

# The Florida Future Educators of America

High School Program



Sponsored By:

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

# FFEA High School Program Advisor's Handbook

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# CONSTITUTION FOR FLORIDA FUTURE EDUCATORS OF AMERICA HIGH SCHOOL PROGRAM

## Preamble

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

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

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

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

## Article I – Name

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

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

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

**Section D.** Each chapter shall be chartered by the State organization by submitting to the Florida Department of Education a completed Membership Information Survey of High School Seniors.

## Article II – Goals and Purposes

The goals and purposes of this program shall be to:

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

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

- Section C.** Offer pre-teaching experiences that are both exploratory and developmental in nature.
- Section D.** Provide information on professional career opportunities in education and the special competencies required.
- Section E.** Develop an appreciation of public education and the contributions that have been made by teachers, public schools, colleges and universities, teacher unions, and other professional organizations to American society.
- Section F.** Encourage members to exercise their rights and privileges as citizens and to participate and accept leadership in civic affairs.

### **Article III – Membership**

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

### **Article IV – Local Officers/Chapter Council**

- Section A.** The officers of the local chapter council of the Florida Future Educators of America High School Program shall be the President, Vice-President, Secretary, Treasurer, Reporter/Historian, and Parliamentarian. The duties/responsibilities/guidelines of these offices shall be delineated in the Florida Future Educators of America High School Program By-laws.
- Section B.** The officers of the chapter shall be elected by a majority vote at a meeting held near the beginning of the school year and should be installed no later

than September 30 of the year they are serving. Vacancies occurring during the year shall be filled by a special election held at the next regularly scheduled meeting.

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

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

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

**Section F.** By September 30 of each year, the Secretary, with direction from the advisor, shall be responsible for sending to the Florida Department of Education a completed Membership Information Survey of High School Seniors.

## **Article V – Meetings**

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

**Section B.** All meetings shall be open meetings.

## **Article VI – Transaction of Business**

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

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

# **BY-LAWS FOR FLORIDA FUTURE EDUCATORS OF AMERICA HIGH SCHOOL PROGRAM**

## **Article I – Membership and Dues**

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

## **Article II – Chapter Council**

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

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

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

### **Article III – Chapter Council Duties/Responsibilities/Guidelines**

**Section A.** The President shall:

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

**Section B.** The Vice-President shall:

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

**Section C.** The Secretary shall:

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

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

**Section D.** The Treasurer shall:

1. Form an ad hoc committee to complete the Yearly Budget Plan;
2. Collect dues; keep financial records of credits and expenditures;
3. Prepare a monthly report of the chapter finances; and
4. Serve as chairperson of fund-raising committee.

**Section E.** The Reporter/Historian shall:

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

**Section F.** The Parliamentarian shall:

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

## **Article IV – Committees**

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

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

## **Article V – Meetings**

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



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

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

## **Article VI – Advisor**

**Section A.** The activities of the chapter shall be subject to the approval of the chapter advisor and principal.

**Section B.** The advisor shall be a full-time faculty member and must be willing to provide activities and guidance for students who have expressed interest in membership.

**Section C.** The advisor or designee shall be present at all chapter meetings and activities.

# **STEPS FOR ORGANIZING AN FFEA HIGH SCHOOL CHAPTER**

The following activities are to be conducted by the advisor:

1. Obtain administrative support and endorsement.
2. Introduce the Florida Future Educators of America High School Program to the faculty:
  - a. Schedule time to speak at a faculty meeting;
  - b. Present the goals and objectives of the program to stimulate interest and support;
  - c. Ask “What can student members do to help you?”; and
  - d. Request fellow teachers to speak at chapter meetings sharing their teaching experiences and why they chose education as a career.
3. Encourage teachers to recommend names of prospective student members. Provide them with a profile of a prospective chapter member to include the student who has good grades, satisfactory conduct, leadership qualities, the ability to get along with others and a desire to help people.
4. Present the program to the students:
  - a. Meet with classes or grade levels to discuss the program; and
  - b. Distribute chapter flyers and applications to interested students.
5. Collect and review applications using the above criteria.
6. Send personalized letters of acceptance.
7. Meet individually with non-accepted students to discuss improvements needed for possible future acceptance.
8. Send letters to inform parents of the program and request completion of the permission slip.
9. Conduct initial meeting.
10. Expand membership by using bulletin board to display announcements about the chapter, its membership requirements, and its activities, and to encourage interested students to join.

# **SUGGESTED PROCEDURES AND ACTIVITIES FOR FFEA HIGH SCHOOL CHAPTER MEETINGS**

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

## **Initial Chapter Meeting**

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

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

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

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

The advisor should review with chapter members:

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

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

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

## **Second Chapter Meeting**

The advisor welcomes new members and has them introduce themselves.

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

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

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

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

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

## **Subsequent Chapter Meetings**

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

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

- C. Discussions/information on teachers' responsibilities, the many roles teachers play in the education of children and young adults, how to make learning fun, study skills, how to best prepare for college, colleges with strong teacher education programs, etc.
- VII. President recognizes chapter members who wish to make appropriate announcements.
- VIII. Optional closing activity – informal sharing time with refreshments; inspirational poem, quote, or short story.
- IX. President entertains motion to adjourn; motion is made, seconded, and passed by members.

# EFFECTIVE LEADERSHIP FOR FFEA HIGH SCHOOL CHAPTERS

## I. Key Principles for Conducting Meetings

Effective meeting leaders plan thoroughly and develop clear goals to be accomplished in the meeting. They are sensitive to the special needs of each group member as they build commitment to a successful outcome. Effective leaders follow these Key Principles:

- A. Maintain or enhance self-esteem;
- B. Listen and respond with empathy;
- C. Check for understanding; and
- D. Make procedural suggestions.

## II. Types of Meetings and Critical Steps to Use

### A. Problem Solving

The purpose is to reach agreement on solutions and to decide on specific actions that will solve a problem.

1. Explain purpose and importance of the meeting.
2. Review agenda.
3. Collect and clarify relevant information.
4. Summarize information discussed.
5. Seek suggestions, solutions, or alternatives.
6. Reach agreement on specific action(s).
7. Summarize and set follow-up date(s).

### B. Clarifying/Informing

The purpose is to communicate information about changes that affect a specific work group. No action or decision is required.

Use #1, 2, 3, and 7.

### C. Brainstorming

The purpose is to generate a quantity of ideas or solutions without criticism or evaluation. These solutions or ideas will be

Use #1, 2, 3, 4, 5, and 7.

used by others to reach a final decision. No specific action or decision is required.

### **III. Leader Behaviors for Handling Problem Situations**

#### **A. Low Level of Contribution**

1. Ask questions to bring in participants who have said little.
2. Praise their contributions, when made.
3. Make procedural suggestions to control contribution (for example, have group members comment in turn).
4. Assign reports to be prepared in advance.
5. Call on participants by name.
6. Assign role as note taker.

#### **B. Excessive Contribution**

1. Make procedural suggestion to control contribution and put meeting back on course (interrupt, if necessary).
2. Acknowledge contribution and ask for contributions of others.
3. Bring in participants who have said little.
4. Get together one-on-one (during a break or after the meeting, away from the group).

#### **C. Arguing**

1. Listen and respond with empathy to each person's point of view (interrupt, if necessary).
2. Maintain or enhance self-esteem of each individual by not taking sides.
3. Highlight meeting purpose.
4. Make procedural suggestion to put meeting back on course.
5. Summarize or check for understanding or progress made.
6. Invite contributions of other members by asking direct questions.

#### **D. Rambling**

1. Acknowledge contribution and restate main focus of meeting.
2. Make procedural suggestion to put meeting back on course.
3. Invite contributions of other group members by asking direct questions.

#### **E. Laughter and Diversion**

1. Allow to continue briefly, to determine whether the behavior will stop.
2. Make procedural suggestion to put meeting back on course.
3. Summarize, if appropriate.

## **F. Late Arrivals**

1. Start on time.
2. Praise people who arrive on time.
3. Briefly summarize progress, as appropriate.

## **G. Attacks on You**

1. Keep your cool.
2. Seek information to establish whether there is a problem.
3. Maintain the other person's self-esteem.
4. Make procedural suggestion to settle matter at some specific, later time.
5. Summarize discussion prior to attack.

## **IV. Understanding Committees and How They Work**

The constitution and by-laws of the Florida Future Educators of America High School program provide for standing committees that operate all year and ad hoc committees that accomplish special tasks, such as the Yearly Budget Plan.

A committee can be considered a miniature chapter. Although its purpose is more specific than that of the chapter's in that it investigates, reports, or acts upon matters, it is a reflection of the chapter's structure. It holds scheduled meetings, follows an agenda, and has a committee chairperson who functions like a president, and its members participate as they would in a chapter meeting. Other similarities include committee recorder, who serves the same purpose as the chapter's secretary; and committee meetings that are run according to parliamentary procedure, as are the chapter meetings.

Once students know which committee(s) they have been assigned to, the committees are ready to meet. It is important for all chapter members to participate since the committee is at the heart of chapter activities. The advisor should be available to offer guidance and suggestions, as needed, to each committee. An agenda should be prepared so each chairperson is aware of the committee's objectives.

After the chairperson calls the meeting to order, his/her first order of business is to appoint a recorder to keep minutes and prepare them for the chairperson's report at the chapter council meeting. The first meeting usually involves "brainstorming" for ideas, compiling a list, discussing some basic details, and then selecting a few to recommend to chapter members. The chairperson may then adjourn the meeting, leaving the recorder to write up the report.

The vice president keeps track of when committees meet, assuring that they are ready to report to the chapter, and coordinating between committees and the chapter council. The vice president will see to it that the chairperson is given a



place on the agenda of the next chapter council meeting to submit the committee report to the chapter members.

Immediately after the report to the chapter membership, the chairperson should move that the report be adopted. If the motion carries, the activities become the official contribution to the chapter's program. If the chapter adopts some but not all the suggestions, the committee must add, delete, and revise its proposal until it is adopted by the chapter. After the activities have been adopted, committee members meet to begin to firm up the details of their activities.

#### **V. Selecting Committee Chairpersons and Assigning Members**

Chapter officers coordinate the activities of the chapter. In many chapters, officers serve as committee chairpersons (e.g., treasurer as chairperson of the financial committee; reporter as chairperson of public relations committee). However, other members should be considered since it is an opportunity for more members to learn leadership skills. Members should be polled to determine who wishes to chair a committee and the areas in which they have the greatest interest and ability. The vice president should direct the selection process, and the chapter council should appoint the committee chairpersons.

Every member should complete a Priority Sign-up Form and be assigned to at least one committee. Member interest and ability; suitable meeting times; and desired representation by grade, sex, and length of membership should be considered. Once the committee assignments have been completed, the vice president should enter the names of the chairpersons and members in a file.

#### **VI. Committee Reporting, Evaluating, and Annual Review**

Prior to each meeting of the chapter council, the chairperson of each committee should insure that a Committee Report Form has been completed. This report is used to record the committee actions and must be submitted during chapter council meetings.

It is essential that committees evaluate their progress in planning and carrying out activities during the year; the more careful the evaluation, the better the next activity will be.

The committee chairperson and chapter council should meet near the close of each year to review the chapter's progress. The Annual Committee Review should be completed and placed in the records for the next school year.

# STEPS IN DEVELOPING AN FFEA HIGH SCHOOL CHAPTER YEARLY ACTION PLAN

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

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

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

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

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

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

**Directions:** Officers and Advisor stand behind a table and recite appropriate sections of ceremony.

**President:** On behalf of the \_\_\_\_\_ (name of chapter) Chapter of the Florida Future Educators of America High School Program, I wish to welcome you to our installation and initiation ceremony. As FFEA officers and members, we have the responsibility to demonstrate “service,” “character,” “leadership,” “scholarship,” and “commitment” to the profession. We have indicated our willingness to become an officer and/or member of this organization that is designed to enhance education by motivating top quality young people to view the field of education as a career choice.

**Vice President:** **Service** – FFEA is dedicated to the principle of service, service that fosters learning and promotes teaching. As FFEA officers and members, we have the responsibility to become committed to this principle. We are the future standard-bearers of education and should strive to enhance the image of our school by extending our services and resources to other students on this campus, in other schools, and in the community.

**Secretary:** **Character** – Since educators value the worth and dignity of every individual, FFEA officers and members should exemplify the principles of honesty, integrity, compassion, dependability, and responsibility. As officers and members of High School Florida Future Educators of America, we should also strive to sustain the highest degree of ethical conduct.

**Treasurer:** **Leadership** – Educational leaders have a vision they can communicate to the learner. As FFEA officers and members, we must have character, knowledge, self-confidence, sensitivity, and patience. We should strive to be leaders in both our school and community.

**Reporter/Historian:** **Scholarship** – Scholarship is the goal toward which each student is striving. To meet this goal, we, as officers and members of FFEA, should seek to develop our personal potential, reaching for knowledge and wisdom.

**Parliamentarian:** **Commitment** – It is important that we are committed to uphold our pledge of service, character, leadership, and scholarship to

promote the field of education and possibly become the exemplary committed teachers necessary for producing productive citizens. Commitment leads to empowerment.

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

**THE PLEDGE:**

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

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

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

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

**THE PLEDGE:**

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

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

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

# FFEA HIGH SCHOOL SERVICE PROJECTS

## School: Teacher Oriented

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

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

## School: Student Oriented

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

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

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

### **Community**

**Here are some community services chapter members may want to provide. Chapter members can:**

1. Work with the elderly in the community, providing reading and letter writing services.
2. Celebrate "Grandparents' Day" by adopting for the day elderly patients in a nursing home facility; provide computer/hand made cards, refreshments and an entertaining program.
3. Visit with a senior citizens community center and read, entertain, or just talk.
4. Conduct a one day conference "College Day" at the postsecondary institution where students can attend a teacher preparation course and talk with college of education students. (Work with FFEA Postsecondary Association, if available, at the college of education.)
5. Invite professors from a local community college and/or university to speak to chapter members.
6. Encourage cooperative activities between district (county) and postsecondary (community college/university) FFEA chapters.
7. Invite a Middle School Chapter from a local middle school to "shadow" members of your chapter.

8. Enter community sponsored speech and/or essay writing contests.
9. Request support from Phi Delta Kappa to do a special project for the community.
10. Ask local businesses (McDonald's, Burger King, Wendy's, Publix, K-Mart) to recognize and support chapter activities.
11. Talk with the local Chamber of Commerce about activities in which FFEA High School members may become involved.

# **BUDGETING FOR FFEA HIGH SCHOOL CHAPTER ACTIVITIES**

## **Some considerations**

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

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

## **Ideas for Fund-Raising Activities**

1. Collect dues (if permitted by principal).
2. Solicit support from local businesses.
3. Conduct car washes and sales of baked goods, candy and/or packaged individual cake, Halloween grams (messages with candy), Valentine kisses, pizza, french fries, marshmallow treats, candied apples, carnations, etc.
4. Display baby pictures of teachers. Hold a contest to guess who they are for \$.25 per guess. The student with the most correct guesses wins a prize.
5. Make t-shirts with puffy paint of school colors, logo, etc., to sell.
6. Conduct a scavenger hunt and charge for the list of items to be found. Give a prize to winning team.
7. With the approval of the principal, sell tickets to the following events:
  - a. A faculty/student fashion show and/or talent show.
  - b. A chapter sponsored baseball, softball, volleyball, soccer, or flag football game between faculty and students.



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

**Forms and Samples**

# Florida Future Educators of America High School Membership Application

PLEASE PRINT

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

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Telephone: ( ) \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

e-mail address: \_\_\_\_\_ Birthday: \_\_\_\_\_ Grade: \_\_\_\_\_

Parents'/Guardians' Names: \_\_\_\_\_

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Dear Teachers:

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

### Teachers' Recommendations:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Student Cumulative Grade Point Average:** \_\_\_\_\_

**Verified by** \_\_\_\_\_  
(Counselor's Signature)

**Please return this form to** \_\_\_\_\_ **by** \_\_\_\_\_  
(Advisor's Name) (Date)

# FLORIDA FUTURE EDUCATORS OF AMERICA HIGH SCHOOL MEMBERSHIP INFORMATION SURVEY OF SENIORS

This form should be updated each year and returned to:  
Bureau of Educator Recruitment and Professional Development  
325 West Gaines Street, Suite 124  
Tallahassee, Florida 32399-0400

Please enter the following information:

---

Chapter Name (Name of School) School Year

---

Chapter Address (School Address)

---

City State Zip Code County

---

School Phone Number School Fax #

---

Principal's Name

---

Advisor Co-Advisor

---

Advisor e-mail Address(es)

**Note: Duplicate both sides of this form before using.**

# MEMBERSHIP INFORMATION SURVEY OF SENIORS

Please list names and supply requested information for all senior members; indicate members who intend to major in education by naming the field (Elementary Education, Exceptional Student Education, Middle School/High School Education – English, Science, Mathematics, etc.)

	<u>Name</u>	<u>S.S. #</u>	<u>Field</u>	<u>Gender</u>	<u>Race</u>
	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
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25					

**FFEA HIGH SCHOOL**

**Committee Priority Sign Up Form**

Member's Name \_\_\_\_\_

School Year \_\_\_\_\_ - \_\_\_\_\_ Grade Level \_\_\_\_\_

Identify the committees that you would like to serve on this year by writing the committee name in the space provided. Write 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc., by each choice to indicate your order of preference. Please specify any expertise you have (previously served on committee, served in similar capacity in another organization, etc.).

LIST COMMITTEES

EXPERTISE

PREFERENCE

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To assist the first year members in their selection of committees, the advisor may describe the purpose of each committee and the areas of responsibility.

**Committees assigned to:**

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# FFEA HIGH SCHOOL COMMITTEE MEMBERSHIP FORM

Chapter Name \_\_\_\_\_ School Year \_\_\_\_\_

Advisor \_\_\_\_\_ President \_\_\_\_\_

STANDING COMMITTEE: \_\_\_\_\_  
COMMITTEE CHAIRPERSON: \_\_\_\_\_  
MEMBERS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STANDING COMMITTEE: \_\_\_\_\_  
COMMITTEE CHAIRPERSON: \_\_\_\_\_  
MEMBERS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STANDING COMMITTEE: \_\_\_\_\_  
COMMITTEE CHAIRPERSON: \_\_\_\_\_  
MEMBERS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STANDING COMMITTEE: \_\_\_\_\_  
COMMITTEE CHAIRPERSON: \_\_\_\_\_  
MEMBERS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STANDING COMMITTEE: \_\_\_\_\_  
COMMITTEE CHAIRPERSON: \_\_\_\_\_  
MEMBERS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STANDING COMMITTEE:  
COMMITTEE CHAIRPERSON:  
MEMBERS:

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STANDING COMMITTEE:  
COMMITTEE CHAIRPERSON:  
MEMBERS:

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STANDING COMMITTEE:  
COMMITTEE CHAIRPERSON:  
MEMBERS:

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STANDING COMMITTEE:  
COMMITTEE CHAIRPERSON:  
MEMBERS:

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AD HOC COMMITTEE:  
COMMITTEE CHAIRPERSON:  
MEMBERS:

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AD HOC COMMITTEE:  
COMMITTEE CHAIRPERSON:  
MEMBERS:

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# FFEA HIGH SCHOOL CHAPTER SAMPLE YEARLY ACTION PLAN

## **AUGUST/ SEPTEMBER** (3 meetings)

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

## **OCTOBER**

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

## **NOVEMBER**

Community Project  
“Adopt-a-Teacher” school service project  
National Education Week Activities  
Meeting:  
    plan fund-raising activity  
    plan community service project  
    plan peer tutoring service project  
Council/Committee meetings:  
    plan January chapter meeting  
    plan social activity



plan "Helping Hands Day" activity for the new year  
committee reports

## **DECEMBER**

Fund-raising activity – sell candy canes  
Community service – visit senior citizens center  
Peer tutoring – school service project  
Meeting/Social activity  
Council/Committee meetings:  
committee reports

## **JANUARY**

"Helping Hands Day" project  
Meeting:  
plan "Adopt-a-Teacher" project  
plan fund-raising activity  
Peer tutoring – school service project  
Council/Committee meetings:  
plan next meeting  
committee reports  
publicity campaign  
article in school newspaper  
bulletin board

## **FEBRUARY**

Fund-raising activity – Valentine kisses  
"Adopt-a-Teacher" activity  
Peer tutoring – school service project  
Meeting:  
invite speaker from community, business, or education  
organization  
Council/Committee meetings:  
plan next meeting  
committee reports

## **MARCH**

Meeting: plan for Teacher Appreciation Week  
Peer tutoring – school service project  
Council/Committee meetings:  
plan shadowing days  
committee reports

## **APRIL**

Invite "Teachers of Tomorrow" club to shadow members for a day  
Invite Middle School FFEA chapter members to shadow for a day  
Peer tutoring – school service

Meeting:

observations of shadowing days

Council/Committee meetings:

plan fund-raising activity

complete Annual Committee Review

finalize plans for Teacher Appreciation Week

prepare article about activities for publication

plan end of year social activity

## **MAY**

Have "Guide to Student Activities" ready for distribution in August

Fund-raising activity

Teacher Appreciation Activities

Meeting/Social activity

End of year "Helping Hands Day" project

Prepare report/article on chapter's accomplishments for year

End of year social activity

# FFEA HIGH SCHOOL

## Sample: Annual Committee Action Plan Form

**Committee Name:** Public Relations  
**Purpose of Committee:** To inform the public of the activities and accomplishments of the FFEA High School Program and its members  
**Committee Members:** Joan Jackson, Otis Jones, Brenda Matherson

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

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# FFEA HIGH SCHOOL COMMITTEE REPORT FORM

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

Report from \_\_\_\_\_ Committee

Committee Members Present: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Committee Members Absent: \_\_\_\_\_

\_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Results of Meeting: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed by: \_\_\_\_\_ (Committee Recorder)

\_\_\_\_\_ (Chairperson)

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

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

(Specific wording of the motion) \_\_\_\_\_

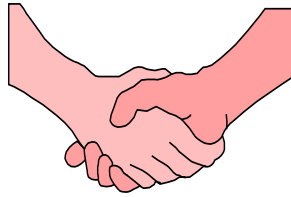
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# HELP IS HERE!!



**Can you use an extra pair of hands to help you tutor a student, file papers, design a bulletin board or other teacher related activities?**

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

Thank you,

\_\_\_\_\_  
FFEA Advisor

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

Room: \_\_\_\_\_

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

Time/Period you want assistance: \_\_\_\_\_

Type of assistance you want: \_\_\_\_\_

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

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Time)

\_\_\_\_\_  
(Place)

# ADOPT-A-TEACHER

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

Dear \_\_\_\_\_:

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

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

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

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

\_\_\_\_\_  
(Advisor)

Teacher's Name \_\_\_\_\_

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

\_\_\_\_\_  
Day and Time

\_\_\_\_\_  
Day and Time

\_\_\_\_\_  
Day and Time

\_\_\_\_\_  
Day and Time

## FFEA HIGH SCHOOL SERVICE LOG

FFEA MEMBER \_\_\_\_\_

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

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

**TO: FACULTY AND ADMINISTRATIVE STAFF**  
**FROM: \_\_\_\_\_, ADVISOR**  
**RE: STUDENT INTERN/SHADOW DAY, \_\_\_\_\_**

(date)

Since I would like to provide our "Future Educators" with a rewarding teaching experience, I have granted permission for each active member in good standing to choose two non-conflicting positions for the day or two members may choose to intern/shadow for the same teacher for one entire day. The members will choose positions. Naturally, you do not have to accept a student just because the student asks; the members understand this. **EVERY MEMBER MUST SPEND A MINIMUM OF TWO PERIODS INTERNING/SHADOWING IN A CLASSROOM IN ORDER TO MAINTAIN ACTIVE MEMBERSHIP!**

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

MANY THANKS, FELLOW EDUCATORS!

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

\_\_\_\_\_, ADVISOR

\_\_\_\_\_  
(signature of student)

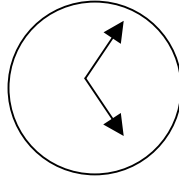
\_\_\_\_\_  
(signature of instructor)

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



# FLORIDA FUTURE EDUCATORS OF AMERICA HIGH SCHOOL

## Request for Release Time



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

S/He will sign up with a teacher, and the student and the teacher will be required to maintain a log of the time and activity that the student accomplishes in the other classroom.

You will be provided with a copy upon request.

Thank you,

\_\_\_\_\_  
(Advisor)

Approved by: \_\_\_\_\_

Approved by: \_\_\_\_\_

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

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

Period: \_\_\_\_\_

Period: \_\_\_\_\_

# FFEA HIGH SCHOOL ANNUAL COMMITTEE REVIEW FORM

Chapter Name \_\_\_\_\_ School Year \_\_\_\_\_

Advisor \_\_\_\_\_ President \_\_\_\_\_

STANDING COMMITTEE	# OF MEMBERS	AD HOC COMMITTEE	# OF MEMBERS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If the responsibilities were not distributed evenly among the committees, which committees had a heavy or light responsibility?

HEAVY

LIGHT

_____	_____
_____	_____
_____	_____

What recommendations would you make to remedy the situation?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does the chapter have community support, which can be called upon for assistance?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# FLORIDA FUTURE EDUCATORS OF AMERICA HIGH SCHOOL CHAPTER

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Dear \_\_\_\_\_:

You are no longer considered an active member.

To be considered active, members must maintain a 2.5 GPA; have good school attendance and good behavior records; attend at least 50% of the chapter meetings and committee meetings each year; participate in 75% of the fund-raising, school service, and community service projects; and participate in interning/shadowing day(s) where one-half of the school day must be in a classroom where the member will teach the class.

Only active members may hold office or participate in district, state, or national conferences.

Sincerely,

---

Secretary

Advisor

# Florida Future Educators of America High School Program

## Parent/Guardian Membership Permission Form

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

PLEASE PRINT

I, \_\_\_\_\_, the parent/guardian of  
(print your name)

\_\_\_\_\_ give permission for him/her to participate in the  
(print student's name)

\_\_\_\_\_ Florida Educators of America High  
(name of chapter)

School chapter activity. I will arrange special transportation, if necessary. I support my child's interest in learning more about the teaching profession.

\_\_\_\_\_  
(signature of parent/guardian)



# FFEA HIGH SCHOOL YEARLY BUDGET FORM

School Year \_\_\_\_\_ -- \_\_\_\_\_

School Name \_\_\_\_\_ County \_\_\_\_\_

Advisor's Name \_\_\_\_\_

<u>Month of Activity</u>	<u>Name of Activity</u>	<u>Chairperson's Name</u>	<u>Goal of Activity</u>

<u>Name of Activity</u>	<u>Expected Cost</u>	<u>Expected Income</u>	<u>Profit</u>
<u>TOTAL</u>			

