

Montana FCCLA District Meetings Planning Guide



2026-27





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Montana FCCLA District Meetings Planning Guide: An Overview

1

Identify
Concerns



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

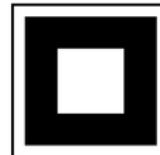
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Set A Goal



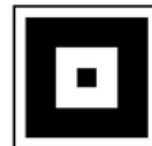
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Form A Plan



4

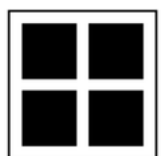
Act



And it can also help in
planning your
District Meeting!

5

Follow Up



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Identify Concerns

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.



Set A Goal

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.



Form A Plan Phase 1: Early Plans

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✓	What	By When	Who Responsible	Tips and Resources
	Save the Date	As soon as possible	District President/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 Preferably by August 15	District President/State Officer leads in partnership with District Officers	Invite schools and share details including dress requirements, fees, responsibilities of any officers to plan, agenda, etc. Planning meeting components may include: finalize meeting date, location, theme (consider using the state/national theme), 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. Conduct any business of the district. 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. Consider asking those who are unable to attend in person to attend the meeting, or at least portions of it, virtually.
	Set date & location	September 15	District President/State Officer & Chapter Adviser	Find a central location that is cost effective. Consult with schools in your district before finalizing the date to ensure there are no major conflicts. 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 director@mtfccla.org to obtain your certificate.
	Create a budget	September 15	District President/State Officer & Chapter Adviser	Set the registration fee (the goal is to make this as cost effective as possible for all to attend; it should not generate income) 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 director@mtfccla.org for full details.



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



**Form A Plan
Phase 2:
Intermediate
Plans**

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	What	By When	Who Responsible	Tips and Resources
✓	Pre-Planning Report	Within 2 weeks of meeting	District President/ 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	District President/ State Officer and District Officers	The 2026-27 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 2026-27 State Executive Council, icebreaker activities, and social media challenges. Please consider reviewing the contents of this folder when planning your District Meeting. 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. 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 2025 SLC and their contact information is listed in the Montana FCCLA Speaker Spreadsheet. 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. Consider building some time in your agenda for advisers to network while members are busy with meetings. 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.
	Invite Speakers	8-12 weeks before the meeting	District President/ 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	District President/ 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	District President/ State Officer	Include a cover letter encouraging chapter members to apply and why it is a great experience. Provide the District Election Packet . Share a link to the study materials on the MT FCCLA Website.
	Location	3-4 weeks before the meeting	District President/ 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	District President/ State Officer	All election applications will be submitted on the website. The State Director will send confirmation emails to candidates confirming they received their packet and will then email copies to the District President's adviser. Begin making copies of the application for distribution at the meeting. Plan to bring a device and arrange for internet access in the case someone chooses to run for a vacant position day of. Secure proctor if needed; ensure the election policies and procedures are being followed. Secure Oral Exam questions and candidate stickers from the State Director; assign district officer to make copies of ballot from template (2 per school). Review the election processes and script. Prepare the officer installation ceremony (Bring or assign someone candles & a dozen red roses).



Form A Plan
Phase 3:
Final Plans

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✓	What	By When	Who Responsible	Tips and Resources
	Business Meeting Agenda	1 week before the meeting	District President/State Officer	Prepare the business meeting agenda. Contact the State Director to receive a list of Montana FCCLA updates/announcements to share. Work with other district officers to ensure meeting runs smoothly (financial report, meeting minutes). Have copies of all ceremonies (opening, emblem, closing) available.
	Registration materials	1 week before the meeting	District President/State Officer or Host Chapter	Prepare chapter invoices. Print nametags. Print programs. Create participant evaluations.
	Speakers	1 week before the meeting	District President/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. Ensure you have a thank you note and small token of appreciation for each speaker.
	Confirm logistics	1 week before the meeting	District President/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	District President/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.

Necessary Supply List

- Printed meeting agenda & previous meeting minutes
- Laptop for administering tests and taking minutes
- Gavel
- Candles (lighter/batteries)
- Dozen Red Roses (can assign to a chapter to bring)
- District Flag
- Writing utensils/paper
- Copies of ceremony scripts (opening, emblem, closing)



Act

Host a great meeting!

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✓	What	By When	Who Responsible	Tips and Resources
	Day of the event	Day of	District President/State Officer	Have fun! Have a plan B in place for unexpected emergencies. For example, if a speaker is running late, be ready to adjust the meeting schedule if needed, or fill some time with icebreakers found in the District Meetings Resource Folder. Have some ideas for how you can adapt to surprises the day of the meeting, if needed. Ensure you are collecting all of the required information for the reports.

Follow Up: After the Meeting



	What	By When	Who Responsible	Tips and Resources
	After the Meeting	Within 2 weeks	District President/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	District President/State Officer	Submit the post-meeting report to the State Director.
	District Meeting Photos	Within 2 weeks	District President/State Officer	Send some photos of your meeting to the State Director at director@mtfccla.org .



Check out the examples
of District Meeting
materials from past years in
[this folder](#)



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 two 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 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/Treasurer
 - Parliamentarian
 - Member Engagement Coordinator
 - Public Relations Coordinator
 - 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 and a copy of the program.
 - Receipts for reimbursement
 - If your District is requesting reimbursement for the meeting, you must upload all receipts in ONE PDF document and indicate one person the reimbursement will be sent to.
 - **If any elected officers did not submit the application previously, they must submit their officer application with signature sheet within one week. You are responsible for following up with them to ensure this happens. If they do not submit within one week, they will forfeit their office.**

2026 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 Statewide Election Process in District Election Guidelines document)
- Lunch (typically around 45 minutes)
 - Consider exploring ways to break students into groups (beyond their chapter) to meet new people.

2026 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.

