

Montana FCCLA 2011-2012 Study Guide



2011-2012 State Executive Council

District I: Tucker Vanden Bos (Valier, MT) State Vice President
District II: Leah Stout (Three Forks, MT) Competitive Events
District III: Taylor Warren (Hingham, MT) Parliamentary Law
District IV: Shannon Seleg (Forsyth, MT) State Treasurer
District V: Jalyn Walker (Plevna, MT) State President
District VI: Sierra Evans (Frenchtown, MT) Public Relations
District VII: Sydney Allard (St. Ignatius, MT) Community Service
District VIII: Michael Juel (Scobey, MT) Programs
District IX: Anna French (Hobson, MT) State Secretary
District X: Shae Bruursema (Reed Point, MT) Membership
District XI: Katie Morton (Ennis, MT) Development

National First Vice President: Ariana Lake (Ennis, MT)
National President: Kaylen Larson

State Adviser: Megan A. Vincent
State Executive Secretary: Connie Dempster
State Parent: Anne Juel
National Executive Director: Michael Benjamin

FCCLA 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.*

FCCLA Fast Facts

Motto: "Toward New
Horizons"

Flower: Red Rose
symbolizes a desire for
beauty in everyday living



Colors: red and white

Red: for strength,
courage & determination

White: for sincerity of
purpose & integrity of
action

The FCCLA Emblem

The emblem shows that FCCLA is a dynamic, active organization bound for the future. The dominant collegiate lettering articulates a focus on education and student leadership. The swooping arch embodies an active organization that moves toward new arenas.



National Publications

Teen Times, the official magazine of FCCLA, is published quarterly during the school year and distributed to affiliated members.

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of America Inc.
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Montana FCCLA State Staff

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Montana FCCLA Website

<http://www.mtfccla.org>

National FCCLA Website

<http://www.fcclainc.org>

Facebook Page

Montana Family,
Career, and
Community Leaders
of America

STAR Events (Students Taking Action with Recognition)

Events Include:

- ❖ *Advocacy**
- ❖ Applied Technology
- ❖ Career Investigation
- ❖ Chapter Service Project
- ❖ Chapter Showcase
- ❖ *Culinary Arts**
- ❖ *Early Childhood**
- ❖ *Entrepreneurship**
- ❖ Environmental Ambassador
- ❖ Fashion Construction
- ❖ *Fashion Design**
- ❖ Focus on Children
- ❖ Food Innovations
- ❖ *Hospitality, Tourism & Recreation**
- ❖ Illustrated Talk
- ❖ Interior Design
- ❖ *Interpersonal Communications**
- ❖ Job Interview
- ❖ *Leadership**
- ❖ Life Event Planning
- ❖ National Programs in Action
- ❖ Nutrition & Wellness
- ❖ Parliamentary Procedure
- ❖ *Promote & Publicize FCCLA!**
- ❖ Recycle & Redesign
- ❖ Teach & Train



**Not offered in Montana*

STAR Events are competitive events in which members are recognized for proficiency and achievement in chapter and individual projects, leadership skills, and career preparation. STAR Events offer individual skill development and application of learning through the following activities:

- cooperative – teams work to accomplish specific goals
- individualized – an individual member works alone to accomplish specific goals
- competitive – individual or team performance measured by an established set of criteria.

FCCLA Mission Statement

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 communications
- practical knowledge
- career preparation.

Career and Technical Student Organizations (CTSOs)

Business Professionals of America (BPA)
DECA – An Association of Marketing Students
Family, Career & Community Leaders of America (FCCLA)
Health Occupations Studies of America (HOSA)
The National FFA Organization (FFA)
SkillsUSA
Technology Student Association (TSA)

Talk of the State

The state newsletter is called *Talk of the State*. It is written and published by the current State Executive Council three times per year. It is available for viewing on the Montana FCCLA website. It highlights member accomplishments and describes upcoming events.

Competitive Events

Members can compete in five types of competitive events:

- FCCLA Contests
- STAR Events
- FACS Knowledge Bowl
- Digital Competitive Events
- Skill Demonstration Events



Alumni & Associates

Former members of FCCLA, Future Homemakers of America, and New Homemakers of America are encouraged to stay involved through this network of adults. Honorary FHA/HERO members, current and former Family and Consumer Sciences professionals, teachers, parents, school administrators, employers, and business and community leaders who support the mission and purposes of FCCLA are also encouraged to join.



www.fcclaalumni.org

Step 1 Webquest

Step 1 is a fast and fun way for old and new members to learn about FCCLA through an online “expedition.” The activity materials and certificates of completion can be found on the membership CD or the national website.

The Guide to Promoting FCCLA

This guide is a resource for members and advisers to assist in branding and promoting FCCLA. It can be accessed on the National FCCLA website or on the membership CD. It includes information on enhancing the image, awareness, and the understanding of FCCLA through public relations.

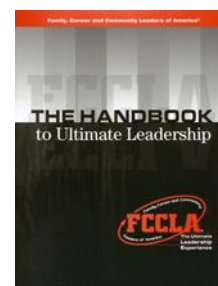
Adviser Recognition Program

Advisers can earn national recognition in one of the following categories:

- Years of Service
- Spirit of Advising
- Master Adviser
- Adviser Mentor
- Distinguished Service
- Integration of Core Academics

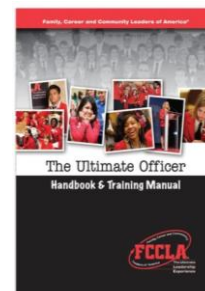
The Handbook to Ultimate Leadership

This chapter resource is a comprehensive guide to FCCLA – past & present – for anyone looking to start a new chapter or expand and improve their current chapter. It includes handouts, Power Points, and teaching materials.



The Ultimate Officer Handbook & Training Manual

The Ultimate Officer Handbook & Training Manual is full of activities and resources for the FCCLA leader. Use this manual as an instructional tool or textbook for teaching leadership in every Family and Consumer Sciences class.



REGIONS

Central Region: Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin

North Region: Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, West Virginia

Pacific Region: Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming

Southern Region: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, Virginia, Virgin Islands

FCCLA History & Facts

- The organization was founded in Chicago on June 11, 1945.
- STAR Events began in July 1983.
- The organization's first male national president was elected in July 1986.
- FHA/HERO was changed to FCCLA in 1999 in Boston, MA.
- FCCLA is sponsored by the U.S. Department of Education and the American Association of Family and Consumer Sciences.
- The FCCLA Tagline is "**The Ultimate Leadership Experience.**"
- The FCCLA Motto is "**Toward New Horizons.**"
- The state of Montana has **10 districts** and may have **up to 12 state officers** which may include 2 national officer candidates.
- FCCLA 2012 Week's Theme: "Raising the Bar"
February 5-11, 2012

2011-2012 State Outreach Project

Make-A-Wish Foundation of Montana



www.montana.wish.org

Future Meetings

Capitol Leadership

Oct 9 – Oct 12

Washington, DC

National Cluster Meetings

November 11-13

Denver, CO

Minneapolis, MN

November 18-20

Atlanta, GA

State Leadership Conference

March 25-27

Billings, MT

National Leadership Conference

July 8-12

Orlando, FL

The FCCLA Purposes

1. To provide opportunities for personal development and preparation for adult life.
2. To strengthen the function of the family as a basic unit of society.
3. To encourage democracy through cooperative action in the home and community.
4. To encourage individual and group involvement in helping achieve global cooperation and harmony.
5. To promote greater understanding between youth and adults.
6. To provide opportunities for making decisions and for assuming responsibilities.
7. To prepare for the multiple roles of men and woman in today's society.
8. To promote Family and Consumer Sciences education and related occupations.

FCCLA PROGRAMS



Career Connection is a national program that guides young people to link their options and skills for success in careers, families, and communities.



Leaders at Work is a unit within Career Connection that motivates students to prepare for career success and recognizes FCCLA members who create projects to strengthen leadership skills on the job.



Community Service is a national program that guides students to develop, plan, carry out, and evaluate projects that improve the quality of life in their communities.



Dynamic Leadership helps young people learn about leadership; recognize the lifelong benefits of leadership skills; practice leadership skills through FCCLA involvement; and become strong leader for families, careers, and communities. Dynamic Leadership interacts with other national programs.



FACTS—Families Acting for Community Traffic Safety is a national peer education program through which young people strive to save lives through sober driving, seat belt use, and safe driving habits.



Families First is a national peer education program through which youth gain a better understanding of how families work and learn skills to become strong family members. Its goals are to help youth become strong family members and leaders for today and tomorrow and strengthen the family as the basic unit of society.



Japanese Exchange selects FCCLA members for scholarship opportunities to travel to Japan for four to six weeks and live with a Japanese host family. The opportunity to experience the day-to-day life of another country and its people enhances students' awareness of international issues. The two sponsors of the Japanese Exchange program are the Kikkoman Corporation and Youth for Understanding.



Financial Fitness is a national peer education program that involves youth teaching other young people how to make, save, and spend money wisely.



Power of One is a national program that helps students find and use their personal power. Members set their own goals, work to achieve them, and enjoy the results.



STOP the Violence—Students Taking On Prevention is a national peer education program that empowers youth with attitudes, skills, and resources to recognize, report, and reduce youth violence.



Student Body is a national peer education program that helps young people learn to eat right, be fit, and make healthy choices.

The Planning Process

The **planning process** is a decision-making tool that supports the organization's overall philosophy about youth centered leadership and personal growth. It can be used to determine group action in a chapter or class or to plan individual projects.



Identify Concerns

The circle represents a continuous flow of ideas and has no beginning or end. As a **target**, it symbolizes zeroing in on the one idea around which you would like to build a project.

- Brainstorm concerns
- Evaluate listed concerns
- Narrow to one workable idea or concern



Set A Goal

The arrow stands for deciding which direction you will take. It **points** toward the goal or end result.

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



Form A Plan

The square represents the coming together of ideas - the who, what, where, when, and how of your plan.

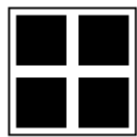
- Plan how to achieve goal
- Decide who, what, where, when, why, and how



Act

The different squares in this symbol represent the activities to be carried out to meet your goal. It represents acting on the plan.

- Carry out project



Follow Up

The broken squares suggest examining the project piece by piece. This symbol also represents a "window" through which to review and evaluate the plan.

- Evaluate project
- Thank people involved
- Recognize participants

Parliamentary Procedure



Parliamentary Procedure is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

The **four basic principles** of parliamentary law are:

- Courtesy and justice for all
- One item of business at a time
- The minority must be heard
- The majority must prevail

A **motion** is an idea brought before the group for discussion and decision. There are several classifications of motions and a variety of procedures related to them. The four basic types of motions are:

- Main motion
- Subsidiary motion
- Privileged motion
- Incidental motion

The **main motion** is used to get group approval for a new project or some other course of action. Use the following procedure: The member rises and addresses the chair.

- When recognized, the member begins the motion with these words: **“I move that...”** or **“I move to...”**

Never, under any circumstances, say, “I make a motion...”

- Following the motion, a second is needed to make sure at least one more member is interested. Members should say, **“I second the motion”** or **“Second.”** If no one seconds, the motion dies for a lack of a second.

Voting on a Motion:

The method of voting on any motion depends on the situation and the by-laws of policy of your organization. There are **five methods** used to vote by most organizations. They are:

- By Voice
- By Roll Call
- By General Consent
- By Division
- By Ballot



Gavel Usage:

- **1 Tap: Follows the announcement of adjournment, the completion of a business item, or is a message to the member to be seated following the opening ceremony.**
- **2 Taps: The signal for all members to stand in unison on the third tap.**
- **A series of sharp taps is used to restore order at a meeting. For instance, discussion may venture away from the main motion and attention needs to be brought back to the matter at hand; the chairperson should rap the gavel a number of times to get the group’s attention.**

Definitions

Acclamation: An oral, or voice, vote

Affirmation: “For” or “yes” vote

Adjourn: To end the meeting

Agenda: Order of business for the meeting

Amendment: A change in or addition to the main motion; amendments can also be amended once

Chair, Chairman, Chairperson: Person presiding at a meeting

Debate: Discussion for or against the motion

Division (Division of the House): When a member disagree with a voice vote and calls for a counted vote; does not require a second

Gavel: A tool for calling the meeting to order

General (or Unanimous) Consent: If there are no objections, passing a motion without debate or vote

Majority: Over half of the votes cast; sometimes called simple majority, which is 50 percent plus 1

Methods of Voting: *Voice vote:* aye and no, general consent; *Roll call:* raising hand or standing; *Ballot:* secret ballot, usually written or recorded by voting machine

Minority: The smaller number; less than 50 percent

Minutes: Written record of the meeting

Motion: An idea brought before the group for consideration

Parliamentarian: One who has knowledge of parliamentary procedure and is skilled in its practice

Pending: Has not been voted on; is still “on the floor”

Plurality: A larger vote than for any other candidate but not more than half the total votes cast; never elects unless a special rule has been made to that effect

Point of Information: To ask for clarification

Point of Order: To correct a breach of order or error in procedure

Postpone: Puts off a motion until some future time

Previous Question: A call to end discussion and vote on the pending motion; a second is required

Putting the Question: When chair takes vote for and against a motion and announces the results

Quorum: Minimum number of members that must be present to conduct the business of the meeting; usually a simple majority unless otherwise specified in the bylaws

Second: Means another member supports motion

Stating the Question: Chair restates the exact motion after the second and indicates it is open for debate