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# FTA RESOURCE GUIDE



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2019-20



August, 2019

Dear FTA Adviser:

Welcome back to school! I hope your year is off to a fantastic start. Thank you for taking the time to advise future educators. **Please return the 2019-2020 FTA Charter Application Renewal Form and your check made payable to FTA as soon as possible.** Membership cards will be sent upon receipt of the charter renewal form and payment of dues.

Enclosed you will find an FTA Resource Guide, this guide includes:

- Chapter Renewal Form
- FTA Goals and an action plan
- Candidate form for the State FTA Ambassador

There will be four **FTA State Ambassadors** elected at our state meeting. These ambassadors will be the leaders and planners of the 2019-20 state FTA meeting. A state ambassador cannot be a senior in high school when they run for office. Ambassadors will be installed upon their election and serve for one year. Candidates interested in serving as an ambassador will fill out a form before the state meeting (included on page 9) and must have a five-minute (maximum) speech prepared to present at the meeting. No more than two ambassadors can be from the same school. State ambassadors are responsible for planning and officiating the next state meeting, as well as keeping the FTA Facebook page up-to-date with activities, service project events and fundraisers.

We will announce the winner of the service project award at the FTA state meeting. See the enclosed registration form for details. All chapters applying for the award will need a representative to present on their service project at the state meeting. If you do not have a service project for the contest, be sure you have a student present and ready to give an overview of an activity, fundraiser, or other events your FTA chapter has participated in this year or the year prior.

The Missouri Association of the Future Teachers of America has scheduled the **FTA State Leadership Meeting on November 13, 2019 at Holiday Inn Executive Center in Columbia.**

- 8:30 a.m. Registration
- 8:30-10 a.m. College/University exhibits
- 10 a.m. (Theme and events TBA, the state ambassadors are planning this event)
  - Service Project Award Contest
  - Chapter Reports
  - Nomination of candidates for State FTA Ambassadors
  - Speeches/Voting
  - Door Prize Drawing-bring a gift card, item, or basket of \$15-\$20 maximum value.**
  - Chapters must bring a prize to participate**
  - Installation of state ambassadors
- 11:30 a.m. Adjourn

The Missouri Association of FTA continues to emphasize Cadet Teaching for Credit. High school graduates who plan to major in education benefit from our Cadet Teaching Program, not to mention the advantages to teachers and pupils involved in the course. If you would like a copy of the Cadet Teaching Booklet email Kim Taube [ktaube@msta.org](mailto:ktaube@msta.org).

If you have any questions or comments, please do not hesitate to contact the MSTA Member Care Center at (800) 392-0532. Thanks for your support of the Missouri Association of the Future Teachers of America.

Sincerely,



Krista Meyer  
FTA Coordinator

# Yearly Action Plan Form

You may use this form at your FTA meetings to plan your activities and fundraisers for the year.

School Year: \_\_\_\_\_

Chapter (School) Name: \_\_\_\_\_

Chapter Address: \_\_\_\_\_

Chapter Adviser: \_\_\_\_\_

\_\_\_\_\_

Phone: (       ) \_\_\_\_\_

\_\_\_\_\_

**August:**

**February:**

**September:**

**March:**

**October:**

**April:**

**November:**

**May:**

**December:**

**June:**

**January:**

**July**

# FTA Goals and Objectives

## BACKGROUND INFORMATION

Future Teachers of America, established in 1937, had its beginning in a vastly different setting than exists today. At its origin, the secondary school division of FTA was designed to serve as a recruitment organization for the teaching profession. It continues to serve this purpose effectively. Recently, the changing role of teachers and the rising expectations of students have emerged as forces that have implications for the FTA program.

The intensifying need for more effective communication between teachers and students, the benefits of a sensitive and creative school environment, the concern of students for an education that meets both present and future needs, and the desirability of student participation in shaping their education are among the growing educational priorities of today as seen by students. Members of FTA suggest that an effective FTA program that recognizes these priorities should provide students with:

- Perspectives of education and its role in society
- Procedures for bringing about change in education
- Means for exploring the expanding variety of careers in education
- Opportunities to work with educators outside the school setting
- Ways of communicating educational concerns in an organized manner
- Leadership experiences
- Human development experiences

## GOALS AND OBJECTIVES

Recognizing these basic needs of students, Future Teachers of America is in the process of change, designed to make the program increasingly meaningful to students and to the education profession. These changes can be identified through the emerging goals and objectives of the organization.

### Goal:

To provide means for secondary school students to participate in making their education increasingly relevant to their present and future needs.

### Objectives:

- Improve the selection and content of course offerings through student involvement in curriculum review and revision
- Provide curriculum enrichment through a program of mini-courses
- Provide opportunities for political involvement by participation in educational issues
- Build better student-community and school-community relations through cooperative activities with civic and community groups
- Improve understandings and communications between students and teachers by providing planned opportunities for dialogue

- Provide increased mutual support by members of the teaching profession and the FTA organization through planned cooperative activities
- Improve individual skills in understanding and working with people by initiating human relations activities
- Provide for opportunities to gain an appreciation and understanding of differing sociological settings and ethnic groups through specific activities and programs

### Goal:

To provide a means for secondary school students to participate in realistic education activities that are of assistance in making valid decisions about education careers.

### Objectives:

- Experience the many facets of teaching and other education careers by establishing student assistance projects
- Gain insights into working with children and understanding differing sociological settings by initiating tutorial projects
- Provide a variety of educational and cultural experiences by initiating exchange programs among FTA chapters
- Gain an understanding of a wide variety of educational programs and career opportunities through a program of visitations to innovative or specialized schools
- Gain insights into college life, course requirements, and career possibilities through a varied program of visitations to colleges and universities
- Provide information about colleges, teacher education programs, educational supply and demand statistics, and scholarship/financial aid information by establishing career libraries

Inherent in the development and participation in these objectives is the opportunity for students to gain a perspective of education that allows an understanding of the importance of teaching and the critical place of education in a democratic society.



To start an FTA Chapter:  
<http://www.msta.org/fta/>  
MSTA 1-800-392-0532

Kim Taube Ext. 1501 or [ktaube@msta.org](mailto:ktaube@msta.org)

# Activity and Program Ideas

The following are questions to help serve as guidelines for FTA chapter officers and advisers to help in determining if chosen activities are appropriate for active members.

1. How exclusive is the activity?
2. Does the activity conform with school/district policies?
3. Is there freedom for the members of the chapter to partake?
4. Will the activity provide clarity for the chapter and/or encourage recruitment of new members?
5. When running a fundraising activity are selected items easy to obtain and can said items be returned?
6. If this is a fundraising activity will the return be satisfactory enough to permit hours worked and investment?
7. If fundraising will the items being sold appeal to an array of buyers?
8. Will the activities be relevant to the age/grade level of the chapter members?

## Suggested Actions for FTA

1. **Become insightful about careers in education by:**
  - Visiting/touring universities, colleges, schools and departments of education
  - Invite professors from local colleges to speak.
  - Visiting the State Department of Education.
  - Attending state conferences.
2. **Improve the image of teaching and provide service by:**
  - Initiating teacher appreciation activities.
  - Assisting teachers with classroom responsibilities.
  - Participating in teacher shadowing activities.
  - Serving as peer tutors.
  - Establishing teacher cadet program
3. **Endorse teaching by:**
  - Inviting the state/district Teacher of the Year to speak at various occasions.
  - Providing workshops and meetings districtwide.
4. **Build professional understanding by:**
  - Giving chapter members and advisers rewards and recognition.
  - Discuss positive aspects of the teaching during regional workshops and state conference.
  - Providing an opportunity among students and teachers within the school district and throughout the state to network.
5. **Provide a link between the community and teaching by:**
  - Petitioning the support of school business partners.
  - Providing services for elderly citizens, hospitals, nursing homes and other school service agencies.
  - Providing contact with students in daycare, recreational and educational settings.

## 6. Strengthen the relationship between college/university by:

- Offering institutions the chance to set up booths at state conferences.
- Having a current student of the college of education serve as a mentor.
- Giving a student representative the opportunity to speak at local school meetings.
- Keeping lines of communication open with colleges/universities to maintain a close relationship.

## School-Related Activities

1. Ask for permission from the school to use a wall or corridor to display posters depicting positive attitudes about teaching. This could be Poster Day.
2. Offer activities that you can assist as well as participate in that are teacher/parent oriented (examples: PTO/PTA, open house, etc.)
3. Host/participate in activities with other school clubs and organizations.
4. Supervise an orientation activity as a chapter service activity for new students.
5. Help transfer students to adjust to their new school or organize an Adopt-a-Student program.
6. Provide students with special needs a chapter member to assist them.
7. Offer chapter members the opportunity to tutor elementary/middle school students.
8. Organize a day chapter members can job shadow a teacher.
9. Work with counselors to research information on college and career information on the teaching profession.
10. To provide multicultural awareness experiences plan a week to host multicultural seminars and field trips to help expose students to cultural and ethnic varieties. Organize to have speakers of different cultures.

## Teacher Appreciation Activities

1. Toward the end of each quarter encourage members to volunteer to help teachers clean, grade papers, record grades, complete paperwork, etc. for more hands-on experience.
2. Choose a day for a faculty breakfast where chapter members serve faculty. Contact local grocery stores for discounts on items for a continental breakfast if working with limited funds. As a nice thank-you gift each teacher receives an apple ornament.
3. At the beginning of the year, make name tags for all teachers during planning and the first week of school. This has been found helpful for students as well as teachers.
4. Send birthday cards to teachers.

### Community-Related Activities

1. Institute a tutoring program for local elementary and middle schools
2. Encourage chapter members to join faculty with after school and extra-curricular activities.
3. Chapter members can volunteer to assist at preschool or daycare centers.
4. Through the assistance of community organizations and local businesses establish a scholarship fund.
5. Host a Senior Citizens' or Grandparents' Day where residents of the community are invited to the school where a luncheon may be provided.
6. Provide services such as reading to the elderly.
7. At community functions have a chapter booth when appropriate.
8. Ask for chapter president or other members to speak at community organizational meetings.
9. Meet with the local Chamber of Commerce about activities where FTA could be involved.
10. Encourage recognition and support from local businesses for chapter events.
11. Invite your community to FTA chapter events.

### College/University-Related Activities

1. Invite representatives from colleges and universities to be guest speakers.
2. Provide education courses for FTA members through colleges/universities.
3. For exposure to a variety of colleges and universities arrange an orientation for chapter members.
4. Offer student teachers an opportunity to participate and become involved with FTA chapter activities.
5. Have FTA students sit in on a teacher preparation course and talk to college of education students.
6. Videotape chapter members performing as teachers.

### Field Trips

1. Attend FTA State Meeting Nov. 13, 2019 at the MSTA Convention in Columbia.
2. Visit the State Department of Education. Arrange for a tour and presentations about the department's function. [www.dese.gov](http://www.dese.gov)
3. Attend and observe a meeting of the local board of education.
4. Visit MSTA headquarters in Columbia. Set up a tour presentation about the organization's role and responsibilities to the profession. 1-800-392-0532 Ext. 1501
5. Attend regional FTA conferences.

## Recruitment and Retention for New Members

### Recruitment Strategies:

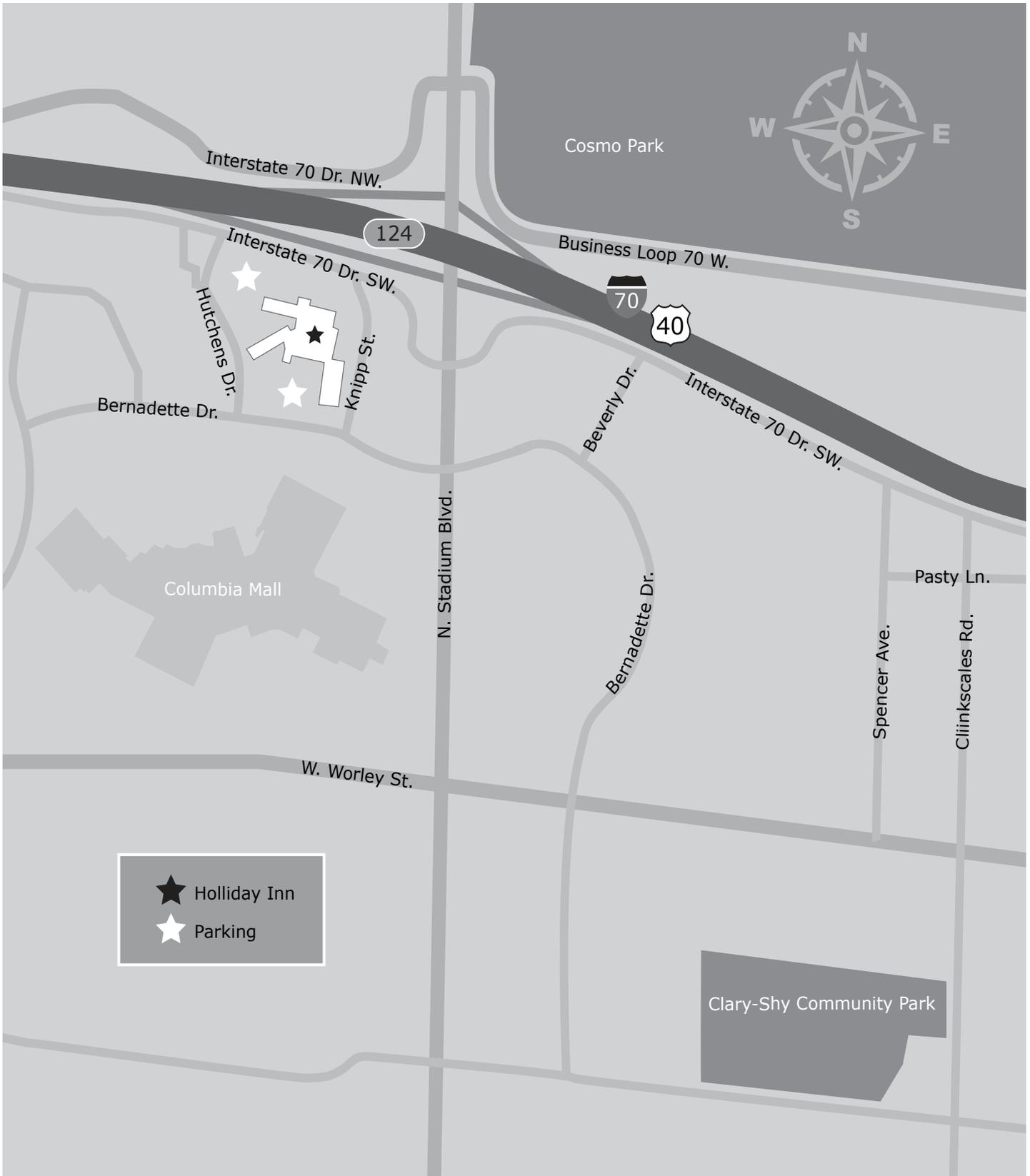
1. Invite members to a get-to-know and ask each member to bring one or two students who are interested in becoming teachers. To add to the fun have your current members share their favorite part of being a member. Discuss upcoming events emphasizing benefits students will receive as a member such as scholarship opportunities, hands-on opportunities, etc.
2. Purchase ad space in a local newspaper with the list of upcoming FTA activities or ask if they have a free online community calendar. If your school has a newspaper, ask if it would be possible to have a reporter write a featured story on your FTA club. Have a member talk to the reporter about positive experiences and all the activities if possible.
3. Word of mouth can be a great way to achieve growth. Some possible ideas to achieve this is asking students to recruit a certain number of new students. Offer prizes or incentives for those that recruit the most new members and maybe offer a small incentive to new members to encourage students to apply. Also ask all current teachers to recommend students they feel might be interested.

Encourage officers/current members to make contact with the new members explaining to them advantages of membership. Have available chapter T-shirts, jerseys, hats, etc. to help enhance pride. It's important to strive to make all members, new and experienced, feel welcome. Some things that will help aid in this is giving members opportunities for ownership and responsibility in the future.

# FTA State Meeting

November 13, 2019

Holiday Inn Executive Center/Expo Center, Columbia, MO





# Charter Application Renewal Form

## School Year 2019-20

Check one:

CHAPTER RENEWAL

Charter Renewal Fee: \$30

NEW CHAPTER

New Chapter Fee: \$30

Name of high school: \_\_\_\_\_

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

City/St./Zip: \_\_\_\_\_

Number of FTA members in each grade: 9 \_\_\_\_\_ 10 \_\_\_\_\_ 11 \_\_\_\_\_ 12 \_\_\_\_\_ TOTAL \_\_\_\_\_

### Chapter advisers:

At least one chapter advisor is required to be a member of MSTA.

Name of adviser: \_\_\_\_\_

Name of adviser: \_\_\_\_\_

School phone: \_\_\_\_\_

School phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Email address: \_\_\_\_\_

Previous years as an adviser: \_\_\_\_\_

Previous years as an adviser: \_\_\_\_\_

Planning period \_\_\_\_\_ a.m./p.m. \_\_\_\_\_ a.m./p.m.

Planning period \_\_\_\_\_ a.m./p.m. \_\_\_\_\_ a.m./p.m.

FTA Adviser: MSTA member  Yes  No

FTA Adviser: MSTA member  Yes  No

Does your chapter have a Cadet Teaching Program?  Yes  No For Credit?  Yes  No

### Chapter Officers:

President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Vice President: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Signature of Adviser: \_\_\_\_\_

Mail this form and check to the FTA State office at the address below.

PO Box 458

Columbia, MO 65205

Email: ktaube@msta.org

Fax: 1-866-472-5759



# FTA Coloring Book Fundraiser



Create a  
12-page coloring book  
celebrating a local  
person, historical event  
or celebration.



MSTA  
will print the  
publication and provide  
50 FREE copies!



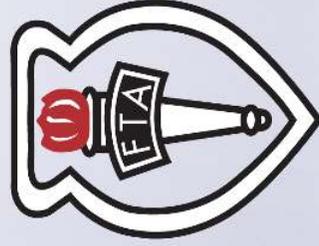
What could your chapter  
do with extra funds?

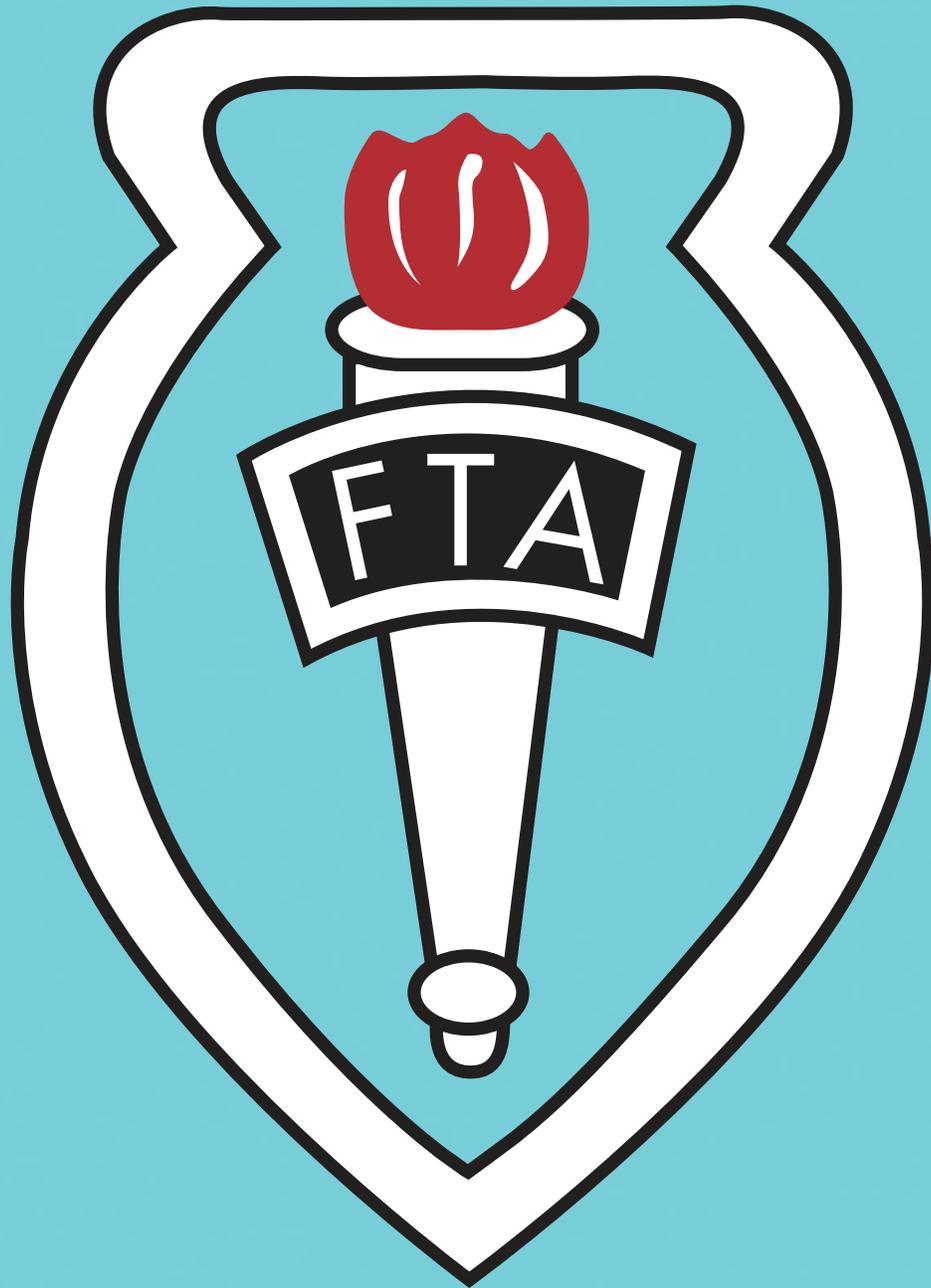


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