

# **Guidelines for Creating Nevada FCCLA Publications**

*For V.P. of Membership, V.P. of National Programs, V.P. of Public Relations*

1. Enter every chapter advisers' E-mail address into your E-mail address book.
2. Add Mrs. Chessell, Ms. Stroup and all of the state officers to your E-mail address book.
3. Create a group mailing list of these advisers and state officers in your E-mail address book.
4. Determine which publication you are creating.

**Membership Newsletter** – A monthly newsletter which provides ideas to chapter advisers and officers for increasing chapter membership

**National Programs Newsletter** – A monthly newsletter which familiarizes chapter advisers and officers with the National Programs and gives ideas on ways to participate

**The Rose Trail** – A newsletter published in September, November, January and March which introduces chapter advisers, officers and members to the Nevada FCCLA program  
This newsletter should inform them of chapter and district activities happening throughout the state and encourage participation.

5. Determine the date you will be sending this out.
  - Membership Newsletter 10<sup>th</sup> of each month
  - National Programs Newsletter 15<sup>th</sup> of each month
  - Rose Trail the 20<sup>th</sup> of September, November, January and March
6. Gather your information.

The following resources may be helpful

  - Be Part of It – Membership Materials
  - Teen Times – National Student Magazine
  - The Adviser – National Adviser Newsletter
  - The Chapter Handbook CD
  - National Program CDs
  - FCCLA Logo CD or [fcclaing.org](http://fcclaing.org) under news & media, then downloads
  - Web-site [fcclainc.org](http://fcclainc.org)
  - Web-site [nevadafccla.org](http://nevadafccla.org)
  - Nevada FCCLA Calendar
  - Information from chapter reporters and members
  - Information from the State Adviser
  - Information from the State Meeting Coordinator
7. Design your layout to make information easy to locate, easy understand and interesting to read. Get feedback from members and your adviser before continuing.
8. Create your first draft using software that most computers have, such as Microsoft Word.
9. Proofread and edit your work.
10. Have your adviser proofread, edit and make suggestions.
11. Evaluate it with your English teacher to ensure proper grammar and punctuation.
12. E-mail a copy to the State Adviser for final approval.
13. E-mail it to all chapter advisers and state officers.