

## IMPORTANT ALUMNI CLUB DATES

MONTH	ACTIVITY
January	
1st week of January	Diversity Award Applications sent from OSUAA
1st week of January	Submit Club Roster
1st week of January	OSUAA Alumni Awards Nomination Forms are available
February	
2nd week of February	Group Filing Form sent from OSUAA
2nd week of February	Financial Questionnaire sent from OSUAA
Last week of February	Club Football Ticket Requests sent from OSUAA (If Applicable)
2/1	Speaker Request Due for events in May, June, July
March	
1st Monday in March	Group Filing Form Due
1st Monday in March	Financial Questionnaire Due
2nd week of March	Club Football Ticket Requests Due (If Applicable)
3/1	Scholarship Rankings Due
3/7	Diversity Award Recipients Follow-up Materials Due
April	
4/7	Diversity Award Applications Due
May	
5/1	Speaker Request Due for events in August, September, October
June	
6/2	Diversity Award Notifications sent from OSUAA
6/30	Year- End Report Due
July	
7/1	Submit Club Roster
7/1	Request list of alumni in your area
7/31	Best Buckeye Award Application Due
August	
8/1	Speaker Request Due for events in November, December, January
8/1	ALC Spreadsheet Due
8/15	Club Football Ticket Lists Due
September	
9/1	Request list of alumni in your area
October	
10/8	Alumni Leaders' Conference (Always in the fall)
November	
11/1	Speaker Request Due for events in February, March, April
Additional Items:	
As needed	Submit attendance numbers following club events.
10-12 weeks prior to event	Begin working on a club mailing
1 month prior to usage	Submit Logo Usage Form
Annually	Club Officers list submit immediately following elections