



*Linked in Friendship, Connected in Service*

## National Calendar 2016-2017

<b>SEPTEMBER 2016</b>	> National Childhood Obesity Awareness Month
	> Voting may begin on Daughters of Links
	<b>1</b> New Member Candidate Profile Forms are available online
	<b>5</b> Labor Day <i>[National Headquarters closed]</i>
	<b>14-16</b> Congressional Black Caucus Annual Legislative Conference (Washington, DC)
	<b>15</b> Deadline for submission of 990 Tax Form to IRS <i>[ALL Chapters are required to submit Form 990; go to <a href="http://www.IRS.gov">www.IRS.gov</a> for information]</i> If a Chapter files for an extension with the IRS, a copy of the extension form must be uploaded to the National Website or mailed to National Headquarters.
	<b>15</b> Deadline for submission of copy of 990 Tax Form to The Links, Incorporated. Form should be uploaded on the National web site. <i>[Forms postmarked before or on September 15 can be mailed to the National Headquarters]</i> .
	<b>15</b> Deadline for Chapter Bonding Insurance form to be processed and paid online. <i>[Must not be mailed to National Headquarters]</i>
	<b>15</b> Legislative Issues Forum (Washington, DC)
	<b>16</b> Open House (Washington, DC)
	<b>20</b> Annual Walk-A-Thon
<b>OCTOBER 2016</b>	> Breast Cancer Awareness Month
	> Domestic Violence Awareness Month
	> National Bullying Prevention Month
	> Voter Awareness Month
	> Strategic Planning-plan updates and amendments due in tracking tool for 6 month-to date status progress report
	<b>10</b> Columbus Day <i>[National Headquarters Closed]</i>
	<b>15</b> Deadline for area nomination profiles
<b>NOVEMBER 2016</b>	<b>15</b> Chapter sends chapter budget for chapter year to Area Director with a copy to Area Treasurer
	<b>15</b> New Member Candidate Profile Forms are made available by Chapter Membership Committee to chapter members
	> National Friendship Month
	> Chapters celebrate Founder's Day
	> Candidates' profile forms presented to chapter members
<b>DECEMBER 2016</b>	Chapters may vote on reinstated members/new candidates for membership and submit candidate profiles and verification forms to National Headquarters and Area Director
	> Chapters send letters to candidate(s) approved for membership <b>after confirmation by the chapter membership chair or president that the new member profile form has been electronically approved/signed by the chapter, area director, and the executive director.</b>
	<b>10-11</b> Executive Council Meeting (Philadelphia, PA)
	<b>10-13</b> The Links, Incorporated's 70 <sup>th</sup> Anniversary Celebration
	<b>24</b> Thanksgiving Day <i>[National Headquarters closed]</i>
	<b>25</b> Day after Thanksgiving <i>[National Headquarters closed]</i>
	<b>26</b> Donor Sabbath
	<b>1</b> Deadline to request membership transfers
	<b>1</b> World AIDS Day
	<b>12/24-25</b> Christmas Holiday
<b>JANUARY 2017</b>	<b>31</b> New Year's Eve
	> Chapter Conducts Orientation Workshop I for approved candidates <i>[use Orientation Manual]</i>
	<b>1</b> Happy New Year
	<b>2</b> New Year's Day Observed <i>[National Headquarters Closed]</i>
	<b>18</b> Martin Luther King Jr. Day <i>[National Headquarters closed]</i>
<b>24-29</b>	Global Linkage Delegation to Jamaica



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<b>FEBRUARY 2017</b>	<ul style="list-style-type: none"> <li>&gt; Black History Month</li> <li>&gt; National Heart Month</li> <li>&gt; Chapter conducts Orientation Workshop II for Candidate(s) for induction <i>[use Orientation Manual]</i></li> <li><b>1</b> Deadline for submission of Platinum recommendation form and letter of support</li> <li><b>1</b> Deadline for submission of Program Reports</li> <li><b>5</b> National Wear Red Day</li> <li><b>15</b> President's Day <i>[National Headquarters closed]</i></li> </ul>
<b>MARCH 2017</b>	<ul style="list-style-type: none"> <li>&gt; Chapters begin processing 2017-2018 membership dues and submit payment online</li> <li>&gt; Affiliate Members submit 2017-2018 membership dues online and service hours to national headquarters</li> <li>&gt; Chapters submits fees for new members via the online payment system</li> <li>&gt; Chapters send letters to candidate(s) approved for membership <i>[after online verification is confirmed and approved at all levels]</i></li> <li>&gt; Chapter conducts Orientation Workshop III for candidate's induction <i>[use Orientation Manual]</i></li> </ul>
<b>APRIL 2017</b>	<ul style="list-style-type: none"> <li>&gt; National Donate Life Month</li> <li>&gt; Chapters elect officers</li> <li>&gt; Deadline for submission of Alumna request forms and letters</li> <li>Building assessment deadline for all 2014 inductees</li> <li><b>1</b> Deadline for all 2017-2018 membership dues to be processed, submitted and approved online</li> <li><b>1</b> Happy Easter!</li> <li><b>16</b> Strategic Planning-plan updates and amendments due in tracking tool for year end-to date status</li> <li><b>18</b> progress report</li> <li><b>19-22</b> Eastern Area Conference [Richmond, VA]</li> <li><b>30</b> End of 2016-2017 Fiscal year</li> <li><b>30</b> Chapter profiles MUST be updated via the online MMS system by chapter recording secretary</li> </ul>
<b>MAY 2017</b>	<ul style="list-style-type: none"> <li>&gt; Hepatitis Awareness Month</li> <li>&gt; Mental Health Month</li> <li>&gt;&gt; Induction of new members <i>[New members may be inducted beginning 5/1 and ending 6/30]</i></li> <li>&gt; Evaluation of chapter activities <i>[see Orientation Manual]</i></li> <li>Chapters may begin to submit Form 990 to IRS and Chapter bonding insurance to national headquarters</li> <li><b>1</b> Final deadline for new member fees due online 35 days before induction date</li> <li><b>1</b> Beginning of Fiscal Year 2017-2018 <i>[FY 2017-2018]</i></li> <li>Deadline for receipt of late dues, assessments, and fees for non-financial members processed online</li> <li><b>1</b> Membership transfer period begins</li> <li><b>5/1-6/30</b> Installation of chapter officers (Chapter Profile Updates made online by chapter and Form emailed to National Headquarters at <a href="mailto:membership@linksinc.org">membership@linksinc.org</a> with a copy to Area Directors)</li> <li><b>17-21</b> Southern Area Conference [Atlanta, GA]</li> <li><b>14</b> Mother's Day</li> <li><b>29</b> Memorial Day <i>[ National Headquarters closed]</i></li> </ul>
<b>JUNE 2017</b>	<ul style="list-style-type: none"> <li>&gt; Establish all committees for new chapter year</li> <li>&gt; Induction of new members <i>[New members may be inducted beginning 5/1 and ending 6/30]</i></li> <li><b>7-11</b> Central Area Conference [Minneapolis, MN]</li> <li><b>14-18</b> Western Area Conference [Denver, CO]</li> <li><b>30</b> Committee chairs should be updated via the online MMS system by chapter recording secretary</li> </ul>
<b>JULY 2017</b>	<b>4</b> Independence Day <i>[ National Headquarters closed]</i>



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### 2016-2017

**AUGUST  
2017**

	<ul style="list-style-type: none"><li>&gt; Chapter committee meetings and workshops conducted</li><li>&gt; Changes in chapter bylaws, chapter membership rosters, chapter handbooks, etc., emailed to Area Directors</li><li>&gt; Copies of chapter bylaws sent to area parliamentarians</li><li>&gt; September Mailing distributed to all chapter presidents, vice president of membership, recording secretaries and treasurers</li></ul>
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