



Future Georgia Educators

Starter Guide for New Chapters

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*FGE is proudly sponsored by PAGE,
Georgia's largest professional association for educators.*

www.pageinc.org/FGE

Welcome to FGE!



On behalf of PAGE and the many students who will benefit from your service, thank you for serving as an FGE advisor. We hope this Starter Kit will jump start your chapter by giving you suggested ideas and a framework for beginning your chapter. Please consider these suggestions as just that—suggestions, not mandates. We encourage each chapter to craft a program that is tailored to the needs of the students in your school. If we can be of assistance to you and your chapter, please call on us. Best wishes for a fun and successful year with FGE!

A handwritten signature in black ink that reads "Mary Ruth Ray". The signature is written in a cursive, flowing style.

Mary Ruth Ray
FGE State Director

Organizational Background

Mission

The mission of FGE is to help identify, recruit, develop and retain the next generation of Georgia's teachers.

Vision

By elevating the image of teaching, FGE will attract dynamic and diverse students who will become tomorrow's great educators.

FGE was founded to give Georgia students the opportunity:

1. To learn about the teaching profession, its opportunities, responsibilities, and its important role in our democracy.
2. To explore their interests and abilities in relation to the various fields of teaching.
3. To cultivate the qualities of character, service, and leadership, which are essential in good teachers.
4. To learn how and where teachers receive their training, the cost, scholarships available, number of years required, certification requirements, and standards.
5. To study the lives, characteristics, and influence of great teachers.
6. To promote the field of teaching as worthwhile and important.

History

In the 1980s the Professional Association of Georgia Educators (PAGE) Foundation committed to recruiting promising students into the teaching profession through the establishment of Future Georgia Educators (FGE) chapters in the high schools and middle schools of Georgia. The purpose of these chapters has been to assist students in examining career opportunities in the field of education.

PAGE's Purpose in Sponsoring FGE

PAGE's primary purpose in sponsoring FGE is to help develop the next generation of teachers. As the state's largest professional education organization, we feel a responsibility to foster the development of Georgia's future education workforce. Because FGE is teacher recruitment initiative, not a PAGE membership recruitment tool, FGE is **open and available to any advisor regardless of his or her professional affiliation**. Teacher recruitment is our primary concern at the precollegiate level, and through FGE we hope to play a significant role in reducing the teacher shortage in Georgia.

So you are the new FGE Advisor ...

... What have you gotten yourself into?!

So it's all on your shoulders now. You must turn all these students into die-hard, super-committed future educators. Not.

Basic goal of FGE:

“To encourage qualified young men and women to consider teaching as a career.”

Consider—that is the key word! We are not *coercing* them into becoming teachers or even asking them to *commit* to a career in education. After all, how many high school students actually know what they want to be when they grow up?

A successful FGE program provides rich and meaningful experiences whereby students can explore the world of teaching. These experiences in many cases will ignite a passion for teaching, but in some cases, they will cause students to “self-select” out of the profession. In both cases, the program has been successful. Even if students ultimately do not choose education as a profession, these students will likely be parents, community, business, and civic leaders. Experiencing teaching “from the other side of the desk” will help them to be stronger advocates for education.

Give them the opportunity to work with other students, to hear from experienced teachers, to learn about what it takes to be a teacher. Let them know what types of positions are available—elementary, secondary, college, coaching, counseling, special education, gifted, administration, bi-lingual, library science. Help them see that teaching is a multifaceted and dynamic profession that is accepting of people with different talents and goals.

Don't do it all yourself. Students need to have a sense of ownership—a voice in decision-making, a forum for new ideas. Provide leadership, but teach *them* how to plan and execute activities.

You are the students' link with the teaching profession. If you love your job and show enthusiasm for what you do, they will have positive feelings about teaching and may choose to become a teacher, too.

How to Establish a New Chapter

- Step 1 **Get approval from the school administration.** One of the many benefits FGE enjoys is that the principals' organization, GASSP/GAMSP, is a strong supporter of FGE. Your principal's backing is very important! A supporting principal can make an organization prosper. Keep your principal informed and involved and he/she will most likely be a strong supporter.
- Step 2 **Choose an Advisor.** You are it, I see. Be the best you can be. Be a person who says, "Yes, that's possible" rather than "No, that won't work." If you don't know how, ask! We can put you in touch with experienced advisors who have a wealth of information.
- Step 3 **Affiliate your chapter.** Payment of state dues activates your chapter with the state organization and entitles your chapter to a number of benefits, including discounted registration at state events, such as FGE Days held at colleges across the state. To affiliate your chapter, go to www.pageinc.org/FGE. Select "Chapter Affiliation" from the left navigation menu.
- Step 4 **Explore the FGE website** for ideas. You will find a suggested activities timeline, suggested projects and fundraising ideas.
- Step 5 **Recruit a Steering Committee**, a few core students to help set goals, plan meetings, develop the budgets, and promote membership.
- Step 6 **Draft a Constitution.** When starting, you might want to use the "suggested" Chapter Constitution provided in this Starter Guide. Later you can revise as necessary or write one of your own. A constitution should act as your chapter's road map.
- Step 7 **Set your goals.** What is it that your FGE chapter wants to accomplish? Why is it being formed? Brainstorm with the Steering Committee to decide what the organization wants to be and do. This is the basis of your organization, the reason for its existence.
- Step 8 **Plan a tentative calendar of activities** to meet your goals. When you ask people to join the organization, have some definite projects in mind so that you can tell prospective members about them. (See the sample yearly calendar.)
- Step 9 **Solicit Support** from fellow faculty members, retired teachers' organizations, regional colleges/universities, etc. They can help with ideas, drafting a constitution, encouraging students to join, recommending members, etc. Some chapters have a faculty advisory board that helps to chaperone events, meets regularly to give ideas, and actively recommends students who would be good "educator" prospects.
- Step 10 **Prepare a budget.** You will need to plan ahead to determine how much money your chapter will need and how you will go about earning that money. (See the sample budget provided in this Starter Guide.)

Step 11 **Plan a membership drive.** Here are a few suggestions. A more complete list of ideas is also included.

- Hang the posters provided by the state office when you affiliate.
- Ask teachers for recommendations of students who have expressed an interest in (or seems to be suited for) teaching or coaching.
- Prepare flyers for teachers to hand out to targeted students.
- Issue invitations to those students who have been recommended.
- Advertise in your school newspaper or other school announcements.
- Set up an information table/booth (if appropriate) at lunch or break.
- Utilize social media as appropriate within the guidelines of your school and school system.

Step 12 **Plan a terrific first meeting!** Don't let this meeting just happen. Plan it well ahead of time with the Steering Committee. Have an agenda. This is when you will sell the organization. If it sounds fun, exciting, interesting, organized, and involved, students will want to join. Believe in what you are selling. Make it attractive. Use invitations, door prizes, discounted dues, anything that will attract attention. Make invitees feel needed, wanted, and part of the group.

Ideas to Give Your Chapter “Umph”

Remember, these ideas are for the *chapter*, not just you.
Get your chapter members involved by assigning responsibilities to them.

- Have committees for various activities. Be generous with responsibilities.
- Place notices of meetings and activities on chalkboards in classrooms.
- Provide door prizes such as candy at some of the meetings.
- Have a fellowship period after meetings or ice breakers at the beginning of meetings.
- Hold social events during the year.
- Publicize what you do. Put photos and articles in the local newspaper.
- Provide interesting programs with good speakers, pertinent movies, refreshments.
- Keep new members active.
- Send “We miss you” cards or emails to those not in attendance.
- Make sure everyone is included in the group.
- Hold group “brainstorming” sessions.
- Sponsor an activity for the entire student body.
- Use a point system to encourage active membership and/ or earn privileges.
- Give recognition to members for jobs well done.

Suggestions for Effective Meetings

1. Establish a regular meeting time. As difficult (or impossible?) as it is to find a time that works for everyone, having a reliable schedule allows members to build their schedules around meeting dates. Use a frequency that works for your chapter. Some chapters meet weekly, while others meet monthly and have only their officers meet weekly. Set a schedule that is tailored to the needs of your members.
2. Use an Agenda
This will make the meeting run smoothly, and less time will be wasted. It also assures that everything is considered and nothing is forgotten. Below is a standard “order of business” from which you can write your agenda.
 - Call to Order
 - Attendance or sign-in sheet
 - Reading and approval of minutes
 - Treasurer’s report (placed on file)
 - Reports of other officers
 - Reports of committees
 - Unfinished business
 - New business
 - Announcements
 - Adjournment
3. Start your meetings on time, even if everyone is not present yet. In this way you will condition them to arrive on time.
4. Follow your agenda. Be sure it is written on the board or that each person has a copy.
5. Have each attendee sign in. Good attendance records are important.
6. Have paper and pencil for each member. They will need a way to make note of important dates and assigned responsibilities. If there is a guest speaker, they should take notes on the presentation.
7. (*Optional, but recommended*) Use parliamentary procedure ([click here for a simple guide](#)).

Capturing Good Meeting Minutes

Minutes typically have the following content:

1. Kind of meeting (regular, special, called, etc.)
2. Name of assembly
3. Date, time and place of meeting
4. Fact of presence of president and secretary, or substitutes, and quorum
5. Minutes read, and statement of amendment, and/or approval
6. All main motions and disposition of them (also, points of order or appeal)*
7. Time of adjournment and name of recorder
8. Signature of Secretary — word “Approved” and the date of approval should be noted on bottom of minutes by secretary

*The name of a person who makes a motion may be entered, but the name of the person who seconds the motion need not be recorded.

It is helpful to remember that minutes are a record of what was “done,” not what was said. Minutes should be placed in a permanent record book. A new book or a division should be used for each club year.

Sample Minutes of a FGE Meeting

The [*regular, special, called*] meeting of the [*name of school*] Future Georgia Educators organization met on [*date*], at [*time*] at [*location*]. The meeting was called to order by the President, [*name of president*]. There were [#] members present and [#] absent. The secretary, [*name of secretary*], called the roll and read the minutes of the previous meeting. They stood approved as read/or as corrected. The treasurer, [*name of treasurer*], reported a balance of \$____. The report was placed on file.

The projects committee chairman, [*name of chairman*], read the report of the committee. It was moved by _____ and seconded that the _____ FGE organization sponsor a Club Fair on September 15, 2017. Motion carried. The President appointed _____ to chair the committee for refreshments for this event. It was moved and seconded that the FGE chapter donate \$25.00 to the United Way. Motion carried.

The meeting was adjourned at 4:05 p.m.

Submitted by _____.

Sample Budget

BUDGET FOR HAVEALOT HIGH SCHOOL FGE:

Projected Income:

Member Dues	190.00
Candy Sales	250.00
Halloween Dance	400.00
Battle of the Bells Fundraiser.....	500.00

TOTAL.....1340.00

Anticipated Expenses:

State Dues	30.00
FGE Day	200.00
Teacher Appreciation.....	175.00
Spirit Days	100.00
Awards Banquet.....	175.00
FGE Scholarship	500.00
Miscellaneous	160.00

TOTAL.....1340.00

Sample Treasurer's Report

January 7, 2019

Balance as of December 10, 2018.....\$496.00

Income:

Receipts from candy sales163.00

TOTAL.....163.00

Disbursements:

Thank-you gift for guest speaker16.96

Flowers for Mrs. Wright.....15.72

Registration for FGE Day216.00

Teacher Appreciation apples.....12.64

TOTAL..... 261.32

Current Balance

(January 7, 2019)\$397.68

Sample Monthly Schedule

You will find a sample monthly schedule on the FGE website: www.pageinc.org/FGE.

State Competitions

A variety of competitions are held at each FGE Day. Refer to the competition information on the FGE website (www.pageinc.org/fgeday) and emails sent to advisors of affiliated chapters for details.

Project Ideas

A list of suggested activities and fundraising ideas can be found on the FGE website (www.pageinc.org/fge), as well as the ideas below. If you have suggestions, please feel free to send them to us at FGE@pageinc.org.

Many FGE chapters are interested in aligning their activities with the Standards in the Teaching as a Profession (TAP) Pathway. The following are simply some suggestions for activities or projects aligned with the 12 Standards of Examining the Teaching Profession. Use these as a starting point for brainstorming your own ideas with your chapter.

Standard	Projects or Activities
Standard 1 Demonstrate employability skills required by business and industry.	<ul style="list-style-type: none">• Hold mock interviews• Host a resume-writing clinic
Standard 2 Examine how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects, and competitive events.	<ul style="list-style-type: none">• Plan to attend an FGE Day at participate in the competitions• Hold local level competitions to earn the right to compete at FGE Day• Design and participate in a local community service project that relates to education, such as a literacy project (book drive, tutoring, volunteering at local library, etc.).
Standard 3 Analyze career paths in the field of education.	<ul style="list-style-type: none">• Have chapter members research and report on various types of careers in education other than classroom teaching. Encourage creativity in reporting—record an interview, create a video or photo montage, etc.• Schedule a Twitter session with an individual with an unusual career in education.• Invite the local school superintendent to speak to your group about his/her own career path.• Invite a representative from a local college of education to speak about various opportunities available with an education degree.
Standard 4 Evaluate the historical perspective and purpose of U.S. public education.	<ul style="list-style-type: none">• Hold a debate: should education be publicly funded? Use history of U.S. public education to formulate opinions on each side.• Have chapter members create a “reverse” public service campaign to argue why “We Don’t Need No Education” to make the point about the purpose of public education.
Standard 5 Summarize the professional practices and standards related to working in the field of education.	<ul style="list-style-type: none">• Invite a PAGE representative to speak about professionalism and ethics. (Click here to locate your local PAGE Membership Services Representative.)• Research news articles about teachers who have allegedly violated the Code of Ethics and hold mock PSC hearings to determine his/her fate.

<p>Standard 6 Examine and apply technologies that are integrated in effective teaching methods.</p>	<ul style="list-style-type: none"> • Conduct a survey of how technology is used in your own school building. Have FGE members report out and vote on the most innovative use of technology. • Challenge FGE members to take a learning objective from their own coursework in any subject and design a lesson plan around it using technology. If appropriate, encourage their teacher to allow them to teach the lesson and report back to the chapter on its effectiveness.
<p>Standard 7 Construct and evaluate effective learning environments.</p>	<ul style="list-style-type: none"> • Conduct an Internet search on “creating an effective learning environment in the classroom.” There are endless websites offering tips and strategies. Have students synthesize these lists and agree on 7 to 10 common strategies. • Have FGE members visit a number of classrooms and identify which of these strategies they observe. If personal visits are not possible, have them make a similar list of strategies being used in the classes they are being taught.
<p>Standard 8 Create instructional opportunities adapted to language and multicultural diverse learners.</p>	<ul style="list-style-type: none"> • Watch videos “Supporting Cultural and Linguistic Diversity in Early Childhood” on YouTube at https://www.youtube.com/watch?v=XWg-ZrV3wPk (5 min) and “Culturally Responsive Teaching and Learning” at https://www.youtube.com/watch?v=uOncGZWxDc (9 min). Discuss how the strategies presented help to address the needs of diverse students.
<p>Standard 9 Analyze procedures and strategies to provide differentiated learning opportunities for all students.</p>	<ul style="list-style-type: none"> • Research differentiated instruction strategies on the internet. Working in small groups, each group should select a performance objective from www.georgiastandards.org and brainstorm strategies to differentiate instruction for that standard. Present your strategies to the entire group and get feedback.
<p>Standard 10 Explain the rationale and process for instructional planning.</p>	<ul style="list-style-type: none"> • Begin by having the group list reasons for benefits of lesson planning. Then search the internet for articles on “why lesson planning is important”. How many benefits are you able to find that weren’t in your original list? • The Schlecty Center is an organization that works with schools to transform the learning process. One of their core beliefs is that “...teachers should see themselves as designers of work and leaders of students in the conduct of that work more than as instructors and primary sources of information for students. “ To prepare students for the following activity, use the focus group questions to facilitate a discussion on what engaging work looks like: http://s3.amazonaws.com/www.schlechtycenter.org/tools/prod/8798/original/Questions_f_or_Student_Focus_Groups.pdf?1351799947. Then take a look at the Schlecty template for designing engaging work for students at http://s3.amazonaws.com/www.schlechtycenter.org/tools/prod/6990/original/Student_Design_Template_Revised_August_2014.pdf?1410264699. As a group, take a standard that most, if not all, of the group has learned in class and using the template, brainstorm how a teacher could design engaging work to teach students that standard. This is a source of rich discussion!
<p>Standard 11 Analyze the role of assessment as part of the learning process and the teaching process.</p>	<ul style="list-style-type: none"> • Discuss the difference between 'testing' and 'assessment'. Have students keep a log of informal assessments that observe their own teachers conducting and note whether they were able to observe how those assessments impacted decisions the teacher subsequently made regarding instruction. • Why is it important that teachers consider assessment before they begin planning lessons or projects?
<p>Standard 12 Identify practices to promote active parental / community involvement in the school setting.</p>	<ul style="list-style-type: none"> • Chapter members can volunteer to help entertain younger siblings during Open House or PTA meetings. Working with small groups of children, read them a book, put together puzzles, color sheets, sing songs, etc. • Identify some of the obstacles of parents being more involved. What can schools and teachers do to help parents overcome those obstacles? Is there just one way for a parent to be involved in school, or are there different methods that schools could encourage based on a parent’s needs and circumstances?

Other Types of Projects

General Projects

1. Submit articles to the school newspaper and/or local newspaper(s) about your chapter's activities
2. Sponsor a scholarship for a senior
3. Visit college campuses, specifically colleges of education
4. Visit a school board meetings
5. Invite a guest speaker from PAGE ([Click here](#) to request a speaker)
6. Invite an exchange student as a speaker to discuss how education may differ in his/her home country
7. Tutor adults in a literacy program (contact local technical college for info)
8. Tour a local business/company and discuss what skills they look for in new hires (i.e., what they should be taught in school)
9. Speak to elementary school or junior high school students about why education is important
10. Interview school personnel about their career path, pros and cons of their work, etc.

Teacher/Faculty Appreciation

1. Sponsor Teachers' Night Out – offer babysitting services for teachers
2. Honor Teachers on Valentines Day
3. Apples or other treats in faculty mailboxes (These can be clever: a mint with "You're worth a mint," a Payday candy bar "Here's an extra payday for you! etc.)
4. Have a valet for a day (FGE member is a valet for a teacher)
5. Teacher Talent Show
6. Honor retiring teachers
7. Send "Welcome Back to School" cards to teachers
8. Help new teachers set up classroom
9. Help teachers on work days
10. Provide homemade goodies in teachers' lounge
11. Serve a full meal at lunch with delivery to room
12. Sponsor a teacher appreciation week that encourages everyone in the building to express appreciation for teachers
13. Teacher of the Month Spotlight – interview teachers and display info on bulletin board or share in morning announcements
14. Breakfast—luncheon—banquet
15. Secret pals for teachers
16. Thank you notes ("just because")
17. Gifts—balloons, apples, carnations, pencils, pads of paper
18. Honor teachers on their birthdays

Tutorial/Classroom Participation

1. Shadow a teacher for a day
2. Teach a class
3. Help substitute teachers
4. Work as teacher aides
5. Tutor students before school
6. Help with Bulletin Boards
7. Visit elementary school and work in classroom
8. Tutor after school for finals
9. Make aids for special education classes
10. Provide encouragement for SAT, Graduation Test, etc.
11. Hold "Camp Read" for elementary students in high school media center (set up tents and read stories to groups of students)
12. Make posters to motivate students

Community Service

1. Park clean up or Campus clean up
2. Adopt-a-Something: park, highway, kid, senior citizen, area of campus, hallway
3. Walk-a-thon
4. Volunteer at Hospital
5. Auction for Charity
6. Blood Drive
7. Safety Watch on Halloween
8. Easter Egg Hunt
9. Holiday Caroling
10. Senior Citizen Dance
11. Visit Shut-Ins
12. Habitat for Humanity
13. Cut Grass for Senior Citizen
14. Paint Trash Cans
15. Collect for needy: books, clothes, food
16. Help at PTO or Open House (direct traffic, help parents locate classrooms, etc.)
17. Offer to babysit younger siblings during Open House
18. Work at Special Olympics
19. Shop/House Clean/Read for Elderly
20. Visit Children's Hospital
21. Food Baskets

Leadership

1. Discuss leadership qualities
2. Attend leadership workshops
3. Invite guest speakers to speak on leadership
4. Start "Supportive Friend" program
5. Participate in Peer Counseling
6. Help start an FGE Chapter in another school
7. Honor chapter members who display outstanding leadership qualities
8. Hold Parliamentary Procedure Workshop

Fund Raising

Raffle
Kiss A Pig
7 & 8th Grade Dance
Teacher or Student Auction
Mr. Macho Contest
Valet for a Day
Servant Auction
Sell Mums for Homecoming
Concession Stand
Carnival
Val-O-Grams
Spook-O-Gram
Spaghetti Supper
Recycling
Photo booth at dance or carnival
White elephant sale

Sell spirit Items
Sell school supplies
Pie in the face
Hold babysitting night for faculty (for donations)
Jog-a-thon
Best legs contest (photos of contestants' legs; vote with coins in jars)
Best hands contest (same as above)
Live talent show (not to be confused with the previous contests)
Sell: Christmas trees
...fruit
...t-shirts
...cards
...bumper stickers

Suggested Chapter Constitution

The following sample constitution is very general and should be tailored to suit your chapter's needs.

Article I Name

The name of this Future Georgia Educators chapter shall be:

Name of Chapter

Name of School

City

State

Article II Purposes

Section 1. To learn about the teaching profession, its opportunities, responsibilities, and its important role in our democracy.

Section 2. To explore our own interests and abilities in relation to the various fields of teaching.

Section 3. To cultivate the qualities of personality, character, and leadership which are essential in good teachers.

Section 4. To learn how and where teachers receive their training, the cost, scholarships available, number of years required, certification requirements, and standards.

Section 5. To study the lives and the influence of great teachers.

Article III Affiliation

Section 1. This FGE chapter shall be chartered by the Professional Association of Georgia Educators (PAGE).

Section 2. This charter shall be in effect as long as state affiliation fees are kept current.

Article IV.
Officers and duties

Section 1. The president shall preside over meetings and see that the work of the chapter goes forward.

Section 2. The vice president shall assist the president and act in his absence. He shall serve as chairperson of the program committee.

Section 3. The secretary shall keep an accurate list of members and a record of their attendance at meetings and shall record the activities of the chapter, including the minutes of business meetings. He shall carry on all chapter correspondence.

Section 4. The financial secretary shall collect dues and send the annual fees to the FGE State Office.

Section 5. The historian shall keep the history of the chapter and the scrapbook.

Section 6. The parliamentarian shall foster the chapter and the scrapbook.

Section 7. The faculty advisor shall advise the chapter in all its activities and relations.

Article V.
Qualifications and duties of advisors and advisers

Section 1. The advisor shall be the principal or an assistant principal appointed by the principal.

Section 2. The advisor shall be a teacher approved by the principal and/or superintendent.

Article VI.
Membership

Section 1. Membership is open to any student in grades ____ to ____ who is interested in exploring teaching as a career and who has the high qualities of character, personality, scholarship, and leadership essential to a good teacher.

Section 2. Two consecutive unexcused absences from regularly scheduled meetings may cause loss of membership.

Section 3. The scholastic and citizenship standing of each member shall be reviewed twice annually. Below average grades may result in placing the member on probation or cause loss of membership.

Article VII.

Membership dues

State affiliation fee will be set by the state FGE office (PAGE). Local dues for each school year will be set by a vote of the general membership at the August meeting.

Article VIII

Meetings

The chapter shall meet at (stated times)

Article IX

Elections

Officers shall be elected by ballot annually.

Article X

Quorum

A majority of the members shall constitute a quorum.

Article XI

Committees

Section 1. The president and advisor shall be ex officio members of every committee.

Section 2. Committees shall include program, social, publicity, membership, finance, and service.

Section 3. The vice president shall be chairperson of the program committee.

Section 4. Chairpersons of other committees shall be appointed by the president with approval of the advisor and principal.

Article XII

Amendments

This constitution may be amended by a two-thirds vote at any regular meeting, provided notice in writing of the proposed amendment shall have been filed with the secretary and presented at the monthly meeting preceding the one at which it is to be voted on.

Project Planning Process

Identify Purpose and Project

- What are we trying to accomplish?
- Brainstorm ideas—What are ways we can accomplish this? (Remember that in the brainstorming process *all ideas* are recorded, despite how implausible they seem at the moment. Each idea will be evaluated in the next step.)
- Evaluate the ideas—Which ones will effectively accomplish our goal? Which ones are “doable”? etc.
- Narrow to one workable idea. Take a vote if necessary.

Form a Plan

- Plan how to achieve the goal
- Decide who, what, why, when, where and how
- The most successful projects to leave nothing to chance and make no assumptions. When planning projects for your chapter, use the simple chart below or something similar to outline each step that needs to be taken, who will take that step, and when it should be done. This also helps to build responsibility among members and avoid overloading the advisor or officers.

Project Name:		
Action	Who	Due Date

Track Your Progress

- The project chair or president should regularly check in with those who are responsible to take certain actions to see that they are meeting deadlines. Don't just “assume” the work is getting done. If someone falls behind, try to discover obstacles or offer the assistance of other chapter members.

Follow Up

- Evaluate the project—Did it accomplish our goal? Was it fun/engaging? Are there ways to improve it?
- Thank people involved
- Recognize participants