

JUNE 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	Submit New Chapter Officers, if not already done	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	100% Giving Deadline*	1	2	3	4

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](#)).

***Denotes special date due to COVID-19 impact**

Notes:

JULY 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	Submit Achievement Awards to the Region Director	2	3	4
5	6	7	8	9	4 th Quarter Scorecard Due*	11
12	13	14	IRS Deadline for Chapters on Jan 1–Dec 31 Fiscal Year*	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Must do ✓

District Governor

- Schedule District Board Meeting
- Encourage chapters to attend the Virtual National Conference

Chapter President

- Plan to attend virtual 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 Scholars appreciation day

*Denotes special date due to COVID-19 impact

Notes:

AUGUST 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	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	1	2	3	4	5

Must do ✓

District Governor

- Plan contest for Branding Time
- Plan to attend Virtual National Conference
- 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
- Plan to attend the Virtual 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

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

Notes:

SEPTEMBER 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	Update Chapter Roster	2	3	4	5
6	7	8	9	1 st Quarter Scorecard Due	11	Virtual National Conference
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

Must do ✓

District Governor

- Schedule second district board meeting
- Attend Region Executive Committee Meeting
- Attend the Virtual National Conference
- 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
- Attend the Virtual National Conference

Chapter Secretary/Treasurer

- Make sure dues and Amtryke invoices are paid

Optional ✓

Chapter Officers

- 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](#)

Notes:

OCTOBER 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	Branding Time Begins!	2	3
4	5	6	7	8	9	10
11	12	13	14	IRS Deadline for Chapters on June 1–May 31 Fiscal Year*	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Must do ✓

District Governor

- Visit each chapter at least once this quarter

Chapter President

- 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 AMBUCS and Amtryke invoices are paid

Optional ✓

Chapter President

- Put plans for Branding Time membership contest into action

Notes:

NOVEMBER 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
Mandatory Form 135/136 Due	16	17	18	19	20	21
22	23	24	25	26	27	28
29	Branding Time Closes	1	2	3	4	5

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

Notes:

DECEMBER 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	Update Chapter Roster	2	3	4	5
6	7	8	9	2 nd Quarter Scorecard Due	11	12
13	14	Deadline for Amtryke Christmas Orders	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

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

- Have chapter 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](#)

Notes:

JANUARY 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	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

- 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 dues and Amtryke invoices are paid

Optional ✓

Chapter President

- Encourage the newly appointed Scholarship Chair to begin collecting student leads

Notes:

FEBRUARY 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	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						

Must do

District Governor

- Promote Spring Round-Up (membership recruitment drive) during February district board meeting
- Submit new district officers [Form 1462](#) to AMBUCS Resource Center
- Promote attendance at Regional 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 dues 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 (see [Forms](#)).
- Have committee announce plans for Spring Round-Up Event (membership recruitment drive). Chapters with a growth of net 5 achieve #1 Cowpoke status.

Notes:

MARCH 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Spring Round-Up Begins!	Update Chapter Roster	2	3	4	5	6
7	8	9	3 rd Quarter Scorecard Due	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

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

- Have chapter committees set dates 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.
- Review [100% Program Giving](#) report and become 100% Givers in the programs your chapter wishes to support

Notes:

APRIL 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	Submit New Chapter Officers	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	Spring Round-Up Closes	1

Must do ✓

District Governor

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

Chapter President

- Submit Newly Elected Chapter Officers [Form 128](#), 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 Event and report results to the AMBUCS Resource Center

- Plan May officer installation, order awards, and invite district governor and region director

Chapter Secretary/Treasurer

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

Notes:

MAY 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	IRS Deadline for Chapters on Jan 1-Dec 31 Fiscal Year	18	19	20	21	22
23	24	25	26	27	28	29
30	100% Giving Deadline	Therapist of the Year Nominations Due	2	3	4	5

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

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 assignments

Notes:
