

MAY 2009						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Submit Form 128 Report of New Chapter Officers to AMBUCS Resource Center Chapter Officers: Review the Chapter Officer's Guidelines Review your chapter's ByLaws and Policy Statement					1	2
3	4	5	6	7	8	9
10 Mother's Day	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25 Memorial Day	26	27	28	29	30

Things to do

President

- Make Plans to attend the National Conference.
- Distribute Committee Preference Sheets (See Committee)
- If you choose, begin strategic planning session (See Resources)
- Appoint standing committee chairmen. (See President Guidelines)
- Training meeting for your Board of Directors. (See President Guidelines)
- Inform all members of their committee assignment. (See Monthly Planner

President Guidelines)

- Attend each committee's first meeting. Go over each committee's plans and programs. (See President Guidelines)
- Prepare a ten minute acceptance speech for officer installation ceremony. (See President Guidelines)
- Attend officer installation ceremony.

Secretary and Treasurer

- Make sure your chapter roster matches with AMBUCS™ Resource Center.
- Attend officer installation ceremony.

2 Monthly Planner

JUNE 2009						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14 Flag Day	15	16	17	18	19	20
21 Father's Day	22	23	24	25	26	27
28	29	30	2009-2010 Chapter Year Begins June 1st Plan First Quarter (June - August) Activities by Reviewing the 1st Quarter Chapter Operation Scorecard.			

Things to do

- Assume office on June 1st.
- Plan to attend the national conference.
- Committee announces date of 1st quarter orientation meeting.
- Call first board meeting. Ask for written treasurer's reports. Ask for each committee to report their plans for the year.
- Collect budget requests from committee chairmen and have finance committee prepare chapter budget for approval at June board meeting.
- Committee announces date of 1st quarter social.
- Appoint awards chairman to prepare achievement awards for July District Board meeting.
- Send in Form 127, Report of New Chairperson Appointments (See Forms Section).
- Committee plans 1st quarter community service project.
- Scholarship award notices are mailed to students the end of June from the Resource Center.

Treasurer

- Make sure chapter budget is approved at June board meeting.

Chapter Officer's

JULY 2009						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Make Plans to attend the National Conference at the Peppermill Hotel and Casino in Reno, Nevada			1	2	3	4 <small>Independence Day</small>
			5	6	7	8
12	13	14	15	16	17	18
AMBUCS 2009 National Conference July 15th-18th Peppermill Hotel, Reno Nevada Register on line www.ambucs.org						
19	20	21	22	23	24	25
26	27	28	29	30	31	

Things to do

- Attend first district board meeting .
- Submit achievement award entries to District Governor. (See Awards/Award Guidelines)
- 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.

4 Monthly Planner

AUGUST 2009						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Promote attendance at the Fall Regional Conference!						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					

Things to do

- Call August board meeting.
- Submit 1st Quarter Scorecard, due in AMBUCS™ Resource Center by September 10th. Scorecards are available on line @ www.ambucs.org or in the Forms Section.
- Promote attendance at fall regional conference.
- Begin planning for October thru November Branding Time membership contest.

- Make plans for AmTryke® Month activities.

Secretary

- Update chapter roster with AMBUCS Resource Center and submit all Form 126 (additions) and Form 130 (deletions) before Sept. 10th.

SEPTEMBER 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Make plans to attend the Fall Regional Conference.		1 Labor Day	2	3	4	5
		6	7	8	9	10 First Quarter Membership Closes Scorecard Due
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	2nd Quarter Begins. Submit 1st Quarter Scorecard. Begin Branding Time Contest October November.		

Things to do

- Committee announces date for 2nd quarter social.
- Committee announces date for 2nd quarter orientation meeting.
- Committee plans date for 2nd quarter community service project.
- Call September board meeting.
- Attend fall conference with your committee chairmen and officers.
- Have committee present Branding Time membership contest to chapter.

Secretary

- Branding Time is October and November. To be Top Spread your chapter needs a net growth of 5 members.

Treasurer

- Send Big Hat dues to National Big Hat Sec/Treas.

6 Monthly Planner

OCTOBER 2009						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Branding Time Membership Contest October and November October is National AmTryke® Month				1	2	3
				4	5	6
11	12	13	14	15	17	18
	Columbus Day			IRS 990 Due		
19	20	21	22	23	24	25
26	27	28	29	30	31	

Things to do

- Put plans for Branding Time membership contest into action.
- Call October board meeting.
- Be sure to hold your AmTryke® Month activities.

Secretary

- Be sure to submit new members to the Resource Center for Branding Time credit.

Treasurer

- Form 990 due to IRS October 15th.

NOVEMBER 2009						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9 Magazine submission deadline	10	11 Veteran's Day	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 Thanksgiving Day	27	28
29	30	<p align="center">Your chapter can be TOP SPREAD with a net gain of 5 new members during Branding Time.</p>				

Things to do 

- Call November board meeting.
 - Submit 2nd Quarter Scorecard, due in AMBUCS™ Resource Center by December 10th. Scorecards available on line at AMBUCS™ WEB site www.ambucs.org or in the Forms Section.
 - Appoint chapter Visibility Chairperson and report to the AMBUCS™ Resource Center.
 - Wrap up Branding Time membership contest.
- Secretary**
- Update chapter roster with AMBUCS Resource Center and submit all Form 126 (additions) and Form 130 (deletions) before December 10th.

DECEMBER 2009						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3rd Quarter Begins		1	2	3	4	5
		6	7	8	9	10
				2nd Quarter Membership Closes 2nd Quarter Scorecard Due		12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
					Christmas Day	
27	28	29	30	31	Plan now for February National AMBUCS Visibility Month	

Things to do 

- Committee sets date for 3rd quarter social.
- Committee sets date for 3rd quarter orientation meeting.
- Committee sets date for 3rd quarter community service project.
- Arrange for district governor's second visit in February.
- Call December board meeting.
- Work with Committee to finalize Visibility Month plans.

JANUARY 2010						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Finalize Visibility Plans for February - National AMBUCS Month					1 New Year's Day	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 AMBUCS Scholars website application open	19	20	21	22	23
24	25	26	27	28	29	30
31						

Things to do 

- Call January board meeting.
- Appoint Scholarship Chairman and submit Chapter Scholarship Preference Form to the Resource Center. (See Programs/AMBUCS™ Scholars)
- Committee announces plans for Visibility Month and order supplies from the AMBUCS™ Resource Center.

<h1>FEBRUARY 2010</h1>						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Spring Magazine Submission Deadline	2	3	4	5	6
7	8	9	10	11	12	13
14 <small>Valentine's Day</small>	15	16	17	18	19	20 AMBUCS National Service Day
21	22	23	24	25	26	27
28	<p>National AMBUCS™ Visibility Month</p> <p>Your chapter's 100% Living Endowment Goal is based on February 29th Blue Chip</p>					

Things to do

- Attend February district board meeting.
- Appoint Nominating Committee for next year's officers.
- Use Chapter Self-evaluation Form 133 to identify potential leaders in your chapter. (Forms Section)
- Call February board meeting.

- Submit 3rd Quarter Scorecard, due in AMBUCS™ Resource Center by March 10th. Scorecards are available on line www.ambucs.org or in the Forms Section.
- Have Committee announce plans for Spring Round Up Invitation to...event.

Secretary

- Update chapter roster with AMBUCS Resource Center and submit all Form 126 (additions) and Form 130 (deletions) before Sept. 10th.

MARCH 2010						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 4th Quarter Begins	2	3	4	5	6
7	8	9	10 3rd Quarter Membership Closes 3rd Quarter scorecard due	11	12	13
14	15	16	17 St. Patrick's Day	18	19	20
21	22	23	24	25	26	27
28	29	30	31	Spring Round-up March and April Schedule a Invitation toevent		

Things to do 

- Committee announces date of 4th quarter social.
- Committee announces date of 4th quarter orientation meeting.
- Committee plans community service project for 4th quarter.
- Hold your election of officers for coming year. (See Officer Guidelines/Leadership Development)

- Call March board meeting.
- Have your Scholarship Chairperson present student candidates for sponsorship by your chapter. Submit Chapter Sponsored Forms by April 15th. (See Programs/AMBUCS™ Scholars)

Secretary

- Spring Round Up is March and April. To be #1 Cowpoke your chapter needs a net growth of 5 members.

<h1>APRIL 2010</h1>						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Make plans to attend Spring Conference Training Scholarship Applications and Chapter Sponsored Scholarship Forms Due April 15th				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
				LE Giving Bonus Points		
18	19	20	21	22	23	24
25	26	27	28	29	30	
					Therapist of the Year Award Due	

Things to do

- Attend Regional Spring Conference.
- Call April board meeting.
- Submit your chapter's Therapist of the Year application to the AMBUCS™ Resource Center by April 30th.
- Student Scholarship applications due April 15th. Chapter Sponsored Forms due April 15th. (See Programs/AMBUCS™ Scholars)

- Plan May Installation banquet and invite district governor.

Secretary

- Order supplies and awards for installation banquet

Treasurer

- Submit 100% Living Endowment Giving by April 15th to receive extra scorecard points.

MAY 2010						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
100% Living Endowment Giving by May 15th! Make Plans to Attend the National Conference! Celebrate a successful year!						1 Summer Magazine submission deadline
2	3	4	5	6	7	8
9 <small>Mother's Day</small>	10	11	12	13	14	15
16	17 100% Living Endowment Giving Deadline	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Things to do

- Call May board meeting.
- Submit 4th Quarter Scorecard due in AMBUCS™ Resource Center by June 10th. Scorecards are available on line www.ambucs.org or in the Forms Section.
- Submit required Form 135 Report of Charitable Giving due in AMBUCS Resource Center by June 10th. Online @ www.ambucs.org.
- Finish your Spring Round Up Invitation to....event and report results to the AMBUCS™ Resource Center.

- Follow up with students to make sure supporting documents for chapter sponsored scholarship applicants due May 15th to Resource Center.

Secretary

- Update chapter roster with AMBUCS Resource Center and submit all additions and deletions before June 10th.

Treasurer

- Make sure Living Endowment Giving is forwarded to AMBUCS™ Resource Center with program designation by May 15th.
- Make sure all outstanding dues, supply invoices are paid.