Guidelines for Planning ALL Events

**July**
- Mail APB (distributed at first lecture of the month, and mailed)
- Plan Picnic

**August**
- Mail Picnic Flyer
- APB Deadline 15th

**September**
- Mail APB
- Holiday Program Committee Appointed
  - *Event: Picnic*

**October**
- APB Deadline 15th
- Holiday Program Committee Starts Planning

**November**
- Mail APB
- Mail Holiday Party Flyer

**December**
- Mail Lecture schedule January – July
- Appoint AWOL (Week of Learning) Chair
  - *Event: Holiday Party*

**January**
- APB Deadline 15th
- AWOL Committee Starts Planning

**February**
- Mail APB
- Appoint Chair of Annual Meeting
- Nominating Committee Starts – Past President is Chair
- Committees prepare budget Requests for next year

**March**
- Deadline: Budget Requests to Finance Comm. by March 15th
- Committee for Annual Meeting Starts Planning
- Review Operations Manual

**April**
- AWOL Mailing
- APB Deadline 15th
- Finance Committee Works on Budget

**May**
- Mail APB
- Budget Approved by Board
- Mail Annual Meeting Notice, Slate of Officers and Budget
  - 30 days prior to meeting

Planning guide Rev. 03/2013
(Guidelines for Planning ALL Events Con’t)

June

Mail Lecture Schedule July – December
APB Deadline on 15th
Appoint Picnic Committee

**Event: Annual Meeting, Election of Officers**

**Event ALL Week of Learning**

Every effort should be made to coordinate mailing for APB, classes, day trips, special events etc. and they should be distributed at lectures whenever possible to reduce mailing costs.

Planning guide Rev. 03/2013