



2016 Chapter Management Institute Holiday Inn Orange Beach Oct. 8th-11th

Sunday Oct. 9th

2:00 pm	Set-up Registration
4:00 pm	Hotel Check-in /Registration Opens
5:00 pm	Reception (Light Snacks)
6:00 pm	Opening Session
.	Welcome
.	Conference Overview
.	SkillsUSA Framework
.	Membership Kits
7:00 pm	Chapter Activity Planner
	Program of Work Activity
8:00 pm	Social Activity (Pool side)
9:00 pm	Section Assignments
	* Members Applications
	* Section Rosters
	* Nomination of Officers
	* Program of Work Draft

Monday Oct. 10th

7:00 am	Breakfast
8:00 am	Late Registration Hotel Lobby
9:00 am	Officer Duties
10:00 am	Election of Officers
11:00 am	Lunch
12:00 noon	Conducting a Meeting
2:00 pm	Section Assignments

- Prepare an Agenda
- Minutes of a Meeting
- Community Service Projects
- Fundraising Projects
- News Articles

3:00 pm	Communication Skills
4:30 pm	Opening & Closing Ceremony
6:00 pm	Dinner (on your own)
9:00 pm	Practice for Contests

Tuesday Oct. 11th

7:00 am	Breakfast
8:00 am	Turn in Contest Notebooks
9:00 am	SkillsUSA Contests

- 60 Second Elevator Speech
- Best News Article
- Best Community Service Project
- Best Fundraising Project
- Best Secretary's Book
- Opening & Closing Contest
- Outstanding Chapter
- Best Program of Work

10:30 am	Certificates and Awards
11:00 am	Hotel Check-out
12:00 noon	Depart for Home