**ARKANSAS READING ASSOCIATION**

**2016-17 LOCAL COUNCIL PRESIDENT’S CHECKLIST**

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| JULY |

\_\_\_\_\_\_\_\_\_ July 15-16 Attend Summer Leadership/Delegate’s Assembly

\_\_\_\_\_\_\_\_\_ July 16 Plan publicity (image brochure, newsletter, etc.)

\_\_\_\_\_\_\_\_\_ July 16 Local council literacy grant evaluation and receipts due

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| AUGUST |

\_\_\_\_\_\_\_\_\_ Aug. 1-15 Recruit building reps., committee chairs and plan with board

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| SEPTEMBER |

\_\_\_\_\_\_\_\_\_ Sept. 1 Local Council Literacy Grant application deadline

\_\_\_\_\_\_\_\_\_ Sept. 8 International Literacy Day

\_\_\_\_\_\_\_\_\_ Sept. 15 Send Local Committee Chair Reporting form to ARA President

\_\_\_\_\_\_\_\_\_ Sept. 15 Submit final program calendar to ARA President

\_\_\_\_\_\_\_\_\_ Sept. 15 Local Council Honoree Deadline

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| NOVEMBER |

\_\_\_\_\_\_\_\_\_ Nov. 15 Exemplary Reading Program Award deadline

\_\_\_\_\_\_\_\_\_ Nov. 17-18 Attend ARA Conference / Delegates’ Assembly

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| DECEMBER |

\_\_\_\_\_\_\_\_\_ Dec. 15 Submit Local Council News to the ARA President

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| JANUARY  |

\_\_\_\_\_\_\_\_\_ Jan ? Honor Council deadline for 2015-16 school year

\_\_\_\_\_\_\_\_\_ Jan. 15 Celebrate Literacy Award nominations due to ARA Literacy

Committee Chair

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| MARCH |

\_\_\_\_\_\_\_\_\_ Mar. 1 Post one council news item to ARA Facebook Page

\_\_\_\_\_\_\_\_\_ Mar. 1 Administrator in Reading Award due

\_\_\_\_\_\_\_\_\_ Mar. 1 ARA Target Membership form to ARA Membership Director

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| May |

\_\_\_\_\_\_\_\_\_ May 15 Submit official list of local officers for the new year to ARA State Coordinator and complete IRA online form