

Teacher Counselor, and Bookkeeper/Treasurer Timeline

in collaboration with Heather Gottsch, North 1

April

- Officer Interviews/Elections

May

- Order District Officer Oklahoma Name Badges from E-Group for each officer
- Order backpacks from FCCLA Store
- Order officer guards/pins from FCCLA Store (1 president, 4 vice-presidents)
- Order pens and pencils from FCCLA Store
- Order cup/water bottle from FCCLA Store
- Order FCCLA notebook from FCCLA Store
- Fill backpacks with goodies (gum, candy, sticky notes, pens, pencils, snacks, hand sanitizer and lotion (I normally do Bath and Body Works), kleenex, drink mix packets, etc.) They use these items at DOT
- Design and order District Officer T-Shirts
- Arrange meeting spot for all district officers to travel to DOT
- Do a transportation request for a school vehicle - the district counselor is responsible for getting ALL district officers to DOT. If districts do not allow other students to ride in vehicles, make a plan on how that officer is getting to DOT

June

- Attend DOT
- Must take financial records with you to DOT
- Gather list of speakers - BOOK IF POSSIBLE. Consider sharing speaker with another district to split the cost.
- Plan for District Meeting -activities, theme, decorations, service project
- Select service project for District Meeting

August

- Have invoice and District Meeting information ready to give teachers at Summer Conference
- Request state officers for District Meeting
- Begin script for District Meeting
- Start collecting pictures for video at District Meeting
- Reserve location for District STAR Events
- Work with District Counselors to plan for LEAD (script, PPT, etc.)

September

- Order/arrange for decorations for District Meeting
- Finalize script
- Make programs for District Meeting
- Make PowerPoint for screen for District Meeting
- Order roses for officer installation at District Meeting

October

- Decorate and practice for District Meeting
- District Meeting

November

- District STAR Events

April

- District officers may serve in the courtesy corps for State STAR Events
- District officers **MUST** serve in the courtesy corps for State Convention