

**GRAND CANYON HISTORICAL SOCIETY  
CALENDAR of EVENTS and TASKS**

JAN	<p>Scheduled Outing</p> <p><b>Outings Coordinator</b> to obtain permit from the National Park Service to reserve Shoshone Point for the Annual June Picnic and arrange for key to open gate.</p> <p><b>Treasurer</b> will mail "Second" notice on membership renewal</p> <p><b>•• Call for Pioneer Award nominations article in Bulletin.</b></p>
FEB	<p>Scheduled Outing</p> <p><i>Outings planned for remainder of year.</i></p> <p><b>•• Publish April through November outings in Bulletin.</b></p> <p><b>•• Call for Pioneer Award nominations article in Bulletin.</b></p> <p><b>•• Advertise scholarship program in Bulletin</b> and through Northern Arizona University (by Al Richmond). This for a graduate student (or undergraduate student) working on an issue concerning the Grand Canyon / Colorado Plateau. Currently the scholarship amount is \$1,000 per year.</p> <p><b>Treasurer</b> to mail "Final Reminder" notice post cards to unpaid members ? ?</p> <p>Scholarship applications are due by the end of the month. Copies of the application are sent to the secretary, who sends then to each Board member. Al Richmond, NAU, normally handles the scholarship process.</p>
MAR	<p>Scheduled Outing</p> <p><b>•• Call for Pioneer Award nominations article in Bulletin.</b></p> <p><b>Treasurer</b> to mail "Final" notice post cards to unpaid members ? ?</p> <p><b>Treasurer</b> to update database to delete unpaid members before the mailing Apr/May/Jun magazine and newsletter ? ?</p> <p>March 15<sup>th</sup> – Pioneer Award nominations close  <b>Pioneer Award Nominating Committee</b> reviews the nominations and makes a recommendation to the Board for the recipient of the Pioneer Award.</p>
APR	<p>Scheduled Outing</p> <p><b>Board</b> selects the recipient of the Pioneer Award.</p> <p><b>•• Scholarship recipient announced.</b></p> <p><b>Pioneer Award Nominating Committee</b> designs and orders the plaque.</p>
MAY	<p>Scheduled Outing</p> <p><b>Pioneer Award Coordinator</b> orders plaque for Pioneer Award.</p>

NOTE: The 25<sup>th</sup> of each month is the cutoff date for the submission of articles for the bulletin.

**GRAND CANYON HISTORICAL SOCIETY  
CALENDAR of EVENTS and TASKS**

JUN	<p>Annual Picnic at Shoshone Point <i>(Outings Coordinator to arrange for gate to Shoshone Point be unlocked.)</i></p> <p><b>Pioneer Award Coordinator</b> or President presents Pioneer Award at the Annual Picnic.</p> <p>National Park Service and GCHS award the Grand Canyon Hall of Fame award to for Community Service (by Al Richmond).</p>
JUL	<p>Scheduled Outing</p> <p>July 1<sup>st</sup> – Any <u>new member</u> dues received from July through December are applied to the next calendar year (all membership expire December 31).</p> <p>• • <b>Board Elections article published...Secretary calls for nominations</b></p> <p><b>President</b> forms a Board Nominating Committee to nominate individuals and have their name appear on the ballot for the membership to vote on Board members. There are normally three individuals elected each year for a three-year term.</p>
AUG	<p>Scheduled Outing</p> <p>• • <b>Publish names of Board nominations in the bulletin.</b></p> <p>• • <b>Insert Ballot in bulletin (ballots must be returned by September 15)</b></p>
SEP	<p>Scheduled Outing</p> <p>September 15<sup>th</sup> – Voting for Board members closes <b>Secretary</b> tallies the ballots...</p> <p><b>President</b> sends a tentative agenda for the Annual meeting to the Board members.</p>
OCT	<p>Annual Board Meeting and Scheduled Outing</p> <p><b>Board Nominating Committee</b> becomes the committee to recommend officers to the Board for the coming year.</p> <p><b>President</b> sends the agenda to the Board and guests prior to the Board meeting.</p>
NOV	<p>Scheduled Outing</p> <p>Publish minutes of Board meeting, including election results. <i>January, February, and March Outings are planned.</i></p>
DEC	<p>No Outing</p> <p><b>Treasurer</b> to mail Renewal Notices and return envelopes to individuals whose membership is expiring</p> <ul style="list-style-type: none"> <li>• Notice to include a statement about donations to the Scholarship Fund.</li> <li>• Notice for payment of annual dues should be included in the Bulletin.</li> <li>• Include article about Scholarship fund in Bulletin or as part of Renewal Notice.</li> </ul> <p>• • <b>January, February, and March Outings are published in the Bulletin.</b></p>

NOTE: The 25<sup>th</sup> of each month is the cutoff date for the submission of articles for the bulletin.