



- Sept – May **Contact Barbara Hatch, Program Director** at Barbara@veteransheritage.org or 602-218-4036 x 102. Barbara will discuss the Chapter Application process and will send you our **information packet**. The packet includes the application, FAQ document, program timeline, and program policies.
- April If you are able, attend a **Community Reception & Book Signing** to see culmination of the year-long program, where students honor the participating veterans and present the annual collection of veteran histories published in *Since You Asked*.TM
- By June 1 Schedule an **Engagement Meeting** with our Program Director, your school administrator and the Teacher (s) who are interested in starting a VHP Chapter at their school.
- By June 8 Submit the **Chapter Application**. The application will help you think through different components of program implementations.
- June 30 Applicants will be **notified** of approval status by the end of June.
- By August 15 Submit **Signed Memorandum of Understanding (MOU)**
- August Attend half-day **Chapter Kickoff Training** for Teacher Advisors. You will receive program materials, and meet other teachers and volunteers who can offer support. The training is typically held the third or fourth Saturday in August, and is required so that your Chapter can start on a path toward success.