



## PLANNING EFFECTIVE CHAPTER MEETINGS

MONTHLY MEETING IDEAS				
MONTH	THEME	ACTIVITY	BUSINESS	OTHER
<b>AUGUST</b>	<ul style="list-style-type: none"> <li>• Back to School Bash</li> <li>• Hawaiian Luau</li> </ul>	<ul style="list-style-type: none"> <li>• Community Service (hydration drive for first responders, book drive, school supplies drive)</li> </ul>	<ul style="list-style-type: none"> <li>• Welcome!</li> <li>• Livestock Information</li> <li>• Barn Refresh</li> <li>• Review SAE Opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Barn Refresh</li> </ul>
<b>SEPTEMBER</b>	<ul style="list-style-type: none"> <li>• Greenhand Welcome</li> <li>• Alumni and Supporter Recognition</li> <li>• Thank you</li> </ul>	<ul style="list-style-type: none"> <li>• Line Dancing workshop</li> <li>• Just Dance Tournament</li> <li>• Flag Football/dodgeball</li> <li>• Admin/teacher breakfast</li> </ul>	<ul style="list-style-type: none"> <li>• Official Dress 101</li> <li>• LDE Preview</li> <li>• Invite Alumni to meeting</li> <li>• Create time capsule</li> <li>• Look over last year's scrapbook/slide show</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter T-shirt</li> <li>• Chapter fundraisers</li> </ul>
<b>OCTOBER</b>	<ul style="list-style-type: none"> <li>• Halloween Party</li> <li>• Camp Fire</li> </ul>	<ul style="list-style-type: none"> <li>• Pumpkin Carving contest</li> <li>• Costume Contest</li> <li>• Halloween Movie Night</li> </ul>	<ul style="list-style-type: none"> <li>• Themed LDE practices</li> <li>• Red Ribbon Week theme days</li> </ul>	<ul style="list-style-type: none"> <li>• Clean barn and winter prep.</li> <li>• LDE practices</li> </ul>
<b>NOVEMBER</b>	<ul style="list-style-type: none"> <li>• Friends Giving</li> <li>• Veterans Day</li> </ul>	<ul style="list-style-type: none"> <li>• How does agriculture affect certain thanksgiving dishes?</li> <li>• Pin the tail on the turkey</li> </ul>	<ul style="list-style-type: none"> <li>• Canned food drive (seasonal foods for the holiday)</li> <li>• Community service (visit veterans/write cards/provide thanksgiving meal ingredients to school employees)</li> </ul>	<ul style="list-style-type: none"> <li>• Potluck for the members and alumni/booster</li> </ul>
<b>DECEMBER</b>	<ul style="list-style-type: none"> <li>• Holiday Party</li> </ul>	<ul style="list-style-type: none"> <li>• Holiday Minute to Win It Games</li> </ul>	<ul style="list-style-type: none"> <li>• Career Development Opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Ugly sweater contest</li> <li>• Hot Cocoa</li> </ul>

		<ul style="list-style-type: none"> <li>• White Elephant</li> <li>• Community Service (cards for veterans, nursing home, toy drive, etc)</li> </ul>	<ul style="list-style-type: none"> <li>• Stock Show Updates</li> </ul>	<ul style="list-style-type: none"> <li>• Bar</li> <li>• Toy Drive</li> </ul>
<b>JANUARY</b>	<ul style="list-style-type: none"> <li>• Spring Semester Welcome Back</li> </ul>	<ul style="list-style-type: none"> <li>• Winter clothes drive (could also be done during December meeting)</li> </ul>	<ul style="list-style-type: none"> <li>• Remind about CDE's</li> <li>• Stock Show Updates</li> <li>• Reinspire members!</li> </ul>	<ul style="list-style-type: none"> <li>• Snowball fights, snowman contests etc...</li> </ul>
<b>FEBRUARY</b>	<ul style="list-style-type: none"> <li>• "Love for Agriculture"</li> <li>• Camp Fire</li> <li>• National FFA Week</li> </ul>	<ul style="list-style-type: none"> <li>• Love poems for Agriculture (can be hung around ag building)</li> <li>• FFA Week Dress Up Days</li> <li>• Blue Pancakes</li> </ul>	<ul style="list-style-type: none"> <li>• CDE practices</li> <li>• Stock Show updates</li> </ul>	<ul style="list-style-type: none"> <li>• Promote FFA to school through FFA Week - gain new members!</li> <li>• Teacher appreciation breakfast</li> </ul>
<b>MARCH</b>	<ul style="list-style-type: none"> <li>• Spring Fever!</li> <li>• St. Patrick's Day</li> </ul>	<ul style="list-style-type: none"> <li>• Yard games (cornhole, washers, horseshoes, Splikeball ect.)</li> <li>• Lucky Winners - member raffles</li> <li>• Car Wash fundraiser</li> </ul>	<ul style="list-style-type: none"> <li>• CDE practices</li> <li>• Chapter Officer Election process begins</li> </ul>	<ul style="list-style-type: none"> <li>• Begin Speaking Development training</li> <li>• Agriscience Fair</li> <li>• Proficiencies</li> <li>• Scholarships</li> </ul>
<b>APRIL</b>	<ul style="list-style-type: none"> <li>• Easter</li> <li>• Breakfast for Dinner (around STAAR testing season)</li> </ul>	<ul style="list-style-type: none"> <li>• Easter Egg hunt (filled with candy and Ag trinkets)</li> <li>• Study sessions in the Ag Shop - Finals!</li> </ul>	<ul style="list-style-type: none"> <li>• Speaking Development Events</li> <li>• Agriscience Fair</li> <li>• Proficiencies</li> <li>• Scholarships</li> <li>• Degree Check</li> <li>• Officer Elections</li> </ul>	<ul style="list-style-type: none"> <li>• Begin planning for State Convention in July!</li> </ul>
<b>MAY</b>	<ul style="list-style-type: none"> <li>• Water Palooza!</li> <li>• End of year wrap up</li> </ul>	<ul style="list-style-type: none"> <li>• Ag Olympics</li> <li>• Banquet</li> <li>• End of year Greenhouse/S hop project Auction</li> </ul>	<ul style="list-style-type: none"> <li>• End of year activities</li> <li>• District/Area Banquets</li> </ul>	<ul style="list-style-type: none"> <li>• Year-wrap up</li> <li>• Senior recognition or "wills"</li> </ul>
<b>JUNE</b>	<ul style="list-style-type: none"> <li>• Prep for State Convention!</li> </ul>	<ul style="list-style-type: none"> <li>• State Con planning/informational meetings</li> </ul>	<ul style="list-style-type: none"> <li>• State Convention Community Service Drive</li> </ul>	<ul style="list-style-type: none"> <li>• Create flyers or promo materials for the school</li> </ul>

				year
<b>JULY</b>	<ul style="list-style-type: none"> <li>• "Party in the FFA" (USA themed)</li> </ul>	<ul style="list-style-type: none"> <li>• Year long recap</li> </ul>	<ul style="list-style-type: none"> <li>• Finish things that need to be done before Summer break</li> </ul>	<ul style="list-style-type: none"> <li>• Create flyers or promo materials for the school year</li> <li>• Plan community service events for the year</li> <li>• Plan FFA Week activities</li> </ul>

### MEETING PLANNING CHECKLIST

- Create a flyer for the meeting to post around the school, in the ag classroom, and online
- Create an agenda for the meeting and post/share with the members at least seven days in advance
- Determine speaking assignments for officers and committee chairs
- Create a list of supplies and assign officers to contribute

### AFTER MEETING TASKS

- Meeting with officer team
  - Was the meeting to our standards?
  - What could we do better next time?
- Clean Up from the meeting
- Review the minutes and add to the chapter website

### TIPS FOR SUCCESSFUL MEETINGS

- If possible, start planning each meeting a month in advance. This gives you more time to work everything out.
- Officers need to understand what they are doing at these meetings. They are the face of your chapter and are what make people see the effectiveness of your program.
- It is okay to go off key and do things extemp. Not all things go perfectly.