



Important Annual Dates and Deadlines to Remember

- Conservation Policy Resolutions Submissions Due **By Mid-Winter Board of Director's meeting
February (date will vary)**
- Requests for Optional Third Membership Renewal Notices Due **March 1st
through 15th**
- Third Membership Renewal Notices Sent to Chapters **March 15th
through April 1st**
- Tobin and Defenders Chapter Awards Applications Due **March 15th**
- Annual National Bylaws Requirements and IRS Compliance and Chapter Questionnaire Requests Sent **May (date will vary)**
- National Conservation Scholarship Application Due **May 15th**
- National Convention Chapter Delegate Registrations Due **June (date will vary)**
- National Award Application Submissions Due **June 1st**
- New IRS 501(c)(3) Tax-Exempt Group Coverage for Chapters Request Due **August 1st**
- Chapter Membership Dues Rates and MDR (Membership Officer) Confirmation Response Form Due **August 1st**
- Annual National Bylaws Requirements and IRS Compliance and Chapter Questionnaire Requests Due **August 15th**
- Annual Chapter/Division Officer Online Reporting Due **August 31st**
- Membership Renewal Notices Sent to Chapters **September 1st
through 15th**
- Chapter/Division Officer Report Forms – Final Request Due **September 30th**
- Second Membership Renewal Notices Sent to Chapters **December 1st
through 15th**
- All Chapter Memberships Expire (Calendar Year-Based) **December 31st**
- Requests for Bulk *Outdoor America* Magazine Drop-Shipments from the Publisher Due:
 - Issue 1 (Winter) **December 1st**
 - Issue 2 (Spring) **March 1st**
 - Issue 3 (Summer) **June 1st**
 - Issue 4 (Fall) **September 1st**