

ANNUAL CALENDAR FOR NEW BRUNSWICK CPF CHAPTERS

In general Chapters:

- Hold a minimum of 3 Chapter meetings per year
- Record Chapter volunteer hours, April 1st to March 31st of each year, (found in forms section of binder) to be sent in by **April 15**
- Submit a Chapter report, financial statements and action plan by **May 15**
- Keep ongoing accurate recorded minutes of meetings and banking records
- Recruit new volunteers and members
- Fundraise to support Chapter activities

September / October

- Establish goals and objectives for the school year.
- Look for a Membership Chair and form a committee to welcome new members and recruit new members.
- Meet with French Supervisor, School Principals or maybe a local Francophone group.
- Submit interim report to Branch Office covering the period from AGM till first Board Meeting.
- This is a good time to send out information kits to the new grade one and grade six immersion classes.
- You may want to start French Classes for Adults.

November / December

- Plan any Fundraisers.
- Submit interim report to Branch Office covering September, October and November.

January

- Early in January contact French Second Language Supervisor to arrange to attend French Immersion information nights.
- Prepare Chapter Newsletter.
- Form Camp Committee if you plan to have a summer day camp.

February

- Send out chapter Newsletter
- Attend French Immersion information nights
- Teacher Appreciation Week
- Submit articles of special Chapter activities for Spring/Summer issue of Provincial newsletter, if desired
- Submit interim report to Branch Office covering December and January.

March

- Attend your District Concours d'art oratoire.
- Prepare Chapter budget and priorities for new fiscal year and send to Branch Office

April

- Plan to send a delegate to Provincial Annual General Meeting (AGM)
- Submit annual activity report and financial statements before Provincial AGM.
- Submit volunteer hours for all chapter volunteers to Provincial Branch Office

May / June

- Hold Chapter AGM
- Hold camp registrations, if applicable
- Membership Committee should be actively recruiting new volunteers and potential new chapter executive all year.
- You could meet with the French Supervisor to determine whether there are any proposed changes for FSL programs for the next school year
- Attend Provincial AGM

July/August

- Hold Summer Day Camps