

PROGRAM CHAIRMEN DEADLINE DATES/DUTY REMINDERS

Dates listed are not a suggestion, PLEASE adhere to them and don't be late.

(2026-2027)

JUNE 2026

Begin approving reports weekly and posting on your FB page weekly.

JULY 2026

1st August/September Bulletin Due

1st Letter of introduction sent to your National Ambassador (and Western Membership Coach) along with **Guide Sheet** and approved **June/July Bulletin**
Reports approved and post on your FB page **weekly**

31st End 1st Quarter Reporting Period

AUGUST 2026

—— 1st Send approved **August/September Bulletin** and any other promotional items to National Ambassador

4th 1st Article Due to the Secretary
Reports approved and post on your FB page **weekly**

SEPTEMBER 2026

October/November Bulletin Due

Reports approved and post on your FB page **weekly**

OCTOBER 2026

—— 1st Send approved **October/November Bulletin**
Reports approved and post on your FB page **weekly**

31st End of 2nd Quarter Reporting Period

NOVEMBER 2026

1st **1st December/January Bulletin Due**

7th 2nd Article Due to the Secretary

Reports approved and post on your FB page **weekly**

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DECEMBER 2026

- _____ 1st Send approved **December/January Bulletin** and any other promotional items to National Ambassador
Reports approved and post on your FB page **weekly**

JANUARY 2027

- _____ 1st **February/March Bulletin Due**
Prepare for Mid-Winter Presentations (TBD-You will know in December what to do.)
Reports approved and post on your FB page **weekly**
- _____ 31st **End of 3rd Quarter Reporting Period**

FEBRUARY 2027

- _____ 1st Send approved **February/March Bulletin**, all **Mid-Winter** information, and any other promotional items to National Ambassador
6th 3rd Article Due to the Secretary
_____ Reports approved and post on your FB page **weekly**

MARCH 2027

- _____ 1st **April/May (Final) Bulletin Due**
- _____ 10th Send approved **April Bulletin** and any other promotional items to National Ambassador
Reports approved and post on your FB page **weekly**

APRIL 2027

- _____ 1st Send approved **April/May Bulletin** and any other promotional items to National Ambassador
- _____ 20th **Ends Reporting Period. Time to start judging and tallying!**
- _____ 24th 4th Article Due to the Secretary
- _____ 25th **Send all remaining promotional material to National Ambassador**

MAY 2027

- _____ 1st **National Report is DUE to Department President**
- _____ 1st Request for any "Special" citations DUE to the Department Secretary
- _____ 5th Department Convention Program Award Sheets are DUE to the Department Secretary
- _____ 5th Report for the Convention Annual Report Book is DUE to the Department Secretary
Written report prepared for Department Convention

JUNE 2027 CONVENTION

- Convention report emailed to Department Secretary
- Final promotional material sent to National Ambassador
- Notebook presented to the 2027-28 Department Chairman