



# California FCCLA Request for Proposal Financial Literacy Program

## **Project Overview**

California FCCLA is seeking a Project Coordinator to assist in the development of a comprehensive program for promoting financial literacy to communities across California. The Project Coordinator will also be responsible for gathering all materials for the program, as well as the coordination of distribution of those materials to our students and educators across the state.

## **FCCLA Background**

California FCCLA offers members opportunities for developing leadership skills, exploring career paths, interacting with school and community members, and coordinating chapter programs. Today, these skills are developed through FCCLA activities and the Family and Consumer Sciences education curriculum.

California FCCLA provides Family and Consumer Sciences instructors with the opportunity to accomplish the learning objectives of the curriculum with a "hands-on/learning by doing" program that makes learning more realistic and relevant. Quality secondary Family and Consumer Sciences education programs include California FCCLA as an intra-curricular teaching strategy to extend and enrich classroom instruction. Family and Consumer Sciences curriculum becomes alive as teachers guide students in developing leadership skills, exploring career paths, interacting with school and community members, and participating in chapter activities. What students learn in the Family and Consumer Sciences class goes hand-in-hand with activities in California FCCLA.

## **Project Goal**

Utilizing peer to peer student education programs, as well as professional development opportunities for educators, promote the concepts of financial literacy including items like:

- Consumer decision making
- Consumer rights and responsibilities
- Establishing and using credit responsibly
- Personal and family budgeting
- Understanding financial services

## **Scope of Work & Deliverables**

Project Coordinator will work on project in several different phases:

- November 2016 through June 2017:
  - Advisory Committee Meeting



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- Facilitate one day meeting for teachers, administrators, students, and business reps to determine the best ways to cater activities, programs, and offerings for maximum effectiveness at a local level
- FCCLA Peer Educator Team Training – Prep
  - Project Coordinator will compile resources and materials to create and prep a peer to peer training experience on financial literacy for the FCCLA State Officer team (high school students) to conduct at a leadership training session for Region Officers
  - The Region Officers will then be able to use the script and materials they receive at the workshop to conduct regional workshops in the 2017–2018 school year
  - Coordinator will develop training tools and resources including:
    - Script preparation for the training experience
    - Resource binders for state trainers
    - Resource binders for regional trainers
    - Prepping additional resource material packets for individual school chapters who have completed the regional training to be used for outreach in their individual schools or community
- July 2017 through June 2018:
  - FCCLA Peer Educator Team Training – Implementation – Session 1
    - Project Coordinator will coordinate with the State Officer Team to conduct a peer to peer training experience on financial literacy at the 2017 Region Officers Training Conference (ROTC)
    - Provide support for the distribution of resources to the regional level throughout the school year
  - Professional Development for Educators – Prep
    - Project Coordinator will compile resources and materials to create and prep a professional development training experience for FCCLA advisors
    - Coordinator will develop training tools and resources including:
      - Script preparation for the training experience
      - Resource binders for state trainers
      - Resource binders for educators
    - Coordinator will also coordinate for guest speakers at each of the professional development sessions offering insight on how to create and develop new or innovative methodologies for promoting financial literacy into the classroom



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- Professional Development for Educators – Implementation – Session 1
  - Project Coordinator will facilitate a 4 hour professional development training experience for FCCLA advisors at the 2018 State Leadership Meeting (including the guest speaker portion)
- Ongoing support of resources and materials over the course of the year
- July 2018 through June 2019:
  - FCCLA Peer Educator Team Training – Implementation – Session 2
    - Project Coordinator will coordinate with the State Officer team to conduct a peer to peer training experience on financial literacy at the 2018 Region Officers Training Conference (ROTC)
    - Provide support for the distribution of resources to the regional level throughout the school year
  - Professional Development for Educators – Implementation – Session 2
    - Project Coordinator will facilitate a 4 hour professional development training experience for Family and Consumer Sciences educators at a Spring 2019 conference (including the guest speaker portion)
  - Ongoing support of resources and materials over the course of the year

## **Compensation**

Negotiable based on experience skill and ability. Pay structure must be spaced over the three years of the program.

## **Principal Point of Contact**

Questions regarding scope of work or timeline should be directed to Melissa Webb, California FCCLA State Advisor at 916-319-0773.

## **Submission information**

Submit proposals electronically to Melissa Webb, California FCCLA State Advisor at [mwebb@cde.ca.gov](mailto:mwebb@cde.ca.gov) on or before November 15, 2016.