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| **May 2019** |   |   |   |   |
| 05/01/19 | Governor’s Newsletter | Governor 2019-2021 | Governor |  |
| 05/01/19 | Complete ASTRA Club Annual Report  | Local Club | ASTRA Member, Altrusa Member/Advisor  | Due May 31 |
| 05/01/19 | Nominations for Eleanor Roosevelt Humanitarian Award due to International Office | Local Club |   | Odd years only, Due May 15 |
| 05/01/19 | International Foundation Anna H. Settle Community Leadership Award due to International Office | Local Club |   | Odd years only, Due May 15 |
| 05/01/19 | Begin work on Club Annual Report.  | Local Club | Club President 2018-2019 and 2019-2020 | Due June 15 |
| 05/01/19 | Begin work on Governor Annual Report | Governor 2017-2019 | Governor | Due June 1 |
| 05/01/19 | Mamie L. Bass, Letha H. Brown & Dr. Nina Fay Calhoun Awards to International | Awards Coordinator |  | Due June 1 |
| 05/01/19 | Finalize plans for annual meeting and installation of new officers | Local Club |   |   |
| 05/01/19 | Incoming President plans meeting of old and new Board of Directors | Local Club |   | Consider a half-day retreat with old and new Board and Committee Chairs. |
| 05/01/19 | Send out bills for local, district and international dues | Local Club | Local Treasurer |   |
| 05/01/19 | Appoint Audit Committee to audit books for past year | Local Club |   |   |
| 05/01/19 | Plan to have conference delegates and alternates present a District Conference Report | Local Club |   |   |
| 05/01/19 | Book hotel accommodations and register for the International Convention | All |   |  |
| 05/10/19 | Update names of new Committee Chairs and Officers in Group Tally | Local Club |   | Make updates via Group Tally |
| 05/10/19 | Update new District Board and Committee Chairs information to in Group Tally | District Secretary |  | Due 10 days after conference. Make updates via Group Tally. |
| 05/15/19 | District Service Bulletin Articles Due | District Bd., Comm. Chairs | DSB Editor |   |
| 05/15/19 | International Day of Families | Local Club |  |  |
| 05/15/19 | Finalize proposed budget for upcoming year | Locl Club |   |   |
| 05/15/19 | Report proposed bylaw amendments coming from conference to International BRR chair within 15 days of conference. | Governor | BRR Committee Chair |  |
| 05/16/19 | Annual reports of outgoing Club Officers and Committee Chairs due | Local Club |   |   |
| 05/24/19 | Reminder letter/e-mail to clubs to submit Club Annual Reports to International | District Bd. | Governor | Due June 1 |
| 05/31/19 | District Service Bulletin E-Mailing | DSB |   |  Email DSB to International Office for Distribution |
| 05/31/19 | Club fiscal year ends | Local Club | Local Treasurer | May vary for some clubs |
| 05/31/19 | Install new officers | Local Club |   |   |
| 05/31/19 | All new Officers and Committee Chairs names should be updated in Group Tally  | Local Club |   | Make updates via Group Tally  |
| 05/31/19 | Delegates and Alternates for Convention should be reported to the Int'l Office | Local Club |   | Odd years only |
| **June 2019** |   |   |   |   |
| 06/01/19 | Governor’s Newsletter | Governor 2019-2021 | Governor |  |
| 06/01/19 | Submit Club Annual Report.  | Local Club | Club President 2019-2020  | Due June 15 |
| 06/01/19 | Governor Annual Report Due | Governor 2017-2019 | Governor | Due June 1 |
| 06/01/19 | Club Fiscal Year Begins | Local Club | Local Treasurer | May vary in some clubs. |
| 06/01/19 | Present annual budget to club for approval | Local Club | Local Treasurer |   |
| 06/01/19 | Schedule all club and board meetings for the coming club year | Club Pres. |   |   |
| 06/01/19 | Deadline to Submit District and International Dues | Local Club | Local Treasurer | Must be received by June 15 |
| 06/01/19 | Sign new bank signature cards (President & Treasurer) so checks can be signed | Local Club | Local Treasurer |   |
| 06/01/19 | Pay International Convention Fee when International dues are paid | Local Club | Local Treasurer |   |
| 06/??/19 | New District Board Orientation & Planning, City, State | District Board Mtg. |   |  Date subject to change |
| 06/??/19 | 2nd Day New District Board Orientation & Planning | District Board Mtg. |   |  Date subject to change |
| 06/15/19 | Treasurer notifies members with unpaid dues and advises of late fees | Local Club | Local Treasurer |   |
| 06/15/19 | Late fees charged for unpaid dues: $5 International; (late fees for Districts or Club dues may also be applicable) | Local Club | Local Treasurer |   |
| 06/15/19 | Convention Registration late fees $25 | International |  |  |
| 06/30/19 | Convention Registration Close | International  | International Staff | There will not be any on site registrations  |
| **July 2019** |   |   |   |   |
| 07/01/19 | Governor’s Newsletter | Governors 2019-2021 | Governors |  |
| 07/01/19 | Begin work on club yearbook | Local Club |   |   |
| 07/01/19 | Select a literacy project for Make A Difference Day | Local Club |   |   |
| 07/01/19 | Send IRS Form 990-N (If receipts over $25,000, send 990-EZ or 990) | District BoardUS only | District Treasurer | Due 5 months after the close of fiscal year  |
| 07/01/19 | Start thinking about projects to submit for Mamie L. Bass, Letha H. Brown Literacy, & Nina Fay Calhoun Awards | Local Club |   | Applications are on the Website. Check <http://altrusaservice.org/> for ideas.  |
| 07/01/19 | Plan on attending the International Convention | All |   | Late registration begins |
| 07/01/19 | Call for Board of Directors Nominations letter to Club President  | Nominating Committee |  |  |
| 07/10/19 | Reinstatement fee of $10 will be added to membership dues ($55 membership + $10 resinstatment fee = $65)  | Local Club | Local Treasurer | Contact International Staff to reinstate members |
| 07/15/19 -07/16/19 | International Board of Directors meeting | Int. Board of Directors |  |  |
| 07/17/1907/20/19 | International Convention – Grand Sierra Resort & Casino Reno, Nevada | All |   |   |
| 07/21/19 | International Board of Directors meeting | Int. Board of Directors |  |  |
| **AUG 2019** |  |   |   |   |
| 08/01/19 | Governor’s Newsletter | Governors 2019-2021 | Governors |  |
| 08/01/19 | Encourage members to become a member of Club 21 | Local Club |   |   |
| 08/01/19 | Start organizing your Make A Difference Day Project | Local Club |   |   |
| TBD | Summer/Fall Foundation Meeting | Foundation Board |  |  |
| 08/12/19 | International Youth Day | Local Club |  |  |
| 08/15/19 | Start planning a membership recruitment event  | Local Club |  |  |
| 08/15/19 | Plan an International Convention Report if clubs had delegate(s) attending | Local Club |   |   |
| 08/15/19 | District Service Bulletin Articles Due | District Board, Comm. Chairs | DSB Editor |   |
| 08/31/19 | District Service Bulletin E-Mailing | DSB Editor |   | Email DSB to International Office for Distribution |
| **Sept 2019** |   |   |   |   |
| 09/01/19 | Governor’s Newsletter | Governor 2019-2021 | Governor | 09/01/19 |
| 09/01/19 | Consider making a club donation/application to the International Foundation Grants Program | Local Club |   | Review available grants to determine if club should apply for an International Grants. Consider making an end-of-year donation to a program of your choice.  |
| 09/01/19 | Distribute club yearbook electronically  | Local Club |   | Copies to District Board and International Office |
| 09/01/19 | Mid-Year District Committee Chairs Reports to Secretary | District Committee Chairs | District Secretary  |  |
| 09/08/19 | World Literacy Day, this is a great opportunity to debut a new literacy project | Local Club |   | September is also Literacy month. |
| 09/15/19 | Grants Program and Club 21 Program (International Projects) applications due to the International Foundation | Local Club |   | Due September 15 |
| TBD | Mid-Year Board Meeting, Conference Location (City, State) | District Bd.  |   |  |
| 09/15/19 | District Awards Information Emailed to Clubs | Local Club | Awards Coordinator |   |
| 09/21/19 | International Day of Peace | Local Club |  |  |
| 09/25/19 | Conference Proceedings Report to Governor | Conference Committee | District Secretary | May need to coordinate with Secretary from prior biennium. Establish Conference venues at least three year in advance (review Policy 7B) |
|  |  |  |  |  |
| **Oct. 2019**  |   |   |   |   |
| 10/01/19 | Governor’s Newsletter | Governor 2019-2021 | Governor |  |
| 10/01/19 | Send IRS Form 990-N (If receipts over $25,000, send 990-EZ or 990) | Local Club | Local TreasurerUS Clubs only | Due 5 months after close of fiscal year  |
| 10/01/19 | Mid-Year Committee Chari Reports to District Secretary | District Committee Chairs | District Secretary |   |
| 10/??/19 | Mid-Year District Board Meeting, Conference Site (City, State) | District Board |  | Friday pm – Saturday noon |
| 10/??/19 | Confirms eligibility of Nominating Committee candidates for office | District Board Mtg. | Governor | Review all relevant bylaws and policies to confirm eligibility |
| 10/??/19 | International Board of Directors meeting | Int. Board of Directors |  |  |
| 10/15/19 | District Service Bulletin Articles Due | District Board, Comm. Chairs | DSB Editor  |  |
| 10/16/19 | World Food Day | Local Club |  |  |
| 10/24/19 | United Nations Day | Local Club |   |   |
| 10/26/19 | Make A Difference Day | Local Club |   | 4th Saturday of Oct. |
| 10/31/19 | District Service Bulletin Emailed | DSB |   |   |
| **Nov. 2019** |   |   |   |   |
| 11/01/19 | Governor’s Newsletter | Governor 2019-2021 | Governor |  |
| 11/01/19 | Letter for Governor signature to Club Presidents asking for Nominating Committee candidates | Club Presidents | District Secretary | Only to clubs who didn't have member on last committee. Review all relevant bylaws and policies and include that info in mailing. |
| 11/10/19 | Nominations by Districts for Foundation Board and International Nominating Committee due | Governor2019-2021 |  |  |
| 11/25/19 | International Day for the Elimination of Violence against Women | Local Club |  |  |
| **Dec. 2019** |   |   |   |   |
| 12/01/19  | Governor’s Newsletter | Governor 2019-2021 | Governor |  |
| 12/01/19 | One half International & District Dues for new members 12/1 - 3/31 | Local Club |   |  |
| 12/01/19 | District Nominating Committee candidate names due from clubs | Local Club | Governor | Conference Chair, DSB Editor |
| 12/10/19 | Human Rights Day | Local Club |  |  |
| **Jan. 2020**  |   |   |   |   |
| 01/01/20 | Governor’s Newsletter | Governor 2019-2021 |  |  |
| 01/01/20 | First week in January, ASTRA scholarship applications available  | Local Club | ASTRA Member, Altrusa Member/Advisor  | Due March 15 to International ASTRA Chair |
| 01/01/20 | Elect Nominating Committee | Local Club |   |   |
| 01/01/20 | Club Presidents prepare for District Award Entries | Local Club |   | Review for criteria and submissions |
| 01/01/20 | BRR requests due from clubs to BRR Chair  | Local Club | BRR Chair | Required 90 days before district conference |
| 01/01/21 | Invite ASTRA participation in District Conference | Governor | ASTRA Chair |  |
| 01/??/20 | International Board of Directors meeting | Int. Board of Directors |  |  |
| 01/15/20 | District Service Bulletin Articles Due | District Board, Comm. Chairs | DSB Editor |   |
| 01/31/20 | District Award Submission Deadline | Local Club | Awards Coord.  |  Dates can vary |
| 01/31/20 | Consider making a contribution to the Foundation's Disaster Relief Fund | Local Club |  |   |
| 01/31/20 | District Service Bulletin Emailed & Governor’s Call to Conference | DSB Editor |   |   |
| **Feb. 2020** |   |   |   |   |
| 02/01/20 | Governor’s Newsletter | 2019-2021Governor  |  |  |
| 02/01/20 | Conference fee invoice sent to Club Treasurer | Local Club | District Treasurer | Make sure letter tells number of members, number of delegates, total fee, and that fee must be paid even if no delegates are sent |
| 02/01/20 | Request for conference delegate/alternate names sent to Club President | Local Club | District Treasurer |   |
| 02/01/20 | Nominating Committee presents slate of candidates to membership | Local Club |   |   |
| 02/15/20 | Conference Delegate fee due to District Treasurer | District Treasurer | Local Club | Due February 28. Only if applicable in your District  |
| 02/15/20 | Elect delegates and alternates for District Conference | Local Club | District Treasurer  | Number of conference delegates and alternates determined by number of active members recorded as of 1/31; 1 per 15 or portion thereof |
| 02/15/20 | Notify, by email if possible, Club Treasurer and Club President of any unpaid conference fees | District Treasurer |  | Copy to Governor |
| 02/20/20 | World Day of Social Justice | Local Club |  |  |
| 02/28/20 | Close Books for District | District Treasurer |  | Only if applicable in your District  |
| **mar. 2020** |   |   |   |   |
| 03/01/20 | Governor’s Newsletter | 2019-2021 Governors |  |  |
| 03/01/20 | Send names of all members deceased during last year to District Secretary | Local Club | District Secretary  | For remembrance at conference |
| 03/01/20 | Elect Officers for next club year | Local Club |   |   |
| 03/08/20 | International Woman’s Day | Local Club |   |   |
| 03/??/19 | International Board of Directors meeting | Int. Board of Directors |  |  |
| 03/15/20 | ASTRA High School and College scholarship applications due  | Local Club | ASTRA Member, Altrusa Member/Advisor  | Due March 15 to International Office |
| 03/15/20 | ASTRA Club Annual Report available | Local Club | ASTRA Member, Altrusa Member/Advisor | Due June |
| 03/15/20 | Order ASTRA Graduation Cords and Letters | Local Club | District ASTRA Chair | From International |
| 03/15/20 | Conference delegate and alternate names due to District Secretary | Local Club | Dist. Sec. | Dates can vary  |
| 03/15/20 | Notify Governor of any Club with unpaid conference dues or fees | District Treasurer |  | Must be paid by March 31 or delegates not recognized at conference. |
| 03/15/20 | Grant applications due to International Foundation | Local Club |  | Due March 15th |
| 03/15/20 | Off-site awards judging completed and names of winners sent to District Awards Coordinator | Awards Coordinator |  |   |
| 03/20/20 | Financial Data to Audit Committee | District Treasurer | Financial Comm. Chair  |  If District closes books 2/28 |
| 03/31/20 | List of delegate and alternates, District Officers and Past Governors to Credentials chair | Conference Chair | District Secretary | 15 days before conference |
| 03/31/20 | Certified list of candidates for Nominating Committee to Elections Chair | ConferenceChair | District Secretary | 15 days before conference |
| 03/31/20 | Annual District Board & Committee Chair Reports to Conference Chair | District Board & Committee Chairs | Governor,Conference Chair   |   |
| 03/31/20 | Update names of new Officers in Group Tally  | Local Club | Copy to Dist. Sec.  |  |
| 03/31/20 | ASTRA Alumni Info Sheet to be completed by all ASTRA members ages 18 and older | Local Club | District ASTRA Advisors | Due May 31 |
| **April 2020** |   |   |   |   |
| 04/01/20  | Governors Newletter | Local Club |  |  |
| 04/01/20 -04/30/20 | Add an Altrusan month | Local Club |  | Implement recruitment activities |
| 04/01/20 | New members pay full dues which covers them through 4/1/2020-5/31/2021 | Local Treasurer | District Treasurer  | District & International Dues |
| 04/01/20 | Incoming President appoints Committee Chairs | Local Club |   |   |
| 04/01/20 | Consider sending donation to support the International Foundation's Endowment Fund | Local Club |   |   |
| 04/01/20 | Finalize proposed budget for upcoming club year | Local Club |  |  |
| 04/07/20 | World Health Day | Local Club |  |  |
| 04/10/20 | Audit Committee Report Due to Governor | Audit Committee |  |   |
| 04/11/20 | Altrusa's Anniversary and Altrusa Awareness Day |  All |   | Beginning April 11, 1917 |
| 04/15/20 | International sends dues statements to Club Treasurers | Local Club | Local Treasurer |   |
| 04/16/20 | Finalize proposed budget for upcoming club year | Local Club |  |  |
| 04/20 TBA | Pre-Conference Board Meeting, Conference Site | District Board Mtg. |   |  |
| 04/20 TBA | Pre-Conference Board Meeting, Conference Site | Foundation |   |   |
| 04/20 TBA | Conference Opening Session & Flag Ceremony, Conference Site | Conference Comm. |   |   |
| 04/20 TBA | Opening Breakfast, First Business Meeting, Foundation Luncheon, Workshops, Elections and Fun Night | Conference Comm. |   |   |
| 04/20 TBA | List of qualified voters certified by Credentials Chair to Elections Chair 2 hrs prior to start of polling | Conference | District Secretary |   |
| 04/20 TBA | Elections for Foundation Board and Nominating Committee | Conference Comm. |  | Even years only |
| 04/20 TBA | Awards Breakfast, Second Business Session, Service Projects, Workshops, Governors Reception and Banquet | Conference Comm. |  |  |
| 04/20 TBA | Post-Conference Board Meeting-District Board & District Foundation Board | District & FoundationBoard | Governor,Foundation Chair |  |
| **may 2020** |   |   |   |   |
| 05/01/20 | Governor’s Newsletter | Governors2019-2021 |  |  |
| 05/01/20 | Begin work on Governor Annual Report | Governor 2019-2021 | Governor | Due June 1 |
| 05/01/20 | Begin work on Club Annual Report. | Local Club | Club President 2019-2020 and 2020-2021 | Due June 15 |
| 05/01/20 | Appoint Audit Committee to audit books for past year | Local Club |   |   |
| 05/01/20 | Send out bills for local, district and international dues | Local Club | Local Treasurer |   |
| 05/01/20 | Incoming President plans meeting of old and new Board of Directors | Local Club |   | Consider a half-day retreat with old and new Board and Committee Chairs |
| 05/01/20 | Finalize plans for annual meeting and installation of new officers | Local Club |   |   |
| 05/01/20 | Plan to have conference delegates and alternates present a District Conference Report | Local Club |   |   |
| 05/01/20 | Update names of new Committee Chairs and Officers in Group Tally | Local Club | Dist. Sec.  | Make updates via Group Tally |
| 05/01/20 | Letha H. Brown, Mamie L. Bass, Nina Fay Calhoun, and ASTRA Service Awards to International | Awards Coordinator |  | Due June 1 |
| 05/15/20 | International Day of Families | Local Club |  |  |
| 05/15/20 | District Service Bulletin Articles Due | Dist. Board, Comm. Chairs | DSB Editor  |   |
| 05/15/20 | Finalize proposed budget for upcoming club year | Local Club |   |   |
| 05/15/20 | Annual reports of outgoing Club Officers and Committee Chairs due | Local Club |   |   |
| 05/15/20 | Report proposed bylaw amendments coming from conference to International BRR chair within 15 days of conference. | Governor | BRR Committee Chair |   |
| 05/24/20 | Reminder letter/e-mail to clubs to submit Club Annual Reports to International | District Board | Governor | Due June 1 |
| 05/31/20 | Club fiscal year ends | Local Club | Local Treasurer | May vary for some clubs |
| 05/31/20 | District Service Bulletin emailed | DSB Editor |   |   |
| 05/31/20 | All new Officers and Committee Chairs names should be updated in Group Tally  | Local Club |   | Make updates via Group Tally  |
| 05/31/20 | Install new officers | Local Club |   |   |
| **June 2020** |   |   |   |   |
| 06/01/20 | Governor’s Newsletter | Governor 2019-2021 | Governor |  |
| 06/01/20 | Submit Club Annual Report.  | Club President 2019-2020 |   | Due June 15 |
| 06/01/20 | Governor Annual Report Due | Governor 2019-2021 | Governor | Due June 1 |
| 06/01/20 | Schedule all club and board meetings for the coming club year | Club Pres. |   |   |
| 06/01/20 | Present annual budget to club for approval | Local Club | Local Treasurer |   |
| 06/01/20 | Club Fiscal Year Begins | Local Club | Local Treasurer | May vary for some clubs |
| 06/01/20 | Sign new bank signature cards (President & Treasurer) so checks can be signed | Local Club | Local Treasurer |   |
| 06/01/20 | Deadline to Submit District and International Dues | Local Club | Local Treasurer | Must be received by June 15 |
| 06/15/20 | Treasurer notifies members with unpaid dues and advises of late fees | Local Club | Local Treasurer |  Last day to pay June 30 |
| 06/15/20 | Late fees charged for unpaid dues: $5 International; (If applicable, 10% for District; 10% for local club) | Local Club | Local Treasurer |   |
| 06/15/20 | Draft of Call for Board of Directors nominations to Governor | Nominating Comm. Chair |  | Review all relevant bylaws and policies and include appropriate information in letter |
| 06/15/20 | Complete ASTRA Club Annual Report  | Local Club | ASTRA Member, Altrusa Member/Advisor  | Due June 15 |
| **July 2020** |   |   |   |   |
| 07/01/20 | Governor’s Newsletter | Governor 2019-2021 | Governor | By July 1 of the even numbered year the District has to pay their Governor Elect training Fee (Policy 8F) |
| 07/01/20 | Send IRS Form 990-N (If receipts over $25,000, send 990-EZ or 990) | District BoardUS only | District Treasurer | Due 5 months after close of fiscal year  |
| 07/01/20 | Begin work on club yearbook | Local Club |   |   |
| 07/01/20 | Start thinking about projects to submit for Mamie L. Bass, Letha H. Brown, Nina Fay Calhoun Awards | Local Club |   | Applications are on the International Website. Check <http://altrusaservice.org/> for ideas |
| 07/01/20 | Call for Board of Directors Nominations letter to Club Presidents | Nominating Committee |   |   |
| 07/01/20 | Select a literacy project for Make A Difference Day | Local Club |   |   |
| 07/10/20 | Reinstatement fee of $10 will be added to membership dues ($55 membership + $10 resinstatment fee = $65)  | Local Club | Local Treasurer | Contact International Staff to reinstate members |
| 07/16/20 -07/20/20 | Governor-Elect Training and International Board of Directors Meeting  | Governor-ElectInt. Board of Directors |  | In Las Vegas, Nevada (Venue TBD)Training and Meeting Will be held on the 17th and 18th  |
| **Aug. 2020** |   |   |   |   |
| 08/01/20 | Governor’s Newsletter | Governor 2019-2021 | Governor |  |
| 08/01/20 | District Service Bulletin Articles Due | Dist. Board, Comm. Chairs | DSB Editor  |   |
| 08/01/20 | Start organizing your Make a Difference Day Project | Local Club |   |   |
| 08/01/20 | Encourage members to become a member of Club 21 | Local Club |   |   |
| TBD | Summer/Fall Foundation Meeting |  Foundation Board |   |   |
| 08/12/20 | International Youth Day | Local Club |  |  |
| 08/15/20 | Board of Director Nomination Forms due to Nominating Committee Chair | Nominating Committee Chair | Clubs |   |
| 08/15/20 | Start planning a membership recruitment event | Local Club |  |  |
| 08/15/20 | District Service Bulletin Emailed | DSB Editor |   |   |
| 08/30/20 | Recommendation for Nominations for District Board by Nominating Committee passed to Governor for review | Governor | Nominating Committee Chair |   |
| **Sept. 2020** |   |   |   |   |
| 09/01/20 | Governor’s Newsletter | Governor 2019-2021 | Governor |  |
| 09/01/20 | District Awards information emailed to Presidents  | Local Club | Awards Coordinator |  |
| 09/01/20 | Consider making a club donation/application to the International Foundation Grants Program | Local Club |   | Review available grants to determine if club should apply for an International Grants. Consider making an end-of-year donation to a program of your choice. |
| 09/01/20 | Distribute club yearbook electronically | Local Club |   | Copies to Dist.Board,  |
| 09/01/20 | Mid-Year District Committee Chairs Report to Secretary | District Committee Chairs | District Secretary |  |
| 09/08/20 | World Literacy Day, this is a great opportunity to introduce a new project | Local Club |   | September is also Literacy month. |
| 09/15/20 | Grants and Club 21 Program Applications due to International Foundation | Local Club |   | Due September 15 |
| 09/21/20 | International Day of Peace | Local Club |   |   |
| 09/25/20 | Conference Proceedings Report to Governor | Conference Committee | District Secretary |   |
| **Oct. 2020** |   |   |   |   |
| 10/01/20 | Governor’s Newsletter | Governor 2019-2021 | Governor |  |
| 10/01/20 | Send IRS Form 990-N (If receipts over $25,000, send 990-EZ or 990) | Local ClubUS only | Local Treasurer | Due 5 months after close of fiscal year  |
| 10/01/20 | Mid-Year Committee Chair Reports to District Secretary | District Committee Chairs | District Secretary  |   |
| 10/??/20 | Mid-Year District Board Meeting, Conference Site (City, State) | District Board  |   |  Friday pm-Sat. noon |
| 10/??/20 | Board confirms eligibility of Nominating Committee candidates for office | District Board Mtg. | Governor | Review all relevant bylaws and policies to confirm eligibility |
| 10/15/20 | District Service Bulletin Articles Due | Dist. Board, Comm. Chairs | DSB Editor  |   |
| 10/16/20 | World Food Day | Local Club |  |  |
| 10/24/20 | United Nations Day | Local Club |   | 4th Saturday of October |
| 10/24/20 | Make a Difference Day | Local Club |   |   |
| 10/31/20 | District Service Bulletin Emailed | DSB Editor |   |   |
| **Nov. 2020** |   |   |   |   |
| 11/01/20 | Governor’s Newsletter | Governor 2019-2021 | Governor | Governor’s Newsletter |
| 11/15/20 | 2021-2023 Altrusa Int'l Nominations for Nominating Committee & Foundation Board | International |   |  |
| 11/25/20 | International Day for the Elimination of Violence against Women | Local Club |  |  |
| **Dec. 2020** |   |   |   |   |
| 12/01/20 | Governor’s Newsletter | Governor 2019-2021 | Governor |  |
| 12/01/20 | One half District & International Dues for new members 12/1 - 3/31 | Local Club | District Treasurer |  |
| 12/10/20 | Human Rights Day | Local Club |  |  |
| **Jan. 2021** |   |   |   |   |
| 01/01/21 | Governor’s Newsletter | Governor 2019-2021 | Governor |  |
| 01/01/21 | First week in January, ASTRA scholarship applications available  | Local Club | ASTRA Member, Altrusa Member/Advisor  | Due March 15 to International ASTRA Chair |
| 01/01/21 | BRR requests due from Clubs to BRR Chair | Local Club | BRR Chair | Required 90 days before district conference |
| 01/01/21 | Elect Nominating Committee | Local Club |   |   |
| 01/01/21 | Copies of Nomination Forms and Photos to DSB Editor | Nominating Comm. | DSB Editor  |   |
| 01/01/21 | Club Presidents prepare for District Award Entries | Local Club |  | Review criteria and submissions |
| 01/01/21 | Invite ASTRA participation in District Conference | Governor | ASTRA Chair |  |
| 01/??/21 | International Board of Directors meeting | Int. Board of Directors |  |  |
| 01/15/21 | District Service Bulletin Articles Due | Dist. Board, Comm. Chairs | DSB Editor |   |
| 01/31/21 | District Award Submission Deadline | Local Club | Awards Coordinator |  Dates can vary |
| 01/31/21 | Consider making a contribution to the Foundation's Disaster Relief Fund | Local Club | Clubs |   |
| 01/31/21 | District Service Bulletin Emailed & Governor's Call to Conference | DSB Editor |   |   |
| **Feb. 2021** |   |   |   |   |
| 02/01/21 | Governor’s Newsletter | Governor 2019-2021 | Governor |  |
| 02/01/21 | Request for conference delegate/alternate names sent to Club President | Local Club | District Treasurer |   |
| 02/01/21 | Advise Treasurer candidates to bring bank resolution and signature cards to post-conference Board meeting | Governor |   |   |
| 02/01/21 | Conference fee invoice sent to club treasurer | Local Club | District Treasurer | Make sure letter tells number of members, number of delegates, total fee, and that fee must be paid even if no delegates sent. |
| 02/01/21 | Invite candidates to audit pre conference Board meeting | Governor |   |   |
| 02/15/21 | Nominating Committee presents slate of candidates to membership | Local Club |   |   |
| 02/15/21 | Conference Delegate fee due to District Treasurer | Local Club | District Treasurer | Due February 28. Only if applicable in your District  |
| 02/15/21 | Elect delegates and alternates for District Conference | Local Club |   | Number of conference delegates and alternates determined by number of active members recorded as of 1/31; 1 per 15 or portion thereof |
| 02/15/21 | Notify club treasurer and president, by email if possible, of any unpaid conference fees | Local Club | District Treasurer | Copy to Governor |
| 02/20/21 | World Day of Social Justice | Local Club |  |  |
| 02/28/21 | Close Books for District | District Treasurer |  | Only if applicable in your District  |
| **Mar. 2021** |   |   |   |   |
| 03/01/21 | Governor’s Newsletter | Governor 2019-2021 | Governor | BRR for Conventionneeds to be submitted by March 1 in odd years |
| 03/01/21 | Send names of all members deceased during last year to District Secretary | Local Club | District Secretary  | For remembrance at conference |
| 03/01/21 | Elect Officers for next club year | Local Club |   |   |
| 03/08/21 | International Woman’s Day | Local Club |   |   |
| 03/??/21 | International Board of Directors meeting | Int. Board of Directors |  |  |
| 03/15/21 | ASTRA High School and College scholarship applications due  | Local Club | ASTRA Member, Altrusa Member/Advisor  | Due March 15 to International Office |
| 03/15/21 | ASTRA Club Annual Report Available | Local Club | ASTRA Member, Altrusa Member/Advisor | Due June |
| 03/15/21 | Order ASTRA Graduation Cords and Letters | Local Club | District ASTRA Chair | From International |
| 03/15/21 | Conference delegate and alternate names due to District Secretary | Local Club | District Secretary | Dates can vary |
| 03/15/21 | Notify Governor of any Club with unpaid Conference dues or fees |  District Treasurer |  | Must be paid by March 31 or delegates not recognized at conference |
| 03/15/21 | Grant applications due to International Foundation | Local Club |  | Due March 15th |
| 03/15/21 | Off-site awards judging completed and names of winners sent to District Awards Coordinator | Local Club | Awards Coordinator  |   |
| 03/20/21 | Financial Data to Audit Committee | Financial Comm. Chair | Audit Committee |  If District closes books 2/28 |
| 03/31/21 | List of delegate and alternates, District Officers and Past Governors to Credentials chair | Conference Chair | District Secretary | 15 days before conference |
| 03/31/21 | Certified list of candidates for District Board to Elections Chair | Conference Chair | District Secretary | 15 days before conference |
| 03/31/21 | Annual Reports for Dist. Board & Committee Chairs to Conference Chair | Conference Chair | District Secretary  |   |
| 03/31/21 | Update names of new officers in Group Tally | Local Club | Copy to District Secretary |  |
| 03/31/21 | ASTRA Alumni Info Sheet to be completed by all ASTRA members ages 18 and older | Local Club | District ASTRA Advisors | Due May 31 |
| **April 2021** |   |   |   |   |
| 04/01/21 | Governor’s Newsletter | Governor 2019-2021 | Governor |  |
| 04/01 -04/30/21 | Add an Altrusan month | Local Club |  | Implement recruitment activities |
| 04/01/21 | Report proposed bylaw amendments to International BRR chair 90 days before convention | District Board | Governor |   |
| 04/01/21 | New members pay full dues which covers them through 4/1/21 - 5/31/22 | Local Club | District Treasurer  | 4/1-5/31, District and International |
| 04/01/21 | Elect delegates and alternates to International Convention and send names to Executive Director | Local Club |   |   |
| 04/01/21 | Incoming President appoints committee chairs | Local Club |   |   |
| 04/01/21 | Consider sending donation to support the International Foundation's Endowment Fund | Local Club |   |   |
| 04/01/21 | Finalize proposed budget for upcoming club year. | Local Club |  |  |
| 04/07/21 | World Health Day | Local Club |  |  |
| 04/10/21 | Audit Committee Report Due to Governor | Finance Committee Chair | Audit Committee |   |
| 04/11/21 | Altrusa's Anniversary and Altrusa Awareness Day | All |   | Beginning April 11, 1917 |
| 04/15/21 | International sends dues statements to Club Treasurers | Local Club | Local Treasurer |   |
| 04/16/21 | Finalize proposed budget for upcoming club year | Local Club |  |  |
| 04/21 TBA | Pre-Conference Board Meeting, Conference Site | District Board Mtg. |   |  |
| 04/21 TBA | Pre-Conference Foundation Board Meeting, Conference Site | Foundation |   |   |
| 04/21 TBA | Conference Opening Session & Flag Ceremony, Conference Site | Conference |   |   |
| 04/21 TBA | Opening Breakfast, First Business Meeting, Foundation Luncheon, Workshops, Elections and Fun Night | Conference |   |   |
| 04/21 TBA | List of qualified voters certified by Credentials Chair to Elections Chair 2 hours prior to start of polling | Conference | District Secretary |   |
| 04/21 TBA | Board of Director Elections | Conference |   |   |
| 04/21 TBA | Awards Breakfast, Second Business Session, Service Projects, Workshops, Reception and Banquet | Conference |   |   |
| 04/21 TBA | Installation of New Board of Directors | Conference |   |   |
| 04/21 TBA | Post-Conference Board Meeting, Conference Site | Governor |   |   |
| 04/21 TBA | Post-Conference Foundation Board Meeting, Conference Site | Foundation Chair |   |   |
| **May 2021** |   |   |   |   |
| 05/01/21 | Governors Newsletter | Governors 2019-2021  |  |  |
| 05/01/21 | Nominations for Eleanor Roosevelt Humanitarian Award due to International Office | Local Club |   | Odd years only, Due May 15 |
| 05/01/21 | International Foundation Anna H. Settle Community Leadership Award due to International Office | Local Club |   | Odd years only, Due May 15 |
| 05/01/21 | Begin work on Club Annual Report.  | Local Club | Club President 2020-2021  |  Due June 15 |
| 05/01/21 | Begin work on Governor Annual Report | Governor 2019-2021 | Governor | Due June 1 |
| 05/01/21 | Letha H. Brown, Mamie L. Bass, & Nina Fay Calhoun, and ASTRA Service Awards to International | Awards Coordinator |  | Due June 1 |
| 05/01/21 | Incoming President plans meeting of old and new Committee Chairs | Local Club |   |  Consider a half-day retreat with old and new Board and Committee Chairs |
| 05/01/21 | Finalize plans for annual meeting and installation of new officers | Local Club |   |   |
| 05/01/21 | Send out bills for local, district and international dues | Local Club |   |   |
| 05/01/21 | Appoint Audit Committee to audit books for past year | Local Club |   |   |
| 05/01/21 | Plan to have conference delegates and alternates present a District Conference Report | Local Club |   |   |
| 05/10/21 | Update names of new Committee Chairs and Officers in Group Tally | Local Club |   | Make updates via Group Tally |
| 05/10/21 | Update new District Board and Committee Chairs information to in Group Tally | District Secretary |  | Due 10 days after conference. Make updates via Group Tally. |
| 05/15/21 | District Service Bulletin Articles Due | Dist. Board, Comm. Chairs | DSB Editor  |   |
| 05/15/21 | Finalize proposed budget for upcoming club year | Local Club |   |   |
| 05/15/21 | Report proposed bylaw amendments coming from conference to International BRR chair within 15 days of conference. | BRR Chair |  |   |
| 05/15/21 | Annual reports of outgoing Club Officers and Committee Chairs due | Local Club |   |   |
| 05/15/21 | International Day of Families | Local Club |  |  |
| 05/24/21 | Reminder letter/e-mail to clubs to submit Club Annual Reports to International | District Board | Governor 2021-2023 | Due June 1 |
| 05/31/21 | End of Club fiscal year | Local Club |   |  |
| 05/31/21 | Delegates and Alternates for Convention should be reported to the Int'l Office | Local Club |   | Odd years only |
| 05/31/21 | All new Officers and Committee Chairs names should be updated in Group Tally  | Local Club |   | Make updates via Group Tally  |
| 05/31/21 | Install new officers |  |  |  |
| 05/31/21 | District Service Bulletin E-Mailing | DSB Editor |  | Email DSB to International Office for Distribution |
| 05/31/21 | Complete ASTRA Club Annual Report  | Local Club | ASTRA Member, Altrusa Member/Advisor  | Due June 15 |
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