

Planning and FCCLA District Meeting

District meetings are designed to bring members together to generate enthusiasm and involvement in local, state and national FCCLA activities, through workshops focusing on leadership development, career investigation, teen-issues and community service.

The District Vice President and his/her adviser plan a one-day event, which runs from 8:00 or 9:00 a.m. to 2:00 – 3:00 p.m.

This paper is designed to help in the planning process.

Determine your approximate attendance:

Get a list of chapters in your district from the state adviser.

Select a Date: (Shoot for October-stay away from November Cluster Meetings.)

Check school and district calendars looking for conflicts such as:

- Testing
- Bus blackout dates
- Athletic events
- Other activities

Choose a Site:

- Consider space for:
 - Registration area/table
 - General assembly
 - Breakout rooms for workshops
 - Place to eat meals
 - Bus parking

Plan the agenda: (The order of events is somewhat flexible.)

- Welcome
- Continental Breakfast
- Activities to keep students busy until everyone arrives
- Raffle ticket sales
- Opening ceremony (Found in National FCCLA Chapter Handbook)
- Plan script for program, include:
 - Introduction of special guests, other state officers, roll call of each chapter in attendance and number of students and adults attending. Explain raffle, (half proceeds go to our scholarship account the other half goes into our savings), review agenda for the day.
- Ice Breakers
- Keynote Speaker
- Workshops (approximately 25 – 50 students per workshop depending on facility)
- Lunch
- Raffle drawing
- Evaluation
- Closing Ceremony
- Optional Ideas:** Meeting t-shirt, FCCLA promotional item, Flag Ceremony

Continued

Decide what to charge:

This meeting needs to pay for itself.

If you need to make a deposit to use a facility, Nevada FCCLA can provide a loan that can be re-paid with registration fee proceeds.

Generally, this event costs participants about \$15.00 each if a t-shirt is provided. The hosting District Vice President and adviser may set the price according to the projected cost of the program. You may want to calculate in extra for unexpected costs and profit.

It is required that \$1.00 of each registration fee be collected and sent to Nevada FCCLA for the scholarship and savings funds. (Each attendee will receive one raffle ticket so that everyone can participate in the raffle.) You need to plan to sell additional raffle tickets charge \$1.00 for each raffle ticket or 6 tickets for \$5.00.

Prepare the pre-registration mailing:

Create pre-registration form:

Ask for numbers of attendees, indicate costs, (it is suggested you require pre-payment) include t-shirt sizes request if offering a t-shirt, ask for dietary special requirements, and request that each chapter bring at least one raffle item. Add a deadline.

Include a flyer for the event.

Include a flyer for the raffle.

Mail the pre-registration packet 4 weeks before the event, (8 weeks in advance for Clark County).

You may want to E-mail your flyer to advisers in advance to let them know to be looking for your registration packet in the mail.

Create program:

Include: FCCLA logo, theme and graphics, agenda, opening and closing ceremonies*, and any thank yous. *found in National FCCLA Chapter Handbook.

Create an evaluation form:

Five to zero scale works well. Excellent, Very Good, Good, Fair, and Poor.

Include each part of the agenda

Provide something to write with

Design and contract for production of t-shirt if offering one.**Create raffle ticket management team:**

Create the flyer that goes in the pre-registration mailer

Purchase raffle tickets or ask the State Adviser to send you some that the state has purchased

Create a sales plan for the event, including time of sales, who is selling, and signage.

Create a flyer for the registration packet telling about the raffle and asking each chapter to bring at least one raffle item. Explain that everyone will receive one raffle ticket with their registration and that additional tickets will be on sale for \$1.00 each or 6 for \$5.00.

Following the meeting send the state adviser a check for the raffle proceeds made out to Nevada FCCLA.

Process registration materials:

Create registration packets which include, nametags, a raffle ticket for each attendee, a program for each attendee and a written receipt for the money received. Add t-shirts if being provided. Separate t-shirts into chapter bundles in advance.

Things to bring on the day of the event:

Receipt book, pencils, raffle tickets, something to hold raffle tickets, something to hold raffle ticket money, something else to hold registration money, masking tape, scissors, pens, paper, and anything else you would like.

If you have any questions along the way, E-mail or call your state adviser or state meeting coordinator.

Most importantly, have fun!!!