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FAWCO Representative Timeline and Deadlines (2011-2012)

May/June

Send updated FAWCO Representative and Club President contact information* to:

addresschange@fawco.org and vp-memberclubs@fawco.org.

Sign up for a FAWCO website username and password (www.fawco.org, “log in” area, upper left),

Subscribe to publications (www.fawco.org -- “member services” “communication” “subscriptions”),

Introduce yourself to your RC (RC1@fawco.org, region 1, RC2@fawco.org, region 2 etc.),

Ask for help and support in getting started (vp-memberclubs@fawco.org).

July/August

Review the FAWCO and Foundation websites (www.fawco.org and

www.fawcofoundation.org) for information that may be useful to you and your club,

Distribute the summer issue of *The Forum* to your board and club members.***

September/October

Provide you club treasurer with information to pay FAWCO dues by Jan 31,

Organize a FAWCO Target Water Project fundraiser for the fall,

Encourage your board and club members to subscribe to FAWCO publications and the website,

Inform club members about the Education Awards and Development Grants, **

Inform club members that registration is open for the Dublin Interim conference --

March 21-25, 2012 (see www.fawco.org for information),

Distribute the *Connections* newsletter to your board and club members,***

DEADLINE Oct. 10 -- Quilt Square (see www.fawcofoundation.org for details).

November/December

Send warm greetings to your RC (RC1@fawco.org region 1, RC2@fawco.org region 2....),

Help club members complete Education Award applications and Development Grant nominations,**

Distribute the winter issue of *The Forum* to your board and club members,***

DEADLINE Nov. 1: Submit an article for the FORUM newsletter (communications@fawco.org),

DEADLINE Dec. 1: Update your club profile (www.fawco.org, member services, club resources, member clubs, then click on your country and your city),

DEADLINE Dec. 31: early-bird discount for conference registration (www.fawco.org).

January/February

DEADLINE Jan. 6: Submit “mini club profile” for the conference report,

DEADLINE Jan. 16: EA application, DG nomination*** and Volunteer of the Year Award,

DEADLINE Jan. 31: Dues payment, Website hosting fees (if applicable),

DEADLINE Jan 31: Dublin Conference registration.

March/April

Enjoy the conference, Dublin, March 21-25!

Report to your club on conference activities and outcomes,

Send a copy of your conference report for the website (vp-memberclubs@fawco.org),

Publish the *Resolutions & Recommendations* from the conference in your club publication,

DEADLINE April 15: Submit an article for the FORUM newsletter.

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* Contact information = name, address, email and telephone number of club

** EA = Education Award, DG = Development Grant (www.fawcofoundation.org)

*** Publications are available under: www.fawco.org, “member services” “communication” “publications”

⁺ Elizabeth Abbot, 2nd VP, September 2011

Need help? Contact your Regional Coordinator or me, Elizabeth Abbot at vp-memberclubs@fawco.org.