

# 2012 TOPS CALENDAR

(Please copy this sheet for all members)

This is a general agenda sheet and is subject to change. Other TOPS events will need to be added such as Retreat dates. (information received in TOPS news).

**Dues and Deadlines:** Listed in left column; fill-in blanks as dates become available.

**KOPS Societies:** 6 meetings a year, held every other month on Saturday.

**Pierce County:** Susan Smith (253) 627-2207    **Thurston County:** Tom Neitzel (360) 446-1286

**Snohomish County:** Stella Springer(425) 377-1563    **Kitsap County:** Virginia Robertson (360) 275-4608

**King County:** Gary Wellington (253) 845-8693

- January**        8 RESUME & 2010 WEIGHT CHARTS mailing deadline to Coordinator  
\_\_\_ "Rally to Rally" WALK RELEASE forms sent **BEFORE** walking (form from rally packets)  
\_\_\_ 2012 IRD Registration and Housing form in December 2011 TOPS News  
\_\_\_ All IRD registration forms will be sent with your IRD Registration packet after you have registered with Headquarters,  
\_\_\_ CHAPTER MAINTENANCE & WORKSHOP FEE due Coordinator  
\*REMEMBER to order award items **EARLY** for your awards ceremonies in March. All awards are to be mailed directly to Headquarters, add shipping, but do not add sales tax.
- February**        \_\_\_ MASTER CHART of Officers form received from Headquarters  
\_\_\_ (KOPS Society Meeting)  
\_\_\_ SRD Registration letter received  
\_\_\_ Announce election of chapter officers for the first week of March
- March**            \_\_\_ ELECTION of OFFICERS, first meeting. Immediately send Coordinator Master Chart.  
\_\_\_ RESUME COPY & WINNER CERTIFICATES received from Coordinator  
\_\_\_ INSTALLATION OF CHAPTER OFFICERS - usually the last monthly meeting  
\_\_\_ TOPS WALKS WASHINGTON letter received  
\_\_\_ WORKSHOP: Place \_\_\_\_\_ Time \_\_\_\_\_
- April**             \_\_\_ New Chapter Officers start duties the first monthly meeting  
\_\_\_ Chapter BY-LAWS review ( send to Coordinator )  
\_\_\_ (KOPS Society Meeting)  
\_\_\_ Yearly Chapter Audit due to Coordinator for March ending  
\_\_\_ All IRD Registrations due (State Royalty contact Coordinator)  
\_\_\_ WORKSHOP Place \_\_\_\_\_ Time \_\_\_\_\_
- MAY**              \_\_\_ 2012 IRD Registrations & Housing forms in TOPS news (1<sup>st</sup> form in Nov. 2011 issue)  
11-12 SRD Ocean Shores "TOPS LIGHTS THE WAY"  
\_\_\_ Fall Rally Preliminary letter received by end of month.

**June** 2 TOPS WALKS Washington Must pre-sign Release Form -Mail immediately after walk.  
\_\_\_ All IRD Registrations due (State Royalty contact Coordinator)  
\_\_\_ KOPS Society Meeting)

**July** 5,6,7 IRD San Diego California "California Dreamin'

**August** \_\_\_ Rally Registration letter received by the end of the month  
\_\_\_ (KOPS Society Meeting)

**September** 1 TOPS T-Shirt Day, (Wear any TOPS T-Shirt with pride)  
\_\_\_ Rally Registration &, Summer Contest due

**October** \_\_\_ (KOPS Society Meeting)  
20 NORTH FALL RALLY: Shoreline "Happy Trails with TOPS"  
27 SOUTH FALL RALLY: Puyallup "Happy Trails with TOPS"  
\_\_\_ WORKSHOP Place: \_\_\_\_\_ Time: \_\_\_\_\_

**November** \_\_\_(KOPS Society Meeting)  
20 Chapter Insurance due Headquarters  
\_\_\_WORKSHOP Place: \_\_\_\_\_ Time: \_\_\_\_\_

**December** \_\_\_ (KOPS Society Meeting)

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