

# ASG MONTHLY CHECKLIST FOR SUCCESS

**To make this checklist most effective please copy and paste these monthly reminders into your electronic or paper calendar.**

## JANUARY

- A) Annual dues to UOAA will be arriving in the mail, payments are accepted by check or using the donation page on the UOAA website (make sure to include your groups ASG's Number and Name)
- B) UOAA's National Conference is held every two years, have your members visit [www.ostomy.org](http://www.ostomy.org) for more information (*perhaps your ASG could pay for their registrations if they attend and report back*).
- C) Check UOAA's "Support Group Finder" webpage to make sure your group is listed correctly
- D) Check UOAA's "Support Group Websites" webpage if your group has a website and make updates for the new year if necessary
- E) Check UOAA's website for new blogs, events and Ostomy Academy information TIP! *Ostomy Academy is a great resource of education for meeting topics.*
- F) The ASG Leader and Newsletter Editor should have received the monthly online e-Newsletter. ***Do not forward the newsletter to members, urge them to sign up for their own.***
- G) Encourage members to get a subscription to *The Phoenix Magazine*
- H) Collect yearly dues from your own members if applicable

## FEBRUARY

- A) Check with The Treasurer of your ASG to make sure dues were paid and mailed out or completed online
- B) The Leader/President or the Treasurer should set a date to file the 990-N Form, which is completed yearly to keep your EIN non-profit status active
- C) Check UOAA's website for new blogs, events and general information

## MARCH

- A) Check that both your dues for the year and the annual filing of the 990N have been completed
- B) Remind members to sign up to attend UOAA's National Conference
- C) Check *The Phoenix Magazine* ASG Listing to make sure the correct contact and phone number for your group is listed

**ALERT! If your ASG's dues are not paid by the end of April, your ASG will no longer be listed on UOAA's "Support Group Finder" webpage.**

## APRIL

- A) Review the filing for 990-N has been completed including updates if they were needed
- B) Check to make sure UOAA has all updated information on the “Support Group Finder” and “Support Group Websites” (if applicable) webpages
- C) In late April look for “Articles to Share” sent through Constant Contact from UOAA’s Outreach and Communications Manager

## MAY

- A) Is it time to renew your Zoom account or review your website for outdated material?
- B) During conference years, you and your members are encouraged to register for UOAA’s National Conference by May 31st to attend at the ‘Early Bird’ rate

## JUNE

- A) Check the ASG Leader’s email to make sure your group received the information for Nominations of UOAA’s Board of Directors. Contact UOAA’s office with any questions
- B) Check *The Phoenix* Magazine ASG Listing to make sure the correct contact and phone number for your group is listed

## JULY

- A) Information will be sent regarding Ostomy Awareness Day (OAD), which is always the first Saturday in October with every third year being World Ostomy Day
- B) Register and participate in UOAA’s Run for Resilience Ostomy 5k virtual or in-person event (to be held on OAD) at <https://www.ostomy.org/5k>
- C) Check UOAA’s website for new blogs, events and Ostomy Academy information
- D) Remind your members to sign up for the free monthly e-newsletter

## AUGUST

- A) If this is a conference year, have you and/or your members registered to attend?
- B) More information will be sent regarding Ostomy Awareness Day
- C) Register for the Ostomy 5k virtual or in-person event on UOAA’s website
- D) Talk with your group members about holding an Ostomy Fair and contact UOAA’s office to have educational materials mailed to you to share

## SEPTEMBER

- A) One month before Ostomy Awareness Day, have your members sign up to participate in the Ostomy 5k event. The Race T-shirt and bib sales close in early September, more information is at [www.ostomy.org/5k](http://www.ostomy.org/5k)
- B) The Fall is a good time to check your ASG’s listing on UOAA’s “Support Group Finder” and “Support Group Websites” webpages, as well as to check your group’s website too

## OCTOBER

- A) Participate in Ostomy Awareness Day
- B) At your group’s meeting show videos from UOAA of Ostomy Awareness Day

C) In late October look for “Articles to Share” sent through Constant Contact

#### NOVEMBER

- A) Stay informed via email as to UOAA’s new Board Members for the upcoming year
- B) If your ASG will not be meeting during the winter months, you may want to collect your members’ dues to ensure your yearly UOAA dues can be paid in January of the following year

#### DECEMBER

- A) With the year coming to a close, make sure your group has done the following:
  - Paid your UOAA dues and collected dues from your group (if applicable)
  - Filed your 990-N
  - Received UOAA’s monthly e-newsletter (it is recommended that each of your members sign up to receive it)
  - Spent time looking at all the informational materials on UOAA’s website
  - Made sure your group was listed correctly on UOAA’s “Support Group Finder” and “Support Group Websites” web pages
  - Looked at and made any appropriate updates to your ASG’s website
  - Made sure your ASG is listed correctly in *The Phoenix* Magazine ASG Listing
  - Any changes made throughout the year were mailed to UOAA’s office or emailed to UOAA’s ASG Coordinator at [oa@ostomy.org](mailto:oa@ostomy.org)
- B) Take a look at your bylaws to make sure there are no changes needed for the upcoming year
- C) Make sure your mailing address will continue to be the one you will use to receive documents from UOAA and that you are receiving emails from UOAA at least monthly
- D) Has your group made payments (if applicable) for their post box, website, Secretary of State (if state requires) and donations to UOAA