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CALIFORNIA FUTURE EDUCATORS ASSOCIATION
Preparing Tomorrow's Teachers Today

NEW CHAPTER STARTER KIT

Academic Year
2014/2015

ABOUT US



By elevating the image of teaching, CFEA will attract dynamic and diverse students who will become tomorrow's great educators.

OUR MISSION

Our mission is to encourage students to learn about careers in education while providing meaningful opportunities to receive the mentoring and support they need to actualize their career aspirations.

CA NEEDS TEACHERS

- 1/3 of CA teachers are over the age of 50
- Enrollment in credential programs has declined over 45% since 2001
- 230,000 more students will be enrolled in K-12 schools by 2018

The Future Educators Association (FEA) is an international Career and Technical Student Organization (CTSO) designed to provide middle and high school students with the opportunity to explore careers in education. Below are a few reasons to join California FEA:

- **ADVISOR TRAINING & COLLABORATION** – CFEA is a great place for teachers and academy coordinators to collaborate and share program ideas. CFEA also provides training sessions for advisors so they can enhance their classrooms and schools.
- **CURRICULUM INTEGRATION** – FEA's competitive events are aligned with CA CET and academic standards providing a great opportunity to orchestrate engaging projects in a competitive environment.
- **COMMUNITY SERVICE OPPORTUNITIES** – Afford more students the opportunity to get involved in the community and build community awareness that will help develop them as humanitarians and role models within their communities.
- **YouthTEACH2Learn** – CFEA members have access to an assortment of YouthTEACH2Learn lesson plans and activities that are great to use in class or during chapter meetings.
- **LOW COST** – Chapters pay one low chapter fee that includes ALL services. There is no need to pay individual membership fees, conference fees, uniforms, etc.

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ADVISOR ROLES



You are the students' link to the teaching profession. If you love your jobs and show enthusiasm for what you do, they will have positive feelings about teaching and may choose to become a teacher too.

BASIC GOAL

To encourage qualified young men and women to *CONSIDER* teaching as a career.

WHY YOU?

CFEA need advisors who have the time to organize, the will to inspire, the energy to encourage, and the desire to make a difference. Advisors will be tasked with assisting students in:

- Learning leadership skills
- Setting goals
- Recruiting members
- Planning activities
- Supervising projects
- Evaluating results

Emphasis should be placed on the key word – *CONSIDER*. We are not making them become teachers. After all, how many grade school students know what they want to be when they grow up?

Give them the opportunity to work with other students, to hear from experienced teachers, to learn about what it takes to be a teacher. Let them know what is available – elementary, secondary, college, coaching, counseling, special education, gifted, administration, bilingual, library science, etc. Teaching is a multifaceted and dynamic profession. It is accepting of people with different talents and goals.

Don't do it all yourself. Students need to have a sense of ownership – a voice in decision-making, a forum for new ideas. Give the students a sense of ownership, but remember letting them take over, allowing them to plan, and execute activities means a lot of work for you!

Remember, the overarching goal of CFEA is to afford students the opportunity to:

- *Learn about the teaching profession, its opportunities, and responsibilities*
- *Explore their interests and abilities in relation to the various fields of teaching*
- *Cultivate the qualities of character, service, and leadership which are essential in good teachers*
- *Learn how and where teachers receive their training*
- *Study the lives and influence of great teachers*

THE PROCESS

The manual presumes that you are starting from scratch. Some of you will be lucky enough to take over an existing chapter, and will have things like: a charter, Advisors' Handbook, chapter constitution, and a few members. Others are starting from scratch.

STEP I

Get approval from the school administration

Your principal's support is very important! A supporting principal can make an organization prosper. Keep your principal informed and involved and he/she will most likely be on your side for good.

STEP II

Choose an advisor

You are it, we see. Be the best you can be. Be person that says, "Yes that's possible" rather than "No, that won't work."

STEP III

Solicit the support

Solicit support from fellow teachers, faculty members, other state chapters, and administrators. They can help with ideas, drafting a constitution, encouraging students to join, recommending members, etc. Some chapters have a faculty advisory board that helps to chaperone events, meets regularly to give ideas, and actively recommends students who would be good "educator: prospects.

STEP IV

Pay state and national dues. Get an Advisors' Handbook.

The handbook provides valuable information about the organization, projects, and activities, and the operation of your chapter. Payment of state dues also entitles your chapter to participate in activities such as the Annual Conference.

STEP V

Recruit

Recruit a few core students to start. These students can help recruit others. They can also be valuable resources when setting goals, planning meetings, developing budgets, and promoting partnership.

STEP VI

Draft a constitution

When starting, you might want to use the "suggested" chapter constitution. However, you will want to revise or write one of your own later. A constitution should act as your chapter's road map.

THE PROCESS

STEP VII

Prepare a budget

What is it that your CFEA chapter wants to accomplish? Why is it being formed? List all the things you want to do, to gain, and to be. This is the basis of your organization.

STEP VIII

Plan a tentative calendar of activities

When you ask people to join the organization, have some definitive projects in mind so that you can tell prospective members about them.

Try to include chapter activities in the following project areas:

- One teaching/classroom participation project
- One recreational project
- One teacher appreciation project
- One fund raising project
- One leadership project
- One educational awareness project
- One service project

STEP IX

Prepare a budget

You will need to plan ahead to determine how much money your chapter will need and how you will go about earning that money (see sample budget).

STEP X

Plan a membership drive

Here are a few suggestions. A more complete list is also included:

- Ask teachers and counselors for recommendations of students who have expressed an interest in teaching.
- Advertise in your school newspaper.
- Have a booth at registration at the beginning of the year.
- Issue invitations to those students who have been recommended.
- Ask the state office to send you recruitment posters and brochures.
- Speak to students taking classes in the Education and Training Career Pathway.

STEP XI

Plan a terrific first meeting!

Don't let this meeting just happen. Plan it well ahead of time. Have an agenda. This is when you will sell the organization. If it sounds fun, exciting, interesting, organized, and involved, students will want to join. Get students involved from the beginning. Make them feel needed, wanted, and part of the group.

MEETING HINTS

USE AN AGENDA

Be sure to have an agenda for each meeting. This is make the meeting run smoothly and less time will be wasted. It also assures that everything is considered and nothing is forgotten. This following is a standard “order of business” from which you can write your agenda:

- Call to order
- Attendance or sign-in
- Reading and approval of minutes
- Treasurer’s report
- Reports of other officers
- Reports of committees
- New business
- Announcements
- Adjournment

HELPFUL TIPS

Have a regular meeting time – once a week, once every two weeks, or once a month. If only once a month, be sure to communicate with your members between times (using bulletin boards, notes, announcements, text messages, email, or social media).

- Start meetings on time
- Follow your agenda
- Write agenda on board or give each person a copy
- Have paper and pencil for each member
- Use parliamentary procedure
- Find a regular meeting place – quiet, well lit, well ventilated, and easy to reach.

CFEA PLEDGE

As a CFEA member, I hereby pledge to promote positive attitudes regarding all noble aspects of education, to acknowledge the challenging role of the teaching profession, and to provide service and leadership within my school and community.

Meeting minutes must have the following content:

1. Type of meeting (regular, special, called, etc.)
2. Name of Assembly
3. Date, time, and place of meeting
4. Face of presence of president and secretary, or substitutes, and quorum
5. Minutes read, and statement of amendment, and/or approval
6. All main motions and disposition of them (also, points of order or appeal)
7. Time of adjournment and name of recorder
8. Signature of secretary – word “Approved) and the date of approval should be noted on bottom of minutes by secretary

Names of those making motions may be entered, but seconder’s name need not be recorded.

Minutes are a record of what was “done” not what was said. Minutes should be placed in a permanent record book. A new book or a division should be allowed for each club year.

Please see the sample meeting minutes on the following page.

SAMPLE MINUTES

The (regular, special) meeting of the _____ Chapter of CFEA met on Wednesday, September 6, 2014, at 3:30 p.m. in Room 115. The meeting was called to order by the President, _____. There were _____ members present and _____ absent. The secretary, _____, called the roll and read the minutes of the previous meeting. They stood approved as read/or as corrected. The treasurer, _____, reported a balance of _____. The report was placed on file.

The projects committee chairman, _____, read the report of the committee. It was moved by _____, and seconded that the _____ Chapter of CFEA sponsor an Education Fair on November 3, 2014. Motion carried. The President appointed _____ to chair the committee for refreshments for this event.

It was moved and seconded that CFEA donate \$25.00 to the United Way. Motion carried.

The meeting was adjourned at 4:05 p.m.

Submitted by _____.

Approved: September 18, 2014



PROMOTING YOUR CHAPTER

More Great Ideas!

- Ask teachers for recommendations of students who have expressed an interest in teaching.
- Advertise in your school newspaper.
- Have a booth at registration at the beginning of the year.
- Create a flier for students and teachers to hand out.
- Have committees for various activities. Be generous with responsibilities.
- Develop a booklet outlining the group's program.
- Provide door prizes at some of the meetings.
- Hold a faculty welcome and reception.
- Provide interesting programs with good speakers, movies, refreshments, and entertainment.
- Keep new members active.
- Make everyone feel included in the group.
- Hold group "brainstorming" sessions.
- Sponsor an activity for the entire student body.
- Place notices of meetings and activities on chalkboards in classrooms.
- Use a point system to encourage active membership and/or earn privileges.
- Create a webpage highlighting activities.

SAMPLE BUDGET

Sample Budget for Academic Year 20114-15

INCOME	Amount
Member Dues	130.00
Candy Sales	200.00
Calendar Sales	200.00
Halloween Dance	400.00
TOTAL	930.00
EXPENSES	Amount
State Dues	60.00
National Dues	10.00
Annual Conference	150.00
Summer Leadership Workshop	200.00
Teacher Appreciation	175.00
Spirit Days	100.00
Awards Banquet	110.00
Miscellaneous	150.00
TOTAL	955.00

Sample Treasurer's Report

January 21, 2014	Amount
Balance as of January 7, 2013	496.00
INCOME	
Member Dues (4 new members)	20.00
Calendar Sales	163.00
TOTAL	183.00
	Amount
DISBURSEMENTS	
Scrapbook supplies	20.00
Regional Conference	163.00
Registration Fee	10.00
Graduation cords	9.26
Flowers for Mrs. Wright	15.72
Teacher Appreciation Day	64.58
Current Balance <i>(January 21, 2013)</i>	64.58
TOTAL	614.42

SAMPLE SCHEDULE

September

- 14 Planning Meeting – send out invitation
- 21 No Meeting
- 28 Recruiting meeting

October

- 05 Meeting – Speaker (Motivational)
- 12 Organize for Teacher Appreciation
- 19 Meeting – Speaker (Panel)
- 26 Work on Halloween Party

November

- 02 Meeting – Speaker (Preschool)
- 09 Plan Thanksgiving service project
- 16 Meeting – Speaker (Counseling)
- 23 Work on Thanksgiving Service Project
- 30 Plan for State Conference

December

- 07 Meeting – Speaker (Scholarship)
- 10 Plan for State Conference
- 14 Christmas Party

January

- 04 Meeting - Speaker
- 11 Tutoring
- 18 No meeting - finals
- 25 Plan Valentine fundraiser

February

- 01 College Visit
- 08 Work Valentine Fundraiser
- 15 Meeting – Speaker – Plan leadership project
- 22 Celebrate Washington’s Birthday

March

- 14 Evaluate State Conference
- 21 Meeting - Speaker
- 28 Evaluate “student teacher” experiences

April

- 04 Meeting – Speaker - Parliamentary
- 11 Election of officers
- 18 Meeting – Speaker – Special Olympics
- 25 New officer leadership training

PROJECT IDEAS

CLASSROOM PARTICIPATION

- Teach a class
- Help substitute teachers
- Work as teacher aides
- Tutor students before school
- Help with bulletin boards
- Visit elementary school & work in classroom
- Tutor after school for finals
- Make posters to motivate students
- Provide tutoring for SAT, ACT, etc.

LEADERSHIP

- Run for state office
- Invite guest speakers
- Start “supportive friend” program
- Participate in peer counseling
- Help start a CFEA chapter in another school
- Hold banquet to honor outstanding members
- Discuss leadership qualities
- Host region convention
- Create a local leadership training for student officers

EDUCATION AWARENESS

- Participate in college night
- Research and create newsletter
- Submit articles to the school newspaper
- Career day
- Sponsor a scholarship for a senior
- Invite parents to attend a class
- Invite speakers from the local universities
- Research and provide scholarship information
- Serve as student teachers
- Sponsor a book fair
- Visit college campuses
- Visit school board meetings
- Tutor adults in a literacy program
- Sponsor education fair
- Have speakers from educational organizations

TEACHER APPRECIATION

- Sponsor Teachers’ Night
- Honor Teachers on Valentine’s Day
- Applies in boxes
- Sponsor teacher talent show
- Help with registration
- Honor retiring teachers
- Send “Welcome back to school” cards
- Help new teachers
- Select teacher of the year/month

FUNDRAISING

- Car wash
- Val-O-Grams
- Cake walk
- Recycling
- Sell Mugs
- Sell spirit items
- Talent show
- Egg Toss
- Bake Sale
- Spaghetti Supper

Service

- Park clean up
- Walk-a-thon
- Volunteer at hospital
- Auction for charity
- Blood drive
- Crime watch
- East egg hunt
- Senior citizen dance
- Habitat for Humanity
- Cleanup campus
- Paint trash cans
- Help at registration
- Work at special Olympics
- Visit Children’s Hospital
- Safety watch on Halloween

SAMPLE CONSTITUTION

Article I: Name

School Name:

_____.

Article II: Purposes

- Section 1.* To learn about the teaching profession, its opportunities, responsibilities, and its important role in our democracy.
- Section 2.* To explore our own interests and abilities in relation to the various fields of teaching.
- Section 3.* To cultivate the qualities of character, service, and leadership which are essential in good teachers.
- Section 4.* To learn how and where teachers receive their training, the cost, scholarships available, number of years required, certification requirements, and standards.
- Section 5.* To study the lives and the influence of great teachers.

Article III: Officers and Duties

- Section 1.* The president shall preside over meetings and see that the work of the chapter goes forward.
- Section 2.* The vice president shall assist the president and act in his/her absence. He shall serve as chairperson of the program committee.
- Section 3.* The secretary shall keep an accurate list of members and a record of their attendance at meetings and shall record the activities of the chapter, including the minutes of business meetings. He/she shall carry on all chapter correspondence.
- Section 4.* The financial secretary shall collect state and national dues and send the annual fees to the state office and the FEA national office.
- Section 5.* The historian shall keep the history of the chapter and the scrapbook.
- Section 6.* The parliamentarian shall learn parliamentary procedure and teach it to the chapter.
- Section 7.* The faculty advisor shall advise the chapter in all its activities and relations.

Article IV: Qualifications and Duties of Advisors

- Section 1.* The principal (or an assistant principal appointed by the principal) should serve in an advisory role for chapter operations.
- Section 2.* The advisor shall be a teacher approved by the principal and/or superintendent.

Article V: Membership

- Section 1.* Membership is open to any student in grades ___ to ___ who is interested in exploring teaching as a career and who has the high qualities of character, service, scholarship, and leadership essential to a good teacher.
- Section 2.* Two consecutive unexcused absences from regularly scheduled meetings may cause loss of membership.
- Section 3.* The scholastic and citizenship standing of teach member shall be reviewed twice annually. Below average grades may result in placing the member on probation or cause loss of membership.

Article VI: Membership Dues

The state dues shall be \$4 for the school year. The national dues shall be \$8 for the school year.

Article VII: Meetings

The chapter shall meet at (state times)

Article VIII: Elections

Officers shall be elected by ballot annually.

Article IX: Quorum

A majority of the members shall constitute a quorum.

Article X: Committees

- Section 1.* The president and sponsor shall be ex officio members of every committee.
- Section 2.* Committees shall include program, social, publicity, membership, finance, and service.
- Section 3.* The vice president shall be chairperson of the program committee.
- Section 4.* Chairpersons of other committees shall be appointed by the president with approval of the advisor and principal.

Article XI: Amendments**Terms Condition**

This constitution may be amended by a two-thirds vote at any regular meeting, provided notice in writing of the proposed amendment shall have been filed with the secretary and presented at a monthly meeting preceding the one at which it is to be voted on.

California Future Educators Association