

## **Missouri FCCLA New Adviser of the Year Guidelines**

To help you best prepare to submit your nomination for the Missouri FCCLA New Adviser of the Year Award, be sure to carefully read and reference the guidelines when compiling your nomination information. Included below is the information that you should gather and plan to submit with your nomination to ensure that you are putting together the best application.

### **NOMINEE INFORMATION**

- Name
- Contact information (email, phone number)
- Chapter name and ID

### **SCHOOL ADMINISTRATOR INFORMATION**

- Name
- Contact information (email, phone number)

### **ADVISER BACKGROUND**

- Years of service as an FCCLA chapter adviser (must be fewer than five years)
- Educational background (degrees, certifications)

### **AWARDS AND HONORS**

- Outline any awards or honors the chapter adviser has received, both within FCCLA and in other professional or personal capacities. Include any grants or similar support the adviser has secured for the school/chapter. List these in chronological order, including the date(s) for each award.

### **FCCLA INTEGRATION**

- Describe how the nominee successfully integrates FCCLA into their Family and Consumer Sciences classroom, highlighting specific strategies or activities that have been particularly effective.

### **CONTRIBUTIONS AT THE LOCAL LEVEL**

- Provide a detailed outline of all contributions the adviser has made to FCCLA at the local level, including specific examples of impacts on their students, the chapter, and the community.

### **CONTRIBUTIONS AT THE REGIONAL LEVEL**

- Provide a detailed outline of all contributions the adviser has made to FCCLA at the regional level, including specific examples of their involvement in regional-level events, programs, and initiatives.

### **CONTRIBUTIONS AT THE STATE AND NATIONAL LEVELS**

- Provide a detailed outline of all contributions the adviser has made to FCCLA at the regional level, including specific examples of their involvement in regional-level events, programs, and initiatives.

### **LETTERS OF RECOMMENDATION**

- Obtain two (2) letters of recommendation that provide detailed insights into how the nominee has made significant contributions to the growth and success of FCCLA.

### **ADDITIONAL INFORMATION**

- Include any additional information about the nominee that you did not previously share in the application but would like for it to be considered by the evaluation committee.

### **ADVISER HEADSHOT**

- Please provide a headshot photo of the chapter adviser for potential use in the announcement if they are selected as the award recipient.

All required materials should be submitted through the official application on the Missouri FCCLA website by February 1 at 11:59pm.