

MAY 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Be sure your chapter's Report of New Chapter Officer Form 128 was submitted. Review the Officer's Guidelines, your chapter's Bylaws and Policy Statement.			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
Mother's Day			IRS 990 due, if on Jan. 1 – Dec. 31 chapter year			
19	20	21	22	23	24	25
26	27	28	29	30	31	ORGANIZE NOW FOR A SUCCESSFUL YEAR
	Memorial Day					

Must do

District Governor

- Submit [Form 1453](#), fourth quarter Scorecard (Admin Section) 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
- 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 100% Giving funds are forwarded to AMBUCS Resource Center with program designations by May 31

- If your chapter's year just ended, begin gathering revenues and expenses for the mandatory 135/136 Form that will be due November 15, 2019

Optional

Chapter President

- Submit fourth quarter Scorecard due to AMBUCS Resource Center by June 10. Scorecards are available online (see [Forms](#))
- 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 5 to Resource Center
- Submit Achievement Awards (see [Awards Guidelines](#)) to the Region Director by July 1

JUNE 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p align="center">Schedule an Amtryke Evaluation Day!</p> <p align="center">First Quarter: June, July, August</p>						1
2	3	4	5	6	7	8
9	10 FOURTH QUARTER SCORECARD DUE	11	12	13	14	15
16 Father's Day	17	18	19	20	21	22
23	24	25	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 chairs. 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](#)).

JULY 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4 Independence Day	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	<p align="center">Schedule an Amtryke Giveaway Promote Attendance at AMBUCS National Conference Wyndham Grand Downtown - Pittsburgh, PA October 2-5, 2019</p>		

Must do ✓

District Governor

- 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 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Promote Attendance at AMBUCS National Conference Pittsburgh, PA - October 2-5, 2019				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 1453](#) and First Quarter Scorecard (Admin Section)

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 (see [Forms](#))
- Plan Contest for October thru November, Branding Time membership drive
- Book your hotel room and flight for National Conference

SEPTEMBER 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Labor Day	3	4	5	6	7
8	9	10 FIRST QUARTER SCORECARD DUE	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	Second Quarter: September, October and November				

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 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
2019 AMBUCS National Conference Pittsburg, PA – October 2-5, 2019						
6	7	8	9	10	11	12
13	14	15	16	17	18	19
		IRS 990 due, if on June 1 - May 31 chapter year				
20	21	22	23	24	25	26
27	28	29	30	31	October is the first month of the Branding Time membership drive.	
				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 15 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 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>Act now to take a rider off the National Wish List in time for the Holidays!</p> <p>Wrap up Branding Time Membership Drive Contest</p>					1	2
3	4	5	6	7	8	9
10	11 Veteran's Day	12	13	14	15 Mandatory Form 135/136 due	16
17	18	19	20	21	22	23
24	25	26	27	28 Thanksgiving	29	30

Must do ✓

District Governor

- Submit Form 1453 Visitation [Form](#) and Second Quarter Scorecard (Admin Section)

Chapter President

- Call November board meeting

Chapter Secretary/Treasurer

- 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
- Begin compiling data of your chapter's last fiscal year for the mandatory 135/136 [Form](#), due November 15.

Optional ✓

Chapter President

- Submit Second Quarter [Scorecard](#); due at AMBUCS Resource Center by December 10.
- 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 2019

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

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 2020

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

Must do ✓

District Governor

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

Chapter President

- Call January board meeting
- Appoint Scholarship Chair and review "Requirements and other Helpful Tips" [document](#)

Chapter Secretary/Treasurer

- Make sure AMBUCS and Amtryke invoices are paid

Optional ✓

Chapter President

- Appoint Scholarship Chair and begin gathering student leads

<h1>FEBRUARY 2020</h1>						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>100% Program Giving Goal is based on February 28 Blue Chip Membership Number x \$40</p> <p>Spring Round-Up Membership Drive: March and April Invite prospective members to a mission-driven chapter event to show them how awesome membership is!</p>						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

Must do ✓

District Governor

- Promote Spring Round Up Event (membership recruitment drive) during February district board meeting
- Submit new district officers [Form 1462](#) to AMBUCS Resource Center
- Promote attendance at Region Training Conference.

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

District and Chapter Officers

Optional ✓

Chapter President

- Attend February district board meeting
- Submit Third Quarter Scorecard, due in AMBUCS Resource Center by March 10. Scorecards are available online (see [Forms](#)).
- 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 2020

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

Must do

District Governor

- Publish the fourth of the four district newsletters
- Submit District Scorecard (Admin Section) 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 Scholarship Forms](#) in early May www.ambucs.org
- Review [100% Program Giving](#) Report mailed to your Treasurer 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 mailed to you this month and become 100% Givers in the programs your chapter wishes to support

APRIL 2020

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

Must do ✓

District Governor

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

Chapter President

- Submit Newly Elected Chapter Officers [Form 128](#), April 1 or as soon as possible
- 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 31
- Student Scholarship Applications and [Chapter Sponsorship Scholarship Forms](#) due early May. Please check www.ambucs.org for deadline
- 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 and regional director

Chapter Secretary/Treasurer

- Order supplies and awards for installation (sales@crowncarolinas.com)

MAY 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>Be sure your Newly Elected Chapter Officers Form 128 has been submitted to the ARC. As soon as possible.</p> <p>Fourth Quarter and (traditional) AMBUCS Year Ends</p>					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
Mother's Day					IRS 990 due, if on Jan. 1 – Dec. 31 chapter year	
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Memorial Day					

Must do

District Governor

- Submit [Form 1453](#), fourth quarter Scorecard (Admin Section) 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
- 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 100% Giving funds are forwarded to AMBUCS

Resource Center with program designations by May 31

- If your chapter's year just ended, begin gathering revenues and expenses for the mandatory 135/136 Form that will be due November 15, 2019

Optional

Chapter President

- Submit fourth quarter Scorecard due in AMBUCS Resource Center by June 10. Scorecards are available online (see [Forms](#))
- 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 to Resource Center before the deadline
- Submit Achievement Awards (see [Awards Guidelines](#)) to the Region Director by July 1