

# 2022 SAF Action Calendar

*updated February 2022*



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 them 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. Visit our [Recruitment Resource Center](#) to download the Guide for Recruiting New Members for recruitment tips and sample scripts to use when connecting with prospective members.
- 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 the Membership department at [membership@safnet.org](mailto:membership@safnet.org) for guidance.
- Working on a new policy position statement? Contact Danielle Watson, Director of Policy, [watsond@safnet.org](mailto:watsond@safnet.org), to ensure consistency with national position statements.
- SAF national and state societies are working together to address organizational challenges and to ensure all units comply with federal and state regulations. The process of state society incorporation, updating bylaws, and making improvements in other business operations will continue into 2022 and beyond. State society leaders should work with Lori Rasor, director of Strategy and Partnerships, [rasorl@safnet.org](mailto:rasorl@safnet.org) on this 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 Gagan Singh, Chapter Relations Coordinator, [gsingh@safnet.org](mailto:gsingh@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](http://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 appropriate 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](http://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 \$2,000) applications due to Lori Rasor, [rasorl@safnet.org](mailto:rasorl@safnet.org), [eforester.org/grants](http://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](http://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.
- Universities and community colleges start to develop Outstanding Student Chapter award nomination packets at national level. For information, contact Elizabeth Buhl at [ebuhl@safnet.org](mailto:ebuhl@safnet.org); [eforester.org/awards](http://eforester.org/awards). Submission deadline: June 1.
- Review your goals for the year. What are the priorities for the second quarter?
- Board members confirm new district student representatives to Student Executive Committee.

## MAY

- May 1: Board Nominations and Vice President Nominations packets due to Lori Rasor, SAF National, [rasorl@safnet.org](mailto:rasorl@safnet.org), <https://bit.ly/2lmBLlc>.

- Universities and community colleges continue to develop Outstanding Student Chapter award nomination packets at national level. For information, contact Elizabeth Buhl at [ebuhl@safnet.org](mailto:ebuhl@safnet.org); [eforester.org/awards](http://eforester.org/awards). Submission deadline: June 1.
- Universities and community colleges hold chapter officer elections for the following academic year.
- Student Executive Committee Chair appointed by SAF President.
- 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. 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 Larry Biles, [lbiles@ksu.edu](mailto:lbiles@ksu.edu), for information.

## JUNE

- Jun. 1: Applications for the Outstanding Student Chapter Award due to Elizabeth Buhl, SAF National, [ebuhl@safnet.org](mailto:ebuhl@safnet.org). Visit [www.eforester.org/awards](http://www.eforester.org/awards).
- Jun. 15: Foresters' Fund Regular grant (up to \$2,000) and Special grant (from \$2,001-\$5,000) requests are due to Lori Rasor, SAF National, [rasorl@safnet.org](mailto:rasorl@safnet.org). See [eforester.org/grants](http://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](mailto:membership@safnet.org), and Lori Rasor, [rasorl@safnet.org](mailto: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, 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 Larry Biles, [lbiles@ksu.edu](mailto:lbiles@ksu.edu).
- 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. 1: National elections open. Members with emails on file receive national vice president and board representative election information.
- Sept. 19: HSD annual meeting in Baltimore, Maryland.
- Sept. 20-24: Attend the SAF national convention in Baltimore. Visit <https://www.eforester.org/Safconvention> for details.
- Sept. 15: Foresters' Fund Regular grant (up to \$2,000) applications due to Lori Rasor, [rasorl@safnet.org](mailto:rasorl@safnet.org), [eforester.org/grants](http://eforester.org/grants). Remember that all applications must be approved by the state society executive committee prior to submitting to national.
- Sept. 30: SAF National elections close.
- Those interested in serving on a national committee should contact Lori Rasor, [rasorl@safnet.org](mailto:rasorl@safnet.org). Committee appointments are typically finalized by the end of December.

## OCTOBER

- Review your goals for the year. What are the priorities for the fourth quarter?

## NOVEMBER

- Incoming state chair recruits executive committee members.
- Standing Committee chairs work on budget needs for the following year.

## 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 2023 state and chapter rosters to [membership@safnet.org](mailto: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.

## 2022 SAF BOARD OF DIRECTORS MEETINGS

- The SAF Board of Directors meets three times per year in person (or videoconference) with periodic conference calls.
  - Feb. 26: Conference Call
  - April 29-30: Face-to-Face or Videoconference Meeting
  - June 16: Conference Call
  - July 29-30: Face-to-Face or Videoconference Meeting
  - Oct. 5: Conference Call
  - December 9-10: Face-to-Face or Videoconference Meeting

## LONG-RANGE PLANNER

- 2023 SAF National Convention: October 23-28, Sacramento, California.
- 2024 SAF National Convention: TBD, Colorado
- 2025 SAF National Convention: October 22-26, Hartford, Connecticut

**Send calendar items to Lori Rasor, [rasorl@safnet.org](mailto: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](http://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](http://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](mailto:membership@safnet.org).