



A global volunteer organization that improves the lives of women and girls through programs leading to social and economic empowerment.

SOROPTIMIST INTERNATIONAL OF THE AMERICAS

2019-2020 Sierra Pacific Region Calendar for Region Governor, Club Presidents & Treasurers

2019 District Meeting Dates

District I Meeting

Date: November 2, Host Club SI Watsonville; Location Seascape Golf Club, Aptos

District II Meeting

Date: October 12, 2019, Host Club SI Manteca; Location Community Hospice, Modesto

District III Meeting

Date: October 26, 2019, Host Club: SI Kerman, Location: Kerman High School, Kerman

June 2019

- 1 *Dream It, Be It* online club reporting due to headquarters
- 1 Diamond Campaign: Shining Our Way to the 2nd Century phase 2 begins
- 27-29 SIA Board of Directors Orientation and Meeting, Montreal
- 30-1 SIA Governors Round Table, Montreal

July 2019

- 1 *Live Your Dream Awards* online application opens
- 1 Club TREASURER: send members' annual dues and roster to SIA Headquarters
- 1 Club TREASURER: send Founders Pennies to SIA headquarters
- 1 Club TREASURER: send Form 200 (club president and Treasurer info to SIA-HQ and Region Treas.
- 1 Club TREASURER: send Region dues to Region Treasurer
- 1 **PRESIDENTS & TREASURERS: Sign new signature cards at the club's bank (president and treasurer) for disbursement of club funds during the coming year.**
- 1 **2019-2020 Sorooptimists Celebrating Success Award entries due to region**

- 1 *Best for Women* content submission deadline
- 1 (*Ongoing*) Copies of contracts over \$10,000 and management liability insurance policy, required by the regions, due to SIA's Chief Operating & Financial Officer
- 4 Headquarters office closed (in observance of July 4 Independence Day holiday in U.S.)
- 18-12 SI 21st International Convention, Kuala Lumpur, Malaysia
- 26 **SPR Board Meeting, Reno, NV**
- 27-29 Soroptimist Development Retreat co-hosted by Sierra Pacific and Sierra Nevada Regions, Reno, Nevada

August 2019

- 1 ***Live Your Dream* PORTAL opens**
- 1 **PRESIDENTS: Be prepared to submit names of candidates for region or federation office. Candidates may be from the club or any club in the region. Nominations must be submitted by the date specified in the request.**
- 1 Late fee of \$100 for any club that has not yet paid 2020-2021 dues
- 1 Solicitation letters to clubs for nominations for Federation Board (in regions electing this upcoming cycle) and to all clubs for Fundraising Council
- 1 **PRESIDENTS: Ensure that club books are audited for the previous fiscal year. The audit should be performed by a qualified committee of the club, or a qualified accountant, and be completed by August 31 (if the club's fiscal year is July 1 through June 30).**
- 8 **Soroptimist Club Grant impact reports due from clubs that received 2018-2019 funds**

September 2019

- 1 Late fee of \$150 for any clubs that have not paid 2019-2020 dues
- 2 Headquarters office closed (Labor Day in U.S.)
- 5 On or about this date, overdue 2019-2020 federation dues letters mailed to clubs
- 15 Deadline for all Electoral Area Board Nominations to be received by headquarters (in regions electing this year)
- 15 Deadline for all Fundraising Council Nominations to be received by headquarters

October 2019

- PRESIDENTS: Attend district meetings; arrange for reports to club.**
- 1 Club Charter forfeiture if 2019-2020 dues not paid
- 3 **Founders Day**
- 7 Region Conference Planning & Succession Planning on-demand webinar available
- 12 **District II Fall Meeting**
- 25-27 Fundraising Council Meeting, Philadelphia, PA
- 26 **District III Fall Meeting, Kerman High School, Kerman CA**
- 31 Mail ballot sent for federation board members in region electing this cycle
- 31 Copy of your region's year-end financial statements and current year budget due to SIA's Chief Operating & Financial Officer

November 2019

- 1 2019-2020 Soroptimist Celebrating Success Award region recipients and transmittal due to Headquarters at program@soroptimist.org
- 2 **District 1 Fall Meeting, Seascape Golf Club, Aptos CA**
- 4 Healthy Regions on-demand webinar available
- 15 **RRF-1 registration with CA Attorney General's Registry of Charitable Trusts (Annual renewal Report (Clubs with July 1-June 30 fiscal year))**
- 15 **PRESIDENTS: Live Your Dream Awards application deadline to clubs**
- 15 **US Clubs: Form 990 due to IRS no later than this date (Clubs with July 1-June 30 fiscal year)**
- 16 Ballots for Soroptimist International President due at headquarters
- 28-29 Headquarters office closed (Thanksgiving Holiday in U.S.)
- Also This month, governors should contact their Official Visitor to acknowledge their region conference assignment

December 2019

- 1 **PRESIDENTS: Celebrate Soroptimist International Day (also Human Rights Day) on December 10 by donating to the SI President's Appeal.**
- 3 Giving Tuesday
- 10 Human Rights Day: SI December 10th Appeal
- 18 **PRESIDENTS: confirm LYD Committee Chair has appointed NON-Soroptimist judges to conduct Live Your Dream Awards application judging and select recipients.**
- 24-25 Headquarters office closed (Christmas)
- 31 Headquarters office closed (New Year's)

January 2020

- 1 Clubs are billed for Convention fee, due Mar 31st to SIA HQ
- 1 Headquarters office closed (New Year's)
- 1 *Best for Women* content submission deadline
- 6 Board ballots due at headquarters from regions electing this cycle
- 6 **PRESIDENTS: remind Pillar Charis to submit entries for Soroptimists Celebrating Success Awards to region chair on or before July 1**
- 6 **PRESIDENTS: appoint club member(s) to Submit proposal for Soroptimist Club Grants for Women and Girls by March 1.**
- 20 Headquarters office closed (Martin Luther King Jr.'s birthday in U.S.)
- 27 Strategic Planning and Succession Planning on-demand webinar available
- Also This month, governors should contact their Official Visitor to review expectations for region conference visit

February 2020

- 1 **PRESIDENTS & CLUB BOARD: Appoint or elect the club nominating committee**
- 1 *Live Your Dream Awards* new club funding paperwork due to headquarters
- 1 *Live Your Dream Awards* club transmittals due to district (in regions with district judging)
- 6-9 SIA Board of Directors Meeting, Philadelphia, PA
- 15 **PRESIDENTS: remind your LYD Chair to that *Live Your Dream Awards* club transmittals due to region**
- 17 Headquarters office closed (President's Day in U.S.)
- 19 Headquarters sends request to regions for Healthy Region Brief data
- 21 By this date, communicate to club presidents and treasurers the importance of budgeting 10% for Club Giving
- 28 Electronic ballot for SIA 2020-2021 President-elect opens; information sent to club email address

March 2020

- 1 Soroptimist Club Grants for Women and Girls applications due to headquarters
- 1 Mail ballot for SIA 2020-2021 President-elect sent to clubs
- 1 Call to Conference due to Jill Groves, Executive Associate, at jill@soroptimist.org
- 8 **PRESIDENTS: Host a Live Your Dream Awards event on March 8, International Women's Day, to honor club Live Your Dream Awards recipients.**
- 8 Governor's Due date for Healthy Region Brief data to be entered into the online web portal
- 8 International Women's Day
- 9 Spotlight on Programs and Philanthropy on-demand webinar available
- 15 REGION CHAIR: *Live Your Dream Awards* region reporting and recipient applications due to headquarters
- 15 **TREASURER: Convention Fee paid by club due to SIA (billed in January)**
- 15 **PRESIDENTS: Read and discuss the official call to conference and encourage attendance. Send in conference registration fees by established deadline. In an even-numbered year, study the qualifications of candidates for region offices, as submitted with the call to conference**
- 30 President-elect election closes

April 2020

- 1 **PRESIDENTS: remind Pillar Charis to submit entries for Soroptimists Celebrating Success Awards to region chair on or before July 1.**
- 15 **TREASURER: Club Giving and Founders Pennies contributions due at REGION for inclusion in 2020 Conference recognition**
- 15 **RRF-1 registration with CA Attorney General's Registry of Charitable Trusts (Annual renewal Report (Clubs with Jan 1-December 31 fiscal year)**
- 18 Renew Region D&O insurance policy anytime between this date and May 18 (US & Canadian Regions only)

May 2020

- 1 **PRESIDENTS: Elect club officers, board members, delegates and alternates to the region conference. (Also, in a convention year, elect the delegate and alternates to the federation convention.)**
PRESIDENTS: complete arrangements for the installation of new club officers. (invite installing official)
- 1 GOVERNOR: Dates and locations of 2021 region conferences due to headquarters
- 2 President-elect ballots due at headquarters
- 15-17 **ALL: attend the Sierra Pacific Region Conference,, Wyndham Hotel Visalia**
- 16 2020-2021 dues payment information sent from headquarters this week
- 18 Region D&O insurance policy renewal date (US & Canadian Regions only – note, coverage will lapse unless insurance premiums are paid and annual enrollment form submitted)

- 25 Headquarters office closed (Memorial Day in U.S.)
- 31 **TREASURER: Club Giving and Founders Pennies contributions due at headquarters for inclusion in 2020 recognition**
- 31 "Diamond Campaign: Shining Our Way to the 2nd Century" campaign phase 2 ends
- 31 REGION Shaping the Future Award Entries due to Jill Groves, Executive Associate at jill@soroptimist.org
- 31 2020-2022 Region Chair appointments due to Jill Groves at jill@soroptimist.org

June 2020

- PRESIDENTS: complete arrangements for the installation of new club officers.**
- 1 Diamond Campaign: Shining Our Way to the 2nd Century phase 3 begins
- 1 **PRESIDENTS: make sure DIBI Chair does the *Dream It, Be It* online club reporting due to headquarters**

July 2020

- 1 **PRESIDENTS: remind Pillar Charis to submit entries for Soroptimists Celebrating Success Awards to region chair on or before July 1.**
- 1 2020-2021 Dues, Form 200 – New Officer information due at headquarters
- 1 **2019-2020 Soroptimists Celebrating Success Award entries due to region**
- 1 *Best for Women* content submission deadline
- 1 (*Ongoing*) Copies of contracts over \$10,000 and management liability insurance policy, required by the regions, due to SIA's Chief Operating & Financial Officer
- 3 Headquarters office closed (in observance of July 4 Independence Day holiday in U.S.)
- 15 **Evaluate all club activities for effectiveness and to ensure that all projects and programs are consistent with SIA's mission and goals by using the Working As One tools.**
- 15 **Notify headquarters of new club president and treasurer either online or by sending Form 200 – due on or by July 1.**
- 18 SIA Board of Directors Orientation, Bellevue, Washington, USA
- 19-21 SIA Board of Directors Meeting, Bellevue, Washington, USA
- 22-25 46th Biennial Convention, Bellevue, Washington, USA
- 26-27 SIA Governors Round Table, Bellevue, Washington, USA

August 2020

- 1 *Live Your Dream Awards* online application opens
- 1 Late fee of \$100 for any club that has not yet paid 2020-2021 dues
- 1 Solicitation letters to clubs for nominations for Federation Board (in regions electing this upcoming cycle) and to all clubs for Fundraising Council
- 10 Soroptimist Club Grant impact reports due from clubs that received 2019-2020 funds