

# ASSOCIATION OF IOWA FAIRS MONTHLY ACTIVITY LOG

## AIF Resource Guide Insert – Section II (The AIF), Subsection C

January	Membership information is updated on AIF website
	AIF initiates lobbying efforts at State Capitol
	Spring District Meeting notice sent to all Fairs
February	AIF Board of Directors meeting (date and time determined by AIF Board)
	AIF newsletter and printed directory is sent to membership
	Iowa State Fair Queen registration information sent to Fairs by the Iowa State Fair office (late February/early March)
March	AIF Spring District meetings (late February – March)
	IAFE Zone 5 meeting (date and location varies)
	AIF hosts Legislative Breakfast at State Capitol (late March to mid-April)
	AIF Board of Directors meeting held in conjunction with Legislative Day (March or April)
April	Iowa State Fair Queen registration due at the State Fair office (late April/early May)
	IAFE State & Provincial Summit in Springfield MO. (AIF Executive Director & Secretary/Treasurer attends)
May	May 1 - AIF Scholarship Application due to AIF office
	AIF office updates records and prepares for fair season
	County Fair Day registration sent to all Fairs by the Iowa State Fair office
June	Fair season begins
July	Fall district meeting notice sent to Fairs
	County Fair Day registration due at State Fair office
August	August 1 - AIF Fairman of the Year & Hall of Fame Application due to AIF office
	County Fair Day (typically 1 <sup>st</sup> Friday of State Fair)
	AIF Board of Directors meeting
	Membership Statement, Conference forms and other documents sent to Member Fairs & Associate Members
	AIF Fall District meetings (AIF Directors and District Officers elected)
September	AIF Fall District meetings (AIF Directors and District Officers elected)
October	October 1 - AIF membership dues due to AIF office
	October 1 - AIF Annual Meeting agenda items due to AIF Office
	October 15 - State Funding Application due to AIF office
	October 1 - Conference Showcase applications due to AIF office
	Conference committee members appointed by the AIF office
	Voting Delegate form sent to member Fairs by the Iowa State Fair office
November	November 1 - AIF Conference registrations for member Fairs due to AIF office
	November 1 - AIF Conference motel room reservation due to AIF office
	November 1 - Associate Member Conference forms due to AIF office
	November 15 - Fiscal Year Financial Report & Proof of Publication due to AIF office
	Voting Delegate form due to the Iowa State Fair office
December	AIF Conference & Annual Meeting (date varies – Fair attendance required)
	State Agricultural Society Annual Meeting (election of ISF Board members – Fair attendance required)
	AIF Board of Directors Organizational Meeting (Board Officers elected; AIF Executive Director appointed; upcoming year policies approved)
	December 15 - Fair Officer form due to AIF office