



HOSA Chapter Timeline

August/September

- ✓ Invite State Advisor to visit you and your students 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” 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
- ✓ 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!