

# Montana FCCLA District Meetings Planning Guide





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# Montana FCCLA District Meetings Planning Guide: An Overview

Identify  
Concerns



Our members use the  
FCCLA  
Planning Process on  
projects...

Set A Goal



Form A Plan



Act



And it can also help in  
planning your  
District Meeting!

Follow Up



# Montana FCCLA District Meetings Planning Guide



District meetings should be fun, engaging, and help to educate new and potential members about what FCCLA is and why they should want to be involved. You want chapters to bring potential members! The focus of the meeting should be membership recruitment and retention.



## Planning Team Role

- Guide your district officer team through the planning process to plan and execute a great meeting
- Actively communicate with all chapters in your district in a timely manner
- Facilitate District Officer Elections
- Submit district reports to the State Leadership Team





# Montana FCCLA District Meetings Planning Guide

| What                 | By When                | Who Responsible   | Tips and Resources   |
|----------------------|------------------------|---|--|
| Save the Date        | As soon as possible    | State Officer   | Send a Save the Date for the Pre-Planning Meeting to all chapters. The Montana FCCLA website has a list of advisers in each district.  |
| Pre-Planning Meeting | Late spring/early fall | State Officer leads in partnership with District Officers | <p>Invite schools and share details including dress requirements, fees, responsibilities of any officers to plan, agenda, etc. Planning meeting components may include: brainstorm the District Meeting program, discuss best practices and/or Montana FCCLA programming updates, encourage people to run for office, etc. This meeting can be held in person or virtually.</p> <p>Set District Meeting date, location, theme (consider using the state/national theme), etc. (if not discussed earlier).</p> <p>Conduct any business of the district.</p> <p>Most Montana FCCLA Districts have a new adviser or two every year. Consider welcoming them to the group and offering some support and encouragement to help them navigate District Meetings. They will likely need support navigating District traditions which are new to them.</p> <p>Consider asking those who are unable to attend in person to attend the meeting, or at least portions of it, virtually.</p> |
| Set date & location  | September 15           | State Officer & Chapter Adviser                           | <p>Find a central location that is cost effective.</p> <p>Consult with schools in your district before finalizing the date to ensure there are no major conflicts.</p> <p>Some districts choose to team up and offer joint District Meetings. This is again an option for your district. Montana FCCLA is also offering certificates of insurance, if required by your meeting venue. Contact Tracey at <a href="mailto:director@mtfccla.org">director@mtfccla.org</a> to obtain your certificate.</p>   |
| Create a budget      | September 15           | State Officer & Chapter Adviser                           | <p>Set the registration fee (the goal is to make this as cost effective as possible for all to attend; it should not generate income)</p> <p>Develop a budget and determine how to fund the meeting. Consider requesting support funds through the Montana State Association and the Montana Department of Transportation. Contact Tracey at <a href="mailto:director@mtfccla.org">director@mtfccla.org</a> for full details.</p>  |



**Important Links:**  
[SEC Website with Forms](#)  
[Google Drive Folder with Resources](#)  
[District Officer Elections](#)





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| What                               | By When                       | Who Responsible                     | Tips and Resources  |
|------------------------------------|-------------------------------|-------------------------------------|---|
| Pre-Planning Report                | Within 2 weeks of meeting     | State Officer                       | Work with the District Secretary to submit the minutes and your report by September 15.   |
| Plan the Agenda                    | 8-12 weeks before the meeting | State Officer and District Officers | <p>The 2024-25 State Executive Council has created three workshops that your district may use during your meeting. They are located in the District Meetings Resource folder, along with a Welcome Video from the Montana 2024-25 State Executive Council, icebreaker activities, and social media challenges. Please consider reviewing the contents of this folder when planning your District Meeting.</p> <p>Consider adding a service project session. Your district could focus on helping a local agency near the meeting location as a session, or bring donations to help a local agency.</p> <p>Consider a panel! It can seem overwhelming for one person to plan a 45 minute workshop. But, including 2-4 speakers with experience on the topic can help to offer multiple perspectives and examples. Your audience now has a greater opportunity to relate to the speaker with many of them included. A facilitator or moderator can also help to keep transitions moving for a panel discussion. Utilize resources from other districts: Speakers from the 2024 SLC and their contact information is listed in the <a href="#">Montana FCCLA Speaker Spreadsheet</a>. Consider adding great speakers from your area, and also review the information from other districts. There may be a great speaker located not so far from your District Meeting, or you might be inspired to reach out to a similar professional in your area.</p> <p>Consider building some time in your agenda for advisers to network while members are busy with meetings.</p> <p>Create a Minute by Minute plan, including all details for the entire day. Share with all who are involved in the planning for the meeting.</p> |
| Invite Speakers                    | 8-12 weeks before the meeting | State Officer or appointees         | Invite guest speakers. Ensure your phone call or email has no grammatical errors and includes all essential information such as who we are, what you would like them to speak about, date, time, how to contact you, etc. Consider inviting any administrators to conduct a welcome.  |
| Advertise and Conduct Registration | 4-6 weeks before the meeting  | State Officer or Host Chapter       | When advertising the meeting, include details such as when, cost, where and a tentative schedule.   |
| Distribute election paperwork      | 6 weeks before the meeting    | State Officer                       | Include a cover letter encouraging chapter members to apply and why it is a great experience. Provide the <a href="#">District Election Packet</a> . Share a link to the study materials on the MT FCCLA Website.   |
| Location                           | 3-4 weeks before the meeting  | State Officer or Host Chapter       | Communicate meeting plans and setup needs up with host location. Ensure all technology needed is available (microphone, projectors, computers). Finalize food (am break, lunch, pm break for trip home).  |
| Organize election paperwork        | 2 weeks before the meeting    | State Officer                       | <p>All election applications will be submitted on the <a href="#">website</a>. The State Director will email copies to the State Officer and his/her adviser.</p> <p>Send confirmation emails to candidates confirming you received their packet.</p> <p>Begin making copies of the application for distribution at the meeting.</p> <p>Make enough copies of the Written Test if your District chooses that option; secure proctor if needed; ensure the election policies and procedures are being followed.</p> <p>Secure Oral Exam questions and candidate stickers from the State Director; prepare ballot from template and make copies, review the election processes and script.</p> <p>Prepare the officer installation ceremony (including having a dozen red roses available).</p>   |





# Montana FCCLA District Meetings Planning Guide

| What                       | By When                   | Who Responsible                 | Tips and Resources   |
|----------------------------|---------------------------|---------------------------------|--|
| Business Meeting Agenda    | 1 week before the meeting | State Officer                   | Prepare the business meeting agenda.<br>Contact the State Director to receive a list of Montana FCCLA updates/announcements to share.<br>Work with other district officers to ensure meeting runs smoothly (financial report, meeting minutes).<br>Have copies of all ceremonies (opening, emblem, closing) available.     |
| Registration materials     | 1 week before the meeting | State Officer or Host Chapter   | Prepare chapter invoices.<br>Print nametags.<br>Print programs.<br>Create participant evaluations.   |
| Speakers                   | 1 week before the meeting | State Officer or contact person | Contact speakers to confirm. Remind them of date, time, speaking location, and see if they have any equipment or other special needs.<br>Ensure you have a thank you note and small token of appreciation for each speaker.  |
| Confirm logistics          | 1 week before the meeting | State Officer or Host Chapter   | Submit food counts and inquire with all chapter advisers about the possibility of any food allergies. Confirm set up and equipment.  |
| Confirm election materials | 1 week before the meeting | State Officer                   | Preview the elections process and script. Prepare ballots for qualified candidates using ballot templates from the State Director; ensure you have enough candidate stickers for each candidate (from State Director), secure Oral Interview questions from State Director, communicate with State Director any questions. |



| What             | By When | Who Responsible | Tips and Resources   |
|------------------|---------|-----------------|--|
| Day of the event | Day of  | State Officer   | Have fun! Have a plan B in place for unexpected emergencies.<br>Ensure you are collecting all of the required information for the reports. |





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| What                    | By When        | Who Responsible | Tips and Resources   |
|-------------------------|----------------|-----------------|--|
| After the Meeting       | Within 2 weeks | State Officer   | Send a letter to all districts in the chapter congratulating them with a list of the new officers. Compile the evaluations. Send thank you cards to speakers and volunteers. |
| Post-Meeting Paperwork  | Within 2 weeks | State Officers  | Submit the post-meeting report to the State Director.  |
| District Meeting Photos | Within 2 weeks | State Officer   | Send some photos of your meeting to the State Director at <a href="mailto:director@mtfccla.org">director@mtfccla.org</a> .   |



Check out these examples of District Meeting materials from past years:

- [Example 1](#)
- [Example 2](#)
- [Example 3](#)
- [Example 4](#)





Follow Up:  
After the  
Meeting

# Montana FCCLA District Meetings Planning Guide

## District Paperwork

District Presidents must submit all paperwork/survey's on the Montana FCCLA [SEC page online](#) within 2-weeks of the meeting.

- Preplanning Meeting – Submit the minutes from your meeting [online](#). The minutes should include the following components (if something is not in the minutes, please specify in a cover letter).
  - District number
  - Date & location of meeting
  - If there was a fee to attend the meeting. If so, what was it and what did it cover.
  - List of all chapters attending including the number per chapter
  - List of all advisers attending
  - Date and location of the District Meeting
  - A blank template for the minutes can be found [here](#)
- After the District Meeting, complete the online [survey](#): Note: you cannot save your work; therefore ensure you have all of the necessary information before you begin.
  - Meeting Summary
    - List of chapters who attended
    - Number of chapter members who attended
    - Number of advisers and other adults who attended
    - New officers (name, chapter, email address and test score)
      - President
      - Vice President
      - Secretary
      - Parliamentarian
      - Other offices
  - Evaluation
    - What went well about your district meeting?
    - What recommendations would you make to next year's officer team to enhance the meeting?
    - What feedback did you receive from the attendees?
    - What did you learn about yourself or others when planning and leading this meeting?
  - Meeting materials
    - Upload a copy of the meeting minutes.
    - Upload a copy of the program.
- After the District Meeting:
  - If any elected officers did not submit the application previously, they must submit their officer application with signature sheet within two weeks. You are responsible for following up with them to ensure this happens. If they do not submit within two weeks, they will forfeit their office.





## 2024 Agenda Components

Each district meeting runs a little differently, and all districts will have their own traditions to honor. However, when planning keep these components in mind.

The SEC will provide the following resources to support your District Meeting:

- **Welcome Video**
- **Workshop Plans for three workshops, including:**
  - **A detailed schedule**
  - **A slide show**
  - **Activities to engage attendees**
- **Icebreaker Activities**
- **Social Media Challenges**
- **State Outreach Project Kickoff Video**
- **Agenda and Slide Show**
- **Electronic FCCLA Trivia Game**



*These resources are located  
in the District Meetings  
Google Drive Folder*

- **Start time: most districts start between 8:30-9:00**
- **Registration (typically 30 minutes)**
  - **During this time, you will also want to conduct officer candidate tests.**
  - **For those not testing, consider an activity that will keep them actively engaged (rather than sitting around). For example, a get acquainted activity, learn more about FCCLA activity, social media challenges, etc).**
- **Opening session (typically 15-30 minutes)**
  - **Opening session ceremony**
  - **Flag ceremony**
  - **Emblem ceremony**
  - **Welcome**
    - **District President**
    - **Special Guest (optional).** This is a good opportunity to promote FCCLA and invite a school board member, administrator, or community member to welcome everyone.
  - **Icebreaker or Learn About FCCLA (optional).** Depending on the registration activity, this may also be a good time to set the "tone" for your meeting and help others feel comfortable and engaged by getting to know one another. See the officer icebreakers list or What is FCCLA workshop for ideas.
- **Keynote Speaker (typically around 45 minutes)**
- **Business Meeting (typically 30-45 minutes)**
  - **Have an agenda that is run using Parliamentary Procedure to conduct the business of the district. Visit with your officer team in advance of the meeting to ensure everyone is prepared for their part.**
  - **Update chapters on statewide programming (included in the agenda presentation)**
  - **Complete oral test for District Officer Tests**
  - **Delegates vote on new officers (see the Statewide Election Process in the District Election Guidelines document)**
- **Lunch (typically around 45 minutes)**
  - **Consider exploring ways to break the students up into groups (beyond their chapter) to meet new people.**

## 2024 Agenda Components, continued

- **Programming (typically conducted as 45-minute breakout session and/or keynote sessions)**
  - Possible workshop topics:
    - Utilize local resources such as community members or chapters who have done great projects
    - How to Prepare for Competitive Events (show sample projects and provide tips for preparing projects)
    - Showcase the State Outreach Project: Financial Fitness
    - What is FCCLA
    - Think about topics that would engage members and excite them about FCCLA!
- **Conclusion (most districts end around 3:00)**
  - Officer Installation Ceremony
  - Closing Ceremony
  - Evaluations
  - Thank everyone



*Have a Plan B! What will you do if a speaker does not show (or is late), or if something ends early? Have a variety of options prepared to keep the meeting flowing just in case!*

Start planning early! Get your officers involved! Have fun!

### **Dress Code Note:**

Because the purpose of this meeting is to recruit new members, many may not yet have a FCCLA polo. Therefore, the Montana FCCLA dress code policy requires business casual.

