



CHAPTER ANNUAL CALENDAR

JANUARY

- Purchase VMBA memberships
- BOD develops annual plan
- Plan Spring kick off event
- Respond to VMBA Chapter Survey
- File 1099-NEC for contract workers
- Apply for Naming Grants
- Review Biennial Report with Secretary of State

FEBRUARY

- Plan trail days & events
- Share updated BOD list with VMBA Office
- Promote and respond to VMBA member survey
- Apply for VMBA Trail Grants
- Submit full RTP application

MARCH

- Submit Chapter Annual Plan
- Attend Q1 Advisory Council meeting
- VMBA Annual Meeting (late March or early April)

APRIL

- Market membership season
- Promote VMBA bike raffle
- Begin preparing trails for riding season
- Host Kick-off event

MAY

- Market Membership Season
- Submit financial records to VMBA accountant if revenue \$50K+
- Open Trails! (if not earlier)
- Host Trail Sits to recruit members
- Set up Reward Volunteers for tracking hours

JUNE

- Host rides, events, & trail days
- Recruit members at all events
- Attend Q2 Advisory Council meeting

JULY

- Host rides, events, & trail days
- Recruit members at all events
- Attend VMBA Days

AUGUST

- Host rides, events, & trail days
- Promote VMBA Annual Fund Campaign
- Attend VMBA Days

SEPTEMBER

- Host rides, events, & trail days
- Submit fall Trail Grant Applications
- Attend Q3 Advisory Council Meeting
- Attend VMBA Member Party

OCTOBER

- Check FPR website for RTP deadlines and application

NOVEMBER

- Promote VMBA Trip Raffle
- Promote Giving Tuesday for Chapter giving

DECEMBER

- Submit membership level changes
- LWCF applications due
- Review Chapter Program outline for next year
- Attend Q4 advisory council meeting
- Send membership materials to Office

For specific dates, see our [VMBA Operations Calendar](#)