

**FCCLA Planning Process**

**Summary Page Template**

*(This template may be modified, but all headings must be used in the correct order. The FCCLA logo, STAR Events logo, and Planning Process graphics are encouraged but not required.)*

**IDENTIFY CONCERNS**

Our concern is that our current chapter website did not adequately represent our chapter.

**SET A GOAL**

Our goal is to create a chapter website to inform our members, school, and community about our chapter’s events and projects. By doing this, we hope to gain support from our community.

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

Who: Harleigh Claussen and Ally Sedlacek

What: We will create a chapter website.

When: Will be created by September 30, 2021, but we will need to update it frequently.

How: We will create this website by using the website SITE 123. We will both contribute our ideas that we can add to the website.

Where: Online

Cost: No cost

Resources: Computer, internet, and SITE 123

Evaluation: We will continue to update the website as needed.

**ACT**

We started creating our website by choosing the type of layout that would work best for what we envisioned. After we chose a layout, we gathered our information like history, events, and pictures to plug into the website. Once we gathered all the needed information, we put it all into the website. After we completed our website, we shared our link with chapter members on social media and put the link onto our school’s website.

**FOLLOW UP**

We will continue to update the website as needed. We will inform chapter members and community members through social media pages to gain traffic on our website.