



Montana FCCLA Chapter Kickoff Meeting Plan

Session Title: Chapter Kickoff Meeting

Duration of Session: 50 minutes

Link to Presentation: [Montana FCCLA Chapter Kickoff](#)

Note: Consider adding slides to customize, including introducing chapter officers, adding specific chapter, district, or state dates. Station activities are set for 7 minutes, but could easily be adjusted.

Supplies Needed: one [passport](#) per student (make your own [here](#)—thanks to Kim Knoche for creating it!), one-two [stamps](#) per station (up to 4 stations), specific station supplies (see below), incentive item for challenge completers, timer (A computer or tablet can work for this. Simply search for a “seven minute timer”, one set of instructions printed at each station (print from presentation), circle stickers in red, blue, green, and yellow

If you would prefer, many templates are available to [create your own passports](#).

Supplies per station: Supplies listed are for a group of 25. Adjust quantities as needed for the size of your chapter.

Station 1: Explore The Experience

- One set of [matching cards](#), printed on cardstock and cut apart
- One answer key (print one set of cards without cutting apart for the answer key)
- Passport stamp

Station 2: Expand the Experience

- One poster size print of [FCCLA At A Glance](#) (each affiliated chapter should have received one in the spring of 2023)



- One [Scavenger Hunt](#) sheet per student
- Passport stamp

Station 3: Share the Experience

- Two postcards per student (a variety are available. [Here](#) is one option you could copy and customize. Thanks to Kim Knoche for designing the postcard!)
- Pens/pencils
- Basket
- Passport stamp

Station 4: Capture Your Experience

- [Foamboard](#), cut out to resemble a Polaroid photo frame, for students to take photos. To cut, leave a 3" border around the top and both sides, with a 7" border at the bottom.
- Print the [Ultimate Journey cutout](#); attach to bottom of the frame. Add travel stamps to embellish.
- Cameras or iPads for students to take photos
- Printer to print photos
- Cardstock or photo paper to print on
- Scissors
- Poster, bulletin board, or wall for students to add their photos
- Passport stamp
- Basket

Advance Preparation Required: Order stamps and passports, print all materials, set up stations (see above), add colored circle stickers to passports to use for group sorting

Session Goals–Attendees will:

- Understand the basics about what FCCLA is, benefits of membership, and what opportunities are available for participating



- Practice teamwork and interpersonal skills
- Members get to know one another better

Session Schedule (add additional rows as needed):

Time	Script	Supplies Needed	Slide Number(s)
	(As students enter, give each a passport and ask them to find a seat while welcoming them. Consider playing music while waiting for everyone to settle.	Passports	
.5	Welcome to the first FCCLA meeting of the year! We are glad you are here today. When you entered, you received a passport. Please be sure your name is written on it.		1
.5	We will be using the passport during this year to track your journey during your Ultimate Leadership Journey with FCCLA! Today we will be sharing some information about the organization and the opportunities it offers students, as well as important updates.		2
.5	As we learn more about FCCLA today, you will be working in groups. Please take a minute and look for the sticker on your passport. The color of your sticker will determine where you begin your journey today.		3



<p>2</p>	<p>All groups will progress through all of the stations, moving on as the arrows on the slide indicate.</p> <p>At station 1, you will explore the experience. Here, you and the other members of your group will work together to match FCCLA Facts cards. Be sure to help each other out, and when you think you have them all correct, find the adviser to check your work.</p> <p>At station 2, you will dig a little deeper and complete a scavenger hunt, using the FCCLA At A Glance poster for help.</p> <p>At station 3 you can share the experience with friends who may not be here today. Try to think about who might be a great addition to FCCLA and complete two postcards to invite them to join.</p> <p>At station 4, we will capture the experience and take photos of all the team members, printing, trimming, and getting them ready for the FCCLA Wall of Fame.</p> <p>I know that is a lot to take in at once, so instructions are printed and available at each station.</p> <p>While you are working, please remember to help others who might be experiencing some difficulties, and once you complete each challenge, be sure you collect your passport stamp at each station.</p> <p>Each rotation will last for 7 minutes, then we will come together for some important announcements.</p> <p>What questions do you have?</p>	<p>Station 1: Explore The Experience</p> <ul style="list-style-type: none"> • One set of matching cards, printed on cardstock and cut apart • One answer key • Passport stamp <p>Station 2: Expand the Experience</p> <ul style="list-style-type: none"> • One poster size print of FCCLA At A Glance (each affiliated chapter should have received one in the spring of 2023) • One Scavenger Hunt sheet per student • Passport stamp <p>Station 3: Share the Experience</p> <ul style="list-style-type: none"> • Two postcards per student (a variety are available, here is one option) • Pens/pencils • Basket • Passport stamp <p>Station 4: Capture Your Experience</p>	<p>4</p>
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	<p>Are you ready to begin?</p>	<ul style="list-style-type: none">● Foamboard, cut out to resemble a Polaroid photo frame, for students to take photos. To cut, leave a 3" border around the top and both sides, with a 7" border at the bottom.● Print the Ultimate Journey cutout; attach to bottom of the frame. Add travel stamps to embellish.● Cameras or iPads for students to take photos● Printer to print photos● Cardstock or photo paper to print on● Scissors● Poster, bulletin board, or wall for students to add their photos● Passport stamp● Basket	
36	<p>(remind students where each station is and which color should be starting at each station–on screen; set a 7 minute timer on the screen; move around the room to monitor progress; repeat)</p>		



1	Thanks, everybody, I saw some excellent teamwork and I hope you enjoyed learning a bit more about FCCLA. Please be sure to return your passports to the basket so that we will have those for future meetings		9
8	Next, we will review some upcoming events (customize for your chapter) What questions do you have? (address questions as they arise)		10
	Thanks for coming everyone!		11