



# Sample Planning Calendar

Refer to resources available on the zonta.org and zontadistrict1.org sites for more information, forms, etc. You will also receive Monthly newsletters from ZI and communications from the Governor. Each should be reviewed and shared promptly.

<p><b>July /August</b></p>	<p>Get organized for the busy year.</p> <ul style="list-style-type: none"> <li>• <b>Review Fall Conference packet</b> –Odd years – Official, formal meeting ~ <b>Even</b> years – mostly speakers and workshops. You will have info to share with membership; follow instructions outlined. Schedule time for this during August or September meeting.</li> <li>• <b>Plan first meeting of the new club board</b> as an orientation program. Review pertinent files and records from past club board. Distribute and discuss job descriptions. Review Club Financial Statements and Budget. Assess club goals and activities to ensure that they mirror the long-term and biennium goals of ZI and the District, and inspire club commitment to tangible and attainable projects and activities.</li> <li>• <b>Create club calendar:</b> Club and Board meeting dates; Special event dates, including international project functions, club projects and functions; Timetables for award programs, Amelia Earhart, YWPA, Jane M. Klausman, club awards, etc.; Membership recruitment/retention activities; Biennial convention or NAID dates, District conference dates and Area meeting dates.</li> <li>• <b>Update membership directory</b> – Board Officers, Committee Chairmen and all members, along with contact info and classifications. Provide copies to Governor and Area Director. Create email and mailing distribution lists for these different groups for ease in communicating.</li> <li>• <b>Even</b> Years - Arrange for International Convention delegate to provide a convention report to the club membership.</li> </ul>
<p><b>September</b></p>	<p><b>Odd</b> Years – Send District <b>Conference Delegate</b> and <b>Alternate</b> form to District Governor. Only clubs who have paid International and District dues can vote at District Conference. Plan for participation in conference activities such as the Zonta Store, area hospitality, fundraisers etc.</p> <p>Club Business Meeting Club Board Meeting</p>
<p><b>October</b></p>	<p><b>Fall Conference</b> – All club members are urged to attend if possible.</p> <p><b>24<sup>th</sup></b> United Nations Day Club Business Meeting Club Board Meeting</p>
<p><b>November</b> Look for President's Mailing from ZI</p>	<p>District Conference delegate should provide a conference report to the club membership.</p> <p><b>8<sup>th</sup></b> – <b>Zonta International Day</b> <b>15<sup>th</sup></b> – <b>Amelia Earhart</b> applications due to ZI <b>25<sup>th</sup></b> – <b>Observe International Day for the Elimination of Violence Against Women / Zonta Says No</b> <b>Nov 25 - Dec 10<sup>th</sup></b> <b>The 16 Days of Activism Against Gender Violence</b> Club Business Meeting Club Board Meeting</p>
<p><b>December</b></p>	<p><b>1<sup>st</sup></b> – <b>World AIDS Day</b> <b>5<sup>th</sup></b> – <b>Club Quarterly Report Due</b> <b>29<sup>th</sup></b> – Application due to District for the <b>Zonta Service Recognition Awards</b> <b>Young Women in Public Affairs Award</b> application available Club Business Meeting Club Board Meeting</p>

<b>January</b>	<p>11<sup>th</sup> AE Day; Amelia Earhart Month - plan your club program or an event to highlight          Club Business Meeting          Club Board Meeting</p>
<b>February</b>	<p>15<sup>th</sup> – IRS Group Subordination Update due to ZI (US clubs only)          Club Business Meeting          Club Board Meeting</p>
<p><b>March</b>          Look for President's Mailing from ZI</p>	<p>5<sup>th</sup> – <b>Club Quarterly Report Due</b>          8<sup>th</sup> – <b>Zonta Rose Day/International Women's Day</b>  <b>Issue invoices</b> to members as reminder for club, district and international dues payment  <b>YWPA</b> – select club's winner to forward to Governor for District consideration NLT 4/1 (SEND ORIGINAL)  <b>Even</b> years – Look for information from ZI regarding voting and business of the International Convention.  <b>Jane M. Klausman Women In Business Scholarship application available.</b>          Club Business Meeting          Club Board Meeting</p>
<b>April</b>	<p>Schedule Club Annual Meeting and Elections          Request reports of officers, club board, committees to help you prepare a written report for your club's Annual Meeting and the <b>Club Annual Report</b>          30<sup>th</sup> – <b>Emma Conlon Service Award Application for Z and Golden Z Clubs</b> are due to Zonta International.  <b>Even</b> years – Club's ZIF contribution form/funds must be received in April to be recognized at convention  <b>Even</b> years – elect club delegates to convention; submit form to ZI headquarters. Only clubs in good standing may vote at the biennial convention.          Club Business Meeting          Club Board Meeting</p>
<b>May</b>	<p>1<sup>st</sup> – <b>Club Officer Contact Information Report</b> due to District Governor and ZI (online form available)          31<sup>st</sup> Deadline for Club Dues. Both International and District dues should be submitted with the <b>Membership Dues Payment Transmittal Forms</b> (Form C) and <b>Member Report Form</b> (Form B)  <b>Jane M Klausman</b> – select club's winner to forward to Governor for District consideration NLT 5/31 (SEND ORIGINAL)          31<sup>st</sup> Deadline for contributions to ZIF for Zonta International Foundation Annual Report recognition  <b>Even</b> years - prepare for the convention by discussing ZI Bylaw amendment proposals, program goals, resolutions, and candidates.  <b>Look for info packet from District:</b> <b>Odd</b> years – Spring Retreat <b>Even</b> years – Spring Area Workshop          Club Business Meeting          Club Board Meeting</p>
<p><b>June</b>          New Zonta year starts</p>	<p>1<sup>st</sup> - Governor's Award <b>Club Annual Report</b> due to your Area Director          5<sup>th</sup> – <b>Club Quarterly Report Due</b>          Hold joint meeting of incoming/outgoing boards to ensure smooth transition. Complete appropriate paperwork with the bank to change signatures, etc.          Distribute a survey to members – assess what worked and didn't this year; get input for next year.  <b>Even</b> Years – International Convention  <b>Odd</b> Years – North American Inter-District Meeting  <b>Amelia Earhart Fellowship 2016 Application available</b>          Club Business Meeting          Club Board Meeting</p>