

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.

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

SkillsUSA Checklist

"Program of Work"



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.