

**Future Educators Association of California**



# **New Chapter Starter Kit**

*“Preparing Tomorrow’s Teachers Today”*

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# ABOUT FEA

## ORGANIZATION

The California FEA provides high school students opportunities to explore teaching as a career. It helps students gain a realistic understanding of the nature of education and of a teacher. The International FEA office manages a network of nearly 1000 FEA Chapters, offers support to FEA Advisors through trainings and publications, coordinates a network of state FEA contacts, plans the annual national conference, and fields questions from advisors and anyone interested in learning more about FEA.

## MISSION

To recruit and provide experiences and skills for students who are exploring teaching as a future career; to develop essential skills that will lead to highly trained and qualified teachers in California.

## MOTTO

I will pursue excellence in preparing to be a future teacher in California. I hold to the highest standard and ethics and will uphold the mission and responsibilities of the California FEA. I will represent myself, my school and the California FEA with my best effort, attitude and commitment.

## GOALS

- ✓ Strive to interest students in the education profession
- ✓ Recruit future educators with diverse ethnic, racial, social and economic backgrounds
- ✓ Promote academic excellence and leadership responsibilities in students interested in teaching
- ✓ Enhance the quality of the school's educational program through an appreciation of teaching and contributing to
  - ✓ the smooth operation of the school
  - ✓ Promote a positive image of education to students, parents, and the community and disseminate information
  - ✓ about teaching
- ✓ Encourage members to be role models in the school, the organization, and the community

## PUBLICATIONS

*FEA National Newsletter*  
*Program Directory* - List of Program chapters & advisors

## CONFERENCES

FEA State Conference  
FEA National Conference

## STRUCTURE

An Advisory Board consisting of State Director, State Officers, Local educators, administrators and business members set policies and provide direction and input for FEA activities.

Local Chapters at High Schools with an Education Professions Program meet regularly to provide student leadership and direction for their members. All California FEA Chapters are members of the FEA International organization.

## **HISTORY**

California FEA officially began in 2011 with Project Tomorrow taking the leadership role of the organization within California. The first state conference was held in Palm Springs during the CUE conference and the organization continues to grow as more and more chapters are formed.

## **FUNDING**

Funding is primarily by Chapter Affiliation dues, corporate and foundation support as well as grant funding.

## **ENDORSEMENTS**

Project Tomorrow

## Table of Contents

Steps to Starting a Chapter.....	Page 6
Promoting Your Chapter.....	Page 8
Meeting Hints.....	Page 9
Meeting Minutes.....	Page 10
Sample Budget.....	Page 11
Sample Monthly Schedule.....	Page 12
Sample Weekly Schedule.....	Page 13
Project Ideas.....	Page 14
Sample Chapter Constitution.....	Page 18
Project Planning Process.....	Page 21

### SO YOU ARE THE NEW F.E.A. CALIFORNIA ADVISOR...

#### WHY YOU?

- Because you love teaching
- Because you are flexible
- Because you are able to relate well to young people
- Because you want students to consider teaching as a viable career
- Because you want to give teaching a good name
- Because you've got energy to spare
- Because you're a positive, can-do person
- Because it seems like a good idea
- Because the principal selected you

#### WHY YOU?

- Because you're good at it, that's why!!!
- F.E.A. California needs advisors who have the time to organize, the will to inspire, the energy to encourage, and the desire to make a difference.

## YOUR ROLE AS ADVISOR

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

### **BASIC GOAL OF F.E.A. CALIFORNIA:**

**“To encourage qualified young men and women to consider teaching as a career.”**



**CONSIDER** – that is the key word! 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. 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 them a sense of ownership, but remember letting them take over, allowing them to plan and execute activities means a lot of work for you!

## SO HOW DO YOU GO ABOUT STARTING A NEW F.E.A. CALIFORNIA CHAPTER?

This 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: An Advisors' Handbook, chapter constitution and a few members. Others are starting from "scratch".

### HERE IS A STEP-BY-STEP PROCESS FOR STARTING A NEW F.E.A. CALIFORNIA CHAPTER:

- Step 1      **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 2      **Choose an advisor.** You are it, we see. Be the best you can be and Have a positive outlook
- Step 3      **Attend the Advisors' Webinar** for training on how to effectively manage your chapter. (Hosted by the F.E.A. California State Office during September).
- Step 4      **Solicit the 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 5      **Host a fundraiser and pay state or national dues.** Payment of dues entitles your chapter to participate in activities such as the Annual Conferences, Competitions, and enables you a chance to earn scholarships.
- Step 6      **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 membership. Many chapter members are recruited from Child Development and Careers in Education classes and meet during class time.
- Step 7      **Draft a Constitution.** When starting, you might want to use the "suggested" Chapter Constitution. That's fine for now. Later you will want to revise or write one of your own. A constitution should act as your chapter's road map.

Step 8        **Set your goals.** What is it that your F.E.A. California chapter wants to accomplish? Why is it being formed? List all the things you want to do, to gain, to be. This is the basis of your organization, the reason for its existence.

Step 9        **Plan a tentative calendar of activities** to meet your goals. When you ask people to join the organization, have some definite projects in mind so that you can tell prospective members about them. (See the sample yearly calendar.)

Try to include at least one chapter activities in the following project areas:

- A. Teaching/Classroom Participation Projects
- B. Recreational Projects
- C. Teacher Appreciation Projects
- D. Fund Raising Projects
- E. Leadership Projects
- F. Educational Awareness Projects
- G. Service Projects

Also include:

- A. Attendance at your Regional Conference
- B. Attendance at the Annual State Conference
- C. End of the year awards banquet

Step 10       **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 11       **Plan a membership drive.** Here are a few suggestions, a more complete list of ideas is also included.

- A. Ask teachers and counselors for recommendations of students who have expressed an interest in teaching or coaching.
- B. Advertise in your school newspaper.
- C. Have a booth at registration at the beginning of the year.
- D. Issue invitations to those students who have been recommended.
- E. Require that membership in good standing in F.E.A. California be a prerequisite for being a teacher's aide.
- F. Ask the state office to send you recruitment posters and brochures.
- G. Speak to students taking classes in the Child Development and Education and Training Career Pathway.

Step 12       **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. You have to believe in what you are doing. Make it attractive. Use invitations, door prizes, discounted dues, anything that will attract attention. Get students involve from the beginning. Make them feel needed, wanted, and part of the group.

## **YOU ARE OFF TO A GOOD START!**

### **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.
- Send ‘We miss you’ cards to those not in attendance.
- Have committees for various activities. Be generous with responsibilities
- Develop a booklet outlining the group’s program.
- Provide door prizes such as candy at some of the meetings.
- Give recognition to members for jobs well done.
- Hold social events during the year.
- Hold a faculty welcome and reception.
- Publicize what you do.
- 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.
- Have new members wear nametags for the first meeting or two.
- Have a fellowship period after meetings.
- Use a point system to encourage active membership and/ or earn privileges.
- Create a webpage highlighting goals and activities.
- Present your goals and activities to the local school board.
- Create a Facebook fan page for your chapter (if school policy allows).

## MEETING HINTS

### USE AN AGENDA!

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

- Call to Order
- Recite California F.E.A. pledge
- Attendance or sign-in sheet
- Reading and approval of minutes
- Treasurer’s report (placed on file)
- Reports of other officers
- Reports of committees
- Unfinished business
- New business
- Announcements
- Adjournment



### HELPFUL MEETING HINTS:

- 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 lighted, well ventilated, easy to reach

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, Twitter, Facebook, website or e-mail).

### F.E.A. California Pledge:

*As a F.E.A. California 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

**Have a student in the class record the minutes (Secretary)**

**Minutes must have the following content:**

(A requirement to earn F.E.A. California Outstanding Chapter)

1. Type of meeting (regular, special, called, etc.)
2. Name of assembly
3. Date, time and place of meeting
4. Fact of presence of leadership council 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.

## Sample Minutes for a F.E.A. California Meeting:

The (regular, special) meeting of the \_\_\_\_\_ Chapter of F.E.A. California met on Wednesday, September 6, 2011, 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 F.E.A. California sponsor an Education Fair on November 3, 2011. Motion carried. The President appointed \_\_\_\_\_ to chair the committee for refreshments for this event.

It was moved and seconded that F.E.A. California donate \$25.00 to the United Way. Motion carried.

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

Submitted by \_\_\_\_\_.

Approved: September 18, 2011

## SAMPLE BUDGET

### BUDGET FOR HAVEALOT HIGH SCHOOL Chapter of F.E.A. California 2010-11

Income:

Member Dues	130.00
Candy Sales	200.00
Calendar Sales	200.00
Halloween Dance	400.00
<b>TOTAL</b>	<b>930.00</b>

Expenses:

State Dues	240.00
National Dues	120.00
Annual State Conference	150.00
Summer Leadership Workshop	200.00
Teacher Appreciation	100.00
Awards Banquet	110.00
Miscellaneous	150.00
<b>TOTAL</b>	<b>1,070.00</b>

## SAMPLE TREASURER'S REPORT

January 21, 2010

Balance as of January 7, 2010 496.00

Income:

Member Dues (4 new members)	20.00
Receipts from slushie sales	163.00
<b>TOTAL</b>	<b>183.00</b>

Disbursements:

Scrapbook supplies	16.96
Regional Conference	
Registration Fee	10.00
Graduation cords	9.26
Flowers for Mrs. Wright	15.72
Teacher Appreciation apples	12.64
<b>TOTAL</b>	<b>64.58</b>

Current Balance  
(January 21, 2010) 614.42

## **SAMPLE MONTHLY SCHEDULE**

### **FUTURE EDUCATORS ASSOCIATION OF CALIFORNIA**

August	-Help with registration. Have a F.E.A. CA table.
September	-Planning meeting -Recruitment meeting -Fundraising Project -Help with Back to School Night
October	-Faculty appreciation week -Halloween Party -Attend Regional Conference
November	-Service Project -Help with Career Day
December	-Christmas social -Tutor for finals
January	-Tutor for final exams -Visit college campus
February	-Fundraiser/Sell candy grams, Valentine flowers -Tutor for State Testing
March	-Attend Annual State Conference -Visit/help in elementary school classrooms
April	-Hold Career Day for all school organizations -Elect officers for new year -Work at Special Olympics
May	-Hold end of school F.E.A. California members awards' banquet -Tutor for final exams -Volunteer to decorate at the teacher's award banquet
June	- Make plans for officers to attend Summer Leadership Workshop

## **SAMPLE WEEKLY MEETING SCHEDULE**

### **Future Educators Association of California**

September	1	Recruiting meeting
	2	Introduction to FEA Meeting
	3	Fundraising Meeting
October	1	Register your Chapter in FEA and Pay Dues, Register for Fall Conference; Organize a service learning project
	2	Develop an Education Plan (Competition Guidebook)
	3	Finish Education Plan; Discuss College Life and Opportunities in College
	4	Review State and National Competitions; Select Competitions to Enter
November	1	Review service learning project, continue and or develop a new project
	2	Discuss an interview Process and Practice Interviews
	3	Work on Competitions
	4	Work on Competitions/Plan for State Conference
December	1	Review service learning project, continue and or develop a new project, work on competitions
	2	Plan for State Conference/Practice skit for running for office
	3	Christmas Party
January	1	Self-improvement /New Year's Resolution, work on competitions
	2	Review service learning project, continue and or develop a new project; work on competitions
	3	Develop Resumes
	4	Finish Resumes
February	1	Review service learning project, continue and or develop a new project; work on competitions
	2	Plan Valentine Fundraiser
	3	Evaluate State Conference/Decide where to go for in-class experience, Enter competitions
	4	Register for Conference; Work on Competitions
March	1	Review service learning project, continue and or develop a new project; Finish Competitions
	2	Attend State Conference
	3	Evaluate conference experience
April	1	Review service learning project, continue and or develop a new project; Next year's officer candidates campaigning
	2	Election of next year's officers
	3	Steps to college success
	4	New officer leadership training by former officers
May	1	Tutor for final exams
	2	Meeting - Speaker- Plan awards banquet
	3	Hold awards' banquet/installation of officers
	4	Review FEA outcomes and start planning for next year

## **F.E.A. California Chapter Project Ideas**

### **A. Tutorial/Classroom Participation**

1. Teach a class
2. Help Substitute teachers
3. Work as Teacher aides
4. Tutor students before school
5. Help with Bulletin Boards
6. Visit elementary school & work in classroom
7. Tutor after school for finals
8. Make aids for special education classes
9. Provide tutoring for SAT, ACT etc.
10. Hold Student-a-Teacher day
11. Make posters to motivate students
12. Grade papers
13. Sponsor CPR classes

### **B. Recreation**

1. Wacky Olympics
2. Scavenger Hunt
3. Lock in
4. Cell Phone Picture Scavenger Hunt
5. Kidnap Breakfast
6. Clue Party
7. Toga Party
8. Backwards Progressive Dinner  
(Reppus Evissergorp)
9. F.E.A. California Day at Amusement Park
10. Mud Fest
11. Picnic

### **C. Teacher/Faculty Appreciation**

1. Sponsor Teachers' Night
2. Honor Teachers on Valentines Day
3. Apples in boxes
4. Have a valet for a day (F.E.A. CA member is a valet for a teacher)
5. Sponsor/Teacher Talent Show
6. Help with registration
7. Honor retiring teachers
8. Make name tags for first day

9. Send “Welcome Back to School” Cards
10. Help new teachers
11. Help on work days
12. Provide goodies for teachers’ lounge
13. Serve a full meal at lunch with delivery
14. Help substitute teachers
15. Sponsor teacher appreciation week
16. Select Teacher of the Year/Month
17. Recognition in daily announcements
18. Breakfast—luncheon—end of year banquet
19. Secret pals
20. Thank you notes
21. Gifts—balloons, apples, carnations, pencils, pads of paper
22. Honor teachers on their birthdays

#### **D. Fund Raising**

1. Big Pickle Sales
2. Car Bash
3. Kiss A Pig
4. 7 & 8th Grade Dance
5. Car Wash
6. Mr. Macho Contest
7. Sell Silk Flowers
8. Sell Mums for Homecoming
9. Servant Auction
10. Val-O-Grams
11. Cake walk
12. Spaghetti Supper
13. Recycling
14. Sell Candy
15. Sell Mugs
16. Sponsor Dance
17. Hold Garage Sale
18. Egg Beg Certificates
19. Coke Stand
20. Sell School
21. Sell spirit Items
22. Home tour
23. Sell School Supplies
24. Sponsor School Store
25. Prom Fashion Show
26. Dog Walk
27. Lip Sync Contest

28. Best Legs Contest
29. Best Hands Contest cards
30. Talent Show
31. Mail-A-Gram
32. Egg Toss
33. Bake Sale

## **E. Leadership**

1. Attend leadership workshops
2. Run for State Office
3. Invite guest speakers
4. Start "Supportive Friend" program
5. Participate in Peer Counseling
6. Select a leader for the day, month
7. Help start a F.E.A. CA Chapter in another school
8. Hold banquet to honor outstanding members
9. Discuss leadership qualities
10. Hold Parliamentary Procedure Workshop
11. Host region convention
12. Provides guides for PTA meetings
13. Create a local leadership training for student officers

## **F. Educational Awareness**

1. Participate in college night
2. Research and create a newsletter about hot topics in education
3. Submit articles to the school newspaper
4. Submit articles to the local newspaper
5. Career day
6. Sponsor a scholarship for a senior
7. Invite parents to attend classes
8. Use parents as volunteer aides
9. Invite speakers from the local university
10. Research and provide scholarship information
11. Serve as student teachers
12. Sponsor a Book Fair
13. Visit College Campuses
14. Visit School Board Meetings
15. Have Speakers from Educational Organizations
16. Use an exchange student as a speaker
17. Tutor adults in a literacy program
18. Sponsor Education Fair
19. Visit classes of interest

20. Create a skit about democracy for elementary school or junior high school students

**G. Service**

- 1 . Park Clean Up
2. Adopt-a-Something: park, highway, kid, senior citizen, area of campus, hallway
3. Walk-a-thon
4. Volunteer at Hospital
5. Auction for Charity
6. Blood Drive
7. Crime Watch
8. Safety Watch on Halloween
9. Easter Egg Hunt
10. Caroling
11. Senior Citizen Dance
12. Habitat for Humanity
13. Cut Grass for Senior Citizen
14. Cleanup Campus
15. Paint Trash Cans
16. Volunteer at Day Care Center
17. Collect for Needy: books, clothes, food
18. Help at Registration
19. Baby-Sit at Back to School Night
20. Work at Special Olympics
21. Shop/House Clean/Read for Elderly
22. Visit Children's Hospital

## Suggested Chapter Constitution

### Article I Name

The name of this Future Educators Association of California Chapter shall be:

Name of Chapter

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Name of School

City

State

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### 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/she 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 F.E.A. 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 V**  
**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 VI**  
**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 each member shall be reviewed twice annually. Below average grades may result in placing the member on probation or cause loss of membership.

**Article VII**  
**Membership dues**

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

**Article VIII**  
**Meetings**

The chapter shall meet at (stated times)

### **Article IX Elections**

Officers shall be elected by ballot annually.

### **Article X Quorum**

A majority of the members shall constitute a quorum.

### **Article XI 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 XII Amendments**

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 the monthly meeting preceding the one at which it is to be voted on.

# F.E.A. California Project Planning Process

Project Name: \_\_\_\_\_



## Identify Needs

- Brainstorm ideas
- Evaluate ideas
- Narrow to one workable idea



## Set Your Goal

- Develop a clear mental picture of what your chapter wants to accomplish
- Write it down
- Evaluate it



## Form a Plan

- Plan how to achieve the goal
- Decide who, what, why, when, where and how



## Act

- Carry out the project
- Assign a person to manage the project

## Follow Up

- Evaluate the project
- Thank people involved
- Recognize participants

