

ALL MONTHLY PLANNING GUIDELINES

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| July | Plan picnic July 15 – APB input deadline for August, September, October |
| August | Mail picnic flyer Mail APB and publish online version of APB |
| September | Event: picnic |
| October | Mail holiday party flyer October 15 – APB input deadline for November, December, January |
| November | Mail APB and publish online version of APB Reserve ballroom for Annual Meeting Announce weather cancellation policy at lecture |
| December | Mail lecture schedule January – July Appoint AWOL (Week of Learning) Chair Event: holiday party Begin planning Annual Meeting |
| January | AWOL Committee starts planning Prepare notice of “Elections for ALL Board” for the APB Jan. 15 – APB input deadline for February, March, April |
| February | Mail APB and publish online version of APB Plan annual meeting Nominating committee starts – Past President is chair Committees prepare budget request for next year |
| March | Deadline: Budget requests to Finance Committee by March 15 Review Operations Manual |
| April | AWOL Mailing Finance Committee works on budget Prepare nominations to be published in the APB April 15 – APB input deadline for May, June, July |
| May | Mail APB and publish online version of APB Budget approved by board Mail annual meeting notice, slate of officers, and budget 30 days prior to meeting Plan winter holiday event |
| June | Mail lecture schedule July – December Event: Annual Meeting, Election of Officers Event: ALL Week of Learning |

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

10/2016