



| UDS PERPETUAL CALENDAR |        |            |   |                |
|------------------------|--------|------------|---|----------------|
| MONTH                  | DAY    | WHAT       | TO DO   | WHO            |
| 1-Jan                  |        | NEWSLETTER | Deadline Feb/March Newsletter Jan 1                       | Communications |
| 1-Jan                  |        | MEMBERSHIP | Last issue notice if membership not renewed               | Communications |
| 1-Jan                  |        | WEBSITE    | Check officer updates on Reg 5 & USDF websites            | Communications |
| 1-Jan                  |        | BANQUET    | Send out Awards Banquet invitation                        | Assigned       |
| 1-Jan                  |        | SHOW       | Order ribbons from Hodges Badge Co                        | Competitions   |
| 1-Jan                  |        | BANQUET    | Begin work on Silent Auction                              | Vice Pres      |
| 1-Jan                  | 7-Jan  | OMNIBUS    | ABSOLUTE DEADLINE for ad and show submissions             | Competitions   |
| 1-Jan                  | 7-Jan  | OMNIBUS    | ABSOLUTE DEADLINE for ad and show PAYMENT                 | Treasurer      |
| 1-Jan                  | 20-Jan | OMNIBUS    | Send omnibus draft to USDF for review prior to publishing | Competitions   |
| 2-Feb                  |        | HORSE EXPO | Horse Expo - Reserve booth for March Expo                 | Membership     |
| 2-Feb                  |        | HORSE EXPO | Horse Expo - Schedule booth volunteers                    | Membership     |
| 2-Feb                  |        | HORSE EXPO | Horse Expo - Prepare booth and supplies                   | Membership     |
| 2-Feb                  |        | BANQUET    | Silent Auction @ Awards Banquet                           | Vice Pres      |
| 2-Feb                  |        | OMNIBUS    | Take Omnibus to printer                                   | Competitions   |
| 2-Feb                  | 15-Feb | OMNIBUS    | Pick up Omnibus from printer                              | Competitions   |
| 2-Feb                  |        | WEBSITE    | Update show Entry Form on Website                         | Communications |
| 2-Feb                  |        | WEBSITE    | Update Rules & ByLaws                                     | Secretary      |
| 3-Mar                  |        | BANQUET    | Rewards Banquet - 1st Saturday                            | Board          |
| 3-Mar                  |        | NEWSLETTER | Deadline April/May Newsletter March 1                     | Communications |
| 3-Mar                  |        | SHOW       | Order show supplies from USDF & USEF                      | Competitions   |
| 3-Mar                  |        | OMNIBUS    | Send Omnibus to USDF & USEF w/cover letter                | Competitions   |
| 3-Mar                  |        | HORSE EXPO | Horse Expo  | Membership     |
| 3-Mar                  |        | MEMBERSHIP | Send out Omnibuses to members not at banquet              | Membership     |
| 3-Mar                  |        | MEMBERSHIP | Send out "Renew Now" notices                              | Membership     |
| 4-Apr                  |        | SHOW       | Pay USDF license fees for next year's Annual Show         | Competitions   |
| 4-Apr                  |        | EDUCATION  | Offer Show Prep Clinic(s)                                 | Vice Pres      |
| 4-Apr                  |        | TAXES      | Prepare taxes   | Treasurer      |
| 5-May                  |        | NEWSLETTER | Deadline June Newsletter May 1                            | Communications |
| 5-May                  |        | SHOW       | Insurance - get contracts for show(s)                     | Competitions   |
| 5-May                  |        | SHOW       | Contract for show grounds                                 | Competitions   |
| 5-May                  |        | SHOW       | Reserve hotel rooms for judges and TD                     | Competitions   |
| 5-May                  |        | SHOW       | Order Porta potties                                       | Competitions   |
| 5-May                  |        | SHOW       | Contract for Vet coverage                                 | Competitions   |
| 5-May                  |        | SHOW       | Hire Farrier  | Competitions   |
| 5-May                  |        | TAXES      | DEADLINE - Submit taxes or file for extension May 15      | Treasurer      |
| 6-Jun                  |        | NEWSLETTER | Deadline July Newsletter June 1                           | Communications |
| 6-Jun                  |        | NEWSLETTER | Ask for volunteers for annual show in newsletter          | Competitions   |
| 6-Jun                  | 1-Jun  | SHOW       | Send itinerary to the Annual Show judges                  | Competitions   |
| 6-Jun                  |        | SHOW       | Collect perpetual trophies                                | Competitions   |
| 6-Jun                  |        | SHOW       | Send prize list & cover letter to show officials          | Competitions   |
| 6-Jun                  |        | SHOW       | Contract for photographer                                 | Competitions   |
| 6-Jun                  |        | SHOW       | Contract for food vendor                                  | Competitions   |
| 7-Jul                  |        | NEWSLETTER | Deadline Aug Newslettler July 1                           | Communications |
| 7-Jul                  |        | NEWSLETTER | Advertise Jr/YR award app and UDS scholarship app         | Communications |
| 7-Jul                  |        | SHOW       | Process show enties                                       | Competitions   |
| 7-Jul                  |        | SHOW       | Discuss prizes  | Competitions   |
| 7-Jul                  |        | SHOW       | Contact volunteers and fill volunteer schedule            | Competitions   |
| 7-Jul                  |        | SHOW       | Contact sponsors  | Competitions   |
| 7-Jul                  |        | SHOW       | Review what's still needed                                | Competitions   |

|        |  |            |  |                |
|--------|--|------------|--|----------------|
| 8-Aug  |  | BOARD      | Determine open board positions                               | Board          |
| 8-Aug  |  | NEWSLETTER | Deadline September Newsletter Aug 1                          | Communications |
| 8-Aug  |  | WEBSITE    | Advertise Jr/YR award app and UDS scholarship app            | Communications |
| 8-Aug  |  | NEWSLETTER | Advertise Jr/YR award app and UDS scholarship app            | Communications |
| 8-Aug  |  | SHOW       | Annual Show  | Competitions   |
| 8-Aug  |  | EDUCATION  | Education - Set calendar Winter Series                       | Vice Pres      |
| 8-Aug  |  | NEWSLETTER | Advertise Jr/YR award app and UDS scholarship app            | Communications |
| 8-Aug  |  | BUDGET     | Begin preparation of Budget                                  | Treasurer      |
| 9-Sep  |  | BOARD      | Seek nominations for open board positions                    | Board          |
| 9-Sep  |  | BOARD      | Review bylaws for changes to be voted on by membership       | Board          |
| 9-Sep  |  | NEWSLETTER | Deadline Oct/Nov Newsletter Sept 1                           | Communications |
| 9-Sep  |  | OMNIBUS    | Request updated member contact info in newsletter            | Competitions   |
| 9-Sep  |  | BANQUET    | Make reservation for Awards Banquet                          | Assigned       |
| 9-Sep  |  | OMNIBUS    | Announce omnibus advertising deadlines in newsletter         | Competitions   |
| 9-Sep  |  | BOARD      | Announce Annual Meeting in Newsletter                        | Communications |
| 9-Sep  |  | SHOW       | Hire judges for show 2 years in advance                      | Competitions   |
| 10-Oct |  | AWARDS     | Post awards scores on website                                | Awards         |
| 10-Oct |  | BOARD      | Volunteer of the Year Award Nomination Forms                 | Board          |
| 10-Oct |  | OMNIBUS    | Send out first notice to shows and advertisers               | Competitions   |
| 10-Oct |  | BOARD      | Mail out election/bylaw changes ballots to membership        | Board          |
| 10-Oct |  | NEWSLETTER | Announce posting of award scores on website                  | Communications |
| 10-Oct |  | BOARD      | Assign committee & count ballots                             | Board          |
| 10-Oct |  | BOARD      | DEADLINE (10/15) for Jr/YR sportsmanship award app's         | Board          |
| 10-Oct |  | BOARD      | DEADLINE for UDS scholarship app's Oct 15th                  | Board          |
| 10-Oct |  | MEMBERSHIP | Mail out renewal notices to membership                       | Membership     |
| 10-Oct |  | BUDGET     | Budget prep for next year                                    | Vice Pres      |
| 10-Oct |  | BOARD      | Designate delegate(s) for USDF national convention           | Board          |
| 10-Oct |  | SHOW       | Pay fees to USDF and USEF for recognition of show            | Treasurer      |
| 10-Oct |  | SHOW       | Contact potential judges for show 2 years ahead              | Competitions   |
| 10-Oct |  | BUDGET     | Budget finalized for Annual Meeting in November              | Treasurer      |
| 11-Nov |  | OMNIBUS    | Send out second notice to shows and advertisers              | Competitions   |
| 11-Nov |  | BOARD      | Hold Annual Meeting - announce/introduce new officers        | Board          |
| 11-Nov |  | BOARD      | Distribute Jr/YR sportsmanship award applications for review | Board          |
| 11-Nov |  | BOARD      | Consider Volunteer of the Year nominees                      | Board          |
| 11-Nov |  | BOARD      | Distribute UDS scholarship applications for review           | Board          |
| 11-Nov |  | NEWSLETTER | Advertise Awards Banquet in Newsletter                       | Communications |
| 11-Nov |  | NEWSLETTER | Deadline Dec/Jan Newsletter Nov 1                            | Communications |
| 11-Nov |  | OMNIBUS    | Announce omnibus advertising deadlines in newsletter         | Competitions   |
| 11-Nov |  | MEMBERSHIP | Process new/renewal memberships                              | Membership     |
| 11-Nov |  | HORSE EXPO | Prepare for Horse Expo following March                       | Membership     |
| 11-Nov |  | WEBSITE    | Update forms page on Website                                 | Communications |
| 11-Nov |  | WEBSITE    | Update Membership Form on Website                            | Communications |
| 12-Dec |  | AWARDS     | DEADLINE (12/31) for correcting awards scores                | Awards         |
| 12-Dec |  | BOARD      | Vote for Jr/YR sportsmanship award recipient                 | Board          |
| 12-Dec |  | BOARD      | Vote for UDS scholarship recipient - notify by Dec 15th      | Board          |
| 12-Dec |  | OMNIBUS    | Send out third notice to shows and advertisers               | Competitions   |
| 12-Dec |  | MEMBERSHIP | Process new/renewal memberships                              | Membership     |
| 12-Dec |  | BUDGET     | Finalize/approve budget for coming year                      | Treasurer      |