



FCCLA Planning Process Summary Page Template



IDENTIFY CONCERNS

- The North Oconee FCCLA chapter has never had a website before, nor had I ever made a website in the past.
- We wanted to create an online website that would allow members to gather information and see their accomplishments and recognition all in one place
- We also wanted to create an online website that would allow potential members and our community to learn more about the Career and Technical Student Organization, FCCLA.
- Our website needs to have a format that would be easy to access and navigate/use
- We wanted an easy way for members to get into contact with officers and our adviser

SET A GOAL

- I aimed to create a website with up-to-date information about our chapter, members and accomplishments
- I wanted the website to include easy ways to get in contact with all FCCLA officers and our Adviser, Ms. Mitchell
- I plan to publicize the website through North Oconee FCCLA's social media and through the North Oconee High School website
- The website's address should be simple and easy to access
- The website itself needs to have an easy navigation center so users can easily locate pages and get to the information that they need.

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

- Who: Zubaida Adres, the VP of Leadership for North Oconee FCCLA
- What: Create a chapter website that includes all information needed about NOHS FCCLA; dates and times of meetings, socials and community service projects, recognition of chapter officers and members, and information about our FACS classes, etc.
- When: I started collecting information for the website and started creating it in December of 2018. I continued working on it until the deadline on February 1st.
- Where: The chapter website is <https://nohsfccla.weebly.com> and I will be using my Chromebook both at home and at school.
- How: While putting together the website, chapter officers and my adviser helped by sending in some of their favorite pictures of our FCCLA chapter and giving me information about their previous and upcoming events.
- Cost: There was no cost in creating the NOHS FCCLA website because we chose a free domain
- Evaluation: Once the project was finished, my adviser and I sat down to evaluate the website as a whole. We talked about what can be improved by adding information or pictures, fixing spelling and grammar mistakes and focusing on the details.

ACT

I first had to find a website program that I liked the best. I tried Google Sites, Wix.com and Weebly.com. I was able to create the website using Weebly.com because I liked how easy it was to use and I thought that the website was dynamic and eye-catching. While working on it at home and at school, it continued to be updated based on new suggestions that were given. The website now provides information and details about NOHS FCCLA events and projects, an introduction of our leadership team and many membership resources (why you should join FCCLA, how to join FCCLA and contact information for any questions members may have). I would give myself deadlines for when I needed to get each section done and would refer back to the STAR Event rubric and specifications sheet to make sure that I was including all of the information. When I had an issue or didn't quite understand items like who would be considered as sponsors and partners, I was able to ask Ms. Mitchell, my adviser, and she was able to help me with the information.

FOLLOW UP

Throughout the process of creating the NOHS FCCLA website, I have gotten to learn new things about our chapter I did not previously know (for example, all of the chapter and adviser awards we have received)! I have never created a website before, so this process has also given me the opportunity to learn a new skill within web design. If I could do one thing differently, it would be to start on the website earlier in the year, somewhere around August so that I am frequently and slowly updating it as the year goes on. All in all, creating the website was an amazing way to promote and inform about our chapter and a great opportunity for me to learn more about North Oconee High School FCCLA!

