



# New Chapter Checklist

## Adviser

- Contact your state adviser for information and materials needed to start 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.
- 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.
- Send in state and national dues as soon as possible to begin receiving *Teen Times* and other chapter mailings.
- Find a mentor and talk with teachers who have chapters. Visit an active chapter so interested students can talk with their members.

## BONUS!

- 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).
- Set up an advisory committee, or use the existing Family and Consumer Sciences advisory committee, to aid chapter actions.

**For more ideas and suggestions on getting started, read chapter two of *FCCLA...The Handbook to Ultimate Leadership*.**

## 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.
- 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.
- 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.
- 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. Develop an itemized budget for the year. Keep minutes of each meeting. Plan regular executive and chapter meetings.

## BONUS!

- 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.
- Attend and participate in district/regional and state meetings and, if possible, send delegates to a National Cluster Meeting and/or to the National Leadership Conference.

**For more ideas and suggestions on getting started, read *The Ultimate Officer Handbook & Training Manual*.**