



## **Sample Calendar of Chapter Activities**

It is important *not* to schedule too many activities during any single month. Activities should be scheduled throughout the school year. This will ensure an active chapter and the involvement of all members. The following are possible monthly activities. Use this list as a guide to begin developing activities, and feel free to make changes and substitute to fit your school schedule and chapter goals.

### **August/September**

- Election of new officers
- Order officer pins
- Press release
- Sign-up alumni members
- Collect and submit state and DECA Inc. dues
- Start Program of Work
- Plan sales project(s) for fall conferences
- Order membership items (educational materials, apparel, etc.)
- Hold DECA meeting(s)
- Recruit members/officers to attend Fall Leadership Conference

### **October**

- Installation ceremony for new officers/member induction
- Sales project(s) for fall conferences
- Attend state fall leadership conference
- DECA Open House
- Civic activity
- Complete program of work
- Social activity
- Hold DECA meeting(s)
- Participate in DECA Week Promotion

### **November**

- Begin preparations for Regional DECA conference
- Thanksgiving project for the needy
- Attend regional leadership conference
- Begin work on DECA written events
- Hold DECA meeting(s)

### **December**

- DECA holiday party
- DECA holiday toy drive for the needy
- Hold DECA meeting(s)

**January**

Sales project (for spring conferences)  
Press release  
Start planning for employee/employer function  
Hold DECA meeting(s)  
Prepare for DECA International Career Development Conference

**February**

Regional DECA conference  
Press release  
Hold DECA meeting(s)

**March**

State DECA Conference  
Press release  
Hold DECA meeting(s)

**April/May**

Fashion show  
Press release  
International Career Development Conference  
Employee/Employer Recognition Ceremony  
Sign-up future alumni members  
End-of-the-year banquet  
Present chapter awards  
Hold DECA meeting(s)