

The Florida Future Educators of America

Elementary School Program



Sponsored By:

Florida Department of Education
Division of Professional Educators
Bureau of Educator Recruitment and Professional Development

TABLE OF CONTENTS

- I. GOALS AND OBJECTIVES
- II. CONSTITUTION
- III. PROCEDURES FOR STARTING
A CLUB
- IV. BRIGHT IDEAS FOR CLUB
ACTIVITIES
- V. FORMS

SECTION I

GOALS AND OBJECTIVES

Florida Future Educators of America shall strive to interest students in the field of education early in their school experience by providing:

- Information about careers in education.
- Opportunities to participate in experiences that develop the qualities and skills essential for successful teaching.

Florida Future Educators of America shall place emphasis on club recruitment of:

- Students from all ethnic, cultural, and socio-economic backgrounds.
- Students from both urban and rural geographic areas.

Florida Future Educators of America shall encourage all students to:

- Strive for academic excellence.
- Model appropriate classroom behavior.
- Develop a positive self-concept.

Florida Future Educators of America shall enhance school improvement by:

- Fostering a greater appreciation for teaching and learning.
- Assisting students, teachers, administrators, and other school personnel with school-related activities.
- Encouraging members to be positive role models.

Florida Future Educators of America shall promote a positive image of the teaching profession by:

- Encouraging parent and community involvement in school activities.
- Encouraging student involvement in the community.
- Encouraging business/school partnerships.

Florida Future Educators of America shall strive to inform members, advisors, and administrators of:

- The growing demand for qualified teachers in Florida especially in areas of critical need such as Exceptional Student Education, mathematics and the sciences.

SECTION II

CONSTITUTION

Preamble: There is no finer profession than teaching in our schools, and students must be made aware of the rewards of teaching and career opportunities available in teaching, early in their school experiences, through the Florida Future Educators of America Clubs.

Article I. Name and Affiliation

Section 1. The name of this organization shall be the _____ “Teachers of Tomorrow” Club of the Florida Future Educators of America Program.

Section 2. The “Teachers of Tomorrow” Club shall affiliate with Florida Future Educators of America by affirming support of the Constitution and submitting the request for a Charter and Membership Roster.

Article II. Membership

Section 1. Membership in all “Teachers of Tomorrow” Clubs shall be limited to students currently enrolled in elementary school and shall be based upon potential interest in education as a profession.

Section 2. To be eligible for membership, a student must demonstrate appropriate classroom behavior.

Section 3. An eligible student interested in membership shall complete an application and be recommended for membership by his/her teacher(s).

Section 4. If an active member transfers from this school, a letter may be requested indicating the status of his/her membership and signed by the advisor of the club.

Section 5. An active member of another Future Educators of America “Teachers of Tomorrow” Club who enrolls in this school will be accepted for membership in this club. A transfer member must maintain the membership standards of this club in order to retain active membership.

Section 6. Membership in this organization shall not be denied by virtue of a prospective member’s race, creed, ethnic origin, handicap or gender.

Article III. Officers and Committees

- Section 1. The officers of the club shall be President, Vice-President, Secretary, Treasurer (optional), Reporter/Historian. Club committees may be established for social, fund-raising, and program activities. Other committees may be assigned as needed.
- Section 2. The officers of the club shall be elected by a majority vote at a meeting held near the beginning of the school year. Vacancies occurring during the year shall be filled by a special election held at the next regularly scheduled meeting.
- Section 3. The President, with assistance from the advisor, shall preside at the meetings of the club.
- Section 4. The Vice-President shall assist the President and shall preside in the absence of the President.
- Section 5. The Secretary shall keep the official minutes of the meetings and maintain club files.
- Section 6. The Treasurer, under the Advisor's supervision, shall maintain the club's financial records.
- Section 7. The Reporter/Historian shall be responsible for obtaining club publicity and maintaining any other newsworthy reports, photographs, and documents for the Advisor.

Article IV. Advisor

- Section 1. The activities of the club shall be subject to the approval of the Advisor and the school principal.
- Section 2. The post of the Advisor shall be voluntary.
- Section 3. The Advisor must be a full-time teacher.
- Section 4. The Advisor or a designated adult shall be present at all club meetings and activities.

Article V. Meetings

Section 1. The regular meetings of the club shall be held during the school year on dates designated by the Advisor and members and approved by the school principal. Clubs are encouraged to meet not less than twice a month.

Section 2. Special meetings may be called by the President with the approval of the Advisor.

Section 3. All club meetings shall be open.

Article VI. Dues

Section 1. The club may establish and collect annual dues at its discretion for local operational expenses.

SECTION III

PROCEDURES FOR STARTING A CLUB

PREPARATION FOR STARTING A CLUB

The following activities are to be conducted by the Advisor:

1. Gain support of principal and assistant principal(s).

Request release time for students to attend club meetings.
Request supplies or funds to purchase them.

2. Introduce FFEA “Teachers of Tomorrow” program to faculty.

Schedule time to speak at a faculty meeting.
Present goals and objectives of program to stimulate interest and support.
Ask “What can student members do to help you?”
Request fellow teachers to speak at club meetings and share their teaching experiences and why they chose education as a career.

3. Present program to the students.

Meet with classes or grade levels to discuss the program.
Distribute club flyers and applications to interested students.

4. Collect and review applications using the following criteria.

Student has good academic record.
Student has satisfactory conduct.
Student expresses a desire to help people.

5. Send personalized letters of acceptance.

6. Meet with non-accepted students to discuss improvements needed for future acceptance.

7. Send letters to inform parents of the program and request completion of the permission slip. (see forms)

8. Use bulletin board to display announcements about the club, its membership requirements and its activities.

SUGGESTED PROCEDURES AND ACTIVITIES FOR CLUB MEETINGS

The club advisor, with assistance from the club officers, permission from parents, and approval by the principal, should determine the regular meeting day, time, and location. Regularly scheduled meetings are essential to maintain involvement of the members and to motivate them to complete planned activities. However, the meetings should not be held solely for planning activities. Student members should also benefit by learning about topics of interest. During the first few meetings, the club members should be asked to share what they are interested in learning.

Initial Club Meeting

It is suggested that the meeting be held before or after school for approximately 30-45 minutes. An alternate time might be the last hour of the school day.

The club advisor should conduct the meetings until such time as officers are officially elected.

Personal information filled out on application should be used to create the club roster.

During the initial meeting, club members should be asked to introduce themselves and advise why they are interested in joining the club.

The advisor should review the following with club members:

- The purpose, goals, and objectives of the club.
- The constitution.
- Examples of activities in which they may become involved.
- The role of club officers and the nomination and selection process.
- Expected participation and commitment of club members.
- Future meeting dates, times, and location.

In preparation for the next meeting, members may be asked to consider nominations for officers, ideas for club activities, ways to recruit new members and promote the club.

The advisor should conclude the meeting by stressing the importance of teamwork and the potential the club has for helping improve the school and students' attitudes toward teachers and learning.

Second Club Meeting

Welcome new members and invite them to introduce themselves.

Review the responsibilities of club officers.

Review the election procedures and elect officers. (Following the elections, the advisor may need to assist the officers with their new responsibilities. Many clubs use *Roberts Rules of Order*.)

Discuss potential school service, community service, fundraising, and member activities. Develop the first draft of a yearly action plan.

Discuss the possible need for other special assignment committees and ask for volunteers.

After the second meeting, the officers may need to stay to further discuss their responsibilities with the Advisor and to plan the next meeting.

Subsequent Club Meetings

The officers should establish and follow an order of business for club meetings. The following is a sample format:

- I. President calls the meeting to order.
- II. Vice-President conducts a roll call.
- III. Secretary reads aloud the minutes of the previous meeting as well as any correspondence.
- IV. Treasurer and/or committee chairs submit reports (if necessary).
- V. President reviews old business.
- VI. President opens meeting for discussion of new business.
- VII. Conduct club activities that may include any of the following:
 - Presentation by guest speakers – business partners, other teachers, school/district administrators, etc.
 - Presentation of films, panels, etc.
 - Discussions/Conferences on teachers' responsibilities, the many roles teachers play in the education of children and young adults, how to make learning fun, study skill tips, how to prepare for middle and high school, etc.
- VIII. Closing activity – informal sharing time with refreshments, inspirational poem, quote or short story.

Developing A Yearly Action Plan

A successful club does not just “happen.” Successful clubs usually have a well-developed plan of action. An “Action Plan” can best be described as a yearly program of club activities. Student membership and the prestige of the club within your school and community will be enhanced through a strong cooperative spirit between the teacher advisor and student members and well planned and publicized club activities. The “Yearly Action Plan” can help you achieve these goals and promote the teaching profession.

Your action plan should have approval of your administrative staff and should be consistent with school policies as well as the goals of your individual club and the FFEA “Teachers of Tomorrow” Program.

When developing the yearly action plan, one should consider the following questions:

- What is the purpose (goal) of the activity?
- Who is the intended or the recipient of the activity?
- When is the best time to conduct the activity?
- Who will need to be involved in addition to the club members?
- What are the steps necessary to conduct the activity?
- Is there a cost associated with conducting the activity?
- What materials and other resources will be required?
- Will the activity generate funds?
- What is the cost in terms of “human resources?”
- Is there a need for this activity?

In some schools, the club may be large enough to share the responsibility for the activity through specially appointed committees. However, if your club is relatively small, serious consideration must be given to the cost of the activity (can you raise the needed funds?) and the amount of time to prepare for and conduct the activity. The size of your club will also, of course, determine the number of activities you may choose to do during the year. It may be best to consider only one or two activities in each category (fundraising, school service, community service) and to insure that they succeed so that the yearly activity becomes affiliated with the club and welcomed by the school’s students and staff.

Here are some other items to consider when developing your club's yearly action plan:

- Check the school calendar as well as other school club calendars to insure that your activity does not conflict with another school-wide activity.
- Check with the other school clubs or organizations to determine whether it is appropriate to co-sponsor the activity.
- Have the action plan approved by the school principal or other appropriate personnel.

Development of the yearly action plan should be a joint effort between all the student members and the advisor. It should be developed early in the school year so that future club meetings as well as special committee meetings can be organized to plan the necessary steps to make the activity happen. Student officers, with help from the advisor, should be responsible for helping the club maintain its focus and pursue the activities put forth in the action plan. They should help set up the activity committees and motivate the student chairpersons and members. The action plan should be posted (if possible, give each member a copy of the plan) and reviewed during regular club meetings and when appropriate, the activity committee(s) should report on their actions to all club members and the advisor.

YEARLY ACTION

**School Year ____ to ____
Suggested Activities and Dates**

AUGUST/SEPTEMBER

- Inform faculty about the club and its goals.
- Conduct membership drive.
- Do a bulletin board display promoting the club and teaching as a career.
- Conduct initial club meeting.

OCTOBER

- Elect club officers.
- Develop yearly action and budget plans.
- Conduct an activity with a fall theme.

NOVEMBER

- Conduct a school service project such as tutoring, helping teachers, etc.
- Conduct a Thanksgiving social for members or for teachers.
- Develop a career shadowing plan.

DECEMBER

- Conduct a fund-raising activity with a holiday theme.
- Develop a holiday activity for teachers.
- Conduct a holiday social for club members.

JANUARY

- Do career shadowing.
- Conduct Adopt-a-Teacher activities.
- Review first four months of club activities.

FEBRUARY

- Conduct a Valentines fundraising activity.
- Do something nice for teachers with a Valentine theme.
- Perform a community service activity.

MARCH

- Bring in guest speaker(s) to talk to club members.
- Do a spring bulletin board display.
- Conduct a school service activity.

APRIL

- Work with middle school FFEA chapter(s) to develop a “Survival Handbook” for students graduating to middle school.
- Conduct a fundraising activity with a spring theme.

MAY/JUNE

- Conduct Teacher Appreciation activities.
- Do a “Mother’s Day” activity and/or fund-raiser.
- Review and evaluate success of activities on the yearly action and budget plans.

Conduct closing meeting and/or awards ceremony.

• BUDGETING FOR CLUB ACTIVITIES

Some Considerations

In some instances, club activities will require funds for implementation. When developing a budget for club activities, several considerations should be addressed:

- Will the planned activities require a larger budget than can be easily raised?
- What is the most efficient way to spend available funds?
- What are potential sources of funds? Can they be raised by the students through club dues, fund raising activities, or contributions from other sources such as business partners?
- In order to raise these funds, will we have to consult with other school or district staff, such as the principal or the superintendent?

Ideas for Fund-Raising Activities

- Collect dues (if permitted by principal).
- Solicit the support of local businesses.
- Conduct car washes and sales of baked goods, candy, Halloween grams (messages with candy), Valentine kisses, pizza, French fries, flips (frozen Kool Aid in 5 ounce cups), marshmallow treats, candied apples, carnations, etc. **(Most of these activities will require strong parental support.)**
- Display baby pictures of teachers. Hold a contest to guess who they are for \$.25 per guess.
- Create and sell t-shirts with puffy paint of school colors, logo, etc.
- Challenge faculty to sports event (softball or volleyball) and charge admission to the event.

Conduct a scavenger hunt and charge for the list of items to be found. Give a prize to winning team.

SECTION IV

BRIGHT IDEAS FOR CLUB ACTIVITIES

SERVICE ACTIVITIES

- Visit children in the hospital (if permitted by the hospitals in your area).
- Tutor exceptional (mentally and/or physically handicapped) children.
- Serve as aides, tutors, or para-professionals in the primary grades.
- Assist the school with orientation and registration of students.
- Decorate classroom doors.
- Assist other teachers with decorating bulletin boards.
- Host a luncheon at the end of the school year for club members and/or teachers.
- Ask teachers if they are interested in having club members as helpers in their rooms and list the time and type of assistance needed.
- Design and make hands-on educational games for use in the classroom or during tutoring.
- Make regular visits to a nursing home to read to elderly patients and possibly “adopt” a grandparent.
- Volunteer services to a neighborhood branch library to shelve books; participate in presentations of story hours for younger children, present poetry recitals, choral reading, pantomime acts and/or dramatic performances.
- Learn sign language and volunteer to use this skill to communicate with non-hearing children.
- Coordinate a “Buddy System” for new students.
- Conduct puppet shows (“Kids on the Block” check with district Exceptional Education Coordinator) in libraries or classrooms.
- Create an award to recognize the most improved students in each class once a month.
- Make books for younger students using a word processor, if available.
- Sponsor an annual “goodwill” event, such as a clothing/food drive for needy children, Grandparent’s Day, Honor Your Teacher Day, etc.
- Assist in orientation of the new kindergarten classes.

APPRECIATION ACTIVITIES (TEACHER AND SCHOOL-RELATED EMPLOYEE)

- Acknowledge first year teachers by displaying their pictures and a brief biographical sketch.
- Send Halloween (or Valentine) Candy Grams to teachers.
- Send “Happy Holiday” messages to teachers.
- Have a Tea in honor of teachers during “American Education Week” or “Teacher Appreciation Day.”
- Display pictures on campus each week highlighting school-related employees.
- Conduct teacher interviews. Members may interview teachers in the school to discover why they chose teaching as their career. Share highlight of the interviews with other students during morning closed-circuit T.V. announcements.
- Initiate an “Adopt a Teacher” program at your school.
- Provide apples to teachers (donated from stores or bought).
- Make and distribute a “Certificate of Appreciation” to teachers in the school.
- Distribute candy kisses—“A KISS FOR EVERY YEAR YOU HAVE TAUGHT” and/or mint candy—“You mean a **mint** to us.”
- Make tissue paper flowers for teachers (can also be sold to students as a fundraiser).

PROMOTIONAL ACTIVITIES

- Make wearable “apple” name tags.
- Allow students to earn points for recruiting potential members or bringing a new member to their first meeting.
- Contact local college, school district, classroom teachers association, and public relations personnel for support.
- Design and make a button or some type of identification item (name tag) for club members.
- Make announcements on the school’s public address system promoting the club.

- Sponsor a school essay contest entitled “What is a Teacher?” and offer a prize for the winning essay.
- Hold an essay contest entitled “How Teachers Make a Difference.” Ask local businesses to sponsor the contest and provide prizes to the winning essays. Ask local newspapers to print the top essay.
- Award a yearly trophy to the “Outstanding FFEA Teacher of Tomorrow.” Present the trophy during a faculty or school board meeting.

MEMBERSHIP INVOLVEMENT ACTIVITIES

- Take field trips to local post-secondary institutions.
- Participate in “Career Shadowing” and career fairs. Host a booth on education careers.
- Team a student member with a teacher to assist the teacher.
- Keep a scrapbook of activities and hosted events.
- Have student members write a brief lesson plan and teach a lesson.
- Have students research teaching and school systems in other countries and report the similarities and differences at a club meeting.
- BEFORE and AFTER thought of teaching. Let the student express to the group what she/he thinks teaching is, before she/he has had a chance to work in the classroom. Then, get his/her thoughts on teaching after being in the classroom for awhile.
- Let the students brainstorm. How or what would they do to make a subject more interesting for students to learn? How creative can they be in teaching a topic?
- Have club members design a poster that shows teachers and classrooms in the year 2020. What will they look like? What teaching tools will be used?
- Role-play a teacher role situation such as a parent-teacher conference to demonstrate the importance of good parent/teacher relationships.
- Teach members how to use film and filmstrip projectors and videocassette records/players.
- Develop a newsletter; feature teacher interviews.
- Play “Jeopardy” game among the club members.
- Make educational materials such as flash cards, finger puppets, etc.

- Hold a joint meeting with the FFEA clubs in the middle schools in the same feeder pattern.
- Ask club members to complete a survey as to what they would like to know about the teaching profession. Information from this survey can be used by the advisor to plan agendas for future club meetings.
- Make coupon books for teachers that can be redeemed for help from members with bulletin boards, filing, grading papers, etc. (Coupon book could be sold as a fundraising activity).

SECTION V

FORMS

This section contains various forms, form letters, and applications for membership that you may find useful. You may wish to print these on school or FFEA letterhead. We have attempted to make these materials as generic as possible. However, in some cases, it may be necessary to edit the material based on your school policies. Please feel free to do so.

**FLORIDA FUTURE EDUCATORS OF AMERICA
 “TEACHERS OF TOMORROW”
 MEMBERSHIP APPLICATION**

PLEASE PRINT

Name: _____

Mailing Address: _____

City _____ State _____ Zip _____

Home Telephone: () _____ Male _____ Female _____

Age: _____ Birthday: _____ Grade: _____

Parent/Guardian’s Name: _____

Dear Teacher:

The student named above has requested membership in our school’s Florida Future Educators of America “Teachers of Tomorrow” Club. Your response to this questionnaire is important. Should this student’s application be approved, s/he will be working with other students, parents, teachers, and the community, as well as representing our school in a variety of on-campus and off-campus activities.

Please rate this student on the following attributes:

A	B	C	D	E
	EXCELLENT	GOOD	FAIR	POOR
Academic Achievement				
School Attendance				
Communication Skills				
Follows Instructions				
Dependability				
Attention Span				
Takes Responsibility				
Ability to Get Along Well with Others				

Teacher’s Referring Signature: _____

**Thank you for your evaluation. Please return this form to _____
 in Room # _____ at your earliest convenience.**

CONGRATULATIONS!

You have been invited to join the Florida Future Educators of America
“Teachers of Tomorrow” Club.

Our members were chosen using the following criteria:

- * Grades
- * Attitude
- * Teacher Recommendations

I am looking forward to meeting you. Together we can make our club the best it
can be!

Our first meeting will be held _____

at _____ in _____

See you soon!

Sincerely,

Advisor

PARENT/GUARDIAN MEMBERSHIP PERMISSION FORM

Date: _____

PLEASE PRINT

I, _____, the parent/guardian of
_____ give permission for him/her to become
a member of the Florida Future Educators of America “Teachers of Tomorrow”
Club. I will allow my child to attend meetings (arranging special transportation, if
necessary) and participate in Florida Future Educators of America “Teachers of
Tomorrow” activities.

I support my child’s interest in learning more about the teaching profession.

Parent/Guardian’ Signature

ADOPT-A-TEACHER

Date _____

Dear: _____

Our FFEA "Teachers of Tomorrow" Club will be adopting teachers this month.
The student members will be available to assist teachers for _____ .
(amount of time)

Adopted teachers can ask the student members to help them make up bulletin boards and displays, file papers, or assist with other teaching-related activities throughout the month of _____.

You have been adopted by FFEA student member _____ .
Please complete the form at the bottom of this letter to let our student member know when he/she is welcome in your room and return it to _____ .

Our goal is to promote positive attitudes towards teaching. Thank you for your contribution to our vision!

Sincerely,

Club Advisor

Name: _____

Day(s) time when help is needed: _____
Day Time

Career Shadowing

Date: _____

Dear: _____

Our FFEA “Teachers of Tomorrow” Club is involving its student members in an activity called “**career shadowing**.” The students in the club will each select a teacher to shadow for a day. This means the student will follow the teacher throughout his/her professional day in order to have a better understanding of teacher’s responsibilities.

You have been selected as a model teacher by club member _____ . If you choose to participate in this worthwhile endeavor, please fill out and return the form at the bottom of this page. This will allow us to make arrangements for the club member to meet with you and set up the shadowing day.

Thank you for helping us nurture students’ interest in the teaching profession.

Sincerely,

Club Advisor

Name: _____

Please check one:

_____ Yes, I will participate in “shadowing.”
A convenient day for me to be shadowed is _____.

_____ No, I cannot participate in “shadowing” at this time.

Return this slip to: _____ by _____.

Date: _____

Dear: _____

As our school's Florida Future Educators of America "Teachers of Tomorrow" Club Advisor, I am writing to ask for your help and support.

We are in the process of actively recruiting members for this service organization which is designed to encourage students' interest in a teaching career and to develop more positive attitudes towards teachers and learning.

We are looking for motivated and personable students who have expressed an interest in teaching as a career and/or have the ability and interest to help others learn. Your assistance is needed to recruit these "future teachers," to support club activities, and to serve as their role models. Surely, one of our greatest contributions as educators will be to ensure that our "future teachers" will also be caring individuals who can help all students learn.

The student members and I look forward to serving you, our school and community. Should you have any questions about our club or would like to recommend a student for membership, please contact me.

Sincerely,

Club Advisor

“WE CAN MAKE A DIFFERENCE”

By Rick Librizzi and David Kenne
Brevard County Schools
©1987/1989 Revised

We can make a difference if we try
We're going to teach them all and give them wings to fly
And when the children look into our eyes
They're going to stand up tall and they will realize
The security that we feel
We only feel when we are with them
For with the kids at our sides
We have nothing to hide
We owe this freedom to them
The first time we ever laid eyes on them
We knew they'd be part of our life
Whether good, bad, rich, or poor,
they're ours, they're ours.

We can make a difference if we try
Their presence is so needed in our lives
And how we ever made it without them is so hard for me
To ever realize
The security that we feel
We only feel when we are with them
With the kids by our side
We have nothing to hide
We owe this freedom to them
Our love grows stronger everyday
As we share in our own special way
And till the end of time we will say
We're theirs, we're theirs
We can make a difference if we try
We will teach them all and give them wings to fly
Yes, we will make a difference if we try
And when we are gone just look up in the sky.