

Items to be completed as we finalize the 4 remaining months of 2013

Grand Tall Cedars & executive Boards of Forests

Here is a listing of several Items that should be planned or completed during **late August / early September** in order to have a smooth transition from 2013 into the 2014 Administrative year!

1. You should be holding a **planning session** for your incoming **Forest Officers** to plan their meetings, programs, Social Activities, Ceremonials, Ladies Night activities and Fund raising projects. These should all be put onto a Calendar and you should check to be sure that there are No conflicts with any **Grand Lodge** events/activities.
2. You should begin planning your Budget for the **2014 Administrative year**. (Yes every Forest should have a Budget)
3. You should appoint a **Nominations Committee** so that when it comes time for your Forest elections it won't be a last minute thing and no one is prepared move into a leadership position. Doing this now affords the committee ample opportunity to survey the Forest membership for members interested in leadership opportunities!!
4. You should be planning a year end **Membership Ceremonial** or **membership campaign** so that your Forest can finish your year with an increase in membership.
5. You should be finalizing plans for your **Officers Installation** ceremony.
6. You should review plans for meetings & activities for these last 4 months of 2013.
7. You should Revisit Contest description sheets with rules, etc. Check on the progress of the **Grand Tall Cedar** and his Forest being involved in these contests. Remind executive Boards of the Great feelings received by the general membership when their **Forest** receives awards at the next year's convention.
8. You should discuss and decide what the **2014 Dues** will be to your membership and that the **Dues cards** are ordered by **October 14th**. or sooner.
9. Also you need to review your inventory of **ROSES** and be sure that your order is in to our **Supreme Office** by **October 9, 2013**.