

Yearly Planning Calendar

Preparation

- The purpose of this meeting is to create a calendar for your Club year.
- Keystone officers and the Keystone advisor partner to facilitate the planning calendar meeting.
- Print copies of the **Keystone Club Yearly Planning Calendar** (pages 3-6).

Step-by-step instructions

- Review the requirements for your Keystone Club's charter level to make sure you have projects and activities scheduled that will allow you to meet the requirements for your charter level. As you plan for your charter year, consider reaching for the next charter level.
- Add important dates. The planner already includes significant Keystone Club dates: the end of the charter period (August 31) and the deadline for submitting Club charter applications (September 1).
 - ✓ National Keystone Project
 - ✓ Keystone National Conference
 - ✓ projects and events in the four key focus areas: academic success, career preparation, community service and teen outreach
 - ✓ community-service projects
 - ✓ guest speakers
 - ✓ field trips
 - ✓ #WeOwnFriday teen recruitment events
 - ✓ fundraising events
 - ✓ National Service Initiatives
 - ✓ mentoring events
 - ✓ meetings of community organizations, councils or committees
 - ✓ important dates related to participation in the Keystone National Conference Steering Committee
- Record highlights of the discussion and decisions the team makes on a flip chart.
- Distribute copies of the **Keystone Club Yearly Planning Calendar** (pages 2-5) to each Keystoner, or direct them to download it on their phones.
- Use this to make a written record of your calendar for the year.
- Encourage all Keystoners to participate in the planning and make notes or follow along on their copies of the calendar.

Follow-up

- Review and revise your plan quarterly (every three months), or as often as you think is necessary, to see if your Keystone Club is still doing what you hoped it would do.
- Consider whether you're on track to meet the requirements of your charter level. Is there is a new charter level you would like to reach and, if so, what do you need to do to get there?
- After the planning calendar is completed, you'll create a budget using the **Budget Planner** resource.

Keystone Club Yearly Planning Calendar

Name of Keystone Club _____ Year _____

Current charter level _____ Target charter level _____

Month	Day	Project, event or activity	Person(s)/committee responsible
January			
February			
March			

Month	Day	Project, event or activity	Person(s)/committee responsible
April			
May			
June			

Month	Day	Project, event or activity	Person(s)/committee responsible
July			
August	31	Charter period ends	
September	1	Charter applications due	

Month	Day	Project, event or activity	Person(s)/committee responsible
October			
November			
December			