

# SAMPLE WEEKLY SCHEDULE FOR NEW CHAPTERS



## BEFORE SCHOOL ENDS

Find a business, marketing, or CTE teacher that can act as an advisor. Then, contact your administration to discuss the steps for creating a chapter at your school. Get in touch with your state and district officers as well.

## DURING THE SUMMER

Network with other students from your school that would benefit from a DECA chapter to recruit potential officers and members. Review the sample constitution on the website with your advisor and make any necessary changes.

## SCHOOL WEEK ONE

Obtain official approval from the administration and begin advertising for your first interest meeting. During this week, utilize the selecting an officer team resource on the website and finalize your team with your advisor.

## SCHOOL WEEK TWO

Hold your first interest meeting at the end of this week. Continue advertising through posters, social media, and word of mouth. Entice people with free food or giveaways and collect their contact information.

## SCHOOL WEEK THREE

Have officer meetings in which you learn about each other's roles so you can substitute if necessary. Hold another interest meeting to retain previous members and attract new members.

## SCHOOL WEEK FOUR

Introduce competition to your members and utilize the resources on the Texas DECA website. Get freshmen involved to ensure longevity for your chapter. Discuss attending the ELEVATE academy and Power Trip.

## REST OF THE YEAR

Submit your membership numbers by October 15th and your membership payment by December 1st. Focus on setting up your chapter for success by establishing a good foundation for future growth.

## QUESTIONS?

If you're starting a new chapter, you will have many questions along the way. Look at the resources online and contact a state officer!

Email:  
[stateofficers@texasdeca.org](mailto:stateofficers@texasdeca.org)