**General Club Annual Calendar**

*\*It is understood that not all clubs follow the College's fiscal year of July 1 – June 30. Tax returns are due 3 months after the organization's fiscal close. Please consult with the IRS or ACT if you are unsure of your appropriate deadline. Please adjust the items with an asterix in the timeline below accordingly.*

**Month** **Focus**

**June**

* Annual Dinner/Meeting Event
* Wrapping up budgets and outstanding invoices
* Club and Affiliated Group Annual Report (CGAR) form sent from College. Receive financial report form from College – treasurer completes
* Monthly board meeting/call
* Board elections if needed
* Plan "Summer Send-Off" – request first year student names from Communities Office ACT)
* Send e-Newsletter recapping completed events, marketing future events, thanking volunteers and recruiting new volunteers

**July**

* Receive tax return packet from Controller’s Office - treasurers & presidents
* Monthly board meeting/call
  + Discuss Fall event schedule
  + Decide on dues structure for new year
* Plan fall activities and assign point persons
* Continue completion of CGAR and financial report
* Continue planning and marketing of "Summer Send-Off"

**August**

* Complete work on CGAR - due beginning of September
* Complete financial report (treasurer) – due beginning of September \*
* Monthly board meeting/call
  + Confirm board meeting dates for year
  + Continue planning Fall event schedule
  + Request Holiday Party Speaker if desired
  + Fiscal year-end report from treasurer
* Prepare newsletter (dues solicitation) and send to ACT
* Check Dartmouth Athletic Schedule for nearby games
  + <http://www.dartmouthsports.com/main/Schedule.dbml?DB_OEM_ID=11600>
* Host "Send-Off Parties"

**September**

* Monthly board meeting/call
  + Confirm plans and marketing for upcoming events
  + Contact student a cappella groups for Holiday Party if desired
  + Discuss speakers and programs for winter term
  + Discuss who should attend Club and Affiliated Group Officers Weekend (CAGOW)
* Confirm preparation of tax return \*
* Submit completed CGAR by deadline
* Send E-Newsletter recapping completed events, marketing future events and inviting new volunteers to participate

**October**

* Monthly board meeting/call
  + Treasurers' report
  + Confirm logistics and planning for future events
* Identify possible CAGOW attendees to ACT
* Request new club database from ACT – will include new parents & recent graduates
* Send E-Newsletter recapping completed events, marketing future events and inviting new volunteers to participate

**November**

* Monthly board meeting/call
  + Treasurers' report
  + Confirm logistics and planning for future events
* Send E-Newsletter recapping completed events, marketing future events and inviting new volunteers to participate
* Review winter sports schedule – identify event possibilities
  + <http://www.dartmouthsports.com/main/Schedule.dbml?DB_OEM_ID=11600>
* Register for CAGOW
* Be aware that the student winter break begins with Thanksgiving
* **Confirm with treasurer tax filing – send copy to ACT \***

**December**

* Monthly board meeting/call
  + Treasurers' report
  + Confirm logistics and planning for future events
* Send E-Newsletter recapping completed events, marketing future events and inviting new volunteers to participate
* Holiday Party – be sure to invite current students and families as well as Early Decision admits
* Be mindful of College's Holiday Break dates and deadlines
* Remind CAGOW attendees to register

**January**

* Monthly board meeting/call
  + Treasurers' report
  + Confirm logistics and planning for future events
  + Discuss second newsletter/dues solicitation
* Attend CAGOW

**February**

* Monthly board meeting/call
  + Treasurers' report
  + Confirm logistics and planning for future events
  + Discuss speakers for spring term
  + Select date for Annual Dinner/Meeting and confirm point person
  + Select date for Admitted Student Event and confirm point person
  + Be aware of spring break and possible visits from student groups
  + Share best practices from CAGOW with board
* Prepare and send second newsletter/dues solicitation to ACT
* Review spring sports schedule – identify event possibilities
  + <http://www.dartmouthsports.com/main/Schedule.dbml?DB_OEM_ID=11600>
* Discuss plans for Book Awards Program (if appropriate)

**March**

* Monthly board meeting/call
  + Treasurers' report
  + Confirm logistics and planning for future events
* Spring Break
* Regular Decisions released at end of month
* Confirm Book Award Program details

**April**

* Monthly board meeting/call
  + Treasurers' report
  + Confirm logistics and planning for future events
  + Identify Nominating Committee and solicit nominations for board positions
* Host Admitted Student Event
* Regular Decisions released at end of month

**May**

* Monthly board meeting/call
  + Treasurers' report
  + Confirm logistics and planning for future events
  + Report from Nominating Committee
* Hold elections
* Book Awards bestowed and report sent to ACT

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