HOSA Chapter Timeline

**August/September**
- ✓ Invite State Advisor to visit you and your students [www.hosa.org/associations](http://www.hosa.org/associations)
- ✓ Introduce HOSA to students as their first professional organization
- ✓ Show membership video [http://www.hosa.org/video](http://www.hosa.org/video)
- ✓ Do Advisor Scavenger Hunt
- ✓ “Like” HOSA Facebook, “Follow” HOSA Twitter and Instagram
- ✓ Organize 1st HOSA meeting
- ✓ Collect membership dues
- ✓ Affiliate students (and yourself) as HOSA members [www.hosa.org/affiliation](http://www.hosa.org/affiliation)
- ✓ Elect and install local officers
- ✓ Start developing your Local Chapter Program of Work

**October**
- ✓ Conduct 2nd HOSA meeting
- ✓ Student HOSA Hunt
- ✓ Finalize Program of Work
- ✓ Register for State/District Fall Leadership Conference (FLC) [http://www.hosa.org/stateconferences](http://www.hosa.org/stateconferences)
- ✓ Pay FLC registration fees
- ✓ Make FLC travel arrangements-bus, hotel, etc.

**November**
- ✓ Conduct 3rd HOSA meeting
- ✓ Plan HOSA Week Activities
- ✓ Have State/District Fall Leadership Conference discussions
- ✓ Introduce competitive events and community service
December
✓ Conduct 4th HOSA meeting
✓ Competitive event sign ups in the classroom
✓ Show competitive event examples
✓ Stay current with emails from State Advisor

January
✓ Conduct 5th HOSA meeting
✓ Affiliate new students as HOSA members
✓ Review emails from State Advisor and/or National HOSA
✓ Encourage practice/study for competitive events
✓ Begin confirming State Leadership Conference (SLC) attendees and competitive events
  http://www.hosa.org/stateconferences

February
✓ Conduct 6th HOSA meeting
✓ Register for SLC (follow on your state conference deadlines and policies)
✓ Make SLC travel arrangements-bus, hotel, food, etc. (depends on state conference deadlines)
✓ Hold parent meeting about SLC details (depends on state conference deadlines)
✓ Verify Code of Conduct and Medical Liability Release forms for ALL conference attendees including yourself, parents, bus drivers, etc. (depends on state conference deadlines)
✓ More practice/study for competitive events
✓ Support preparation for any state officer candidates
✓ Encourage HOSA members to apply for state and national scholarships and/or internships
  http://www.hosa.org/scholarships

March/April
✓ Conduct 7th and 8th HOSA meeting
✓ PRACTICE, PRACTICE, PRACTICE; it’s SLC Time!!
✓ Publicize results from SLC on school intercom, website and local media outlets
✓ Begin International Leadership Conference (ILC) discussions and getting confirmations

May/June
✓ Conduct 9th HOSA meeting
✓ Assist in organization ILC Financial Leadership Activities
✓ Meet NLC registration deadline
✓ Pay ILC fees
✓ ILC Time!