

Suggestions for Maintenance of FDLC Materials/Binders

Use a 1" – 1 ½" binder and 8-tabs separator.

After Table of contents insert:

- Application to receive the Family Development Leadership Credential duly signed and dated by student and instructor.

1st tab:

- Any information given by the instructor, such as syllabus and meeting places/times.

2nd to 6th tab:

Under the index tabs 2-6 that are labeled to correspond with the five chapters, store in each respective chapter, in the following order:

- Cover page "**Independent Learning Project Plan**". If using electronic form, make sure there are three signatures: a) peer advisor, b) Leader, c) instructor. Describe independent Learning project clearly. Reviewer should not have to guess from reflection what the project was about. Peer advisor's name should be both typed legibly and signed. Peer advisor gives feedback to peer, not instructor or portfolio reviewer.
- Attach any separate pages (reflection and/or feedback).
- Attach any other documents you created in completing the Independent Learning Project, such as interview questions asked or surveys completed.

7th tab:

- Leadership Empowerment Plan
- Reflection on leadership skills practiced, outcome to date, and lessons learned through Leadership Empowerment Plan written one month after implementation.

8th tab:

- Store any additional FDLC materials you would like to maintain.

Word-processing of materials is strongly encouraged, and very much appreciated. **Legibly handwritten** materials are acceptable if you do not have access to a computer or typewriter. Illegibly written materials are not acceptable. Portfolios written in **Spanish** are acceptable if they follow the above guidelines.

Please note:

- 1) This is simply a guide on how you can maintain your binder; there is no set way that binders must be maintained. There is, however, a listing of how completed portfolios must be submitted to RCMA for final review. Your instructor has the full listing and will go over that information with you when you are preparing your completed portfolio for submission to RCMA.
- 2) Before submitting portfolio to RCMA, please remove all materials from binder, make backup copies of everything and mail in an 11x14" manila envelope to: Irene G. Brammertz, 3314 Northside Drive #96, Key West, FL 33040. Please do not mail binder – this only adds bulk and extra postage!
- 3) At the end of the program, after your completed portfolio is reviewed by RCMA, it will be mailed back directly to your home address. Please be sure to inform us of your most current contact information (address, phone, email).

Thank you!