

# Yukon-Alaska Council of Toastmasters

## Deadlines and Meetings Calendar, 2009-2010

### JULY 2009

#### July 1:

- The start of the Toastmasters year
- The Distinguished District, Division, Area, and Club Programs begin

#### July 15:

- District officer list due to WHQ
- District calendar due to WHQ
- Area and division alignment changes due to WHQ
- District signature form due to WHQ

### AUGUST 2009

#### August 31:

- Last day for training
- Year-end Audit due to WHQ

### SEPTEMBER 2009

#### September 1:

- Last day to report area governor appointments to WHQ to ensure volunteer credit

#### September 15:

- Monthly treasurer report for the period ending July 31 due to District Trio
- Northern Outlook articles to due to Lucy Tyrrell ([Lucy\\_Tyrrell@nps.gov](mailto:Lucy_Tyrrell@nps.gov))

#### September 16:

- Executive Committee Meeting, 6:30 pm ADT

#### September 30:

- Report of club, area and division officer training due to WHQ. *(85% of area and division governors trained and reported to WHQ in order to qualify for Distinguished District Program)*
- District Success Plan Matrix due to WHQ. *(Required in order to qualify for Distinguished District Program)*
- Report of club officer training due at WHQ
- District Budget due to WHQ
- End of promotion for a Distinguished District point for chartering as many clubs as possible in the months of August and September

## **OCTOBER 2009**

### **October 1:**

- October dues renewals due to WHQ

### **October 10:**

- October dues renewals due to WHQ for Distinguished Club Program credit

### **October 15:**

- Monthly treasury report for the period ending August 31 due to District Trio

### **October 31:**

- First-round area governor club visits should be completed

## **NOVEMBER 2009**

### **November 1:**

- District governor to appoint audit committee

### **November 6:**

- Fall 2009 Conference, Anchorage, Alaska (November 6-8)
- Executive Committee Meeting (November 6)
- Council Business Meeting (November 6)

### **November 15:**

- Northern Outlook articles to due to Lucy Tyrrell (Lucy\_Tyrrell@nps.gov)
- October dues renewals due for Distinguished Area Program credit
- Monthly treasurer report for the period ending September 30 due to District Trio
- Quarterly treasurer report for July 1 through September 30 due to WHQ

### **November 30:**

- Area governors - first-round club visit reports due to YACT and WHQ
- Previous year's financial records due to WHQ (cancelled checks, bank statements, cash receipts and cash disbursement journals)

## **DECEMBER 2009**

### **December 15:**

- Monthly treasurer report for the period ending October 31 due to District Trio

## **JANUARY 2010**

### **January 15:**

- Monthly treasurer report for the period ending November 30 due to District Trio

## **FEBRUARY 2010**

### **February 15:**

- Mid-year audit due to WHQ (July 1–December 31)
- Monthly treasurer report for the period ending December 31 due to District Trio

### **February 16:**

- Executive Committee Meeting, 6:30pm AST

### **February 28:**

- Last day to complete officer training

## **MARCH 2010**

### **March 15:**

- Monthly treasurer report for the period ending January 30 due to District Trio
- Northern Outlook articles to due to Lucy Tyrrell (Lucy\_Tyrrell@nps.gov)

### **March 31:**

- Report of club-officer training due to WHQ

## **APRIL 2010**

### **April 1:**

- April dues renewals due to WHQ

### **April 10:**

- April dues renewals due to WHQ for Distinguished Club Program credit

### **April 15:**

- Monthly treasurer report for the period ending February 28 due to District Trio

### **April 16-18:**

Spring Conference in Fairbanks at Pikes Waterfront.

### **April 30:**

- Second-round area governor club visits should be completed

## **MAY 2010**

### **May 15:**

- Northern Outlook articles to due to Lucy Tyrrell (Lucy\_Tyrrell@nps.gov)
- April dues renewals due for Distinguished Area Program credit
- Monthly treasurer report for the period ending March 31 due to District Trio
- Quarterly treasurer report for July 1 through March 31 due to WHQ

### **May 31:**

- Area governors - second-round club visit reports due to YACT and WHQ

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**JUNE 2010****June 15:**

- Monthly treasurer report for the period ending May 31 due to District Trio

**June 30:**

- Club officer lists due to WHQ
- Last day of the Toastmasters year