

Schedule for Getting NFS/Sports Nutrition Certification Completed.

August & September	Attend Industry Certification Workshop Set up Folders, create a power point or another type of electronic version Organize lab hours to meet lab requirements for all classes. Begin FCCLA plans/activities for the year Attend FCCLA DISCOVER Training for Officer Training. Visit NFS website for assistance Begin follow-up survey of students who have graduated.
October	Assess equipment/supply needs; prioritize to spend grant monies efficiently and effectively. Plan a pre-site visit with NFS/Sports Nutrition Director during October-December. Have at least one piece of documentation in each folder/online submissions for each standard. Get purchase orders ready; order equipment/supplies. Attend FCCLA Fall Leadership Rally at the State Fair or Six Flags. Have Fall Advisory Board Meeting. Begin planning for all FCCLA Competitions
November	Add documentation to folders or online submissions. Have at least two pieces of documentation per standard before pre-site visit. Attend FCCLA Fall Leadership Conference Pre-site visit by NFS/Sports Nutrition Director Decide with NFS/Sports Nutrition Director the date for final team visit. Make sure to invite Advisory Board Members to Final Site Visit. Send IC Team Visit Agenda to the NFS/Sports Nutrition Director. Continue working on follow-up of former students. Spend all grant money.
December	Gather and add more documentation to folders/online submissions. All pre-site visits should be complete. Solicit help from advisory committee/administration /school counselors/WBL coordinator to review your folders/submissions prior to Final Site Visit.

January	Attend GATFACS Winter Conference Add documentation Additional visit by NFS/Sports Nutrition Director if needed
February	Ask CTAE Administrator and Advisory Committee members to go through files or look at online submissions and add suggestions. Make suggested changes to documentation. Participate in FCCLA Events-FCCLA Day at the Capitol, Region STAR Events Begin Team Final Visits- Three members on team from business and industry, school personnel etc.; Also, at team visit is: FACS Program Specialist, NFS/Sports Nutrition Director. Grant monies can be used to pay: \$300 stipend per team member plus Travel. Reserve a minimum of \$1000 to pay for team expenses. System provides and pays for breakfast for advisory committee, admin., Team members, etc.; working lunch is provided for team members and FACS personnel, etc.
March	Team Visits continue Correct documentation if requested from team visit and send by May 1
April	Continue Team Visits through April 15 Correct documentation, if requested, from team visit and send by May 1
May	All visits must be completed.
June	Attend GACTE Summer Conference
July	Attend FCCLA National Leadership Conference