

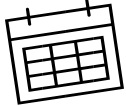
# ASTRA MONTHLY CHECKLIST

*“Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort.”*

*-Paul J. Meyer*

The following list will help guide you on the tasks that need to be planned for and completed throughout the ASTRA year, by ASTRA members and by Altrusa ASTRA Advisors. The Altrusa year is June 1- May 31.

**Adapt the checklist to meet the needs of your ASTRA Club**, taking into account the local school year calendar, local culture and needs of your Altrusa and ASTRA clubs.



## JULY:

- Schedule a joint planning meeting of the new ASTRA Officers and Committee Chairs and the Altrusa Advisors for August
- Make sure ASTRA Officers and the Service Committee Co-Chairs know about the Altrusa International Foundation Grant deadlines for service projects: September 15<sup>th</sup> and March 15<sup>th</sup>

## AUGUST:

- Attend the ASTRA-Altrusa joint planning meeting with ASTRA officers and Committee Chairs and Altrusa Advisors; review roles and responsibilities for the year, review the ASTRA club bylaws, discuss upcoming service opportunities and membership recruitment activities to kick off the year
- Have ASTRA Officers participate in leadership training to maximize success for their year
- Encourage the planning of the initial service projects to have fun and help recruit new members
- Schedule a date for the ASTRA Officer Installation and new member Initiation ceremonies

## SEPTEMBER:

- Membership Co-Chairs: As school starts back, this is a great time to establish a membership goal for the coming year, actively recruit new ASTRA members and update membership records
- Some ASTRA Clubs hold their Officer elections in the fall, or elect additional Committee Co-Chairs in the fall
- Some ASTRA Clubs have their Treasurer's collecting dues as club meetings resume in the fall
- Planning: Committee Chairs set their committee goals and timelines for the year
- Service Co-Chairs: discuss which service ideas you want to pursue during the upcoming year and create a calendar and timeline; assign project co-chairs to share leadership opportunities with various committee members
- Plan a Make a Difference Day project for October. ASTRA can create its own project or help with the planned Altrusa project
- Plan a fun fall membership activity
- Fundraising Co-Chairs: analyze need for fundraisers to support club projects and create a fundraising plan with timeline
- Service Co-Chairs: September 15<sup>th</sup> is the deadline for the first round of Altrusa International Foundation grants for ASTRA service projects

- Service: Plan an ASTRA Service project that you can submit for the District ASTRA Service Award. The application typically is due in March, but may vary by District.
- Program Co-Chairs: schedule speakers for the year; ASTRA Advisors can help with a list and contact information of potential speakers as needed
- Invite Altrusans to attend ASTRA meetings periodically during the year

#### OCTOBER:

- Conduct the Make a Difference Day Project on or close to the actual date ○ Fundraisers are often successful at this time of year
- Follow up on service project planning to make sure things are on schedule ○ Consider holiday service projects that can be planned in advance
- ASTRA Service Award guidelines and applications are available for clubs on the ASTRA website <https://astra.altrusa.org>
- ASTRA Scholarship Applications from Altrusa International are available on the ASTRA website <https://astra.altrusa.org>
- Coordinate with sponsoring Altrusa club to invite ASTRA officers to an Altrusa meeting

#### NOVEMBER:

- Plan a fun membership activity
- Hold Officer Installation and (another) new member Initiation ceremony, if it hasn't already been held
  - Finalize holiday service projects
  - Assess how committees are doing in respect to their goals, timelines and plans. Identify ways with the ASTRA Advisors to strengthen any problem areas
  - Assess membership growth and focus on recruiting more members again if necessary
- Discuss with ASTRA Advisors the opportunity to attend District Conference next spring and help with service; share dates; encourage fundraising;
- Altrusans and Membership can plan a social event with the sponsoring Altrusa club members ○ Consider having ASTRA members assist the sponsoring Altrusa club with some of their projects

#### DECEMBER:

- Make sure Committee Co-Chairs and project co-chairs are evaluating activities as they conclude throughout the year, writing a brief report for the records with advice to make each activity more successful next time
- Remember to recognize hard-working members ○ Make sure photos are being taken throughout the year

#### JANUARY:

- Announce to members upcoming spring timelines as well as date of officer elections
- Continue planning and fundraising for ASTRA members to attend the District Conference and/or International Convention
- Consider a Membership Drive to recruit new members
- Plan a social event with the sponsoring Altrusa club members
- Program Co-Chairs ensure that some speakers are scheduled for remainder of year

## FEBRUARY:

- ASTRA Officer elections held in February or March
- Talk with ASTRA Advisors to order ASTRA Graduation cords from the Altrusa International office
- Evaluate the status of club activities to date; what's working and what needs to improve, how are committees doing with their goals, ... Make changes or provide additional support as needed
- Coordinate with sponsoring Altrusa club to invite ASTRA officers to an Altrusa meeting
- Service Co-Chairs: work on writing up the ASTRA Service Award application, due in March ; ASTRA Service Award guidelines and applications are available for clubs on the ASTRA website <https://astra.altrusa.org>

## MARCH:

- ASTRA Officer elections held in February or March; schedule a date for the Officer Installation
- Ensure that outgoing officers transfer their resources to the incoming officers before the end of the ASTRA year
- Officer training is held for newly elected officers
- Service Co-Chairs: March 15<sup>th</sup> is the deadline for the second round of Altrusa International Foundation grants for ASTRA service projects
- Service Co-Chairs: Submit ASTRA Service Award application; work with ASTRA Advisors
- ASTRA Scholarship deadlines for the Altrusa International Scholarship for high school, college or technical school students are typically due in March; applications available on <https://astra.altrusa.org>
- Finalize details for ASTRA members attending District Conference

## APRIL:

- ASTRA members encouraged to attend and volunteer at Altrusa District Conference (scheduled at various times depending on region)
- Recognize seniors and/or outstanding ASTRA members in special recognition event
- Evaluate past year with ASTRA Advisors, identify any areas that could be improved and make loose plans for the upcoming year
- Have any key documents for ASTRA given back to Altrusans for safekeeping before meetings end
- Celebrate your successes!

## MAY :

- Altrusa ASTRA Advisor completes and submits the ASTRA Club Annual Report to International by the deadline, typically in May; ASTRA Club Officers may assist with that report
- Have new ASTRA officers sign the new signature card at the bank, if needed

## JUNE:

- Newly elected ASTRA Officers and Committee Co-Chairs schedule a time to start planning a successful new ASTRA year