

# FCCLA Planning Process Summary Page

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## IDENTIFY CONCERNS



I want to make Holiday Cookies that I can easily complete in the time frame and show the skills I have learned in my Food and Nutrition class. Possible cookie ideas are decorated Halloween themed cookies, Iced Sugar Cookies, Pecan Crunch Cookies, Pumpkin Spice Cookies, Autumn Chocolate Twist Cookies and Autumn Horseshoe Cookies. I am only required to prepare four different types of cookies but I think I will prepare all seven types because it will make a better display.

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## SET A GOAL



I want to place in my STAR Event. To do this, I will need to make sure that all parts of my project are ready to go on the day of competition. I will need to make sure that the cookies and equipment are packed in a safe and sanitary way. I will also need to make sure that all display materials are packed safely to prevent breakage. I will need to make sure that I have my paperwork completed with no spelling, typographical, or mathematical errors. These include the project cover page, evidence of the online Project Summary Submission, and the FCCLA Planning Process Summary Page. I will have all my paperwork ready to go in a file folder. I will also wear a clean and pressed chef coat and toque.

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



To prepare for my competition, I will first make a production schedule. Next, I will write up a market order for my teacher to buy my supplies so that I can practice the cookie recipes and decide if each recipe will work for the competition and/or make any adjustments to the recipes. I will also write a list of the equipment I will use so when I practice and pack for the competition, I will have everything I need. I will also design a display for my Holiday Cookies and gather the display items. I will also prepare my file folder making sure that all the required items are in the folder. Finally, I will practice at school and practice at home to make sure that I very confident on competition day.

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## ACT



The steps I took to complete the project were: choose the cookie recipes; write a market order; prepare the file folder; type up the Project Identification Page; complete the Online Project Summary Submission and print it out; complete the FCCLA Planning Process Summary Page; prepare the cookies; design the display and gather the display items; practice setting up my display several times; practice my oral presentation several times to make sure it is no longer than 3 minutes; present my project in my Food and Nutrition class; pack my equipment and ingredients in a safe and sanitary way; and made sure that my chef coat and toque were clean and pressed for competition.

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## FOLLOW UP



After the competition, I will evaluate my performance and results. I will write a thank you card to my teacher and my parents thanking them for supporting me in my competition. I will also personally thank the Chapter FCCLA members who encouraged me to compete.