



AMERICAN SOCIETY OF HIGHWAY ENGINEERS REGION TIMELINE AND CALENDAR

The following is a timeline calendar of notifications and information requests that will be sent for distribution for the fiscal year. The Region Secretary is the primary contact for ASHE National, and all Region leadership will be copied for their awareness. Please note this is an outline of information, periodically information will be sent on an as needed basis for distribution. Every effort is made to request information with ample notice; however, scheduling and urgency may factor in requests and due dates. Contact information regarding all information is as follows:

ASHE National Secretary: ashenationalsecretary@ashe.pro

ASHE National Administrative Assistant: nmorisi@ashe.pro

DATE	ACTIVITY
June	The ASHE fiscal year begins June 1 annually. A snapshot of the database for assessment purposes will be taken annually on June 1. Request for updated Region/Section leadership information will be sent early June for distribution to all Sections. Updates are due to National by July 17. The IRS 990 Form is due from all Sections on June 15 annually, the 990 information and request are sent directly to the Sections from National. Region leadership support will be requested if the forms are not sent on time. PDH's are to be reported to the Regions beginning June-May 31 annually. National will request PDH totals annually by June 30.
July	Scholarship totals are due from the Sections to National annually by July 15. Support will be requested to gather scholarship information. Assessment invoices are sent directly to Sections at the end of July annually, Region and National Directors are copied for their awareness. The assessment due date is October 1 annually.
August	The National Board meeting will be held in September or early October. Section/Region report request will be sent early August with the due date 2 weeks prior to the National Board meeting. Actual the due date will be sent at that time; board meeting dates change annually.
September	Section/Region report reminder will be sent in late August and early September; the due date will be two weeks prior to the National Board Meeting. *Dates will change annually. National Officer and Region Director Nomination information will be sent by September 28 annually, the due date for nominations will be December 1 annually.
October	National Assessments are due Oct. 1 annually; support will be requested from the Regions to collect late assessment payments. Reminders for National Officer and Director Nominations will be sent by Oct. 26 annually. ASHE National Conference Call for Papers is sent mid Oct for the National Conference, due date TBD. Officer leadership training for Section/Regions leadership will be offered by ASHE National; the date is TBD. Meeting invites will be sent four weeks prior for distribution to Region/Section leadership.
November	The National Award Nomination information will be sent by November 15, and the due date is February 15 annually. Reminders for Officer/Director Nominations 1 st reminder will be sent by November 15 and 2 nd reminder will be sent November 23, nominations are due to National by December 1 annually.
December	National Officer and Director Nominations are due to National no later than December 1 annually. A follow-up reminder for National Awards will be sent December 7 annually and the due date is February 15th. Project of the Year information is sent information will be sent mid-December with the due date TBD. The National Board meeting will be held in January and a

	request for Section/Region reports will be sent December 4 and will be due two weeks prior to the January board meeting, meeting date TBD.
January	The National Board meeting held in January due date for Section/Region reports is two weeks prior to meeting date. Final reminders are sent for the National Award Nominations, 1 st notice is sent January 5 and second notice is sent January 25, and the due date is February 15 annually. Project of the Year reminder will be sent mid-January due date TBD.
February	National Award Nominations are due February 15 annually. The National Project of the Award reminder will be sent on February 5 due date TBD.
March	Request for Section Secretaries to do final update to membership rosters will be sent March 4 in preparation for snapshot of database to be taken April 1 annually in preparation for Section awards. 990 Form and information will be sent directly to all Sections, Regions, and Committees by March 31, 990 Forms are due June 15 annually. The National Board Meeting will be held in April or early May, request for Section/Region Reports will be sent mid-March with a due date two weeks before the National Board Meeting, meeting dates change annually.
April	The National Board Meeting to be held April or early May Section/Region reports due date is two weeks prior to the board meeting. Snapshot of database taken April 1 to determine Section awards.
May	The ASHE National fiscal year ends May 31 annually. Request for Scholarship totals will be sent May 20 due July 15 annually. Final PDH's are to be sent to National no later than June 30 final reminder will be sent early May. ASHE National Conference is held in May or early June annually.
Notes:	National Board Meeting are held 4 times per year and the due dates for reports will be two weeks prior to each meeting. Please look ahead at calendar for upcoming dates.