

CHAPTER ACTION PLAN - PLANNING A CALENDAR (2008/2009)

Following is a table of the provincial activities and a chapter calendar. *Items in italics are provided as examples. Items in bold are required in order to maintain chapter status.*

Branch	Chapter
JANUARY	
<ul style="list-style-type: none"> • Mail out information packages about Concours d'art oratoire to schools (Provincial Final: April 25, 2009) • Preparations for Chapter Planning Meeting/Branch AGM (June 13, 2009) • Newsletter deadline for articles 	<ul style="list-style-type: none"> • January 15 (Submission deadline - Chapter Report). • Determine if your chapter will host a Fête du soleil in the summer and book dates with the branch office. • Make arrangements to have chapter representation at kindergarten and high school registration events. • Contact branch for resources to use at these events. • Present an action plan outlining programs for the following school year that require branch support, including budgets of new initiatives requiring branch support. • Contact school/school division to offer assistance with Concours d'art oratoire events. • Prepare to send 1 delegate to the <u>National AGM</u> (every 2 years: fall 2008, 2010, etc). • <i>Meeting of chapter Board of Directors.</i> • (ongoing) Start to inform the office who will represent your chapter at <u>The President's Reception and Branch AGM/Chapter Planning Meeting (June 12 and 13, 2009)</u>. Send at least 1 delegate to this event (submission deadline – April 15, 2009).
FEBRUARY	
<ul style="list-style-type: none"> • French Immersion and Core French Week in Saskatchewan (varies) • Membership rebates for the previous 6 months sent to chapters • Rendez-vous (February 13-15, 2009: Blue Mountain, North Battleford) • Provincial Newsletter mailed out 	<ul style="list-style-type: none"> • Book venue for Fête du soleil, make sure you booked your dates with the branch office and start advertising the event in schools, any public places, etc. • (ongoing) Start to inform the office who will represent your chapter at <u>The President's Reception and Branch AGM/Chapter Planning Meeting (June 12 and 13, 2009)</u>. Send at least 1 delegate to this event (submission deadline – April 15, 2009).
MARCH	
<ul style="list-style-type: none"> • 31st fiscal year end • Rendez-vous (March 13-15, 2009: Land of the Loon, Anglin Lake, 45 min. N of Prince Albert) 	<ul style="list-style-type: none"> • <i>31st fiscal year end</i> • <i>Meeting of chapter Board of Directors.</i> • Send registration forms for Fête du soleil to the schools.
APRIL	
<ul style="list-style-type: none"> 1st beginning of fiscal year • Concours d'art oratoire Provincial Final 	<ul style="list-style-type: none"> • April 15, 2009(deadline) for informing the office who will be your chapter representative for <u>The President's Reception and Branch AGM /Chapter Planning Meeting (June 12 and 13, 2009)</u>. • By the third week of April, send the branch an annual report including financial and activity report using forms provided on internet www.cpfask.com. Under Governance, click on CPF-SK Chapters. • Concours d'art oratoire school division finals.

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MAY	
<ul style="list-style-type: none"> • Recruiting for summer camp (Fête du Soleil: July-August) • Rendez-vous (Regina, May 8-10, 2009) 	<ul style="list-style-type: none"> • <i>Annual general meeting</i> • Chapter Executive form completed and returned to the branch office immediately following the chapter AGM. • <i>Meeting of chapter Board of Directors.</i>
JUNE	
<ul style="list-style-type: none"> • Recruiting for summer camp (Fête du Soleil) • Branch annual general meeting 	<ul style="list-style-type: none"> • Chapter representatives attend the President's Reception, Chapter Planning Meeting/Branch AGM on June 12 and 13, 2009.
JULY	
<ul style="list-style-type: none"> • Fête du soleil (July-August, every year) 	<ul style="list-style-type: none"> • Fête du soleil • Prepare Fête du soleil summary form, financial statement and evaluation form for submission to the branch within 30 days of the end of your event.
AUGUST	
<ul style="list-style-type: none"> • Fête du soleil • Membership rebates for the previous 6 months sent to chapters 	<ul style="list-style-type: none"> • Fête du soleil • (ongoing)Prepare Fête du soleil summary form, financial statement and evaluation form for submission to the branch within 30 days of the end of your event.
SEPTEMBER	
<ul style="list-style-type: none"> • Chapter Chat resumes • Multi-media kit loan program resumes • Newsletter Nuggets resumes • Membership renewals - letters to be sent to lapsed AMOs • French for Parents Class (Level 1) • Provincial newsletter mailed 	<ul style="list-style-type: none"> • Book dates for Mini Rendez-vous with branch. • <i>Meeting of chapter Board of Directors</i>
OCTOBER	
<ul style="list-style-type: none"> • Prepare to organize Rendez-vous (Triple Effect) 	<ul style="list-style-type: none"> • Mini Rendez-vous (varies) - Complete required reports and submit to the branch office 30 days after the event. • <i>Get together with chapter representatives at National Conference/AGM (every 2 years: 2008, 2010, etc).</i>
NOVEMBER	
<ul style="list-style-type: none"> • French for Parents Class (Level 2) • Foire des carrière (Fall 2009=every two years: 2009, 2011) • Mailout and recruit for Rendez-vous (Triple Effect) 	<ul style="list-style-type: none"> • <i>Present the State of FSL to local education authorities and elected officials and discuss.</i> • Start preparing a chapter report or article (between 100-150 words) about your current activities, past events, future programs, plans and ideas that can be printed in our February newsletter (submission deadline - January 15, 2009).
DECEMBER	
<ul style="list-style-type: none"> • Initial contact with schools and consultants on Concours d'art oratoire 	<ul style="list-style-type: none"> • <i>Seasonal events for schools and families</i> • (ongoing) Prepare to send the branch a chapter report or article (between 100-150 words) about your current activities, past events, future programs, plans and ideas that can be printed in our February newsletter (submission deadline- January 15, 2009). • Start to discuss who will represent your chapter at <u>The President's Reception and Branch AGM/Chapter Planning Meeting</u> (June 12 and 13, 2009). Each chapter should send at least 1 delegate to this event (submission deadline - April 15, 2009).