

Suggested Timeline of SRC Activities

Due Date	Activity
As needed	E-mail SRC Coordinator for updated member list
January	Prepare for submission of Goals and Activities Report by February 15 Submit Funding Request for current budget year Funding Requests provide services to SRC members unable to attend CRLA's annual conference, offer professional development activities for the membership, and/or encourage the growth of CRLA's membership. 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 SRC members and prepare an article for publication in the <i>Journal of College Reading and Learning</i> Create social media outline for SRC ○ Schedule posts for yearly SRC 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 activities and events to group's MyCRLA page
February	Submit Goals and Activities Report by February 15 using the form on the CRLA website Send article highlighting SRC to Public Relations Director for Newsnotes E-mail a SRC Newsletter to all SRC members ○ Promote next annual conference ○ Encourage submission of proposals by deadline ○ Promote local/SRC events and activities ○ Highlight research and writing by SRC members Encourage SRC members to register to be a Conference Proposal Reviewer
April / May	E-poll membership regarding desired conference activities for annual conference E-mail Conference Director for requests for SRC functions at the conference Encourage members to apply for Professional Development Scholarship and Research Awards before August 1 deadline Encourage members to submit SRC for the Outstanding Professional Development Activity Award

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June	Deadline for Goals and Activities Report is July 15 Notify SRC Coordinator of planned activities/needs for the upcoming annual 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 SRC-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 SRC-sponsored activities ○ Brainstorm with SRC members on goals for the year, potential research, and activities for your SRC ○ Consider submitting a proposal for an SRC-sponsored session or institute for next year's conference, and discuss this with others in the SRC ○ Promote SRC at the conference ○ Supply SRC-related item for Scholarship Raffle ○ Get feedback on the conference's SRC 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 SRC Newsletter to all SRC members ○ Share highlights from past conference ○ Promote next conference ○ Encourage submission of SRC-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

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