

## Sample Club Officers Calendar

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| <b>JULY</b>   | <b>AUGUST</b>   |
| Submit July WMMR report<br>Submit online Activity report<br>Appoint committees<br>Set goals<br>Submit application for previous Club<br>President's Excellence Award & district awards   | Submit August WMMR report<br>Submit online Activity report<br>Attend club officer training<br>New member orientation<br>Plan member development program   |
| <b>SEPTEMBER</b>  | <b>OCTOBER</b>  |
| Submit September WMMR report<br>Submit online Activity report<br>Attend region/zone meeting   | Submit October WMMR report<br>Submit online Activity report<br>Candy Day fundraiser   |
| <b>NOVEMBER</b>   | <b>DECEMBER</b>   |
| Submit November WMMR report<br>Submit online Activity report<br>Attend region meeting<br>Nursing home service project   | Submit December WMMR report<br>Submit online Activity report<br>Fundraising event   |
| <b>JANUARY</b>  | <b>FEBRUARY</b>   |
| Submit January WMMR report<br>Submit online Activity report<br>Attend zone meeting<br>Attend region meeting   | Submit February WMMR report<br>Submit online Activity report<br>Foundation sweepstakes ticket sales<br>New member orientation   |
| <b>MARCH</b>  | <b>APRIL</b>  |
| Submit March WMMR report<br>Submit online Activity report<br>Attend zone meeting<br>Nomination of officer candidates<br>Pay any unpaid club balances  | Submit April WMMR report<br>Submit online Activity report<br>Election of officers<br>Attend district convention<br>10K Run fundraiser   |
| <b>MAY</b>  | <b>JUNE</b>   |
| Submit May WMMR report<br>Submit online Activity report<br>Submit PU101 officers report<br>Review records and order attendance awards &<br>years of service awards<br>Select MJF recipient<br>Attend multiple district convention | Submit June WMMR report<br>Submit Annual Activities report<br>Club retreat for planning<br>Prepare financial records for audit<br>Installation of new officers<br>Recognition of outgoing officers<br>Transition planning meeting w/outgoing officers |