

New Date	Event	alendar Categor	Who	Notes
<u>7-May</u>				
5/1/2007	Incoming President plans meeting of old and new Committee Chairs	Local Club		
5/1/2007	Finalize plans for annual meeting and installation of new officers	Local Club		
5/1/2007	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
5/1/2007	Entries for Community Leadership Award due to International Office	Local Club		Contact International for more information
5/1/2007	Send out bills for local, district and international dues	Local Club	Local Treasurer	
5/1/2007	Appoint Audit Committee to audit books for past year	Local Club		
5/1/2007	District Service Bulletin mailing electronically	DSB		
5/1/2007	Plan to have conference delegates and alternates present a District Conference Report	Local Club		
5/9/2007	Send new District Board and Consultant information to International on forms supplied by International	Conference	District Secretary	
5/10/2007	Mamie L. Bass Award to International	Conference	Awards Co-Ordinator	
5/10/2007	Letha H. Brown Award to International	Conference	Awards Co-Ordinator	
5/13/2007	Report proposed bylaw amendments coming from conference to International BRR chair within 15 days of conference	District Board	Governor	
5/15/2007	Letter to presidents not attending conference encouraging attendance at next and consideration of specific budget item to fund conference participation	Conference	District Secretary	
5/15/2007	Finalize proposed budget for upcoming club year	Local Club		
5/15/2007	Annual reports of outgoing club officers and committee chairs due	Local Club		

5/15/2007	Nominations for Eleanor Roosevelt Humanitarian Award due to International Office	Local Club		Odd years only
5/24/2007	Reminder letter to clubs who haven't submitted Club Activity Reports	District Board	Governor-Elect	Due 5/31
5/31/2007	Entry for ASTRA Club Service Award due to International office	Local Club		Forms supplied by International
5/31/2007	Club fiscal year ends	Local Club	Local Treasurer	May vary for some clubs
05/31/07	Club Activity Reports due to Governor-Elect, Robin Hall	Local Club		Reports sent to District Governor-Elect. By 6/25 G-E send copies of summary to Board, Communications and Membership Development Consultants, International Office and International Membership Development Chair. Summary published in DSB.
5/31/2007	Install new officers	Local Club		
5/31/2007	Deadline for submitting new officer and committee chair names to District and International	Local Club		Forms supplied by International
5/31/2007	Delegates and Alternates for Convention should be reported to the Int'l Office	Local Club		Odd years only
<u>7-Jun</u>				
6/1/2007	Club Fiscal Year Begins	Local Club	Local Treasurer	May vary in some clubs.
6/1/2007	Present annual budget to club for approval	Local Club	Local Treasurer	
6/1/2007	Schedule all club and board meetings for the coming club year	Local Club		
6/1/2007	Deadline to Submit District and International Dues	Local Club	Local Treasurer	Must be received by 6/15
6/1/2007	Sign new bank signature cards (President & Treasurer) so checks can be issued	Local Club	Local Treasurer	
6/1/2007	Pay International Convention Fee when International dues are paid	Local Club	Local Treasurer	
6/1/2007	New District Board Orientation & Planning-Forsyth, GA	District Board Mtg.		
6/2/2007	2nd Day New District Board Orientation & Planning-Forsyth, GA	District Board Mtg.		

6/15/2007	Treasurer notifies members with unpaid dues and advises of late fees	Local Club	Local Treasurer	
6/15/2007	Late fees charged for unpaid dues: \$5 International; 10% for District; 10% for local club	Local Club	Local Treasurer	
6/25/2007	District Summary of Club Activity Reports due to International	District Board	Governor-Elect	Summary article written in cooperation with Membership Development Consultant
6/30/2007	Last day to register for Convention without \$15.00 late fee	Local Club		
7-Jul				
7/1/2007	District Service Bulletin Articles Due	DSB		
7/1/2007	Last day to pay membership dues	Local Club	Local Treasurer	\$10 reinstatement fee to International; must be mailed by 7/10
7/1/2007	Begin work on club yearbook	Local Club		
7/1/2007	Select a literacy project for Make A Difference Day	Local Club		
7/1/2007	Club Activity Report Summary Article due to DSB Editor	District Board	Governor-Elect	
7/1/2007	Send IRS Form 990 if necessary	District Board	District Treasurer	Due 5 months after close of fiscal year if receipts over \$25,000
7/1/2007	Start thinking about projects to submit for Mamie L. Bass and Letha H. Brown Literacy Awards	Local Club		
7/13/2005	International Convention Begins - Orlando	Convention		
7/16/2005	International Convention Ends - Orlando	Convention		
7-Aug				
8/1/2007	Encourage members to become a member of Club 21	Local Club		
8/1/2007	Plan an International Convention Report if club had delegate(s) attending	Local Club		
8/1/2007	District Service Bulletin Electronic Mailing	DSB		
7-Sep				
9/1/2007	Consider making a club donation to the International Foundation Grant Program in October, 2005	Local Club		Review available grants to determine if club should apply for an International Grant. October is Grants Fund Month

9/1/2007	Distribute club yearbook	Local Club		Copies to District Governor, District Officer assigned to club, District Membership Development Consultant and International Office.
9/8/2007	World Literacy Day, this is a great opportunity to debut a new literacy project	Local Club		September is also Literacy month.
9/21/2007	Mid-Year Board Meeting- Charlotte, NC	Local Club		
9/22/2007	2nd Day Mid-Year Board Meeting-Charlotte, NC	Local Club		
9/25/2007	Send your pre-Make a Difference Day Report to International	Local Club		Due by 9/30/2005
<u>7-Oct</u>				
10/1/2007	Incoming Officer Training Workshops (Dates to be determined)	District Board & Consultants		Area Training Workshops
10/1/2007	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
10/1/2007	District Service Bulletin Articles Due	DSB		
10/1/2007	Mid-Year Consultant Reports to Secretary	District Consultants		
10/1/2007	Conference Proceedings Report to Governor	Conference Committee	District Secretary	May need to coordinate with Secretary from prior administration.
10/22/2007	Make A Difference Day	Local Club		
10/24/2007	United Nations Day	Local Club		
<u>7-Nov</u>				
11/1/2007	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.
11/1/2007	Letter from Governor requesting Intl Nominating and Intl Foundation Candidate Names	Conference	District Secretary	Review info from International regarding eligibility. Send with above letter.
11/1/2007	District Service Bulletin Electronic Mailing	DSB		
11/7/2007	Final Report for Make A Difference Day to International Due	Local Club		

11/1/2007	Foundation Board Meeting-Location To Be Announced- Meeting Date Tentative	Foundation		
<u>7-Dec</u>				
12/1/2007	District Award Packets Mailed to Clubs	Conference	Awards Co-Ordinator	
12/1/2007	One half International Dues for new members 12/1 - 3/31	Local Club		Full District Dues
12/31/2007	District Nominating committee candidate names due from clubs	Conference	Clubs	
<u>8-Jan</u>				
1/1/2008	Elect Nominating Committee	Local Club		
1/1/2008	Club presidents will receive Awards Folder from International	Local Club		Review for criteria and submissions
1/1/2008	BRR requests due from clubs to BRR Chair	Conference	Clubs	
1/1/2008	District Service Bulletin Articles Due	DSB		
1/1/2008	Review ASTRA Club Service Award information with ASTRA Club Officers	Local Club		ASTRA Club Service Award entries are due to International by May 31, 2006
1/16/2008	Add an Altrusan Day	Local Club		
1/31/2008	Elect your club's nominating committee	Local Club		
1/31/2008	District Award Submission Deadline	Conference	Clubs	
<u>8-Feb</u>				
2/1/2008	District Service Bulletin Electronic Mailing & Governor's Call to Conference	DSB		
2/1/2008	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
2/1/2008	Request for conference delegate/alternate names sent to club president	Conference	District Treasurer	
2/15/2008	Conference Delegate fee due to District Treasurer	Conference	Clubs	
2/15/2008	Nominating Committee presents slate of candidates to membership	Local Club		

2/15/2008	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
2/15/2008	Notify, by email if possible, club treasurer and president of any unpaid conference fees	Conference	District Treasurer	Copy to Governor
2/29/2008	Close Books for District	District Board	District Treasurer	
<u>8-Mar</u>				
3/1/2008	Send names of all members deceased during last year to District Secretary	Local Club		For remembrance at conference
3/1/2008	Elect Officers for next club year	Local Club		
3/15/2008	Conference delegate and alternate names due to District Secretary	Conference	Clubs	
3/15/2008	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.
3/15/2008	Off-site awards judging completed and names of winners sent to District Awards Coordinator	District Board	District Treasurer	
3/22/2008	Annual Consultant Reports to Conference Chair	District Consultants		
3/24/2008	List of Delegates and Alternates, district officers and past governors to Credentials Certified list of candidates for Nominating Committee to Elections Chair			
<u>8-Apr</u>				
4/1/2008	Begin work on Club Activity Report	Local Club		Due 5/31/06
4/1/2008	New members pay full dues which covers them through 5/31 of following year	Local Club		4/1 - 5/31, District and International
4/1/2008	Incoming President appoints committee chairs	Local Club		
4/1/2008	International sends dues statements to club treasurers	Local Club	Local Treasurer	

4/1/2008	Consider sending donation to support the International Foundation's Endowment Fund	Local Club		
4/1/2008	Audit Committee Report Due to Governor	Conference	Awards Co-Ordinator & D. Consultants	
4/2/2008	Pre-Conference Board Meeting, Charlotte, NC	District Board Mtg.		Meet for dinner
4/3/2008	Pre-Conference Board Meeting, Charlotte, NC	District Board Mtg.		
tbd	Pre-Conference Foundation Board Meeting, Charlotte, NC	Foundation		
4/3/2008	First Timers Event, Social, Conference Opening Session and Flag Ceremony, Charlotte, NC	Conference		
4/4/2008	Opening Breakfast, First Business Meeting, Foundation Luncheon, Workshops, Elections and Fun Night	Conference		
4/4/2008	List of qualified voters certified by Credentials Chair to Elections Chair 2 hrs prior to start of polling	Conference	District Secretary	
4/5/2008	Awards Breakfast, Second Business Session, Service Projects, Workshops, Governors Reception and Banquet	Conference		
4/4/2008	Nominating Committee & Foundation Board Trustee Elections	Conference		
4/6/2008	Post-Conference Board Meeting, Charlotte, NC	District Board Mtg.		
tbd	Post Conference Foundation Board Meeting	Foundation		
4/11/2008	Altrusa's Anniversary and Altrusa Awareness Day	Local Club		Beginning Date April 11, 1917
4/15/2008	District Service Bulletin Articles Due	Conference	District Secretary	
<u>8-May</u>				
5/1/2008	Begin work on Club Activity Report	Local Club		Due May 31, 2006
5/1/2008	District Service Bulletin Electronic Mailing	DSB		

5/1/2008	Appoint Audit Committee to audit books for past year	Local Club		
5/1/2008	Send out bills for local, district and international dues	Local Club	Local Treasurer	
5/1/2008	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
5/1/2008	Finalize plans for annual meeting and installation of new officers	Local Club		
05/01/08	Incoming President plans meeting of old and new Committee Chairs	Local Club		Contact International for more information
5/1/2008	Entries for Community Leadership Award due to International Office	Local Club		
5/1/2008	Plan to have conference delegates and alternates present a District Conference Report	Local Club		
5/10/2008	Letha H. Brown Award to International	Conference	Awards Co-Ordinator	
5/10/2008	Mamie L. Bass Award to International	Conference	Awards Co-Ordinator	
5/15/2008	Finalize proposed budget for upcoming club year	Local Club		Forms supplied by International
5/15/2008	Report name of new committee chairs to District and International	Local Club		
5/15/2008	Letter to presidents not attending conference encouraging attendance at next and consideration of specific budget item to fund conference participation	Conference	District Secretary	
5/15/2008	Annual reports of outgoing club officers and committee chairs due	Local Club		
5/24/2008	Reminder letter/email to clubs who haven't submitted Club Activity Reports	District Board	Governor-Elect	Due 5/31/2006
5/31/2008	Deadline for submitting new officer and committee chair names to District and International	Local Club		Forms supplied by International
5/31/2008	Club fiscal year ends	Local Club	Local Treasurer	May vary for some clubs

5/31/2008	Club Activity Reports due to Governor-Elect, Robin Hall, 822 NW Scenic Lake, Lake City, FL 32055 and Altrusa International Inc. 332 South Michigan Ave., #1203, Chicago, IL 60604	Local Club		Reports sent to District Governor-Elect. By 6/25 G-E send copies with summary to Board, Communications and Membership Development Chairs, International Office and International Membership Development Consultants. Summary published in DSB.
5/31/2008	Entry for ASTRA Club Service Award due to International office	Local Club		Forms supplied by International
5/31/2006	Install new officers	Local Club		
<u>8-Jun</u>				
6/1/2008	Pay International dues	Local Club	Local Treasurer	
6/1/2008	Schedule all club and board meetings for the coming club year	Local Club		
6/1/2008	Present annual budget to club for approval	Local Club	Local Treasurer	
6/1/2008	Club Fiscal Year Begins	Local Club	Local Treasurer	May vary for some clubs
6/1/2008	Sign new bank signature cards (President & Treasurer) so checks can be issued	Local Club	Local Treasurer	
6/1/2008	Deadline to Submit District and International Dues	Local Club	Local Treasurer	Must be received by 6/15/2006
6/15/2008	Treasurer notifies members with unpaid dues and advises of late fees	Local Club	Local Treasurer	
6/15/2008	Late fees charged for unpaid dues: \$5 International; 10% for District; 10% for local club	Local Club	Local Treasurer	
6/15/2008	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
6/25/2008	District Summary of Club Activity Reports due to District and Int'l	District Board	Governor-Elect	Summary article written in cooperation with Membership Development Consultant
<u>8-Jul</u>				
7/1/2008	Send IRS Form 990 if necessary	District Board	District Treasurer	Due 5 months after close of fiscal year if receipts over \$25,000
7/1/2008	Begin work on club yearbook	Local Club		

7/1/2008	Start thinking about projects to submit for Mamie L. Bass and Letha H. Brown Literacy Awards	Local Club		
7/1/2008	ASTRA club sponsor information form due to International	Local Club		
7/1/2008	Last day to pay membership dues	Local Club	Local Treasurer	\$10 reinstatement fee to International; must be mailed by 7/10
7/1/2008	Call for Board of Directors Nominations letter to club presidents	Nominating Comm		
7/15/2008	District Service Bulletin Articles Due	DSB		
7/15/2008	Club Activity Report Summary Article due to DSB Editor	District Board	Governor-Elect	
7/1/2008	Select a literacy project for Make A Difference Day	Local Club		
<u>8-Aug</u>				
8/1/2008	District Service Bulletin Electronic Mailing	DSB		
8/1/2008	Encourage members to become a member of Club 21	Local Club		
tbd	Fall Foundation Board Meeting	Foundation		
8/12/2008	Board of Director Nomination Forms due to Nominating Committee Chair	Conference	Clubs	
8/30/2008	All Board of Directors nominations materials to Nominating Committee members	District Consultants	Nominating	
<u>8-Sep</u>				
9/1/2008	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
9/1/2008	Distribute club yearbook	Local Club		Copies to District Governor, District Officer assigned to club, District Membership Development Consultant and International Office.
9/8/2008	World Literacy Day, this is a great opportunity to introduce a new project	Local Club		September is also Literacy month.
tbd	Mid-Year Board Meeting - Tampa, FL	District Board Mtg.		Meet for dinner

tbd	2nd Day Mid-Year Board Meeting - Tampa, FL	District Board Mtg.		
9/16/2008	Nominating Committee Report Presented to Board of Directors	Consultants	Nominating	
9/16/2008	Board confirms eligibility of Nominating Committee candidates for office	District Board Mtg.	Governor	Review all relevant bylaws and policies
9/25/2008	Conference Proceedings Report to Governor	Conference Committee	District Secretary	
9/25/2008	Mid-Year Consultant Reports to Secretary	District Consultants		
9/25/2008	Send your pre-Make a Difference Day Report to International	Local Club		Due by 9/30/06
9/30/2008	ASTRA club sponsor information form due to International	Local Club		
9/30/2008	Notify International if you club sponsors an ASTRA Club	Local Club		
<u>8-Oct</u>				
10/1/2008	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
10/15/2008	District Service Bulletin Articles Due	DSB		
10/1/2008	Incoming Officer Training Workshops (Dates to be determined)	and Consultants		Area Training Workshops
10/24/2008	United Nations Day	Local Club		
10/28/2008	Make A Difference Day	Local Club		
<u>8-Nov</u>				
11/1/2008	District Service Bulletin Electronic Mailing	DSB		
11/17/2008	Final Report for Make A Difference Day to International Due	Local Club		
<u>8-Dec</u>				
12/1/2008	District Award Packets Mailed to Clubs	Conference	Awards Co-Ordinator	

12/1/2008	One half International Dues for new members 12/1 - 3/31	All		Full District Dues
	<u>9-Jan</u>			
1/1/2009	BRR requests due from clubs to BRR Chair	Conference	Clubs	
1/15/2009	District Service Bulletin Articles Due	DSB		
1/1/2009	Elect Nominating Committee	Local Club		
1/1/2009	Copies of Nomination Forms and Photos to DSB Editor	Nominating Comm		
	Club presidents will receive Awards Folder from International	Local Club		
1/18/2009	Add An Altrusan Day	Local Club		
	Review ASTRA Club Service Award information with ASTRA Club Officers	Local Club		
1/31/2009	District Award Submission Deadline	Conference	Clubs	
	<u>9-Feb</u>			
2/1/2009	Request for conference delegate/alternate names sent to club president	Conference	District Treasurer	
2/1/2009	District Service Bulletin Mailing	DSB		
2/1/2009	Advise Treasurer candidates to bring bank resolution and signature cards to post-conference Board meeting	Governor		
2/1/2009	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
2/1/2009	Invite candidates to pre and post-conference Board meetings	Governor		
2/15/2009	Nominating Committee presents slate of candidates to membership	Local Club		
2/15/2009	Conference Delegate fee due to District Treasurer	Conference	Clubs	

2/15/2009	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
2/15/2009	Notify club treasurer and president, by email if possible, of any unpaid conference fees	Conference	District Treasurer	Copy to Governor
2/28/2009	Close Books for District	District Board	District Treasurer	
<u>9-Mar</u>				
3/1/2009	Send names of all members deceased during last year to District Secretary	Local Club		For remembrance at conference
3/1/2009	Elect Officers for next club year	Local Club		
3/15/2009	Annual Consultant Reports to Conference Chair	District Consultants		
3/15/2009	Financial Data to Audit Committee	District Board	District Treasurer	
3/15/2009	Conference delegate and alternate names due to District Secretary	Conference	Clubs	
3/15/2009	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.
3/31/2009	Submit names of new officers to District and International	Local Club		Forms supplied by International
<u>9-Apr</u>				
4/1/2009	Report proposed bylaw amendments to International BRR chair 90 days before convention	District Board	Governor	
4/1/2009	Begin work on Club Activity Report	Local Club		Due 5/31/2007
4/1/2009	International sends dues statements to club treasurers	Local Club	Local Treasurer	
4/1/2009	Remind outgoing Treasurer and Secretary to bring reimbursement forms and stationery to Pre-conference Board meeting	Governor		
4/1/2009	New members pay full dues which covers them through 5/31 of following year	Local Club		4/1 - 5/31, District and International

4/1/2009	Off-site awards judging completed and names of winners sent to District Awards Coordinator	Conference	Awards Co-Ordinator, D. Consultants	
4/1/2009	Elect delegates and alternates to International Convention and send names to Executive Director	Local Club		
4/1/2009	Incoming President appoints committee chairs	Local Club		
4/1/2009	Consider sending donation to support the International Foundation's Endowment Fund	Local Club		
4/8/2009	Audit Committee Report Due to Governor	District Board	District Treasurer	
4/10/2009	List of delegate and alternates, district officers and past governors to Credentials Chair	Conference	District Secretary	
4/10/2009	Certified list of Board of Directors candidates to Elections Chair	Conference	District Secretary	
4/11/2009	Altrusa's Anniversary and Altrusa Awareness Day	Local Club		11-Apr-17
4/22/2009	Pre-conference Board Meeting, Tampa, FL			
4/23/2009	Pre-conference Board Meeting, Tampa, FL	District Board Mtg.		Meet for dinner
t/b/d	Pre-Conference Foundation Board Meeting, Tampa, FL	Foundation		
4/23/2009	Conference Opening Session and Flag Ceremony, Tampa, FL	Conference		
4/24/2009	Opening Breakfast, First Business Meeting, Foundation Luncheon, Workshops, Elections and Fun Night	Conference		
4/24/2009	List of qualified voters certified by Credentials Chair to Elections Chair 2 hours prior to start of polling	Conference	District Secretary	
4/24/2009	Board of Directors candidates' forum	Consultants	Nominating	
4/24/2009	Board of Directors candidate slate presented to membership	Consultants	Nominating	
4/25/2009	Awards Breakfast, Second Business Session, Service Projects, Workshops, Reception and Banquet	Conference		
4/25/2009	Installation of New Board of Directors	Conference		

t/b/d	Post-Conference Foundation Board Meeting, Tampa, FL	Foundation		
4/26/2009	Post-Conference Board Meeting, Tampa, FL	District Board Mtg.		
t/b/d	Agenda Item - Approve Bank Resolution for new Treasurer	District Board Mtg.	Governor	
t/b/d	Agenda Item - Elect 2 members for the BRR Committee	District Board Mtg.	Governor	Chair is appointed by Governor, Board Elects 2 Active members
<u>9-May</u>				
5/1/2009	District Service Bulletin Electronic Mailing	DSB		
5/1/2009	Begin work on Club Activity Report	Local Club		
5/1/2009	Send out bills for local, district and international dues	Local Club		
5/1/2009	Appoint Audit Committee to audit books for past year	Local Club		
5/1/2009	Plan to have conference delegates and alternates present a District Conference Report	Local Club		
5/10/2009	Letha H. Brown Award to International	Local Club		
5/10/2009	Mamie L. Bass Award to International	Local Club		
5/15/2009	Finalize proposed budget for upcoming club year	Local Club		
5/15/2009	Report names of new committee chairs to District and International	Local Club		Forms supplied by International
5/15/2009	Letter to presidents not attending conference encouraging attendance at next and consideration of specific budget item to fund conference participation	District Board	Governor	
5/15/2009	Annual reports of outgoing club officers and committee chairs due	Local Club		
5/24/2009	Reminder letter/email to clubs who haven't submitted Club Activity Reports	District Board	Governor-Elect	Due 5/31/05
5/30/2009	Send new District Board and Consultant information to International on forms supplied by International	Conference	District Secretary	

5/31/2009	Entry for ASTRA Club Service Award due to International Office	Local Club		
5/31/2009	End of Club fiscal year	Local Club		

Upcoming

- Spring 08 District Three Conference in Charlotte, NC
- Spring 09 District Three Conference in Tampa, FL
- Summer 09 International Convention in Indianapolis, Indiana
- Spring 10 District Three Conference in Ocala, FL