



National Chapter Award Timeline Guide

Teachers should use the [Program of Activities Resource Guide](#) to help chapter officers plan the chapter's activities.

Select your application's dates: (ex: Jan. 1 - Dec. 31 or July 1 - June 30)	Task	Person(s) Responsible	Deadline
June/July: Chapter POA meeting or officer retreat	Chapter officers use the National Chapter POA resources to determine chapter activities and set dates on the chapter calendar. Be sure to brainstorm activities for each quality standard in the application. See examples of past activities in the National Chapter Awards Recognition Guides .	Chapter Officers	Aug. 1
During officer retreat/POA meeting	1) The chapter and/or officers will need to determine committees. *See page 3 in the Program of Activities Resource Guide for suggested committee structures. 2) Using Form 1 – Chapter POA Planning Sheet, create at least one activity for each quality standard.	Chapter Officers	Aug. 1
After the officer retreat/POA meeting	Using the activities the committees recommended, the chapter officer should select the best 15 activities to complete. A chapter can do more than 15, but 15 activities are required for Form 1 of the National Chapter application. Using Form 1 – Summary , the officers can quickly summarize the 15 activities the chapter will focus on.	Chapter Officers/Committee Chairs	Aug. 1



Start National Chapter application	Once 15 activities have been selected, the officer team can start the chapter's Form 1 of the National Chapter application.	Chapter Officers/Committee Chairs	Oct. 1
Before each activity	Committee chairs and co-chairs should use the Chapter Activity Planning Sheet to plan the chapter's activities properly.	Committee Chair and Committee	At least one chapter meeting before the activity
Activity planning meeting	The committee chair and committee should complete the Chapter Committee Meeting Report at the end of each committee planning meeting. This helps keep the committee accountable and prepares the committee chair for sharing committee reports during the chapter meetings.	Committee Chair and Committee	During/after each committee planning meeting
During activity/event	Appoint one member or officer to take quality action shots during the activity. Appoint one or two members or officers to collect quantitative and qualitative data.	Committee	During each activity or event
After each activity	The committee chair should use the Chapter Final Report to review the complete activity thoroughly. Each committee chair is responsible for completing the final report, sharing it at the regularly scheduled chapter meeting and giving it to the chapter secretary.	Committee Chair	One to two days following the activity
January/February	Begin the chapter's National Chapter application. Using the committee's chapter activity planning sheet, committee meeting report, and the final report, chapter officers and committee chairs should complete the writing of the National Chapter Award application Form 2.	Chapter Officers/Committee Chairs	Check your state deadlines
March	Do a final edit and acquire e-signatures. Ask an English teacher to grade your application. Use the National Chapter Award Application Rubric .	Chapter Officers/Committee Chairs	Check your state deadlines

