

Appendix I

SPECIAL YEARS AND DATES

YEARS			
Membership Year	1 June to 31 May		
Cooperative Charting Year	1 April to 31 March		
Journalism Award Year	1 October to 30 September		
Merit Mark Year	Calendar Year		
Educational Fund Year	1 June to 31 May		
Educational Year	1 July to 30 June		

SPECIAL DATES			
Item	From	To	Date Due
Dues Data	Squadron treasurer	Headquarters	February
Educational Officers and Chairs	Squadron Educational Officer	District Educational Officer	1 April
Membership Dues	Headquarters	Members	31 May
Unrenewed Members	Squadron Commander	Personal Contact Committee	1 June
Squadron Dues	Squadron Treasurer	Headquarters	30 June - non-HQAB squadrons
Statistics Each member	Squadron Treasurer	Squadron Secretary	1 July
Status of 990 Forms	Squadron Treasurer	District Treasurer	15 July
Status of 990 Forms	District Treasurer	National Treasurer	15 July
Final Assessments	Squadron Treasurer	District Treasurer	1 May
Merit Mark Recommendations	Squadron and District Commander	Area Monitors	15 November
Merit Mark Recommendations	Rear Commander	Vice Commander	15 November
Supplemental MM Recommendations	Squadron and District Commanders	Area Monitors	31 December
G/B General Members	District Commander	ComNom	Prior to September G/B Meeting

SPECIAL DATES

Item	From	To	Date Due
Officers Names and Addresses	Squadron and District Commanders	Headquarters	15 February
Spring District Conference Date	District Commander	National Executive Officer	1 November
Fall District Conference Date	District Commander	National Executive Officer	5 months in advance
Cooperative Advertising Year	District PRO	National PRCOM	1 November
Entries for PR Contests (Scrapbook, Slides and Video)	Squadron PRO	District PRO	1 March
Entries for PR Contests	District PRO	National PRCOM	1 April
USPS/MB&S Entry for Chapman Award	Squadron and District Safety Officer	National Safety Committee Chair	31 July
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	15 September
Entry for Chapman Award	District Commander	National Chapman Award Committee	
Entry for Bowsprit Award	District Commander	National Bowsprit Committee	
Member Involvement Committee Award	Squadron Member Involvement Chair	National Member Involvement Chair	