

**NACM Credit and Financial Development Division  
Calendar of Due Dates**

|             |  |   |
|-------------|--|---|
| JANUARY     | 10 <sup>th</sup>   | <ul style="list-style-type: none"> <li>- December 31 Quarterly Membership Report Due (National Membership Awards from this Report)</li> <li>- Encourage Members to Submit Scholarship Applications (Due March 15)</li> <li>- Prepare all National Award Entries (Due March 15)</li> </ul>   |
| FEBRUARY    |  | <ul style="list-style-type: none"> <li>- All National Award Applications due March 15</li> </ul>  |
| MARCH       | 15 <sup>th</sup><br>31 <sup>st</sup><br>31 <sup>st</sup> | <ul style="list-style-type: none"> <li>- Prepare Quarterly Membership Report for 3/31</li> <li>- Deadline for All National Awards</li> <li>- Election of Chapter Officers Completed for Chapters on Fiscal Year</li> <li>- Scholarship Contribution Deadline (For inclusion in Scholarships awarded at NACM Credit Congress if not presented at CFDD National Conference in preceding calendar year)</li> </ul> |
| APRIL       | 1 <sup>st</sup><br>10 <sup>th</sup><br>15 <sup>th</sup>  | <ul style="list-style-type: none"> <li>- Deadline for Application for National CFDD Board of Directors</li> <li>- March 31 Quarterly Membership Report Due</li> <li>- Annual Statistical Reports Due *** (Prepared By Outgoing President)</li> </ul>  |
| MAY or JUNE |  | <ul style="list-style-type: none"> <li>- Attend NACM Credit Congress</li> </ul>   |
| JUNE        |  | <ul style="list-style-type: none"> <li>- Prepare Quarterly Membership Report for 6/30</li> <li>- Report to Chapter Members on Credit Congress</li> </ul>  |
| JULY        | 10 <sup>th</sup><br><br><br>31 <sup>st</sup>             | <ul style="list-style-type: none"> <li>- June 30<sup>th</sup> Quarterly Membership Report Due</li> <li>- Report to Chapter Members on Credit Congress</li> <li>- Discuss contribution to CFDD National Scholarship Fund (For inclusion in Scholarships awarded at NACM Credit Congress in following calendar year)</li> <li>- President's Chapter Summary Report due to Area Directors</li> </ul>               |
| AUGUST      |  |   |
| SEPTEMBER   |  | <ul style="list-style-type: none"> <li>- Prepare Quarterly Membership Report for 9/30</li> <li>- Attend CFDD National Conference</li> </ul>   |
| OCTOBER     | 10 <sup>th</sup><br>31 <sup>st</sup>                     | <ul style="list-style-type: none"> <li>- September 30<sup>th</sup> Quarterly Membership Report Due</li> <li>- Chapter Annual Dues Invoicing Completed</li> </ul>  |
| NOVEMBER    |  |   |
| DECEMBER    | 31 <sup>st</sup>   | <ul style="list-style-type: none"> <li>- Prepare Quarterly Membership Report for 12/31 (National Annual Dues Based on This Report)</li> <li>- Election of Chapter Officers Completed for Chapters on Calendar Year</li> </ul>   |

\*\*\* Annual Leadership Report should be submitted upon election and installation of new board of directors.