

**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>
* Do Advisor Scavenger Hunt
* “Like” National HOSA Facebook, “Follow” National 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>
* 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!