

# FCCLA Advisor Professional Standards

## Foundational 1.0

### 1 FCCLA Membership 1.1

- 1 Identify benefits of participating in FCCLA. 1.1.1
- 2 Describe how FCCLA prepares members to develop new skills for life and expand leadership potential. (eg. planning, goal setting, problem solving, decision-making and interpersonal communication) 1.1.2
- 3 Identify FCCLA college and career ready attributes. 1.1.3
- 4 Investigate career pathways and career opportunities available through FCCLA participation. 1.1.4
- 5 Critique the bond between family and consumer sciences education, leadership development, career preparation, and building strong families. 1.1.5
- 6 Develop a student leadership plan that addresses postsecondary education (degree and non-degree credentials). 1.1.6

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### 2 FCCLA Mission and Purposes 1.2

- 1 Identify the FCCLA mission statement. 1.2.1
- 2 Identify the eight FCCLA purposes and the impact on families and communities. 1.2.2
- 3 Illustrate effective use of information available from FCCLA for integration into lesson plans. 1.2.3
- 4 Analyze how the FCCLA mission and purposes help members acquire the skills needed to be successful in today's work environment. 1.2.4
- 5 Plan or implement active student college and career learning/participation opportunities in local, state, and national levels. 1.2.5

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### **3 FCCLA Symbols, Traditions, Governance, and Organizational Structure** 1.3

- 1 Describe the history and philosophy of FCCLA. 1.3.1
- 2 Identify the governance structures at the chapter, state, and national levels. 1.3.2
- 3 Define the role of an FCCLA Advisory/Board of Directors. 1.3.3
- 4 Define the role of industry partnerships as part of your classroom methodology. 1.3.4
- 5 Define the role of alumni as part of your classroom methodology. 1.3.5
- 6 Identify local, state, and national resources for non-profit career and technical student organizations. 1.3.6

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### **4 FCCLA Chapter Technical Procedures** 1.4

- 1 Identify the process for starting and affiliating an FCCLA chapter. 1.4.1
- 2 Explain use of the FCCLA Portal. ([www.fcclainc.org](http://www.fcclainc.org)) 1.4.2
- 3 Identify FCCLA local, district, state, and national affiliation fees. 1.4.3
- 4 Research chapter leadership roles and officer team structure 1.4.4
- 5 Describe components of a successful membership campaign. 1.4.5
- 6 Identify ways to maintain chapter membership to meet the criteria of state and national opportunities. 1.4.6
- 7 Develop positive messaging strategies to communicate the benefits of membership to maintain and recruit members. 1.4.7
- 8 Exhibit leadership skills by demonstrating proper parliamentary procedure. 1.4.8

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### **5 FCCLA in Career and Technical Education** 1.5

- 1 Describe the role of FCCLA in developing youth through classroom integration of FCCLA national programs, competitive events, and service learning projects. 1.5.1
- 2 List workplace readiness skills gained through FCCLA participation. 1.5.2
- 3 Identify how members can advocate for career and technical education. 1.5.3
- 4 Integrate critical thinking skills and the employability framework into chapter activities. 1.5.4
- 5 Analyze personal effectiveness and organizational skills gained through FCCLA needed to successfully perform work tasks. 1.5.5
- 6 Develop chapter activities reinforcing 21st Century Employability Skills that incorporate FCCLA materials and projects. 1.5.6

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## **6 FCCLA Adviser Roles and Responsibilities** 1.6

- 1 Identify educational leadership development support materials 1.6.1
  - 2 Describe leadership, service, and recognition opportunities available through FCCLA programs, events, and activities. 1.6.2
  - 3 Outline FCCLA Adviser roles, responsibilities, and rewards. 1.6.3
  - 4 Develop a chapter fiscal management system. 1.6.4
  - 5 Develop chapter related safety procedures using guidelines established by school/district/state entities. 1.6.5
  - 6 Develop FCCLA intra-curricular programming in conjunction with the FCS program of study. 1.6.6
  - 7 Identify adviser growth opportunities at the local, state, and national levels. 1.6.7
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## **Leadership Development and Career Pathways** 2.0

### **1 Analyze FCCLA educational, career preparation, and service related projects.** 2.1

- 1 Identify Career Cluster and CTE pathways aligned with family and consumer sciences content and align these to FCCLA programs and projects. 2.1.1
  - 2 Describe how FCCLA programs/ activities help students meet 21st Century Skills. 2.1.2
  - 3 Illustrate use of FCCLA Career Pathway crosswalk into lesson plans. 2.1.3
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### **2 Foster students' academic growth** 2.2

- 1 Utilize Family and Consumer Sciences content, leadership and career development, and service learning to foster students' academic growth. 2.2.1
  - 2 Identify local, state, and national resources to support FCCLA advisers/FCS teachers. 2.2.2
  - 3 Research leadership, career, and recognition opportunities available through competitive events. 2.2.3
  - 4 Develop materials to promote individual and chapter competitive events. 2.2.4
  - 5 Identify competitive events volunteer responsibilities at the local, state, and national levels. 2.2.5
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### **3 Intra-curricular** 2.3

- 1 Develop instructional activities using competitive event format and rubrics. 2.3.1
- 2 Support participation in individual and chapter competitive events 2.3.2
- 3 Identify content industry partners on the local, state, and national level. 2.3.3
- 4 Develop a parent survey identifying volunteering strengths and possible partnerships. 2.3.4
- 5 Design STEM activities using FCS content and competitive events. 2.3.5
- 6 Identify FCS and academic standards in FCCLA programs. 2.3.6

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#### **4 Demonstrate the ability to mentor FCS student leaders through FCCLA. 2.4**

- 1 Research the benefits of student FCCLA leadership mentoring programs. 2.4.1
- 2 Encourage student involvement in FCCLA activities promoting leadership, service, and career preparation 2.4.2
- 3 Describe personal effectiveness skills and how they impact students' leadership growth 2.4.3

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#### **5 Integrate FCCLA into Family and Consumer Sciences Programs. 2.5**

- 1 Analyze FCS programs for integration of state and national education standards, FCCLA resources and programs, and career preparation experiences to support rigor, relevance, and growth. 2.5.1
- 2 Create a FCCLA chapter integration plan. 2.5.2
- 3 Select appropriate FCCLA competitive events aligned to program offerings. 2.5.3
- 4 Demonstrate the ability to advise and implement a regular chapter meeting. 2.5.4

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#### **6 Utilize FCCLA resources to implement project-based learning in Family and Consumer Sciences career pathways 2.6**

- 1 Research FCCLA education and service related projects. 2.6.1
- 2 Demonstrate use of the FCCLA planning process FCS in project based learning. 2.6.2
- 3 Explain the use of FCCLA programs, activities and competitive events for instructional delivery and assessment. 2.6.3

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#### **7 Utilize FCCLA to foster students' academic and personal growth for career preparation. 2.7**

- 1 Identify collaboration opportunities with various groups (ie: cross curricular, CTSO, community and industry partners) 2.7.1
- 2 Identify FCCLA leadership skill development opportunities for students. 2.7.2
- 3 Plan public speaking opportunities during career preparation activities 2.7.3
- 4 Identify leadership growth opportunities through competitive event participation 2.7.4
- 5 Develop leadership training criteria and assessment for FCS students. 2.7.5
- 6 Develop instructional strategies reinforcing academic skills through career preparation activities. 2.7.6

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#### **8 Implementation of the Family and Consumer Sciences standards through FCCLA. 2.8**

- 1 Analyze the relationship between FCS National Standards, FCCLA programs and project activities 2.8.1
  - 2 Align FCCLA activities, FCS National Standards and local curriculum 2.8.2
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## Sustainable Chapters and Programs 3.0

### 1 Develop a plan to enhance administrative, parent, business/industry, and community support. 3.1

- 1 Research issues and trends in Family and Consumer Sciences and Career Technical Education 3.1.1
  - 2 Investigate personal and professional advocacy skills for student leadership 3.1.2
  - 3 Identify techniques for speaking with administrators, parents, students, and the community about FCCLA and FCS 3.1.3
  - 4 Develop strategies to be used to lead to a productive working relationship between administration, colleagues, and FCCLA adviser 3.1.4
  - 5 Discuss the differences in communication effectiveness between different peer groups 3.1.5
  - 6 Explore the importance of social media, digital citizenship and professionalism in use 3.1.6
  - 7 Identify an issue and prepare written communication ( i.e., email, memos, letters etc.) to advocate the issue to a specific audience 3.1.7
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### 2 Evaluate fundraising and grant writing opportunities to support a sustainable FCCLA chapter. 3.2

- 1 Identify sources of chapter income. 3.2.1
  - 2 Creating and utilize a chapter budget 3.2.2
  - 3 Identify the sequence of steps needed when developing a fundraising plan. 3.2.3
  - 4 Compare and contrast the benefits of a school-based enterprise. 3.2.4
  - 5 Determine local fundraising policies and accountability procedures. 3.2.5
  - 6 Understand the components of effective written communication for grant writing and promotional efforts 3.2.6
  - 7 Compare and contrast the benefits of pursuing grants for chapter activities 3.2.7
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### 3 Integrate FCCLA into the classroom 3.3

- 1 Identify purposeful FCCLA integration into the FCS classroom and curriculum 3.3.1
- 2 Develop an FCCLA Emergency Response Plan for FCCLA events and travel 3.3.2
- 3 Develop unit plans with a FCCLA student leadership component 3.3.3
- 4 Design a course survey that highlights student leadership growth over an FCS course 3.3.4
- 5 Develop classroom leadership roles that support chapter activities 3.3.5

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#### **4 Promote and publicize their FCCLA chapter** 3.4

- 3.4.1 Prepare media materials to promote and publicize FCCLA 3.4.1
- 3.4.2 Design and implement a departmental/class/FCCLA marketing strategy (publicity plan) 3.4.2
- 3.4.3 Demonstrate news writing procedures (press release) 3.4.3
- 3.4.4 Create a local media list and research topics of the journalist's beat that align with FCCLA/FCS. 3.4.4
- 3.4.5 Explore the importance of social media and digital citizenship. Develop resources that align with career search tools that highlight the career focus for your students in FCS Career Pathways 3.4.5

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#### **5 Explore sustainable chapter management practices.** 3.5

- 1 Identify the balance of adviser duties versus instructor duties 3.5.1
- 2 Describe the record keeping and chapter activities for a chapter to earn an honor chapter award 3.5.2
- 3 Demonstrate the ability to communicate in a group setting through participation in the chapter conduct of meetings or parliamentary procedure 3.5.3
- 4 Implement use of the FCCLA Planning Process to develop chapter goals. 3.5.4
- 5 Establish a classroom management plan that integrates FCCLA into everyday activities such as roll call and schedule of the day. 3.5.5
- 6 Engage youth leaders as an integral part of classroom management. 3.5.6

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#### **6 Provide information that highlights the benefits and rewards of an FCCLA program for students and advisers, the Family and Consumer Sciences program, the school, and community.** 3.6

- 1 Develop a personal statement that illustrates how you incorporate FCCLA into your classroom and through project based learning. 3.6.1
- 2 Create a promotional plan to share with the administration in the school. 3.6.2

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#### **Professional Community** 4.0

#### **1 Engage in local, regional, state, and national FCCLA/FCS communities.** 4.1

- 1 Promote professional development, involvement and growth through membership in ACTE, AAFCS, FCCLA, and other professional organizations. 4.1.1
- 2 Conduct regular Advisory Council meetings, including a diverse membership roster, connection to community needs and industry demand. 4.1.2
- 3 Volunteer and assist with competitive events on all levels 4.1.3
- 4 Apply to serve in volunteer or leadership capacities in FCCLA. 4.1.4
- 5 Submit articles for periodicals, blogs, and other resources connecting FCS to FCCLA 4.1.5

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**2 Research leadership opportunities and responsibilities that maintain and enhance the CTE and FCS profession. 4.2**

- 1 Build relationships with business and industry. 4.2.1
- 2 Illustrate how alumni can support chapter activities 4.2.2
- 3 Include job shadow / interview skills within classroom activities and connect these opportunities to FCCLA competitive events. 4.2.3
- 4 Using Power of One include personal goal setting 4.2.4
- 5 Investigate resources provided through FCCLA that can be used in the FCS classroom 4.2.5
- 6 Promote pride and presence in our Family and Consumer Sciences profession and FCCLA. 4.2.6
- 7 Attend Professional development activities as appropriate 4.2.7