

FCCLA Planning Process Summary Page

IDENTIFY CONCERNS



Leeds High School FCCLA recognized that students, parents, and the community lacked a central, up-to-date source of information about chapter activities, leadership opportunities, and upcoming events. Information was often shared through word of mouth or scattered social media posts, making it difficult for members to stay informed and for potential members to learn about FCCLA. The chapter needed a professional, accessible website that clearly communicates who we are, what we do, and how to get involved.

SET A GOAL



Our goal was to design and launch a user-friendly, visually appealing chapter website that clearly represents Leeds High School FCCLA; provides accurate and updated information about meetings, events and opportunities; and promotes member involvement and community engagement.

SMART Goal: By February 1st, create and publish a chapter website with at least 5 core pages (Home, About FCCLA, Chapter Officers, Events & Calendar, STAR Events/Join FCCLA) that can be easily updated by chapter officers and advisors.

FORM A PLAN (WHO, WHAT, WHEN, WHERE, HOW, COST, RESOURCES, AND EVALUATION)



Who: Tanner, Ella, chapter members and chapter advisers
What: Create a viable chapter website for Leeds High School FCCLA
When: August 2025-January 2026
Where: Leeds High School
How: Research, formed a plan, gathered information and pictures/content
Resources: WIX Website, Coach Turner, RGR Media Director, Advisers, Photo Circle, FCCLA State and National Websites
Evaluation: Collect feedback from members and chapter advisers and community.

ACT



- Fall 2025:**
- Researched FCCLA Chapter Website STAR Event guidelines and rubrics
 - Reviewed examples of successful FCCLA chapter websites
 - Determined required content, including chapter history, officer information, calendars, and photos
- Winter 2025:**
- Selected a website platform that is easy to navigate and update
 - Assigned team roles such as content creation, design/layout, photo collection, and proofreading
 - Created a timeline for drafting, revising, and launching the website
- January 2026**
- Design the website layout using FCCLA branding and school/FCCLA colors
 - Write and upload accurate content for each page
 - Add photos highlighting chapter activities and leadership opportunities
 - Ensure the website was easy to navigate and mobile-friendly
 - Proofread all content for clarity, grammar, and accuracy
 - Publish the website and share the link with chapter members, school staff, and families

FOLLOW UP



- Collected feedback from members and the chapter advisor
- Updated content as needed for accuracy and clarity
- Created a plan for ongoing maintenance by chapter officers
- Used the website to promote meetings, events, and STAR participation