



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. 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.