FCCLA Chapter Planning Sheet

Meeting month:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Officer in charge:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Back up helpers:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1) think about what you need to do at your meeting as well as things that will have just happened OR stuff coming up

2) Determine what you'll be doing; remember we need to switch gears every 8 minutes at the most

3) Try to give each officer a responsibility for the meeting. I assigned four to take charge of attendance. I think it might be easy if members got used to seeing the same person each month for that.

4) This is just a rough starter for you--use it as a guide and make it work for you. Let's have the officer in charge create the power points, and agenda/handouts for each meeting as well as do the welcome. Please get your handouts and powerpoints to Newman by two weeks before your meeting date.

5) Completed planning sheets are due to Newman by June 21--email to tnewman@stegen.k12.mo.us

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| --- | --- | --- | --- |
| Length of time needed | Activity | Materials needed to be ready before the meeting | Person responsible |
| 4 minutes | Welcome & taking attendance | Rosters by grade (get from Newman) | Welcome: Officer in chargeAttendance:9th: Beth10th: Daniel11th: Kyle12th: Cheyenne |
| 5 minutes | Member recognition | Visit Sun Times site to secure info about any honors/awards for members since the last meeting. Include FCCLA conferences and activitiesPower points would be awesome here |  |
| 5 minutes | Upcoming Events | Refer to Aubrey's master calendar with activities and events coming up (best if we can give them a handout with an agenda as they enter the meeting) |  |
| 8 minutes | Something fun--time to move around a bit |  |  |
| 3 minutes | Quick info about the National Program | Visit the fcclainc.org page to check out your program (under programs) and give them just a little info about it, as well as what project our chapter is going to do related to it...again, powerpoint is a cool idea |  |
| 15 minutes | Speaker or presentation | Include specific information about who will be speaking, the topic you've asked them about, and their contact info (phone/email) |  |
| 5 minutes | Wrap up and reminders---how about attendance prizes? |  |  |