretary, when necessary, with chapter business correspondence

- **Finance (ways and means) committee** — Proposes money-making ideas to cover project, activity, and affiliation costs; prepares a budget for the chapter
- **Hospitality committee** — Makes arrangements for meetings and greets guests and members; plans the entertainment segment of chapter meetings and special events when called upon by the program committee 
- **Membership committee** — Develops a plan to increase and maintain local chapter membership
- **Music committee** — Provides or plans for instrumental and vocal music for chapter meetings and special events; makes plans for group singing
- **Nominating/election committee** — Selects a slate of officer candidates; organizes voting procedures and materials 
- **Program/project committee** — Prepares a calendar of events, yearbook, and other devices to inform members of the chapter's plans for the year
- **Public relations committee** — Interprets FCCLA and the family and consumer sciences program to others in the school and community
- **Records and materials committee** — Keeps materials and references of the chapter up to date, properly organized, and in good condition so members can easily use them; helps the secretary, when requested, with chapter files; assists the historian in keeping historical records of the chapter

OBJECTIVE 3

Required Activities/
Resources
— Discussion

Optional Activities/
Resources in Instructor's
Guide

Select from a list the primary purposes of committees.



FCCLA chapter members will discuss committees.

- To allow more students to become actively involved in chapter activities
- To distribute work load equally
- To gather information
- To provide the chapter with information
- To make recommendations to chapter members
- To take action if needed

OBJECTIVE 4

Optional Activities/
Resources in Instructor's
Guide

Identify common types of committees and their lengths of service.

- **Special** — appointed as needed for specific activities. The committee is not active after specific activity is completed.

EXAMPLE: Scrapbook, banquet, special events

- **Standing** — appointed for a semester or the entire year. The committee takes care of on-going chapter work or activities.

EXAMPLE: Membership, program, finance, social, service, safety

OBJECTIVE 5

Optional Activities/
Resources in Instructor's
Guide

Arrange in order steps in setting up committees.

1. The executive council (chapter officers) decides which committees are needed.
2. Committee chairs are appointed by the president, elected, or may volunteer. In many chapters, an elected officer will serve as committee chair.
3. The officers make staffing assignments.

✓ **NOTE:** Every chapter member should serve on at least one committee.

OBJECTIVE 6

Required Activities/
Resources
— Student Supplement

Optional Activities/
Resources in Instructor's
Guide

Identify types of state officers.



Your instructor will provide information on state officers.

- President
- Vice-presidents (one from each region)
- Secretary
- Occupational vice-presidents

✓ **NOTE:** Occupational vice-presidents represent Food Services, Child Care, and Clothing.

OBJECTIVE 7

Optional Activities/
Resources in Instructor's
Guide

Identify types of National Executive Council officers.

✓ **NOTE:** The national organization shall have ten elected officers. Six of the national officers shall be elected at large; four of the national officers shall be elected by their respective regions. Such officers shall be members of the National Executive Council. The designation of each National Executive Council member's office shall be determined by the incoming National Executive Council.

The national officers are:

- President
- First vice-president
- Vice-president of Community Service
- Vice-president of Finance
- Vice-president of Individual Programs
- Vice-president of Membership
- Vice-president of Parliamentary Law
- Vice-president of Peer Education
- Vice-president of Public Relations
- Vice-president of STAR Events

OBJECTIVE 8

Optional Activities/
Resources in Instructor's
Guide

Complete Assignment Sheet 1.

OBJECTIVE 9

Required Activities/
Resources
— Discussion

Optional Activities/
Resources in Instructor's
Guide

Identify types of FCCLA meetings.



Discuss the types of meetings you could attend.

- National leadership meeting
- State convention
- District meeting
- Local meeting

OBJECTIVE 10

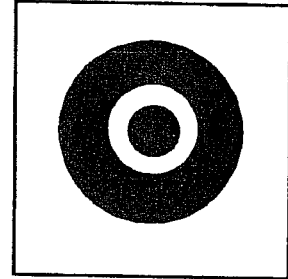
Optional Activities/
Resources in Instructor's
Guide

Arrange in order steps to use in the FCCLA planning process.

✓ **NOTE:** "Learning by doing" is a well-known phrase which describes family and consumer sciences and FCCLA. People learn faster and better when they are actively involved in their work. FCCLA provides the opportunity for members to further classroom learning by selecting project activities. By working together, the class or chapter can identify and act upon concerns about individual, family, and community life. Planning is essential to develop and fulfill a program of work. The steps to follow in using the FCCLA planning process include the following:

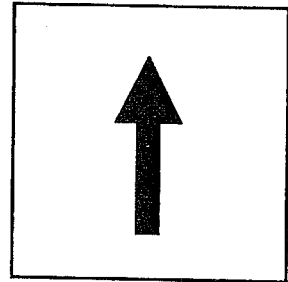
1. Identify concerns.

- Brainstorm concerns.
- Evaluate concerns.
- Choose one workable concern or idea.



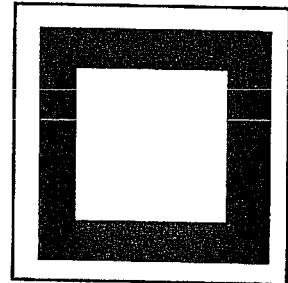
2. Set a goal.

- Have a clear mental picture of what you want to accomplish.
- Write it down.
- Evaluate it.



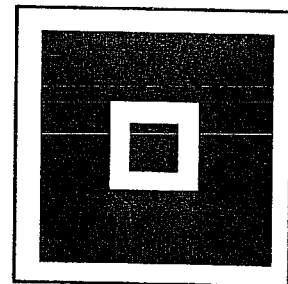
3. Form a plan.

- Decide who, what, where, when, how, and why.



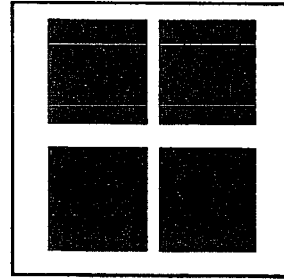
4. Act.

- Carry out the project.



5. Follow up.

- Evaluate the project.
- Thank everyone involved.
- Recognize the participants.



OBJECTIVE 11

Optional Activities/
Resources in Instructor's
Guide

Complete Assignment Sheet 2.

OBJECTIVE 12

Optional Activities/
Resources in Instructor's
Guide

Complete Assignment Sheet 3.

OBJECTIVE 13

Optional Activities/
Resources in Instructor's
Guide

Complete Assignment Sheet 4.

OBJECTIVE 14

Optional Activities/
Resources in Instructor's
Guide

Complete Assignment Sheet 5.

Name _____ Score _____

OBJECTIVE 8

Investigate national FCCLA STAR Events.

BASIC SKILLS



Reading



Critical Thinking

INTRODUCTION

Entering STAR Events will not only help you develop personal skills, but it will also contribute to your chapter's pride.

EQUIPMENT AND SUPPLIES

- Pen or pencil
- FCCLA publications
- Internet

✓ **NOTE:** The FCCLA web site can be found at <<http://www.fcclainc.org>>.

INSTRUCTIONS

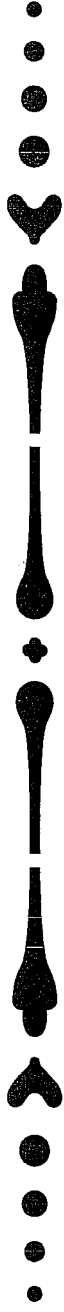
Using the Internet or published materials, research STAR Events.

1. What are STAR Events?

2. How can participation in a STAR Event help you?



3. List and briefly describe current STAR Events.



Name _____ Score _____

OBJECTIVE 11

Participate in an FCCLA initiation ceremony.

BASIC SKILLS



Reading



Oral Communication

INTRODUCTION

Being initiated into full membership is one of the highlights of chapter activities.

EQUIPMENT AND SUPPLIES

- Pencil or pen
- Paper

INSTRUCTIONS

Initiation ceremonies are conducted to accept candidates into membership.

Part 1

Write the name of your chapter in the blanks provided.

OFFICIAL INITIATION CEREMONY

President: "This meeting of the _____ Chapter of FCCLA is in session to initiate new members. It is my pleasure and privilege to present to the chapter these candidates who desire to become members of our organization."

Vice-president: "As members you will assume responsibility for helping plan and carry out chapter programs and activities. We recognize how we live and work together today influences who and what we become tomorrow."

President: "Officers, will you please remind us of the eight purposes of this organization." Each officer in turn moves forward, lights one white candle from the red candle and states one of the eight purposes.

Optional: One officer may be selected to light all the candles as the president states each purpose. If lighted candles are not permitted, electric lights, single-stem roses, or some other adaptation may be used.

President: "As chapter members, are you willing to devote time and effort to the purposes stated by the officers?" (Members answer "I am.") "To fulfill the requirements for membership, you must have been or are now enrolled in a family and consumer sciences class, and you must have paid your membership for the current year." (Turns to treasurer.) "Are these candidates eligible for membership?"

Treasurer: "The record is complete for each candidate."

President: "As FCCLA members, you are entitled to wear the emblem of our organization. It should remind you of our eight purposes and our mission, which is to promote personal growth and leadership development through family and consumer sciences education.

"The pin is made up of the FCCLA emblem and a guard that indicates type of membership. The pin should be worn over your heart."

Secretary: "Will each candidate please come forward as your name is called."

Treasurer: Gives pin or other symbol to the president who pins it on or gives it to each candidate. If the group is large, officers may assist the president.

President: "It is my privilege to welcome you as members of the _____ Chapter of FCCLA." Other comments may be added. The president closes the initiation with the Creed.

ALTERNATIVE INITIATION CEREMONY

President: "It is my pleasure to present to the chapter these candidates who desire to become members of this organization." (Turns to candidates.) "As FCCLA members, are you willing to devote time and effort to our purposes and activities?"

Members: "I am."

President: "May the pin you wear serve as a reminder of your responsibilities as a member of this chapter. Let us repeat our Creed."

Part 2

1. Write a short paper (one paragraph to one page) on your experience of attending the initiation ceremony.
2. If you have attended other types of FCCLA ceremonies, compare your prior experiences with this initiation ceremony.

Name _____ Score _____

OBJECTIVE 12

Participate in FCCLA opening and closing ceremonies.

BASIC SKILLS



Reading



Oral
Communication

INTRODUCTION

Opening and closing ceremonies are important in establishing the dignity of FCCLA meetings.

EQUIPMENT
AND SUPPLIES

- Pen or pencil
- Paper

INSTRUCTIONS

Opening and closing ceremonies are used to provide structure and formality to FCCLA meetings.

Part 1

Memorize the parts that pertain to you and practice them as directed by your adviser. Write the name of your chapter in the blanks provided.

OFFICIAL OPENING CEREMONY

President: Gives a rap with the gavel signaling the officers and members to stand and says, "We are members of 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 vocational preparation."



Members: "As we work toward the accomplishment of our goals, we learn cooperation, take responsibility, develop leadership and give service."

President: "The _____ Chapter of Family, Career and Community Leaders of America is now in session. You may be seated."

BRIEF OPENING CEREMONY

The following is a short alternative opening ceremony.

President: Gives a rap with the gavel signaling the officers and members to stand and says: "We are members of Family, Career and Community Leaders of America. Our mission is 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, creative and critical thinking, interpersonal communication, practical knowledge and vocational preparation. The _____ Chapter of Family, Career and Community Leaders of America is now in session. You may be seated."

OFFICIAL CLOSING CEREMONY

President: Gives a rap with the gavel as a signal to stand. "FCCLA members, we are challenged to accept the responsibility of making decisions that affect our lives today and the world tomorrow. Let us repeat our Creed."

Members: (repeat Creed)

President: "The _____ Chapter of Family, Career and Community Leaders of America is now adjourned."

BRIEF CLOSING CEREMONY

The following is a short alternative closing ceremony.

President: "Members, please stand. FCCLA members are challenged to make a difference in the world by making decisions daily to assume responsibilities in their personal growth, family life, community involvement and vocational preparation. This meeting of



Family, Career and Community Leaders
of America is now adjourned.”

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.

Part 2

1. Write a short paper (one paragraph to one page) on
your experience while attending the opening and
closing ceremonies.
2. If you have attended other types of FCCLA ceremonies,
compare your previous experiences with these opening
and closing ceremonies.



Name _____ Score _____

OBJECTIVE 13

Participate in an FCCLA installation ceremony.

BASIC SKILLS



Reading



Oral Communication

INSTRUCTIONS

Being installed as an officer of your chapter is an unforgettable experience.

EQUIPMENT AND SUPPLIES

- Pen or pencil
- Paper

INSTRUCTIONS

Installation ceremonies are used to install new officers and to explain their duties and responsibilities.

Part 1

Your instructor will set up a mock FCCLA meeting and you will participate in this activity. Write the name of your chapter in the blanks provided.

President: Lights a red candle as the other lights are dimmed. "This candlelight represents the light of family and consumer sciences education as it radiates throughout the world. It is the light of our ideals, our purposes — for we know as FCCLA members, we have an opportunity to strengthen individual family and community life."

The remaining outgoing officers each take a turn lighting a white candle and reciting one of the eight FCCLA purposes.

Officer: Lights the first candle from the red candle. "This candle symbolizes our first purpose — to provide opportunities for personal development and preparation for adult life."



- Officer:** Lights alternating candle from the red candle, as do each of the following officers in turn. "This candle symbolizes our second purpose — to strengthen the function of the family as a basic unit of society."
- Officer:** "This candle symbolizes our third purpose — to encourage democracy through cooperative action in the home and community."
- Officer:** "This candle symbolizes our fourth purpose — to encourage individual and group involvement in helping achieve global cooperation and harmony."
- Officer:** "This candle symbolizes our fifth purpose — to promote greater understanding between youth and adults."
- Officer:** "This candle symbolizes our sixth purpose — to provide opportunities for making decisions and for assuming responsibilities."
- Officer:** "This candle symbolizes our seventh purpose — to prepare for the multiple roles of men and women in today's society."
- Officer:** "This candle symbolizes our eighth purpose — to promote family and consumer sciences, family and consumer sciences careers, and related occupations."
- President:** "At this time, we would like to focus our attention on leadership. Good leaders are special people; they view the situation, recognize the need and encourage the necessary action. They understand the importance of teamwork and cooperation and the fulfillment of responsibilities."
- Vice-president:** "Each year symbolizes one more step in the process of individual growth. The installation of newly elected officers is both a joyful and solemn occasion. We congratulate them and look forward to their new vision."
- President:** "The following officers have been elected to serve this chapter for the coming year."
(Reads officers' names and their respective offices) "As incoming officers, the highest honors of the organization are being bestowed on you. Our chapter has faith and confidence in your ability to lead the organization forward. The pledge of your office signifies your willingness to do this. Please repeat after me."



All repeat: "I will, to the best of my ability faithfully perform all the duties of the office to which I have been elected."

President: "You have heard the pledge your officers have made. It is important that you support them in the performance of their duties."

"Will each officer-elect please step forward as I call your office and name. President, _____ . The office of president is one of great responsibility. You will want to be firm, impartial, considerate, and a friend to all members. As this chapter's incoming president, are you familiar with your duties?"

President-elect: "Yes, I am."

As officers-elect are called, they step forward and accept their offices. If time permits, they may also tell what FCCLA means to them personally and what they hope to accomplish in the coming year.

President: "As outgoing officers, we ask you to remember that real leadership strength comes through cooperative efforts. We are confident the organization will continue to grow under the leadership these new officers will provide."

President: Hands gavel to president-elect. "By giving you this gavel, I now relinquish the presidency of the _____ Chapter of Family, Career, and Community Leaders of America."

New President: (May give a short speech or read appropriate prose or a poem.) "My hope is that this coming year will bring us close to the realization of our Creed in both thought and action. Will everyone please rise and join us in repeating our Creed."

Part 2

1. Write a short paper (one paragraph to one page) on your experience while attending the installation ceremony.
2. If you have attended other types of FCCLA ceremonies, compare your previous experiences with this installation ceremony.



Name _____ Score _____

OBJECTIVE 14

Use the FCCLA planning process.

BASIC SKILLS



Reading



Critical Thinking

INTRODUCTION

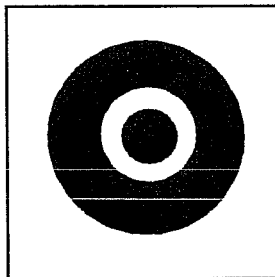
Knowing and using the planning process will help you not only in chapter work but also in other areas of your life.

EQUIPMENT AND SUPPLIES

- Pen or pencil
- Paper

INSTRUCTIONS

Using the steps for planning covered in objective 10, work in groups to plan a project related to class work. Describe how you used the steps in planning your project.



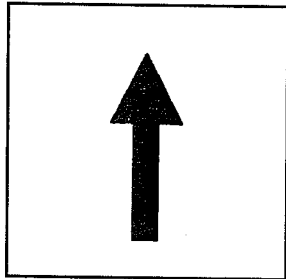
The circle symbol represents continuous flow of ideas; it has no beginning or end. It symbolizes zeroing in on one idea.

1. Identify concerns.

- Brainstorm with your group to get ideas or to state the activity or problem you want to tackle, if it has already been determined.
- Evaluate your list and reduce it to a workable idea or project that interests and concerns some or all of your group members.



- What is important to your group? What would you like to accomplish?

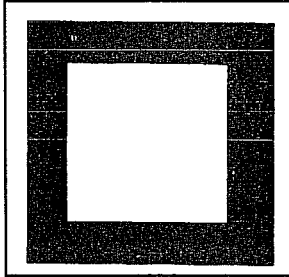


The arrow symbol represents the direction you will take and points toward the goal.

2. Set your goal.

- Get a clear mental picture of what you want to accomplish. Write this as your goal.
- Make sure your goal is one that can be achieved and evaluated; consider available resources.



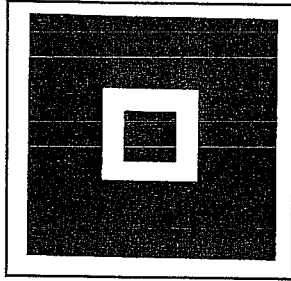


The square symbol stands for the meshing of your ideas.

3. Form a plan.

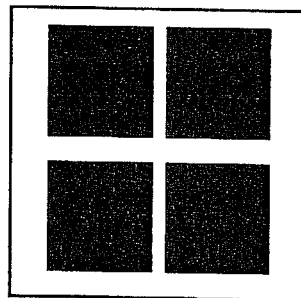
- Decide how your goal will be reached.
- Figure out the who, what, where, when, and how.
- List the abilities, skills, and knowledge required by you and your group.
- List other available resources, such as persons, places, publications, and funds.
- Make a workable timetable to track your progress.
- List possible barriers you might face and the need for alternate plans.
- Decide ways to recognize your accomplishments along the way.





4. Act.

- Carry out your group or individual plan.
- Use family and community members, advisers committees, task forces, and advisory groups when needed.



The broken squares symbol stands for looking at the project piece by piece. It also may be thought of as a window through which you view and evaluate your plan.

5. Follow up.

- Determine if your goal was met.
- List ways you could improve your project or planning for future references.
- Share and publicize your efforts with others.
- Since it may be some time before you can actually analyze what happened, use the space below to write what you think might happen.

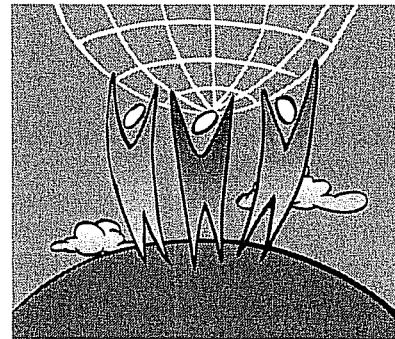


LEADERSHIP

People generally fall into two groups—those who create their future and those who let others create it for them. Leaders are undoubtedly in the first group.

Think of the leaders you know, and you will usually find something unique about them. Although there is no single model of a successful leader, all great leaders inspire people to follow. How a leader presents him- or herself through action and appearance, creates a model that others want to emulate.

Leaders are constantly trying to improve, grow, and expand. Most importantly, their growth has a direction. Leaders know where they are going—they have goals. A leader always keeps the big picture in sight, helps the group focus on which direction to go, and uses their energy to help support the goal. To be a true leader, you must have a sense of what is important, how you can contribute, and make a mark.



Leaders generate excitement, interest, and energy in others. They do this through effective communication. How a leader talks about a goal or idea will determine if others will want to follow. A successful leader draws out and promotes the values and ideas that are shared by the group he or she leads. Effective leaders make things happen. They know what ought to happen, plan a way to make it happen, and take steps to make it happen.