

## ***Future Teachers of Alabama***

Due to the high percentage of teachers approaching retirement and the shortage of students enrolled in teacher education at the university level, there is a tremendous demand for new teachers.

The Future Teachers of Alabama (FTA) is a pre-professional organization influencing the future of the education profession on the high school level. The organization consists of tomorrow's teachers concerned about the profession today. Started in 2000 by the Alabama Education Association as a means of attracting the best and the brightest students into the field of education, FTA works to prepare future educators for the profession. Members of the FTA receive a copy of the Alabama School Journal and have access to various resources provided by the Alabama Education Association and the National Education Association. Members also have an opportunity to participate in a statewide conference sponsored by the Alabama Education Association.

FTA members have opportunities to participate in activities designed to provide them with hands-on experience in the profession. Students prepare and teach lesson plans, develop portfolios, create bulletin boards, and participate in observations and internships that allow them to determine whether or not teaching is a viable career choice.

Students also participate in *Grow Our Own Week*, a celebration of the teaching profession sponsored by the Alabama State Department of Education and the Alabama Education Association. During this event, local school systems promote activities that focus on education as a career and highlight the important roles of educators. Presently, there are two statewide contests for students. One is a team competition in which students across the state compete and demonstrate their abilities to prepare and teach effective lesson plans. The other contest is a state bulletin board competition in which students create a bulletin board based on a lesson plan or the teaching profession itself. During *Grow Our Own Week*, teachers are encouraged to engage their students in activities that raise the awareness and appreciation of teaching.

## *Purposes of FTA*

The purposes of the Future Teachers of Alabama are to:

1. Provide an organization which shall function as an integral part of the Alabama Education Association in promoting interest in the teaching profession among student members in chapters Alabama public high schools and coordinate major activities of the statewide group.
2. Provide students with opportunities to engage in clinical experiences to determine if teaching is a viable career choice. Some of these activities may include: providing tutors for students, forums, debates, discussions, assisting teachers, and other activities to explore educational careers.
3. Serve as a recruitment program for students interested in teaching and education.
4. Develop leadership and professional attitudes among students interested in becoming teachers.
5. Develop an understanding of and an appreciation for the teaching profession and of the history and development of our nation's schools.
6. Provide opportunities for members to participate in career exploration activities which are both exploratory and developmental in nature.
7. Provide opportunities for members to identify the qualities, traits, techniques, and aptitudes which are basic or are related to successful teaching.
8. Provide a means for students to improve their education experience by participating in the selection and content of the school curriculum and in the development of student codes of conduct and other school regulations as may be appropriate.
9. Present a program of orientation to teaching, including a broad picture of the opportunities of the teaching profession and the many areas of education.
10. Develop positive attitudes toward school and community.
11. Set up a program of individual conferences for FTA chapter members for guidance in pre-professional service and development.
12. Give members an opportunity to work with children in situations where they may realize potential satisfaction.
13. Act as a service club with emphasis on specific school and/or community projects.
14. Create an awareness and understanding of classroom problems and techniques. Encourage constructive evaluation of procedures and techniques observed in classroom situations.
15. Provide opportunities for students so that they may be encouraged to pursue a career in the teaching profession.

## ***Guiding Principles***

The following are principles that should guide the operation of high school FTA chapters. FTA shall:

1. Give all students who are interested, and qualify, the opportunity to participate.
2. Engage the community to promote understanding of the FTA program which is essential for its success.
3. Remember that faculty understanding and administrative support of the FTA program is essential for its operation.
4. Always maintain adequate communication between the administration, faculty, community, and the chapter.
5. Strive to promote excellence in students interested in the teaching profession by promoting academic achievement, developing a positive self-image, and encouraging leadership responsibilities.
6. Promote a positive image of education to students, parents, and the community and shall disseminate information about the teaching profession.
7. Not unduly interfere with nor exempt the participant from regular class work.
8. Instill in its members responsibility for scholarship, behavior, and cooperation with the school.
9. Be a positive role model in the school, the organization, and the community.

## ***Why Establish FTA Chapters?***

The establishment of FTA chapters is a way:

1. To attract capable candidates to the teaching profession.
2. To encourage students from diverse cultural and ethnic backgrounds to enter the profession.
3. For students to provide service to their school and community and enhance students' image of teaching.
4. To provide linkages between the teaching profession and the community.
5. To provide for student/educator recognition.
6. For students to be positive role models in their schools and communities.
7. To build morale among those practicing in the profession.
8. For local schools to share the responsibility of averting teacher shortages.
9. To enhance and facilitate school and college/university relationships.
10. To introduce young people to traditional and emerging concepts of schools and the teaching and learning process.
11. Lead young people on pathways to teaching, linking FTA chapters with other pre-collegiate and collegiate teacher recruitment programs.
12. To enhance student achievement by making more explicit the cognitive and pedagogic underpinnings of academic performance.

## ***Organizing a Local FTA Chapter***

Principals and superintendents invite the local education association to take the initiative in starting FTA chapters. Initial interest may come from the parent-teacher association, school board, other community groups or one or more teachers. Nearby college units of the Student Alabama Education Association may welcome opportunities to collaborate with FTA chapters. Frequently, high school students who have seen another chapter in action or who have attended a college career day or a state FTA meeting decide that they would like to organize a chapter in their own school.

A Future Teachers of Alabama chapter may be organized in any high school where a number of students indicate an interest and where an advisor is available who is genuinely interested in its promotion.

### ***Membership***

The success of an FTA chapter depends, to a considerable degree, on the students who become members of the chapter. Students in grades nine to twelve in a four, five or six-year high school, or grades ten to twelve in a three-year high school, are eligible for membership.

Students who are members of FTA should be required to have an average academic grade of C+ (2.5) or better.

Students who are to become members should definitely have a desire to explore teaching as a career and/or desire to work toward better educational opportunities and services for all.

Potential members must receive a recommendation from at least one faculty member at his or her high school.

### ***Chapter Dues***

State dues are \$2.00 per student. Each chapter decides its own local dues. These vary from \$2.00 to \$15.00 per year.

## Steps for Getting Started

- a) Obtain approval to start a Future Teacher of Alabama Chapter from the appropriate school instructional leader.
- b) Identify and select an advisor for the chapter if he or she is not the initiator of chapter establishment.
- c) Organize and implement a plan for informing others and promoting support for the chapter. The plan should include:
  - Becoming familiar with FTA goals, objectives, and purposes.
  - Informing building staff and students of the benefits in having a chapter.
  - Becoming familiar with the elements of the state constitution that governs membership.
  - Publicizing the organization of a chapter
  - Planning a membership drive
- d) Suggestions for initiating a membership drive include:
  - Requesting school personnel to identify interested students.
  - Writing articles and advertising in school and community publications.
  - Posting and distributing flyers and posters.
  - Encouraging teachers to have bulletin board displays in their classrooms.
  - Encouraging teachers and principals to have bulletin board displays in the hallway.
  - Set up a table at college and career fairs.
- e) Plan and publicize the initial chapter meeting.

# *First Steps*

## **Initial Chapter Meeting Suggestions for Chapter Meetings**

Make agenda available to chapter members at the meeting, either in printed form, on chart paper, or on board used in class for instructional purposes.

The following is a *sample* agenda:

- a) Call to Order
- b) Roll Call
- c) Minutes – secretary reads minutes of the previous meeting and membership approves
- d) Correspondence – secretary reads or reports on any correspondence received or sent
- e) Reports
  - a) Treasurer
  - b) Advisor
  - c) Committees
- f) Old Business
- g) New Business
- h) Program (optional depending on the type of meeting);
- i) Presentations (speakers, films, demonstrations, panels)
- j) Closing Activity
  - Inspirational poems, stories, quotes
  - Refreshments and sharing time

The chapter advisor may preside over meetings until chapter officers are elected.

For the initial meeting, if a temporary secretary has not been identified, a volunteer might be solicited at the beginning of the meeting to take minutes.

Students may be given a sign-in sheet requesting information for a chapter roster (name, address, phone number, parents' names, etc.)

Each student introduce himself or herself at the beginning of the meeting. Instead of just giving names, have each student tell a little something about himself or herself and why he or she is interested in FTA.

Explain the purpose of the chapter and distribute promotional information. Have a discussion about the following:

1. Duties of chapter officers, nomination and election procedures
2. Development of a Local Constitution
3. Chapter member standards and requirements
4. Expected participation and commitment
5. Chapter programs and activities
6. Chapter meeting schedule
7. Chapter dues
8. Standing Committees (Election, Fundraising, etc.)

In preparation for the next meeting, request students to come prepared to nominate\* and vote for chapter officers and to volunteer or be appointed to a committee(s).

Share information on officer and committee duties and responsibilities and basic parliamentary procedures.

Discuss how to best publicize the organization. Ask volunteers to help with a publicity campaign.

Schedule the next meeting for the next week, if possible. The immediate goal is to get the chapter organized and functioning as quickly as possible.

Conclude the meeting by expressing the importance of the chapter and what membership offers, reminding attendees of elections at the next meeting, and informing those interested in holding office to be prepared to conduct the meeting once election results are announced.

\*Nominations can be made between the first and second meeting so ballots can be printed prior to the second meeting.



## Second Chapter Meeting - Formal Organization

Welcome any new attendees and ask them to introduce themselves.

Distribute minutes from the previous meeting and have the temporary secretary read them.

Provide each new attendee with a copy of the purpose, goals, and objectives of the organization.

Review the responsibilities of chapter officers: President, Vice President, Secretary, and Treasurer.

Determine election procedures and proceed with election of officers. Elected officers will assume their responsibilities following the election.

Determine the chapter dues structure.

Plan an installation ceremony for officers and an initiation ceremony for chapter members. Consider a formal ceremony at a time and place that allows faculty, school instructional leaders, students, parents, and others from the community to attend. *(This activity is optional.)*

Solicit volunteers for the standing committees.

The chapter president should ask for volunteers and appoint standing committee chairs.

Assign specific activities for each committee to accomplish by the next meeting.

Discuss specific activities and programs that the chapter will begin to carry out.

Determine the frequency of general and chapter officer meetings.

Before the meeting adjourns, ask the officers to remain and work with advisor(s) to plan the agenda for the next meeting and to address leaders' other areas of concern.

## Basic Parliamentary Procedures for Chapter Meetings

1. Welcome by the Advisor, Co-Advisor, or President
2. Call to Order (Chapter Officers should be seated at the head table.)  
President: "I now call to order the meeting of the (name of school) Chapter of FTA." (Rap gavel twice)
3. Adoption of the Agenda
4. Inspirational Comments (optional)
5. Pledge to the Flag (optional)  
Chapter Officer: "Will the membership please stand, face the flag, and recite the pledge with me?"
6. Roll Call  
Chapter Officer: "Will the Secretary please take roll?" (or other procedure)
7. President: "Will the Secretary read the minutes of the last meeting?"  
Secretary: (Reads the Minutes)  
President: "Are there any corrections, additions, or omissions to the minutes?" (Members give corrections if any are in order.) "If there are no (further) corrections, I will entertain a motion to approve the minutes as read (corrected)."  
Chapter Member: "I move to approve the minutes as read (corrected)."  
Second Chapter Member: "I second the motion." (No discussion is permitted.)  
President: "All those in favor say 'Aye'. All those opposed, 'Nay'."  
President: (Announce if motion passed or not.)
8. Officer Reports  
President: "We will now move to the officers' reports." (Gives short verbal or written report.)  
Are there any questions?" (Answer questions.)  
"Will the Vice President please give his or her report?"  
(Continue process for other officers.)
9. Committee Reports  
(The above process is repeated for each committee report.)
10. Unfinished Business
11. New Business  
President: "We will now move to new business. Is there any new business?"
12. Making a Motion  
Chapter Member: "I move to (state motion)."  
Chapter Member: "I second the motion."  
President: (Calls on members to discuss the motion. The member introducing the motion has the opportunity to speak first or last to the motion. When all new business is completed, the President moves on.)
13. Program (e.g., speaker, presentation, film, demonstration, panel discussion)
14. Initiation (optional)
15. Announcements  
President: "Are there any announcements?" (chapter members are recognized to make any appropriate announcements.)
16. Adjournment  
President: "If there is no further business, I will entertain a motion to adjourn the meeting."  
Chapter Member: "I move to adjourn the meeting."  
Chapter Member: "I second the motion."  
(The motion is non-debatable, proceed to vote.)  
President: (If approved) "I adjourn the meeting." (Rap gavel once.)  
(If the chapter wishes to adjourn the meeting before all business is completed, the meeting must be adjourned by a motion.)

## ***Installation of Officers***

(Chapters may develop their own installation procedures.)

*Note: One installation officer may be identified to conduct the entire ceremony. That installation officer may be the retiring president, a past president, the advisor, the principal, or a “favorite” teacher.*

**Officer Installation.** Installation ceremonies can be designed to meet your chapter's needs.

### **Sample Installation Ceremony**

An organization is what its leaders and members make it. It can be a blight or a blessing. It can be an organization of inactivity or action.

The Future Teachers of Alabama organization exists for the students of Alabama who are interested in the teaching profession. Two of its major purposes are to develop an understanding and appreciation of the teaching profession and to develop leadership and professional attitudes among high school students interested in teaching.

In light of these beliefs, we are assembled to install the elected officers of the \_\_\_\_\_ Chapter of Future Teachers of Alabama for the \_\_\_\_\_ Association year.

To the **president** - you shall preside at all meetings of the Organization and of the Executive Committee. You shall appoint all committees not otherwise subject to approval of by the Executive Committee. You shall determine, with the help of the advisor and the executive board, the objectives, meetings, and action plan of the \_\_\_\_\_ Chapter of FTA.

I am confident that you will lead with justice, dignity, and impartiality. I am further assured that you will faithfully represent FTA by serving as liaison between the State Association and the local chapters.

To the **vice-president** - you shall assume all duties of the president in his or her absence. You shall assist the president in carrying out the objectives and plans of the \_\_\_\_\_ Chapter of FTA. You shall maintain continuous contact with members-at-large. You shall make arrangements, greet new members, and see that guests are properly recognized at local meetings.

To the **Secretary** – you shall keep the minutes of all regular and special meetings, handle general correspondence of the chapter, and maintain the chapter files.

To the **treasurer** – with the guidance of the advisor, you shall receive and disburse all funds of this chapter and keep an accurate account of receipts and disbursements in accordance with school and district guidelines. All monies will be handled through the school accounting office.

To all officers, your task as elected officers is to provide leadership. Leadership is many things to many people. To some it is a reward, to others an opportunity. To some a burden, to others a challenge. Leadership is and will be what you individually and collectively make it.

And now officers, your help for vital action in the upcoming year lies in the members.

I charge you all, officers and members, to employ FTA to the utmost in unrelenting service for the enhancement of education in your school, community, state and our nation.

Do you accept these challenges?      Congratulations...you are duly installed.

## ***Roles and Responsibilities***

### ***Alabama Education Association***

The State Office of Future Teachers of Alabama assumes responsibility to:

1. Plan and coordinate statewide meeting(s).
2. Monitor activities of the Executive Committee.
3. Disseminate information to local chapters about statewide meetings.
4. Coordinate information exchange by working directly with other professional associations/organizations related to FTA activities by:
  - a. maintaining a state roster of local chapters and local advisors
  - b. receiving information on local programs where they exist.
  - c. facilitating networking among local chapters and state level programs
5. Assist each high school/local chapter in developing a local newsletter for distribution, if requested.
6. Serve as Managing Editor of the FTA Newsletter
7. Provide local chapters with membership promotional material.
8. Promote and disseminate information on scholarship opportunities and provide applications and guidelines, when available.

### ***Local FTA Chapter***

The building principal serves in a key role to promote the establishment of FTA chapters and to encourage ongoing activities. The principal may demonstrate his or her commitment to the program by:

1. Providing guidance for establishment and maintenance of the FTA chapter in the school by selecting the best qualified teacher as an FTA advisor and working with the advisor to develop appropriate activities and materials including:
  - establishing a committee to select the best qualified teacher as FTA advisor, and
  - working with the advisor to approve all activities and printed materials.
2. Maintaining lines of communication with superintendents regarding FTA chapters.
3. Establishing opportunities for students to work with other teachers and in mentoring programs.
4. Ensuring that awards received by the chapter are appropriately displayed in the school.
5. Ensuring the FTA Chapter is a recognized official organization of campus.
6. Promoting scholarship opportunities for future educators, when available.

### ***Alabama State Department of Education***

The Alabama State Department of Education shall:

1. Promote FTA with the *TEACH Alabama* Program by including information about FTA in all publications promoting *TEACH Alabama*.
2. Promote scholarships and provide access to applications, when available.
3. Promote grant and ensure timeliness of grant distribution, when available.

### ***Alabama Commission on Higher Education***

1. Promote scholarships and disseminate information and applications for scholarship program.

## *FTA Advisor*

Advisors are high school teachers and some chapters have more than one advisor. Advisors are encouraged to be members of the National Education Association and the Alabama Education Association.

Advisors are generally appointed by the principal, but the local teachers association may be of great assistance if they will recommend to the principal members of their group who demonstrate high professional interest and strong leadership qualities.

The advisor provides key professional leadership to the local FTA chapter. The effectiveness of the chapter is greatly affected by the advisor. Experience has shown that the advisor's interest in and cooperation with the students, faculty, and administration have an extremely positive effect on the student chapter.

The FTA advisor should:

- ◆ be an interested professional person who believes in teaching as a career.
- ◆ be a person who understands and can work with and advise high school students.
- ◆ Serve as role model and mentor for chapter members.

The FTA chapter advisor is responsible for:

- ◆ promoting the FTA program with the faculty members and the administration;
- ◆ monitoring and assisting chapter officers in coordinating FTA activities;
- ◆ supervising all work and records of the chapter;
- ◆ arbitrating and advising concerning questions that arise in the chapter;
- ◆ seeking out potential members;
- ◆ ensuring all members' names and addresses are received at the state office;
- ◆ assisting members in interpreting the FTA program to the school and community;
- ◆ leading in the formulation of policy for the FTA chapter;
- ◆ encouraging the implementation of meaningful chapter activities and projects;
- ◆ helping to develop an understanding of and commitment to the teaching profession among the members; and
- ◆ maintaining contact with the state office to ensure appropriate and accurate communication of chapter activities.

### *Suggestions to Ensure Effectiveness*

1. Establish a membership committee to plan and organize membership meetings and plan and implement a membership recruitment program that includes continuous follow-through.
2. Contact the state student organizer for assistance, services and support.
3. Contact the local education association and surrounding colleges that have Student Alabama Education Association (SAEA) chapters for support. They can provide many resources for the chapter, including speakers.
4. Plan a joint program on a local level with nearby SAEA chapters.
5. Enlist the support of other colleagues, letting them know what the FTA program is all about and welcoming their assistance.
6. Contact advisors from other chapters, especially in the vicinity of your school. Many activities can grow and thrive through cooperative efforts.
7. Plan a year-long program that meets the needs of members.
8. Develop a budget that provides adequate funds and can be controlled.
9. Determine a meeting time that will allow the advisor and the student leadership to meet on a regular and convenient basis.
10. Establish a “home base” for the chapter, a location where notices and calendars are placed.
11. Establish a standard meeting location where meetings are held.
12. Encourage members to visit at times convenient for the advisor.
13. Always notify state student organizer of any changes so that records are accurate.
14. Notify the state student organizer of chapter activities at least two weeks in advance for potential participation and/or attendance.

## *Sample Chapter Bylaws*

\_\_\_\_\_ Chapter  
of Future Teachers of Alabama

Article I	Name, Location, and Purpose
Article II	Administrative Approval
Article III	Membership Eligibility
Article IV	Dues
Article V	Chapter Officers
Article VI	Duties of Officers
Article VII	Standing and Ad Hoc Committees
Article VIII	Chapter Advisor(s)
Article IX	Election of Officers
Article X	Chapter Meetings
Article XI	Amendments to Bylaws
Article XII	Ratification

*Note: The set of bylaws which follows is not complete. Chapters should feel free to modify the format and, more importantly, to make specific decisions about the governance of the chapter which reflect the chapter's values and priorities. Items which appear in parentheses are intended to guide decisions or to suggest options to the chapter.*

**Article I                    Name, Location and Purpose**

Section 1                    The name of this organization shall be the  
\_\_\_\_\_ Chapter of the Future Teachers of Alabama .

Section 2                    The chapter is located at \_\_\_\_\_(school) in  
\_\_\_\_\_ (city), \_\_\_\_\_(state or province).

Section 3                    The purpose of the chapter shall be to 1) provide students with opportunities to explore teaching as a career option; 2) help students gain a realistic understanding of the nature of education and the role of the teacher; and 3) coordinate information about teaching as a profession, employment opportunities, financial assistance options, and educational issues.

**Article II                    Administrative Approval**

Section 1                    The chapter shall seek and receive approval from the appropriate school instructional leader to establish a chapter at the local school.

Section 2                    The chapter must request permission to affiliate with the state organization.

**Article III                    Membership Eligibility**

Section 1                    Membership in the chapter shall be open to students who are currently enrolled in the school and are interested in education as a profession.

Section 2                    Each member shall meet the following eligibility requirements:  
(suggested criteria)

- 1) meet the academic standards required by the school for students to participate in extracurricular activities;
- 2) complete an application form;
- 3) submit a parent/guardian support letter;
- 4) be recommended by at least one teacher at the school.
- 5) (other requirements as determined by the local chapter)

Section 3                    Each member shall be initiated in a ceremony held (where? when?)

Section 4                    A member who falls below the eligibility standards required by the chapter shall be placed on probationary status until such time as eligibility is achieved or suspended from membership.

Section 5                    A member of another FTA chapter who enrolls in the school will be accepted for membership in the chapter.

Section 6                    Membership in the chapter shall not be restricted on the basis of race, ethnicity, religion, sex, national origin, or physical handicap.



**Article IV**

**Dues**

Section 1 Annual dues for the local chapter are \$\_\_\_\_\_.

Section 2 The annual dues amount will be determined by a vote of the general membership at a meeting \_\_\_\_\_(specify when).

**Article V**

**Chapter Officers**

Section 1 The officers of this chapter shall be a (list those appropriate for the size and needs of your chapter)

Section 2 All chapter officers shall be elected by a majority vote of members present during a regular meeting \_\_\_\_\_(specify when). The vote shall be by secret ballot.

Section 3 The terms of all chapter officers shall be for one year.

Section 4 Any member shall be eligible to vote.

Section 5 All chapter officers may serve successive terms.

Section 6 If an office is vacated, the officers may appoint a person to fill the vacated position until such time as the chapter can hold an election to fill the vacated office or the officers may appoint a person to fill the unexpired term of the person who has vacated the office.

**Article VI**

**Duties of Officers**

(Include those appropriate for your chapter.)

Section 1 The president shall preside at all meetings and \_\_\_\_\_.

Section 2 The vice president shall preside at meetings in the absence of the president and (plan chapter programs) \_\_\_\_\_.

Section 3 The secretary shall keep the minutes of all regular and special meetings, handle general correspondence of the chapter, and maintain chapter files. The secretary also shall \_\_\_\_\_.

Section 4 The treasurer shall receive and disburse all funds of this chapter and keep an accurate account of receipts and disbursements in accordance with school and district guidelines. All moneys will be handled through the school accounting office and \_\_\_\_\_.

Section 5 (Other offices as determined by the chapter might include historian, parliamentarian, reporter, etc. Sections should be developed and numbered accordingly to reflect these additional officers.)

**Article VII Standing and Ad Hoc Committees**

Section 1 An executive committee shall consist of all elected officers, the chapter advisor(s) and \_\_\_\_\_. This committee shall be responsible for conducting all business of the chapter including \_\_\_\_\_.

Section 2 The president, with the approval of the executive committee, shall establish any of the following standing committees with the duties and responsibilities to be defined by the executive committee. Membership, Program and Activities, Special Projects, Publicity, Awards and Ceremonies, \_\_\_\_\_.

Section 3 Ad hoc committees may be established as needed by the president and advisor(s) to perform whatever functions the chapter deems necessary or desirable. Chairpersons shall be appointed by the president with approval from the executive committee.

**Article VIII Chapter Advisor(s)**

Section 1 The activities of this chapter shall be subject to the approval of the chapter advisor(s) and the school principal.

Section 2 The advisor(s) shall be a full-time faculty member or other adult appointed by the school to provide activities and guidance for students interested in the field of education.

Section 3 The advisor(s) or approved designees shall be present at all chapter meetings and activities.

**Article IX Election of Officers**

Section 1 Elections shall be held yearly no later than April. Newly elected officers shall assume their respective office at the close of the school year and serve throughout the next school year.

Section 2 A nominating committee shall be appointed by the president to propose a Slate of officers to be announced to members at the meeting prior to the election. Nominations also shall be open on the floor of the meeting at which the election is held.

Section 3 Elections shall be by a simple majority of those present and eligible to vote. The vote shall be by secret ballot.

Section 4 Only members of the \_\_\_\_\_ Chapter of FTA may hold office or vote in elections of officers.

**Article X Chapter Meetings**

Section 1 Regular meetings of this chapter shall be conducted on dates designated by the executive committee, approved by the chapter advisor(s), and announced in advance to the members.

Section 2 Special meetings may be called by the advisor or by the president with prior approval of the advisor.

Section 3 All meetings shall be open meetings.

Section 4 The president shall call the meetings to order. The normal order of business is as follows:

- a) Approval of minutes of previous meeting
- b) Treasurer's report
- c) Reports of standing committees
- d) Reports of special committees
- e) Unfinished business
- f) New business
- g) Remarks, announcements, questions
- h) Closing

Section 5 The normal order of business may be altered to accommodate special programs, activities, guest speakers, etc.

Section 6 A quorum shall consist of the members present at a chapter meeting.

Section 7 Special activities requiring travel shall follow school board policy and school guidelines related to release forms and permissions.

**Article XI Committees**

Section 1 Committees shall include program, social, publicity, membership, finance, and service.

Section 2 The president and advisor(s) shall be ex-officio members of every committee.

Section 3 The vice president shall be chairperson of the program committee.

Section 4 Other chairpersons or committees may be appointed by the president.

**Article XII Amendments to Bylaws**

Section 1 These bylaws may be amended at any regular meeting provided the proposed amendments have been presented to the executive committee.

- Section 2 Proposed amendments to the bylaws shall be written and presented to the executive committee at least \_\_\_\_\_days prior to final action.
- Section 3 The executive committee shall review proposed amendments and present them to members with the committee's recommendation for accepting, rejecting, or altering the proposal.
- Section 4 The executive committee may not alter or discard a proposed amendment without the consent of its originator.
- Section 5 A majority of the members present and eligible to vote is required to amend the bylaws.

**Article XIII Ratification**

- Section 1 These bylaws shall become effective for the \_\_\_\_\_Chapter of FTA after acceptance by a majority of the members present at a regular meeting.

## *Developing a Yearly Action Plan*

An action plan can best be described as the yearly program of activities for an FTA Chapter. A successful chapter must have a well-developed plan of implementation. If FTA advisor(s) and members work cooperatively to make or publicize their chapter's activities, growth and prestige of FTA within their school and community can be achieved. The elements of a successful action plan should be in keeping with the chapter's district and school policies, FTA goals, and chapter bylaws.

When developing the action plan, many questions should be asked and answered: What are the activities? Why are we having these activities? Who will be targeted and who will participate in developing these activities? When will these activities occur? How will these activities occur? What are the steps in implementing these activities? What are the costs and worker hours needed to accomplish these activities?

In many cases, chapters will be large enough to have committees assigned to specific activities, but in schools where this is not possible, the issue of finance and worker hours may be particularly important in determining how many activities to undertake and the extent of the activities. Therefore, a well-defined action plan is essential for any chapter, small or large.

First, advisors and officers should determine the regular meeting locations and times. Regular meetings are essential to maintaining involvement and morale. Meetings should not only be held for planning activities. Student members should benefit in other ways, such as acquiring knowledge of teaching and developing a positive attitude about the education profession. Meetings may also be designed to help members obtain information to enhance their social, personal, or academic lives. (It is recommended that meetings be held on the same day of the week every two weeks.)

During a meeting, a faculty member, instructional leader, college representative, or other educational stakeholder can be invited to share a short presentation about some aspect of education such as, "What Teaching Means to Me." If possible, half of the allotted meeting time, or one meeting per month, may be spent in the media center gathering information on education topics that are of interest to the members. All meetings do not have to be activity planning meetings, but may range from social to educational meetings.

After the meeting dates, times and locations have been determined, a list of possible activities (such as fundraising, marketing, school, community, or social) should be presented. After the specific activities are determined, the following steps should be followed to ensure their success:

1. Determine the time needed to prepare for the activity.
2. Obtain yearly calendars of events from other school organizations. If there are activities that have been sponsored solely by other school clubs that seem appropriate for FTA to co-sponsor, plan a meeting with the advisor of that club and request to co-sponsor.
3. To make other organizations in the local school knowledgeable about FTA, group projects involving one or more other clubs are recommended. Financial and human resources are shared in this way. Sharing also serves as a method of new member recruitment.

4. If possible, assign committees to research what is needed to make the activity a success and develop a plan for implementing the activity.
5. Ask committees to have reports in writing ready to present to the entire chapter early in the school year.
6. Finalize the yearly action plan and present a written report to instructional leader(s) and other advisors of various school clubs. (Prepare an alternative to the meeting times and locations as well as activities.)
7. If administrative approval is obtained, have all FTA activities posted on the official school activity calendar in order to prevent conflicts with other school activities.
8. If approval is obtained, present the action plan to the entire chapter. If possible, prepare copies for each member.
9. The chapter officers are responsible for helping the chapter maintain its focus and pursue the goals presented in the action plan. Therefore, officers should begin announcing upcoming events at each meeting and reminding the assigned committees to "hype" the activity.
10. Copies of the action plan should be shared with members, faculty, instructional leaders, state student organizer, and other appropriate persons.

## Sample Yearly Action Plan

- SEPTEMBER: Regular meetings  
Faculty Meeting Presentation (Ask students interested in joining to attend.)  
Publicize FTA during School Club Day/Night  
First meeting; elect officers at second meeting  
Determine dues structure  
Place FTA supplies order  
Plan installation and fund-raising activity  
Member recruitment (Send memos to teachers asking for prospective FTA members.)  
First project to welcome teachers back (e.g., apples for teachers, continental breakfast, notes)  
Start planning for the State Convention
- OCTOBER: Regular meetings  
Officer Installation and Member Initiation Ceremony  
Present FTA concept at school board meeting  
Fund-raising activity or publicity activity at fair or in the mail  
Plan first Career Shadowing Day for November  
Press release for Career Shadowing and Community Project activity  
Community Project  
FTA car in homecoming parade  
Start planning for the FTA Convention  
Start planning for *Grow Our Own Week* (Guidelines and Rubric in Appendix)
- NOVEMBER: Regular meetings  
Prepare "goodies" for faculty; collaborate with business partners or other community groups to donate goodies  
National Education Week activities  
Social activity - collaborate with an established group  
Continue planning for *Grow Our Own Week*
- DECEMBER: Regular meeting  
District-wide FTA Holiday Party - invite parents, faculty, friends, etc.  
Plan for Peer Tutorial Program  
Continue planning for *Grow Our Own Week*
- JANUARY: Regular meetings  
Massive publicity campaign - article in school newspaper announcing state/national conference  
Peer Tutorial Program  
Invite organization to sponsor conference delegate  
Invite representative(s) from a community, business or education organization to meeting  
Continue planning for *Grow Our Own Week*  
Submit *Grow Our Own Week* contest entries

FEBRUARY: Regular meetings  
Consult with business partners  
Community activity - collaborate with SAEA, local education associations,  
or retired teachers' associations  
Peer Tutorial Program  
Attend FTA State Convention (Date to be announced)

MARCH: Regular meetings  
Plan for Teacher Appreciation Week (Consider collaborating with groups.)  
Peer Tutorial Program

APRIL/MAY: Regular meetings  
Elect new officers, if possible  
Report to faculty on conference or yearly chapter update  
Marketing campaign for Teacher Appreciation Week  
Awards Day  
Scholarship recipient announced  
Certificates presented to each FTA Participant  
Social activity



## **Plan for Recruitment and Retention of Members**

### **Membership Committee Responsibilities**

Every chapter should have a membership committee. This committee is charged with the responsibility of recommending new members and also retaining present FTA members. A portion of the membership committee's job involves building loyalty and pride among FTA members in the chapter and in the school. Remember, all potential members must meet membership criteria.

### **Recruitment of New Members**

1. Suggested information to be shared with new members.
  - a) Welcome letter from Membership Committee Chair or Chapter President
  - b) Goals and objectives of chapter
  - c) History of chapter
  - d) Meeting dates and times
  - e) Calendar of events or newsletter
  
2. Membership Campaign
  - a) Request local merchants to donate gifts, services, and/or prizes
  - b) Establish a specific time frame for membership campaign
  - c) Set theme and rules for membership campaign
  - d) Announce campaign for members in publications and through displays
  - e) Recognize the achievement of current members
  
3. Sites and Times for Membership Campaign
  - a) New student orientation
  - b) Campus FTA web page
  - c) Lunch break(s)
  - d) School sporting events
  - e) College and Career Day
  - f) Campus bulletin board
  - g) Anytime

### **Promotion and Recruitment Activities**

1. Ask the local newspaper to do a feature article, including photos, on your school's chapter and chapter activities with follow-ups of students' writing on "Why I want to be a teacher."
2. If an elective course such as *Introduction to Education* is offered at the school, obtain a list of students enrolled in and/or interested in the course and contact those students individually.
3. Send a letter to teachers to obtain recommendations for FTA members.

4. Make sure information about the chapter is included in the school yearbook, student handbook or similar school publications.
5. Develop a chapter recruitment booth to use at the beginning of the school year and on career days.
6. Ask chapter members to make posters or bulletin boards promoting the chapter and its activities (with photos).
7. Invite a member to give a report on the chapter (its goals, activities, etc.) to teachers at a faculty, school, or PTA meeting.

### **Retention of Current Members**

While working to enhance FTA by recruiting new members, it is also important to work to retain members from previous year(s). Suggestions to assist in member retention are to:

1. Make the initiation of new members impressive.
2. Encourage officers and experienced members to personally contact new members.
3. Strive to make new and experienced members feel welcome.
4. Frequently explain the opportunities of membership.
5. Give all members opportunities for responsibility and ownership in chapter's future.
6. Build a sense of unity and pride with chapter t-shirts, pins, etc.
7. Solicit gifts and favors for members from local teachers' groups or businesses.
8. Plan and implement fun, but productive activities.

## ***Chapter Activities***

The selection of activities by FTA chapter officers and advisor(s) is a key function of leadership. As chapter leaders select activities, they should carefully consider the appropriateness of the activity to members.

### **Questionnaire for Activity Selection**

The questions below may serve as guides when selecting activities appropriate for your chapter. If the response is "no" to many of the questions, other activities should be considered.

Is the activity unique?

Is the activity in accordance with school or district policies?

Will the members of the chapter have an opportunity to participate?

Will chapter members learn about schools, teaching, and learning?

Will the activity stimulate recruitment of other members and provide visibility for the chapter?

Will the members enjoy participating in the activity?

Is the activity appropriate to the age and grade level of chapter members?

### **Things to consider for fundraising activities:**

Are the selected items to be sold *readily* available; and if unsold, can they be returned?

Will the profit be sufficient to warrant the amount of worker hours and initial investment?

Is the item being sold of need to a variety of consumers?

Does each chapter member have an established goal?

## School-Related Activities

1. Participate in *Grow Our Own Week*.
2. Maintain an archive of past chapter members and activities. Chapter members should write regularly to former members to "keep in touch" and hear about the successes that they are experiencing. Post letters on an FTA bulletin board for members and others to see as a means of generating interest in FTA.
3. Organize a *Poster Day*. Have chapter members make posters that depict positive attitudes about teaching. Posters may be posted during times in which recognition activities are taking place. The chapter might also host a poster contest.
4. During American Education Week, ask chapter members to be responsible for bulletin board displays in each classroom of the building.
5. Conduct district contests (essay, brain bowls) between FTA chapters.
6. Participate and assist in activities that are teacher and parent oriented, such as PTA meetings, open house, etc.
7. Participate in and host activities as a chapter with other school clubs and organizations.
8. Conduct a school assembly during American Education Week or other eventful occasion. Ask chapter members to suggest topics and speakers for school assemblies.
9. Conduct orientation activities for new students in adjusting to their new school as a chapter service activity.
10. Start an *Adopt-a-Student* program to assist transfer students in adjusting to their new school.
11. Organize a mentor program in which chapter members assist students with special needs.
12. Organize a tutoring program in which chapter members work with elementary or middle school students.
13. Organize a *Teacher Shadow Day* in which chapter members spend one day with a teacher.
14. Select a work day at the end of each quarter and ask members to volunteer to assist teachers.
15. Organize an *Adopt-a-Teacher* program in which chapter members are given an opportunity for a specific time to work with a teacher to learn about different aspects of teaching, such as lesson planning and instructional techniques.
16. Conduct a *Teacher Appreciation Day* (Week or Month) in which chapter members and other students provide assistance to teachers; have recognition activities such as giving awards or organizing teas, luncheons, etc.

17. Secure permission from school officials to use a room or corridor wall as the *Teachers' Wall of Fame*. Teachers can be nominated by students, faculty or staff for exceptional merit or achievements. Hold a short ceremony and hang the teacher's picture along with a description of the teacher's accomplishments.
18. Organize a *Teacher (Counselor, Principal, etc.) of the Day* program in which one individual is honored by the chapter.
19. Host a faculty breakfast. The faculty is served breakfast in the cafeteria by the chapter members. In addition, each teacher receives a small gift. If funds are limited, have a continental breakfast and ask a local dairy to donate milk and juice. Ask a local donut shop to donate or give a reduced price for pastries.
20. Recognize students, parents, faculty, or staff members who contribute to the school by presenting them with an *Extra-Mile Award*. The award is in the shape of an athletic shoe and it says "Presented to *(insert name)* who went the extra mile to assist *(insert name)* at *(insert name of school)*." The award recipients may receive recognition in the school and local newspaper.
21. Organize a *Turn-About Day* in which students, faculty, and support professionals exchange roles.
22. Arrange for chapter members to work with building personnel to prepare for the opening or closing of the school year.
23. Make name tags for all teachers during planning week and the first week of school. This is very helpful to new teachers and students alike. This is a good "beginning-of-the-year" project.
24. Ask chapter members to work with counselors to research college and career information on the teaching profession.
25. Organize a plan to provide for multicultural awareness experiences. During a one-week period host multicultural seminars and plan field trips that will expose students to a variety of cultural and ethnic groups. Spend a day in an urban or rural school setting. Arrange to have speakers representative of different cultures and races.
26. Develop a newsletter for students, teachers, and parents. Send copies to superintendents, state and local officials, and other interested advisors.
27. Send birthday cards to teachers from FTA members.
28. Train FTA members in media literacy so that they may be able to utilize the equipment to assist teachers.
29. Send the following poem with a small pack of lifesavers during fall quarter. Have each member sign the paper and then hand-deliver the candy and poem.

THANKS! Future Teachers of Alabama give thanks to one and all teaching *(insert school name)* students this fall. You want us to listen, learn and think. You say to our future lives it will link. For your love and care we give this favor, to us, you are a life saver.

30. Offer an elective course, such as *Introduction to Education*, in the high schools for juniors and seniors.
31. Conduct a special initiation ceremony for new club members.
32. Ask chapter member initiates to wear special clothing on the day of their initiation into the chapter.
33. Produce a slide show or video of chapter members teaching and/or involved in chapter activities.
34. Use the video to recruit chapter members.
35. Run a promotional slide show or videotape during presentation of school news, if possible.

## **Community-Related Activities**

Establish a tutoring program for local elementary, middle, or high schools to assist with homework or preparation for tests.

Arrange for chapter members to assist faculty with after-school and extra-curricular activities, such as coaching children's sports.

Plan and conduct orientation activities for junior high/middle school students who will be entering the high school the next year.

Arrange for chapter members to assist at preschool or daycare centers.

Establish a scholarship fund through the assistance of community organizations and local businesses.

Arrange for the chapter to host a Senior Citizens' or Grandparents' Day in which residents from the community are invited to school. A luncheon or program might be provided.

Ask individual members to provide services to the elderly, such as reading, letter writing, or running errands.

Arrange to have a chapter booth at appropriate community functions.

Distribute literature to community residents to keep them informed about the teaching profession.

Arrange for the chapter president or other member to speak at community organizations' meetings

Arrange for the chapter to participate in activities with the local education association.

Work with the education department of a community-based group.

Volunteer to work with church groups or special populations (example: Special Olympics).

Sponsor a Toastmasters Speechcraft Workshop.

Talk to your local Chamber of Commerce about activities in which FTA could become involved.

Ask local businesses (McDonald's, Wendy's, grocery stores, etc.) to provide recognition and support (e.g., donate food, drinks, and/or coupons) for chapter activities.

Invite others to FTA chapter events (parents, community representatives, school board members, State Department of Education representatives, educational organization representatives, etc.).

## **College/University- Related Activities in Collaboration with SAEA Chapters, where available**

Invite representatives and professors from colleges and universities to be guest speakers.

Arrange for a college/university orientation for chapter members. Chapter members should have opportunities for exposure to a variety of colleges and universities.

Establish a liaison at the community college or university college of education.

Arrange for student teachers to participate and become involved with FTA chapter activities.

Use college/university services to establish a Speakers Bureau.

Identify incentives for chapter advisors. Work with a college/university liaison to identify incentives for chapter advisors.

Schedule a visit at a postsecondary institution where students can observe a teacher preparation course and talk to college of education students.

Ask chapter members to attend appropriate conferences, workshops, and seminars at local colleges and universities.

Arrange for individual chapter members to spend a day with a practicum student or intern.

Help chapter members begin looking at themselves as teachers. Have college/university personnel provide instruction and practice. Video chapter members performing as teachers. Have a critique exercise.

Discuss the preparation programs for education personnel. Chapters might provide to colleges/universities what they see as an essential curriculum for preparation of teachers, etc.

Arrange for chapter members to participate in selected school or district in-service programs.

Invite representatives from local colleges/universities to speak about available dual-enrollment programs at an FTA meeting.

Ask a local postsecondary institution to run a feature about FTA in the college of education newsletter, in the college newspaper, or on the college's website.



## **Field Trips**

Students love the opportunity to explore their world. The suggestions listed below will give them that opportunity as well as provide them with very relevant information to use during their journey as education majors and future education professionals.

1. Future Teachers of Alabama Conference
2. Tour and presentation about the Alabama Education Association's role and responsibilities to the education profession
3. Tour and presentation about the State Department of Education and its function. Arrange to present the Chief State School Officer an honorary chapter membership.
4. Local board of education meeting
5. State board of education meeting
6. Visits to career and technical education schools or community colleges.
7. Visits to colleges and universities that have teacher education programs where students may be allowed to observe classes.
8. State, and local conferences, workshops or seminars sponsored by various professional organizations.

## **Fundraising Ideas**

A chapter may supplement regular dues with proceeds of approved fundraising projects, depending on school board policy and the rules of the school, but there is greater value and more prestige in planning worthwhile and exciting activities which will help students learn about education and teaching. Therefore, fundraising should not be the major goal. Care should also be exercised to be sure fundraising projects are ethical and that they do not reflect negatively on the good judgment of the teachers and students.

1. Sell homecoming ribbons.
2. Sell Valograms, (Valentine telegrams). Candy and/or flowers may be offered as well if advance orders are taken. Messages may be copied or typed and sold for \$.25 to \$.50 per message, or \$.05 per word. A small box of candy hearts may be included for an additional fee. Sell Christmas and other holiday messages similar to Valograms.
3. Have candy sales.
4. Sell Halloween Insurance Policies whereby FTA members clean up any damage done to/by participants.
5. Have a car wash.
6. Hold an annual alumni reception at the school and charge admission. Refreshments and student entertainment could be offered.
7. Have a covered dish supper and talent show.
8. Have a campus radio show. Record a half hour show of music, commercials, song dedications, etc., on tape. Play over intercom in lunchroom on Friday. Charge for each commercial, song dedication, etc.
9. Have doughnut sales.
10. Have a work day whereby students work in local businesses with their "salary" going to the FTA chapter.
11. Conduct a miniature tree or flower sale.
12. Have students make arts and crafts for sale.

## Publicizing Activities

It is important to recognize and continuously encourage those students who have chosen this path as well as promote the program itself. Local FTA programs and activities in which the chapter participates should be greatly publicized before and after each event. It is important to get pre-activity publicity so you have the support of those around you and post-activity support to encourage the participants and the community at-large. Suggestions for publicizing activities are listed below.

1. Print articles and other information about FTA in the *Alabama School Journal*, the *Alabama Education News*, and/or on the SDE and the AEA websites.
2. Send brochures to all educational stakeholders, colleges and universities, school systems and schools, etc.
3. Request that local radio stations do a "spot" interview with the advisor(s), chapter president and/or other officers.
4. Invite the local TV station to interview the advisor(s), chapter president, and/or other officers.
5. Contact radio and television stations and newspapers to cover special events such as a chapter initiation ceremony and other special recognition ceremonies.
6. Talk to the local education association about helping to sponsor a publicity campaign.
7. Maintain a chapter bulletin board with information about chapter activities, education career information, scholarship information, and general information about colleges, careers, SAT and ACT test deadlines or similar items of interest to students.
8. If available, promote the chapter and its upcoming activities on a computerized message sender or closed circuit TV within the school.
9. Put up a display about the chapter in the media center.
10. Do a feature article or follow-up of former chapter members such as scholarship winners.
11. Ask chapter members to write essays on favorite teachers or why they want to teach and publish in the school newspaper or other school district publications.
12. Assign chapter members to write an informational letter to teachers about the chapter, its goals, entrance requirements, and activities.
13. Use the school public address system to make announcements of open meetings.
14. Post information regarding scholarships and loans for future teachers.
15. Assign chapter members to give presentations to other school and community organizations.
16. Prepare slide shows, videos, and/or scrapbook of chapter activities.

## **Support from Other Entities**

### **College/University Involvement**

Colleges and universities are an integral part of this process. They are the institutions charged with providing training for these future educators and play an instrumental role in making the high school and college experience for them a good one. These are some of the ways:

1. Provide scholarships for incoming education majors.
2. Appoint a liaison to the College of Education at a local college or university.
3. Invite college and university professors to speak to students on careers in education and related topics.
4. Encourage professors to give extra credit for education majors who work with FTA chapters. Student Alabama Education Association members would be a great resource.
5. Promote diversity within FTA by encouraging open dialogue with ethnic minority instructors at colleges and universities.
6. Encourage and schedule visits to Education Departments at college and university campuses so that students will become familiar with college facilities and staff members.
7. Provide credit toward service projects for those students participating in FTA.

### **Student Alabama Education Association Involvement**

Just as the Future Teachers of Alabama assists high school students with the transition from high school to college, Student Alabama Education Association (SAEA) serves in that same role when the students get to college, by providing them with support during their first days on campus and orienting them to SAEA. Student Alabama Education Association (SAEA) is a professional organization for college students entering the education profession. These are ways the SAEA can assist the local FTA chapter:

1. Contact the State Student Organizer to determine the nearest FTA chapter.
2. Contact the local president and/or advisor of the FTA chapter to determine collaborative activities.
3. Invite the local FTA president and/or members to attend your organization meetings.
4. Work with college and university officials to arrange campus visits for FTA members.
5. Volunteer as tutors and mentors for FTA members.
6. Volunteer to speak at a local or state FTA meeting.

## **Local Education Association Involvement**

The local education association is the local affiliate of the Alabama Education Association. The local education association can be a tremendous resource for future educators by providing resources and encouraging students to join the teaching profession. These are ways the local education association can assist the local FTA chapter:

1. Volunteer to be a mentor teacher for FTA members.
2. Local association officers volunteer to speak at FTA meetings.
3. Offer college or book scholarships to chapter members.
4. Encourage the Retired Teachers Association to offer scholarships to chapter members or to host discussion groups on their experiences as teachers.

## **Local Community and Business Involvement**

Local businesses are also a very important asset to the local FTA Chapter. Local businesses have valuable resources that can serve any number of purposes for the FTA program. It is also important to garner the support of the community because the FTA students may be teaching or working in that same community in the future. These are ways to get the community and businesses involved with the local FTA chapter:

1. Promote partnerships between community groups and FTA.
2. Establish relationships with various business groups within the local community.
3. Seek out businesses in the community that are owned or operated by ethnic minority individuals to provide support and to serve as role models for the students.
4. Encourage opportunities for club recognition at community events or in community newsletters.
5. Invite community leaders to speak at FTA meetings and events.
6. Request donations for door prizes for different activities the organization will sponsor throughout the school year.

### **Other Sources of Support for the Local Chapter**

The success of the Future Teachers of Alabama Program is dependent upon several entities. The following institutions can work with the FTA to ensure that participants have the support and knowledge they need to succeed in the classroom.

1. National Education Association (NEA), Alabama Education Association (AEA), and local Associations
2. NEA Student Program, Student Alabama Education Association (SAEA)
3. Alabama State Department of Education
4. Area colleges and universities with teacher education programs
5. Local school systems

## 6. *State FTA Convention and District Meetings\**

The State FTA convention is held yearly. The Executive Board participates in the site selection and/or meeting planning processes.

The convention program may include speakers, entertainment, banquet, campaigns, state competitions for local chapter and community projects, or other activities. Each local chapter is eligible to participate in any state competitions.

**\*District meetings are optional. If district meetings are held, each chapter is responsible for establishing a meeting time and date with other chapters in the area for district meetings.**

### *State Officers and Elections*

State officers are elected at the state convention. The officers consist of state president, first vice president, and second vice president. (See appendix for nomination forms). Time is allotted for floor nominations, campaign speeches and voting for state officers. Four board members who serve on the FTA state board are also elected at the state convention (See appendix for nomination forms.) Nomination forms should be submitted prior to the convention for membership verification.

### *Delegates to the State Convention*

Each chapter has two voting delegates automatically. Additional delegates are granted for each 20 members over the first 30 members. Local student members who are state FTA office holders are voting delegates in addition to other local delegates. The chapter may determine the number of delegates to which it is entitled based on the number of members in that chapter.

Attendance and participation at the state convention is to be limited to FTA members. **The chapter advisor is responsible for all attendees from the respective schools.**

State officers and chapter presidents may attend the convention without being a delegate. They do not have to be included in the chapter delegate number unless they wish to do so.

The state student organizer will provide a list of all local chapter delegate entitlements to each advisor either prior to or at the state convention.





***SAMPLE MEMO FOR CHAPTER MEMBER RECOMMENDATIONS***

**Dear** \_\_\_\_\_ :  
(Faculty member's name)

The \_\_\_\_\_ Chapter of Future Teachers of Alabama (FTA) is now soliciting faculty recommendations of outstanding students for prospective membership in FTA who are interested in exploring education as a career choice. These prospective members should be industrious, responsible, personable, serious in purpose, interested in vocational guidance, and worthy citizens. If there are students in your classes who, in your opinion, meet these qualifications, please add their names and addresses to the list and return it to the FTA advisor. We greatly appreciate your help.

Sincerely,

\_\_\_\_\_  
Secretary  
Future Teachers of Alabama

Sincerely,

\_\_\_\_\_  
Advisor  
Future Teachers of Alabama

***SAMPLE RECOMMENDATION LETTER***

Date

Dear Chapter Advisor:

I hereby recommend (student's name) for membership in the (School Name) Chapter of the Future Teachers of Alabama. I have known (student's name) for (amount of time) and have watched him or her mature into a very responsible young lady/man. I think this student would be an asset to the teaching profession and I heartily recommend him or her for membership in your organization.

Sincerely,

Teacher's Name

***SAMPLE INVITATION***

You are cordially invited,  
by recommendation of  
your teacher(s), to become  
a member of the  
\_\_\_\_\_ High School  
Chapter of Future Teachers of Alabama  
Please contact our advisor,  
\_\_\_\_\_  
or our president,  
\_\_\_\_\_



**NOMINEE FOR STATE FTA BOARD**  
*(Please print legibly)*

Nominee: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City	Zip	Phone
------	-----	-------

Email: \_\_\_\_\_

**NOTE:**        **Each chapter may have one nominee for the State FTA Board. This nominee should be selected by voting at a local meeting.**

**Deadline:**    Three weeks prior to the FTA Convention date.

All nominees must be present for all scheduled activities on both days of the state convention. Failure to comply with this requirement will void the election participation by the above nominee for state FTA officers.

Advisor(s) Signature: \_\_\_\_\_

School or Chapter: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

***RETURN NO LATER THAN THREE WEEKS PRIOR  
TO THE DATE OF THE CONVENTION TO:***

Dr. Pamela Fossett  
AEA Student Organizer  
PO Box 4177  
Montgomery, Alabama 36103-4177  
Fax: 334.262.8377

**RECOGNITION FOR  
FTA CHAPTER CAMPUS PROJECT**

FTA Chapter: \_\_\_\_\_

President: \_\_\_\_\_

Advisor: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

1. Describe the project. What was to be achieved? How was it planned?
  
2. Who participated? (Members, other students, citizens, etc.)
  
3. How was the project successful? What was achieved?
  
4. What will be done differently if the project is repeated?
  
5. Was there any publicity? (Newspaper, radio, television, other?)

**NOTE:** Each local chapter completing this form will receive a certificate from State FTA. The completed forms will be duplicated by State FTA and mailed to all chapters upon request. **This form must be received at AEA Headquarters at least three weeks prior to the date of the convention in order for the certificate to be awarded at the convention.**

**RECOGNITION FOR  
LOCAL COMMUNITY PROJECT**

FTA Chapter: \_\_\_\_\_

President: \_\_\_\_\_

Advisor: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

1. Describe the project. What was to be achieved? How was it planned?
  
2. Who participated? (Members, other students, citizens, etc.)
  
3. How was the project successful? What was achieved?
  
4. What will be done differently if the project is repeated?
  
5. Was there any publicity? (Newspaper, radio, television, other?)

**NOTE:** Each local chapter completing this form will receive a certificate from State FTA. The completed forms will be duplicated by State FTA and mailed to all chapters upon request. **This form must be received at the State office at least three weeks prior to the date of the convention in order for the certificate to be awarded at the convention.**

## STATE FTA TALENT COMPETITION

Each local FTA chapter may enter the talent contest at the convention, **if offered**. Decide if you wish to present an individual talent, group talent or both. Each chapter may have up to two entries in each competition. However, in group competition, only six FTA members may participate at one time. An individual may participate in only one talent event.

Local advisors are responsible for completing all required paperwork, getting participants to the state convention and responsible for all members attending from your school. In the interest of time, state talent participation should limit their presentation to one activity. **NOTE: All participants should be made aware of physical facility limitations.** For example, the state competition may be on a stage elevated only about one foot above the audience floor and the ceiling is only eight to ten feet high.

For the sake of time each chapter may enter the state competition with one (1) entry in each of the two categories: (1) individual and (2) group.

The following rating scale will be used:

Skill in presentation	10 points
Level of difficulty	10 points
Poise/unity of group	5 points
Overall affect of presentation	10 points
*Promoting FTA principles (appropriateness)	15 points
<b><i>TOTAL</i></b>	<b><i>50 points possible</i></b>

**\*\*\*\*TIME LIMIT - 5 MINUTES\*\*\*\***

**Talent entries exceeding the time limit are automatically disqualified.  
A member may perform in only one talent competition.**

Individual vocal talents will include the student accompaniment, and both will be judged. There will be no ties. Individual vocal talent entries may use non-members and adults to provide accompaniment.

Non-vocal individual talent may have accompaniment where necessary. The quality of the accompaniment may have an effect on the rating by the judges in the “overall effect of presentation” category.

Group competitions will cover all talents involving two (2) but not more than six (6) individuals.

There will be separate competitions for individual talents and group talents. First and second place trophies will be given in **both** the individual and the group competitions. All participants must be FTA members in good standing.

**\*Please be mindful of the appropriateness of dance routines and song choices. Remember you are future professional educators.**



**FTA CONVENTION TALENT ENTRY**  
(Photocopy this form if you have more than one talent entry.)

**\*\*\*\*TIME LIMIT - 5 MINUTES\*\*\*\***

**School:** \_\_\_\_\_

**Chapter Advisor(s):** \_\_\_\_\_ / \_\_\_\_\_

**Name of Performer(s):** \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

**Description of Performance:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Title:** \_\_\_\_\_

**IMPORTANT NOTE:** All advisors must review their talent entries to ensure appropriateness for all FTA members. All entries must reflect well on FTA purposes and principals and project high morals and wholesome behavior. **Talent Show participants will be responsible for all props.** Return this form to:

Dr. Pamela Fossett  
AEA Student Organizer  
PO Box 4177  
Montgomery, Alabama 36103-4177  
Fax: 334.262.8377

**DEADLINE:**      *Three weeks prior to the date of the convention.*

## Local Program/Scrapbook Competition

The scrapbook competition places emphasis on the local FTA chapter's program and projects. Photos and material dating from the previous year's convention up until the time of the current state convention should be included. The competition will be on chapter programs and activities presented in the scrapbook as well as the artwork. Activities of individual chapter members in other clubs are not to be presented. Major emphasis should be on FTA chapter activities. While this competition is not required, participation is encouraged.

Criteria to be used in judging at the state level are as follows:

cover	10 points
artwork	10 points (designs, drawings, borders, matting)
arrangement	10 points
color scheme	10 points
news clippings or other publicity	15 points
momentos	5 points
originality	25 points
neatness	15 points

***TOTAL***                      ***100 points possible***

All chapters attending the state convention are requested to enter a scrapbook with emphasis on the local FTA chapter programs and projects. Photos and material dating from last year's convention up until the time of state competition should be included. The competition will be on chapter programs and activities as presented in a scrapbook as well as the artwork. Activities of individual chapter members in other clubs are not to be presented. Major emphasis should be on FTA chapter activities. No district competition is required.

The chapter president or advisor is to notify the state consultant at least two weeks prior to the date of the convention. A certificate will be awarded to the first place winner.

## SCRAPBOOK ENTRY FORM

**Must be returned three weeks prior to the date of the convention.**

Please complete and return the form below for participation in the scrapbook competition.

-----  
***PLEASE PRINT OR TYPE***

Name of FTA Chapter: \_\_\_\_\_

School: \_\_\_\_\_

School Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
Chapter Advisor(s): \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Dr. Pamela Fossett  
AEA Student Organizer  
PO Box 4177  
Montgomery, Alabama 36103-4177  
Fax: 334.262.8377

***DEADLINE: Three weeks prior to the date of the convention.***

**Suggestions for FTA's "Teaching Experience"  
Student Information Sheet**

Sample

You must complete the following by early May:

- I. Spend a maximum of four hours at three area schools at each grade level: elementary, middle, and high school (for a maximum of twelve volunteer hours (hours can be determined by local chapter).
  - A. Recommendations:
    1. Plan to spend two thirty-minute sessions with your teacher during a week (as many teachers may not have time to spend an entire hour with you at one session).
    2. It is the responsibility of the local chapter or the individual student to set up these sessions and to acquire transportation.
    3. Must be approved by proper authority (parents, FTA advisor, principals, etc.)
  - B. Suggested timeline:
    1. Week 1 – two thirty-minute sessions in an elementary/early childhood setting with assigned teacher:
      - a. First session – discussion profession/get assignment for mini-lesson
      - b. Second session – discussion profession/have teacher approve mini-lesson
    2. Week 2 – two thirty-minute sessions in a middle school setting with assigned teacher:
      - a. First session – discuss profession/get assignment for mini-lesson
      - b. Second session – discuss profession/have teacher approve mini-lesson
    3. Week 3 – two thirty-minute sessions in a high school setting with assigned teacher:
      - a. First session – discuss profession/get assignment for mini-lesson
      - b. Second session – discuss profession/have teacher approve mini-lesson
    4. A two-hour session at each of the area schools (during school day)
    5. Week 4 – two thirty-minute sessions at an elementary School with assigned teacher:
      - a. First session – discuss mini-lesson
      - b. Second session – final questions
    6. Week 5 – two thirty-minute sessions at a middle school with assigned teacher:
      - a. First session – discuss mini-lesson
      - b. Second session – final questions
    7. Week 6 – two thirty-minute sessions at a high school with assigned teacher:
      - a. First session – discuss mini-lesson
      - b. Second session – final questions
- II. Two of those hours (per campus – total of six) will be spent during the course of a school day, at which time you will be expected to teach a mini-lesson and to observe your assigned teacher and perhaps other teachers or classes as well.
- III. Attend one faculty meeting, one local Association meeting, and/or one PTA, local, or state board meeting by early May (Find out when faculty meetings are held at your school).

Professional Tips:

1. Be sure to dress appropriately, especially on the day you will teach your mini-lesson.
2. Have questions about the profession ready to ask your teacher on your first visit.
3. Always sign in as a visitor in the office when you visit a school.
4. Do not wait until the last minute to contact your teacher for a visit.
5. Always be on your best professional behavior.

*Thanks to Shelby County FTA for assistance with guidelines.*

# Teaching Experience Evaluation Form

(To be completed by "Mentoring Teacher")

Sample

Student's Name: \_\_\_\_\_

Mentoring Teacher: \_\_\_\_\_

Subject: \_\_\_\_\_

Date and location: \_\_\_\_\_

	Excellent	Good	Satisfactory	Needs Additional assistance
Develops the Lesson Plans				
Gives Clear Directions				
Orients Students to the Lesson				
Demonstrates Knowledge of Subject Matter				
Monitors Student Performance				
Manages Class Time				
Manages Student Behavior				
Involves Students in Interaction				
Communicates High Expectations				
Speaks Clearly, Correctly, and Coherently				
Writes Clearly, Correctly, and Coherently				
Exhibits Professionalism				

Additional comments and/or suggestions:

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*Return completed form to FTA Chapter Advisor.*

# Teacher Assistance Volunteer Form

Sample

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

Type of volunteer work you have chosen: \_\_\_\_\_

Time you are available to volunteer: \_\_\_\_\_

Date you plan to begin: \_\_\_\_\_

Teacher you will assist: \_\_\_\_\_

If you are planning to tutor, list the name(s) of the students you plan to assist:

\_\_\_\_\_  
\_\_\_\_\_

Describe how you plan to implement your volunteer duties:

\_\_\_\_\_  
\_\_\_\_\_

Advisor's signature: \_\_\_\_\_

Teacher's signature: \_\_\_\_\_

*Return completed form to the advisor.*

# Application for Teacher Observation

Sample

Students shall complete this form, get the approval of the advisor and the classroom teacher to be observed and return the form to the advisor.

Name of FTA Member: \_\_\_\_\_

Teacher to be observed: \_\_\_\_\_

Grade and subject area: \_\_\_\_\_

Date of observation: \_\_\_\_\_

Time of observation: \_\_\_\_\_

Observation approved by advisor:    \_\_\_\_\_ Yes    \_\_\_\_\_ No

Observation approved by teacher:    \_\_\_\_\_ Yes    \_\_\_\_\_ No

Advisor signature: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

*Return completed form to advisor*



# Release From Class Form

Sample

Name: \_\_\_\_\_  
requests permission to be released from regular class in order to participate in the FTA Chapter's  
"Teacher Observation Activity."

Date(s): \_\_\_\_\_

Teacher Approval:

Period 1 \_\_\_\_\_

Period 2 \_\_\_\_\_

Period 3 \_\_\_\_\_

Period 4 \_\_\_\_\_

Period 5 \_\_\_\_\_

Period 6 \_\_\_\_\_

Period 7 \_\_\_\_\_

I understand that I am responsible for making up any class work missed on this day.

Student's Signature: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

*Return completed form to the advisor.*



## ***GROWING OUR OWN***

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**FUTURE TEACHERS OF ALABAMA**

### **LESSON PLAN/VIDEO CONTEST APPLICATION**

#### **Purpose:**

To encourage Future Teachers of Alabama to work as a team to develop a plan that integrates education lesson plans.

#### **Description of Activity:**

This activity involves a team of two to four members who select a teaching field (a grade level and subject-matter area), prepare a lesson, provide instruction, and evaluate results. The instruction must include the use of a student-made video and lesson plan and video documentation. Teams will provide instruction to a selected group of learners and will have their instruction recorded.

#### **Dress Code:**

Competitors must be dressed in proper business attire.

#### **Rules and Procedures:**

1. Competitors in this activity must be active members of FTA or enrolled in the education career connections program through Family and Consumer Sciences and members of FCCLA during the year of competition.
2. Submit one entry to be judged per school/chapter.
3. The specific topic and goal of instruction will be the decision of the team. The topic must pertain to the area of teaching they would like to pursue. The instructional plan and development of related media tools must be the original work of team members.
4. The team will determine a target audience for their lesson. The content and delivery of the lesson must be appropriate to the audience. The target audience (age or grade level) should be indicated in the video documentation.
5. The team will develop goals and objectives for the lesson and a detailed lesson plan. The team will also develop an appropriate method of evaluating instruction after the preplanning phase and the lesson is taught and recorded.
6. **VIDEO DOCUMENTATION:** Documentation of the lesson will be submitted electronically and must include:
  - A. **Title Page** – Title of lesson, age or grade level of target audience, subject taught, team members, chapter name or Education Program, and school address.
  - B. **Lesson Plan** – The lesson plan must describe the goal and plan for instruction along with a description of teaching and learning experiences.
  - C. **Written Presentation Materials** – This part includes written materials related to or used in the lesson. These materials may include, but are not limited to, lesson handouts, scripts, worksheets, and multimedia printouts.

- D. **Feedback Tools** – Lesson evaluation tools or feedback are required. These materials may include tests, written evaluations, surveys, or any other written feedback used to evaluate audience learning.
  - E. **Video Release Form(s)** – A release form must be obtained from and included for all minors appearing in the video.
7. **VIDEO:** The entry must be a digital video which includes the natural sounds of the presentation and audience and may not be enhanced or edited in any way. No DVDs or other hard copy disc/storage formats will be accepted. The video should show the team members and the audience.
- A. The maximum length of the lesson (instruction) will be ten (10) minutes.
  - B. Video must include name of school, chapter, lesson topic, and team members.
  - C. A one-page written outline of the presentation must be included with the video. This is in addition to the video documentation.
  - D. All videos must be received by January 17, 2017.
  - E. Each team must conduct the lesson in a professional manner.
  - F. Each team must use as many technology and/or instructional resources that are available in the classroom setting according to school board policy (e.g., LCD projectors, document cameras, cell phones, tablets, dry erase board, white boards, webcams, computers).
  - G. Videoing must take place during school hours.
  - H. Please use as much creativity as possible.

***Please submit video and documentation to:***

Dr. Pamela Fossett  
Alabama Education Association  
State Student Organizer  
pamelaf@alaedu.org

**Must be received by January 17, 2017.**

**Videos and documentation that are not received by the due date will not be judged.**



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**LESSON PLAN/VIDEO CONTEST APPLICATION**

Name of FTA Chapter or Teacher Program (School Name) \_\_\_\_\_

Names of Team Members

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Lesson Plans/Notebook (40 Points Possible)**

- |       |                          |  |
|-------|--------------------------|--|
| _____ | (5 pts)                  | Title page - Title of lesson, grade level of target audience, subject, team members' names, chapter name, advisor's name |
| _____ | (10 pts)                 | Lesson plan  |
| _____ | (10 pts)                 | Written presentation materials   |
| _____ | (10 pts)                 | Feedback tools   |
| _____ | ( 5 pts)                 | Video release form(s)  |
| _____ | <b>(40) Total Points</b> |  |

**Video (60 Points Possible)**

- |       |          |  |
|-------|----------|--|
| _____ | (5 pts)  | School, chapter, lesson, and team members were indicated.                                |
| _____ | (5 pts)  | Lesson was presented in a classroom setting.   |
| _____ | (5 pts)  | Written outline was included.  |
| _____ | (20 pts) | Presenters were dressed appropriately and conducted themselves in a professional manner. |
| _____ | (5 pts)  | Presenters used resources in the classroom.  |
| _____ | (10 pts) | Presenters used creativity in presenting materials.                                      |
| _____ | (5 pts)  | Objectives were taught in the lesson.  |
| _____ | (5 pts)  | The time length of the video was appropriate.  |

**(60) Total Points**

**100 Total Points**

**Videos and documentation that are not received by the due date will not be judged.**



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### **TEACHER NOTEBOOK AND DISPLAY CONTEST APPLICATION**

**Purpose:** To encourage Future Teachers of Alabama to communicate career information in education to others.

**Description of Event:**

Teams consisting of two to four competitors shall develop a visual display of a specific career or cluster of careers in teacher education. The display allows the students to express ideas through an artistic medium to highlight the benefits of a particular career focus and professionalism in education. The display will not be submitted to the judges. A photo notebook of the display will be used to judge this project. The team that wins will be asked to bring the display to be recognized at the State Board of Education meeting in February.

**Dress Code:**

Competitors must be dressed in proper business attire.

**Rules and Procedures:**

1. Competitors in this event must be active members of FTA or enrolled in the Education program through Family and Consumer Sciences and members of FCCLA during the school year of competition.
2. Submit one entry to be judged per school/chapter.
3. The work can be the work of the teams, including the artistic aspects of the display. Allowable artwork may include:
  - Competitor produced computer graphics.
  - Clip art used in compliance with copyright laws.
  - Photographs used in compliance with copyright laws.
  - Computer- or machine-generated lettering (no handwritten lettering allowed).
4. The display's maximum dimensions are:
  - HEIGHT: Three Feet
  - WIDTH: Four Feet
  - DEPTH: Two Feet

Science Fair display boards meeting the maximum dimensions are acceptable.

5. **PHOTO NOTEBOOK:** Documentation of the display will be kept in a three-ring binder. Each page will be counted, and two-sided pages will be counted as two pages. Pockets with multiple pages are not allowed. Page protectors and dividers are permitted, but lamination is not. The notebook will contain the following sections.
  - A. Title Page** – Title of display, team members, chapter name or Education Program, teacher or sponsor name, and school address. One page only.
  - B. Display Photos with Description** – This section contains a maximum of 10 photos. One photo per page with career information included, but not limited to: training,

career skills, licensure, certification, salary, subject content, and employment outlook of the career in education chosen by the team. At least one photo should include the team members' names and general information about their **future career plans in education and one 8 x 10 photo of the completed display.**

- C. **A One-page Overview** – This section of the photo notebook must include how the career information on the display was presented, methods used to complete the career research, how the team worked together to design the display, and how the display was used in the school to promote teacher education.

***Please send notebook to:***

Dr. Pamela Fossett

Alabama Education Association

State Student Organizer

PO Box 4177

Montgomery, Alabama 36103-4177

**Must be received by January 17, 2017.**

**Notebooks that are not received by the due date will not be judged.**



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**NOTEBOOK AND DISPLAY RUBRIC**

Name of FTA Chapter (School Name) \_\_\_\_\_

Names of Team Members

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Notebook (100 Points Possible)

_____	(10 pts)	Title page requirements
_____	(10 pts)	Student participants were dressed appropriately
_____	(10 pts)	One-page overview
_____	(50 pts)	Artistic aspects
		Motivates and creates interest
		Tells the viewer something
		Organization is clear and simple
		Lettering can be seen from distance
		Shows good design, balance, and rhythm
_____	(10 pts)	Display of photos and maximum photos requirements
_____	(10 pts)	Photo of completed display

**100 Total Points**

**Notebooks that are not received by the due date will not be judged.**

*Student Alabama Education Association  
Staff Liaison*

*Dr. Pamela Fossett* ..... *AEA State Student Organizer*  
*Kynesha Brown* ..... *Secretary*

**All AEA headquarters staff members can be reached via the following contact information:**

**Alabama Education Association  
PO Box 4177  
422 Dexter Avenue  
Montgomery, AL 36103-4177  
334.834.9790 or 1.800.392.5839  
pamelaf@alaedu.org  
kyneshab@alaedu.org**



