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| **Date** | **Action** |
| **Nov. – Dec.** | **Prior to election**Begin coordinating campaign for chapter officer position.* Get elected!
* Assign one person to chapter recruitment (if no recruiter, chapter vice president); contact the TMA-MSS Coordinator and the AMA Outreach Program Coordinator with recruitment contact's name, mailing address, phone number, and e-mail address.
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| **June** | * Begin coordinating Orientation recruitment efforts.
* Fill out [Orientation Information Form](https://form.jotform.com/201635440165145) providing details about the number of incoming first year student and your orientation event. This serves to notify TMA and AMA section coordinators of registration/orientation dates, including number of incoming classmates and date materials are needed (please give four weeks' advance notice). Chapters in the TMA 100% student membership program should work with their school administration to acquire and submit a roster of incoming MS1s to TMA-MSS Coordinator.
* Be sure you’re equipped with TMA and AMA membership kits and flyers before your recruitment event. Request member benefits collateral from the TMA-MSS Coordinator and the AMA Outreach Program Coordinator that can be distributed at each recruitment event. Include collateral tailored to your own chapter listing local events, activities, and opportunities for involvement.
* Draft recruitment letter/flyer to send to incoming MSIs. Be sure to include the [AMA MSOP join website](https://member.ama-assn.org/join-renew/personal-details) when asking students to join AMA This will ensure you receive incentive payment for your AMA recruitment efforts. Forward the letter/flyer to TMA-MSS Coordinator for approval before distributing.
* TMA-MSS Coordinator finalizes details of orientation activities with student recruiters.
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| **July** | * Forward copy of school roster of incoming MSIs to TMA-MSS Coordinator. (Contact Student Affairs or Registrar's Office to obtain names.)
* Start planning various activities for recruitment in August and September, (see *Project Ideas* in this section of the manual): e.g., brown bag lunches, coffee/bagels, mixer at bar or restaurant, mentor program between students and doctors who belong to CMS, CPR instruction.
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| **Aug.** | **STUDENT ORIENTATIONS**Set up table (may need to be reserved) with following items, to be supplied by TMA:* Membership kits – member benefits flyers
* TMA/AMA incentive gifts
* Poster promoting first chapter meeting
* Pictures from past conferences/events
* Pens

Chapters are responsible for bringing:* Chapter-oriented materials

After orientation, follow up with students and provide them with a reminder of benefits and services. You should also include information on how to [join TMA](https://www.texmed.org/Application/Student/) (if your chapter is not part of the 100% student membership program) and/or the [AMA MSOP join website](https://member.ama-assn.org/join-renew/personal-details).  |
| **Sept.** | * TMA-MSS Coordinator sends each school a list of those who signed up for TMA membership and AMA membership, along with their membership category.
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