



25 Steps to Organizing a New Chapter

- _____ 1. Review Chapter Start-up Materials and the Michigan DECA Guide. (August)
- _____ 2. Meet with school administrators to determine school policies for having a Career & Technical Student Organization. (August)
- _____ 3. Register for a New Chapter Workshop. (September)
- _____ 4. Identify key students you can count on to help get started. (September)
- _____ 5. Elect chapter officers. (September)
- _____ 6. Approve a constitution for your local chapter. (September)
- _____ 7. Have chapter officers review the Michigan DECA Guide to identify possible activities. (September)
- _____ 8. Register for the Central Region Leadership Conference. (September)
- _____ 9. Collect dues and submit a membership roster to Michigan DECA. (October)
- _____ 10. Assist student members plan a program of work including civic, social, professional and fund-raising activities. (October)
- _____ 11. Invite guest speakers to speak to the members on various topics. (On-going)
- _____ 12. Attend the Central Region Leadership Conference. (November)
- _____ 13. Help student members identify competitive areas. (November)
- _____ 14. Register members for your District Conference. (November/December)
- _____ 15. Prepare members for district competition. (December)
- _____ 16. Attend the District Conference. (December/January)
- _____ 17. Continue fund-raising activities to attend the State Conference. (On-going)

- _____ **18.** Register for the State Career Development Conference. (February)
- _____ **19.** Attend the State Career Development Conference. (March)
- _____ **20.** Register for the International Career Development Conference. (March)
- _____ **21.** Attend the International Conference. (April)
- _____ **22.** Hold an Awards Reception recognizing members who participated in activities and received awards, throughout the year. Be sure to invite parents, administrators and prospective members. (May)
- _____ **23.** If you wish, elect officers so you can get an early start on the next year. (May)
- _____ **24.** Hold an annual year-end social activity for members. (May)
- _____ **25.** File materials to allow for easy retrieval in the fall. (June)

For more information contact:

Michigan DECA
Eastern Michigan University
Ypsilanti, MI 48197
734-487-3322 phone
734-487-4329 fax
www.mideca.org