**FCCLA Planning Calendar**

(This is just a suggested calendar to give you an idea of what to be looking for on the listserve and planning for. Your region may have additional meetings/activities that are not listed on here)

| **August** | **September** | **October** |
| --- | --- | --- |
| * Conduct an officer training/planning meeting.   + Set chapter goals   + Create a program of work (what your chapter is going to do)   + Create a PR plan * Create membership drive * Plan for introducing FCCLA in your classroom   + Step 1   + Speak out for FCCLA Power of 1 * Check the MO FCCLA website for industry immersion deadlines * Plan the 1st chapter meeting * Get FCCLA dates on school calendar * Gather information about the MO Fall Leadership Conference.​​   + Who will attend​   + Compete in Show-Me Skills? * Attend your region’s planning meeting if one is held this month. | * Put together information about your Regional Meeting​​ * ​Put together information on STAR Events and create a sign-up sheet * Start entering members in membership portal * Look at attending an FCCLA Roadshow * Consider doing an FCCLA float if your school has a Homecoming parade * Make plans for fundraising * Check for Regional Meeting Deadlines * Start making plans for FCCLA week in February | * Get all members in portal and create an invoice by November 1 (dues must be paid by December 1) * Promote STAR Events |

| **November** | **December** | **January** |
| --- | --- | --- |
| * Make sure you have affiliated all students that are doing a STAR Event and/or running for office at regional screening * Start registering students for STAR Events in the sign-up portal * Have students fill out regional screening application if planning on running * Have students running at Regional Officer Screening study for knowledge test * Make sure students have required dress for STAR Events if competing | * Make sure dues payment has been received at nationals on December 1 * Submit STAR Event Participants by December 1 * Submit student applications for Regional Officer Screening by December 1 * Students running for office at regional screening will take test online * Students should be finalizing STAR Event projects | * Plan to attend Regional Screening even if you don’t have students running * Compete in STAR Events. If no students competing, attend and volunteer to be an evaluator * Put together information packets on the State Leadership Conference * Book state hotel rooms * Finalized applications for National Program award (Due Feb. 1) |

| **February** | **March** | **April** |
| --- | --- | --- |
| * Celebrate FCCLA week * Help State STAR Event participants prepare for state conference * Fill out state award applications (check MO FCCLA website) * Start planning for officer elections for next year and end of the year banquet/awards | * Attend State Leadership Conference * If attending Nationals, look at hotel choices and be prepared to book ASAP…hotel fill up fast. Look at flights also * Register students for Nationals if applicable * Start planning fundraising for nationals * Select officers for next year or make plans for selecting officers | * End of the year banquet or awards * Make plans to attend MoACTE/MoEFCS conference in Springfield, MO |

| **May** | **June** | **July** |
| --- | --- | --- |
| * Announce any summer FCCLA activities that your chapter might be doing | * Recharge | * You can start planning activities for the upcoming school year on July 1. * Attend National FCCLA if applicable * Attend MoACTE/MoEFCS Conference |