



Chapter Operations Checklist

Your activities might include local, district/regional, state, and national meetings, ceremonies, service projects, fundraisers, social events, National FCCLA Week celebration activities, group and individual projects, and membership promotion.

STUDENT LEADERS—

- Plan the first meeting. Be sure to include something fun and exciting, such as a game, skit, or other hands-on activity.
- 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 ideas for possible projects and events, and narrow them down to those to be used for planning chapter projects and events.
- Develop a calendar for chapter 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.
- 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 in both the school and community to build the chapter's image. Send information to *Teen Times* and your state FCCLA 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.