

January	February	March	April	May	June
1 NEW YEARS DAY S	1 CHINESE NEW YEAR T	1 PANCAKE TUESDAY T	1 1-11 QUEENSLAND YOUTH WEEK F	1 DOMESTIC & FAMILY VIOLENCE PREVENTION MONTH S	1 P&C-E PUBLISHED W
2 S	2 W	2 P&C-E PUBLISHED W	2 WORLD AUTISM AWARENESS DAY RAMADAN BEGINS S	2 LABOR DAY M	2 T
3 NEW YEARS DAY PUBLIC HOLIDAY M	3 T	3 HEARING AWARENESS WEEK T	3 INTERNATIONAL CHILDREN'S BOOK DAY S	3 T	3 MABO DAY F
4 T	4 WORLD CANCER DAY F	4 SCHOOL CLEAN UP DAY F	4 M	4 P&C-E PUBLISHED W	4 S
5 W	5 WAITANGI DAY (NZ) S	5 CLEAN UP AUSTRALIA DAY S	5 6 - 16 NATURE PLAY WEEK T	5 T	5 WORLD ENVIRONMENT DAY S
6 T	6 DELAYED START OF SCHOOL P-10 M	6 INTERNATIONAL WOMEN'S DAY T	6 WORLD HEALTH DAY T	6 F	6 QUEENSLAND DAY M
7 F	7 SAFER INTERNET DAY T	7 T	7 F	7 MOTHER'S DAY S	7 T
8 S	8 P&C-E PUBLISHED W	8 W	8 S	8 M	8 W
9 S	9 T	9 T	9 M	9 T	9 S
10 M	10 F	10 S	10 STUDENT FREE DAY W	10 F	10 WORLD BLOOD DONOR DAY T
11 T	11 VALENTINE'S DAY PARENT TALK PUBLISHED M	11 T	11 GOOD FRIDAY F	11 INTERNATIONAL DAY OF FAMILIES S	11 W
12 W	12 T	12 W	12 EASTER SATURDAY S	12 16-22 NATIONAL VOLUNTEER WEEK M	12 T
13 T	13 T	13 T	13 EASTER SUNDAY S	13 T	13 F
14 F	14 S	14 F	14 EASTER MONDAY M	14 W	14 S
15 S	15 S	15 S	15 PREMIERS READING CHALLENGE T	15 T	15 F
16 S	16 T	16 T	16 W	16 F	16 M
17 M	17 M	17 M	17 T	17 S	17 T
18 T	18 T	18 T	18 F	18 S	18 W
19 W	19 T	19 T	19 S	19 T	19 F
20 STUDENT FREE DAY T	20 T	20 T	20 M	20 T	20 S
21 STUDENT FREE DAY F	21 T	21 T	21 F	21 S	21 T
22 S	22 T	22 T	22 S	22 T	22 F
23 S	23 T	23 T	23 M	23 T	23 S
24 M	24 T	24 T	24 F	24 S	24 T
25 T	25 T	25 T	25 S	25 T	25 F
26 AUSTRALIA DAY W	26 T	26 T	26 M	26 T	26 S
27 T	27 T	27 T	27 F	27 S	27 T
28 F	28 T	28 T	28 S	28 T	28 F
29 S	29 T	29 T	29 M	29 T	29 S
30 S	30 T	30 T	30 F	30 S	30 T
31 M	31 T	31 T	31 S	31 T	31 F

THIS MONTH

- ENSURE ALL FINANCIAL RECORDS ARE WITH THE AUDITOR READY FOR AUDIT
- WELCOME NEW PARENTS AND RECRUIT VOLUNTEERS

THIS MONTH

- PREPARE FOR AGM:
 - NOTICE OF AGM ISSUED 14 DAYS PRIOR
 - HANDOVER DOCUMENTS READY FOR NEW EXECUTIVES

THIS MONTH & AFTER AGM

- PAY INSURANCE & MEMBERSHIP TO P&Cs QLD
- UPDATE EXEC DETAILS TO P&Cs QLD & DOE
- UPDATE P&C EMAIL ADDRESS
- UPDATE REGISTER OF MEMBERS

THIS MONTH

- WORK ON P&C OF THE YEAR ENTRY!
- LODGE EOI FOR PART-FUNDED PLACE FOR CONFERENCE
- REMINDER TO CONDUCT VOLUNTEER INDUCTIONS

THIS MONTH

- SEND COPY OF AUDITED FINANCIALS TO DOE REGIONAL OFFICE. (IPS SCHOOLS TO PRINCIPAL ONLY)

THIS MONTH

- MAKE SURE YOU SUBMIT ENTRY TO P&C OF THE YEAR



July	August	September	October	November	December
<p>DRY JULY</p> <p>1 F</p> <p>2 S</p> <p>3-10 NAIDOC WEEK</p> <p>3 S</p> <p>4 M</p> <p>5 T</p> <p>P&C-E PUBLISHED</p> <p>6 W</p> <p>7 T</p> <p>8 F</p> <p>9 S</p> <p>10 S</p> <p>11 M</p> <p>12 T</p> <p>13 W</p> <p>14 T</p> <p>15 F</p> <p>16 S</p> <p>17 S</p> <p>18 M</p> <p>19 T</p> <p>PARENT TALK PUBLISHED</p> <p>20 W</p> <p>21 T</p> <p>PYJAMA DAY</p> <p>22 F</p> <p>23 S</p> <p>24 S</p> <p>25 M</p> <p>26 T</p> <p>27 W</p> <p>28 T</p> <p>SCHOOLS TREE DAY CRAZY HAIR DAY</p> <p>29 F</p> <p>30 S</p> <p>31 S</p>	<p>MS READATHON MONTH</p> <p>1 M</p> <p>INTERNATIONAL FRIENDSHIP DAY</p> <p>2 T</p> <p>P&C-E PUBLISHED</p> <p>3 W</p> <p>4 T</p> <p>5 F</p> <p>JEANS FOR GENES DAY 6 - 14 BRISBANE EKKA</p> <p>6 S</p> <p>7 S</p> <p>8 M</p> <p>9 T</p> <p>10 W</p> <p>11 T</p> <p>INTERNATIONAL YOUTH DAY</p> <p>12 F</p> <p>13-21 NATIONAL SCIENCE WEEK</p> <p>13 S</p> <p>14 S</p> <p>15 M</p> <p>16 T</p> <p>17 W</p> <p>18 T</p> <p>19 F</p> <p>20-26 BOOK WEEK</p> <p>20 S</p> <p>21 S</p> <p>22 M</p> <p>23 T</p> <p>24 W</p> <p>25 T</p> <p>P&Cs QLD STATE CONFERENCE</p> <p>26 F</p> <p>P&Cs QLD STATE CONFERENCE DAFFODIL DAY (TBC)</p> <p>27 S</p> <p>28 S</p> <p>29-2 TEACHER AIDE APPRECIATION WEEK</p> <p>29 M</p> <p>30 T</p> <p>GAMBLING COMMUNITY BENEFIT FUND ROUND 115 CLOSING DATE</p> <p>31 W</p>	<p>NATIONAL HEALTH & PHYSICAL EDUCATION DAY WAGE RATE INCREASE (TBC)</p> <p>1 T</p> <p>STUDENT FREE DAY</p> <p>2 F</p> <p>3 S</p> <p>FATHER'S DAY</p> <p>4 S</p> <p>5 M</p> <p>6-12 NATIONAL CHILD PROTECTION WEEK</p> <p>6 T</p> <p>P&C-E PUBLISHED EARLY CHILDHOOD EDUCATORS WEEK R U OK? DAY</p> <p>7 W</p> <p>8 T</p> <p>9 F</p> <p>10 S</p> <p>11 S</p> <p>12 M</p> <p>13 T</p> <p>14 W</p> <p>15 T</p> <p>16 F</p> <p>AUSTRALIAN CITIZENSHIP DAY</p> <p>17 S</p> <p>18 S</p> <p>INTERNATIONAL TALK LIKE A PIRATE DAY</p> <p>19 M</p> <p>20 T</p> <p>21 W</p> <p>22 T</p> <p>23 F</p> <p>24 S</p> <p>25 S</p> <p>26 M</p> <p>27 T</p> <p>28 W</p> <p>29 T</p> <p>30 F</p>	<p>DYSLEXIA MONTH</p> <p>1 S</p> <p>2 S</p> <p>QUEEN'S BIRTHDAY</p> <p>3 M</p> <p>4 T</p> <p>P&C-E PUBLISHED</p> <p>5 W</p> <p>6 T</p> <p>7 F</p> <p>8 S</p> <p>9-15 STATE EDUCATION WEEK</p> <p>9 S</p> <p>10 M</p> <p>11 T</p> <p>PARENT TALK PUBLISHED</p> <p>12 W</p> <p>13 T</p> <p>14 F</p> <p>15 S</p> <p>16 S</p> <p>17 M</p> <p>18 T</p> <p>19 W</p> <p>20 T</p> <p>21 F</p> <p>22 S</p> <p>23 S</p> <p>24-28 CHILDREN'S WEEK (TBC) DIWALI FESTIVAL OF LIGHTS</p> <p>24 M</p> <p>25 T</p> <p>CHILDREN'S DAY</p> <p>26 W</p> <p>27 T</p> <p>WORLD TEACHER'S DAY DAY FOR DANIEL</p> <p>28 F</p> <p>29 S</p> <p>30 S</p> <p>GAMBLING COMMUNITY BENEFIT FUND ROUND 116 CLOSING DATE</p> <p>31 M</p>	<p>MOVEMBER MELBOURNE CUP</p> <p>1 T</p> <p>P&C-E PUBLISHED</p> <p>2 W</p> <p>3 T</p> <p>TUCKSHOP DAY</p> <p>4 F</p> <p>OUTDOOR CLASSROOM DAY</p> <p>5 S</p> <p>6 S</p> <p>7 M</p> <p>8 T</p> <p>9 W</p> <p>10 T</p> <p>REMEMBRANCE DAY</p> <p>11 F</p> <p>P&Cs QLD 75TH BIRTHDAY</p> <p>12 S</p> <p>WORLD KINDNESS DAY</p> <p>13 S</p> <p>WORLD DIABETES DAY</p> <p>14 M</p> <p>15 T</p> <p>16 W</p> <p>17 T</p> <p>LAST DAY: YEAR 12</p> <p>18 WHITE RIBBON DAY</p> <p>INTERNATIONAL MEN'S DAY SCHOOLIES WEEK COMMENCES</p> <p>19 S</p> <p>19-26 ROAD SAFETY WEEK</p> <p>20 S</p> <p>21 M</p> <p>22 T</p> <p>23 W</p> <p>24 T</p> <p>LAST DAY: YEARS 10 & 11</p> <p>25 F</p> <p>26 S</p> <p>27 S</p> <p>28 M</p> <p>29 T</p> <p>30 W</p>	<p>1 T</p> <p>2 F</p> <p>INTERNATIONAL DAY OF PEOPLE WITH A DISABILITY</p> <p>3 S</p> <p>4 S</p> <p>INTERNATIONAL VOLUNTEER DAY</p> <p>5 M</p> <p>6 T</p> <p>P&C-E PUBLISHED</p> <p>7 W</p> <p>8 T</p> <p>9 F</p> <p>10 S</p> <p>11 S</p> <p>12 M</p> <p>13 T</p> <p>14 W</p> <p>15 T</p> <p>16 F</p> <p>17 S</p> <p>18 S</p> <p>19 M</p> <p>20 T</p> <p>21 W</p> <p>22 T</p> <p>23 F</p> <p>PART PUBLIC HOLIDAY (AFTER 6PM)</p> <p>24 S</p> <p>CHRISTMAS DAY</p> <p>25 S</p> <p>BOXING DAY</p> <p>26 M</p> <p>CHRISTMAS DAY HOLIDAY</p> <p>27 T</p> <p>28 W</p> <p>29 T</p> <p>30 F</p> <p>31 S</p>

THIS MONTH

- CELEBRATE MID YEAR

THIS MONTH

- PREPARATION FOR UNIFORM REORDERING
- SEND DELEGATES TO CONFERENCE - THEME IS PEOPLE, PURPOSE PASSION

THIS MONTH

- UNDERTAKE HR HEALTH CHECK

THIS MONTH

- STRATEGIC PLANNING FOR NEXT YEAR:
- GOALS AND OBJECTIVES
 - BUDGET
 - FUNDRAISING
 - SUCCESSION PLANNING
 - ANNUAL IMPLEMENTATION PLAN

THIS MONTH

- START PREPARING FINANCIAL RECORDS FOR AUDIT
- CONSIDER TEMPORARY INSURANCE INCREASE TO COVER ANY ADDITIONAL UNIFORM STOCKS

THIS MONTH

- GET TOGETHER & CELEBRATE YOUR SUCCESSSES!
- ANNUAL STOCK TAKE
- FINANCIAL RECORDS CLOSE AS AT 31 DECEMBER
- THANK YOUR VOLUNTEERS

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