

		Categories	Who	Notes
MAY '09				
05/01/09	Begin work on Club Activity Report	Local Club		Due 5/31
05/01/09	International Foundation Community Leadership Award due to International Office	Local Club		Odd years only, Due 5/1
05/01/09	Finalize plans for annual meeting and installation of new officers	Local Club		
05/01/09	Incoming President plans meeting of old and new Board of Directors	Local Club		Consider a half-day retreat with old and new Board and Committee Chairs
05/01/09	Send out bills for local, district and international dues	Local Club	Local Treasurer	
05/01/09	Appoint Audit Committee to audit books for past year	Local Club		
05/01/09	Plan to have conference delegates and alternates present a District Conference Report	Local Club		
05/10/09	Report names of new committee chairs and officers to District and International	Local Club		Forms supplied by International
05/10/09	Send new District Board and Consultant information to International on forms supplied by International	Conference	District Secretary	Due 10 days after conference
05/10/09	Mamie L. Bass Award to International	Conference	Awards Coordinator	Due 5/31
05/10/09	Letha H. Brown Award to International	Conference	Awards Coordinator	Due 5/31
05/10/09	Dr. Nina Fay Calhoun Award to International	Conference	Awards Coordinator	Due 5/31
05/13/09	Report proposed bylaw amendments coming from conference to International BRR chair within 15 days of conference	District Board	Governor	
05/15/09	District Service Bulletin Articles Due	DSB		
05/15/09	Letter to presidents not attending conference encouraging attendance at next and consideration of specific budget item to fund conference participation	Conference	District Secretary	
05/15/09	Finalize proposed budget for upcoming club year	Local Club		
05/15/09	Annual reports of outgoing club officers and committee chairs due	Local Club		
05/15/09	Nominations for Eleanor Roosevelt Humanitarian Award due to International Office	Local Club		Odd years only, Due 5/15
05/24/09	Reminder letter to clubs who haven't submitted Club Activity Reports	District Board	Governor-Elect	Due 5/31
05/31/09	District Service Bulletin Mailing	DSB		
05/31/09	Entry for ASTRA Club Service Award due to International office	Local Club		Forms supplied by International
05/31/09	Entry for Distinguished Club Award due to International office	Local Club		Forms supplied by International
05/31/09	Club fiscal year ends	Local Club	Local Treasurer	May vary for some clubs
05/31/09	Club Activity Reports due to Governor-Elect and Altrusa International	Local Club		Reports sent to Gov-Elect. By 6/15 GE sends copies with summary to Board, Communications and Mbrship Dev. Chairs, Int'l Office & Int'l Mbrship Devel. Consultants. Summary published in DSB.
05/31/09	Install new officers	Local Club		
05/31/09	Deadline for submitting new officer and committee chair names to District and International	Local Club		Forms supplied by International
05/31/09	Delegates and Alternates for Convention should be reported to the Int'l Office	Local Club		Odd years only

		Categories	Who	Notes
JUN '09				
06/01/09	Club Fiscal Year Begins	Local Club	Local Treasurer	May vary in some clubs.
06/01/09	Present annual budget to club for approval	Local Club	Local Treasurer	
06/01/09	Schedule all club and board meetings for the coming club year	Local Club		
06/01/09	Deadline to Submit District and International Dues	Local Club	Local Treasurer	Must be received by 6/15
06/01/09	Sign new bank signature cards (President & Treasurer) so checks can be issued	Local Club	Local Treasurer	
06/01/09	Pay International Convention Fee when International dues are paid	Local Club	Local Treasurer	
06/05/09	New District Board Orientation & Planning, Forsyth, GA	District Board Mtg.		
06/06/09	2nd Day New District Board Orientation & Planning-Forsyth, GA	District Board Mtg.		
06/15/09	Treasurer notifies members with unpaid dues and advises of late fees	Local Club	Local Treasurer	
06/15/09	Late fees charged for unpaid dues: \$5 International; 10% for District; 10% for local club	Local Club	Local Treasurer	
06/15/09	District Summary of Club Activity Reports due to International	District Board	Governor-Elect	Summary Article Written for DSB
JUL '09				
07/01/09	Last day to pay membership dues	Local Club	Local Treasurer	\$10 reinstatement fee to International; must be mailed by 7/10
07/01/09	Begin work on club yearbook	Local Club		
07/01/09	Select a literacy project for Make A Difference Day	Local Club		
07/01/09	Send IRS Form 990 if necessary	District Board	District Treasurer	Due 5 months after close of fiscal year if receipts over \$25,000
07/01/09	Start thinking about projects to submit for Mamie L. Bass and Letha H. Brown Literacy Awards	Local Club		
07/01/09	Plan on attending the International Convention	All		
07/03/09	Last day to register for Convention without \$30 late fee	Local Club		
AUG '09				
08/01/09	Encourage members to become a member of Club 21	Local Club		
08/01/09	Start organizing your Make A Difference Day Project	Local Club		
08/06/09	International Convention Begins - Indianapolis, IN			
08/09/09	International Convention Ends - Indianapolis, IN			
08/15/09	Plan an International Convention Report if club had delegate(s) attending	Local Club		
08/15/09	Club Activity Report Summary Article due to DSB Editor	District Board	Governor-Elect	
08/15/09	District Service Bulletin Articles Due	DSB		
08/??/09	Foundation Board Meeting, Georgia	Foundation		
08/31/09	District Service Bulletin Mailing	DSB		
SEP '09				
09/01/09	Consider making a club donation to the International foundation Grant Program in October	Local Club		Review available grants to determine if club should apply for an International Grant. October is Grants Fund Month
09/01/09	Distribute club yearbook	Local Club		Copies to District Governor, District Officer assigned to club, District

		Categories	Who	Notes
				Membership Development Consultant and International Office.
09/08/09	World Literacy Day, this is a great opportunity to debut a new literacy project	Local Club		September is also Literacy month.
09/15/09	Grant applications due to International Foundation	Local Club		Due 9/15
9/00/09	International Day of Peace			
t/b/d/	Mid-Year Board Meeting, Ocala, FL	District Board Mtg.		Meet for dinner
t/b/d/	2nd Day Mid-Year Board Meeting, Ocala, FL			
09/25/09	Conference Proceedings Report to Governor	Conference Committee	District Secretary	May need to coordinate with Secretary from prior administration.
09/30/09	ASTRA club sponsor information form due to International	Local Club		
09/30/09	Notify International if you club sponsors an ASTRA Club	Local Club		
09/25/09	Send your pre-Make a Difference Day Report to International	Local Club		Due by 9/30
Oct '09				
10/01/09	Send IRS Form 990 if necessary	Local Club	Local Treasurer	Due 5 months after close of fiscal year if receipts over \$25,000; may vary for some clubs
10/01/09	Mid-Year Consultant Reports to Secretary	District Consultants		
10/15/09	District Service Bulletin Articles Due	DSB		
10/??/09	United Nations Day	Local Club		
10/24/09	Make A Difference Day	Local Club		4th Saturday of Oct.
10/31/09	District Service Bulletin Electronic Mailing	DSB		
Nov '09				
11/01/09	Letter for Governor signature to club presidents asking for nominating committee candidates	Conference	District Secretary	Only to clubs who didn't have member on last committee. Review all relevant bylaws and policies and include that info in mailing.
11/15/09	Final Report for Make A Difference Day to International Due	Local Club		Due 11/15
DEC '09				
12/01/09	District Award Packets Mailed to Clubs	Conference	Awards Coordinator	
12/01/09	One half International Dues for new members 12/1 - 3/31	Local Club		Full District Dues
12/01/09	District Nominating committee candidate names due from clubs	Conference	Clubs	
JAN '10				
01/01/10	Elect Nominating Committee	Local Club		
01/01/10	Club presidents will receive Awards Folder from International	Local Club		Review for criteria and submissions
01/01/10	BRR requests due from clubs to BRR Chair	Conference	Clubs	
01/01/10	Review ASTRA Club Service Award information with ASTRA Club Officers	Local Club		ASTRA Club Servicer Award entries are due to International by May 31, 2010
01/15/10	District Service Bulletin Articles Due	DSB		
01/20/10	Add an Altrusan Day	Local Club		3rd Wednesday in January
01/31/10	District Award Submission Deadline	Conference	Clubs	
01/31/10	Consider making a contribution to the Foundation's Disaster Relief Fund	Local Club	Clubs	
01/31/10	District Service Bulletin Electronic Mailing & Goernor's Call to	DSB		

		Categories	Who	Notes
	Conference			
FEB '10				
02/01/10	Conference fee invoice sent to club treasurer	Conference	District Treasurer	Make sure letter tells number of members, number of delegates, total fee, and that fee must be paid even if no delegates sent
02/01/10	Request for conference delegate/alternate names sent to club president	Conference	District Treasurer	
02/01/10	Nominating Committee presents slate of candidates to membership	Local Club		
02/15/10	Conference Delegate fee due to District Treasurer	Conference	Clubs	
02/15/10	Elect delegates and alternates for District Conference	Local Club		Number of conference delegates and alternates determined by number of active members recorded as of 1/31; 1 per 20 or portion thereof
02/15/10	Notify, by email if possible, club treasurer and president of any unpaid conference fees	Conference	District Treasurer	Copy to Governor
02/15/10	Close Books for District	District Board	District Treasurer	
02/15/10	Outstanding Club Award Application Due			
MAR '10				
03/01/10	Send names of all members deceased during last year to District Secretary	Local Club		For remembrance at conference
03/01/10	Elect Officers for next club year	Local Club		
03/??/10	Women's Rights Day & World Rights Day			
03/15/10	Conference delegate and alternate names due to District Secretary	Conference	Clubs	
03/15/10	Notify Governor of any club with unpaid dues or fees	Conference	District Treasurer	Must be paid by March 31 or delegates not recognized at conference.
03/15/10	Off-site awards judging completed and names of winners sent to District Awards Coordinator	Conference	Vice Governor	
03/20/10	Financial Data to Audit Committee	District Board	District Treasurer	
03/31/10	List of delegate and alternates, district officers and past governors to Credentials chair	Conference	District Secretary	15 days before conference
03/31/10	Certified list of candidates for Nominating Committee to Elections Chair	Conference	District Secretary	15 days before conference
03/31/10	Annual Consultant Reports to Conference Chair	District Consultants		
03/31/10	Submit names of new officers to District and International	Local Club		Forms supplied by International
APR '10				
04/01/10	Begin work on Club Activity Report	Local Club		Due 5/31
04/01/10	New members pay full dues which covers them through 5/31 of following year	Local Club		4/1-5/31, District & International
04/01/10	Incoming President appoints committee chairs	Local Club		
04/15/10	International sends dues statements to club treasurers	Local Club	Local Treasurer	
04/01/10	Consider sending donation to support the International Foundation's Endowment Fund	Local Club		
04/10/10	Audit Committee Report Due to Governor	Conference	Audit	

		Categories	Who	Notes
			Committee	
04/11/10	Altrusa's Anniversary and Altrusa Awareness Day			Beginning April 11, 1917
04/28/10	Pre-Conference Board Meeting, Ocala, FL	District Board Mtg.		Meet for dinner
04/29/10	Pre-Conference Board Meeting, Ocala, FL	District Board Mtg.		
04/29/10	Pre-Conference Board Meeting, Ocala, FL	Foundation		
04/29/10	Conference Opening Session & Flag Ceremony, Ocala, FL	Conference		
04/30/10	Opening Breakfast, First Business Meeting, Foundation Luncheon, Workshops, Elections and Fun Night	Conference		
04/30/10	List of qualified voters certified by Credentials Chair to Elections Chair 2 hrs prior to start of polling	Conference	District Secretary	
MAY '10				
05/01/10	Awards Breakfast, Second Business Session, Service Projects, Workshops, Governors Reception and Banquet	Conference		
05/01/10	Nominating Committee & Foundation Board Trustee Elections	Conference		
05/02/10	Post-Conference Board Meeting, Ocala, FL	District Board Mtg.		
05/02/10	Post-Conference Foundation Meeting, Ocala, FL	Foundation		
05/01/10	Begin work on Club Activity Report	Local Club		Due 5/31
05/01/10	Appoint Audit Committee to audit books for past year	Local Club		
05/01/10	Send out bills for local, district and international dues	Local Club	Local Treasurer	
05/01/10	Incoming President plans meeting of old and new Board of Directors	Local Club		Consider a half-day retreat with old and new Board and Committee Chairs
05/01/10	Finalize plans for annual meeting and installation of new officers	Local Club		
05/01/10	Plan to have conference delegates and alternates present a District Conference Report	Local Club		
05/10/10	Report names of new committee chairs and officers to District and International	Local Club		Forms supplied by International
05/10/10	Letha H. Brown Award to International	Conference	Awards Coordinator	Due 5/31
05/10/10	Mamie L. Bass Award to International	Conference	Awards Coordinator	Due 5/31
05/10/10	Dr. Nina Fay Calhoun Award to International	Conference	Awards Coordinator	Due 5/31
05/15/10	District Service Bulletin Articles Due	DSB		
05/15/10	Finalize proposed budget for upcoming club year	Local Club		
05/15/10	Letter to presidents not attending conference encouraging attendance at next and consideration of specific budget item to fund conference participation	Conference	District Secretary	
05/15/10	Annual reports of outgoing club officers and committee chairs due	Local Club		
05/15/10	Report proposed bylaw amendments coming from conference to International BRR chair within 15 days of conference.	District Board	Governor	
05/24/10	Reminder letter/email to clubs who haven't submitted Club Activity Reports	District Board	Governor-Elect	Due 5/31
05/31/10	Entry for ASTRA Club Service Award due to International office	Local Club		Forms supplied by International
05/31/10	Entry for Distinguished Club Award due to International office	Local Club		Forms supplied by International
05/31/10	Club fiscal year ends	Local Club	Local Treasurer	May vary for some clubs
05/31/10	Club Activity Reports due to Governor-Elect and Altrusa International	Local Club		Reports sent to Gov-Elect. By 6/15 GE sends

		Categories	Who	Notes
				copies with summary to Board, Communications and Mbrship Dev. Chairs, Int'l Office & Int'l Mbrship Devel. Consultants. Summary published in DSB.
05/31/10	District Service Bulletin Electronic Mailing	DSB		
05/31/10	Install new officers	Local Club		
JUN '10				
06/01/10	Schedule all club and board meetings for the coming club year	Local Club		
06/01/10	Present annual budget to club for approval	Local Club	Local Treasurer	
06/01/10	Club Fiscal Year Begins	Local Club	Local Treasurer	May vary for some clubs
06/01/10	Sign new bank signature cards (President & Treasurer) so checks can be issued	Local Club	Local Treasurer	
06/01/10	Deadline to Submit District and International Dues	Local Club	Local Treasurer	Must be received by 6/15
06/15/10	Treasurer notifies members with unpaid dues and advises of late fees	Local Club	Local Treasurer	
06/15/10	Late fees charged for unpaid dues: \$5 International; 10% for District; 10% for local club	Local Club	Local Treasurer	
06/15/10	Draft of Call for Board of Directors nominations to Governor	District Consultants	Nominating	Review all relevant bylaws and policies and include appropriate information in letter
06/15/10	District Summary of Club Activity Reports due to District and Int'l.	District Board	Governor-Elect	Summary Article written for DSB
JUL '10				
07/01/10	Send IRS Form 990 if necessary	District Board	District Treasurer	Due 5 months after close of fiscal year if receipts over \$25,000; may vary for some clubs
07/01/10	Begin work on club yearbook	Local Club		
07/01/10	Start thinking about projects to submit for Mamie L. Bass and Letha H. Brown Literacy Awards	Local Club		
07/01/10	ASTRA club sponsor information form due to International	Local Club		
07/01/10	Last day to pay membership dues	Local Club	Local Treasurer	\$10 reinstatement fee to International; must be mailed by 7/10
07/01/10	Call for Board of Directors Nominations letter to club presidents	Nominating Committee		
07/01/10	Select a literacy project for Make A Difference Day	Local Club		
AUG '10				
08/01/10	District Service Bulletin Articles Due	DSB		
08/01/10	Club Activity Report Summary Article due to DSB Editor	District Board	Governor-Elect	
08/01/10	Start organizing your Make a Difference Day Project	Local Club		
08/01/10	Encourage members to become a member of Club 21	Local Club		
tbd	Summer/Fall Foundation Meeting			
08/12/10	Board of Director Nomination Forms due to Nominating Committee Chair	Conference	Clubs	
08/15/10	District Service Bulletin Electronic Mailing	DSB		
08/30/10	All Board of Directors nominations materials to Nominating Committee members	District Consultants	Nominating	
SEP '10				

		Categories	Who	Notes
09/01/10	Consider making a club donation to the International Foundation Grant Program	Local Club		Review available grants to determine if club should apply for an International Grant
09/01/10	Distribute club yearbook	Local Club		Copies to District Governor, District Officer assigned to club, District Membership Development Consultant and International Office.
09/08/10	World Literacy Day, this is a great opportunity to introduce a new project	Local Club		September is also Literacy month.
09/15/10	Grant Applications due to International Foundation	Local Club		Due 9/15
09/??/10	Interational Day of Peace			
09/25/10	Conference Proceedings Report to Governor	Conference Committee	District Secretary	
09/25/10	Send your pre-Make a Difference Day Report to International	Local Club		Due by 9/30
09/30/10	ASTRA club sponsor information form due to International	Local Club		
09/30/10	Notify International if you club sponsors an ASTRA Club	Local Club		
Oct '10				
10/01/10	Send IRS Form 990 if necessary	Local Club	Local Treasurer	Due 5 months after close of fiscal year if receipts over \$25,000; may vary for some clubs
10/01/10	Mid-Year Consultant Reports to Secretary	District Consultants		
10/??/10	Mid-Year Board Meeting, NC	District Board Mtg.		
10/??/10	2nd Day Mid-Year Board Meeting, NC	District Board Mtg.		
10/??/10	Nominating Committee Report Presented to Board of Directors	Nominating Comm	Nominating	
10/??/10	Board confirms eligibility of Nominating Committee candidates for office	District Board Mtg.	Governor	Review all relevant bylaws and policies to confirm eligibility
10/15/10	District Service Bulletin Articles Due	DSB		
10/23/10	Make A Difference Day	Local Club		4th Saturday of October
10/??/10	United Nations Day	Local Club		
10/31/10	District Service Bulletin Electronic Mailing	DSB		
Nov '10				
11/15/10	Final Report for Make A Difference Day to International Due	Local Club		Due 11/15
11/15/10	2011-2013 Altrusa Int'l Nominations for Nomination Committee & Foundation Board	International		Forms supplied by International
DEC '10				
12/01/10	District Award Packets Mailed to Clubs	Conference	Awards Coordinator	
12/01/10	One half International Dues for new members 12/1 - 3/31	All		Full District Dues
JAN '11				
01/01/11	BRR requests due from clubs to BRR Chair	Conference	Clubs	
01/01/11	Elect Nominating Committee	Local Club		
01/01/11	Copies of Nomination Forms and Photos to DSB Editor	Nominating Comm		
01/01/11	Club presidents will receive Awards Folder from International	Local Club		
01/01/11	Review ASTRA Club Service Award information with ASTRA Club Officers	Local Club		ASTRA Club Service Award entries are due to International by May 31, 2011

		Categories	Who	Notes
01/15/11	District Service Bulletin Articles Due	DSB		
01/19/11	Add An Altrusan Day	Local Club		3rd Wednesday in January
01/31/11	District Award Submission Deadline	Conference	Clubs	
01/31/11	Consider making a contribution to the Foundation's Disaster Relief Fund	Local Club	Clubs	
01/31/11	District Service Bulletin Electronic Mailing & Governor's Call to Conference	DSB		
FEB '11				
02/01/11	Request for conference delegate/alternate names sent to club president	Conference	District Treasurer	
02/01/11	Advise Treasurer candidates to bring bank resolution and signature cards to post-conference Board meeting	Governor		
02/01/11	Conference fee invoice sent to club treasurer	Conference	District Treasurer	Make sure letter tells number of members, number of delegates, total fee, and that fee must be paid even if no delegates sent.
02/01/11	Invite candidates to pre and post-conference Board meetings	Governor		
02/15/11	Nominating Committee presents slate of candidates to membership	Local Club		
02/15/11	Conference Delegate fee due to District Treasurer	Conference	Clubs	
02/15/11	Elect delegates and alternates for District Conference	Local Club		Number of conference delegates and alternates determined by number of active members recorded as of 1/31; 1 per 20 or portion thereof
02/15/11	Notify club treasurer and president, by email if possible, of any unpaid conference fees	Conference	District Treasurer	Copy to Governor
02/15/11	Outstanding Club Award Application Due	Local Club		
02/15/11	Close Books for District	District Board	District Treasurer	
MAR '11				
03/01/11	Send names of all members deceased during last year to District Secretary	Local Club		For remembrance at conference
03/01/11	Elect Officers for next club year	Local Club		
03/??/10	Women's Rights Day & World Rights Day			
03/15/11	Conference delegate and alternate names due to District Secretary	Conference	Clubs	
03/15/11	Notify Governor of any club with unpaid dues or fees	Conference	District Treasurer	Must be paid by March 31 or delegates not recognized at conference
03/15/11	Off-site awards judging completed and names of winners sent to District Awards Coordinator	Conference	Vice Governor	
03/20/11	Financial Data to Audit Committee	District Board	District Treasurer	
03/31/11	List of delegate and alternates, district officers and past governors to Credentials chair	Conference	District Secretary	15 days before conference
03/31/11	Certified list of candidates for District Board to Elections Chair	Conference	District Secretary	15 days before conference
03/31/11	Annual Consultant Reports to Conference Chair	District Consultants		
03/31/11	Submit names of new officers to District and International	Local Club		Forms supplied by International
APR '11				
04/01/11	Report proposed bylaw amendments to International BRR chair	District	Governor	

		Categories	Who	Notes
	90 days before convention	Board		
04/01/11	Begin work on Club Activity Report	Local Club		Due 5/31/09
04/01/11	Remind outgoing Treasurer and Secretary to bring reimbursement forms and stationery to Pre-conference Board meeting	Governor		
04/01/11	New members pay full dues which covers them through 5/31 of following year	Local Club		4/1-5/31, District and International
04/01/11	Elect delegates and alternates to International Convention and send names to Executive Director	Local Club		
04/01/11	Incoming President appoints committee chairs	Local Club		
04/01/11	Consider sending donation to support the International Foundation's Endowment Fund	Local Club		
04/10/11	Audit Committee Report Due to Governor	District Board	District Treasurer	
04/11/11	Altrusa's Anniversary and Altrusa Awareness Day	Local Club		Beginning April 11, 1917
04/15/11	International sends dues statements to club treasurers	Local Club	Local Treasurer	
04/27/11	Pre-Conference Board Meeting, NC	District Board Mtg.		Meet for dinner.
04/27/11	Pre-Conference Foundation Board Meeting, NC	Foundation		
04/28/11	Conference Opening Session & Flag Ceremony, NC	Conference		
04/29/11	Opening Breakfast, First Business Meeting, Foundation Luncheon, Workshops, Elections and Fun Night	Conference		
04/29/11	List of qualified voters certified by Credentials Chair to Elections Chair 2 hours prior to start of polling	Conference	District Secretary	
04/29/11	Board of Directors & Foundation Trustee Elections	Conference		
04/29/11	Board of Directors candidates' forum	Consultants	Nominating	
04/29/11	Board of Directors candidate slate presented to membership	Consultants	Nominating	
04/30/11	Awards Breakfast, Second Business Session, Service Projects, Workshops, Reception and Banquet	Conference		
04/30/11	Installation of New Board of Directors	Conference		
05/01/11	Post-Conference Board Meeting, NC	District Board Mtg.		
05/01/11	Post-Conference Foundation Board Meeting, NC	Foundation		
05/01/11	Agenda Item - Approve Bank Resolution for new Treasurer	District Board Mtg.	Governor	
05/01/11	Agenda Item - Elect 2 members for the BRR Committee	District Board Mtg.	Governor	Chair is appointed by Governor, Board Elects 2 Active Members
MAY '11				
05/01/11	Incoming President plans meeting of old and new Committee Chairs	Local Club		
05/01/11	Begin work on Club Activity Report	Local Club		
05/01/11	Finalize plans for annual meeting and installation of new officers	Local Club		
05/01/11	International Foundation Community Leadership Award due to International Office	Local Club		Odd year only, due May 1
05/01/11	Send out bills for local, district and international dues	Local Club		
05/01/11	Appoint Audit Committee to audit books for past year	Local Club		
05/01/11	Plan to have conference delegates and alternates present a District Conference Report	Local Club		
05/10/11	Report names of new committee chairs and officers to District and International	Local Club		Forms supplied by International
05/10/11	Send new District Board and Consultant information to International on forms supplied by International	Conference	District Secretary	Due 10 days after conference
05/10/11	Letha H. Brown Award to International	Conference	Awards Coordinator	Due May 31

		Categories	Who	Notes
05/10/11	Mamie L. Bass Award to International	Conference	Awards Coordinator	Due May 31
05/10/11	Dr. Nina Fay Calhoun Award to International	Conference	Awards Coordinator	Due May 31
05/15/11	District Service Bulletin Articles Due	DSB		
05/15/11	Finalize proposed budget for upcoming club year	Local Club		
05/15/11	Report proposed bylaw amendments coming from conference to International BRR chair within 15 days of conference.	District Board	Governor	
05/15/11	Report names of new committee chairs and officers to District and International	Local Club		Forms supplied by International
05/15/11	Letter to presidents not attending conference encouraging attendance at next and consideration of specific budget item to fund conference participation	Conference	District Secretary	
05/15/11	Annual reports of outgoing club officers and committee chairs due	Local Club		
05/15/11	Nominations for Eleanor Roosevelt Humanitarian Award due to International Office	Local Club		Odd year only, Due May 15
05/24/11	Reminder letter/email to clubs who haven't submitted Club Activity Reports	District Board	Governor-Elect	Due 5/31
05/31/11	Club Activity Reports due to Governor-Elect and Altrusa International	Local Club		Reports sent to Gov-Elect. By 6/15 GE sends copies with summary to Board, Communications and Mbrship Dev. Chairs, Int'l Office & Int'l Mbrship Devel. Consultants. Summary published in DSB.
05/31/11	Send new District Board and Consultant information to International on forms supplied by International	Conference	District Secretary	
05/31/11	Entry for ASTRA Club Service Award due to International Office	Local Club		Forms supplied by International
05/31/11	Entry for Distinguished Club Award due to International office	Local Club		Forms supplied by International
05/31/11	End of Club fiscal year	Local Club		
05/31/11	District Service Bulletin Mailing	DSB		

Upcoming

- 08/07/09 International Convention in Indianapolis, Indiana - Aug 6-9
- 07/22/11 International in Rapid City, SD, July 22-25
- 04/29/10 District Three Conference in Ocala, FL, April 29 - May 1
- 04/28/11 District Three Conference in Concord, NC, April 28-30
- 04/??/12 District Three Conference - Atlanta, GA