

Annual CNPS Chapter Calendar of Important Dates

Mo.	Week	Administrative Deadlines	Regularly Scheduled Mailings/E-mails	Publications	Events
January	1		Chapter Resources e-mail	CNPS Bulletin published this month	
	2	Request for directory updates sent to each chapter	Membership renewal notices sent	Fremontia published this month	
	3	1099 Info for Jan-Dec AND Quarterly Sales Tax Report for Oct-Dec due	Membership report sent to each chapter	CNPS E-newsletter	
	4	Quarterly financial report sent to all chapters with bank account managed by state office			
February	1		Chapter Resources e-mail		CNPS Conservation Conference (Every 3 years)
	2				Register for March Chapter Council/Quarterly Meeting
	3	Statewide directory updates due to state office	Membership report sent to each chapter	CNPS E-newsletter	
	4				
March	1	New statewide directories available to order	Chapter Resources e-mail	CNPS Quarterly Report	CNPS Chapter Council/Quarterly Meeting
	2	Chapter Annual Activities Report form sent to chapters	Membership renewal notices sent		
	3		Membership report sent to each chapter	CNPS E-newsletter	
	4				
April	1	CNPS Fiscal Year Begins April 1	Chapter Resources e-mail	CNPS Bulletin published this month	
	2				
	3	Quarterly Sales Tax Report for Jan-Mar due	Membership report sent to each chapter	CNPS E-newsletter	California Native Plant Week (encompasses Earth Day)
	4	Quarterly financial report sent to all chapters with bank account managed by state office			
May	1		Chapter Resources e-mail		
	2	Chapter annual financial statements due	Membership renewal notices sent	Fremontia published this month	Register for June Chapter Council/Quarterly Meeting
	3		Membership report sent to each chapter	CNPS E-newsletter	
	4		Spring Appeal goes out this month		
June	1	Chapter Annual Activities Report due to state office	Chapter Resources e-mail	CNPS Quarterly Report	CNPS Chapter Council/Quarterly Meeting
	2				
	3		Membership report sent to each chapter	CNPS E-newsletter	
	4				
July	1		Chapter Resources e-mail	CNPS Bulletin published this month	
	2		Membership renewal notices sent		
	3	Quarterly Sales Tax Report for Apr-Jun due	Membership report sent to each chapter	CNPS E-newsletter	
	4	Quarterly financial report sent to all chapters with bank account managed by state office			
August	1		Chapter Resources e-mail		
	2				Register for Sept Chapter Council/Quarterly Meeting
	3		Membership report sent to each chapter	CNPS E-newsletter	
	4				
September	1		Chapter Resources e-mail	CNPS Quarterly Report	CNPS Chapter Council/Quarterly Meeting
	2		Membership renewal notices sent	Fremontia published this month	
	3		Membership report sent to each chapter	CNPS E-newsletter	
	4			CNPS Bulletin published this month	
October	1		Chapter Resources e-mail		
	2				
	3	Quarterly Sales Tax Report for Jul-Sept due	Membership report sent to each chapter	CNPS E-newsletter	
	4	Quarterly financial report sent to all chapters with bank account managed by state office			
November	1		Chapter Resources e-mail		
	2		Membership renewal notices sent		Register for Dec Chapter Council/Quarterly Meeting
	3		Membership report sent to each chapter	CNPS E-newsletter	
	4		Fall Appeal goes out this month		
December	1		Chapter Resources e-mail	CNPS Quarterly Report	CNPS Chapter Council/Quarterly Meeting
	2				
	3		Membership report sent to each chapter	CNPS E-newsletter	
	4				