

CALENDAR-DATES & EVENTS-AREA USA

Y SERVICE CLUBS/Y'S MEN & WOMEN'S CLUBS/Y'S MEN'S CLUBS

Affiliated with Y SERVICE CLUBS INTERNATIONAL

 2017 – 2018 

JULY

Monthly Emphasis Theme - "Installation of Officers", "Public Relations"

- 1 **Beginning date of the 2017-2018 Fiscal & Calendar/Program Year** for Y Service Clubs International.
- 1-10 RDs & DGs -- All Club Presidents and Treasurers, should make sure their Club Rosters are being updated and accurate before July 30.
- 1-31 U.S. Area Executive Officers, Regional Directors and Area Service Directors are to update their material on the **AREA web site**.
- 15 RD Memo #1 to RDs from International Office including IHQ Report, election process materials and rosters, BF grant info.
- 15 Approximate date material sent is from IHQ to the U.S. Corporate Secretary for distribution to Club Presidents.
- 15 Reminder to Club Roster Secretary to prepare address labels for **Y's Men's World**.
- 26-29 International Council meeting Taiwan --- U.S. Area President is a member of the Council.
- 31 **RDs** - Your clubs should begin considering potential Golden Book entries for this year.
- 31 Every club is to determine their **exact membership count** for the August 1 report
This membership count is needed for calculating International dues assessments for clubs.
- 31 **RDs** and DGs - Remind Club Presidents or designee that they should give the DG and RD the updated club membership count.
- 31 Has the Club appointed person updated club roster information into the Y SERVICE CLUBS INTERNATIONAL "**PORTALBUZZ**" system?

AUGUST

Monthly Emphasis Theme - "Leadership – Training & Organizational Development for Club Officers for Current Year" and "Membership Conservation"

- The month for First Semester Dues and completed updated Rosters for Fiscal Year 2016-2017**
- 1-10 **RDs** and DGs - Remind Club Presidents or designee that they must be updating club rosters and send them to the RD or Regional designee.
- 1-0 Deadline for Club Presidents, or designee, to submit the Club's updated **club membership count** to the Regional Director.
- 1-20 Each Club President should receive some International materials being sent by the U.S. Area Corporate Secretary.
- 1-31 All Executive Officers, Regional Directors and AREA Service Directors are to up-date their material on the **AREA Web Site**.
- 5 Deadline for the **RD**, or designated PortalBuzz Administrator, to confirm that that all **club membership rosters** have been updated in the **PortalBuzz** roster system.
- 2-3 U.S. Area Council Meeting – Las Vegas, Nevada
- 4-6 Joint Area Convention with Area Canada/Caribbean – Las Vegas, Nevada
- 6 Pacific Central Regional Convention– joint Regional Convention with Pacific Southwest Region at Las Vegas, Nevada
- 6 Pacific Southwest Regional Convention– joint Regional Convention with Pacific Central Region at Las Vegas, Nevada
- 10 RDs and Regional Treasurers - **Invoices** for 1st semester International dues will be sent from IHQ immediately after receiving your Regional membership Report.
- 20 RD Memo #2 - sent from the IHQ to the RDs. (It will include program information and election nomination forms.)
- 21 **RDs** and **Regional Treasurers** – Invoices for First Semester (August 1) **International dues** should have been received from IHQ. The deadline for International dues to be at IHQ account is August 31. The deadline for Area dues is also August 31.
- 21 Deadline for articles and pictures to be received for the next **Y's Alliance**.
- 21 Deadline for articles and pictures to be received for the next **Y's Men's World (YMI World)**
- 31 **RDs** are to distribute to Clubs, through the BF RSD, and a copy to the DGs, the BF Grant applications information and Forms they have received from IHQ
- 31 **Regional Treasurers** – FINANCIAL Semester Dues DEADLINE.
- Deadline - Semester **U.S. AREA dues** are payable by the Regional Treasurer and **received by** the U. S. AREA CFO **by August 31**
 - Deadline – Semester **International dues** are payable by the Regional Treasurer and **received by** to the International IHQ Account **by August 31**

SEPTEMBER

Monthly Emphasis Theme – “Extention” & “Extention Support (YES)” and “International Brother Clubbing”

- 1 **AP** to send reminder to all RDs a last minute reminder concerning the nomination deadlines for International Officers, including ICM/AP-E and Area Elections.
- 8 The approximate **deadline** for proposed nominations for International Officers from RDs to be received at the IHQ
- 20 Normally an approximate **Deadline** for Club Presidents to submit a nomination for the office of Area President-Elect/ICM and send it to the Area President.
(NOTE: Nominations from U.S. Area were in September 2015. Election ballots were in November or December of 2015 for the term of office --- 2017-18.
- 1-30 **RDs** will receive, from IHQ this month, a copy of the International Council meeting Minutes. You are required, as per International Constitutional Guideline 406, to share information with Clubs.
- 30 South Atlantic - Regional Council & Convention – Site – (Area Representative is xxxxxxxxxx)
- Pacific Southwest - Regional Convention – . (A joint one day Convention was held after the Area Convention with Pacific Central in Las Vegas on August 6.)
- Pacific Central - Regional Convention – – (A joint one day Convention was held after the Area Convention with Pacific Southwest in Las Vegas on August 6.)

OCTOBER

Monthly Emphasis Theme – “UN Projects” Roll Back Malaria” “Step For All”

- 1 **RDs** - prepare reminders to all clubs concerning the nominations, from Clubs, for U.S. Area Corporate Secretary (CS).
Due date for nominations is October 30 (Term of office is two years, 2016-2018).
Give the DGs the information to distribute and remind club presidents.
- 1 RDs and DGs– Remind club presidents that they should be receiving a package of the September issue of **Y’S Men’s World** and they should make sure all club members receive their copy.
- 1 RDs, DGs and Alexander Scholarship Fund RSDs and ASDs should promote contributions to Dollars For Scholars this month
- 1 RDs_ remind all club presidents that the B.F. grant applications must be completed by the end of October and returned to the RD by November 1.
- 6 ?? Mid-America -Regional Council Meeting - no Regional Convention –(Area Representative is xxxxxxxxxx)
- ???? North Atlantic Regional Convention - Site -. (Area Representative is)
- ???? Mideast Regional Convention – Site - (Area Representative is Gene Koester – Area CFO)
- 14 North Central Regional Convention - Site – St Paul, Minnesota (Area Representative is Nancy Libby – Area Corporate Secretary)
- 15 **RDs** - Have your **DGs** contact each club in their District that has a membership of more than 4 members and less than 15 members concerning an application needed for the opportunity to vote in International elections this year? The application request for voting rules exemption must be submitted to the RD for approval and submitted to the International Office for approval so the club will be able to vote in the International elections this year?
All Clubs with membership above 15 automatically receive ballots.
- 22 Make A Difference Day - A national USA community service project day that our clubs have been encouraged to participate in for many years.
Promotion can be by Area Community Service ASD and the Regional Community Service ASD.
- 21 RD Memo #3, including International election ballots and rosters - sent from the IHG to the U.S. Area Corporate Secretary.
- 24 United Nations Day - (October is a time to promote Y'sdom's cooperative effort with the UN Roll Back Malaria project.)
- 31 Deadline for proposed **nominations for Area Chief Financial Officer** (term 2017-2019) to be received by the AP from Clubs.

NOVEMBER

Monthly Emphasis Theme – “Brotherhood Fund” “Alexander Scholarship Fund” “Community Service”

- 1 Deadline for all Dollars For Scholars funds to be sent to RSDs.
- 1 Completed applications for BF Grants (BF2) to be received by RDs
- 10-30 Approximate dates RDs and Club Presidents will receive from the U.S. Area Corporate Secretary, the International Ballots, candidate biographies, and leadership rosters.
- 11 VETERANS DAY
- 12-14 **RDE Training** - Site -- St. Louis, Missouri.
- 15 All Dollars For Dollars and contributor names for the Y's Alliance are to be received by the ASF ASD from the RSDs.
ASF ASD requests that all contributor names in the Region be submitted at the same time on one list submitted by e-mail.
- 15 Deadline for applications for BF Grants to be **received by the AP from the RDs** - include completed BF2 and BF3 Forms.
- 15 Deadline for **RDs to receive, from clubs, voting exemption requests** for International voting issues.

- 18-20 ?? International Services Clubs Leaders Conference – Site – Barracks, Mississippi.
- 21 Deadline for articles and pictures to be received for the next Y's Alliance.
- 21 Deadline for articles and pictures to be received for the next Y's Men's World. (YMI World)
- 21 **AP Reminder**– All the BF grants you are submitting must be received by BFECC no later than December 1
- 24 **THANKSGIVING DAY**

DECEMBER

Monthly Emphasis Theme - "Christian Emphasis" “ International Historian ”

- 1 Deadline for **IHQ to receive, from RDs, voting exemption requests** from clubs (for International voting issues).
- 1-15 **RDs** and Regional Treasurers. Remind **Club Presidents that CLUB ROSTERS are to updated in January** using **Portalbuzz**
- 1-31 **RDs and DGs** - remind clubs to complete and send their **International ballots** to the International Headquarters.
- 8 Birthdate of Judge Paul William Alexander, founder of the International Association of Y's Men's Clubs in 1922.
- 25 **CHRISTMAS DAY**
- 31 Deadline for the AREA USA Special Development Support (SDS) request to be received by IHQ.

JANUARY – Year 2018

Monthly Emphasis Theme - “ Week For You “ ” Endowment Fund ”

- 1 **DGs** are to remind all of their clubs of the deadline to submit completed International ballots -- should be mailed by January 20.
- 1-10 **RDs** and DGs - Remind Club Presidents and Treasurers they are to make sure their Club Rosters are updated and accurate before January 30.
- 1-10 **AP, or designee**, sends to all Regional Director to distribute to Club Presidents or send directly to club Presidents the **ballots and candidate resumes** for the election of the **U.S. Area Corporate Secretary**, if they were not sent earlier.
- 20 The approximate date for the U.S. Area Executive Committee Mid Year Meeting via Web-Ex .
- 21 Y's Men International Church Day.
- 30 The approximate **Deadline** for all International Election **ballots to be received** at IHQ from Clubs. ***Check for the exact date each year.)**
- 31 **RDs** - Have your clubs been considering potential Golden Book entries for this year.
- 31 The Club or Regional appointed person is to update club roster information into the Y SERVICE CLUBS INTERNATIONAL **“PORTALBUZZ “ system.**

FEBRUARY

Monthly Emphasis Theme - "Time of Fast- Global Project Fund " ” Short Term Exchange Program (STEP)” “Youth Educational Youth Exchange Program (YEPP)

The month for second semester dues assessments and updated roster for Fiscal Year 2017-2018

- 1 Each Club's membership count on January 31 is to be submitted immediately to the Regional Director.
- 1 Deadline for **Club Presidents**, or designee, to submit the Club's updated **club membership count** to the Regional Director.
- 1 DGs are to encourage every club to beginning considering **local club officer nominations** for next year's club officers.
- 1 **DGs** remind clubs to send their completed U.S. Area Election ballots to the AP, or designee before February 28.
- 5 Deadline for the **RD**, or designated PortalBuzz Administrator, to confirm that that all **club membership rosters** have been updated in the **PortalBuzz** roster system .
- 10 **RDs** - Memo #4, including several materials, is being sent to all RDs from IHQ. It MAY include Elmer Crowe selection criteria.
- 12 Deadline for **articles and pictures** to be received for the next **Y's Men's World (YMI WORLD)**
- 12 Deadline for **articles and pictures** to be received for the next **Y's Alliance**.
- 15 **RDs and Regional Treasurers** - **Invoices** for semester International dues will be sent from IHQ based on the Regional club membership count input into the Portalbuzz membership system.
- 11 or 18 The approximate dates for a possible Mid Year U. S. Area Council Meeting via Web-Ex
- ???? International Mid-Year Meeting will be attended by the U.S. Area President. Site and Dates to be determined.

- 25 Youth day for special emphasis on Time Of Fast Global Project Fund.
- 28 Deadline for the **Area President or designee to receive from Clubs** their completed USA AREA **Election ballots** for Area Corporate Secretary.
- 24 ?? **RDs and Regional Treasurers** – Invoices for **Second Semester International dues** should have been received from IHQ. 15
- 28 **Regional Treasurers** – FINANCIAL Semester Dues DEADLINE.
 - Deadline - Semester U.S. AREA dues are payable by the Regional Treasurer and **received by** the U. S. AREA CFO **by February 28**
 - Deadline - Semester International dues are payable by the Regional Treasurer and **received by** to the International IHQ Account **by February 28**

MARCH

Monthly Emphasis Theme - " Toward 2022 (TW22" and " GOLD 2.0 "

- 1 DGs - encourage all clubs in their District to conduct **club elections** in March, or April at the latest.
- 1-31 **"Meals On Wheels,"** a U.S. Area community service project suggested by the Area President several years ago and approved by the Executive Committee. The **Area Community Service Director ASD and the Regional Community Service RSDs** are encourage to promote this community service project.
- 1-31 RDs & DGs -- March is a traditional month for many clubs electing next year's officers.
- 4 **Y's Men International Church Day.** For Y Service Club International (a second option)
- 7 RDE Memo #1 is being sent from IHQ to all Regional Director-Elect.
 RDs - Review the Elmer Crowe Award materials sent from IHQ in February. You will need to make decisions in April
- 20-31 Approximate date the Area Awards ASD will send information and application forms to clubs concerning club application for Area Service Awards and Public Relations Award. Awards RSDs and RDs will receive the same information.
 RDs - share the Area Awards information with your DGs.
- 31 Clubs are to be reminded to submit their scripts for their Golden Book honorees.
- 31 RDs and DGs – Remind all clubs that any remaining contribution money for Y'sdom Programs from must be submitted to RSDs before the end of April.
- 31 **The end of the 2016-2017 fiscal year for Y Service Clubs International – U.S. Area.**

APRIL

Monthly Emphasis Theme - " YMCA Liaison " and " Youth Involvement & Activities "

- The beginning of the 2018-2019 fiscal year for Y Service Clubs International – U.S. Area**
- 1 AP - remind RDs to complete the **Elmer Crowe Award applications** this month, including the Area President's deadline.
 Application Forms were part of the February RD Memo #4 from IHQ
- 1 **Deadline for the April 1 Report from RDs**, as requested in the February RD Memo #4, to be received at IHQ.
- ?????? Pacific Central Regional Convention – Site is ??????- Area Representative is ??????.
- 25 Celebrate April 25 as World Malaria Day - as a community information day.
- 25-30 RDs must send any **Elmer Crowe Award** applications to the Area President.
- 25 **Deadline for RSDs** to report to their ASD the total of Y'sdom Program Funds collected and anticipated to be collected.
- 30 **Deadline for ASDs** to report to their ISD and IHQ the total of Y'sdom Program Funds anticipated to be collected.
- 30 Area Resource Officer - send the Henry Grimes Award forms to the Regional Directors.
- 30 **AP/AP-E** - Deadline for the 2017-2018 Area Team, Goals and ASD leadership list to be received at IHQ.

