

		WHO	RESPONSIBLE PERSON	NOTES
MAY 2023				
05/01/23	Governor's Newsletter	2023-2025 Governor	Governor	
05/01/23	Begin work on Governor's Annual Report	2023-2025 Governor	Governor	Due June 1
05/01/23	Begin work on Club Annual Report	Local Club	2022-2023 Club President	Due June 1
05/01/23	Begin work on ASTRA Club Annual Report	Local Club	ASTRA Member Altrusa Advisor	Due June 1
05/01/23	Appoint Audit Committee to audit books for past year	Local Club		
05/01/23	Send out bills for local, District and International dues	Local Club	Club Treasurer	Due June 1
05/01/23	Incoming President plans meeting of old and new Board of Directors	Local Club		Consider a half-day retreat with old and new Board and Committee Chairs.
05/01/23	Finalize plans for annual meeting and installation of new officers	Local Club		
05/01/23	Plan to have Conference Delegates and Alternates present a District Conference report	Local Club		
05/01/23	Nominations for Eleanor Roosevelt Humanitarian Award due to International Office	Local Club		Odd years only - due May 15
05/01/23	Nominations for the International Foundation Anna H. Settle Community Leadership Award due to International Office	Local Club		Odd years only - due May 15
05/01/23	Mamie L. Bass Service, Letha H. Brown Literacy, and Dr. Nina Fay Calhoun International award winners to International	District Awards Coordinator		Due to Int'l June 1
05/01/23	ASTRA Service award winners to International	District	ASTRA Coordinator	Due to Int'l by June 1
05/01/23	Book hotel accommodations and register for the International Convention	All		
05/10/23	Update names of new Committee Chairs and Officers in Group Tally	Local Club		Make updates via Group Tally
05/10/23	Update new District Board and Committee Chair information into Group Tally	District Secretary		Due 10 days after Conference. Make updates via Group Tally.
05/15/23	International Day of Families	Local Club		
05/15/23	District Service Bulletin articles due	Dist Board & Comm Chairs	DSB Editor	
05/15/23	Finalize proposed budget for upcoming year	Local Club		
05/15/23	Annual reports of outgoing Club Officers and Committee Chairs due	Local Club		
05/15/23	Report proposed Bylaw amendments coming from Conference to International BRR Chair within 15 days of Conference.	2023-2025 Governor	BRR Committee Chair	Due 15 days after close of District Conference
05/24/23	Reminder letter/e-mail to clubs to submit Club Annual Reports to International	District Board	Governor	Due June 1
05/31/23	Delegates and Alternates for Convention should be reported to the Int'l Office	Local Club		Odd years only
05/31/23	District Service Bulletin e-mailing	DSB		E-mail DSB to Int'l Office for distribution
05/31/23	Install new officers	Local Club		
05/31/23	All new Officer and Committee Chair names should be updated in Group Tally	Local Club		Make updates via Group Tally
05/31/23	Club fiscal year ends	Local Club	Club Treasurer	May vary for some clubs
05/31/23	ASTRA Alumni Info Sheet to be completed by all ASTRA members ages 18 and older	Local Club	District ASTRA Advisors	Due May 31

		WHO	RESPONSIBLE PERSON	NOTES
05/31/23	ASTRA Club fiscal year ends	Local Club	ASTRA Club	May 31
JUNE 2023				
06/01/23	Governor's Newsletter	2023-2025 Governor	Governor	
06/01/23	Governor's Annual Report due	2023-2025 Governor	Governor	Due June 1
06/01/23	Club Annual Report due	Local Club	2022-2023 Club President	Due June 1
06/01/23	ASTRA Club Annual Report due	Local Club	ASTRA Member Altrusa Advisor	Due June 1
06/01/23	Club fiscal year begins	Local Club	Club Treasurer	May vary in some clubs.
06/01/23	ASTRA Club fiscal year begins	Local Club	ASTRA Member Altrusa Advisor	June 1
06/01/23	Schedule all Club and Board meetings for the coming club year	Local Club	2022-2023 Club President	
06/01/23	Present annual budget to club for approval	Local Club	Club Treasurer	
06/01/23	Sign new bank signature cards (President & Treasurer) so checks can be signed & distributed	Local Club	Club Treasurer	
06/01/23	Deadline to submit District and International dues	Local Club	Club Treasurer	Pass due after June 15
06/01/23	Pay International Convention Fee when International dues are paid	Local Club	Club Treasurer	
06/01/23	Plan on attending International Convention	All		Late fee begins June 16
06/23 TBD	New District Board orientation & planning	District Board		Date subject to change
06/15/23	Treasurer notifies members with unpaid dues and advises of late fees	Local Club	Club Treasurer	Last day to pay is June 30
06/15/23	Late fees charged for unpaid dues: \$5 International; (late fees for Districts or Club dues may also be applicable)	Local Club	Club Treasurer	
06/16/23	Late fee of \$25 is added to Int'l Convention registration	International		Late registration begins
06/30/23	Convention registration closes	International		No on-site registration will be available
JULY 2021				
07/01/23	Governor's Newsletter	2023-2025 Governor	Governor	
07/01/23	Send IRS Form 990-N (If receipts over \$25,000, send 990-EZ or 990)	Dist Board US only	District Treasurer	Due 5 months after the close of fiscal year
07/01/23	Begin work on club yearbook	Local Club		
07/01/23	Select a literacy project for Make A Difference Day	Local Club		
07/01/23	Start thinking about projects to submit for Mamie L. Bass Service, Letha H. Brown Literacy, & Nina Fay Calhoun Int'l awards	Local Club		Applications are on the Website. Check http://altrusaservice.org/ for ideas.
07/10/23	Reinstatement fee of \$10 will be added to membership dues (\$55 membership + \$10 reinstatement fee = \$65)	Local Club	Club Treasurer	Contact International staff to reinstate members
07/17/23 - 07/18/23	Pre-Convention International Board of Directors meeting	Int. Board of Directors		
07/19/23 - 07/22/23	International Convention – San Antonio, Texas	All		
07/23/23	Post-Convention International Board of Directors meeting	Int. Board of Directors		
AUG 2023				
08/01/23	Governor's Newsletter	2023-2025	Governor	

		WHO	RESPONSIBLE PERSON	NOTES
		Governor		
08-01-21	Post Convention International Board of Directors meeting	Int. Board of Directors		
08/01/23	Start organizing your Make A Difference Day Project	Local Club		
08/01/23	Encourage members to become Club 21 members	Local Club		
TBD	Summer/Fall Foundation meeting	International Foundation		
08/12/23	International Youth Day	Local Club		
08/15/23	Start planning a membership recruitment event	Local Club		
08/15/23	Plan an International Convention report if Clubs had Delegate(s) attending	Local Club		
08/15/23	District Service Bulletin articles due	District Board, Comm. Chairs	DSB Editor	
08/31/23	District Service Bulletin e-mailing	DSB Editor		E-mail DSB to Int'l Office for distribution
SEPT 2023				
09/01/23	Governor's Newsletter	2023-2025 Governor	Governor	
09/01/23	Consider making a Club donation/application to the International Foundation Grants Program	Local Club		Review available grants to determine if Club should apply for an Int'l Grant. Consider making an end-of-year donation to a program of your choice.
09/01/23	Distribute club yearbook electronically	Local Club		Copies to District Board and Int'l Office
09/01/23	Mid-Year District Committee Chair reports to District Secretary	District Committee Chairs	District Secretary	
09/08/23	World Literacy Day, this is a great opportunity to introduce a new literacy project	Local Club		September is Literacy month.
09/15/23	Grants Program and Club 21 Program applications due to the International Foundation	Local Club		Due September 15
09/15/23	District Awards information e-mailed to Clubs	Local Club	Awards Coordinator	
09/23/23	International Day of Peace	Local Club		
09/25/23	Conference Proceedings report to Governor	Conference Committee	District Secretary	May need to coordinate with Secretary from prior biennium. Establish Conference venues at least three years in advance (review Policy 7B)
Oct. 2023				
10/01/23	Governor's Newsletter	2023-2025 Governor	Governor	
10/01/23	Send IRS Form 990-N (If receipts over \$25,000, send 990-EZ or 990)	Local Club US only	Club Treasurer	Due 5 months after close of fiscal year
10/01/23	Mid-Year Committee Chair Reports to District Secretary	District Committee Chairs	District Secretary	
10/23 TBD	Mid-Year District Board meeting	District Board		
10/23 TBD	Confirm eligibility of Nominating Committee candidates for office	District Board	Governor	Review all relevant Bylaws and Policies to confirm eligibility

		WHO	RESPONSIBLE PERSON	NOTES
10/23 TBD	International Board of Directors meeting	Int. Board of Directors		
10/15/23	District Service Bulletin articles due	Dist Board, Comm. Chairs	DSB Editor	
10/16/23	World Food Day	Local Club		
10/23/23	Make A Difference Day	Local Club		4th Saturday of Oct.
10/24/23	United Nations Day	Local Club		
10/31/23	District Service Bulletin e-mailing	DSB		E-mail DSB to Int'l Office for distribution
Nov. 2023				
11/01/23	Governor's Newsletter	2023-2025 Governor	Governor	
11/01/23	Letter to Club Presidents asking for Nominating Committee candidates	Club Presidents	District Secretary Governor	Only to clubs who didn't have member on last committee. Review all relevant Bylaws and Policies and include that info in mailing.
11/25/23	International Day for the Elimination of Violence against Women	Local Club		
Dec. 2023				
12/01/23	Governor's Newsletter	2023-2025 Governor	Governor	
12/01/23	International & District dues are half price for new members from Dec 1 – March 31	Local Club	District Treasurer	
12/01/23	District Nominating Committee candidate names due from Clubs	Local Club	Governor	Conference Chair, DSB Editor
12/10/23	Human Rights Day	Local Club		
JAN. 2024				
01/01/24	Governor's Newsletter	2023-2025 Governor	Governor	
01/01/24	First week in January, ASTRA scholarship applications available	Local Club	ASTRA Member Altrusa Member	Due March 15 to Int'l ASTRA Chair
01/01/24	Elect Club Nominating Committee	Local Club		
01/01/24	Club Presidents prepare for District Award entries	Local Club		Review criteria before submission
01/01/24	BRR requests due from Clubs to District BRR Chair	Local Club	BRR Chair	Required 90 days before District Conference
01/01/24	Invite ASTRA participation at District Conference	Governor	District ASTRA Chair	
01/24 TBD	International Board of Directors meeting	Int. Board of Directors		
01/15/24	District Service Bulletin articles due	District Board, Comm. Chairs	DSB Editor	
01/31/24	District award submission deadline	Local Club	Awards Coord.	Dates can vary
01/31/24	Consider making a contribution to the Foundation's Disaster Relief Fund	Local Club		
01/31/24	District Service Bulletin & Governor's Call to Conference e-mailing	DSB Editor		E-mail DSB to Int'l Office for distribution
FEB. 2024				
02/01/24	Governor's Newsletter	2023-2025 Governor	Governor	
02/01/24	Request for Conference Delegate/Alternate names sent to Club President	Local Club	District Treasurer	

		WHO	RESPONSIBLE PERSON	NOTES
02/01/24	Conference fee invoice sent to Club Treasurer	Local Club	District Treasurer	Make sure letter tells number of members, number of Delegates, total fee, and that fee must be paid even if no Delegates are sent
02/01/24	Club Nominating Committee presents slate of candidates to membership	Local Club		
02/01/24	ASTRA Service Award	Local Club	ASTRA Member Altrusa Advisor	Due March 1
02/15/24	Conference Delegate fees due to District Treasurer	District Treasurer	Local Club	Due February 28 - only if applicable in your District
02/15/24	Elect Delegates and Alternates for District Conference	Local Club	District Treasurer	Number of Conference Delegates and Alternates determined by number of active members recorded as of 1/31; 1 per 15 or portion thereof
02/15/24	Notify, by e-mail if possible, Club Treasurer and Club President of any unpaid Conference fees	District Treasurer	District Treasurer	Copy to Governor
02/20/24	World Day of Social Justice	Local Club		
02/28/24	Close books for District	District Treasurer		Only if applicable in your District
MAR. 2024				
03/01/24	Governor's Newsletter	2023-2025 Governor	Governor	
03/01/24	Send names of all members deceased during last year to District Secretary	Local Club	District Secretary	For Remembrance at Conference
03/01/24	Invite candidate to audit Pre-Conference Board Meeting	Governor		
03/01/24	Elect officers for next club year	Local Club		
03/01/24	ASTRA Service Award due	Local Club	ASTRA Member Altrusa Advisor	Due March 1 or by date set by Governor
03/08/24	International Woman's Day	Local Club		
03/24 TBD	International Board of Directors meeting	Int. Board of Directors		
03/15/24	ASTRA High School and College scholarship applications due	Local Club	ASTRA Member Altrusa Advisor	Due March 15 to International Office
03/15/24	ASTRA Club Annual Report available	Local Club	ASTRA Member Altrusa Advisor	Due June 1
03/15/24	Order ASTRA graduation cords and letters	Local Club	District ASTRA Chair	From International Office
03/15/24	Conference Delegate and Alternate names due to District Secretary	Local Club	District Secretary	Dates can vary
03/15/24	Notify Governor of any club with unpaid Conference dues or fees	District Treasurer		Must be paid by March 31 or Delegates will not be recognized at Conference
03/15/24	Grant applications due to International Foundation	Local Club		Due March 15th
03/15/24	Off-site awards judging completed and names of winners sent to District Awards Coordinator	District	District Awards Coordinator	
03/20/24	Financial data due to Audit Committee	District Treasurer	Audit Committee	If District closes books Feb 28
03/31/24	List of Delegate, Alternates, District Officers and Past Governors to Credentials Chair	Credentials Chair	District Secretary	Due 15 days before Conference
03/31/24	Certified list of candidates for Nominating Committee to Elections Chair	Elections Chair	District Secretary	Due 15 days before Conference

		WHO	RESPONSIBLE PERSON	NOTES
03/31/24	Annual District Board & Committee Chair reports due	District Board & Committee Chairs	Governor	
03/31/24	Update names of new officers in Group Tally	Local Club	Copy to District Secretary	
03/31/24	ASTRA Alumni Info Sheet to be completed by all ASTRA members ages 18 and older	Local Club	District ASTRA Advisor	Due May 31
APRIL 2024				
04/01/24	Governor's Newsletter	2023-2025 Governor	Governor	
04/01/24 - 04/30/24	Add an Altrusan month	Local Club		Implement recruitment activities
04/01/24	New members pay full dues which covers them from April 1, 2024 through May 31, 2024	Local Treasurer	District Treasurer	District & Int'l dues
04/01/24	Incoming President appoints Committee Chairs	Local Club		
04/01/24	Consider sending donation to support the International Foundation's Endowment Fund	Local Club		
04/01/24	Finalize proposed budget for upcoming club year	Local Club	Club Treasurer	
04/07/24	World Health Day	Local Club		
04/10/24	Audit Committee report due to Governor	Finance Chair	Audit Committee	
04/11/24	Altrusa's Anniversary and Altrusa Awareness Day	All		Began April 11, 1917
04/15/24	International sends dues statements to Club Treasurers	Int'l Office	Club Treasurer	
04/24 TBA	Pre-Conference Board meeting	Dist Board	Governor	
04/24 TBA	Pre-Conference Foundation Board Meeting	District Foundation Board	Foundation Chair	
04/24 TBA	Conference Opening Session & Flag Ceremony	Conference Committee	Governor	
04/24 TBA	Opening Breakfast, First Business Meeting, Foundation Luncheon, Workshops, Elections and Fun Night	Conference Committee	Governor	
04/24 TBA	List of qualified voters certified by Credentials Chair to Elections Chair two hours prior to the start of polling	Credentials Chair	District Secretary	
04/24 TBA	Elections for Foundation Board and Nominating Committee	Elections Committee		Even years only
04/24 TBA	Awards Breakfast, Second Business Session, Service Projects, Workshops, Governors Reception and Banquet	Conference Committee	Governor	
04/24 TBA	Post Conference Board Meeting	Dist Board	Governor	
04/24 TBA	Post Conference Foundation Board Meeting	District Foundation Board	Foundation Chair	
MAY 2024				
05/01/24	Governor's Newsletter	2023-2025 Governor	Governor	
05/24	Request information from District Governors of those eligible to be slated for International Office (list of Past Governors will be provided to the District Governors)	International Office	Staff	
05/01/24	Begin work on Governor's Annual Report (via Survey Monkey)	2023-2025 Governor	Governor	Due June 1
05/01/24	Begin work on Club Annual Report.	Local Club	2023-2024 Club President	Due June 1
05/01/24	Begin work on ASTRA Club Annual Report	Local Club	ASTRA Member Altrusa Advisor	Due June 1
05/01/24	Appoint Audit Committee to audit books for past year	Local Club		
05/01/24	Send out bills for local, District and International dues	Local Club	Club Treasurer	
05/01/24	Incoming President plans meeting of old and new Board of Directors	Local Club		Consider a half-day retreat with old and new

		WHO	RESPONSIBLE PERSON	NOTES
				Board and Committee Chairs
05/01/24	Finalize plans for annual meeting and installation of new officers	Local Club		
05/01/24	Plan to have Conference Delegates and Alternates present a District Conference report	Local Club		
05/01/24	Mamie L. Bass Service, Letha H. Brown Literacy, and Dr. Nina Fay Calhoun International award winners to International	District Awards Coordinator		Due to Int'l by June 1
05/01/24	ASTRA Service award winners to International	District	ASTRA Coordinator	Due to Int'l by June 1
05/01/24	Update names of new Committee Chairs and Officers in Group Tally	Local Club		Make updates via Group Tally
05/15/24	International Day of Families	Local Club		
05/15/24	District Service Bulletin articles due	Dist. Board, Comm. Chairs	DSB Editor	
05/15/24	Finalize proposed budget for upcoming club year	Local Club	Club Treasurer	
05/15/24	Annual reports of outgoing Club Officers and Committee Chairs due	Local Club		
05/15/24	Report proposed Bylaw amendments coming from Conference to International BRR Chair within 15 days of Conference.	Governor	District BRR Committee Chair	Due 15 days after close of District Conference
05/24/24	Reminder letter/e-mail to Clubs to submit Club Annual Reports to International	District Board	Governor	Due June 1
05/31/24	District Service Bulletin e-mailing	DSB Editor		
05/31/24	Install new officers	Local Club		
05/31/24	All new Officers and Committee Chairs names should be updated in Group Tally	Local Club		Make updates via Group Tally
05/31/24	ASTRA Alumni Info Sheet to be completed by all ASTRA members ages 18 and older	Local Club	District ASTRA Advisors	Due May 31
05/31/24	Club fiscal year ends	Local Club	Local Treasurer	May vary for some clubs
05/31/24	ASTRA Club fiscal year ends	Local Club	ASTRA Club	May 31
JUNE 2024				
06/01/24	Governor's Newsletter	2023-2025 Governor	Governor	
06/01/24	Governor's Annual Report Due (via Survey Monkey)	2023-2025 Governor	Governor	Due June 1
06/01/24	Club Annual Report due	Local Club	2021-2022 Club Presidents	Due June 1
06/01/24	ASTRA Club Annual Report due	Local Club	ASTRA Member Altrusa Advisor	Due June 1
06/01/24	Club fiscal year begins	Local Club	Club Treasurer	May vary for some clubs
06/01/24	ASTRA Club fiscal year begins	Local Club	ASTRA Club	
06/01/24	Schedule all club and board meetings for the coming club year	Local Club	2023-2024 Club President	
06/01/24	Present annual budget to Club for approval	Local Club	Club Treasurer	
06/01/24	Sign new bank signature cards (President & Treasurer) so checks can be signed & distributed	Local Club	Club Treasurer	
06/01/24	Deadline to submit District and International dues	Local Club	Club Treasurer	Pass due after June 15
06/01/24	Governor-Elect training fee due to International by July 1	District	District Treasurer	In even numbered years Governor-Elect training

		WHO	RESPONSIBLE PERSON	NOTES
				fee is due to Int'l no later than July 1 (Policy 8F)
06/04/24	List of those eligible for International Office due to International Office	District	Governor	
06/15/24	Treasurer notifies members with unpaid dues and advises of late fees	Local Club	Club Treasurer	Last day to pay June 30
06/15/24	Late fees charged for unpaid dues: \$5 International; (If applicable, 10% for District; 10% for local club)	Local Club	Club Treasurer	
06/15/24	Draft of call for Board of Director nominations to Governor	District Nominating Committee Chair		Review all relevant Bylaws and Policies and include appropriate information in letter
6/25/24	Information sent to those eligible for International Office	International Nominating Committee	International Nominating Committee Chair & Int'l Office	
JULY 2024				
07/01/24	Governor's Newsletter	2023-2025 Governor	Governor	
07/01/24	Governor-Elect training fee due to International	District	District Treasurer	In even numbered years Governor-Elect training fee is due to Int'l no later than July 1 (Policy 8F)
07/01/24	Send IRS Form 990-N (If receipts over \$25,000, send 990-EZ or 990)	District Board US only	District Treasurer	Due 5 months after close of fiscal year
07/01/24	Begin work on club yearbook	Local Club		
07/01/24	Select a literacy project for Make A Difference Day	Local Club		
07/01/24	Start thinking about projects to submit for Mamie L. Bass Service, Letha H. Brown Literacy, & Nina Fay Calhoun Int'l awards	Local Club		Applications are on the International Website. Check http://altrusaservice.org/ for ideas
07/01/24	Call for Board of Director nomination letters to Club Presidents	District Nominating Committee		
07/10/24	Reinstatement fee of \$10 will be added to membership dues (\$55 membership + \$10 reinstatement fee = \$65)	Local Club	Local Treasurer	Contact International staff to reinstate members
7/24 TBD	Governor-Elect Training and International Board of Directors meeting	Gov-Elects & Int'l Board		
AUG. 2024				
08/01/24	Governor's Newsletter	2023-2025 Governor	Governor	
08/01/24	Start organizing your Make a Difference Day Project	Local Club		
08/01/24	Encourage members to become Club 21 member	Local Club		
TBD	Summer/Fall Foundation meeting	International Foundation Board		
08/06/24	Forms due to International Nominating Committee for those who wish to be slated for International Office	Past Governors/Current Boardm Members	Potential slated candidates	
08/12/24	International Youth Day	Local Club		
08/15/24	Start planning a membership recruitment event	Local Club		
08/15/24	District Service Bulletin articles due	Dist. Board, Comm. Chairs	DSB Editor	

		WHO	RESPONSIBLE PERSON	NOTES
08/15/24	Board of Director nomination forms due to Nominating Committee Chair	District Nominating Committee Chair	Local Club	
08/30/24	District Service Bulletin e-mailing	DSB Editor		
08/30/24	Recommendation for nominations for District Board by Nominating Committee passed to Governor for review	Governor	District Nominating Chair	
SEPT. 2024				
09/01/24	Governor's Newsletter	2023-2025 Governor	Governor	
09/01/24	Consider making a club donation/application to the International Foundation Grants Program	Local Club		Review available grants to determine if Club should apply for an Int'l Grant. Consider making an end-of-year donation to a program of your choice.
09/01/24	Distribute club yearbook electronically	Local Club		Copies to Dist. Board & Int'l Office
09/01/24	Mid-Year District Committee Chair reports to Secretary	District Committee Chairs	District Secretary	
09/02/24	Forward list of interested eligible candidates to all International Officers, Past International Presidents District Officers, Past Governors & Club Presidents providing opportunity for written statements of support.	International Nominating Committee	International Nominating Committee Chair	
09/08/24	World Literacy Day, this is a great opportunity to introduce a new project	Local Club		September is Literacy month.
09/15/24	Grants and Club 21 Program applications due to International Foundation	Local Club		Due September 15
09/15/24	District Awards information e-mailed to Clubs	Local Club	Awards Coordinator	
09/14/24	Letters of Support for International Board candidates due to International Nominating Committee	Those writing letters of support		
09/23/24	International Day of Peace	Local Club		
09/25/24	Conference Proceedings report to Governor	Conference Committee	District Secretary	
OCT. 2024				
10/01/24	Governor's Newsletter	2023-2025 Governor	Governor	
10/01/24	Send IRS Form 990-N (If receipts over \$25,000, send 990-EZ or 990)	Local Club US only	Club Treasurer	Due 5 months after close of fiscal year
10/01/24	Mid-Year Committee Chair reports to District Secretary	District Committee Chairs	District Secretary	
10/24 TBD	Mid-Year District Board meeting	District Board of Directors		
10/24 TBD	International Board of Directors meeting	Int'l Board of Directors		
10/24 TBD	Confirm eligibility of Nominating Committee candidates for office	District Board	Governor	Review all relevant Bylaws and Policies to confirm eligibility
10/15/24	District Service Bulletin articles due	Dist. Board, Comm. Chairs	DSB Editor	
10/16/24	World Food Day	Local Club		
10/24/24	Make a Difference Day	Local Club		4 th Saturday of October
10/24/24	United Nations Day	Local Club		
10/31/24	District Service Bulletin e-mailing	DSB Editor		
Nov. 2024				
11/01/24	Governor's Newsletter	2023-2025	Governor	

		WHO	RESPONSIBLE PERSON	NOTES
		Governor		
11/10/24	Nominations by Districts for Int'l Foundation Board and Int'l Nominating Committee due	Governor		
11/15/24	2023-2025 Altrusa Int'l nominations for Nominating Committee & Foundation Board	International		
11/25/24	International Day for the Elimination of Violence against Women	Local Club		
DEC. 2024				
12/01/24	Governor's Newsletter	2023-2025 Governor	Governor	
12/01/24	International & District dues are half price for new members from Dec 1 – March 31	Local Club	District Treasurer	
12/10/24	Human Rights Day	Local Club		
JAN. 2025				
01/01/25	Governor's Newsletter	2023-2025 Governor	Governor	
01/25 TBD	Slate of Candidates submitted to International Board of Directors (two weeks prior to meeting)	Int. Nominating Committee	Int. Nominating Committee Chair	
01/01/25	First week in January, ASTRA scholarship applications available	Local Club	ASTRA Member Altrusa Advisor	Due to Int'l ASTRA Chair by March 15
01/01/25	Elect Club Nominating Committee	Local Club		
01/01/25	Club Presidents prepare for District Award entries	Local Club		Review criteria before submissions
01/01/25	BRR requests due from Clubs to District BRR Chair	Local Club	District BRR Chair	Required 90 days before District Conference
01/01/25	Invite ASTRA participation at District Conference	Governor	District ASTRA Chair	
01/25 TBD	International Board of Directors meeting (slate of candidates reviewed and verified)	Int. Board of Directors		
01/01/25	Copies of Nomination forms and photos to DSB Editor	Int'l Nominating Committee	DSB Editor	
01/15/25	District Service Bulletin articles due	Dist. Board, Comm. Chairs	DSB Editor	
01/31/25	District Award submission deadline	Local Club	Awards Coordinator	Dates can vary
01/31/25	Consider making a contribution to the Foundation's Disaster Relief Fund	Local Club		
01/31/25	District Service Bulletin and Governor's Call to Conference e-mailing	DSB Editor		
FEB. 2025				
02/01/25	Governor's Newsletter	2023-2025 Governor	Governor	
02/01/25	ASTRA Service Award	Local Club	ASTRA Member Altrusa Advisor	Due March 1
02/01/25	Request for Conference Delegate/Alternate names sent to Club President	Local Club	District Treasurer	
02/01/25	Advise Treasurer candidates to bring bank resolution and signature cards to post Conference Board meeting	Governor		
02/01/25	Conference fee invoice sent to Club Treasurer	Local Club	District Treasurer	Make sure letter tells number of members, number of Delegates, total fee, and that fee must be paid even if no Delegates sent.
02/15/25	Club Nominating Committee presents slate of candidates to membership	Local Club		

		WHO	RESPONSIBLE PERSON	NOTES
02/15/25	Conference Delegate fee due to District Treasurer	Local Club	District Treasurer	Due February 28 - only if applicable in your District
02/15/25	Elect Delegates and Alternates for District Conference	Local Club		Number of Conference Delegates and Alternates determined by number of active members recorded as of 1/31; 1 per 15 or portion thereof
02/15/25	Notify Club Treasurer and Club President, by e-mail if possible, of any unpaid Conference fees	Local Club	District Treasurer	Copy to Governor
02/20/25	World Day of Social Justice	Local Club		
02/28/25	Close books for District	District Treasurer		Only if applicable in your District
MAR. 2025				
03/01/25	Governor's Newsletter	2023-2025 Governor	Governor	
03/01/25	Send names of all members deceased during last year to District Secretary	Local Club	District Secretary	For Remembrance at Conference
03/01/25	Invite candidates to audit Pre-Conference Board meeting	Governor		
03/01/25	Elect Club Officers for next club year	Local Club		
03/01/25	ASTRA Service Award due	Local Club	ASTRA Member Altrusa Advisor	Due March 1 or by date set by Governor
03/08/25	International Woman's Day	Local Club		
03/25 TBA	International Board of Directors meeting	Int. Board of Directors		
03/15/25	ASTRA High School and College scholarship applications due	Local Club	ASTRA Member Altrusa Advisor	Due March 15 to International Office
03/15/25	ASTRA Club Annual report available	Local Club	ASTRA Member Altrusa Advisor	Due June 1
03/15/25	Order ASTRA graduation cords and Letters	Local Club	District ASTRA Chair	From International
03/15/25	Conference Delegate and Alternate names due to District Secretary	Local Club	District Secretary	Dates can vary
03/15/25	Notify Governor of any club with unpaid Conference dues or fees	District Treasurer		Must be paid by March 31 or Delegates will not be recognized at Conf
03/15/25	Grant applications due to International Foundation	Local Club		Due March 15th
03/15/25	Off-site awards judging completed and names of winners sent to District Awards Coordinator	District	District Awards Coordinator	
03/20/25	Financial data to Audit Committee	Financial Comm. Chair	Audit Committee	If District closes books Feb 28
03/31/25	List of Delegate and Alternates, District Officers and Past Governors to Credentials Chair	Credentials Chair	District Secretary	Due 15 days before Conference
03/31/25	Certified list of candidates for District Board to Elections Chair	Elections Chair	District Secretary	Due 15 days before Conference
03/31/25	Annual District Board and Committee Chair reports due	Dist Board & Comm Chairs	Governor	
03/31/25	Update names of new officers in Group Tally	Local Club	Copy to District Secretary	
03/31/25	ASTRA Alumni Info Sheet to be completed by all ASTRA members ages 18 and older	Local Club	District ASTRA Advisors	Due May 31
APRIL 2025				
04/01/25	Governor's Newsletter	2023-2025	Governor	

		WHO	RESPONSIBLE PERSON	NOTES
		Governor		
04/01/25 04/30/25	Add an Altrusans month	Local Club		Implement recruitment activities
04/01/25	Report proposed Bylaw amendments to International BRR chair 90 days before Convention	District Board	Governor	
04/01/25	New members pay full dues which covers them from April 1, 2025 through May 31, 2026	Local Club	District Treasurer	District & Int'l dues
04/01/25	Elect Delegates and Alternates to International Convention and send names to Int'l Executive Director	Local Club		
04/01/25	Incoming President appoints Committee Chairs	Local Club		
04/01/25	Consider sending donation to support the International Foundation's Endowment Fund	Local Club		
04/01/25	Finalize proposed budget for upcoming club year.	Local Club	Club Treasurer	
04/01/25	Book hotel accommodations and register for the International Convention	All		
04/07/25	World Health Day	Local Club		
04/10/25	Audit Committee report Due to Governor	Finance Committee Chair	Audit Committee	
04/11/25	Altrusa's Anniversary and Altrusa Awareness Day	All		Began April 11, 1917
04/15/25	International sends dues statements to Club Treasurers	Int'l Office	Club Treasurer	
04/25 TBA	Pre-Conference District Board Meeting	District Board	Governor	
04/25 TBA	Pre-Conference District Foundation Board Meeting	District Foundation Board	Foundation Chair	
04/25 TBA	Conference Opening Session & Flag Ceremony	Conference Committee	Governor	
04/25 TBA	Opening Breakfast, First Business Meeting, Foundation Luncheon, Workshops, Elections and Fun Night	Conference Committee	Governor	
04/25 TBA	List of qualified voters certified by Credentials Chair to Elections Chair two hours prior to the start of polling	Credentials Chair	District Secretary	
04/25 TBA	Election for District Board of Directors	Elections Comm		
04/25 TBA	Awards Breakfast, Second Business Session, Service Projects, Workshops, Reception and Banquet	Conference Committee	Governor	
04/25 TBA	Installation of New Board of Directors	Conference Committee	Governor	
04/25 TBA	Post-Conference District Board Meeting	District Board	Governor	
04/25 TBA	Post-Conference District Foundation Board Meeting	District Foundation Board	Foundation Chair	
May 2025				
05/01/25	Governors Newsletter	2025-2027 Governor	Governor	
05/01/25	Begin work on Governor's Annual Report (via Survey Monkey)	2023-2025 Governor	Governor	Due June 1
05/01/25	Begin work on Club Annual Report.	Local Club	2024-2025 Club Presidents	Due June 1
05/01/25	Begin work ASTRA Club Annual Report	Local Club	ASTRA Member Altrusa Advisor	Due June 1
05/01/25	Appoint Audit Committee to audit books for past year	Local Club		
05/01/25	Send out bills for local, District and International dues	Local Club	Club Treasurer	Due June 1
05/01/25	Incoming President plans meeting of old and new Committee Chairs	Local Club		Consider a half-day retreat with old and new

		WHO	RESPONSIBLE PERSON	NOTES
				Board and Committee Chairs
05/01/25	Finalize plans for annual meeting and installation of new officers	Local Club		
05/01/25	Plan to have Conference Delegates and Alternates present a District Conference report	Local Club		
05/01/25	Nominations for Eleanor Roosevelt Humanitarian Award due to International Office	Local Club		Odd years only, due May 15
05/01/25	International Foundation Anna H. Settle Community Leadership Award due to International Office	Local Club		Odd years only, due May 15
05/01/25	Mamie L. Bass Service, Letha H. Brown Literacy, and Dr. Nina Fay Calhoun International award winners to International	Awards Coordinator		Due to Int'l by June 1
05/01/25	ASTRA Service award winners to International	District	ASTRA Coordinator	Due to Int'l by June 1
05/01/25	Book hotel accommodations and register for the International Convention	All		
05/10/25	Update names of new Committee Chairs and Officers in Group Tally	Local Club		Make updates via Group Tally
05/10/25	Update new District Board and Committee Chair information in Group Tally	District Secretary		Due 10 days after Conference. Make updates via Group Tally.
05/15/25	International Day of Families	Local Club		
05/15/25	District Service Bulletin articles due	Dist. Board, Comm. Chairs	DSB Editor	
05/15/25	Finalize proposed budget for upcoming club year	Local Club	Club Treasurer	
05/15/25	Annual reports of outgoing Club Officers and Committee Chairs due	Local Club		
05/15/25	Report proposed Bylaw amendments coming from Conference to International BRR chair within 15 days of Conference.	BRR Chair		Due 15 days after close of District Conference
05/24/25	Reminder letter/e-mail to clubs to submit Club Annual Reports to International	District Board	2025-2027 Governor	Due June 1
05/31/25	Delegates and Alternates for Convention should be reported to the Int'l Office	Local Club		Odd years only
05/31/25	District Service Bulletin e-mailing	DSB Editor		E-mail DSB to Int'l Office for distribution
05/31/25	Install new officers	Local Club		
05/31/25	All new Club Officers and Committee Chair names should be updated in Group Tally	Local Club		Make updates via Group Tally
05/31/25	Club fiscal year ends	Local Club		
05/31/25	ASTRA Alumni Info Sheet to be completed by all ASTRA members ages 18 and older	Local Club	District ASTRA Advisor	
05/31/25	ASTRA Club fiscal year ends	Local Club	ASTRA Member Altrusa Advisor	
05/31/25	ASTRA Club Annual report due	Local Club	ASTRA Member Altrusa Advisor	Due June 1