

Yearly Timeline of Events

- September is the time that Department can enter new members for the upcoming year as well as Audit preparation Month.
- Try an Early Bird dinner- bring in your membership so they can renew. Invite members of the community as well for a membership drive.
- 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, consider having a table at your local fair to promote membership)
- Each month the newsletter comes out around the 15th of the Month, if you would like an article please submit it to the Evergreen News Chairman prior to the 10th of the Month. You may publish items the previous month for advertising.
- 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)
- National will award a ribbon all units reaching 100% of your unit goal by the end of January.
- We have our Mid-Winter DEC Conference in the first week of February.
- National Scholarship forms are due in February.
- 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 events, 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.
- April to June- Please vote on your new officers prior to Convention to ensure proper training and dissemination of information. Let us know who your officers are with the Unit officers' form.
- Americanism Essays are due in April.
- April is also the military Child month with purple up day Mid-Month.
- May is for Girls State- Let those schools know that we have a wonderful program.
- May is for teacher appreciation week and National Poppy Day.
- Chairperson reports are due in May, be sure to turn them in to Department to get yours in the Convention Booklet.
- Memorial Day is May 26th- Ensure your 'Plans of Action' are well discussed months in advance and are well publicized.
- Our Fiscal year for Department ends each year on the 31st of July
- Department Convention happens in July.
- 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 Unit's Fiscal year.
- July is the time when Department can enter the renewals for the next year.
- August- Leadership has previously created and will publish their Plans of Action.
- Leadership can get signed up for ALAMIS so you can have access to your Unit's information. -Cost is \$10.00 each for up to two persons per Unit. The subscription goes from January to December. You may sign up any time after department convention.
- National's year is not quite over, that is why the National Convention is held during August.