

The Florida Future Educators of America

Middle School Program



Sponsored By:

Florida Department of Education
Division of Professional Educators
Bureau of Educator Recruitment and Professional Development

FFEA Middle School Program Advisor's Handbook

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CONSTITUTION FOR FLORIDA FUTURE EDUCATORS OF AMERICA MIDDLE SCHOOL PROGRAM

Preamble

WHEREAS there is no finer profession than the education profession and;

WHEREAS the continuation of an educational system committed to producing productive citizens requires the development of qualified and dedicated educators; and

WHEREAS high school students must be given the opportunity to broaden their knowledge of the education profession;

NOW, THEREFORE, THE FLORIDA DEPARTMENT OF EDUCATION hereby establishes the Florida Future Educators of America Middle School Program dedicated to the goals and purposes as set forth in this constitution.

Article I – Name

Section A. The name of this organization shall be the Florida Future Educators of American Middle School Program

Section B. This organization at the local level shall be referred to by the school name and will be known as a chapter of the Florida Future Educators of America Middle School Program.

Section C. To establish a chapter at the local school, the chapter shall seek and receive approval from the school district and/or principal.

Article II – Goals and Purposes

The goals and purposes of this program shall be to:

Section A. Strive to inspire competent young men and women to consider teaching as a career.

Section B. Provide members with knowledge and experiences that develop qualities and aptitudes basic to successful teaching.

Section C. Offer pre-teaching experiences that are both exploratory and developmental in nature.

Section D. Provide information on professional career opportunities in education and the special competencies required.

Article III – Membership

Section A. Membership in chapters shall be limited to students currently enrolled in the local school.

Section B. To qualify for membership, the student must:

1. Meet the academic and behavioral standards identified in Article I of the Florida Future Educators of America High School Program By-laws.
2. Complete an application and be recommended for membership by three teachers.
3. Using the form designated for this purpose, obtain the recommendation attesting that the candidate meets the eligibility criteria of the Florida Future Educators of America Middle School Program.
4. Be invited for membership based upon meeting the eligibility criteria regardless of race, color, sex or religious preference.
5. Be initiated in a ceremony compatible with the ritual established for the Florida Future Educators of America Middle School Program. This ceremony may be conducted during one of the regular chapter meetings or may be a special initiation ceremony.

Article IV – Local Officers/Chapter Council

Section A. The officers of the local chapter council of the Florida Future Educators of America Middle School Program shall be the President, Vice-President, Secretary, Treasurer, Reporter/Historian, and Parliamentarian. The duties/responsibilities/guidelines of these offices shall be delineated in the Florida Future Educators of America Middle School Program By-laws.

Section B. The officers of the chapter shall be elected by a majority vote at a meeting held near the beginning of the school year. Vacancies occurring during the year shall be filled by a special election held at the next regularly scheduled meeting.

Section C. The President shall preside at the meetings of the chapter.

Section D. The Vice-President shall assist the President and shall preside in the absence of the President.

Section E. Any active member shall be eligible for office.

Section F. Only the five chapter council members (President, Vice-President, Secretary, Reporter/Historian, and Parliamentarian) shall be eligible to attend the state conference.

Article V – Meetings

Section A. The chapter council, with the approval of the advisor, shall be responsible for setting the time and place of meetings.

Section B. All meetings shall be open meetings.

Article VI – Transaction of Business

Section A. For official business, the number required for a quorum at a meeting shall be a majority of the members.

Section B. If less than a quorum is present at a meeting, any consideration must be sent to each absent member for approval or be tabled until subsequent meeting(s).

BY-LAWS FOR FLORIDA FUTURE EDUCATORS OF AMERICA MIDDLE SCHOOL PROGRAM

Article I – Membership and Dues

- Section A.** Active members are those who have and maintain a 2.5 cumulative Grade Point Average on a 4.0 scale, demonstrate satisfactory conduct, pay their dues (if collection of dues are sanctioned by the principal), regularly attend meetings, participate in service and other activities, and help raise funds (if fund raising has the approval of the principal). Chapters may opt to have higher G.P.A. and conduct requirements.
- Section B.** With the approval of the principal and the guidance of the advisor, the chapter council shall determine its dues structure to meet the particular needs of the chapter. Any final decision on the amount for dues shall be determined by the membership after carefully analyzing the goals of the chapter.
- Section C.** If an active member transfers to another chapter, a letter may be requested indicating the status of his/her membership and signed by the advisor of the prior chapter.
- Section D.** An active member of one chapter who enrolls in another school will be accepted for membership. A transfer student must maintain the membership standards of the new chapter in order to retain active membership.
- Section E.** Any member who falls below eligibility criteria shall be promptly warned in writing by the advisor. If, during the next regular marking period, the member fails to meet the standards, the member shall be dismissed and notified in writing.

Article II – Chapter Council

- Section A.** The chapter council shall consist of officers elected by a majority vote during a regular meeting.
- Section B.** During emergencies, the chapter council shall have the power to act on behalf of the entire membership.

Section C. The chapter council shall be responsible for conducting all the business of the chapter including:

1. Setting the dates, times, and locations of meetings;
2. Enforcing rules and procedures as determined by the constitution;
3. Making recommendations with respect to membership;
4. Keeping adequate records of funds and expenditures, minutes of council meetings and regular meetings; and
5. Representing the chapter at the FFEA state conference.

Article III – Chapter Council Duties/Responsibilities/Guidelines

Section A. The President shall:

1. Preside over meetings;
2. Call special meetings when needed;
3. Conduct meetings in an orderly manner, keeping members on the subject and within the time limits of the agenda; use the gavel of authority when necessary;
4. Select or appoint members to chair committees;
5. Start meetings on time, making sure a quorum is present before conducting any business;
6. Recognize members wishing to speak on an issue;
7. Permit discussion only after a motion has been made, seconded, and stated by the “chair;” and
8. Announce the results of the vote, voting only to break a tie.

Section B. The Vice-President shall:

1. Assist the president in all matters;
2. Preside at meetings in the absence of the president;
3. Be prepared to assume other duties and responsibilities of the president; and
4. Act as an ex-officio member at committee meetings.

Section C. The Secretary shall:

1. Take roll and report to the president if a quorum is present;
2. Record the minutes of all meetings – regular, council, and special meetings; obtain a copy of all committee meeting minutes; prepare, in a legible form, and read the minutes of the previous meeting; write corrections to the minutes in the margins;
3. Maintain accurate roll and records of the chapter;
4. Notify officers of meetings and appointments;

5. Record the exact wording of motions; whether the motions are carried or lost in a vote and record who made the motion; count and record a vote when taken; and
6. Have on hand for each meeting:
 - a. Secretary's book of meetings;
 - b. Copy of the Constitution and By-laws;
 - c. List of committees and committee reports; and
 - d. Copy of the Yearly Action Plan.

Section D. The Reporter/Historian shall:

1. Take pictures of chapter events for a scrapbook and for use in publicizing the chapter;
2. Gather and classify chapter news;
3. Maintain a cumulative file of clippings, pictures, charts, and copies of special programs; and
4. Maintain the state FFEA scrapbook and display.

Section E. The Parliamentarian shall:

1. Act in the capacity of arbitrator in matters of parliamentary procedures; maintain and refer to *Robert's Rules of Order (Newly Revised)*;
2. Assist the presiding officer in answering any question regarding ruling on procedures;
3. Assist in the total conduct of all meetings.

Article IV – Committees

Section A. The Standing Committees shall be Awards and Ceremonies, Membership, Service Programs, Activities, Fund-raising, and Public Relations.

Section B. The president, with the approval of the chapter council, has the authority to establish ad hoc committees for specified purposes and fixed tenure.

Article V – Meetings

Section A. Regular meetings shall be conducted at least once a month on dates designated by the chapter council and approved by the chapter advisor.

Section B. Special meetings may be called by the president with the prior approval of the chapter advisor.

Section C. A quorum shall be required to conduct business at a meeting; the quorum shall be a majority of all active members.

Article VI – Advisor

- Section A.** The activities of the chapter shall be subject to the approval of the chapter advisor and principal.
- Section B.** The advisor shall be a full-time faculty member and must be willing to provide activities and guidance for students who have expressed interest in membership.
- Section C.** The advisor or designee shall be present at all chapter meetings and activities.

STEPS FOR ORGANIZING AN FFEA MIDDLE SCHOOL CHAPTER

The following activities are to be conducted by the advisor:

1. Obtain administrative support and endorsement. If after school time is not allowed, request release time for students to attend chapter meetings.
2. Introduce the Florida Future Educators of America Middle School Program to the faculty:
 - Schedule time to speak at a faculty meeting;
 - Present the goals and objectives of the program to stimulate interest and support;
 - Ask “What can student members do to help you?”;
 - Request fellow teachers to speak at chapter meetings sharing their teaching experiences and why they chose education as a career.
3. Encourage teachers to recommend names of prospective student members. Provide them with a profile of a prospective chapter member to include the student who has good grades, satisfactory conduct, leadership qualities, the ability to get along with others and a desire to help people.
4. Present the program to the students:

Meet with classes or grade levels to discuss the program; and
Distribute chapter flyers and applications to interested students.
5. Collect and review applications using the above criteria.
6. Send personalized letters of acceptance.
7. Meet individually with non-accepted students to discuss improvements needed for possible future acceptance.
8. Send letters to inform parents of the program and request completion of the permission slip.
9. Conduct initial meeting.
10. Expand membership by using bulletin board to display announcements about the chapter, its membership requirements, and its activities, and to encourage interested students to join.

SUGGESTED PROCEDURES AND ACTIVITIES FOR FFEA MIDDLE SCHOOL CHAPTER MEETINGS

The chapter advisor, with assistance from the chapter council, and approval by the principal, should determine the regular meeting day, time, and location. Regularly scheduled meetings are essential to maintain involvement of the members and motivate them to complete planned activities. However, the meetings should not be held solely for planning activities. Rather, student members should also benefit in other ways, such as learning about things of interest to them. During the first few meetings, the chapter members should be asked to share what they are interested in learning.

Initial Chapter Meeting

It is suggested that the meeting be held before or after school for approximately 30-45 minutes. An alternate time might be the last hour of the school day. Future meeting days, times, and location should be determined by the chapter council, with the approval of the chapter advisor.

The chapter advisor should conduct the meetings until such time as officers are officially elected. A volunteer should take minutes.

Personal information from the application should be used to build the chapter roster.

Early in the initial meeting, chapter members should be asked to introduce themselves and tell why they are interested in joining the chapter.

The advisor should review with chapter members:

1. the purpose, goals, and objectives of the chapter;
2. the constitution and by-laws;
3. the role of the chapter officers and the nomination and selection process;
4. examples of activities in which chapter members may be involved; and
5. expected participation and commitment of chapter members.

In preparation for the next meeting, members may be asked to consider nominations for officers, ideas for chapter activities, and ways to recruit new members and publicize the chapter.

The advisor should conclude the meeting by stressing the importance of teamwork and the potential the chapter has to improve the school's and students' attitudes toward teachers and learning.

Second Chapter Meeting

The advisor welcomes new members and has them introduce themselves.

The advisor reviews the responsibilities of the chapter officers and the election procedures.

The members elect officers. Following the elections, the advisor may need to assist the officers with their new responsibilities. Many chapters use *Robert's Rules of Order, Newly Revised*.

Members will begin to develop the first draft of a Yearly Action Plan by discussing potential school service, community service, fund-raising, and other member activities.

The president will present the possible need for special assignment committees and ask for volunteers.

After the meeting, the officers may need to discuss their responsibilities with the advisor and plan the next meeting.

Subsequent Chapter Meetings

The chapter council should establish and follow an order of business for chapter meetings. The following is a sample format:

- I. President calls the meeting to order. (Chapter council members sit at the head table.)
- II. Secretary conducts and records the roll call.
- III. Secretary reads aloud the minutes of the previous meetings as well as any other correspondence. Members move to approve or make corrections before moving to approve.
- IV. Officers and/or committee chairs make reports.
- V. President opens meeting for discussion of new business. Motions may follow and be passed or dismissed.
- VI. Chapter may conduct activity that might include any of the following:
 - Presentations by guest speakers – business partners, other teachers, school/district administrators, etc.
 - Presentation of films, panels, etc.

Discussions/information on teachers' responsibilities, the many roles teachers play in the education of children and young adults, how to make learning fun, study skills, how to best prepare for college, colleges with strong teacher education programs, etc.

- VII. President recognizes chapter members who wish to make appropriate announcements.
- VIII. Optional closing activity – informal sharing time with refreshments; inspirational poem, quote, or short story.
- IX. President entertains motion to adjourn; motion is made, seconded, and passed by members.

**THE
FLORIDA FUTURE EDUCATORS OF
AMERICA
MIDDLE SCHOOL PROGRAM:**

Forms and Samples

STEPS IN DEVELOPING AN FFEA MIDDLE SCHOOL CHAPTER YEARLY ACTION PLAN

An Action Plan can best be described as the yearly program of activities for an FFEA Chapter. A successful chapter does not “just happen.” It must have a well-developed plan of implementation. When the FFEA advisor and members work cooperatively to publicize their chapter’s activities, growth and prestige of FFEA within their school and community can be achieved. The elements of a successful Action Plan should be consistent with the chapter’s district and school policies as well as the goals, constitution and by-laws of the organization.

First, the advisor and chapter council should determine the regular or monthly meeting location and times. Regular meetings are essential to maintaining involvement and morale. Meetings can be designed to help members obtain information to enhance their academic and social lives, to provide knowledge about the education profession, and to plan activities.

After the monthly meeting location and times have been determined, a list of possible activities appropriate for the chapter (performing school and community service, fund-raising, marketing the chapter, and social functions) should be developed. Before selecting activities, answers to the following questions should be determined (committees may be formed to research the specifics for each activity):

1. What is the activity?
2. What is the purpose of the activity?
3. Who will be targeted? How will they benefit?
4. Who will participate? Will participants enjoy the activity?
5. Will this activity stimulate recruitment of other members and provide visibility of the chapter?
6. When will the activity occur?
7. What are the steps necessary for the successful implementation of this activity?
8. What is the financial cost of or the anticipated income from this activity?
9. How many worker hours will be needed to successfully complete this activity?
10. For fund-raising activities, will the profit be sufficient to warrant the amount of worker hours and initial investment?

To finalize the Action Plan, the written reports from the various committees are presented to the entire chapter and voted on; a report for the administrator(s) and other school club advisors is prepared and checked carefully for conflicts; and a copy of the plan is published and posted. The chapter council is responsible for helping the chapter maintain its focus and pursue the goals presented in the Action Plan. Therefore, officers should begin announcing the upcoming events at each meeting.

**FLORIDA FUTURE EDUCATORS OF AMERICA
MIDDLE SCHOOL PROGRAM
INSTALLATION OF OFFICERS AND INITIATION OF MEMBERS**

- Directions:** Officers and Advisor stand behind a table and recite appropriate sections of ceremony.
- Advisor:** On behalf of the _____ (name of chapter) Chapter of the Florida Future Educators of America Middle School Program, I wish to welcome you to our installation and initiation ceremony. As FFEA officers and members, we have the responsibility to demonstrate “service,” “character,” “leadership,” “scholarship,” and “commitment” to the profession. We have indicated our willingness to become an officer and/or member of this organization that is designed to enhance education by motivating top quality young people to view the field of education as a career choice.
- President:** **Service** – FFEA is dedicated to the principle of service, service that fosters learning and promotes teaching. As FFEA officers and members, we have the responsibility to become committed to this principle. We are the future standard-bearers of education and should strive to enhance the image of our school by extending our services and resources to other students on this campus, in other schools, and in the community.
- Vice-President:** **Character** – Since educators value the worth and dignity of every individual, FFEA officers and members should exemplify the principles of honesty, integrity, compassion, dependability, and responsibility. As officers and members of Middle School Florida Future Educators of America, we should also strive to sustain the highest degree of ethical conduct.
- Secretary:** **Leadership** - Educational leaders have a vision they can communicate to the learner. As FFEA officers and members, we must have character, knowledge, self-confidence, sensitivity, and patience. We should strive to be leaders in both our school and our community.
- Reporter/Historian:** **Scholarship** – Scholarship is the goal toward which each student is striving. To meet this goal, we, as officers and members of FFEA, should seek to develop our personal potential, reaching for knowledge and wisdom.

Parliamentarian: **Commitment** – It is important that we are committed to follow through with our pledge of service, character, leadership, scholarship to promote the field of education and possibly become the exemplary committed teachers necessary for producing the productive citizens. Commitment leads to empowerment.

Advisor: Officers, please raise your right hand and take the pledge of office with me. All of you should fill in your name and officer position where appropriate.

THE PLEDGE:

I, _____, pledge to fulfill the duties and responsibilities of the office of _____ to the best of my ability. I will uphold the high standards of FFEA and strive at all times to conduct myself honorably and to perform to the best of my ability.

Directions: After the pledge is over, each officer should come forward to receive a ribbon and FFEA pin:

President – Dark Blue
Vice President – White
Secretary – Gold
Reporter/Historian – Blue/White
Parliamentarian – Gold/White

Advisor: Members, please raise your right hand and take the pledge with me, filling in your name.

THE PLEDGE:

I, _____, pledge to support the newly elected officers. I promise to demonstrate the five principles of FFEA, which are: service, character, leadership, scholarship, and commitment. I will always do my best to have a positive attitude toward the field of education and will endeavor to enhance the quality and efficiency of the education profession.

Directions: After the pledge, each member receives an FFEA pin. (Officers may help with the pinning.)

Advisor: You are now full-fledged officers and members of the _____ (name of chapter) Chapter of the Florida Future Educators of America Middle School Program. Serve with diligence.

FFEA MIDDLE SCHOOL SERVICE PROJECTS

School: Teacher Oriented

Here are some teacher oriented services chapter members may want to provide. Chapter members can:

1. Volunteer to work as “student assistant” in the media center, school office, and/or classroom.
2. Help teachers file papers, develop bulletin boards, and conduct other teacher aide activities.
3. Conduct an “Adopt-a-Teacher” for the day or week to help promote positive attitudes and do special things for the “adopted” teacher, such as running errands, making bulletin boards, cleaning the classroom, filing papers, or other helpful activities.
4. Conduct a “Teacher Appreciation Day” offering teachers certificates redeemable for classroom services and/or bringing them flowers, apples, or special treats.
5. Organize a “Helping Hands Day” before the school year begins and/or at the end of the school year where each teacher receives two members (for helping hands) for at least thirty (30) minutes and up to two (2) hours per day for various tasks such as cleaning, sorting books, unpacking and stamping books, filing papers, and decorating classrooms.
6. Provide refreshments at a faculty meeting and report on the progress of the chapter.

School: Student Oriented

Here are some student oriented services chapter members may want to provide. Chapter members can:

1. Conduct an orientation program for students who are leaving the elementary school and entering middle school.
2. Develop and print a handbook/welcome packet for students moving from one grade level to the next and for transfer students.
3. Offer an “Adopt a Student” program to help transfer students become comfortable at the school.
4. Serve as peer facilitators, tutors, or mentors.

5. Develop and distribute a "Guide to Student Activities."
6. Provide writing assistance to the school newspaper (if there is one) to insure that each issue contains FFEA chapter information.
7. Assist a teacher in teaching class at a lower course level or a class of their peers.
8. Maintain an "archival" annual of past chapter members and activities, and update to include any honors and awards those members receive after graduation; make special note of any who enter the education field.

Community

Here are some services chapter members may want to provide.

1. Work with the elderly in the community, providing reading and letter writing services.
2. Celebrate "Grandparents' Day" by "adopting for the day" elderly patients in a nursing home facility; provide computer/hand made cards, refreshments and an entertaining program.
3. Visit with a senior citizens community center and read, entertain, or just talk.
4. "Shadow" and FFEA high school member for a day.
5. Invite a Teachers of Tomorrow club from a local elementary school to "shadow" members of your chapter.
6. Enter community sponsored speech and/or essay writing contests.
7. Request support from Phi Delta Kappa to do a special project for the community.
8. Ask local businesses (McDonald's, Burger King, Wendy's, Publix, K Mart) to recognize and support (donate food for) chapter activities.
9. Talk with the local Chamber of Commerce about activities in which FFEA Middle School members could become involved.

BUDGETING FOR FFEA MIDDLE SCHOOL CHAPTER ACTIVITIES

Some considerations

In some instances, chapter activities will require funds in order to be implemented. When developing a budget for chapter activities, several considerations should be addressed:

- Will the planned activities require a larger budget than can be easily raised?
- How can available funds best be spent?
- What are potential sources of funds? Can they be raised by the students through chapter dues, fund-raising activities, or contributions from other sources such as business partners?
- In order to raise these funds, will other school or district staff, such as the principal and/or the superintendent, need to be consulted?

Ideas for Fund-Raising Activities

Collect dues (if permitted by principal).

Solicit support from local businesses.

Conduct car washes and sales of baked goods, candy, Halloween grams (messages with candy), Valentine kisses, pizza, French fries, flips (frozen Kool-Aid in 5 ounce cups), marshmallow treats, candied apples, carnations, etc. (Most of these activities will require strong parent support.)

Display baby pictures of teachers. Hold a contest to guess who they are for \$.25 per guess. The student with the most correct guesses wins a prize.

Make t-shirts with puffy paint of school colors, logo, etc., to sell.

Conduct a scavenger hunt and charge for the list of items to be found. Give a Prize to winning team.

With the approval of the principal, sell tickets to the following events:

A faculty/student fashion show and/or talent show.

A chapter sponsored baseball, softball, volleyball, soccer, or flag football game between faculty and students.

Florida Future Educators of America Middle School Membership Application

PLEASE PRINT

Name: _____

Mailing Address: _____

City _____ State _____ Zip _____

Home Telephone: () _____ Male _____ Female _____

Age: _____ Birthday: _____ Grade: _____

Parents'/Guardians' Names: _____

Dear Teachers:

The student named above has requested membership in our school's Florida Future Educators of America Middle School Chapter. To be eligible for membership, each student must be recommended by three (3) teachers and have a 2.5 or above cumulative grade point average which is validated by his/her counselor. Should this student's application be approved, s/he will be working with other students, parents, teachers, and the community, as well as representing our school in a variety on- and off-campus activities.

Teachers' Recommendations:

1. _____

2. _____

3. _____

Student Cumulative Grade Point Average: _____

Verified by _____
(Counselor's Signature)

Please return this form to _____ **by** _____
(Advisor's Name)

FFEA MIDDLE SCHOOL CHAPTER SAMPLE YEARLY ACTION PLAN

AUGUST/ SEPTEMBER (2 meetings)

Advisor presentations to faculty and students
Distribute applications to interested students
Bulletin board to publicize chapter of FFEA
First meeting:
 student introductions
 discuss Goals/Objectives/Constitution/By-laws of program
 begin list of possible projects
Second meeting:
 welcome new members
 elect officers
 develop committees
 complete list of possible projects
Council/Committee meetings:
 committee reports
 complete Yearly Action Plan
 plan Induction/Installation program
 plan fund-raising activity

OCTOBER

Induction/Installation program
Fund-raising activity – Halloween candy grams
Meeting:
 finalize Yearly Action Plan
 plan community service project
 plan “Adopt-a-Teacher” project
Council/Committee Meetings:
 plan next meeting
 prepare press release to publicize chapter and activities

NOVEMBER

Community Project
“Adopt-a-Teacher” school service project
National Education Week Activities
Meeting:
 plan fund-raising activity
 plan community service project
 plan peer tutoring service project
Council/Committee meetings:
 plan social activity
 plan “Helping Hands Day” activity for the new year
 committee reports
 publicity—prepare article about activities

- DECEMBER** Fund-raising activity – sell candy canes
Community service – visit senior citizens center
Peer tutoring – school service project
Meeting/Social activity
- JANUARY** “Helping Hands Day” project
Publicity campaign—article in school newspaper, bulletin board
Meeting: plan “Adopt a Teacher” project
Plan fund raising activity
Peer tutoring—school service project
- FEBRUARY** Fund-raising activity – Valentine kisses
“Adopt-a-Teacher” activity
Peer tutoring – school service project
Meeting: invite speaker from community, business, or education organization
- MARCH** Committee: begin to develop “Guide to Student Activities”
Meeting: plan for Teacher Appreciation Week
Council meeting: plan shadowing days
Publicity— prepare article about activities
Peer tutoring—school service project
- APRIL** Invite “Teachers of Tomorrow” club to shadow members for a day
Shadow high school FFEA chapter members for a day
Peer tutoring – school service
Meeting: committee reports on “Guide to Student Activities” observations of shadowing days
Council/Committee meetings:
plan fund-raising activity
prepare article about activities for publication
plan end of year social activity
- MAY** Have “Guide to Student Activities” ready for distribution in August
Fund-raising activity
Teacher Appreciation Activities
Meeting/Social activity
End of year “Helping Hands Day” project
Prepare report/article on chapter’s accomplishments for year

FFEA MIDDLE SCHOOL

Sample: Annual Committee Action Plan Form

Committee Name: Public Relations
Purpose of Committee: To inform the public of the activities and accomplishments of the FFEA Middle School Program and its members
Committee Members: Joan Jackson, Sam Jones, Brenda Torkelston

Activities	Goals
1. FFEA Week Completion Date: November 20 Estimated Budget: \$40	1. Sponsor a faculty breakfast 2. Adopt-a-Teacher 3. Members wear official dress on designated day
2. FFEA High School Calendar Completion Date: November 1 Estimated Budget: \$50	1. Publish and Distribute a Yearly FFEA Calendar to All Members
3. Bulletin Board Display Completion Date: September 15 Estimated Budget: \$15	1. Create a promotional bulletin board
4. Articles for School and Local Newspaper Completion Dates: September 30, November 25, February 15, April 30 Estimated Budget: n/a	1. Write articles to be published in the school newspaper to inform others about activities and accomplishments 2. Send copies of articles to local newspapers
5. Banquet Completion Date: April 15 Estimated Cost: \$400	1. 80% of members attend with parents 2. Present chapter awards to members 3. Invite key supporters of chapter

HELP IS HERE!!



Can you use an extra pair of hands to help you with tutoring a student, filing papers, designing a bulletin board or other teacher related activities?

Our Florida Future Educators of America Middle School Chapter has members who are bright, responsible, and eager to gain some “hands-on” experience in the teaching profession. If you are interested in having one or more chapter members assist you, please provide the following information and place this form in my mailbox.

Thank you,

FFEA Advisor

Teacher: _____

Room: _____

Subject: _____

Time/Period you want assistance: _____

Type of assistance you want: _____

Date, Time, and Place for first contact with Florida Future Educators of America Middle School member to schedule assistance:

(Date)

(Time)

(Place)

ADOPT-A-TEACHER

Date: _____

Dear _____:

Our FFEA Middle School Chapter will be adopting teachers during the month of _____ . The student members will be available to assist teachers for _____ . Adopted teachers can ask the student members to
(amount of time)

help them create bulletin boards and displays, file papers, or assist with other teaching-related activities.

You have been adopted by FFEA student member _____ . Please complete the form at the bottom of this letter so that we may advise the student member of the expected service times, and return the form to my mailbox.

Our goal is to promote a positive attitude toward teaching. Thank you for your contribution to our vision!

(Advisor)

Teacher's Name _____

Day(s)/Time(s) when help is needed:

Day and Time

Day and Time

Day and Time

Day and Time

FFEA MIDDLE SCHOOL SERVICE LOG

FFEA MEMBER _____

CAREFULLY RECORD YOUR SCHOOL AND COMMUNITY SERVICE ACTIVITIES ON THIS FORM. A TEACHER, YOUR ADVISOR, OR ANOTHER ADULT MUST VERIFY ALL ACTIVITIES.

	DATE	HOUR/MINS	TYPE OF ACTIVITY	SIGNATURE OF SUPERVISING ADULT
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

**FFEA MIDDLE SCHOOL
COMMITTEE REPORT FORM**

Date: _____

Report from _____ Committee

Committee Members Present: _____

Committee Members Absent: _____

Purpose of Meeting: _____

Results of Meeting: _____

Signed by: _____ (Committee Recorder)
_____ (Chairperson)

“I move that this report be accepted.” (or)

“As a result of the committee’s recommendations, I move...”

(Specific wording of the motion) _____

TO: FACULTY AND ADMINISTRATIVE STAFF
FROM: _____, ADVISOR
RE: STUDENT INTERN/SHADOW DAY, _____
(date)

Since I desire to give our "Future Educators" with a rewarding experience of the field of education, including the varied responsibilities and duties, I have granted permission for each active member in good standing to choose one position for the day or two members may choose to intern/shadow together for the same teacher for one entire day. The members will choose their own positions, ones they will feel comfortable preparing and fulfilling. Naturally, you do not have to accept a student just because the student asks; the members understand this. **EVERY MEMBER MUST SPEND A MINIMUM OF TWO PERIODS INTERNING/SHADOWING IN A CLASSROOM!**

PLEASE, PLEASE, PLEASE. . . Do not accept more than TWO F.F.E.A interns; please write down their names for your records. Accept only students you feel have the ability to perform in your field. Remember, the experience should **INSPIRE** the students to enter the field of education. If a student is acceptable to you, please sign this form, clearly indicating the class subject, period(s) and room number. This will help me to keep track of all the members. Should you not know which other students are FFEA Middle School members and desire a student intern/shadow, drop me a note. I will direct another qualified member to you.

MANY THANKS, FELLOW EDUCATORS!

This student wishes to intern/shadow with you in _____ (class subject) during periods _____ in room _____ and is willing to commit to preparing lessons and assignments and performing helpful tasks. The student will meet with you by _____ and again touch base with you on _____ to discuss workable lesson plans and duties. If the student does not meet with you on these days, please notify me. Thank you.

_____, ADVISOR

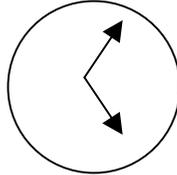
(signature of student)

(signature of instructor)

FFEA Middle School Members: Sign out of your classes and return the fully signed paper to your advisor. Those failing to do so – or failing to fulfill the obligations by interning – will be considered non-active members! Those failing to meet with teachers by required date will also be considered non-active members.

FLORIDA FUTURE EDUCATORS OF AMERICA MIDDLE SCHOOL

Request for Release Time



As a member of the FLORIDA FUTURE EDUCATORS OF AMERICA MIDDLE SCHOOL PROGRAM, _____ would like to serve as a
(Name of Student)
teacher intern/shadow on _____. I respectfully request that s/he be
(date)
granted release time to accomplish this goal once your class requirements have been met.

S/He will sign up with a teacher, and the student and the teacher will be required to keep a log of the time and activity that the student accomplishes in the other classroom. You will be provided with a copy upon request.

Thank you,

(Advisor)

Approved by: _____

Approved by: _____

Subject: _____

Subject: _____

Period: _____

Period: _____

