Planning Process Summary Page

(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

My concerns are that people don't know what FCCLA is/what we do and our membership numbers should be higher. It is also hard to find out that the program exists.

SET A GOAL

My goal is to increase knowledge of the program so that interested students will join the chapter. I hope that it also increases awareness of meetings and events for our chapter. The expected date of completion is end of January 2025 so that it can be presented as a STAR project.

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

Who: Quinn Ross (me), Lisa Hynes (Chapter Advisor), Nicole Woodle (my mother, who is experienced in website coding), and other chapter members (as needed).
What: Design an easy-to-use website that is mobile friendly so parents and students can access FCCLA information for meetings and recruitment. I intend to maintain this site until I graduate from my Junior/Senior High School and then hand it over to administration afterward.
When: I will work on this website from the beginning of the 2024 school year until the deadline for STAR Projects (February 1, 2025).
Where: I will work on my personal laptop at home and my advisor can check on it on her school laptop.
How: I will work with my advisor and mother to evaluate a good website builder, look for important FCCLA information to add to it, and learn how to use the website builder's tools to add that info.
Cost: Estimated at around $100 to $150 for the URL, website builder tool, and the visitor counter.
Resources: My Chapter's Facebook page, the membership kit from the FCCLA Student Portal, E-M School Calendar, WordPress platform to build the website, Nebraska State FCCLA and National FCCLA websites
Evaluation: My Chapter Advisor will begin including the website URL on recruitment flyers/posters and post it on the Chapter's Facebook page. The visitor counter should show us how many people have looked at the website.

ACT

1. Talk to my Chapter Advisor to get the requirements for the Chapter Website project.
2. Get permission from my Chapter Advisor to use photos and graphics related to our chapter from Facebook and school resources (they will update the principal on their use).
3. Work with my mother to pick a good website URL that will be easy to remember, run it by my Chapter Advisor, and set up the website builder tool with the URL.
4. Send frequent updates to my Chapter Advisor on the website progress and have them approve the content I created since our last update.
5. Go through the Chapter's FCCLA Facebook page, the school website, the FCCLA Student Portal resources, and the State and National FCCLA websites to find pictures, flyers, and other info to put on the website.
6. Make pages on the website and make sure I check off all the project requirements for the Chapter Website for STAR Project Registration.
7. Publish the site the last week in January 2025 so my Advisor can approve the final project and check the visitor counter during the week.
8. Make additional updates to the website based on feedback from chapter members and my Chapter Advisor.

FOLLOW UP

After publishing the website, I told my school friends to look at the website and I got good feedback. It was great to see more than just a handful of people had visited the site since it had only been published for a week. If I had to do this project over again, I would have used a more simple website builder tool and published the website sooner so I could get more feedback during the building process instead of after it. I would have to make less changes. I do plan to use this website until I graduate from Elmwood-Murdock Junior/Senior High School so I will be able to improve the site over time.