

MAY 2017						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14 Mother's Day	15 IRS 990 due, if on Jan. 1 – Dec. 31 chapter year	16	17	18	19	20
21	22	23	24	25	26	27
28	29 Memorial Day	30	31	<ul style="list-style-type: none"> <li>• Review the Officer's Guidelines</li> <li>• Review your chapter's ByLaws and Policy Statement</li> </ul> <p><b>ORGANIZE NOW FOR A SUCCESSFUL YEAR</b></p>		

**Must do** ✓

**District Governor**

- Submit Form 1453 Chapter Visitation, fourth quarter Scorecard and report of new district officers Form 1462 by June 10 Assist with installation of chapter officers
- Develop district budget

**Chapter President**

- Call May board meeting
- Submit Report of New Chapter Officer Form 128
- Develop plans for chapter year

**Chapter Secretary/Treasurer**

- Update chapter roster with AMBUCS Resource Center and submit all Form 126 (additions) and Form 130 (deletions) before June 10.
- 990 due to IRS May 15 if your chapter is on the January 1 – December 31 chapter year.
- Make sure dues and Amtryke invoices are paid
- Make sure Program Giving is forwarded to AMBUCS Resource Center with program designation by May 31

**Optional** ✓

**Chapter President**

- Submit fourth quarter Scorecard due in AMBUCS Resource Center by June 10. Scorecards are available online [www.ambucs.org](http://www.ambucs.org)
- Distribute Committee Preference Sheets (See Committee Guidelines) and inform all members of their committee assignment
- Attend each committee's first meeting. Go over each committee's plans and programs.
- Follow up with students to make sure supporting documents for chapter sponsored scholarship applicants have been turned in by May 15 to Resource Center
- Submit Achievement Awards (see Awards Guidelines) to the Region Director by July 1

# JUNE 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>Schedule an Amtryke Evaluation Day!</b> <b>First Quarter: June, July, August</b>				1	2	3
4	5	6	7	8	9	10
11	12 FOURTH QUARTER SCORECARD DUE	13	14	15	16	17
18	19	20	21	22	23	24
25 <i>Father's Day</i>	26	27	28	29	30	

## Must do

### District Governor

- Assume office on June 1
- Publish first of four quarterly newsletters
- Contact chapters to schedule visits for August
- Bill district dues based on May 31 Blue Chip Report

### Chapter President

- Assume office on June 1
- Ask for written treasurer's reports. Ask for each key role to report their plans and budget requests for the year
- Call June board meeting

### Chapter Secretary/Treasurer

- Make sure budget is approved during June chapter meeting.

- Make sure dues and Amtryke invoices are paid.

## Optional

### Chapter President

- Call first board meeting
- Collect budget requests from committee chairmen. Have treasurer prepare chapter budget for approval at June board meeting
- Committees announce dates of 1st quarter orientation meeting, social and community service project
- Submit Achievement Awards (see Awards Guidelines).

<h1>JULY 2017</h1>						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>Schedule an Amtryke Giveaway</b> <b>Promote Attendance at AMBUCS National Conference</b> <b>Lake of the Ozarks, MO October 18-21</b>						1
2	3  Independence Day	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**Must do** ✓

**District Governor**

- Attend Regional Executive Committee Meeting.
- Schedule District Board Meeting.
- Register for National Conference

**Chapter President**

- Register for National Conference
- Call July board meeting.

**Chapter Secretary/Treasurer**

- Make sure AMBUCS and Amtryke invoices are paid.

**Optional** ✓

**Chapter President**

- Attend first District Board Meeting.
- Submit copy of chapter budget to District Governor.
- Arrange for District Governor's visit and as program speaker in August.
- Call August board meeting and invite District Governor to attend.
- Schedule a chapter AMBUCS Scholar recipient appreciation day.

# AUGUST 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Promote Attendance at AMBUCS National Conference Lake of the Ozarks, MO October 18-21		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## Must do ✓

### District Governor

- Visit each chapter as a speaker and promote attendance at National Conference and plan contest for Branding Time
- Attend Regional Executive Committee Meeting
- Schedule District Board Meeting
- Submit Chapter Visitation Form 1470 and First Quarter Scorecard

### Chapter President

- Call August board meeting
- Promote attendance at National Conference

### Chapter Secretary/Treasurer

- Update chapter roster with AMBUCS Resource Center and submit all Form 126 (additions) and Form 130 (deletions) before September 10
- Make sure AMBUCS and Amtryke invoices are paid

District and Chapter Officers

## Optional ✓

### Chapter President

- Submit First Quarter Scorecard; due in AMBUCS Resource Center by September 10. Scorecards are available online at [www.ambucs.org](http://www.ambucs.org)
- Plan Contest for October thru November, Branding Time membership drive
- Book your hotel room and flight for National Conference

# SEPTEMBER 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Second Quarter: September, October and November					1	2
3	4	5	6	7	8	9
	Labor Day					
10	FIRST QUARTER SCORECARD DUE	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## Must do ✓

### District Governor

- Schedule second district board meeting
- Attend Region Executive Committee Meeting.
- Publish second of four district newsletters.
- Encourage participation in Branding Time Contests.
- Bill district dues based on August 31 Blue Chip Report.

### Chapter President

- Call September board meeting.

### Chapter Secretary/Treasurer

- Make sure dues and Amtryke invoices are paid.

## Optional ✓

### Chapter President/Secretary/Treasurer

- Branding Time is October and November. To achieve Top Spread status, chapters need a net growth of 5 members.
- Plan Second Quarter (September - November) activities by reviewing the second quarter scorecard.

# OCTOBER 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
	IRS 990 due, if on June 1 - May 31 chapter year		<b>2017 AMBUCS National Conference Lake of the Ozarks, MO - October 18-21</b>			
22	23	24	25	26	27	28
29	30	31	<p><b>Tan-Tar-A Resort</b>, our conference host hotel, is family friendly with a myriad of both indoor and outdoor activities for the whole family.</p> <p>October is the first month of the <b>Branding Time</b> membership drive.</p>			
		Halloween				

## Must do ✓

### District Governor

- Visit each chapter at least once this quarter
- Attend National Conference

### Chapter President

- Attend National Conference
- Call October board meeting

### Chapter Secretary/Treasurer

- Submit new members Form 126 to the Resource Center for Branding Time credit
- 990 due to IRS October 16 if your chapter is on the June 1 - May 31 chapter year.
- Make sure Big Hat National dues are paid
- Make sure AMBUCS and Amtryke invoices are paid

## Optional ✓

### Chapter President

- Put plans for Branding Time membership contest into action

# NOVEMBER 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>Act now to take a rider off the National Wish List in time for the Holidays!</b>			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
			Mandatory Form 135/136 due			Veteran's Day
19	20	21	22	23	24	25
				Thanksgiving		
26	27	28	29	31	<b>Wrap up Branding Time Membership Drive Contest</b>	

**Must do** ✓

**District Governor**

- Submit Form 1453 Visitation Form and Second Quarter Scorecard

**Chapter President**

- Mandatory Form 135/136 due November 15. (Based on previous chapter year) [www.ambucs.org](http://www.ambucs.org)
- Call November board meeting

**Chapter Secretary/Treasurer**

- Mandatory Form 135/136 due November 15. (Based on previous chapter year)
- Update chapter roster with AMBUCS Resource Center and submit all Form 126 (additions) and Form 130 (deletions) before December 10
- Make sure AMBUCS and Amtryke invoices are paid

**Optional** ✓

**Chapter President**

- Submit Second Quarter Scorecard; due at AMBUCS Resource Center by December 10. Scorecards available online at AMBUCS website [www.ambucs.org](http://www.ambucs.org)
- Wrap up Branding Time membership contest
- Take a rider off the National Wish List early in November so they'll have the tryke in time for the Holidays. Place order early in the month to ensure availability and delivery for your chapter giveaways as well!
- Consider a personal year end or planned gift.

# DECEMBER 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>Third Quarter: December, January, February</b>  <b>Very happy holidays, to you and yours!</b>					1	2
3	4	5	6	7	8	9
10	11 SECOND QUARTER SCORECARD DUE	12	13	14	15 Amtryke Holiday Order Deadline	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31 New Year's Eve	Christmas					

## Must do ✓

### District Governor

- Schedule chapter visits for February
- Publish third of four district newsletters
- District dues billing based on November 30 Blue Chip Report

### Chapter President

- Call December board meeting

### Chapter Secretary/Treasurer

- Make sure dues and Amtryke invoices are paid

## Optional ✓

### Chapter President

- Committees set dates for third quarter social, orientation meeting and community service project
- Arrange for district governor's second visit in February
- Plan Third Quarter (December - February) activities by reviewing the third quarter scorecard



# JANUARY 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 New Year's Day	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16 Martin Luther King Jr. Day	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	Begin planning a Trek 4 Trykes Walk/Run to raise money for your chapter's Amtryke Program!		

## Must do ✓

### District Governor

- Schedule February district board meeting
- Attend Regional Executive Committee meeting

### Chapter President

- Call January board meeting
- Appoint Scholarship Chairman and submit Chapter Scholarship Preference Form to the Resource Center

### Chapter Secretary/Treasurer

- Make sure AMBUCS and Amtryke invoices are paid

## Optional ✓

### Chapter President

- Appoint Scholarship Chairman and begin gathering student leads

# FEBRUARY 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>Third Quarter Ends</b> <b>100% Program Giving Goal is based on February 28</b> <b>Blue Chip Membership Number x \$40</b>				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	<b>Spring Round-Up Membership Drive</b> <b>March and April</b> Invite prospective members to a mission-driven chapter event to show them how awesome membership is!		

## Must do

### District Governor

- Promote Spring Round Up Event (membership recruitment drive) during February district board meeting
- Submit report of new district officers Form 1462 to AMBUCS Resource Center

### Chapter President

- Call February board meeting
- Appoint Nominating Committee for next year's chapter officers

### Chapter Secretary/Treasurer

- Update chapter roster with AMBUCS Resource Center and submit all Form 126 (additions) and Form 130 (deletions) before March 10
- Make sure AMBUCS and Amtryke invoices are paid

## Optional

### Chapter President

- Attend February district board meeting
- Submit Third Quarter Scorecard, due in AMBUCS Resource Center by March 10. Scorecards are available online at [www.ambucs.org](http://www.ambucs.org)
- Have Committee announce plans for Spring Round-Up Event (membership recruitment drive). In order to gain #1 Cowpoke status, chapters need a net growth of 5 members.

# MARCH 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>Fourth Quarter: March, April, May Spring Round-Up Membership Drive March and April</b>				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
Daylight Savings	THIRD QUARTER SCORECARD DUE					St. Patrick's Day
18	19	20	21	22	23	24
25	26	27	28	29	30	31
					Good Friday	

**Must do** ✓

**District Governor**

- Publish the fourth of the four district newsletters
- Submit District Scorecard and Form 1453 chapter visitations for third quarter
- District dues billing based on February 28 Blue Chip Membership Report

**Chapter President**

- Hold election of officers for coming year
- Call March board meeting

**Chapter Secretary/Treasurer**

- Make sure dues and Amtryke invoices are paid

**Optional** ✓

**Chapter President**

- Committee sets date of fourth quarter social, orientation, and community service
- Plan Fourth Quarter (March- May) activities by reviewing the fourth quarter scorecard
- Have your Scholarship Chairperson present student candidates for sponsorship by your chapter.
- Submit Chapter Sponsored Forms by April 15. [www.ambucs.org](http://www.ambucs.org)
- Review 100% Program Giving Report and become 100% Givers in the Programs your chapter wishes to support.

**Chapter Secretary/Treasurer**

- Spring Round-Up is March and April. To be a #1 Cowpoke your chapter needs a net growth of 5 members.
- Review 100% Program Giving Report and become 100% Givers in the Programs your chapter wishes to support.

# APRIL 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 <small>Easter</small>	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	<b>Get Ready for Riding Season!</b>  <b>Spring Round-Up Membership Drive Ends</b>				

## Must do ✓

### District Governor

- Attend Regional Spring Conference
- Coordinate with chapters to attend officer installation

### Chapter President

- Attend Regional Training Conference
- Call April board meeting

### Chapter Secretary/Treasurer.

- Make sure AMBUCS and Amtryke invoices are paid

## Optional ✓

### Chapter President

- Submit your chapter's Therapist of the Year nomination to the AMBUCS Resource Center by May 15
- Student Scholarship applications due April 15. Chapter Sponsorship Forms due April 15.
- Finish your Spring Round-Up Invitation (membership drive) event and report results to the AMBUCS Resource Center
- Plan May officer installation, order awards, and invite district governor

### Chapter Secretary/Treasurer

- Order supplies and awards for installation

# MAY 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
Mother's Day		IRS 990 due, if on Jan. 1 – Dec. 31 chapter year				
20	21	22	23	24	25	26
	28	29	30	31	Fourth Quarter and AMBUCS Year Ends	
	Memorial Day					

## Must do

### District Governor

- Submit Form 1453 Chapter Visitation, fourth quarter Scorecard and report of new district officers Form 1462 by June 10
- Develop District budget

### Chapter President

- Call May board meeting
- Submit Report of New Chapter Officers Form 128
- Develop plans for chapter year

### Chapter Secretary/Treasurer

- Update chapter roster with AMBUCS Resource Center and submit all Form 126 (additions) and Form 130 (deletions) before June 10.
- 990 due to IRS May 15 if your chapter is on the January 1 – December 31 chapter year.
- Make sure dues and Amtryke invoices are paid

- Make sure Program Giving is forwarded to AMBUCS Resource Center with program designation by May 31

## Optional

### Chapter President

- Submit fourth quarter Scorecard due in AMBUCS Resource Center by June 10. Scorecards are available online [www.ambucs.org](http://www.ambucs.org)
- Distribute Committee Preference Sheets (See Committee Guidelines) and inform all members of their committee assignment
- Attend each committee's first meeting. Go over each committee's plans and programs.
- Follow up with students to make sure supporting documents for chapter sponsored scholarship applicants have been turned in by May 15 to Resource Center
- Submit Achievement Awards (see Awards Guidelines) to the Region Director by July 1

Continued>