



Middle School DECA

Meeting Checklist

Sample *Meeting Checklist* to get prepared for each Middle School DECA meeting.

- **Attendance form – Check-in sheet**
- **Copies of:**
 - **Practice Role Play**
 - **Practice quiz**
 - **Information for upcoming meetings/events**
 - **Tip for Success**
- **Student DECA folders (to store weekly information)**
- **Ice breaker game/activity**
- **Index cards or paper cut in half (to use during role plays)**
- **Pencils**
- **Guessing jar of Skittles or other candy**
- **Prizes (candy bars or other candy)**
- **Snack & drinks**
- **Cups & napkins**