

Family, Career and Community Leaders of America, Inc.®

**2009-2010 National Adviser Recognition Program
“Celebrating the accomplishments of chapter advisers”**



DEADLINES

Chapter Advisers:

**Application form and recommendations
due to Dodi Cechnicki, January 25, 2010.**

**Final copy form and recommendations
due to State Coordinator, February 1,
2010**

State Advisers:

**Application forms, recommendations and
state summary sheet due to national
headquarters, April 1, 2010**

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ADVISER MENTOR

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For More Information Contact:
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Family, Career and Community Leaders of America, Inc.®
2009-2010 Adviser Recognition Program
Adviser Mentor Overview

Award

Adviser Mentor award recognizes the skills of experienced advisers who help orient and train new advisers. It also recognizes advisers who have been successful in--

- achieving Master Adviser recognition;
- devoting two years to new adviser assistance;
- assuming adult leadership roles in Family, Career and Community Leaders of America;
- conducting adviser workshops;
- attending training workshops;
- using national and state FCCLA resources.

Criteria for Evaluation

A. New adviser assistance	45%
B. Leadership roles	35%
C. Professional development	10%
D. Recommendations	10%

Requirements

The candidate must have--

- attained Master Adviser recognition;
- assisted beginning or returning advisers for a minimum of two years after receiving Master Adviser recognition.

Application Process

A typed application and at least three recommendations should be submitted to the state adviser by **February 1**. This application may be submitted by the candidate or as a nomination by another adviser, teacher educator, local family and consumer sciences supervisor, state adviser, professional colleague or FCCLA member. Nominees may need to be contacted to obtain complete information.

Review Process

A committee appointed by the state adviser will evaluate each application. The review team may include a variety of individuals such as state officers, local advisers, teacher educators, local family and consumer sciences supervisors, professional organization representatives or administrators. Applications and state summaries will be forwarded to national headquarters by April 1.

Recognition

All recipients selected at the state level will be recognized at the National Leadership Conference. Recognition pins and certificates will be presented to recipients attending the meeting. Advisers unable to attend will receive their pins by mail following the meeting.



FCCLA Adviser Recognition Program

2009-2010 Adviser Mentor Application

Instructions

Type all information. Do not attach additional pages or materials except where noted. Responses to questions should be based on your work as an Adviser Mentor during a two-year period.

Return the following to your state adviser by February 1:

1. A completed copy of this Adviser Mentor Application.
2. One recommendation from each of the groups listed below is required. Photocopy the recommendation form provided, giving one copy to each individual.
 - FCCLA member
 - school administrator (principal, superintendent or vocational director)
 - person of candidate's choice (teacher educator, city supervisor, another teacher, etc.)

CANDIDATE INFORMATION

Name of Candidate _____

Chapter _____

School _____

Principal's Name _____

School Address _____

City/State/Zip _____

Home Address _____

City/State/Zip _____

Phone: School _____ Fax _____ Home _____

E-mail _____

Number of years teaching _____ Number of years advising _____

Courses taught: Comprehensive Occupational Number of Members in Chapter _____

Grade levels taught _____

Family and Consumer Sciences courses currently teaching _____

When FCCLA chapter meets (in class or outside of class) _____

A. New Adviser Assistance (45%)

List names of advisers you have helped develop a chapter (new or reaffiliated) since you achieved Master Adviser status. Describe both how you helped them become involved in state and national programs and develop advising skills.

<u>Year</u>	<u>Adviser's Name</u>	<u>Chapter</u>	<u>How You Helped Them</u>
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B. Leadership Roles (35%)

Describe FCCLA leadership roles you have fulfilled and adviser training workshops you have conducted at the district, state and national levels.

List your most rewarding accomplishments as an Adviser Mentor.

C. Professional Development (10%)

Describe FCCLA leadership roles you have fulfilled beyond your local chapter during your years as an adviser.

D. Adviser Mentor Recommendations (10%)

Please photocopy the attached Adviser Mentor Recommendation Form and secure one recommendation from each of the groups listed below. A total of three recommendations are required.

- FCCLA member
- School administrator (principal, superintendent or vocational director)
- Person of candidate's choice (teacher educator, city supervisor, another teacher, etc.)



FCCLA Adviser Recognition Program

Adviser Mentor Recommendation

Applicant Instructions

Type your name in the blank below and send this form to three people who can evaluate your performance as an FCCLA Adviser.

Evaluator Instructions

_____ is applying for recognition as a Adviser Mentor.
Your assistance in evaluating this applicant will be appreciated.

Please read the information below and use the attached form to rate the candidate in these areas. Return this form to the candidate no later than **January 15**. Thank you for your recommendation.

An Adviser Mentor is one who has --

- devoted at least two years to assisting beginning or returning advisers;
- encouraged teachers to establish chapters;
- encouraged beginning advisers to participate in state and national activities;
- helped beginning advisers develop plans and systems of management;
- provided positive reinforcement to new advisers;
- listened to beginning advisers' concerns;
- conducted adviser training activities;
- assumed adult leadership roles in Family, Career and Community Leaders of America;
- attended recent FCCLA meetings beyond the local level;
- used current FCCLA resources.



FCCLA Adviser Recognition Program

Adviser Mentor Recommendation

Name of candidate _____

Instructions

Use this form to rate the candidate's advising skills, checking the appropriate rating. Return this form to the candidate no later than **January 15**.

	<u>Yes</u>	<u>No</u>	<u>Don't Know</u>
1. Assists beginning advisers to--			
• establish new chapter;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• participate in state and national activities;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• develop plans and systems of management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Listens to beginning advisers' concerns and provides positive reinforcement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Assumes adult leadership roles in FCCLA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Conducts adviser training activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Participates in professional development for advisers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Attends FCCLA meetings beyond local level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Uses FCCLA resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Signature

Date

Person completing this form:

Name _____

Title _____

School _____

Address _____

City/State/Zip _____

Phone _____

Indicate your position:

FCCLA Member

School Administrator

(principal, superintendent or vocational director)

Person of candidate's choice

(teacher educator, city supervisor, another teacher, etc)



FCCLA Adviser Recognition Program

Adviser Mentor Screening Form

Instructions: This form is provided for the state adviser's use in screening applications. Complete the grid below for each Adviser Mentor application received. Check whether each item is included in the application materials. Note whether the application was accepted or rejected for review.

Name _____

School _____

City _____

	Date Received	Reviewed
Application form		
Recommendation I FCCLA member		
Recommendation II School Administrator (Principal/superintendent/vocation director)		
Recommendation III Person of Candidate's choice (Teacher educator, city supervisor, another teacher, etc.)		
Master Adviser recognition		
Two years' assistance to beginning advisers since Master Adviser Recognition		
Deadline met (optional)		
Application accepted		
Application rejected		



FCCLA Adviser Recognition Program

Adviser Mentor Scoring Criteria

Candidate's Name _____

Instructions: This form is to be completed by members of the review committee. Please evaluate the candidate's application and recommendations, recording findings below. Provide comments and note scores where requested. Indicate approval or disapproval of the candidate's application for recognition. Finally, sign and date the form.

Criteria	Comments
<p>A. <u>New Adviser Assistance</u></p> <p>Examples of action might include--</p> <ul style="list-style-type: none"> ■ encourage advisers to develop chapters; ■ encouraged advisers to participate in state and national activities; ■ helps advisers develop plans and systems of management; ■ shared techniques; ■ provided positive reinforcement; ■ listened to beginning advisers' concerns. <p style="text-align: right;">Points Possible 45</p>	<p>Score _____</p>

<p>B. <u>Leadership Roles</u></p> <ul style="list-style-type: none"> ■ Has assumed adult leadership roles in Family, Career and Community Leaders of America. ■ Has led adviser training activities. <p>Points Possible 35</p>	<p>Score _____</p>
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<p>C. <u>Professional Development</u></p> <p>Keeps up-to-date with Family, Career and Community Leaders of America through training opportunities.</p> <p>Points Possible 10</p>	<p>Score _____</p>
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<p>D. <u>Recommendations</u></p> <p>Recommendations support candidate.</p> <p>Points Possible 10</p>	<p>Score _____</p>
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Total Points Possible 100

Total Score _____

Additional Comments:

Recommended Action: Approve Disapprove

Signature	Date
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FCCLA Adviser Recognition Program

Adviser Mentor Scoring Criteria

Candidate's Name _____

Instructions: This form is to be completed by members of the review committee. Please evaluate the candidate's application and recommendations, recording findings below. Provide comments and note scores where requested. Indicate approval or disapproval of the candidate's application for recognition. Finally, sign and date the form.

Criteria	Comments
<p>A. <u>New Adviser Assistance</u></p> <p>Examples of action might include--</p> <ul style="list-style-type: none"> ■ encourage advisers to develop chapters; ■ encouraged advisers to participate in state and national activities; ■ helps advisers develop plans and systems of management; ■ shared techniques; ■ provided positive reinforcement; ■ listened to beginning advisers' concerns. <p>Points Possible 45</p>	<p>Score _____</p>

<p>B. <u>Leadership Roles</u></p> <ul style="list-style-type: none"> ■ Has assumed adult leadership roles in Family, Career and Community Leaders of America. ■ Has led adviser training activities. <p>Points Possible 35</p>	<p style="text-align: right;">Score _____</p>
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<p>C. <u>Professional Development</u></p> <p>Keeps up-to-date with Family, Career and Community Leaders of America through training opportunities.</p> <p>Points Possible 10</p>	<p style="text-align: right;">Score _____</p>
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<p>D. <u>Recommendations</u></p> <p>Recommendations support candidate.</p> <p>Points Possible 10</p>	<p style="text-align: right;">Score _____</p>
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Total Points Possible 100

Total Score _____

Additional Comments:

Recommended Action: Approve Disapprove

Signature _____

Date _____

