



New Chapter Guide

"The Hope for Tomorrow"

TAFE State Office
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Our Mission

TAFE encourages students to learn about careers in education and assists them in exploring the teaching profession while promoting character, service and leadership skills necessary for becoming effective educators.

Our Motto

“The Hope for Tomorrow”

History of TAFE

TAFE was founded in 1984 so that students all over Texas would have the opportunity:

1. To learn about the teaching profession, its opportunities, responsibilities, and its important role in our democracy.
2. To explore their interests and abilities in relation to the various fields of teaching.
3. To cultivate the qualities of character, service and leadership which are essential in good teachers.
4. To learn how and where teachers receive their training, the cost, scholarships available, number of years required, certification requirements, and standards.
5. To study the lives and influence of great teachers.

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SO, YOU ARE THE NEW TAFE TEACHER LEADER...

WHY YOU?

Because you love teaching.

Because you are flexible.

Because you relate well to young people.

Because you want students to consider teaching as a viable career.

Because you want to give teaching a good name.

Because you've got energy to spare.

Because you are a positive, can-do person.

Because it seems like a good idea.

Because the principal selected you.

WHY YOU?

Because you are good at it, that's why!!!

TAFE needs teacher leaders who have the time to organize, the will to inspire, the energy to encourage, and the desire to make a difference.

BEING THE TAFE TEACHER LEADER MEANS...

Teaching students to lead

Setting goals

Recruiting members

Planning activities

Enjoying the students

Supervising projects

Evaluating results



Hard work

Satisfaction

Laughter

Late Nights

Warm Fuzzies

Growth

Learning

Say YES to TAFE!!

YOUR ROLE AS TEACHER LEADER

You are the students' link with the teaching profession. If you love your job and show enthusiasm for what you do, they will have positive feelings about teaching and may choose to become a teacher too.

BASIC GOAL OF TAFE:

"To encourage qualified young men and women to consider teaching as a career."



CONSIDER—that is the key word! We are not making them become teachers. After all, how many grade school students know what they want to be when they grow up?

Give them the opportunity to work with other students, to hear from experienced teachers, to learn what it takes to be a teacher. Let them know what is available - elementary, secondary, college, coaching, counseling, special education, gifted, administration, bilingual, library science. Teaching is a multifaceted and dynamic profession. It is accepting of people with different talents and goals.

Don't do it all yourself. Students need to have a sense of ownership—a voice in decision-making, a forum for innovative ideas. Give them a sense of ownership, but remember letting them take over, allowing them to plan and execute activities means less work for you!

SO HOW DO YOU GO ABOUT STARTING A NEW TAFE CHAPTER?

This manual presumes that you are starting from scratch. Some of you will be lucky enough to take over an existing chapter and will have things like: a charter, Teacher Leaders' Handbook, chapter constitution, and a few members. Others are starting from "ground zero."

GROUND ZERO PEOPLE, GET READY FOR TAKE OFF!!!

Here is a step-by-step process of starting a new TAFE chapter:

- Step 1 **Get approval from the school administration.** One of the many wonderful things about TAFE is that the principals' organization, TASSP, is our affiliate. Your principal's support is very important! A supporting principal can make an organization prosper. Keep your principal informed and involved and he/she will most likely be on your side for good.
- Step 2 **Choose a teacher leader.** You are it, I see. Be the best you can be. Be a person who says, "Yes, that's possible" rather than "No, that won't work."
- Step 3 **Attend the Teacher Leader Workshop** for training on how to effectively manage your chapter. (Hosted by the TAFE State Office).
- Step 4 **Solicit the support** from fellow teachers, faculty members, region president schools, region mentors and administrators. They can help with ideas, drafting a constitution, encouraging students to join, recommending members, etc. Some chapters have a faculty advisory board that helps to chaperone events, meets regularly to give ideas, and actively recommends students who would be good "educator" prospects.
- Step 5 **Pay state dues** and obtain a Teacher Leader's Handbook. The handbook provides valuable information about the organization, projects and activities, and the operation of your chapter. Payment of state dues also entitles your chapter to participate in activities such as the Teach Tomorrow Summit and the Summer Workshop.
- Step 6 **Recruit** a few core students to start. These students can help recruit others. They can also be valuable resources when setting goals, planning meetings, developing budgets, and promoting membership.
- Step 7 **Draft a Constitution.** When starting, you might want to use the "suggested" Chapter Constitution. That's fine for now. Later you will want to revise or write one of your own. A constitution should act as your chapter's road map.
- Step 8 **Set your goals.** What is it that your TAFE chapter wants to accomplish? Why is it being formed? List all the things you want to do, to gain, to be. This is the basis of your organization, the reason for its existence.
- Step 9 **Plan a tentative calendar of activities** to meet your goals. When you ask people to join the organization, have some definite projects in mind so that you can tell prospective members about them. (See the sample yearly calendar.)

Try to include chapter activities in each of the 7 TAFE project areas:

TEACHING/CLASSROOM PARTICIPATION Project

RECREATIONAL Project

TEACHER **A**PPRECIATION Project

FUND RAISING Project

LEADERSHIP Project

Educational Awareness Project

SERVICE Project

(Some examples of TRAFLES projects are on pages 17-21)

Also include:

- A. Attendance at your Region Convention
- B. Attendance at the Teach Tomorrow Summit
- C. Attendance at Summer Leadership Workshop, if possible
- D. End of year awards banquet

Step 10 **Prepare a budget.** You will need to plan ahead to determine how much money your chapter will need and how you will go about earning that money. (See sample budget)

Step 11 **Plan a membership drive.** Here are a few suggestions. A more complete list of ideas is also included.

- A. Ask teachers and counselors for recommendations of students who have expressed an interest in teaching or coaching.
- B. Advertise in your school newspaper.
- C. Have a booth at registration at the beginning of the year.
- D. Issue invitations to those students who have been recommended.
- E. Require that membership in good standing in TAFE be a prerequisite for being a teacher's aide.
- F. Speak to students taking classes in the Education and Training courses.

Step 12 **Plan a terrific first meeting!** Don't let this meeting just happen. Plan it well ahead of time. Have an agenda. This is when you will sell the organization. If it sounds fun, exciting, interesting, organized, and involved, students will want to join. You must believe in what you are doing. Make it attractive. Use invitations, door prizes, discounted dues, anything that will attract attention. Get students involved from the beginning. Make them feel needed, wanted, and part of the group.

YOU ARE OFF TO A GOOD START!



TAFE AS A CTSO

Steps to Ensure that Career and Technical Education Students Participating in TAFE Receive Federal Perkins Support

TAFE is now a recognized Career and Technical Student Organization (like FFA, DECA and FCCLA). This change allows districts to use federal Career and Technical Education funding to support student participation in TAFE professional development activities.

Resources/ References:

- Federal Use of Funds Guidelines
- Letter from TEA Recognizing TAFE as a CTSO
- Link to the US Department of Education webpage referencing our national affiliate (Educators Rising) as a Career and Technical Student Organization (CTSO)
<http://www2.ed.gov/about/offices/list/ovae/pi/cte/vso.html>

- Step 1 Review federal use guidelines and crosswalk these guidelines with planned TAFE professional development activities at the Local, Regional, State and National Level. Prepare a preliminary budget to help determine cost of professional development activities in which your CTE students are planning to participate.
- Step 2 Talk to your local CTE Directors and notify them that TAFE is now a CTSO and CTE students participating in TAFE are now eligible for federal funding support for professional development. Reference the US Dept. of Education website link listed above and the letter from TEA.
- Step 3 Ask them about district guidelines and procedures for utilizing Perkins money for CTE students. These guidelines should be consistent with the federal use of funds guidelines. District CTE Directors are responsible for administering the district CTE budget. Speak to him/her about the budget that you have created to clearly convey the costs of professional development activities that you have planned for your CTE students.
- Step 4 Talk with sponsors of other organizations which are established CTSOs (FFA, DECA, FCCLA, HOSA, FBLA, TSA, SkillsUSA). Ask them their perspectives about how they manage CTSO funding guidelines and procedures.
- Step 5 E-mail the TAFE State Program Director with questions or concerns which you encounter in your discussions with the CTE Director and Principal. We are here to support you.

TAFE AS A CTSO



TEXAS EDUCATION AGENCY

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Robert Scott
Commissioner

June 7, 2010

State Program Director, TAFE
1833 South IH-35
Austin, Texas, 78741

Dear Mr. Alejandro Arguello,

The United States Department of Education (USDOE) Office of Vocational and Adult Education (OVAE) announced on March 24, 2010, that it has recognized the Future Educators Association (FEA) as a career and technical student organization (CTSO). It is with great pleasure that I write to welcome the FEA and its state affiliate the Texas Association of Future Educators (TAFE) as the newest CTSO in Texas!

Along with the other CTSOs, FEA, and in turn TAFE, are now an integral part of career and technical education. In Texas TAFE has proven itself since 1984 as a premier student organization, dedicated to providing opportunities for exploration of education careers. By providing competitive and community development opportunities to the students involved in Education and Training courses throughout the state, TAFE has the opportunity to positively influence the lives and careers of young Texans.

Diane Salazar, Director of the Education and Training cluster, will provide TEA oversight for TAFE. Working together, we will continue to strive to attract dynamic and diverse students to explore the education profession. Congratulations to TAFE and its parent organization, the Texas Association of Secondary School Principals on this accomplishment. We look forward to working with you for many years to come.

Sincerely

Lizzette Gonzalez
Deputy Commissioner
Statewide Policy & Programs

HELPFUL HINTS FROM OUR NATIONAL ORGANIZATION



Educator's Rising is proudly sponsored by PDK International.

Permissible Uses of Perkins Funds

The Carl D. Perkins Career and Technical Education Act of 2006 (otherwise known as the Perkins Act) provides more than \$1.2 billion in funding for career and technical education through fiscal year 2012. The act specifies required and permissible uses of these funds for activities at the local and state levels. The following listing highlights some of these required and permissible uses of funds and describes how CTSOs might help to successfully carry out these activities.

State Leadership Activities

This section of the Perkins Act details 9 required and 17 permissible uses of leadership funds. CTSO activities fit in many of these required and permissible uses.

Required Use of Funds

Professional development programs—Each CTSO, as part of its national and regional meeting program, provides professional development opportunities for teachers and Teacher Leaders. To qualify as professional development, workshops and inservice training must be high quality, sustained, intensive, and classroom-focused; help improve student achievement; help teachers stay current with the needs, expectations, and methods of the industry; and help develop rigorous and challenging integrated curricula, among other requirements.

Support for career and technical education programs that improve academic, career, and technical skills of students—CTSOs provide a venue for hands-on, contextual learning of classroom curriculum and help students see the “real world” value of what they study in their academic classes. Students have the opportunity in work settings to use career skills they have learned in the classroom.

Support for forging partnerships among local education agencies, postsecondary institutions, adult education providers, and other entities, such as employers, labor organizations, intermediaries, and parents—CTSOs promote dialogue among relevant groups for the purpose of fostering partnerships and unified support for the career and technical education program.

Permissible Use of Funds

Career guidance and counseling programs—Each CTSO has programs that supplement and complement the curriculum of its specific discipline. Through their work with guidance counselors, CTSOs provide a valuable component to the career guidance process.

CTSOs—Depending on the requirements within a specific state, it is possible that funds may be used to support activities of CTSOs, including travel for chapter Teacher Leaders/students and the purchase of instructional materials. Federal funds granted to CTSOs must be used to improve the career and technical education program.

Education and business partnerships—CTSOs provide students with opportunities to work with local businesses in cooperative programs and through job shadowing.

HELPFUL HINTS FROM OUR NATIONAL ORGANIZATION

Local Leadership Activities

While Perkins funds are distributed to school districts and community colleges through a prescribed formula based on factors such as poverty and population, how the funds are used once they get to the local level is different in every community. The federal law includes several required uses of funds and lists many permissible uses of funds. In reviewing these activities, you will see a broad array of possibilities for ways in which CTSOs can participate in the Perkins Act.

Required Use of Funds

Strengthen academic and career and technical skills of students through integration of academic and career and technical programs—CTSO programs enhance both academic and career and technical education coursework. Through hands on, contextual learning experiences, classroom lessons become more relevant for students by providing a “real world” value.

Provide programs that address all aspects of an industry—Through job shadowing and cooperative programs, students have the opportunity to learn about varied aspects of an industry.

Permissible Use of Funds

Involve parents, businesses, and labor organizations in planning, implementing, and evaluating CTE programs—Parents of CTSO student members frequently get involved as chaperones, event judges, or sponsors of CTSO activities; also, through CTSO programs, students are exposed to business and labor leaders in their communities. A natural consequence of adult/student interaction through CTSOs is increased support for career and technical education.

Provide career guidance and academic counseling—The mission of each CTSO includes career guidance for its members.

Assist career and technical student organizations—Depending on the requirements within a specific state or local school district, it is possible that funds may be available to support CTSO activities, such as travel for chapter Teacher Leaders and students or the purchase of instructional materials.

This information comes from "Career and Technical Student Organizations: A Reference Guide" (3rd ed.) by Lyn Fiscus and Alisha Dixon Hyslop.

PROMOTING YOUR CHAPTER

More Great Ideas!

- Ask teachers for recommendations of students who have expressed an interest in teaching.
- Advertise in your school newspaper.
- Have a booth at registration at the beginning of the year.
- Create a flier for students and teachers to hand out.
- Send ‘We miss you’ cards to those not in attendance.
- Have committees for various activities. Be generous with responsibilities.
- Develop a booklet outlining the group’s program.
- Provide door prizes such as candy at some of the meetings.
- Give recognition to members for jobs well done.
- Hold social events during the year.
- Hold a faculty welcome and reception.
- Publicize what you do.
- Provide interesting programs with good speakers, movies, refreshments, and entertainment.
- Keep new members active.
- Make everyone feel included in the group.
- Hold group “brainstorming” sessions.
- Sponsor an activity for the entire student body.
- Place notices of meetings and activities on chalkboards in classrooms.
- Have new members wear nametags for the first meeting or two.
- Have a fellowship period after meetings.
- Use a point system to encourage active membership and/ or earn privileges.
- Create a webpage highlighting goals and activities.
- Present your goals and activities to the local school board.
- Create a Facebook fan page for your chapter (if school policy allows).



MEETING HINTS

USE AN AGENDA!

Be sure to have an agenda for each meeting. This will make the meeting run smoothly and less time will be wasted. It also assures that everything is considered and nothing is forgotten. The following is a standard “order of business” from which you can write your agenda:

Call to Order
Recite TAFE pledge Attendance or sign-in sheet
Reading and approval of minutes Treasurer’s report (placed on file)
Reports of other officers
Reports of committees
Unfinished business
New business
Announcements
Adjournment



HELPFUL MEETING HINTS:

Start meetings on time
Follow your agenda
Write agenda on board or give each person a copy
Have paper and pencil for each member
Use parliamentary procedure
Find a regular meeting place - quiet, well lighted, well ventilated, easy to reach

Have a regular meeting time - once a week, once every two weeks or once a month. If only once a month, be sure to communicate with your members between times (using bulletin boards, notes, announcements, text messages, Twitter, Facebook, website or e-mail).

TAFE Pledge:

As a TAFE member, I hereby pledge to promote positive attitudes regarding all noble aspects of education, to acknowledge the challenging role of the teaching profession, and to provide service and leadership within my school and community.

MEETING MINUTES

Minutes must have the following content:

(A requirement to earn TAFE Outstanding Chapter)

1. Type of meeting (regular, special, called, etc.)
2. Name of assembly
3. Date, time and place of meeting
4. Fact of presence of president and secretary, or substitutes, and quorum
5. Minutes read, and statement of amendment, and/or approval
6. All main motions and disposition of them (also, points of order or appeal)
7. Time of adjournment and name of recorder
8. Signature of Secretary — word “Approved” and the date of approval should be noted on bottom of minutes by secretary

Names of those making motions may be entered, but seconder’s name need not be recorded.

Minutes are a record of what was “done,” not what was said. Minutes should be placed in a permanent record book. A new book or a division should be allowed for each club year.

Sample Minutes of a TAFE Meeting:

The (regular, special) meeting of the _____ TAFE organization met on Wednesday, September 6, 2016, at 3:30 p.m. in Room 115. The meeting was called to order by the President, _____. There were _____ members present and _____ absent. The secretary, _____, called the roll and read the minutes of the previous meeting.

They stood approved as read/or as corrected. The treasurer, _____, reported a balance of _____. The report was placed on file.

The projects committee chairman, _____, read the report of the committee. It was moved by _____ and seconded that the _____ TAFE organization sponsor an Education Fair on November 3, 2010. Motion carried. The President appointed _____ to chair the committee for refreshments for this event. It was moved and seconded that TAFE donate \$25.00 to the United Way. Motion carried.

The meeting was adjourned at 4:05 p.m.

Submitted by _____.

Approved: September 18, 2016

Form 1-A

SAMPLE BUDGET

BUDGET FOR HAVEALOT HIGH SCHOOL TAFE: 2010-11

Income:	
Member Dues	130.00
Candy Sales	200.00
Calendar Sales	200.00
Halloween Dance	400.00
TOTAL	930.00
Expenses:	
State Dues	60.00
Region Dues	10.00
Annual State Conference	150.00
Summer Leadership Workshop	200.00
Teacher Appreciation	175.00
Spirit Days	100.00
Awards Banquet	110.00
Miscellaneous	150.00
TOTAL	955.00

SAMPLE TREASURER'S REPORT

January 21, 2016	
Balance as of January 7, 2016	\$496.00
Income:	
Member Dues (4 new members)	20.00
Receipts from slushie sales	163.00
TOTAL	183.00
Disbursements:	
Scrapbook supplies	16.96
Regional Conference	
Registration Fee	10.00
Graduation cords	9.26
Flowers for Mrs. Wright	15.72
Teacher Appreciation apples	12.64
TOTAL	64.58
 Current Balance (January 21, 2010)	 \$614.42

SAMPLE MONTHLY SCHEDULE

TEXAS ASSOCIATION OF FUTURE EDUCATORS

- August - Help with registration. Have a TAFE table. Give out or sell taffy.
- September - Planning meeting
- Recruitment meeting
- Help with Back to School Night
- October - Faculty appreciation week
- Halloween Party
- Attend Region Convention
- November - Service Project
- Help with Career Day
- December - Christmas social
- Tutor for finals
- January - Tutor for final exams
- Visit college campus
- February - Fundraiser/Sell candy grams, Valentine flowers
- Attend Annual State Conference
- Tutor for State Testing
- March - Visit/help in elementary school classrooms
- April - Hold Career Day for all school organizations
- Elect officers for new year
- Work at Special Olympics
- May - Hold end of school TAFE members' awards banquet
- Tutor for final exams
- Volunteer to decorate at the teacher's award banquet
- June - Make plans for officers to attend Summer Leadership Workshop

SAMPLE WEEKLY SCHEDULE

Texas Association of Future Educators

September	14	Planning Meeting - send out invitation
	21	No meeting
	28	Recruiting meeting
October	5	Meeting - Speaker - Motivational
	12	Organize for Teacher Appreciation
	19	Meeting - Speaker - Panel - Areas of High School Education
	26	Work on Halloween Party
November	2	Meeting- Speaker, Discussion about preschool, elementary, secondary, college
	9	Plan Thanksgiving service project
	16	Meeting - Speaker - Panel - Areas of counseling, special education, administration
	23	Work on Thanksgiving Service Project
	30	Plan for State Convention
December	7	Meeting - Speaker - Scholarships/College Planning
	10	Plan for State Convention/Practice skit for running for office
	14	Christmas Party
January	4	Meeting - Speaker/Self-improvement /New Year's Resolution
	11	Tutoring
	18	No meeting - finals
	25	Plan Valentine Fundraiser
February	1	Visit College
	8	Work Valentine Fundraiser
	15	Meeting - Speaker - Plan leadership project
	22	Celebrate Washington's Birthday
March	14	Evaluate State Convention/decide where to go for in-class experience
	21	Meeting - Speaker - expectations of visiting students
	28	Evaluate "student teacher" experiences
April	4	Meeting - Speaker - Parliamentary Procedure Plan Parliamentary Procedure Workshop
	11	Election of officers
	18	Meeting - Speaker - Special Olympics
	25	New officer leadership training
May	2	Tutor for final exams
	9	Meeting - Speaker- Plan awards banquet
	16	Hold awards' banquet/installation of officers
	23	No meeting
	30	No meeting

Attend Summer Leadership Workshop!!!

TAFE STATE COMPETITIVE EVENTS

Teacher Leader of the Year

High School Events:

Bulletin Board Contest – 3 Categories

1. Elementary School
2. Middle School
3. High School

Chapter Scrapbook Contest

*Children’s Literature K-3 Competition

*Children’s Literature Pre K Competition

*Creative Lecture Competition

Differentiated Lesson Plan Competition

Educational Leadership Fundamentals Test

*Educators Rising Leadership Award Competition

*Educators Rising Moment Competition

*Ethical Dilemma Competition

*Exploring Education Administration Careers Competition

*Exploring Non-Core Subject Teaching Careers Competition

*Exploring Support Services Careers Competition

*Impromptu Speaking Competition

*Impromptu Lesson Competition

*Inside Our School Competition

*Job Interview Competition

*Lesson Planning and Delivery – Arts Competition

*Lesson Planning and Delivery – CTE Competition

*Lesson Planning and Delivery – Humanities Competition

Lesson Planning and Delivery – Outdoors Competition

*Lesson Planning and Delivery – STEM Competition

Outstanding Chapter Contest

Parliamentary Procedure Competition

Portfolio Contest

Professional Development Presentation Competition

Project Visualize Contest – 7 Categories

1. Teaching/Training
2. Recreation
3. Appreciation
4. Fundraising
5. Leadership
6. Education Awareness
7. Service

*Public Speaking Competition

*Researching Learning Challenges Competition

TAFE Student of the Year Competition

Teacher Created Materials Contest – 3 Categories

1. Elementary School
2. Middle School
3. High School

Middle School Events:



Bulletin Board Contest

Project Visualize Contest – 7 Categories

1. Teaching/Training
2. Recreation
3. Appreciation
4. Fundraising
5. Leadership
6. Education Awareness
7. Service

Teacher Created Materials Contest – 2 Categories

1. Elementary School
2. Middle School

Higher Ed Events:

*Creative Lecture Competition

*Children’s Literature Competition

*Lesson Planning & Delivery Competition

Portfolio Contest

All competitive events are Regional and State Competitive Events except Outstanding Chapter and TAFE Student of the Year. The events with an asterisk beside them can all advance to Nationals. Details and contest requirements can be found in the Teacher Leader Handbook.

TAFE PROJECT IDEAS

"TRAFLES"

A. Teaching/Training

1. Teach a class
2. Help Substitute teachers
3. Work as Teacher aides
4. Tutor students before school
5. Volunteer to change out the Bulletin Boards in your school when seasons change or new events come up
6. Visit elementary, middle and high schools and volunteer to work in classroom(s)
7. Tutor after school for finals
8. Make aids for special education classes
9. Provide tutoring for state mandated exams etc.
10. Hold Student-a-Teacher day
11. Make posters to motivate students
12. Volunteer to Grade papers for a teacher
13. Sponsor CPR classes
14. Tutor adults in a literacy program
15. Volunteer to read to children at the local library
16. Plan and carry out a local reading night, science night, or math night at a local elementary



B. Recreation

1. Wacky Olympics
2. TAFE Tug
3. Scavenger Hunt/ Cell Phone Picture Scavenger Hunt
4. Lock in
5. Kidnap Breakfast
6. Clue Party
7. Toga Party
8. Backwards Progressive Dinner (Rennid Evissergorp)
9. TAFE Day at Amusement Park
10. Mud Fest
11. Picnic
12. Hay Ride
13. Polar Alaskan Party
14. Attend school events together and wear TAFE shirts (this will also give you some publicity and you will be known in school as the cool group that has a lot of fun)
15. Christmas party (Holiday party)
16. B.Y.O.B party - Bring your own banana for a banana split party
17. TAFE day at State Fair of Texas
18. Attend TAFE Night at the Dallas Mavericks, San Antonio Spurs, or Houston Rockets basketball game (Afternoon career program with speakers then game.)



TAFE PROJECT IDEAS

“TRAFLES”

C. Teacher/Faculty Appreciation

1. Sponsor Teachers’ Night
2. Honor Teachers on Valentine’s Day
3. Apples in boxes
4. Have a valet for a day (TAFE member is a valet for a teacher)
5. Sponsor/Teacher Talent Show
6. Help with registration
7. Honor retiring teachers
8. Make name tags for first day of school
9. Send “Welcome Back to School” Cards
10. Help new teachers (offer to help them set up their classrooms before school starts)
11. Help on teacher work days
12. Provide goodies for teachers’ lounge
13. Serve a full meal at lunch with delivery to room
14. Help substitute teachers
15. Sponsor teacher appreciation week
16. Select Teacher of the Year/Month
17. Recognition in daily announcements
18. Breakfast—luncheon—end of year banquet
19. Secret pals
20. Thank you notes
21. Gifts—balloons, apples, carnations, pencils, pads of paper
22. Honor teachers on their birthdays
23. Teacher Leader/teacher talent show
24. Provide classroom supplies for new teachers
25. Provide goodies for teachers’ lounge
26. Serve a full meal at lunch with delivery to room
27. Honor teachers on their birthdays
28. Gold apple awards
29. Put small items with catchy phrases on them in the teacher’s boxes (“We have a Jolly good time in your class.” Attach to a Jolly Rancher; [See website for more ideas](#))



TAFE PROJECT IDEAS

"TRAFLES"



D. Fund Raising

1. Big Pickle Sales
2. Car Bash
3. Kiss A Pig
4. 7 & 8th Grade Dance
5. Car Wash
6. Mr. Macho Contest
7. Sell Silk Flowers
8. Sell Mums for Homecoming
9. Sell carnations for Valentine's Day
10. Val-O-Grams
11. Bake Sale
12. Cake walk
13. Spaghetti Supper
14. Recycling
15. Sell Candy
16. Sell Mugs
17. Sponsor Dance
18. Hold Garage Sale
19. Coke Stand
20. Sell School Books
21. Sell Spirit Items
22. Home tour
23. Sell School Supplies
24. Sponsor School Store
25. Prom Fashion Show
26. Dog Walk
27. Lip Sync Contest
28. Best Legs Contest
29. Best Hands Contest
30. Talent Show (not to be confused
31. with the previous contests)
32. Mail-A-Gram
33. Egg Toss
34. Coke Stand
35. Contact your local Applebees about sponsoring a Pancake breakfast
36. Visit local businesses to tell them about your TAFE chapter and ask for their financial support
37. Watermelon Seed Spitting Contest
38. Raffle
39. Craft Sale
40. Spirit Chain
41. Teacher or Student Auction
42. Sell School Emblem
43. Valet for a Day
44. Servant Auction
45. Concession Stand
46. Carnival
47. Spook-O-Gram
48. Summer Gram
49. Balloon-O-Gram
50. Banquet
51. Sell Newspaper Space
52. Song Dedication
53. Take Pictures at Dance
54. Sell Balloons Containing Gift Certificates
55. Toga Sale
56. Kiss a Senior Good-bye
57. Talent Show
58. Bunny Gram
59. Pie in the Face
60. Sell Bells for Teacher to Wear
61. Baby Sit
62. Jog-a-thon
63. Sell: Christmas trees
64. fruit
65. cards
66. t-shirts
67. bumper stickers
68. Slushie sales
69. Sell school t-shirts
70. Toga Sale
71. Apply for funds for student-powered project(s) on DonorsChoose.org
72. Check with local restaurants to sponsor fundraiser night (i.e.; Chick-fil-a Night, Luby's Night, Burger King Night, etc...)

TAFE PROJECT IDEAS

“TRAFLES”

E. Leadership

1. Attend leadership workshops
2. Run for State Office
3. Invite guest speakers
4. Start “Supportive Friend” program
5. Participate in Peer Counseling
6. Select a leader for the day, month
7. Help start a TAFE Chapter in another school
8. Hold banquet to honor outstanding members
9. Discuss leadership qualities
10. Hold Parliamentary Procedure Workshop
11. Host region convention
12. Provides guides for PTA meetings
13. Create a local leadership training for student officers
14. Read books on leadership
15. Invite a new chapter to come to one of your events
16. Host a local leadership training/team building day for your chapter, district, or region
16. Host region conference

Resources:

[Five Leadership Styles That Will Mess Up Your Team](#) by Kent Julian



F. Educational Awareness

1. Participate in college night
2. Research and create a newsletter about hot topics in education
3. Submit articles to the school newspaper
4. Submit articles to the local newspaper
5. Host a Career day or college fair
6. Sponsor a scholarship for a senior
7. Invite parents to attend classes/activities
8. Use parents as volunteer aides
9. Invite speakers from the local university
10. Research and provide scholarship information
11. Serve as student teachers
12. Sponsor a Book Fair
13. Visit College Campuses
14. Visit School Board Meetings
15. Have Speakers from Educational Organizations
16. Use an exchange student as a speaker
17. Tutor adults in a literacy program
18. Sponsor Education Fair
19. Visit classes of interest
20. Have a booth at mall about your program to educate the community about what your chapter is doing
21. Create a skit about democracy for elementary school or junior high school students
22. Interview school personnel
23. Visit a Montessori school
24. Job shadow someone in the field of education
25. Research different teaching methodologies



TAFE PROJECT IDEAS

"TRAFLES"

G. Service

1. Park Clean Up
2. Adopt-a-Something: park, highway, kid, senior citizen, area of campus, hallway
3. Walk-a-thon
4. Volunteer at Hospital
5. Auction for Charity
6. Blood Drive
7. Crime Watch
8. Safety Watch on Halloween
9. Easter Egg Hunt
10. Carolling
11. Senior Citizen Dance
12. Habitat for Humanity
13. Cut Grass for Senior Citizen
14. Cleanup Campus
15. Paint Trash Cans
16. Volunteer at Day Care Center
17. Collect for Needy: books, clothes, food
18. Help at Registration
19. Baby-Sit at Back to School Night
20. Work at Special Olympics
21. Shop/House Clean/Read for Elderly
22. Visit Children's Hospital
23. Food
Baskets
24. Sponsor CPR classes
25. Provide guides for PTA meetings
26. Help run the field day/carnival at the local elementary



SUGGESTED CHAPTER CONSTITUTION

Article I Name

The name of this Future Educators of Texas Chapter shall be:

Name of Chapter

Name of School	City	State
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Article II Purposes

- Section 1. To learn about the teaching profession, its opportunities, responsibilities, and its important role in our democracy.
- Section 2. To explore our own interests and abilities in relation to the various fields of teaching.
- Section 3. To cultivate the qualities of character, service and leadership which are essential in good teachers.
- Section 4. To learn how and where teachers receive their training, the cost, scholarships available, number of years required, certification requirements, and standards.
- Section 5. To study the lives and the influence of great teachers.

Article III Affiliation

- Section 1. This TAFE chapter shall be chartered by the Texas Association of Secondary School Principals.
- Section 2. This charter shall be in effect as long as dues are kept current.

Article IV. Officers and duties

- Section 1. The president shall preside over meetings and see that the work of the chapter goes forward.
- Section 2. The vice president shall assist the president and act in his/her absence. He shall serve as chairperson of the program committee.
- Section 3. The secretary shall keep an accurate list of members and a record of their attendance at meetings and shall record the activities of the chapter, including the minutes of business meetings. He/she shall carry on all chapter correspondence.

- Section 4. The financial secretary shall collect dues and send the annual fees to the TAFE State office.
- Section 5. The historian shall keep the history of the chapter and the scrapbook.
- Section 6. The parliamentarian shall learn parliamentary procedure and teach it to the chapter.
- Section 7. The faculty Teacher Leader shall advise the chapter in all its activities and relations.

Article V.

Qualifications and duties of administrators and Teacher Leaders

- Section 1. The principal (or an assistant principal appointed by the principal) should serve in an advisory role for chapter operations.
- Section 2. The teacher leader shall be a teacher approved by the principal and/or superintendent.

Article VI. Membership

- Section 1. Membership is open to any student in grades _____ to _____ who is interested in exploring teaching as a career and who has the high qualities of character, service, scholarship, and leadership essential to a good teacher.
- Section 2. Two consecutive unexcused absences from regularly scheduled meetings may cause loss of membership.
- Section 3. The scholastic and citizenship standing of each member shall be reviewed twice annually. Below average grades may result in placing the member on probation or cause loss of membership.

Article VII Membership dues

The dues shall be _____ for the school year.

Article VIII Meetings

The chapter shall meet at (stated times)

Article IX Elections

Officers shall be elected by ballot annually.

Article X Quorum

A majority of the members shall constitute a quorum.

Article XI
Committees

- Section 1. The president and teacher leader shall be ex officio members of every committee.
- Section 2. Committees shall include program, social, publicity, membership, finance, and service.
- Section 3. The vice president shall be chairperson of the program committee.
- Section 4. Chairpersons of other committees shall be appointed by the president with approval of the teacher leader and principal.

Article XII
Amendments

This constitution may be amended by a two-thirds vote at any regular meeting, provided notice in writing of the proposed amendment shall have been filed with the secretary and presented at the monthly meeting preceding the one at which it is to be voted on.

Texas Association of Future Educators Starter Kit Resource List

www.TAFEonline.org

U/D: 2016

TAFE STATE OFFICE

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REGION 20

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TAFE PROJECT PLANNING PROCESS

Project Name: _____



Identify Needs

- Brainstorm ideas
- Evaluate ideas
- Narrow to one workable idea



Set Your Goal

- Develop a clear mental picture of what your chapter wants to accomplish
- Write it down
- Evaluate it



Form a Plan

- Plan how to achieve the goal
- Decide who, what, why, when, where and how



Act

- Carry out the project
- Assign a person to manage the project



Follow Up

- Evaluate the project
- Thank people involved
- Recognize participants

TAFE REGION MAP

