



FCCLA Adviser Checklist

Advising an FCCLA Chapter is an exciting and impactful opportunity. Use this checklist to guide you through the essential steps to ensure a successful start for your chapter. Whether you're a newcomer or a returning adviser, the steps listed here will set the stage for an enriching experience. Use this checklist to begin the school year and establish a thriving FCCLA chapter while empowering your students to excel in their academic and personal growth. Let's dive in and make your FCCLA journey remarkable!

New Adviser Checklist:

- ☐ Contact your FCCLA [State Adviser](#) for information and materials needed to start a chapter.
- ☐ Review the [FCCLA Adviser Handbook](#). This valuable resource offers insight for potential, new, and returning Chapter Advisers in chapter management, competitive events, adviser roles and benefits, basic FCCLA information, and more!
- ☐ Discuss the benefits of FCCLA membership with your [school administrators](#), pointing out the relationship of FCCLA to Family and Consumer Sciences (FCS) curriculum and career pathways and its value to the school program.
- ☐ Submit a new chapter request by selecting the First Time Chapter Affiliation button on the FCCLA [Adviser Portal](#) login page.

New and Returning Advisers:

- ☐ Beginning August 1, log into the FCCLA [Adviser Portal](#) using FCCLA's [Step-By-Step Affiliation Instructions](#).
- ☐ Join the [FCCLA Advisers Facebook Group](#).
- ☐ Customize FCCLA's sample letter to guardians to send home information about your FCCLA Chapter and the advantages joining will give to your students. The customizable letter can be found in the Resources section of the FCCLA [Why Join](#) page.
- ☐ Begin fundraising early and set goals to attend national conferences. Visit the [Fundraising and Grants](#) page of the FCCLA website for ideas! Consider sharing fundraising obstacles or successes your chapter experiences in the FCCLA Adviser Facebook Group.
- ☐ Gather student information using the [Member Affiliation Information Form](#), then submit affiliation online in the FCCLA [Adviser Portal](#).
- ☐ Pay your chapter's affiliation invoice to enjoy full chapter benefits and enhance your school's FCS curriculum! Submit payment for state and national dues by November 1 to unlock full chapter benefits and opportunities.
- ☐ Once affiliated, visit the Resources tab of the FCCLA [Adviser Portal](#) to access chapter benefits such as the Competitive Events Guide, lesson plans, Membership Kit, and more!
- ☐ Enhance your FCS curriculum by integrating FCCLA into your classroom. Use FCCLA [Competitive Events](#) and [National Programs](#) as class projects.



- ☐ Assign or elect Chapter Officers and delegate daily responsibilities like taking roll, giving a briefing on what the class previously covered, highlighting opportunities, or sharing news about FCS-related career pathways. Encourage members to update their FCCLA [Student Portal](#) with their Chapter Officer titles!
- ☐ Find a mentor and talk with teachers who have chapters. Ask your FCCLA [State Adviser](#) for assistance locating an active chapter in your area. Connect with the chapter's adviser and consider gathering members from both chapters, allowing students to speak with fellow members and learn more about FCCLA.
- ☐ Attend district/regional and state meetings to become familiar with FCCLA activities in your area. To learn more about state events, contact your FCCLA [State Adviser](#).

FCCLA is here to support you every step of the way! Remember that our team is dedicated to assisting you in achieving your goals and celebrating your successes throughout the year. Feel free to contact us at membership@fcclainc.org and let us know how we can best support your endeavors within FCCLA.