**FCCLA Timeline**

***July***

* If possible, go to your school before Summer Conference to “scope out” your classroom and find out what is there and what you need.
* Call Gail Taylor, Oklahoma FCCLA Secretary/Bookkeeper, and get your Chapter ID. Write this down! You’ll use it for logging into the FCCLA portal
* Meet your financial secretary, transportation director, and activities director. Find out what the process is to open financial requests and request transportation.
* Meet with your administrators to learn about the overnight and out of state travel policies. Your district might require School Board approval, which requires paperwork and planning ahead.
* Open purchase orders/financial requests for LEAD Conference, Chapter Affiliation, and chapter t-shirts.
* Design a chapter t-shirt.
* Find out if any fundraising materials were ordered by the former adviser. discuss fundraising policies with administration.
* Join the Family, Career and Community Leaders of America (FCCLA) Advisers Facebook page. Join the OKFACSED Facebook page.
* Follow Oklahoma FCCLA on social media:
	+ Facebook: Oklahoma FCCLA
	+ Instagram: @okfccla
	+ Twitter: @OKFCCLA

***August***

* Find out if FCCLA officers have been elected. If they have, host a virtual meeting with them and get to know them. Plan something FUN for them to do, even virtually, so as to establish a relationship. They’re your lifeline for FCCLA help!
* Register for Lead Conference (Chapter officer training)
* Fill out bus requests for district meeting, state convention, etc. Again, the earlier the better!
* Put all FCCLA dates on school calendar
* Create chapter calendar and point system
* Decide when you’ll have FCCLA meetings
* Create a fun membership recruitment plan. Offer incentives for students to join!
* Create a Remind, GroupMe, Band, Google Classroom, or some electronic platform to direct members to get all updates and correspondence. Have the access code on your syllabus and on your FCCLA membership form.

***September***

* Integrate FCCLA into your classroom. Use Competitive Events and FCCLA National Programs as class projects. Utilize the rubrics from Competitive Events to grade the class projects.
* Gather student information using the members affiliation information sheet and affiliate online in the FCCLA portal. Send state and national dues by October 10th.
* Attend Lead Conference
* Request a State Officer to do a virtual visit with your classes. This promotes FCCLA and gets students excited to join. Request forms found on [www.okfccla.net](http://www.okfccla.net)
* Take on one project that all your classes agree to use as their FCCLA project to help you get started. This could be a national program or a community service project.
* Start preparing for STAR Events
* Attend District Meeting
* Register for Take AIM Conference (optional - for new members, preferably grades 7-10)
* Assess your competitors and FCCLA red jackets in your chapter. Order more jackets if needed. Make sure all competitors are aware of official dress code.

***October***

* Take AIM Conference (October 8)
* Pay dues to National FCCLA (payment received in Reston, VA by October 10)
* Attend District Conference
* Continue working on STAR Events
* Register for National Fall Conference (NFC) – optional (cancelled 2020)
* Start raising money to attend National Leadership Conference

***November***

* Submit an article/pictures for the Oklahoma FCCLA Connection Magazine (November 1)
* Participate in district STAR Events
* Attend National Fall Conference (cancelled 2020)
* Begin promoting attending State Convention
* Make travel plans for Regional STAR Events (transportation, possible lodging)

***December***

* State and National Officer Applications due (December 15)
* Breathe and reflect on finishing a great semester!
* Register for Region STAR Events. Do so before you leave for winter break!

***January***

* State Officer Interviews (optional)
* Register for State Convention (early bird registration price)
* Fill out National Program applications (Due March 1)
* Keep working on STAR Events!
* Start planning chapter activities for State FCCLA Convention
* Make hotel reservations for State Convention, if necessary
* Make hotel and travel arrangements for State STAR Events, if necessary
* Make plans to celebrate

***February***

* Region STAR Events
* Participate in FCCLA Week activities
* Register for State STAR Events (Deadline is March 1)
* Host a meeting for members who could potentially attend National Leadership Conference. Create a payment plan, contact, fundraisers, and begin creating an itinerary.
* Attend FCS Day at the Capitol
* Get board approval to attend National Leadership Conference

***March***

* Last chance to register for State FCCLA Convention without a late processing assessment
* Keep practicing for STAR Events!
* Get materials ready to attend State FCCLA Convention (permission forms, schedules, etc.)
* Have a chapter meeting with members attending State Convention to go over schedule, dress code, code of conduct, etc.
* Fill out district officer application (Applications found at [www.okfccla.net](http://www.okfccla.net))
* Watch the State Officer candidate videos to determine for who your chapter will vote. Appoint your chapter Voting Delegates.

***April***

* Attend State Convention (April 1)
* Register for National Leadership Conference (optional)
* District officer elections by region
* Attend P.I. meetings
* Plan for end of year FCCLA activities (banquet, etc.)
* Elect local officers
* Register students for Summer Leadership Summit (optional)

***May***

* Get fundraisers approved for next year
* FCCLA Connection articles due (May 31)
* Breathe and enjoy your summer! You made it!