

**KEY DATES FOR CLUBS – ANNUAL CALENDAR  
TGOA/MGCA**

**JANUARY:**

- Membership dues are due to National by February 28 or as soon as possible. Use your club roster for this and/or the form on the website.
- Submit roster for your club's officers for the year (use Affiliated Club Officer Report form from the website – copy attached)
- All entries for National awards to be submitted by January 31 (except Photography, Newsletters and Scholarships) to Karen Clark, Awards Chairperson, 7236 Conser, Overland Park, KS 66204 – [kclark4911@sbcglobal.net](mailto:kclark4911@sbcglobal.net).

**FEBRUARY:**

- Photography contest entries due this month. Actual date to be determined yearly. (Send to Shirley Winnes, Photography & Calendar chairperson, at 301 David Drive, Green Bay, WI 54303 – [sawrrw@hotmail.com](mailto:sawrrw@hotmail.com))
- Deadline for submissions to National for input in the next newsletter is February 7.
- Remember to submit your newsletters for the yearly newsletter competition. See the manual on the website.

**MARCH:**

- Ballots for voting will be sent out with the March/April National newsletter. Instructions included.
- Pre-orders for purchasing calendars at a discounted rate are due by March 31. (Send via email/telephone/or form on back of newsletter to headquarters.)
- Notice of upcoming convention information from National sent out with deadlines for registering.

**APRIL:**

- Scholarship applications due by April 1. (Send applications to Tom Wilten, 6633 Talmadge Lane, Dallas, TX 75230 – [Tom\\_Wilten@hotmail.com](mailto:Tom_Wilten@hotmail.com))
- Deadline for submissions to National for input in the next newsletter is April 1.
- Remember to vote and submit ballot.
- Remember to file your 990N before May 15.

**MAY:**

- Consider volunteering for a National committee or an officer position.
- Submit a report and/or volunteer names to National to be included in the convention information.
- Remember to vote and submit the ballot.

**JUNE:**

- Attend the annual National convention – place and date TBD.
- Deadline for submissions to National for input in the next newsletter is June 7.
- Deadline for the ballots to be submitted as shown on the ballot instructions.

**JULY:**

- Remember to submit your information for inclusion under the umbrella of National's 501(c)3.  
This is a copy of your tax return or something showing your profit and loss for your club.
- Attend the annual National convention/board meeting – place and date TBD.

**AUGUST:**

- Deadline for submissions to National for input in the next newsletter is August 7.

**SEPTEMBER:**

- Reports for inclusion under the umbrella of National's 501(c)3 are due by September 15.

**OCTOBER:**

- Place your order for plaques, certificates, pins, etc. from National for your upcoming end of year banquets.
- Deadline for submissions to National for input in the next newsletter is October 7.

**NOVEMBER:**

- Remember to start thinking of your submissions for National awards. Due dates as previously mentioned in January & February.
- Start collecting & submitting dues for the upcoming year. Need to be to National by February 28 of upcoming year or as soon as possible.

**DECEMBER:**

- Same as November.
- Deadline for submissions to National for the next newsletter is December 7.
- All donations in before December 31 to qualify for the year's Gold, Silver, Bronze or Honorary program.