

### Master Checklist

*The following checklist is a suggestion of major activities and events for your chapter to be involved with this year.*

- ☐ Obtain Chapter Charter Information
- ☐ Organize First Chapter Meeting for the School Year
- ☐ Submit Advisor Participation Form to unlock the Affiliation System for your chapter
- ☐ Set Up Regular Chapter Meeting Times
- ☐ Read the Fall Leadership Rally Conference Guide for information on promoting, deadlines, registering for and attending the Fall Leadership Rally
- ☐ Read the Fall Leadership Conference Guide for information on promoting, deadlines, registering for and attending the Fall Leadership Conference
- ☐ Read the State Qualification Testing Conference Guide for information on promoting, deadlines, registering for and participating in State Qualification Testing
- ☐ Read the State Leadership Conference Guide for information on promoting, deadlines, registering for and attending the State Leadership Conference
- ☐ Elect Chapter Officers
- ☐ Hold End-of-the-Year Banquet for Chapter and Install New Officers
- ☐ Read the International Leadership Conference Guide for information on promoting, deadlines, registering for and attending the International Leadership Conference
- ☐ Read the Advisor Success Day Conference Guide for information on promoting, deadlines, registering for and attending Advisor Success Day
- ☐ Read the Officer JumpStart Conference Guide for information on promoting, deadlines, registering for and attending Officer JumpStart
- ☐ Attend Officer JumpStart with Chapter Officers to Create Program of Work