



# Chapter Checklist

## Superior Chapter Application

Use this checklist as a guide for chapter activities  
Detailed information is provided in the Student Chapter Manual  
Completion of this checklist + 10 new members\*\*, meets the requirements for Superior Chapter Designation

### How Can I Join?

[Click here](#) for the membership application

Honor society eligibility must be verified by your chapter's faculty advisor or other responsible party. Once your eligibility has been verified, he/she will issue you an Honor Society Eligibility Code to apply on-line. If you are not sure of who is the advisor for your chapter, [click here](#) to search for your chapter's info.

### August

- Hold the first meeting with new officers and Faculty Advisor (see the Student Chapter Manual for details)
- Complete the FMA [Chapter Information Sheet](#)
- Contact FMA International for organizational and promotional materials
- Form a committee for the Monthly Chapter Newsletter
- Start contacting potential speakers (minimum of 8 speakers per academic year)
- Schedule the next meeting – Orientation Meeting (described in detail in the Student Chapter Manual)
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### September

- Promote your chapter – distribute FMA brochures and flyers, visit finance classes, etc.
- Hold the Orientation Meeting (include faculty advisor, chapter officers, and alumni members as speakers)
- Have students submit membership applications and dues online at the FMA website, [www.fma.org](http://www.fma.org)
- Keep members informed of FMA International upcoming events such as on-line conferences (check the student chapter website for current information)
- Start plans for member attendance to the FMA Annual Meeting and/or FMA Finance Leaders' Conference
- Plan a field trip to a financial institution/corporation
- Contact potential speakers and set up dates (publish event in upcoming newsletter)
- Form a website committee
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### October

- Attend the FMA ANNUAL MEETING (<http://www.fma.org/future-conferences>)
- Look for the *FMA E-Newsletter* to be published and distributed via email
- Continue collecting and/or processing membership applications online
- \_\_\_\_\_

### November

- Collect resumes from members for a Chapter Resume book
- Distribute the Chapter Resume book to corporations/speakers
- Hold a fundraiser
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### December

- Hold a formal induction ceremony for new NHS members (banquet)
- Collect press releases from fall activities
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### January

- Submit a new FMA Chapter Information Sheet (if changes have been made from the fall semester)
- Keep members informed of FMA International upcoming events such as conferences (check the website for current information)
- Promote your chapter – distribute brochures and flyers for any new potential members, visit finance classes, etc.
- Continue collecting and/or processing membership applications online
- Make plans for member attendance at the Finance Leaders' Conference
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### February

- Submit registrations for the FMA Finance Leaders' Conference
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### March

- Look for the *FMA E-Newsletter* to be published and distributed via email
- Attend the FMA FINANCE LEADERS' CONFERENCE
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### April

- Plan a second field trip to a financial institution/corporation
- Collect resumes from new members for the Chapter Resume book and distribute
- Elect the Outstanding Financial Executive and Professional Honor Society recipient(s)
- Elect your chapter's FMA Collegiate Fellow recipient(s) for the academic year
- Remind NHS members about the option to purchase NHS sashes for graduation
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### May

- Elect new Chapter Officers for the upcoming academic year – submit a new FMA Chapter Information Sheet
- Hold a formal induction ceremony for new NHS members (banquet)
- Collect press releases from spring semester
- Gather all required information and prepare a report for the Superior Chapter Designation
- Remind officers to pass along information and procedures to new officers for guidance in running the chapter next year
- Inform graduating seniors that they can renew their FMA membership as a professional (complimentary\*)
- \_\_\_\_\_

\*Must provide FMA with updated contact information.

\*\*All applications must be in by the superior application deadline. (Small schools with severe hardships are encouraged to contact FMA.)

**\*\*FMA accepts membership applications all year\*\***