

# LWVNYS

## 2016-2017 Calendar

### July 2016

- 1 Beginning of Fiscal Year
- 1 **1<sup>st</sup> Quarter PMP Due**
- 4 Independence Day (Office Closed)
- 11 Board Meeting- Conference Call
- 15 Bi-Monthly Lobbyist Report/Semi-Annual Client Report
- 18 SBU/ Voter Deadline- Voter Guide Part II order forms
- 25 SBU/ Voter Distributed

### August 2016

- 18 SBU/ Voter Deadline  
Election Information, Voter Guide Part II order forms, UN Day
- 25 SBU/ Voter Distributed
- 26 Day the 19<sup>th</sup> Amendment was passed / Women's Equality Day

### September 2016 (board Meeting)

- 1 **Voter Guide Part II Order Forms Due**
- 5 Labor Day (Office Closed)
- 15 Bi-Monthly Lobbyist Report
- 18 SBU/ Voter Deadline  
SIA recruitment info, Leg. Agenda request form, UN Day,
- 21 Board Meeting 2pm-6pm
- 22 Board Meeting 8:30am-Noon
- 25 SBU/ Voter Distributed

### October 2016 (UN Day)

- 1 **2<sup>nd</sup> Quarter PMP Due**
- 10 Columbus Day (Office Closed)
- 18 SBU/ Voter Deadline  
Voter Service Survey, SIA LL Participation Form, Leg Order Form
- 25 SBU/ Voter Distributed

### November 2016

- 8 Election Day
- 11 **Legislative Agenda Response Form due from local Leagues to LWVNYS**
- 11 Veteran's Day (Office Closed)
- 15 Bi-Monthly Lobbyist Report
- 17 UN DAY
- 18 SBU/ Voter Deadline  
Reminder to update LWVUS database, Leg Order Form, SIA materials, Voter Service Surveys, State Conference Program Planning info and request
- 25 SBU/ Voter Distributed
- 24 Thanksgiving Day (Office Closed)

## December 2016 (Board Meeting)

- 7 Board Meeting 12pm-6pm
- 8 Board Meeting 8:30am-12 noon
- 15 **Deadline for Local Leagues to notify State if sending student to SIA**
- 15 **Legislative Order forms due to State LWV**
- 15 Bill of Rights Day
- 15 **Voter Service Survey Due to State LWV**
- 18 SBU/ Voter Deadline  
Remind local Leagues to update their databases, Program Planning reminder
- 25 SBU/ Voter Distributed
- 25 Christmas (Office Closed)

## January 2017

- 1 New Year's Day (Office Closed)
- 1 **3<sup>rd</sup> Quarter PMP Due**
- 1 SIA Packets to Coordinators
- 3 NYS State of the State Address
- 1-30 Local Leagues Update National Database
- 11 Board Meeting 12 noon
- 15 Bi-Monthly Lobbyist Report/Semi-Annual Client Report
- 17 Martin Luther King Day (Office Closed)
- 18 SBU/ Voter Deadline  
Legislative Agenda and Legislative Packet Distributed, Reminder to update LWVUS database,
- 25 SBU/ Voter Distributed
- 31 **Membership Count Deadline from local Leagues to LWVUS**

## February 2017

- 2 League Appeal to printer
- 3 Convention Registration Kit drafted
- 14 League's 97th Birthday (LWVNYS 98<sup>th</sup>)
- 17 Convention Registration Kits mailed
- 18 SBU/ Voter Deadline
- 20 President's Day (Office Closed)
- 25 SBU/ Voter Distributed

## March 2017 Women's History Month

- 1 **SIA Student Paperwork Due**
- 15 Bi-Monthly Lobbyist Report
- 12-18 Sunshine Week
- 18 SBU/ Voter Deadline
- 23 Board Meeting 2pm-6pm (EF Budget Approval, LWV Budget Presentation,  
Nominating Presentation, Program Planning, Bylaw amendments)
- 24 Board Meeting 8:30-Noon
- 25 SBU/ Voter Distributed (State convention, Raffle)
- 27 Pre-Convention Kits Finalized

## **April 2017**

- 1 Pre-Convention Kits Mailed
- 1 **4<sup>th</sup> Quarter PMP Due**
- 18 SBU/ Voter Deadline  
Voter Guide Order and LL update info form
- 21-22 NYS Women's Suffrage Conference at SUNY New Paltz
- 23-29 National Volunteer Week
- 25 SBU/ Voter Distributed
- 25 Lobby Day: Albany

## **May 2017**

- 15 Bi-Monthly Lobbyist Report
- 18 SBU/ Voter Deadline  
Voter Guide Order and LL update info form, Convention Reminders
- 21-24 Students Inside Albany
- 25 SBU/ Voter Distributed
- 26 **Lobby Reports Due**
- 29 Memorial Day (Office Closed)

## **June 2017**

- 9-11 LWVNYS Convention (Syracuse)
- 10 Board Meeting 11am
- 11 New Board Meeting 1pm
- 18 SBU/ Voter Deadline
- 25 SBU/ Voter Distributed
- 30 **Local League Updates Due**
- 30 **Voter Guide Orders Due**
- 30 LWVNYS Council Meeting
- 31 End of Fiscal Year