

FFEA MIDDLE SCHOOL CHAPTER SAMPLE YEARLY ACTION PLAN

AUGUST/ SEPTEMBER (2 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
 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
 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 social activity
 plan “Helping Hands Day” activity for the new year
 committee reports
 publicity—prepare article about activities

- DECEMBER** Fund-raising activity – sell candy canes
Community service – visit senior citizens center
Peer tutoring – school service project
Meeting/Social activity
- JANUARY** “Helping Hands Day” project
Publicity campaign—article in school newspaper, bulletin board
Meeting: plan “Adopt a Teacher” project
Plan fund raising activity
Peer tutoring—school service project
- FEBRUARY** Fund-raising activity – Valentine kisses
“Adopt-a-Teacher” activity
Peer tutoring – school service project
Meeting: invite speaker from community, business, or education organization
- MARCH** Committee: begin to develop “Guide to Student Activities”
Meeting: plan for Teacher Appreciation Week
Council meeting: plan shadowing days
Publicity— prepare article about activities
Peer tutoring—school service project
- APRIL** Invite “Teachers of Tomorrow” club to shadow members for a day
Shadow high school FFEA chapter members for a day
Peer tutoring – school service
Meeting: committee reports on “Guide to Student Activities” observations of shadowing days
Council/Committee meetings:
plan fund-raising activity
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

FFEA MIDDLE SCHOOL

Sample: Annual Committee Action Plan Form