



## **Dates to Remember for Chapter Leaders**

*These are important dates for chapters to remember. Feel free to add additional dates that are important to your chapter, and distribute to your officers for their reference.*

### **Monthly**

- NANN to distribute monthly chapter rosters to chapter leaders

### **Quarterly**

- NANN to disperse Chapter dues payments
- Submit Chapter updates for e-news and NANN.org

### **January**

- NANN requests information from chapter officers for the NANN annual chapter report.

### **May**

- **IRS online 990-N due May 15.**
- **NANN annual chapter report due May 15.**

### **June**

- NANN awards application deadline, June 1
- NANN and NANNP annual election of officers

### **July**

- Abstract submission for NANN Annual Educational Conference opens on [www.nann.org](http://www.nann.org).

### **August**

- Notify the NANN office about attendance at the Chapter Leadership Luncheon at the annual conference.
- Notify the NANN office to request booth space at the annual conference
- Consider planning a basket or other Silent Auction item for the NANN annual conference.

### **September**

- Neonatal Nurses Day: September 15

### **October**

- NANN Annual Educational Conference