

Z Club Yearly Timetable

September	<ul style="list-style-type: none"> • Letter of introduction and welcome to a new year in Z/Golden Z clubs • P.R work to build clubs • Visit all existing clubs • Visit all inactive clubs-get new leaders etc. • Visit any new clubs • Take cues from “Project Achieve Award info—from presenters or cues from other teachers, principles, etc. ‘1
October	<ul style="list-style-type: none"> • Build up a list of service projects, agencies to suggest to clubs if needed • Find out the dates of club meetings and establish a system of getting and giving information • Update directory • Replace banners manuals, pins etc.
November	<ul style="list-style-type: none"> • Prepare YW in PA award application and send to schools to Z club leaders or to guidance counselors and/or principals by Dec. 1 • Invite each club to submit a brief summary of their activities to be included in the Zonta tree. Give them Elayne’s name and email (perhaps one club each month) • Report to board through the board liaison
December	<ul style="list-style-type: none"> • Hand out YW in PA award applications to all schools in Brampton/Caledon even if they do not have a Z club
January	<ul style="list-style-type: none"> • Mid January- -follow up YW in PA award applications-then collect by January 31
February	<ul style="list-style-type: none"> • Have YW in PA award applications judged and send the original copy of the winner to Dist. Governor (keep a copy) • Help schools plan for and participate in mini-conference • Find a school to help with “movie night” or other Zonta project
March	<ul style="list-style-type: none"> • Early March hand out applications for Emma Conlin Award and explain to schools what the award is about and how to fill it out wisely • Every 2nd year, hand out applications for Dist. awards to all Z clubs and Golden Z clubs • Encourage members to attend Dist. 4 conferences or International conventions-hand out application forms
April	<ul style="list-style-type: none"> • Mid April collect Emma Conlin award applicants, copy and send originals to International Headquarters in Chicago.
May	<ul style="list-style-type: none"> • Present and honour YW in PA award winner at the BBBS luncheon event Invite all clubs to present at our May Zonta meeting (Compulsory) • Honour and thank teacher/leaders at an Appreciation Tea (4-6 p.m.)
June	<ul style="list-style-type: none"> • Collect applications for Dist. 4 awards (if any) Conference or convention attendees • Encourage P.R. in the schools to establish an executive for the following year • Collect names of graduates-and future locations at colleges and universities • Give certificates of service hours to each Z club/golden Z club member (Dist. copies to schools) • Send letters of appreciation and congratulations to all clubs for their service work this past year

Other information needed:

- Hold Z/Golden Z club committee meetings at least 4-5 times/year
- Make sure each club has a contact and is contacted each month
- Encourage PR and the submission of news items to newspaper, TV etc.

All year:

- Renew, re-energize, give new ideas, bring goals and information about Zonta at all levels to each of these clubs
- Give plans to presidents
- PR button to each club
- Make sure each club is receiving a “Zontian” magazine
- Set up a display to be taken to all events to promote Z/Golden Z clubs (also photo books for the archives)