

Appendix II: Sample Chapter Calendar

# September

* Chapter kick-off meeting / party
* Host membership drive
* Recruit members
* Elect local chapter officers (if not completed in the Spring)
* Formulate Program of Work
* Register members with National BPA
* Pay membership invoice

# October

* Hold chapter meeting
* Introduce Torch Awards Program
* Introduce WSAP Competitive Events
* Attend Fall Leadership Conference
* Start Student / Advisor Certification Series

# November

* Hold chapter meeting
* Introduce BPA Cares Program
* Plan fundraising activities
* Select WSAP Competitive Events
* Start BPA LEADS: Fall Leadership Academy

# December

* Hold chapter meeting
* Host toy drive for local community
* Prepare for Regional Conference

# January

* Hold chapter meeting
* Attend Regional Leadership Conference
* Continue fundraising efforts
* Continue Torch Awards Program

# February

* Hold chapter meeting
* BPA Week (2nd full week)
* Submit final members & pay membership dues by **2/15**
* Prepare for State Leadership Conference
* Submit State Torch Award résumés
* Focus on BPA Cares Program

# March

* Hold chapter meeting
* Attend State Leadership Conference
* Register for NLC – deadline is **4/1**
* Apply for Quality Chapter Distinction
* Apply for NLC Internships
* Submit Ambassador Torch Award résumés
* Submit National BPA Cares applications
* Apply for scholarships

# April

* NLC Registration Deadline is **4/1**
* Hold chapter meeting
* Accept applications and elect local officers for next membership year
* Apply for NLC Internships
* Prepare to compete at NLC
* Host BPA Awards Banquet

# May

* Attend NLC
* Hold final chapter meeting / party
* Recognize chapter and member achievements

To download a Microsoft Word or PDF version visit: members.bpa.org

**Chapter Handbook Appendix II**