Sample Calendar

This sample calendar provides a general guide for planning TSA chapter activities throughout the school year, beginning with your first chapter meeting and continuing through the national TSA conference in June. The activities noted are examples only and may differ by state. Advisors should regularly check both the national and state TSA websites, as well as view all official communications for accurate information about deadlines, conferences, events, and requirements.

FALL

Chapter Activities

- Promote TSA and recruit members
- Affiliate your chapter
- Access and use the Chapter Advisor Site (of the TSA Membership System) for resources such as the TSA Competitive Events Guide and chapter promotion ideas
- Check your state delegation TSA website, making note of important state event dates
- Elect chapter officers
- Organize chapter committees (social, promotion, etc.)
- Ensure that members create a Student Member Site account (which allows access to the TSA Competitive Events Guide and other resources)

Competitive Events

- Introduce and familiarize members with competitive events
- Explore and firm up member competition interests and team formation
- Have members begin working on chosen competitive events

Engagement and Leadership

- Hold the first official chapter meeting of the school year
- Encourage participation in the TSA Achievement Program, Pathways to Excellence
- Discuss community service opportunities, including ways to be involved with the American Red Cross (the TSA national service project partner)
- Consider options (and plan to) celebrate National TSA Week (October 5-9)
- Plan and host a fall social or fundraising event

WINTER

Chapter Activities

- Review progress and plans of committees
- Make plans/arrangements to attend a regional TSA conference if offered in your area

Competitive Events

- Review member competition progress, and provide feedback as needed
- Have knowledge of/follow guidelines for participation at your state TSA conference
- Encourage members to practice competition interviews, presentations, and testing skills

Engagement and Leadership

- Assess/provide guidance to members regarding activities of the TSA Achievement Program, Pathways to Excellence
- Re-engage members/hold a chapter meeting after winter break
- Conduct chapter officer/committee chair check-ins
- Finalize plans for chapter participation in service project(s) – American Red Cross or local community oriented

SPRING

Chapter Activities

- Attend a regional TSA conference if offered in your area
- Attend the state TSA conference

Competitive Events

- Continue refinement of competition preparation/entries for regional/state/national conferences
- Ensure member knowledge of all national TSA conference competition requirements

Engagement and Leadership

- Host award celebrations or end-of-year social events
- Celebrate graduating seniors and chapter accomplishments

National Conference

- Register for national TSA conference
- Submit online competitions
- Share national TSA conference travel information with members and families
- Complete national TSA conference chapter registration and hotel reservations; gather attendee permissions and prepare travel itineraries
- Hold a parent meeting for national conference qualifiers/attendees

JUNE

(National TSA Conference preparation)

Chapter Activities

- Finalize national TSA conference travel plans
- Confirm conference registrations, permissions, and itineraries
- Communicate conference expectations and schedules with members and families

Competitive Events

- Complete preparation/oversight of national qualifiers for competition
- Review with members all competition requirements, including dress code, presentation and interview expectations, and event procedures

Engagement and Leadership

- Celebrate students representing your chapter at the national TSA conference
- Encourage networking, leadership growth, and chapter pride at the conference