

## 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** Advisors and new officers meet for training and planning
- September** Introduce students to DECA--give an overview  
 Begin membership campaign ([www.deca.org/membershipcampaign.html](http://www.deca.org/membershipcampaign.html))  
 Sign-up alumni members  
 Sign-up professional 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)
- October** Installation ceremony for new member induction  
 Sales project(s) for fall conferences  
 Attend state fall conference(s)  
 DECA Open House  
 Community service activity  
 Complete program of work planning  
 Social activity  
 Hold DECA meeting(s)  
 Participate in DECA Week Promotion ([www.deca.org/campaignactivities.html](http://www.deca.org/campaignactivities.html))
- November** District/regional DECA conferences (check with your state advisor for the dates in your state)  
 Thanksgiving project for the needy  
 Attend regional leadership conferences ([www.deca.org/conferenceoverview.html](http://www.deca.org/conferenceoverview.html))  
 Begin work on DECA written events and chapter events ([www.deca.org/celisting.html](http://www.deca.org/celisting.html))  
 Begin fundraising activities  
 Introduce first-year members to competitive events  
 Hold DECA meeting(s)

<b>December</b>	District/regional DECA conferences DECA holiday party DECA holiday toy drive for the needy Hold DECA meeting(s)
<b>January</b>	Sales project (for spring conferences) District/regional DECA conferences Press release Promote DECA for next year class registration Start planning for employee/employer function Hold DECA meeting(s)
<b>February</b>	Prepare for DECA International Career Development Conference District/regional DECA conferences Press release Hold DECA meeting(s)
<b>March</b>	State DECA Conferences Press release Hold DECA meeting(s)
<b>April/May</b>	Fashion show Press release International Career Development Conference ( <a href="http://www.deca.org/icdc.html">www.deca.org/icdc.html</a> ) Employee/Employer Recognition Ceremony Sign-up future alumni members End-of-the-year banquet/thank sponsors & mentors Present chapter awards Hold DECA meeting(s)
<b>May</b>	Election of new officers Order officer pins Press release Installation ceremony for new officers
<b>June</b>	End-of-the-year celebration/social event