**Altrusa District Calendar-Updated 5/11/23
2023-2024**

| DATE | TOPIC | *RESPONSIBLE* |
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| APRIL 2023 |  |  |
| April  | Add an Altrusan Month | *Clubs* |
| April 17th | Send Post Conference Board Meeting Agenda | *Governor*  |
| April 21-23 | Conference | *Pam/Rita* |
| April 23 | Post Conference Board Meeting | *Governor/District Board/ Committee Chairs* |
| April 23 | Past officers club visit reports due to Governor Rita | *All officers from previous biennium* |
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| MAY 2023 |  |  |
| May 1 | Governor's Newsletter | *Governor/Secretary* |
| May-1 | Treasurers to mail out invoices for dues payable  | *Treasurers/Members* |
| May 1 | Begin work on Club Annual Report | *Club Presidents* |
| May 1 | Begin work on Governor's Annual Report | *Governor* |
| May 10 | Update Group Tally for district officers and chairs | *District Treasurer* |
| May 14 | Mother's Day |  |
| May 15 | International Foundation awards grants-Cycle 2 | *International Foundation to award winning clubs* |
| May 15 | International Foundation Grant Follow-Up Report on May 15 2022 grants | *Grant winning clubs from May 2022* |
| May 15 | Governor's Zoom with the Presidents | *Governor/Club Presidents* |
| May 15 | Print list of district officers and chairs | *District Secretary* |
| May 15 | International Day of Families (Altrusa Family) |  |
| May 15 | Report proposed bylaw amendments from District to International | *District BRR Chair to Internatl BRR Chair* |
| May 22 | Send items for district board meeting agenda | *District Board* |
| May 22 | Canadian Holiday-Victoria Day |  |
| May 24 | Email clubs to submit Club Annual Report to International by June 1st | *Governor to Club Presidents* |
| May 29 | Send out agenda for district board meeting | *Governor* |
| May 29 | Send out minutes of previous district board meeting | *Secretary* |
| May 26 | Bermuda holiday-Bermuda Day |  |
| May 31 | Club and District fiscal years end | *District Treasurer and Club Treasurers* |
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| JUNE 2023 |  |  |
| June 1 | Club annual report due | *Club to International office* |
| June 1 | District Service Bulletin (DSB)Deadline for submissions | *All members* |
| June 1 | Governor's Newsletter | *Governor/Secretary* |
| June 1 | Winning award entries due to Internatl-include ASTRA Service Award | *District Awards Committee Chairs to Internatl Office* |
| June 1 | Governor's Annual Report due | *Governor* |
| June 1 | Fiscal year starts! | *District Treasurer and Club Treasurers* |
| June 1 | Club pays annual district dues and conference fee | *Club Treasurer to District Treasurer* |
| June 1 | Club pays annual international dues and convention fee  | *Club Treasurer to International office thru Group Tally* |
| June 1 | Report number of books and volunteer hours for international project | *Club President* |
| June 5 | District Board Zoom meeting | *Board only* |
| June 6 | World Environment Day |  |
| June 14 | Flag Day |  |
| June 15 | ASTRA Club Annual Report due | *Local ASTRA Club to Internatl office* |
| June 15 | Publish District Service Bulletin (DSB) | *District Service Bulletin (DSB) Editor* |
| June 15 | Late fee of $5 imposed on dues not postmarked by 6/15 | *Local Club Treasurer for International Dues* |
| June 18 | Father's Day |  |
| June 19 | Bermuda Holiday-National Heroes Day |  |
| June 19 | Governor's Zoom with the Presidents | *Governor/Club Presidents* |
| June 30 | Update Group Tally for Club officers and committee chairs | *Club Treasurers* |
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| JULY 2023 |  |  |
| July 1 | Governor's Newsletter | *Governor/Secretary* |
| July 1 | Canadian Holiday-Canada Day |  |
| July 3 | No District Board Meeting in July-Take a break | *Board* |
| July 4 | Independence Day |  |
| July 10 | Add an additional $10 to dues for reinstatement fee | *Club Treasurer to International* |
| July 17 | No Governor's Zoom with the Presidents in July-Take a break |  |
| July 19-22 | International Convention-San Antonio, Texas | *Open to all members* |
| July 22 | Send items for District Board Meeting Agenda for August 5 meeting | *District Board to Governor* |
| July 29 | Send agenda for District Board Meeting August 5 | *Governor* |
| July 29 | Send out minutes of previous district board meeting | *District Secretary* |
| July 30 | District Financial reports including budget  | *District Treasurer to District Board* |
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| AUGUST 2023 |  |  |
| August | ASTRA and Altrusa club joint planning meeting | *Local ASTRA and Altrusa Clubs* |
| August 1 | Governor's Newsletter | *Governor/Secretary* |
| August 3 | Bermuda Holiday-Emancipation Day |  |
| August 4 | Bermuda Holiday-Somers' Day |  |
| August 5 | District Board Meeting in Maine | *Governor/District Board/Committee Chairs* |
| August 7 | Canadian Holiday—Civic Holiday |  |
| August 12 | International Youth Day |  |
| August 21 | Governor's Zoom meeting for Presidents | *Governor/Club Presidents* |
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| SEPTEMBER 2023 |  |  |
| September 1 | District Service Bulletin (DSB) Deadline for Submissions | *All members* |
| September 1 | Governor's Newsletter | *Governor/Secretary* |
| September 4 | No District Board Zoom meeting |  |
| September 4 | Bermuda Holiday-Labour Day |  |
| September 4 | Canadian Holiday-Labour Day |  |
| September 4 | Labor Day-USA |  |
| September 8 | International Literacy Day |  |
| September 15 | International Foundation Grant Applications due-Cycle 1 | *Local club to International Foundation* |
| September 15 | Publish District Service Bulletin (DSB) | *District Service Bulletin (DSB) Editor* |
| September 15 | Submit applications for Club Growth Grant Program | *Local club to Governor* |
| September 18 | Send items for district board meeting agenda | *District Board* |
| September 18 | Governor's Zoom with the Presidents | *Governor/Club Presidents* |
| September 18 | President's Workshop | *Governor/Leadership Chair* |
| September 14 | Treasurer's Workshop | *Governor/Treasurer* |
| September 21 | International Day of Peace |  |
| September 25 | Send out agenda for district board meeting | *Governor* |
| September 25 | Send out minutes of previous district board meeting | *District Secretary* |
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| OCTOBER 2023 |  |  |
| October 1 | File 990N | *Local USA Club Treasurers to IRS at IRS.gov* |
| October 1 | Send 990N, copy of state incorporation report and copy of budget | *Club Treasurers to District Treasurer* |
| October 1 | Governor's Newsletter | *Governor/Secretary* |
| October 2 | District Board Zoom meeting –to finalize workshop | *Governor/Board/Chairs* |
| October 2 | Canadian Holiday-National Truth and Reconciliation |  |
| October 9 | Canadian Holiday-Thanksgiving |  |
| October 16 | World Food Day |  |
| October 16 | Governor's Zoom meeting for Presidents | *Governor/Club Presidents* |
| October 20 | Send items for district board meeting agenda for Nov 3 meeting | *District Board to Governor* |
| October 24 | United Nations Day |  |
| October 28 | Make A Difference Day | *Local clubs* |
| October 27 | Send Board Meeting Agenda for Nov 3 meeting | *Governor* |
| October 27 | Send minutes of previous District Board Meeting | *District Secretary* |
| October 31 | Halloween |  |
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| November 2023 |  |  |
| November 1  | Governor's Newsletter | *Governor/Secretary* |
| November 3 | Funding decisions made on Club Growth Grant Program | *District Board* |
| November 3 | Email request for District Nominating Committee Candidates | *District Nominating Committee Chair/Club Presidents* |
| November 3 | District Board Meeting at Workshop site-Sheraton in Nashua NH6 PM-dinner provided-conference planning | *Governor/District Board/Chairs* |
| November 4 | District Workshop-Sheraton Nashua NH-Host: Merrimack Valley | *Hosted by Merrimack Valley/all members invited* |
| November 7 | Election Day-USA |  |
| November 11 | Veterans Day-USA |  |
| November 11 | Bermuda Holiday-Remembrance Day |  |
| November 11 | Canadian Holiday- Remembrance Day |  |
| November 20 | Governor's Zoom meeting for Club Presidents | *Governor*  |
| November 20 | Send items for district board meeting agenda | *Board* |
| November 23 | Thanksgiving Day |  |
| November 25 | International Day for Elimination of Violence against Women |  |
| November 27 | Send out agenda for district board meeting | *Governor* |
| November 27 | Send out minutes for previous district board meeting | *District Secretary* |
| November 30 | International Foundation awards grants for Cycle 1 from September 15 | *International Foundation to Award Winning Clubs* |
| November 30 | International Foundation Grant Follow-up Report on November 30, 2022 | *Clubs having received grants in November 2022* |
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| DECEMBER 2023 |  |  |
| December 1 | Deadline for submissions to District Service Bulletin (DSB) | *Club Members to DSB Editor* |
| December 1 | Governor's Newsletter | *Governor/Secretary* |
| December 1 | Annual dues change to 1/2 year dues until March 31st | *Club Treasurers* |
| December 4 | District Board Zoom meeting | *Governor and Board only* |
| December 7 | Pearl Harbor Remembrance Day |  |
| December 10 | Human Rights Day |  |
| December 15 | Publish District Service Bulletin (DSB) | *District Service Bulletin (DSB) Editor* |
| December 18 | Governor's Zoom meeting for Presidents | *Governor/ Club Presidents* |
| December 26 | Canadian Holiday-Boxing Day |  |
| December 26 | Bermuda Holiday-Boxing Day |  |
| December 28 | Send items for District Board Meeting agenda for January 11 meeting | *District Board to Governor* |
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| JANUARY 2024 |  |  |
| January 1 | New Year's Day-USA |  |
| January 1 | Canadian Holiday-New Year's Day |  |
| January 1 | Bermuda Holiday-New Year's Day |  |
| January 3 | Governor's Newsletter | *Governor/Secretary* |
| January 3 | BRR requests due | *Local Clubs to District BRR Chair* |
| January 1 | ASTRA scholarship applications available | *ASTRA members from International office* |
| January | Elect Club Nominating Committee  | *Local club members* |
| January 4 | Send Agenda for District Board Meeting on January 11 | *Governor*  |
| January 4 | Send minutes of December Board Meeting | *District Secretary* |
| January 11 | District Board Meeting-Zoom-Conference Planning | *Governor/District Board/Committee Chairs* |
| January 15 | Send District Nomination for Foundation Bd and Internatl Nominating | *Governor to International* |
| January 15 | Governor's Zoom meeting for Presidents | *Governor/Club Presidents* |
| January 15 | District Service Bulletin (DSB) Deadline for submissions | *District Conference Leaders* |
| January 22 | Send items for district board meeting agenda | *District Board* |
| January 29 | Send out agenda for district board meeting | *Governor* |
| January 29 | Send out minutes for previous district board meeting | *Secretary* |
| January 30  | Publish District Service Bulletin (DSB) Conference edition | *District Service Bulletin (DSB) Editor* |
| January 31 | Make arrangements with International Representative for conference | *Governor* |
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| FEBRUARY 2024 |  |  |
| February 1 | Early Bird Conference Registration begins |  |
| February 1 | Governor's Newsletter | *Governor/Secretary* |
| February 4 | World Cancer Day |  |
| February 5 | District Board Zoom meeting-conference planning | *Governor/Board* |
| February 15 | Notify each club of the number of delegates/alternates for Conference | *District Treasurer to Club Treasurers* |
| February 15 | Send Club's Strategic Plan | *Local clubs to District Leadership Chair and Governor* |
| February 15 | Slate of District officers presented to District Board | *District Nominating Committee to District Gov/Board* |
| February 17 | Random Acts of Kindness Day | *All members* |
| February 19 | Governor's zoom meeting for Club Presidents | *Governor/Club Presidents* |
| February 19 | Send items for district board meeting agenda | *Board* |
| February 20 | World Day of Social Justice |  |
| February 26 | Send out agenda for district board meeting | *Governor* |
| February 26 | Send out minutes for previous district board meeting | *District Secretary* |
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| MARCH 2024 |  |  |
| March 1 | District Service Bulletin (DSB) deadline for submissions | *All members* |
| March 1 | Governor's Newsletter | *Governor/Secretary* |
| March 1 | Get slate of candidates for District Nominating Committee | *Nominating Committee Chair to Governor* |
| March 4 | District Board Zoom meeting-Conference Booklet | *Governor/Board/Committee Chairs* |
| March 8 | International Women's Day |  |
| March 15  | ASTRA scholarship applications due | *ASTRA member to International office* |
| March 15 | International Foundation Grant Applications due-Cycle 2 | *Local clubs to International Foundation* |
| March 15 | Submit applications for District Club Growth Grant Program | *Local clubs to Governor* |
| March 15 | Notify club treasurers of unpaid district conference fees | *District Treasurer to Club Treasurers* |
| March 15 | District Award Submission-Mamie L . Bass Service Award | *Local clubs to District Award Committee Chairs* |
| March 15 | District Award Submission-Letha H. Brown Literacy Award | *Local clubs to District Award Committee Chairs* |
| March 15 | District Award Submission-Nina Faye Calhoun International Award | *Local clubs to District Award Committee Chairs* |
| March 15 | Gabrielle Crepeau Leadership Award application | *Local clubs with qualified candidate to District* |
| March 15 | Submit Newsletter Award application | *Local clubs to District Award Committee Chairs* |
| March 15 | Submit ASTRA Service Award application | *ASTRA Club to District Committee Chair* |
| March 15 | Publish District Service Bulletin (DSB) | *District Service Bulletin (DSB) Editor* |
| March 18 | Governor's Zoom meeting for Club Presidents | *Governor/Club Presidents* |
| March 18 | Send items for district board meeting agenda | *Board* |
| March 25 | Send out agenda for district board meeting | *Governor* |
| March 25 | Send out minutes for previous district board meeting | *District Secretary* |
| March 30 | Early Bird Conference Registration ends |  |
| March 31 | District Officers' report due for Conference Booklet | *Governor* |
| March 31 | Complete Club Annual Report for year running April 1-March 31 | *Club Presidents to International* |
| March 31 | Submit name of candidate for International Nominating Committee | *District Nominating Committee Chair to International* |
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| APRIL 2024 |  |  |
| April | Add an Altrusan Month | *All members* |
| April 1 | Send in Award results | *District Committee Chairs to District Secretary* |
| April 1 | Send in names of club delegates/alternates for conference | *Club Presidents to District Secretary* |
| April 1 | District Board Zoom meeting-last before conference | *Governor/Board* |
| April 1 | Governor's Newsletter | *Governor/Secretary* |
| April 1 | New members pay full year dues and it covers them til the next June 1 | *Treasurers* |
| April 1 | Send payment of conference fees | *Club Treasurers to District Treasurer* |
| April 7 | World Health Day |  |
| April 12 | Send items for District Board meeting agenda | *District Board* |
| April 12 | Governor's Zoom Meeting for Presidents | *Governor/Club Presidents* |
| April 11 | Altrusa Anniversary 1917 | *All clubs celebrate* |
| April 19 | Send minutes of previous District Board meeting | *District Secretary* |
| April 19 | Send District Board meeting agendas-pre and post conference | *Governor* |
| April 26 | Decision on Club Growth Grant Progam Winners | *District Board* |
| April 27 | Report list of club nominees for district nominating committee | *District Nominating Committee Chair/District Board* |
| April 26-28 | District Conference | *All members* |
| April 26 | Pre-Conference Board Meeting | *Governor/District Board* |
| April 28 | Post-Conference Board Meeting | *Governor/District Board/Committee Chairs* |
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