

2024-2025 Timeline of Events

- April to June- Please vote on your new officers prior to Convention to ensure proper training and dissemination of information.
- Our Fiscal year for Department ends on 31 July 2024.
- Each Unit has an incorporation date which informs the unit when their fiscal year is set- don't forget that your IRS form 990 is due within 2 months of your Units Fiscal year.
- National's year is not quite over that is why the National Convention is being held during August.
- August- Leadership has previously created and publishes their Plans of Action.
- August is for ALAMIS- Leadership can get signed up for ALAMIS so you can have access to your Unit's information.-Cost is \$10.00.
- August is the time where Department can enter the renewals for 2025.
- September is the time that Department can enter new members for the 2025 year.
- September is Audit Month.
- Early Bird dinner- bring in your membership so they can renew.
- Fall events time- Ensure your 'Plans of Action' are well discussed months in advance and are well publicized.
(Suggestions- Poppy making party, Halloween event, Veterans Dinner, Thanksgiving Plans, Knit/Crochet/Sewing projects for Veterans, get involved in other community events to promote membership, fair table to promote membership)
- Each month the newsletter comes out about the 15th of the Month, if you would like an article please submit it to the Evergreen News Chairman prior to the 5th of the Month.
- October is the time to have your Fall Conferences on the weekends-
(Questions to ask- We like to have training courses at these meetings -what would you like to learn or where does your unit need an extra hand, what do your people need.)

- November 11 is Veterans Day. Ensure your 'Plans of Action' are well discussed months in advance and are well publicized.
- Winter events time- Ensure your 'Plans of Action' are well discussed months in advance and are well publicized.
(Suggestions- Donations of warm clothing to shelters, Christmas/winter/New years party, poppy making party, Community/Veterans Meal, arts and crafts)
- February 1-2 will be our Mid-Winter DEC Conference.
- March is for Unit Data Forms- Let us know how much your dues will be for next year and who you want the Unit's checks to be sent to. This can be tricky due to Elections being at a different time so this might have to be separated from your Treasurer or Membership person that changes yearly.
- Spring events time- Ensure your 'Plans of Action' are well discussed months in advance and are well publicized.
(Suggestions- Easter event in your area, Poppy making party, Baking event, Veterans dinner, Bingo Event)
- April will be the Spring Conferences where you will be voting for your Unit and District leadership that will take over after Department Convention in July.
- May is for Girls State- Let those schools know that we have a wonderful program.
- Memorial Day is May 26th- Ensure your 'Plans of Action' are well discussed months in advance and are well publicized.