



## FAWCO Representative Timeline and Deadlines (2016-2017)

### May/June

- Log into the FAWCO website using your CLUB's generic login and password. If you do not have the login and password for your club, first contact the previous FAWCO Rep and then [vpmemberclubs@fawco.org](mailto:vpmemberclubs@fawco.org).
- On the FAWCO homepage [www.fawco.org](http://www.fawco.org), click "Edit My Club Profile" in the drop-down menu next to the greeting at the upper right-hand corner under "User Menu" (click on the little arrow to find it). Click the "edit" icon by your club profile. Please include the most up to date contact information for your club President, Treasurer and FAWCO Rep.
- Subscribe to FAWCO publications: <http://www.fawco.org/home/publications/subscribe>.
- Introduce yourself to your Regional Coordinator ([RC1@fawco.org](mailto:RC1@fawco.org) for Region 1, [RC2@fawco.org](mailto:RC2@fawco.org) for Region 2 etc.)
- Ask for help and support in getting started (your RC above or [vp-memberclubs@fawco.org](mailto:vp-memberclubs@fawco.org)).

### July/August

- Review FAWCO and Foundation websites ([www.fawco.org](http://www.fawco.org) and [www.fawcofoundation.org](http://www.fawcofoundation.org)).
- Distribute the summer issue of the FORUM to your board and club members.\*\*\*

### September/October

- Encourage your board and club members to subscribe to FAWCO publications and the website.
- Inform club members about the Education Awards and Development Grants.\*\*
- Inform club members that Biennial Conference registration is open (see [www.fawco.org](http://www.fawco.org) for information).
- DEADLINE October 10 – Friendship Quilt Square (see [www.fawcofoundation.org](http://www.fawcofoundation.org) for details).

### November/December

- Send warm greetings to your RC ([RC1@fawco.org](mailto:RC1@fawco.org) Region 1, [RC2@fawco.org](mailto:RC2@fawco.org) Region 2...).
- Help club members complete Education Award applications and Development Grant nominations.\*\*
- Distribute the winter issue of The FORUM to your board and club members.\*\*\*
- Distribute the Connections newsletter to your board and club members.\*\*\*
- DEADLINE Dec. 31: FAWCO dues payment and website hosting fees (if applicable).
- DEADLINE Dec. 31: Update your online Club Profile.

### January/February

- DEADLINE January: EA applications, DG nominations\*\*. Check [www.fawcofoundation.org](http://www.fawcofoundation.org) for exact dates.
- DEADLINE February 15: Biennial Conference registration (check website for updates)



### **March/April**

- Enjoy the FAWCO Biennial Conference, March.
- Report to your club on Biennial Conference activities and outcomes.
- Send a copy of your Biennial Conference report for the website ([vp-memberclubs@fawco.org](mailto:vp-memberclubs@fawco.org)).

\* Contact information = name, address, email, telephone number and website of club

\*\* EA = Education Award, DG = Development Grant ([www.fawcofoundation.org](http://www.fawcofoundation.org))

\*\*\* Publications are available through this link: <http://www.fawco.org/home/publications>.

Rebecca DeFraités (AWG Paris)

FAWCO 2nd VP

October 2016