



## FCCLA Member Checklist

As you begin this exciting chapter of your FCCLA Member experience, this checklist will guide you through essential steps to maximize your engagement and grow your leadership skills. From accessing the FCCLA Student Portal for the first time to assuming leadership roles within your chapter, this checklist empowers you to shape your FCCLA experience with purpose and enthusiasm. Let's make your time with FCCLA extraordinary!

- ❑ When your Chapter Adviser adds you to your school's FCCLA Chapter, you will receive a Welcome Email from the Student Portal providing a membership ID and login credentials. Log into the FCCLA [Student Portal](#). Affiliated members receive the Member Minute, FCCLA's weekly student newsletter. If you did not receive a Welcome Email, contact your Chapter Adviser and ensure the email address associated with your profile is current and accurate.
- ❑ Get creative and design an engaging recruitment campaign! Start by using ideas found on the FCCLA website:
  - [Membership Campaign](#)
  - [Quarterly Communication Plan](#)
  - Membership Kit – available to affiliated members in the FCCLA [Student Portal](#) Resources tab > Membership accordion.

Share your unique ideas and recruitment success with FCCLA to be featured in an upcoming publication! [Learn more](#).

- ❑ Develop a calendar to outline chapter activities for the year. Include deadlines listed on the FCCLA [Calendar](#). Use the FCCLA [Planning Process](#) for each activity to set goals and form a plan to carry out, evaluate, and publicize the chapter's activities. Share activity dates and deadlines with your school administration and request they be included on the school's master calendar.
- ❑ Consider taking on a leadership role within the chapter. Ask your Chapter Adviser if your chapter elects Chapter Officers and what steps to take to run for office! Interested in expanding your leadership potential? Encourage your Chapter Adviser to contact the [State Adviser](#) in your area to learn more about state-level officer positions.
- ❑ Identify potential service projects in and around your community that you feel passionate about, then align your project with an FCCLA [National Program](#)!
- ❑ Host an FCCLA information booth at a local elementary or middle school to speak with prospective members and share the benefits of FCCLA membership.
- ❑ Consider creating an informative video to share with your community at an event or on social media! Publicizing chapter activities throughout the year in the school and community helps to build support for your chapter and may even garner local recognition!

As you embark on your FCCLA adventure this year, know that your contributions matter, your voice is valued, and your impact will be felt! Our team is here to support and cheer you on at every step of your FCCLA journey. Feel free to contact us at [membership@fcclainc.org](mailto:membership@fcclainc.org) with any questions you have. Here's to a remarkable year filled with growth, connections, and achievements. Your journey has just begun – make it unforgettable!