

2021 SAF Action Calendar

updated August 2021



This SAF calendar has been developed to help state and chapter leaders stay organized and be aware of key SAF deadlines. Please modify, add key contacts, and adjust to suit your local planning needs.

What to Do In...

ONGOING

- Approve goals for the year. Monitor progress quarterly and adjust priorities accordingly.
- Send chapter and state news and photos to state society and chapter webmasters and social media coordinators.
- Get to know your SAF district board director and ask her/him to update your membership on SAF National initiatives.
- Spend some time on recruitment and retention efforts. Visit your state society Leadership Central dashboard to find your new members, former members, and demographic information. Send a welcome letter to your new members. Reach out to former members and invite them to rejoin.
- Check the status of members approaching their paid-through date on the membership roster and ask them to continue their membership in SAF. Be aware that members receive renewal notices starting 90 days in advance of their paid-through date. A 60-day grace period is in effect after the paid-through date until benefits are ceased. The goal is to have members renew BEFORE their paid-through date expires. Contact Membership department at membership@safnet.org for guidance.
- Working on a new policy position statement? Contact Danielle Watson, Director of Policy, watsond@safnet.org, to ensure consistency with national position statements.
- Review your bylaws to familiarize yourself with the operations and management of your local unit. Assess if bylaws are in line with current practices and if they should be amended. All bylaws changes require national-level review prior to being approved. Contact: Lori Rasor, Director of Awards and State Society Relations, rasorl@safnet.org.
- Considering a dues adjustment? Many local units rely on membership dues as a critical source of revenue to support their programs. Depending on bylaws regarding how dues changes can be implemented, documentation requirements to apply a change, and other factors, the process can take up to a year, so plan ahead and be aware of the steps required to implement a change. Contact: Lori Rasor, rasorl@safnet.org.
- Local units considering a change in their current structure should contact Lori Rasor, rasorl@safnet.org, to discuss steps and process.

JANUARY

- Check in with your local Awards Committee regarding state society and chapter nominations for local awards; communicate deadlines.
- If not already completed, finalize state and chapter officers and send officer roster to membership@safnet.org. Include your SAF District representative on your list. Remember, to gain access to your state society membership dashboard and Leadership

Central, updated officer information must be provided. Find a quick link at www.eforester.org/resources (must login with credentials to access page).

- Know when your local annual meetings and other key events are within your region.
- Take the national website (eforester.org) and the leadership central page for a test drive. Know where your resources are and how to access membership data.
- Treasurers close books for the year and start on Form 990 reporting to their respective state society treasurer. The state society treasurer is responsible for submitting the e-postcard or Form 990 to the IRS.

FEBRUARY

- Chapters and state societies have last year's financial books reviewed in accordance with local procedures. Visit eforester.org/resources for information on audits and internal financial reviews.
- State society chairs receive 50-year golden member certificates, letters, and pins for distribution at an appropriate venue. Coordinate framing of certificates and other details with the state awards chair. Take a photo and send it to your social media and website contacts.
- Feb. 15: Foresters' Fund Regular grant (up to \$1,500) applications due to Lori Rasor, rasorl@safnet.org, eforester.org/grants. Remember that all applications must be approved by the state society executive committee prior to submitting to national.
- Feb. 15: Submit proposals for the Kurt Gottschalk Science Fund. Visit www.eforester.org/grants for additional information.

MARCH

- State and chapter leaders review content at their local website for their respective areas and send updates to webmasters for posting.
- Mar. 15: Nominations for National Awards, Fellow award, and Presidential Field Forester are due and must be submitted via the online portal on the Awards [webpage](#). See the end of this calendar for Fellows Review Process timeline.

APRIL

- Continue to develop and confirm list of potential officers for the following year at both the state and chapter levels. Candidate confirmations (or firm interest) by state annual meetings (depending on when they are held) are recommended.
- Review your goals for the year. What are the priorities for the second quarter?

MAY

- Universities and community colleges develop Outstanding Student Chapter award nomination packets at national level. For information, contact the membership department at membership@safnet.org; eforester.org/awards.
- Universities and community colleges hold chapter officer elections for the following academic year.

- Board members confirm new district student representatives to Student Executive Committee.
- How is your list of potential officers for the following year at both the state and chapter levels coming along? Keep your volunteer pipeline full!
- House of Society Delegates ([HSD](#)) Items: State society leadership considers success stories issues and actions topics for submission to House of Society Delegates leadership in August. Issues and Actions topics will be considered for placement on the HSD agenda for their annual meeting just prior to national convention. Awards for success stories in the categories of Communications, Diversity and Inclusion, and Leadership Development are given at the HSD meeting. Contact HSD Chair Tom Martin, tdm4ester@aol.com, for information.

JUNE

- Jun. 1: Board Nominations and Vice President Nominations packets due to Lori Rasor, SAF National, rasorl@safnet.org, <https://bit.ly/2ImBLlc>.
- Jun. 1: Applications for the Outstanding Student Chapter Award due to membership department, SAF National, membership@safnet.org. Visit www.eforester.org/awards.
- Jun. 15: Foresters' Fund Regular grant (from \$500 to \$1,500), Special grant (from \$1,501-\$5,000), and Leadership Development grant (\$5,000-\$15,000) requests are due to Lori Rasor, SAF National, rasorl@safnet.org. See eforester.org/grants for information.

JULY

- July. 1: Notify SAF National of any changes in chapter or state dues for the next year. Contact: Membership Department, membership@safnet.org, and Lori Rasor, rasorl@safnet.org.
- Continue planning for next year's officers and state and local events.
- Review your goals for the year. What are the priorities for the third quarter?
- Start planning for the next budget cycle. Evaluate revenues and expenses and discuss member retention and recruitment, projects, and programs to support, funding for students and leaders to attend local and national events, fundraising opportunities, and more in anticipation of approving a budget by December.

AUGUST

- State society chairs submit HSD Issues and Actions items and Success Stories to HSD Chair Tom Martin, tdm4ester@aol.com.
- Keep our social media presence alive! Send chapter and state information/news/photos to state society webmasters and social media coordinators for posting.
- SAF National connects with student chapter faculty representatives for chapter rosters and provides membership information for the upcoming school year.
- Confirm candidates and prepare state election information for a fall election (or appointment).

SEPTEMBER

- Sept. 15: Foresters' Fund Regular grant (up to \$1,500) applications due to Lori Rasor, rasorl@safnet.org, eforester.org/grants. Remember that all applications must be approved by the state society executive committee prior to submitting to national.
- Those interested in serving on a national committee should contact Lori Rasor, rasorl@safnet.org. Committee appointments are typically finalized by the end of December.

OCTOBER

- Oct. 1: National Elections Open. Members with emails on file receive national vice president and board representative election information.
- **Oct. 18: Have State Election materials to Melinda.**
- Oct. 31: SAF National elections close.
- Review your goals for the year. What are the priorities for the fourth quarter?

NOVEMBER

- **Nov. 1 State Elections open. Members with emails on file receive state chair election information.**
- Nov. 2: HSD annual meeting via Zoom.
- Nov. 3-6: [SAF2021](#) Virtual National Convention
- Incoming state chair recruits executive committee members.
- Standing Committee chairs work on budget needs for the following year.
- **Nov. 29: Tri-state holiday postcard mailed out to members**

DECEMBER

- Board members update Fellows Committee for the following year.
- Discuss and achieve consensus on goals for the coming year; create a plan to achieve them. Be sure to budget for plans appropriately.
- Incoming state chair continues to recruit executive committee members.
- Executive Committee members provide budget numbers to treasurer for next year's budget.
- Nominations due for SAF [National Committee](#) vacancies. National committee appointments are usually finalized by the end of December.
- Send 2022 state and chapter rosters to membership@safnet.org to ensure all leaders have access to Leadership Central.

STATE EXECUTIVE COMMITTEE MEETINGS

- Fill in the blanks on when your local executive committee meets.

2021 SAF BOARD OF DIRECTORS MEETINGS

- The SAF Board of Directors meets three times per year (or videoconference during pandemic restrictions) in person with periodic conference calls.
 - Feb. 10: Conference Call
 - April 30-May 2: Face-to-Face or Videoconference Meeting
 - June 16: Conference Call
 - July 30-August 1: Face-to-Face or Videoconference Meeting
 - Oct. 6: Conference Call
 - December 3-5: Face-to-Face or Videoconference Meeting

LONG-RANGE PLANNER

- 2022 SAF National Convention: September 20-24, Baltimore, Maryland
- 2023 SAF National Convention: October 23-28, Sacramento, California.
- 2024 SAF National Convention: TBD, Colorado
- 2025 SAF National Convention: New England area

Send calendar items to Lori Rasor, rasorl@safnet.org

Fellow Review Process Deadlines

Jan. 1	District Fellows Committee rosters filled by SAF district director and forwarded to SAF National
Mar. 15	Nominations due
Mar. 22	Nominations made available to District Fellows Committees (DFC)
Mar. 23-Apr. 30	DFCs review nominations
May 1	Forward qualified nominees to the Committee on Professional Recognition (CPR) through the SAF national office.
May 1-22	Review by CPR to ensure that packets are complete, and DFCs practiced due diligence in the evaluation process
May 25	CPR submits recommendations to the SAF National Office for Board
Jun. 16	SAF Board review CPR recommendations at conference call.

How to Find the Leadership Central Page and Your State Society Dashboard

To access, go to www.eforester.org, sign in, click on Membership on the navigation bar, then click on Leadership Central on the right-hand menu bar under Membership. The quick link is eforester.org/leadershipcentral.

The Leadership Central page is a place for local leaders to access membership news, leadership tools, and tips on building a strong local unit. State Society Dashboards include current/lapsed membership rosters, leadership rosters, student chapter reports, a dues table, and graphs containing statistical data on your state society membership. All reports are dynamic and can be viewed at any time.

For membership and recruitment information, contact the Membership Department at 202-938-3910 or membership@safnet.org.