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**ANNUAL CHECKLIST**

❑ September/October Professional Growth Networks Day Registration Deadline

Complete the online registration form for board members attending Professional Growth Networks Day. This form also includes the network request for the annual conference Arbos prize package and the Federation’s request for your highlights from the previous school year.

❑ September/October Attend Professional Growth Networks Day

❑ During School Year Board of Directors Contact List

Submit changes to the board of directors as they occur during the year using the *Changes to Professional Growth Network Board of Directors* form.

❑ During School Year Bylaws

Submit approved changes to the bylaws as they occur during the year. See Bylaws section for specific articles that must be included in your bylaws.

❑ During School Year Approved Policies

Submit approved policies as they occur during the year.

❑ During School Year Professional Growth Opportunity

Submit information regarding an annual conference or professional growth opportunity for inclusion in the Events Calendar using the *Events Calendar Posting Request* form on the website.

❑ December Professional Growth Opportunities Catalogue Advertisement

Submit a new ad for your professional growth network or update the current ad in the catalogue.

❑ December 31 Special Project Grant Application

Submit application using the *Special Project Grant Application* form.

❑ Six Months After Special Project Grant Interim Report

Grant Awarded Submit interim report with required information.

❑ Three Months After Special Project Grant Final Report

Grant Completed Submit final report with required information.

❑ March 31 Special Project Grant Application

A secondary call for applications may be initiated with a March 31 deadline.

Submit application using the *Special Project Grant Application* form.

❑ Six Months After Special Project Grant Interim Report

Grant Awarded Submit interim report with required information.

❑ Three Months After Special Project Grant Final Report

Grant Completed Submit final report with required information.

❑ June 30 Proposed Budget

Submit approved proposed budget for the upcoming fiscal year using the *Proposed Budget* template as a guide.

❑ June 30 Financial Statement

Submit approved audited financial statement or review engagement report for the previous fiscal year using the *Sample Audited Financial Statement or Review Engagement* template as a guide.

❑ June 30 President's Annual Report

Submit the president's annual report for the previous fiscal year.

❑ June 30 Annual General Meeting Minutes

Submit approved minutes from the annual general meeting for the previous fiscal year.

❑ June 30 Non-STF Membership List

Submit a list using the *Sample Non-STF Membership List* form.

❑ June 30 Website

Submit changes to the website address (URL).

Forward information to:

Professional Growth Networks

Saskatchewan Teachers' Federation

2317 Arlington Avenue Saskatoon SK S7J 2H8

T: 306-373-1660 or 1-800-667-7762

[stf@stf.sk.ca](mailto:stf@stf.sk.ca)

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