

Annual FCCA Calendar of Important Reminders

*This calendar is created to promote timely submissions, emphasize the importance of communication, and inform Representatives of various important dates.
The calendar days will change but the month of each deadline will not*

Circuit Representatives

- ★ One month prior to each FCCA *Journal* article submission and publication deadline, send reminder e-mail to District Reps to remind their members.
- ★ **March 1** - Remind District Reps about March consent to run deadline.
- ★ **April 1** - Remind District Reps about April nominations deadline for various awards.
- ★ **May 1** - Remind District Reps about May blood for life report deadline.
- ★ **Mid-May** - Distribute annual membership materials received from the Membership Chair to District Reps.
- ★ **August 1** - Remind Circuit Reps that they have 30 days to submit completed membership applications to membership chair.
- ★ **September 1** - Last reminder to Circuit Reps. Membership forms not received by the Membership Chair by September 12 will not receive a printed journal.
- ★ Contact District Reps frequently and share news-worthy information.

District Representatives

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- ★ **April 1** - Remind members about April nominations deadline for various awards.
- ★ **May 1** - Remind members about May blood for life report deadline.
- ★ **Mid-May** - Distribute materials received from the Circuit Rep to divisional members and nonmembers.
- ★ **June 1, 2008-September 1, 2008** - Correspond with Circuit Reps during annual membership drive and process membership applications and checks from members, frequently forwarding application and checks to Membership Chair. Maintain copies of members' membership applications.
- ★ Contact members frequently and share news-worthy information.