

## EXPECTED MAILINGS FOR HAAO - 2018

Mailing Date	Item	Action Taken By	Type
<i>Jan</i>	Annual Questionnaire	Dir. Of Regions	Website/email
	Education Grant Application Form – Spring Conference	Treasurer	Website/email
	Education Grant Application Form – Student Conference	Treasurer	Website/email
	VOLUNTEER Newsletter	Communications	Electronic/mail/website
<i>Feb</i>	Provincial President’s Letter	President	email
	Memorial Honour Roll Application Form	Secretary	email
	Provincial Life Member Application Form	Secretary	email
<i>March</i>	VOLUNTEER Newsletter	Communications	Email/mail/website
	Request for Nominations	Past President	email/website
<i>May</i>	VOLUNTEER Newsletter	Communications	Email/Mail/Website
	Education Grant Application Form – Convention	Treasurer	Website/email
	Annual Membership Seals	Office	Mail
<i>July</i>	Convention Preview	Convention	Mail/Electronic/website
	Proxy form	Governance	Email
	Provincial President’s Letter	President	Email
	VOLUNTEER Newsletter	Communications	Email/Mail/Website
<i>Aug</i>	Slate of Board and Committees nominated	Nominating	Email
<i>Sept</i>	VOLUNTEER Newsletter	Communications	Email/Mail/ Website
	Changes to Bylaw (if any)	Past President	Email
	Notice of Membership Fees	Treasurer	Email/website
<i>Oct</i>	Proxy Form	Communications	E-blast
	Notice of Student Award Winners	Dir. Of Students	Website/Email
<i>Nov</i>	VOLUNTEER Newsletter	Communications	Email/Mail/ Website
<i>Dec</i>	Reminder Membership Fees	Treasurer	Email

**\*\* Please be sure to check the HAAO website for current forms, applications and general information on an ongoing basis. If you do not see it, please contact the HAAO office – 1-800 598-8002 ext. 1407**