

OO SYAK GEE LU SOCIETY

SCHEDULE OF ANNUAL EVENTS

Updated: 1/25/2004

ACTIVITY	RESPONSIBLE PARTY	MONTHS OF THE SOCIETY CALENDAR YEAR															
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC				
Installation Meeting and Luncheon--2nd Sunday	Board	X															
Quarterly Regular Meetings--3rd Sunday of that month	Board	X			X			X									X
Prepare Annual Budget	B & A Mgmt. Comm	X->	->X														
Society Income Tax Filing	Treasurer			X													
Send List of Officers/Directors (prev.yr) to DCCA	Treasurer			X													
Model Ch. Mother/Father of Yr. Nomination	PR & Memb. Comm				X->	C->		C->				->X					
Newsletter Sent to Membership.	PR & Memb. Comm			X				X									X
Annual Student Scholarship Nominations & Award	PR & Memb. Comm			X->	C->			C->				->X					
Prepare for Annual Banquet	Banquet Committee			X->	C->			C->				->X					
Annual Banquet	Society											X					
Double Ten Parade	Society												X->	->X			
Appoint Nominating Committee--at least 2 wks before nomination meeting	President																X
Nomination Meeting--at least 2 wks before the annual general membership/election meeting.	Committee																X
Annual General Membership/Election Meeting	Board																X
Annual Christmas Party-2nd Saturday of December	Banquet Committee																X
Submit Officers List to UCS before 12/15.	Secretary																X
New Year Lisee (\$10) to societies on 12/31	Treas/Pres																X
Standing Committees Appointed	President																X
Update Membership List	Board																C->

LEGEND: X = start/end activity, X-> = start activity, C-> = continue activity, -->X = end activity