Sample Program of Work Calendar

September

* Orientation to DECA meeting
* Begin preparing scrapbook (officer pictures in the newspaper)
* Plan projects for the year
* Election and installation of officers

October

* Welcome to DECA reception
* Dinner meeting, guest speaker, invite alumni members
* Fall Leadership Conference

November

* Holiday community service project (radio announcement, newspaper coverage)
* Canned food drive
* Prepare float for parade

December

* Holiday party, possibly with other organizations
* School project (bulletin board, official dress day…etc)
* Community Project

January

* Dinner meeting (similar to October)
* Field Trip
* Competitive Events preparation

February

* Parent open house
* Competitive Events preparation

March

* Career Development Conference (follow up press coverage)
* Community Service project

April

* DECA Day at the Capitol
* School event

May

* Elect officers for upcoming year
* Last meeting to close year
* Chapter social event
* Evaluation of the year’s activities