

Appendix I

SPECIAL YEARS AND DATES

YEARS			
Membership Year	01 Jun to 31 May		
Cooperative Charting Year	01 Apr to 31 Mar		
Journalism Award Year	01 Jan to 31 Dec		
Merit Mark Year	Calendar Year		
Educational Fund Year	01 Jun to 31 May		
Educational Year	01 Jul to 30 Jun		

SPECIAL DATES			
Item	From	To	Date Due
Dues Data	Squadron treasurer	Headquarters	Feb
Educational Officers and Chairs	Squadron Educational Officer	District Educational Officer	60 days before election
Membership Dues	Headquarters	Members	31 May
Unrenewed Members	Squadron Commander	Personal Contact Committee	01 Jun
Statistics each member	Squadron Treasurer	Squadron Secretary	
Status of 990 Forms	Squadron Treasurer	District Treasurer	15 Jul
Status of 990 Forms	District Treasurer	National Treasurer	15 Jul
Final Assessments	Squadron Treasurer	District Treasurer	01 May
Merit Mark Recommendations	Squadron and District Commanders	Area Monitors	15 Nov
Merit Mark Recommendations	Rear Commander	Vice Commander	15 Nov
Supplemental MM Recommendations	Squadron and District Commanders	Area Monitors	31 Dec
G/B General Members	District Commander	ComNom	Prior to G/B Meeting
Officers' Names and Addresses	Squadron and District Commanders	Headquarters	01 Feb
Spring District Conference Date	District Commander	National Executive Officer	01 Nov

SPECIAL DATES

Item	From	To	Date Due
Fall District Conference Date	District Commander	National Executive Officer	5 months in advance
Cooperative Advertising Year	District PRO	National PRCOM	15 Mar, 15 Jul & 15 Oct
Entries for PR Contests (Scrapbook, Slides and Video)	Squadron PRO	District PRO	01 Apr
Entries for PR Contests	District PRO	National PRCOM	01 May
USPS/MB&S Entry for Chapman Award	Squadron and District Safety Officer	National Safety Committee Chair	31 Jul
Dates of Changes of Watch	Squadron Commander	District Executive Officer	per District Bylaws or Annual Calendar
Entry for Chapman Award (Excellence in teaching)	Squadron Commander/Squadron Educational Officer	District Chapman Award Committee	Date needed by DEO
Entry for Chapman Award	District Educational Officer	National Chapman Award Committee	1 Sep
Member Involvement Committee Award	Squadron Member Involvement Chair	National Member Involvement Chair	15 May