**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** |
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| * 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
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| **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)
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| **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
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| **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
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