

**FCCLA Planning Process**

**Summary Page Template**

*(This template may be modified, but all headings must be used in the correct order. The FCCLA logo, STAR Events logo, and Planning Process graphics are encouraged but not required.)*

**IDENTIFY CONCERNS**

Our concern was that our members needed a place to learn about our chapter and to provide them a place to obtain up to date activities to participate in. Our advisers were always hearing when is this, when is that? They were always having to do a reminder text every time they turned around. We tried handing out calendars at every meeting just for the papers to be left on the tables and members were still asking when. Our chapter also needed a place to show our community what FCCLA is and what we do.

**SET A GOAL**

Our goal was to create a website for the chapter. This website will not only inform our members of our activities but will also provide them with information about the organization. It will also provide our chapter a way to promote our activities to our community. Our hope with the website, members will be responsible and use the website to find dates of our activities. We will use the website to recognize members for their accomplishments.

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

Who: Payton Shewmaker, Jordan Helm

What: To create a Taylor Co. High School FCCLA Chapter website

When: We will start gathering information in October 2019 and conclude by deadline of Feb. 3

Where: We will stay after school to work as well as each of us will work from home.

How: By learning how to navigate Weebly. We will collect information to put on the website. We will keep it updated as the year goes on.

Cost: No cost for Weebly unless we decide to upgrade.

Resources: Help from advisors, school technology person

Evaluation: We will evaluate by analyzing the visitors per day chart as well as the members showing

**ACT**

We created a website that achieved our goal of being full of information for our members and will keep them up to date with activities. We will also provide a place to promote our chapter to our community. We learned how to create a website with Weebly. We are telling our FCCLA story.

**FOLLOW UP**

Members stayed up to date with our activities without having to ask our advisers. The community members were complementing our members on their accomplishments. We will periodically keep the website up to date. We can also refer community members to our website so they can see all of our activities. One thing we found hard, we asked members to take pictures and send to us. They either forgot or did not follow thru.