



FCCLA Planning Process



IDENTIFY CONCERN



- Coffee FCCLA does not have a reliable website to inform members.
- Members have problems finding out when meetings will be held.
- There are blurs in the line of communications in our organization.
- Members have difficulty knowing when events and community service projects are taking place.
- There is no one interface that holds all the information for FCCLA projects and upcoming events.
- Potential members have issues discovering what FCCLA is all about.

SET A GOAL



- To design a website for Coffee FCCLA by February 1st of 2014 that will allow members to easily access information about upcoming events, contact Coffee FCCLA representatives and advisers, and allow for potential members to easily discover that Coffee FCCLA is the ultimate leadership experience.

FORM A PLAN (WHO, WHAT, WHEN, WHERE, HOW, COST, RESOURCES, AND EVALUATION)



- Design a website for Coffee FCCLA.
- Use Wix.com (a free platform) to make a modern and easily accessible website.
- Ask Technology Specialist Dr. Chandler Newell his advice for creating an effective website.
- Talk about the CTAE classes taught by FCCLA Advisors at Coffee High school.
- Promote Membership in our organization.
- Identify the current club leaders and their duties.
- Advertise upcoming events and meetings to our members.
- Post Plan of Work so it is easily viewable for all members.
- Say thank-you and promote our faithful sponsors.
- Promote awareness of FCCLA to our members and community.
- Recognize current and previous members for their achievements with FCCLA.
- Put all contact information in one place where it is easy to access for members and future member.
- Link Social Media sites so members can easily keep up with all avenues of communication.

ACT



- Designed a website for Coffee FCCLA.
- Used Wix.com (a free platform) to make a modern and easily accessible website.
- Ask Technology Specialist Dr. Chandler Newell his advice for creating an effective website.
- Talked about the CTAE classes taught by FCCLA Advisors at Coffee High school.
- Promoted Membership in our organization.
- Identified the current club leaders and their duties.
- Advertised upcoming events and meetings to our members.
- Posted Plan of Work so it is easily viewable for all members.
- Expressed thank-you and promote our faithful sponsors.
- Promoted awareness of FCCLA to our members and community.
- Recognized current and previous members for their achievements with FCCLA.
- Put all contact information in one place where it is easy to access for members and future member.
- Linked Social Media sites so members can easily keep up with all avenues of communication.

FOLLOW UP



- Used Wix.com to design the perfect website for Coffee FCCLA. My advisers love it, and it is making things easier for members in terms of keeping up with FCCLA events. Moreover, there have been more people interested in becoming involved with Coffee FCCLA as a result of the website informing them on what Coffee FCCLA is all about.
- So far, the website has been easy to update, and members have used it to keep connected. Through the website, our members can keep up with FCCLA events, and they become linked to the Coffee FCCLA Facebook and Twitter accounts. The website has created a place where all the forms of communication have tied together, and my advisers are having a much easier time communicating with members, as well as vice versa.
- Sent thank you note to Dr. Chandler Newell for providing assistance on steps required to prepare a web site.