



June 2021

AMBUCS Leadership Calendar

Must do

District Governor

- Assume office on June 1.
- Publish first of four quarterly newsletters.
- Contact chapters to schedule August visits.
- Bill district dues based on May 31 [Blue Chip](#).

Chapter President

- Assume office on June 1.
- Ask for written treasurer's report and 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](#)).
- Plan your next AMBUCS visibility event. Visibility is no longer just a season. Every quarter we will recognize chapters for promoting the organization.
- June is PTSD Awareness Month, and Independence Day is just around the corner. Gift an Amtryke to a Veteran!

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---|---|--|--------|----------|
| | | 1 Achievement Awards due to Region Director | 2 Therapist of the Year nominations due to ARC. (1st) | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 4 th Quarter Scorecard Due | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | | The Scholarship Committee meets to select this year's scholarship recipients. | | | | |
| 27 | 28 | 29 | 30 | <div style="border: 1px solid black; padding: 5px;"> <p>Oops... did you forget these May deadlines?</p> <ul style="list-style-type: none"> ● 100% Giving Support – Get these donations to us ASAP. Scholarship season is here! ● Updating your roster. Reach out to us at membership@ambucs.org. ● Reporting new chapter officers on Form 128. </div> | | |
| | | | | | | |

**National Conference is coming up in August.
Make plans to join us in person or online!**



July 2021

AMBUCS Leadership Calendar

Must do

District Governor

- Schedule District Board Meeting.
- Make sure you're registered for National Conference.

Chapter President

- Call July board meeting.
- Make sure you're registered for the National Conference.

Chapter Secretary/Treasurer

- Make sure dues and Amtryke invoices are paid.

Optional

Chapter President

- Attend District Board Meeting.
- Submit copy of chapter budget to District Governor.
- Arrange for your District Governor or Region Director to visit and serve as a program speaker in August.
- Plan August board meeting.
- Schedule a Scholars recognition day.

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|--|--------|----------|
| | | | | 1 Deadline for Magazine Submissions | 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 |
| | | | | | | |



August 2021

AMBUCS Leadership Calendar

Must do

District Governor

- Visit chapters and serve as a guest speaker.
- Attend Region's Executive Committee Meeting and National Conference.
- Schedule District Board Meeting.
- Submit Chapter Visitation [Form 1453](#).

Chapter President

- Call August board meeting.
- Attend National Conference.

Chapter Secretary/Treasurer

- Review chapter roster and submit [Form 126](#) (additions) and [Form 130](#) (deletions).
- Make sure dues and Amtryke invoices are paid.

Optional

Chapter President

- Submit 1st Quarter Scorecard.
- Plan a contest to encourage and promote Fall Branding during the months of October and November.

| 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 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | | AMBUCS National Conference in Louisville, KY | | | | |
| 29 | 30 | 31 | | | | |
| | | 1 st Quarter Ends | | | | |
| | | | | | | |



September 2021

AMBUCS Leadership Calendar

Must do

District Governor

- Schedule District Board Meeting.
- Publish quarterly district newsletters.
- Promote Fall Branding.
- Bill district dues based on August 31 [Blue Chip](#).

Chapter President

- Call September board meeting.

Chapter Secretary/Treasurer

- Make sure dues and Amtryke invoices are paid.

Optional

Chapter President

- Fall Branding is October and November. To achieve Top Spread status, chapters need a net growth of five members.
- Plan 2nd Quarter activities by reviewing the 2nd Quarter Scorecard.

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|--|----------|--|----------|
| | | | 1 Start of the 2 nd Quarter | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 1 st Quarter Scorecard Due | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |
| | | | | | | |



October 2021

AMBUCS Leadership Calendar

Must do

District Governor

- Plan chapter visits.

Chapter President

- Call October board meeting.

Chapter Secretary/Treasurer

- Submit new members on [Form 126](#) for Fall Branding Credit.
- If your chapter's fiscal year is June 1 – May 31, the IRS 990 is due by October 15.
- Make sure dues and Amtryke invoices are paid.

Optional

Chapter President

- Fall Branding is October and November. To achieve Top Spread status, chapters need a net growth of five members.
- Plan 2nd Quarter activities by reviewing the 2nd Quarter Scorecard.
- Plan a special recognition for members who Big Hat or re-Big Hat during Fall Branding.

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--|----------|
| | | | | | 1 Fall Branding Begins | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 IRS 990 due if on chapter year June 1 – May 31 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |



November 2021

AMBUCS Leadership Calendar

Must do

District Governor

- Visit chapters and recognize Fall Branding.
- Attend Region's Executive Committee Meeting.
- Schedule District Board Meeting.
- Submit Chapter Visitation [Form 1453](#).

Chapter President

- Call November board meeting.

Chapter Secretary/Treasurer

- Review chapter roster and submit [Form 126](#) (additions) and [Form 130](#) (deletions).
- Make sure dues and Amtryke invoices are paid.
- Begin compiling data from your chapter's last fiscal year for Form 135/136, due November 15.

Optional

Chapter President

- Submit 2nd Quarter Scorecard.
- Wrap up Fall Branding membership drive contest and recognize those who recruited new members.
- Take a rider off the National Wish List for the holidays.
- Consider a personal year-end or planned gift to National AMBUCS.

Chapter Secretary/Treasurer

- Help new Big Hatters fill out the [Invitation Form to Join Big Hat](#).

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|---|-----------|----------|--------|----------|
| | 1 Deadline for Magazine Submissions | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 Form 135/136 Due | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 Fall Branding and 2 nd Quarter End | | | | |
| | | | | | | |



December 2021

AMBUCS Leadership Calendar

Must do

District Governor

- Schedule District Board Meeting.
- Publish quarterly district newsletters.
- Bill district dues based on August 31 [Blue Chip](#).

Chapter President

- Call December board meeting.

Chapter Secretary/Treasurer

- Collect Big Hat dues which were billed in the 2nd Quarter.
- Make sure dues and Amtryke invoices are paid.

Optional

Chapter President

- Submit 2nd Quarter Scorecard.
- Plan 3rd Quarter activities by reviewing the 3rd Quarter Scorecard.

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|---------|--|----------|--|----------|
| | | | 1 Start of the 3 rd Quarter | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 2 nd Quarter Scorecard Due | 11 |
| 12 | 13 Amtryke Holiday Order Deadline | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| | | | | | | |



January 2022

AMBUCS Leadership Calendar

Must do

District Governor

- Plan chapter visits.

Chapter President

- Call January board meeting.

Chapter Secretary/Treasurer

- Make sure dues and Amtryke invoices are paid.

Optional

Chapter President

- Appoint a Scholarship Chair and begin gathering student leads.
- Plan to attend the upcoming Region Conference.

| 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 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |



February 2022

AMBUCS Leadership Calendar

Must do

District Governor

- Promote Spring Round-Up for March and April.
- Attend Region's Executive Committee Meeting.
- Schedule District Board Meeting.
- Submit Chapter Visitation [Form 1453](#).

Chapter President

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

Chapter Secretary/Treasurer

- Review chapter roster and submit [Form 126](#) (additions) and [Form 130](#) (deletions).
- Make sure dues and Amtryke invoices are paid.

Optional

Chapter President

- Submit 3rd Quarter Scorecard.
- Have Committee announce plans for Spring Round-Up event in order to gain #1 Cowpoke status – achieved when chapters have a net growth of five members.

Chapter Secretary/Treasurer

- Help new Big Hatters fill out the [Invitation Form to Join Big Hat](#).

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|--|-----------|----------|--------|----------|
| | | 1 Deadline for Magazine Submissions | 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 Deadline to update chapter rosters | | | | | |
| | | | | | | |



March 2022

AMBUCS Leadership Calendar

Must do

District Governor

- Schedule District Board Meeting.
- Publish quarterly district newsletters.
- Bill district dues based on August 31 [Blue Chip](#).
- Submit new district officers [Form 1462](#).

Chapter President

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

Chapter Secretary/Treasurer

- Submit new members on [Form 126](#) for Spring Round-Up.
- Make sure dues and Amtryke invoices are paid.

Optional

Chapter President

- Submit 4th Quarter Scorecard.
- Have Committee set dates of 4th Quarter social, orientation and community service activity.
- Plan 4th Quarter activities by reviewing the 4th Quarter Scorecard.
- Have Scholarship Chair present student candidates for sponsorship by your chapter.
- Plan a special recognition for members who Big Hat or re-Big Hat during Spring Round-Up.

Chapter Secretary/Treasurer

- Review 100% Giving report which are mailed/emailed. Consider being 100% in one, two or all three programs.

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|--|--|--|--------|----------|
| | | 1 Spring Round-Up & 4 th Quarter Begin | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 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 Expect to Receive 100% Giving Report | 31 | | |
| | | | | | | |



April 2022

AMBUCS Leadership Calendar

Must do

District Governor

- Attend Region Conference.
- Plan chapter visits to install new officers.

Chapter President

- Call April board meeting.
- Submit Newly Elected Officers [Form 128](#).

Chapter Secretary/Treasurer

- Make sure dues and Amtryke invoices are paid.

Optional

Chapter President

- Plan May officer installation and invite local and regional leadership.
- Consider nominating a local therapist for the National Therapist of the Year Award. Submissions due June 1.
- Student scholarship applications and Chapter Sponsorship Forms due early May.
- Plan a special recognition for members who Big Hat or re-Big Hat during Spring Round-Up.

Chapter Secretary/Treasurer

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

| 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 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 Spring Round-Up Ends |
| | | | | | | |



May 2022

AMBUCS Leadership Calendar

Must do

District Governor

- Make sure new district officers have been reported on [Form 1462](#).
- Submit Chapter Visitation [Form 1453](#).
- Develop district budget.

Chapter President

- Call May board meeting.
- Develop plan for chapter year.

Chapter Secretary/Treasurer

- Review chapter roster and submit [Form 126](#) (additions) and [Form 130](#) (deletions).
- Make sure dues and Amtryke invoices are paid.
- Turn 100% Giving funds in by May 31.

Optional

Chapter President

- Submit 4th Quarter Scorecard.
- Distribute Committee Preference Sheets and inform all members of their committee assignments (see [Committee Guideline](#)). Attend their first meetings and offer direction.
- Follow up to make sure students' applications and sponsorship forms have been submitted.
- Submit Achievement Awards July 1. See [Award Guidelines](#).

Chapter Secretary/Treasurer

- Help new Big Hatters fill out the [Invitation Form to Join Big Hat](#).

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|---|--|----------------------|----------|--------|---|
| 1 Deadline for Magazine Submissions | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 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 End of AMBUCS Year & 4 th Quarter | 100% Giving Deadline | | | |
| | | | | | | Even if your chapter officers remain the same for the AMBUCS Year 2022-2023, please report them so we feel assured we know your current leadership. |