



USPS District Officers Calendar 2018 - 2019

Prepared by:
The Squadron Development/Leadership Committee

Important Web Sites:

Submission of:

Form HQ800 <http://www.usps.org/national/eddept/b/hq800.htm>

Form ED-27 / 26 <http://www.usps.org/national/eddept/b/hq800.htm>

Renewals: <http://www.usps.org/dues/reports/reports.php>

HQAB dues notice emailed on the first of every month
and mailed on 15th of each month.

HQAB Squadrons - Check web site monthly
for non renewals that should be notified.

Note:

This calendar can be downloaded and blank cells are
available for a squadron to enter its data and schedule of events within these cells.



National Meetings		
2018		
18 Feb - 25 Feb	Annual Meeting	Orlando, FL
12 Aug - 20 Aug	Governing Board	Minneapolis, MN
2019		
17 Feb - 23 Feb	Annual Meeting	Orlando, FL
TBA	Governing Board	TBA



January 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	01 New Year	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	01	02	03

January To Do List

- | | |
|---|--|
| All: Prepare for USPS Annual Meeting | D/C: Check that D/NomCom has submitted ED-80 Form to NEO for approval of DEO and ADEO (spring elections) |
| All: Recruit committee chairs and committee members | DEO: Contact Sq Cdrs to ensure nominees for SEO and ASEO are submitted on ED-80 (spring elections) |
| D/C: Send invitation and details of Spr Dist Conf to Chief Commander's Representative | DXO: Work with Sq XO's on Coop Charting programs |
| D/C: Give date/location of fall conf to NXO at Annual Meeting | DAO: Plan for district boating activities for year |
| D/C: Make sure that there are no scheduling conflicts between dist confs and national meetings or Board of Directors meetings | |



February 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	01	02	03
					USPS Founders' Day	
04	05	06	07	08	09	10
				OD-1 Form Due		
11	12	13	14	15	16	17
18	19	20	21	22	23	24
USPS Annual Meeting - Orlando, FL - 18 - 25 February						
25	26	27	28	01	02	03
Ann. Mtg.						

February To Do List

- | | |
|---|--|
| All: Plan attendance and participation at Spr Dist Conf | D/Treas: Arrange for audit of books prior to Spr Dist Conf (spring election) |
| D/C Prepare agenda for Spr Dist Conf | |
| D/C: File OD-1 Form with USPS HQ | |
| D/C: Verify that squadrons have submitted OD-2 forms to HQ | |
| DEO: Send report to squadrons on USPS Annual Meeting | |
| DEO: Verify that squadrons have filed ED-1 Form | |
| DEO: Participate in teaching aids judging at annual mtg as assigned | |



March 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

March To Do List

All: Attend Spr Dist Conf

All: Encourage squadron bridge officers and other members to attend Spr Dist Conf

D/C Conduct Spr Dist Conf

DEO; Conduct educational activities at conf. Send minutes to NEO, ANEOs, SEOs, and appropriate R/Cs

DEO: Contact SEOs about ED-27 forms from spring classes

DEO: Contact SEOs about HQ800 forms for summer classes

D/Sec: When completed, send spr conf minutes to NXO, NEO and N/Sec



April 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	01	02	03	04	05

April To Do List

DEO: Verify that sqds have filed ED-27 forms for spring boating classes and HQ-800 forms for summer boating classes
 Cdr, DXO: Work with Sqd Xos on planning for Naational Safe Boating Week
 D/Treas: Review Operations Manual for IRS rules pertaining to Form 990, and verify that Sq Treas have submitted form for sqds.



May 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
						N. S. B. W.
20	21	22	23	24	25	26
National Safe Boating Week						
27	28	29	30	31	01	02

May To Do List

DEO: Verify that SEOs have filed ED-27 for all spring classes
 D/Sec: Have historian file annual history on DB2000 and verify that squadron histories have been filed



June 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June To Do List

All: Prepare for USPS Governing Board in August
 DEO: Verify that SEOs have filed HQ800 for fall boating classes and submitted ED-27 for summer boating classes



July 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04

July To Do List

- D/C: Send invitation and details of Fall Dist Conf to Chief Commander's Representative
- DEO: Judge nomination from SEOs for Charles F. Chapman Award for Excellence in Teaching
- DEO: Contact SEOs about fall boating classes
- D/Treas: Arrange for audit of books prior to Fall Dist Conf (fall elections)



August 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	01	02	03	04
			HQ800 Forms Due			
05	06	07	08	09	10	11
12	13	14	15	16	17	18
USPS Governing Board - Minneapolis, MN - 12 - 20 August						
19	20	21	22	23	24	25
USPS GB						
26	27	28	29	30	31	01

August To Do List

- | | |
|--|--|
| All: Begin work on merit mark recommendations | DEO: Send suggestions for discussions at GB to ANEO handling the DEO meeting |
| D/C: Submit recommendations to chair of National ComNom for GB general members | DEO: Prepare educational program for Fall Dist Conf |
| D/C: Give date/location of Spr Dist Conf to NXO at Fall GB | DEO: Assist D/TA chair to plan for teaching aid competition at Fall Dist Conf |
| D/C: Check that D/NomCom has submitted ED-80 Form to NEO for approval of DEO and ADEO (fall elections) | DEO: Contact Sq Cdrs to ensure nominees for SEO and ASEO are submitted on ED-80 prior to fall sq elections |
| DEO: Submit HQ800 for fall boating classes | |



September 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	01
						Submit Chapman nominee
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	01	02	03	04	05	06

September To Do List

- All: Plan attendance at Fall Dist Conf
- D/C: Be sure that NomCom is working on slate for next year (spring elections)
- D/C: Check arrangements and prepare agenda for Fall Dist Conf
- DEO: Remind all SEOs to submit a teaching aid(s) at Fall Dist Conf
- DEO: Submit nominee for Chapman Award to HQ
- DEO: Report to SEOs on GB meeting



October 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
Canadian Sail and Power Squadrons Annual Meeting 17 - 20 October - Ottawa, Ontario All USPS Members are Invited - USPS Bridge will Attend						
21	22	23	24	25	26	27
28	29	30	31	01	02	03

October To Do List

- All: Attend Fall Dist Conf
- D/C: Merit mark recommendations due 15 November to area monitor
- D/C: File OD-1 Form with USPS HQ (Fall COW)
- DEO; Conduct educational activities at conf. Send minutes to NEO, ANEOs, SEOs, and appropriate R/Cs
- DEO: Assist D/TA chair to get best TAs to Annual Meeting



November 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
				Merit Marks Due	Final Fiscal Year 2018 Expense Vouchers Due	
18	19	20	21	22	23	24
25	26	27	28	29	30	01

November To Do List

All, D/C: Finish merit mark recommendations and submit to Area Monitor by 15 November (D/C Submits)
 All: Prepare for USPS Annual Meeting in February



December 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	01	02	03	04	05

December To Do List

- D/C: Check that D/NomCom has sent ED-80 Form to NEO for DEO and ADEO approval (spring election)
- DEO: Submit HQ800 for spring classes
- DEO: Remind S/NomComs to submit ED-80 Form for SEO and ASEO approval (spring election)
- DEO: Send suggestions for discussions at Annual Meeting to ANEO handling the DEO meeting



January 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	01 New Year	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	01	02

January To Do List

- All: Prepare for USPS Annual Meeting
- All: Recruit committee chairs and committee members
- D/C: Send invitation and details of Spr Dist Conf to Chief Commander's Representative
- D/C: Give date/location of fall conf to NXO at Annual Meeting
- D/C: Make sure that there are no scheduling conflicts between dist confs and national meetings or Board of Directors meetings
- D/C: Be sure that NomCom is working on slate for next year (fall elections)
- D/C: Check that D/NomCom has submitted ED-80 Form to NEO for approval of DEO and ADEO (spring elections)
- DEO: Contact Sq Cdrs to ensure nominees for SEO and ASEO are submitted on ED-80 (spring elections)
- DXO: Work with Sq XO's on Coop Charting programs
- DAO: Plan for district boating activities for year



February 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	01	02
						USPS Founders' Day
03	04	05	06	07	08	09
					OD-1 Forms Due	
10	11	12	13	14	15	16
17	18	19	20	21	22	23
USPS Annual Meeting - Orlando, FL - 17 - 23 February						
24	25	26	27	28	01	02
Ann Mtg						

February To Do List

- | | |
|--|--|
| All: Plan attendance and participation at Spr Dist Conf | D/Treas: Arrange for audit of books prior to Spr Dist Conf (spring election) |
| D/C Prepare agenda for Spr Dist Conf | |
| D/C: File OD-1 Form with USPS HQ (Spr COW) | |
| D/C: Verify that squadrons have submitted OD-2 forms to HQ (Spr COW) | |
| DEO: Send report to squadrons on USPS Annual Meeting | |
| DEO: Verify that squadrons have filed ED-1 Form | |
| DEO: Participate in teaching aids judging at annual mtg as assigned | |