



KSLA Year-at-a-Glance for Local Chapter Leaders

2024-2025

Summer

- **Suggested:** Local chapter leadership meet to discuss plans for the upcoming chapter year and share information from Leadership Workshop with other chapter leaders

July

- **July 1** - Official start date of KSLA officer terms
- **July 15** - Quarterly financial report (April 1 through June 30) due to **KSLA Treasurer** AND showing yearly totals for 2024-25 fiscal year

August

- **August 1** - KSLA (statewide) Celebrate Literacy Award nominations due

September

- **September 8** - *Keystone Reader* newsletter deadline for submissions to Katherine Haun at katherine.haun@dallastown.net
- **September 27** - KSLA CMAC/Board Meeting (Virtual)
- **September 28** - Statewide Meeting of Chapter Leaders (Virtual)
- **September 30** - KSLA Chapter requirement deadlines
 - Chapter Calendar Act 48 information due to Professional Development Chair
 - Chapter Calendar due to Regional Director
 - Website created, updated, and linked to the KSLA website

October

- **October 15** - Quarterly financial report due to KSLA Treasurer - **July 1, 2024 - September 30, 2024**
- **October 31** - Financial Assistance Grant deadline

November

December

- **Sunday, December 1 – Tuesday, December 3, 2024** - 57th Annual KSLA Conference - Hershey Lodge
- **Sunday, December 1** - Board of Directors Meeting, time TBA
- **December 31** - ILA Exemplary Reading Program Award Deadline
<https://www.literacyworldwide.org/get-involved/awards-recognition/awards-grants/exemplary-reading-award>
- **December 31** - ILA Honor Award Deadline
- **December 31** - ILA Local Community Service Award Deadline
<https://www.literacyworldwide.org/get-involved/awards-recognition/awards-grants/honor-award> (both)

January

- **January 1 (On or about)** - KSLA call for nominations for KSLA officers for 2025-2026 opens
- **January 10** - KSLA CMAC/Board Meeting (Virtual)
- **January 11** - Statewide Meeting of Chapter Leaders (Virtual)
- **January 12** - *Keystone Reader* newsletter deadline for submissions to Katherine Haun at katherine.haun@dallastown.net
- **January 15** - Quarterly financial report due to KSLA Treasurer - **October 1, 2024** - **December 31, 2024**
- **January 31** - Deadline for submitting nominations for KSLA officers for 2025-2026

February

- *Begin process for election/selection for new local chapter officers*

March

- Be sure that you are conducting elections for local chapter officers so that you have the information to submit by **April 15**
- **March 9** - *Keystone Reader* newsletter deadline for submissions to Katherine Haun at katherine.haun@dallastown.net
- **March 15** - Keystone to Reading Book Award ballots due
- **March 28** - KSLA CMAC/Board Meeting (Virtual)
- **March 29** - Statewide Meeting of Chapter Leaders (Virtual)

April

- **April 1** - KSLA Officer Election Ballots distributed
- **April 15** - Annual Chapter Report Due - This includes the new officer list for the **2025-2026 (check email for link to report)**

- **April 15** - Exemplary Service Award nominations due
- **April 15** - Quarterly financial report due to KSLA Treasurer - January 1, 2025 - March 31, 2025
- **April 30** - KSLA Exemplary Chapter Award due - <https://docs.google.com/document/d/1lfOVOQk0J6PzvpUpfzpwe89bJVYdoikiV6f22kliRU0/edit?usp=sharing>
- **April 30** - KSLA Community Service Award due - <https://docs.google.com/document/d/1ihOLJk31R6rs2g0VFNPD-ICSboZAU5HSYk1gKqvCShg/edit?usp=sharing>

May

- **May 15** - KSLA Officer Election ballots due

June

- **June 20** - KSLA Board Meeting, Leadership, and Select Committees (Virtual)
- **June 21** - KSLA Full Membership Workshop(s) (Virtual)
- **June 29** - *Keystone Reader* newsletter deadline for submissions to Katherine Haun at katherine.haun@dallastown.net
- **June 30** - Chapter Strategic Plan Progress/Updates due to regional director and ILA Coordinator.
 - Membership plan submitted as a part of Strategic Plan/Progress/Updates