



# New Chapter Checklist

Steps for FCCLA advisers and members to follow in setting up and running a chapter.

## ADVISER

- Contact your state adviser for information and materials needed to start a chapter.
- Review FCCLA state and national publications to become familiar with the organization's Purposes, structure, and values to potential members, your Family and Consumer Sciences program, and the school.
- Discuss the possibility of starting a chapter with prospective members.
- Explain the FCCLA Purposes and how they relate to the Family and Consumer Sciences program through introductory lessons in each FACS class. Discuss possible chapter activities. Encourage students to talk with other eligible students about their interest in starting a chapter.
- Discuss with school administrators the advantages of starting a local chapter, pointing out the relationship of FCCLA to the Family and Consumer Sciences curriculum and value to the school program.
- Talk with teachers who have chapters. Visit an active chapter so interested students can talk with their members.
- Invite a state or regional officer to talk with potential chapter members about setting up a chapter and brainstorming chapter projects.
- Send in state and national dues as soon as possible to begin receiving *Teen Times* and other chapter mailings.
- Set up an advisory committee, or use the existing Family and Consumer Sciences advisory committee, to aid chapter actions.
- Attend district/regional and state meetings to become familiar with FCCLA activities in your state. Try to attend a National Cluster Meeting (November) or National Leadership Conference (July).

## MEMBERS

- Stimulate interest in starting an FCCLA chapter by exhibiting a display about the organization that tells when the first meeting will be held. Ask eligible students individually, and pass out invitations to your first meeting.
- At the first meeting, brainstorm which leaders/officers and committees (membership, publicity, etc.) will be needed and determine a procedure for selecting them. Set a date to elect officers and set up committees to involve all members.
- After officers are elected, hold an executive council meeting to review duties and responsibilities and plan an agenda for the next chapter meeting.
- At the next chapter meeting, have all members brainstorm community concerns and/or ideas and narrow them down to those to be used for planning chapter projects and events.
- Develop a calendar for the year's activities. For each activity or concern, use the FCCLA Planning Process to set chapter goals and form a plan for carrying out, evaluating, and publicizing the chapter's activities. Make sure dates are included on the master school calendar.
- Set up a committee to write or update chapter bylaws, using national and state bylaws as guides.
- Collect state and national dues. The earlier your chapter affiliates, the sooner it will start receiving benefits, such as *Teen Times*. Additional members may be affiliated through May 31. States may have earlier deadlines related to state conferences or other state meetings.
- Develop an itemized budget for the year. Keep minutes of each meeting. Plan regular executive and chapter meetings.
- Attend and participate in district/regional and state meetings and, if possible, send delegates to a National Cluster Meeting and/or to National Leadership Conference.
- Publicize chapter activities throughout the year in both the school and community to build the chapter's image. Send information to *Teen Times* and your FCCLA state newsletter.
- Display issues of *Teen Times* in school and community libraries and other public places. Ask your school library to subscribe.
- Keep both school administrators and parents informed about meetings and other events.
- Regularly evaluate chapter projects and activities to determine if members' goals are being met.