

Suggested Timeline of SIG Activities

Due Date	Activity
As needed	E-mail SIG Coordinator for updated member list
January	Deadline for Goals and Activity reports is February 15 ○ Submit your funding proposal for Spring/Summer SIG research or activity project to provide services to SIG members unable to attend CRLA's annual conference, offer professional development activities for the membership, and/or encourage the growth of CRLA's membership to SIG Coordinator ○ Submit your Goals and Activity Report on the CRLA website Submit Funding Request for current budget year ○ Funding Requests are approved on a rolling, first come, first-served basis, as funds remain in the Professional Development budget. ○ Consider conducting research with other SIG members and prepare an article for publication in the <i>Journal of College Reading and Learning</i> Create social media outline for SIG ○ Schedule posts for yearly SIG activities ○ Submit outline to Professional Development Director for inclusion in CRLA social media posts or Public Relations Director for inclusion on the CRLA calendar ○ Add activity to group's MyCRLA page
February	Submit Goals and Activity Report by February 15 using the form on the CRLA website Send article about SIG activity to Public Relations Director for Newsnotes E-mail a SIG Newsletter to all SIG members ○ Promote next conference ○ Include reviews of relevant articles and books ○ Encourage submission of proposals ○ Announce projects and research for collaboration Register to be a Conference Proposal Reviewer and/or Strand Advocate Encourage SIG members to register to be a Conference Proposal Reviewer
April / May	E-poll membership regarding desired conference activities for conference E-mail Conference Director for requests for SIG functions at the conference Encourage members to apply for Professional Development Scholarship and Research Awards before August 1 deadline Encourage members to submit SIG for the Outstanding Professional Development Activity Award

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June	Deadline for Goals and Activities Report is July 15 Notify SIG Coordinator of planned activities/needs for the upcoming conference Ending your leadership term during the fall conference? Start recruiting a new leader from within the membership Participate in Summer Leadership Summit
July	Submit Goals and Activity Report by July 15 using the form on the CRLA website
September	E-mail members and promote the November conference ○ Tell members what SIG-sponsored activities will be taking place ○ Remind members of the conference and hotel registration deadlines Deadline for Leader Conference Registration Fee Rebate Application is October 1
October	Submit Leader Conference Registration Fee Rebate Application by October 1 using the form on the CRLA website
November	Annual Conference ○ Attend Leadership Summit ○ Facilitate SIG-sponsored activities ○ Brainstorm with SIG members on goals for the year, potential research, and activities for your SIG ○ Consider submitting a proposal for a SIG-sponsored session or institute for next year's conference, and discuss this with others in the SIG ○ Promote SIG at the conference ○ Supply SIG-related item for Scholarship Raffle ○ Get feedback on the conference's SIG activities and begin planning for the next conference Submit expense report and relevant receipts related to awarded funding requests using the form on the CRLA website. Unclaimed funds are forfeited.
December	E-mail a SIG Newsletter to all SIG members ○ Share highlights from past conference ○ Promote next conference ○ Encourage submission of SIG-sponsored conference proposals for sessions or institutes ○ Encourage members to become proposal reviewers for your strand ○ Share current member list so members can contact each other