

2023-2024 TIMELINE

It is very important the forms are in to Department by the deadline.
Forms are listed pretty much in chronological order to coincide start of new term of office.

<u>Unit Officers' List</u>	<u>June 30, 2023</u>
<u>Department Convention</u>	<u>July 2023</u>
<u>Certificate of Audit</u>	<u>Sept 1, 2023</u>
<u>Unit Chairmen's List</u>	<u>Sept 30, 2023</u>
<u>Fall Conferences</u>	<u>weekends in Sep/Oct</u>
<u>ALAMIS renewal starts</u>	<u>October 1, 2023</u>
<u>ALAMIS Access Registration due with \$10 fee</u>	<u>Dec 20, 2023</u>
<u>Mid Winter DEC Meeting</u>	<u>Feb 3, 2024</u>
<u>Unit Data Form</u>	<u>Mar 1, 2024</u>
<u>Evergreen Girls State - \$ and forms due to dept by</u>	<u>May 17, 2024</u>
<u>Evergreen Girls State (Central WA Univ)</u>	<u>Jun 23-28,2024</u>
<u>Certification of Delegates & Alternates form for Dept. Convention</u> <u>(45 days prior to the start of Department Convention)</u>	<u>May 26, 2024</u>
<u>IRS Form 990</u>	<u>(Within 2 months of the Unit's End of Fiscal Year)</u>

Send in as needed

Donation Form-

All donations should go through Department and be accompanied by the donation form.

Membership Application –

Check to ensure completeness & signed by member and adjutant before sending.

Membership Transmittal –

Always transmit within 1 week of receiving money.

Member Data Form –

If document is a transfer be sure it's complete & signed by both parties.