



## New Chapter Checklist

Membership strength results from recruiting, retaining and recognizing members all year long. Try starting small. Involve students right away in a hands-on project that is both fun and meaningful.

### Adviser:

- ✓ Contact your state adviser for information and materials needed to start a chapter. State adviser information is located [here](#).
- ✓ Request a new adviser kit from National FCCLA by emailing [membership@fcclainc.org](mailto:membership@fcclainc.org). The new adviser kit includes one poster and additional flyers beneficial to a new adviser.
- ✓ Check out the [New Adviser Handbook](#). The New Adviser Handbook offers valuable insight for potential and new chapter advisers in the areas of chapter management, competitive events, adviser roles and benefits, basic FCCLA information, and more!
- ✓ Join the Family, Career and Community Leaders of America (FCCLA) Advisers Facebook page.
- ✓ Discuss with school [administrators the advantages](#) of starting a chapter, pointing out the relationship of FCCLA to the Family and Consumer Sciences curriculum and career pathways and its value to the school program.
- ✓ Send a letter home to your student's parents about your FCCLA Chapter and the advantages joining will give to your students. A sample letter can be found [here](#).
- ✓ Integrate FCCLA into your classroom. Use Competitive Events and FCCLA National Programs as class projects.
- ✓ Select officers for each class and assign them daily duties like taking role, giving a daily briefing on what the class was about the day prior, highlighting special opportunities, and sharing news about FCS related career pathways.
- ✓ Gather student information using the [Member Affiliation Information Sheet](#) and affiliate online in the FCCLA [Portal](#). Send in state and national dues as soon as possible to unlock resources available only to affiliated chapters.
- ✓ Find a mentor and talk with teachers who have chapters. Locate an active chapter so interested students can talk with their members.
- ✓ Attend district/regional and state meetings to become familiar with FCCLA activities in your state.
- ✓ Set goals to attend all national conferences.

***After you're affiliated, be sure to visit the Resources tab of the FCCLA Portal for additional resources such as the Competitive Events Guide, lesson plans, the chapter manual and more!***



## Members:

- ✓ Create a fun recruitment campaign using the ideas found on the [FCCLA Website](#).
- ✓ Develop a calendar for the year's activities. For each activity, 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.
- ✓ Give students roles and help them understand the leadership of the chapter is in their hands.
- ✓ Take on one project that all of your classes agree to use as their FCCLA project to help you get started.
- ✓ Have the students present about FCCLA or create an informative video to share on social media.
- ✓ Publicize chapter activities throughout the year in both the school and community to build your chapter's image.

*Most importantly, know that you are not alone and we are here to help you. Please reach out to us for suggestions and assistance at [membership@fcclainc.org](mailto:membership@fcclainc.org).*