

	BOARD	GOVERNANCE	FINANCE	EDUCATION	FUNDRAISING	COMMUNICATIONS	RCL/TEAMS
JUL	-REGISTER ONLINE - ANNUAL CONTRIBUTION - UPDATE TEAM LIST - UPDATE BOARD LIST	-REGISTER ONLINE - ANNUAL CONTRIBUTION	-CREATE ANNUAL BUDGET - FILE TAXES		-OUTLINE ANNUAL STRATEGY & FUNDRAISING GOAL	- WEBSITE UPDATES	-REGISTER ONLINE - MENTOR RECRUITING - UPDATE LEADER/MENTOR INFORMATION
AUG	- CONFERENCE CALL			- MENTOR RECRUITING - DATABASE MONITORING		- PROMOTE OPEN REGISTRATIONS THROUGH FALL - PROMOTE MENTOR RECRUITING	-MENTOR RECRUITING - TEAM SCHEDULE - SCHOOL/STUDENT OUTREACH
SEPT	- BOARD MEETING (OPEN)			- ALL AFFILIATE TRAINING - MENTOR RECRUITING - STUDENT RECRUITING -DATABASE MONITORING	- SECURE MAY EVENT VENUE - BEGIN MARKETING COORD.	- PROMOTE MENTOR RECRUITING - PROMOTE STUDENT REGISTRATIONS - MAY EVENT MARKETING STRATEGY	-CONTACT MENTOR AND STUDENT REGISTRANTS - HELP ENSURE STUDENT REGISTRATION/ CONSENT FORM PROCESS -HELP ENSURE MENTOR REGISTRATION/BGC PROCESS
OCT	-CONFERENCE CALL		- OCT 15TH TAX DEADLINE	- ALL AFFILIATE TRAINING - MENTOR RECRUITING - STUDENT RECRUITING		- PROMOTE MENTOR RECRUITING - PROMOTE STUDENT REGISTRATIONS	-CONTACT MENTOR AND STUDENT REGISTRANTS - HELP ENSURE STUDENT REGISTRATION/ CONSENT FORM PROCESS -HELP ENSURE MENTOR REGISTRATION/BGC PROCESS
NOV				- MENTOR RECRUITING - STUDENT RECRUITING - DATABASE MONITORING		- PROMOTE MENTOR RECRUITING - PROMOTE STUDENT REGISTRATIONS	-CONTACT MENTOR AND STUDENT REGISTRANTS - HELP ENSURE STUDENT REGISTRATION/ CONSENT FORM PROCESS -HELP ENSURE MENTOR REGISTRATION/BGC PROCESS
DEC	-BOARD MEETING			- MENTOR RECRUITING - STUDENT RECRUITING - DATABASE MONITORING		- PROMOTE MENTOR RECRUITING - PROMOTE STUDENT REGISTRATIONS	-CONTACT MENTOR AND STUDENT REGISTRANTS - HELP ENSURE STUDENT REGISTRATION/ CONSENT FORM PROCESS -HELP ENSURE MENTOR REGISTRATION/BGC PROCESS -STUDENT/PARENT INFO SESSIONS
JAN	-CONFERENCE CALL			- UPDATE SCHOLARSHIP APPLICATION PACKET		- PROMOTE STUDENT REGISTRATIONS	-TEAM SESSIONS BEGIN -CONTACT MENTOR AND STUDENT REGISTRANTS - HELP ENSURE STUDENT REGISTRATION/ CONSENT FORM PROCESS -HELP ENSURE MENTOR REGISTRATION/BGC PROCESS
FEB				- ALUMNI EVENT		- PROMOTE TEAM ACTIVITIES/PHOTOS	- STUDENT REGISTRATION CUT-OFF (THIRD SESSION)
MAR	- BOARD MEETING	-REVIEW LEADERSHIP -REVIEW BOARD MEMBER TERMS		- ISSUE SCHOLARSHIP APPLICATION PACKET - SUMMER CAMPS ANNOUNCED		-PROMOTE TEAM ACTIVITIES/PHOTOS	- ACE NATIONAL DATABASE COMPLIANCE (ALL REGISTERED, BGC COMPLETE) - DISTRIBUTE/INFORM STUDENTS OF SCHOLARSHIP APPLICATION PACKET
APR						-PROMOTE TEAM ACTIVITIES/PHOTOS	- ENSURE STUDENT DATABASE UPDATED - UPLOAD TEAM PHOTOS TO SMUGMUG -PROMOTE SUMMER CAMPS TO STUDENTS
MAY	- CONFERENCE CALL - HAND WRITTEN THANK YOUS TO SPONSORS		- SPONSOR TRACKING -EVENT BUDGET TRACKING	- GRADE AND AWARD SCHOLARSHIPS - SELECT SUMMER CAMP ATTENDEES	- MAY END OF YEAR EVENT	-MAY EVENT PROMOTION - SOCIAL MEDIA SPONSOR MENTIONS - PRESS RELEASE SCHOLARSHIPS	- ASSIST SCHOLARSHIP APPLICANTS PRIOR TO DEADLINE - TEAM SESSIONS END -COORDINATE WITH MAY EVENT TEAM
JUN	- BOARD MEETING	- OUTREACH TO POTENTIAL LEADERS/BOARD MEMBERS	- THANK YOU LETTERS TO SPONSORS	- ALUMNI DATABASE UPDATE	- ASCE/YMF GOLF TOURNAMENT	- THANKS TO SPONSORS - UPLOAD EVENT PHOTOS TO SMUGMUG	