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**July**

[ ]  Advisor Training

[ ]  New local officer training and year planning.

**August**

[ ]  Member recruitment *(collect dues)*

[ ]  Officer meeting *(Year 2+)*

[ ]  Program of Work planning: Yearly calendar planning.

*(If not completed over the summer.)*

[ ]  Kick-off event

**September**

[ ]  1st chapter meeting

[ ]  Officer elections *(If not completed at end of previous school year).*

[ ]  Fall Leadership

* + Typically, 3rd week of September
	+ East & West conference *(only need to attend one).*

**October**

[ ]  Submit membership first week of October.

[ ]  2nd chapter meeting

* + Guest Speaker – Professional Development

[ ]  Community service

[ ]  Mid-America Conference *(Midwest Officer training event)*

[ ]  Fall fundraiser.

**November**

[ ]  3rd chapter meeting

* + SkillsUSA State Leadership Conference (SLC) Event Planning.
	+ Complete step one of Chapter Excellence application.

[ ]  Fall fundraiser.

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**December**

[ ]  East Middle School Conference

[ ]  4th chapter meeting

* + Finalize SLC contest competitors.

[ ]  Holiday social

[ ]  Work on Chapter Excellence application.

**January**

[ ]  5th chapter meeting

* + SkillsUSA Week planning *(1st week of Feb.)*
	+ Verify SLC competitors are getting coaching and are practicing.

[ ]  Submit any remaining membership.

[ ]  Encourage chapter officers to run for state office.

[ ]  Work on Chapter Excellence application.

[ ]  Begin registration for SLC early January.

**February**

[ ]  SkillsUSA week!

[ ]  6th chapter meeting

[ ]  SLC registration due February 26! NO LATE REGISTRATIONS!

* + Encourage chapter officers to run for state office.
	+ Complete Chapter Excellence program application.

**March**

[ ]  West Middle School Conference

[ ]  7th chapter meeting

* + Check SLC competitors’ preparation and questions.
	+ Review SkillsUSA Official Dress & Contest Dress.
	+ Provide final information for SLC.

[ ]  Spring Fundraiser

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**April**

[ ]  SkillsUSA State Leadership Conference (SLC)

[ ]  Local officer elections following SLC.

**May**

[ ]  State officer leadership academy for newly elected State Officers.

[ ]  New elected officer meeting to decide office.

[ ]  Plan for officer training and year planning during the summer months.

**June**

[ ]  SkillsUSA National Leadership & Skills Conference (NLSC)

* Typically on last full week of June.