

## 2019 SUB-BRANCH CALENDAR

Due Date	Item	Description	Responsibility of
21 Dec 2018	ANZAC DAY 2019 TWO-UP APPLICATION	Completed Forms Due <span style="float: right;"><i>(send to MaryAnn)</i></span>	Secretary
21 Dec 2018	ANZAC DAY 2019 SUB-BRANCH SUPPORT	Sub-Branche Requests Due <span style="float: right;"><i>(send direct to JOSS <a href="mailto:joss.wa@defence.gov.au">joss.wa@defence.gov.au</a>)</i></span>	Secretary
21 Dec 2018	ANZAC DAY 2019 TRANSPERTH COLLECTION PERMIT	Completed Forms Due <span style="float: right;"><i>(send to MaryAnn)</i></span>	Secretary
20 Jan 2019	ANZAC OF THE YEAR & PEACE PRIZE 2019	Nomination Forms Due <span style="float: right;"><i>(send to Nola)</i></span>	Secretary
21 Jan 2019	SUB-BRANCH SIGNAL JANUARY 2019	Cut off for Submissions for Sub-Branch Signal January 2019 edition <span style="float: right;"><i>(send to Ashayla)</i></span>	Secretary
28 Jan 2019	SUB-BRANCH SIGNAL JANUARY 2019	Sub-Branch Signal January 2019 distribution	RSLWA Marketing
1 Feb 2019	ANZAC DAY 2019 MEDIA CONTACTS	Contacts Forms Due <span style="float: right;"><i>(send to Ashayla)</i></span>	Secretary
7 Feb 2019	RSLWA EXTRAORDINARY GENERAL MEETING	RSLWA EGM	RSLWA
18 Feb 2019	SUB-BRANCH SIGNAL FEBRUARY 2019	Cut off for Submissions for Sub-Branch Signal February 2019 edition <span style="float: right;"><i>(send to Ashayla)</i></span>	Secretary
22 Feb 2019	LISTENING POST MARCH 2019	Cut off for Submissions for Listening Post March 2019 edition <span style="float: right;"><i>(send to Ashayla)</i></span>	Secretary
25 Feb 2019	SUB-BRANCH SIGNAL FEBRUARY 2019	Sub-Branch Signal February 2019 distribution	RSLWA Marketing
28 Feb 2019	ANZAC DAY 2019 APPEAL MERCH ORDER FORMS	Merchandise Order Forms Due <span style="float: right;"><i>(send to Hayley)</i></span>	Secretary/Treasurer
18 Mar 2019	SUB-BRANCH SIGNAL MARCH 2019	Cut off for Submissions for Sub-Branch Signal March 2019 edition <span style="float: right;"><i>(send to Ashayla)</i></span>	Secretary
22 Mar 2019	LISTENING POST MARCH 2019	Listening Post March 2019 Distribution	RSLWA Marketing
25 Mar 2019	SUB-BRANCH SIGNAL MARCH 2019	Sub-Branch Signal March 2019 distribution	RSLWA Marketing
31 Mar 2019	HONOURS & AWARDS 2019	Meritorious/Life/50 Year Awards Due <span style="float: right;"><i>(send to Nola)</i></span>	Secretary
Early Apr 2019	ANZAC DAY 2019 SUB-BRANCH SUPPORT	Sub-Branche Requests confirmed	RSLWA Events
Early Apr 2019	ANZAC DAY 2019 TWO-UP PERMITS	Permits issued approximately two weeks prior to ANZAC Day	RSLWA Events
22 Apr 2019	SUB-BRANCH SIGNAL APRIL 2019	Cut off for Submissions for Sub-Branch Signal April 2019 edition <span style="float: right;"><i>(send to Ashayla)</i></span>	Secretary
23 Apr 2019	ANZAC APPEAL 2019	Collection Day	Secretary/Treasurer
Apr 2019 TBC	CONGRESS 2019	Congress Ball Form Due <span style="float: right;"><i>(send to Wendy)</i></span>	Secretary
<b>ANZAC DAY THURSDAY 25 APRIL 2019</b>			
29 Apr 2019	SUB-BRANCH SIGNAL APRIL 2019	Sub-Branch Signal April 2019 distribution	RSLWA Marketing
May 2019 TBC	CONGRESS 2019	Agenda Item Submissions Due <span style="float: right;"><i>(send to Nola)</i></span>	Secretary
May 2019 TBC	CONGRESS 2019	Sub-Branch Competition Forms Due <span style="float: right;"><i>(send to Wendy)</i></span>	Secretary
May 2019 TBC	CONGRESS 2019	Remittance Advice and Delegate/Proxy/Observer Nominations Due <span style="float: right;"><i>(send to Karen)</i></span>	Secretary/Treasurer
3 May 2019	ANZAC DAY APPEAL 2019 FINANCIAL STATEMENTS	Completed Financial Statements Due <span style="float: right;"><i>(send to Karen)</i></span>	Treasurer
20 May 2019	SUB-BRANCH SIGNAL MAY 2019	Cut off for Submissions for Sub-Branch Signal May 2019 edition <span style="float: right;"><i>(send to Ashayla)</i></span>	Secretary
27 May 2019	SUB-BRANCH SIGNAL MAY 2019	Sub-Branch Signal May 2019 distribution	RSLWA Marketing

31 May 2019	LISTENING POST JUNE 2019	Cut off for Submissions for Listening Post June 2019 edition	<i>(send to Ashayla)</i>	Secretary
14 Jun 2019	ANZAC DAY 2019 LOTTERYWEST GRANT ACQUITTAL	Sub-Branch Grant <b>ACQUITTAL</b> Due	<i>(send to Karen)</i>	Treasurer
<b>ANNUAL STATE CONGRESS &amp; BALL SATURDAY 15 JUNE 2019</b>				
17 Jun 2019	SUB-BRANCH SIGNAL JUNE 2019	Cut off for Submissions for Sub-Branch Signal June 2019 edition	<i>(send to Ashayla)</i>	Secretary
24 Jun 2019	SUB-BRANCH SIGNAL JUNE 2019	Sub-Branch Signal June 2019 distribution		RSLWA Marketing
28 Jun 2019	LISTENING POST JUNE 2019	Listening Post June 2019 Distribution		RSLWA Marketing
22 Jul 2019	SUB-BRANCH SIGNAL JULY 2019	Cut off for Submissions for Sub-Branch Signal July 2019 edition	<i>(send to Ashayla)</i>	Secretary
29 Jul 2019	SUB-BRANCH SIGNAL JULY 2019	Sub-Branch Signal July 2019 distribution		RSLWA Marketing
31 Jul 2019	SUB-BRANCH ANNUAL FINANCIAL STATEMENTS	Finalise FY2019 Finances, Prepare Annual Financial Statement, Financial Statement Audited		Treasurer
19 Aug 2019	SUB-BRANCH SIGNAL AUGUST 2019	Cut off for Submissions for Sub-Branch Signal August 2019 edition	<i>(send to Ashayla)</i>	Secretary
26 Aug 2019	SUB-BRANCH SIGNAL AUGUST 2019	Sub-Branch Signal August 2019 distribution		RSLWA Marketing
31 Aug 2019	ANZAC DAY 2020 GRANT	Sub-Branch Grant Funding 2020 <b>APPLICATION</b> Due	<i>(send to Nola)</i>	Secretary/Treasurer
31 Aug 2019	SUB-BRANCH WORKERS COMP INSURANCE	Sub-Branch Actual Wages 18-19 & Estimated Wages 19-20 figures due	<i>(send to Karen)</i>	Treasurer
Sep 2019 TBC	POPPY DAY 2019 APPEAL ORDER FORMS	Completed Order Forms Due	<i>(send to Hayley)</i>	Secretary/Treasurer
Sep 2019 TBC	POPPY DAY 2019 APPEAL LOCATIONS	Sub-Branch Collection Locations Due	<i>(send to Wendy)</i>	Secretary
23 Sep 2019	SUB-BRANCH SIGNAL SEPTEMBER 2019	Cut off for Submissions for Sub-Branch Signal September 2019 edition	<i>(send to Ashayla)</i>	Secretary
30 Sep 2019	SUB-BRANCH SIGNAL SEPTEMBER 2019	Sub-Branch Signal September 2019 distribution		RSLWA Marketing
30 Sep 2019	SUB-BRANCH PUBLIC LIABILITY INSURANCE	Sub-Branch Public Liability invoiced out by RSLWA, to be paid by Sub-Branch		Treasurer
30 Sep 2019	SUB-BRANCH AGM 2019	AGM to be held on or before 30 September, audited Financial Statement voted on		President
4 Oct 2019	LISTENING POST NOVEMBER 2019	Cut off for Submissions for Listening Post Nov 2019 edition	<i>(send to Ashayla)</i>	Secretary
21 Oct 2019	SUB-BRANCH SIGNAL OCTOBER 2019	Cut off for Submissions for Sub-Branch Signal October 2019 edition	<i>(send to Ashayla)</i>	Secretary
28 Oct 2019	SUB-BRANCH SIGNAL OCTOBER 2019	Sub-Branch Signal October 2019 distribution		RSLWA Marketing
31 Oct 2019	SB ANNUAL 2018-2019 FINANCIAL STATEMENTS	Sub-Branch Annual Financial Statements Due in to RSLWA	<i>(send to Karen)</i>	Treasurer
1 Nov 2019	LISTENING POST NOVEMBER 2019	Listening Post November 2019 Distribution		RSLWA Marketing
8 Nov 2019	POPPY APPEAL 2019	Collection Day		Secretary/Treasurer
<b>REMEMBRANCE DAY 11 MONDAY NOVEMBER 2019</b>				
15 Nov 2019	MEMBERSHIP 2020	Renewals sent out to Service Members	<i>(send to Andrea)</i>	Membership Officer
15 Nov 2019	MEMBERSHIP 2020	RSLWA Accounts Send out invoices to Sub-Branches for their Honorary Members		RSLWA Accounts
18 Nov 2019	SUB-BRANCH SIGNAL NOVEMBER 2019	Cut off for Submissions for Sub-Branch Signal November 2019 edition	<i>(send to Ashayla)</i>	Secretary
24 Nov 2019	POPPY APPEAL 2019 FINANCIAL STATEMENT	Financial Statement and Money Due for <b>ACQUITTAL</b> with DMIRS	<i>(send to Karen)</i>	Treasurer
25 Nov 2019	SUB-BRANCH SIGNAL NOVEMBER 2019	Sub-Branch Signal November 2019 distribution		RSLWA Marketing
23 Dec 2019	SUB-BRANCH SIGNAL DECEMBER 2019	Cut off for Submissions for Sub-Branch Signal December 2019 edition	<i>(send to Ashayla)</i>	Secretary

30 Dec 2019	<b>SUB-BRANCH SIGNAL DECEMBER 2019</b>	Sub-Branch Signal December 2019 distribution	RSLWA Marketing
31 Jan 2020	<b>ACNC ANNUAL INFORMATION STATEMENTS 2019</b>	Sub-Branch Annual Financial Statement to be Lodged with ACNC	Treasurer

**Notes**

- Dates may vary from this calendar, however notification on time critical items will be sent out if this occurs
- If in doubt about any of the above, please contact the relevant person who will be happy to help with any queries or concerns

**Send to email addresses:**

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Ashayla           [socialmedia@rslwa.org.au](mailto:socialmedia@rslwa.org.au)  
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**Or post to:**

Attention of "Name"  
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