FCCLA Chapter Files and Resource Center Checklist

- ❑ **Activity and Project Ideas**
- ❑ **Addresses**
- ❑ *The Adviser*
- ❑ **Advisory Committee**
- ❑ **Affiliation Forms**
- ❑ **Agendas**
- ❑ **Application Forms**
- ❑ **Artwork**
  - ❑ Emblem
  - ❑ Letterhead
  - ❑ Cartoons
  - ❑ Clip art
- ❑ **Alumni & Associates**
  - ❑ List of local members
- ❑ **Banquet**
- ❑ **Bulletin Board Ideas**
- ❑ **Bylaws**
  - ❑ National, state, chapter
- ❑ **Calendar of Events**
- ❑ **Career Connection**
  - ❑ Application
  - ❑ Projects
- ❑ **Catalogs**
  - ❑ FCCLA Publications
  - ❑ Emblematic Supply Service
- ❑ **Ceremonies**
  - ❑ Emblem
  - ❑ Initiation
  - ❑ Officer installation
  - ❑ Opening and closing
- ❑ **Committees**
  - ❑ Folder for each
- ❑ **Community Service Program**
  - ❑ Application
  - ❑ Projects
- ❑ **Correspondence**
  - ❑ Incoming
  - ❑ Outgoing

- ❑ **District/Region Meetings**
- ❑ **Dynamic Leadership**
  - ❑ Projects
- ❑ **Evaluation Forms**
- ❑ **FACTS**
  - ❑ Application
  - ❑ Projects
- ❑ **Families First**
  - ❑ Application
  - ❑ Projects
- ❑ **Financial Fitness**
  - ❑ Application
  - ❑ Projects
- ❑ **Financial Records**
  - ❑ Budget for the year
  - ❑ Treasurer's reports
- ❑ **Fundraising**
  - ❑ Ideas
  - ❑ Current projects
- ❑ **Handbooks**
  - ❑ National, state, chapter
- ❑ **History of Local Chapter**
  - ❑ Chapter presidents
  - ❑ Distinguished Service Award recipients
  - ❑ Alumni Achievement Award recipients
  - ❑ Honorary Members
  - ❑ Membership rosters
  - ❑ Past officers
  - ❑ Photographs
  - ❑ Scrapbooks
- ❑ **Japanese Exchange Scholarship**
  - ❑ Application
- ❑ **Leaders at Work**
  - ❑ Application
  - ❑ Projects
  - ❑ Scholarship application

- ❑ **Membership**
  - ❑ Current roster/affiliation form
  - ❑ Membership Kit
  - ❑ Recruitment ideas
  - ❑ *Step One*
- ❑ **Minutes**
  - ❑ Chapter meetings
  - ❑ Executive council meetings
- ❑ **National Cluster Meetings**
  - ❑ Brochure
- ❑ **National FCCLA Week**
- ❑ **National Leadership Conference**
  - ❑ Brochure
  - ❑ National Outreach Project materials
- ❑ **Officers**
  - ❑ National, state, district/region, chapter
  - ❑ Election procedures
  - ❑ Officer duties—folder for each
- ❑ **Parliamentary Procedure**
- ❑ **Planning Process**
- ❑ **Posters**
- ❑ **Power of One**
  - ❑ Projects
- ❑ **Program of Work**
- ❑ **Public Relations**
  - ❑ Press, radio, TV contacts
- ❑ **Recreational Ideas**
- ❑ **STAR Events**
  - ❑ Folder for each event
- ❑ **State Meetings**
- ❑ **Stationery**
- ❑ **STOP the Violence**
  - ❑ Materials/Toolkit
  - ❑ Applications
  - ❑ Projects
- ❑ **Student Body**
  - ❑ Application
  - ❑ Projects
- ❑ *Teen Times*