

## Monthly Reminder for District President Meeting

### January Meeting

- Remind Lodges to transmit new member application before 1/8
- Remind Lodges to transmit monthly financial report from QuickBooks by 1/10
- Youth Awareness: Follow up with Students on their Kids Talks.
- Lodge need to start planning/ developing Lodge Officer Nominating Committee
- Conference Ads are due for Mid-Year Conference Booklet
- Mid-Year Conference registration & reservation are due: Date TBD.
- **Last date to get application in for PMA Scholarship January 15.**
- Remind Lodge to work on Heart of the Community Report (due 2/15)
- Remind Lodge that form W-2 should be issued to employees for prior year's wages.

### February Meeting

- Remind Lodges to transmit new member application before 2/8
- Remind Lodges to transmit monthly financial report from QuickBooks by 2/10
- Lodge Officer Nominating Committee should be holding meetings
- Youth Awareness: Kids Talk need to be submitted by
- **Heart of the Community Report (due 2/15)**

### March Meeting

- Remind Lodges to transmit new member application before 3/8
- Remind Lodges to transmit monthly financial report from QuickBooks by 3/10
- Mid-Year Conference
- Lodge Officers Nominations must be read on Lodge floor at the last Lodge Meeting on the Month
- District Nominating Committee should be formed
- **Make sure all Moose Charities are paid in full by March 31**

## **April Meeting**

- Remind Lodges to transmit new member application before 4/8
- Remind Lodges to transmit monthly financial report from QuickBooks by 4/10
- Remind Lodges to work on Heart of the Community Report (due 5/15)
- Remind Lodges to work on Lodge Safety Report (due 5/1)
- Nominations of District Officers should be made
- Lodge Officers Elections to be held at 1<sup>st</sup> Lodge meeting in April
- Lodge Officers installation should be held at last Lodge Meeting in April
- Remind Lodges to send changes of Lodge Officers to the State of Pennsylvania
- **Remind Lodges all applications must be transmitted by April 30, last day of Membership Campaign Year**

## **May Meeting**

- Remind Lodges to transmit new member application before 5/8
- Remind Lodges to transmit monthly financial report from QuickBooks by 5/10
- May is a suggested month for Memorial Services
- **Heart of the Community Report (due 5/15)**
- **Lodge Safety Reports (due 5/1)**
- District Officers election to be held
- Moose Heart of Community Scholarship (due June 30)
- 1<sup>ST</sup> Month of new Membership Campaign Year
- Remind Lodge about upcoming International Convention

## **June Meeting**

- Remind Lodges to transmit new member application before 6/8
- Remind Lodges to transmit monthly financial report from QuickBooks by 6/10
- **State Board Meeting**
- Report of District Elected Officers, District Meeting Schedule and District Chairmen should be emailed to PMA Executive Board
- Convention Ads are due for State Convention booklet

- Liquor License and small Games of Chance are due
- Reservation for PMA Family Picnic should be made
- Moose of the Year recommendation submitted
- **Moose Heart of Community Scholarship (due June 30)**

### **July Meeting**

- Remind Lodges to transmit new member application before 7/8
- Remind Lodges to transmit monthly financial report from QuickBooks by 7/10
- Remind Lodge that 990 Tax Returns are due by 9/15
- **PMA Dues are due by 8/1**
- Youth Awareness plans and preparations should be made
- Remind Lodge to work on Heart of the Community Report (due 8/15)
- PMA Family Picnic is held on 3<sup>rd</sup> Saturday in July
- International Convention held

### **August Meeting**

- Remind Lodges to transmit new member application before 8/8
- Remind Lodges to transmit monthly financial report from QuickBooks by 8/10
- State Convention month
- Remind Lodge that 990 Tax Returns are due by 9/15
- Youth Awareness: Guidance Counselors and students should be contacted
- **Heart of the Community Report (due 8/15)**
- Remind Lodges that plans should be made and published in newsletters for Founder Day on October 27<sup>th</sup>
- Remind Lodges that plans should be made and published in newsletters for PMA Days at Mooseheart

### **September Meeting**

- Remind Lodges to transmit new member application before 9/8
- Remind Lodges to transmit monthly financial report from QuickBooks by 9/10
- **990 Tax Returns are due by 9/15**

- Youth Awareness: students should be selected and appropriate form should be filled out and submitted
- Remind Lodges of events planned for Founders Days on October 27<sup>th</sup>
- Remind Lodges of PMA Days at Mooseheart in October

### **October Meeting**

- Remind Lodges to transmit new member application before 10/8
- Remind Lodges to transmit monthly financial report from QuickBooks by 10/10
- Remind Lodge to work on Heart of the Community Report (due 11/15)
- Fellowship Applications should be received; you should be planning for your meeting in November
- Youth Awareness Congress: dates and place TBD
- Founders Days October 27<sup>th</sup>
- Retention week is the first week of November

### **November Meeting**

- Remind Lodges to transmit new member application before 11/8
- Remind Lodges to transmit monthly financial report from QuickBooks by 11/10
- Fellowship Month meeting should be held
- Youth Awareness Congress: dates and place TBD
- Remind Lodges that January is Moose Legion Month events should be planned and published in newsletters
- **Heart of the Community Report (due 8/15)**

### **December Meeting**

- Remind Lodges to transmit new member application before 12/8
- Remind Lodges to transmit monthly financial report from QuickBooks by 12/10
- **State Board Meeting**