

# Timeline of Important Events & Information

It is extremely important that leaders throughout Ruritan at all levels stay abreast of the key events and critical duties and responsibilities of their offices. Taking appropriate action to meet these deadlines is paramount. In an effort to assist you in this area, the Ruritan National Leadership and Development Committee has compiled a month-by-month timeline of important dates and information. This information is not “all inclusive” and does not include the dates and information that are unique to your individual districts and clubs. It should be used as a foundation for annual planning purposes.



# January

## National

- Ruritan National Convention
- National Board Meeting
- National Dues

## District

- District Dues
- District directory published and distributed
- Approve budget and appoint audit committee
- Zone governors visit clubs
- Submit entries for Spring Magazine by February 1<sup>st</sup>

## Club

- Secretary sends in Quarterly Activities & Attendance Report to National and District Officers
- Set objectives and budget for new year
- Treasurer sends in National and District dues
- Submit entries for Spring Magazine by February 1<sup>st</sup>

# February

## National

- Follow-up on delinquent dues
- Judge awards applications
- Review District budgets
- Attend Zone Meetings/Club Officer Training
- Spring Magazine deadline 1<sup>st</sup>

## District

- 990 filed with the IRS for the District by February 15th
- Zone Meetings/Club Officer training
- Zone Governors visit clubs
- Follow-up on delinquent dues
- Submit entries for Spring Magazine by 1<sup>st</sup>

## Club

- Delegates report on Ruritan National Convention
- Awards applications for Blue Ribbon, Outstanding Club President & Outstanding Club Secretary postmarked (or submitted electronically) to National Office by 10<sup>th</sup>
- Attend Zone Meetings & Club Officer Training
- Submit entries for Spring Magazine by 1<sup>st</sup>

# March

## National

- Remind clubs to file 990

## District

- Remind clubs to file 990
- Zone Governors visit clubs
- Submit entries for Summer Magazine by May 1<sup>st</sup>

## Club

- Prepares information to file Tax Form 990, 990EZ or 990N with IRS in May
- Submit entries for Summer Magazine by May 1<sup>st</sup>

# April

## National

- National Dues
- Remind clubs to file 990
- National Director send report to Ruritan National President
- National Board Meeting

## District

- Zone Governors send report to District Governor
- District Governor send report to National Director
- Remind clubs to file 990
- Register for Summer Leadership Conference to be held July 12-13
- Submit entries for Summer Magazine by May 1<sup>st</sup>

## Club

- Secretary sends in Quarterly Activities & Attendance Report to National and District Officers
- Treasurer sends in National dues
- Prepares information to file Tax Form 990, 990EZ or 990N with IRS in May
- Submit entries for Summer Magazine by May 1<sup>st</sup>

# May

## National

- Remind clubs to file 990 by May 15<sup>th</sup>
- Ruritan National Founder's Day held week of May 21<sup>st</sup>
- Follow-up on delinquent dues
- Summer Magazine deadline 1<sup>st</sup>

## District

- Remind clubs to file 990 by May 15<sup>th</sup>
- Follow-up on delinquent dues
- Register for Summer Leadership Conference, July 12-13
- Submit entries for Summer Magazine by 1<sup>st</sup>

## Club

- Files Tax Form 990, 990EZ or 990N with IRS by May 15<sup>th</sup>
- Submit entries for Summer Magazine 1<sup>st</sup>
- Recommend that club leaders register for Summer Leadership Conference to be held July 12-13

# June

## National

- Build Your Dollar Claim Form postmarked to Ruritan National Office by June 30<sup>th</sup>
- Foundation Fellowship Weekend (TBD)

## District

- Remind clubs to send in Build Your Dollar Claim Form postmarked to Ruritan National Office by June 30<sup>th</sup>
- Submit entries for Fall Magazine by August 1<sup>st</sup>

## Club

- Treasurers send in Build Your Dollar Claim Form postmarked to Ruritan National Office by June 30<sup>th</sup>
- Submit entries for Fall Magazine by August 1<sup>st</sup>

# July

## National

- National Dues
- National Director send report to Ruritan National President
- Attend Summer Leadership Conference, July 12-13 in Radford, VA
- National Board Meeting

## District

- Zone Governors send report to District Governor
- District Governor send report to National Director
- Attend Summer Leadership Conference, July 12-13 in Radford, Virginia
- Submit entries for Fall Magazine by August 1<sup>st</sup>

## Club

- Secretary sends in Quarterly Activities & Attendance Report to National and District Officers
- Treasurer sends in National dues
- President prepares report for Zone Meeting
- Attend Summer Leadership Conference, July 12-13 in Radford, Virginia
- Submit entries for Fall Magazine by August 1<sup>st</sup>



# August

## National

- Follow-up on delinquent dues
- Fall Magazine deadline 1<sup>st</sup>

## District

- Zone Meetings
- Prepare for and advertise District Convention and send out Registration Form to clubs
- Follow-up on delinquent dues
- Remind clubs to send in Build Your Dollar Deposit Forms by September 1st.
- Submit entries for Fall Magazine by 1<sup>st</sup>

## Club

- President appoints Nominating Committee
- Club officers attend Zone Meeting
- Submit entries for Fall Magazine by August 1<sup>st</sup>
- Build Your Dollar Deposit Form due by September 1st

# September

## National

- Build Your Dollar Deposit Form due by October 1<sup>st</sup>
- Ruritan of the Year, Ruriteen of the Year and Rudy Youth of the Year applications due to District Governor by October 1<sup>st</sup>

## District

- Remind clubs to send in Community Service Reports by October 1<sup>st</sup>
- Remind clubs to send in Ruritan of the Year, Ruriteen of the Year and Rudy Youth of the Year applications by October 1<sup>st</sup>
- Prepare for District Convention
- Submit entries for Winter Magazine by November 1<sup>st</sup>

## Club

- Community Service Reports postmarked (or submitted electronically) to District Governors by October 1<sup>st</sup>
- Build Your Dollar Deposit Form due by October 1<sup>st</sup>
- Ruritan of the Year, Ruriteen of the Year and Rudy Youth of the Year applications due to District Governor by October 1<sup>st</sup>
- Submit entries for Winter Magazine by November 1<sup>st</sup>

# October

## National

- National Dues
- National Board Meeting
- National Director send report to Ruritan National President
- National Communications Awards (print and electronic newsletter and website) submitted by November 1<sup>st</sup>

## District

- Zone Governors send report to District Governor
- District Governor send report to National Director
- Review and submit Community Service Reports to Ruritan National
- Submit Ruritan of the Year, Ruriteen of the Year and Rudy Youth of the Year to National by November 1<sup>st</sup>
- Prepare for District Convention
- Submit entries for Winter Magazine by November 1<sup>st</sup>

## Club

- Secretary sends in Quarterly Activities & Attendance Report to National and District Officers
- Treasurer sends in National dues
- Officers elected by club
- Select delegates to attend District Convention
- Secretary orders Past President pin for December meeting
- Secretary receives club kit for officers to be distributed for new year
- Submit newsletters for National Communications Awards by November 1<sup>st</sup>
- Submit entries for Winter Magazine by November 1<sup>st</sup>

# November

## National

- Attend assigned District Convention to install new officers
- Follow-up on delinquent dues
- Review newsletters and websites for Communications Awards
- Winter Magazine deadline 1<sup>st</sup>

## District

- District Convention held
- 990 submitted to IRS for the district by February 15th
- Joint cabinet meeting with incoming and outgoing officers
- Follow-up on delinquent dues
- Submit entries for Winter Magazine by 1<sup>st</sup>

## Club

- Club delegates attend District Convention
- Club selects delegates to attend Ruritan National Convention
- New club officers' training held
- New officers' names added to MMS or sent to National Office by November 10<sup>th</sup>
- President appoints audit committee
- Joint board meeting with incoming and outgoing board members
- Contact installing officer for December meeting
- Submit entries for Winter Magazine by 1<sup>st</sup>

# December

## National

- Attend club meetings to install new officers
- Follow-up on delinquent dues

## District

- Attend club meetings to install new officers
- Follow-up on delinquent dues
- Submit entries for Spring Magazine by February 1<sup>st</sup>

## Club

- Delegates report from District Convention
- New club officers installed
- President appoints committees
- Secretary updates club roster and MMS for new year
- Submit entries for Spring Magazine by February 1<sup>st</sup>