

## 2023-2024 Academy of Nutrition and Dietetics Calendar

As your affiliate plans the 2023-2024 annual plan of work and calendar events, below are major events for various Academy programs that you may consider integrating into your calendar.

Presidents-Elect may reference an [onboarding timeline](#) for the year in preparation for the role as President (click the download button to access – you won't see the content when you click the link).

Notes:

- The Affiliate Training Webinar schedule is separate and can be [accessed here](#).
- The in-person, President-Elect training will be in person this year near Chicago's O'Hare Airport. Dates are TBD and will be announced in late June 2023.
- FNCE® will be held in person with a limited virtual component

### JUNE 2023

- 1-** Summer non-member recruitment campaign (through July 31)
- 1** - Change of officers/begin new membership/fiscal/program year (for majority of affiliates)
- 1** – 2023/2024 Student Liaison Program opens
- 1** - DMIS updated with current membership year data
- 12** - FNCE® 2023 registration opens

Suggested affiliate events for the month:

- Conduct orientation and training for all volunteers
- Schedule reoccurring board and committee meetings
- Consider sending a welcome letter to new/returning members.
- Welcome new members – consider a welcome message each month with information on resources and upcoming events.

### JULY 2023

- 4** - Academy offices closed in observance of Independence Day
- 12-14** – Academy Board of Directors Orientation and Retreat, Chicago, IL

Suggested affiliate events for the month:

- Consider contacting non-renewing members about renewing and/or survey on why they did not renew.

### AUGUST 2023

- 31** – Principles of Affiliation submission due to the Academy  
Ensure the affiliate has the previous year's tax information and letter of good standing.
- All month** – Kids Eat Right Month™

Suggested affiliate events for the month:

- Encourage nominations for the Academy's election

- Help promote attendance to FNCE® and coordinate FNCE® event planning

## SEPTEMBER 2023

- 1** - Fall non-member recruitment campaign (through December 1)
- 1** - Call for 2024 FNCE® educational sessions and posters begins
- 4** - Academy offices closed in observance of Labor Day
- 5** – Nominations for President-Elect, Speaker-Elect, and Treasurer-Elect for national election due
- 9** – FNCE® 2023 early bird registration deadline
- 22** – Academy Board of Directors Meeting, Virtual
- September** - 50 year member listings and affiliate award winners published in Journal

Suggested affiliate events for the month:

- Encourage nominations for the Academy’s election
- Help promote attendance to FNCE®
- Nominating committee has initial meeting to secure timeline and delegate responsibilities.

## OCTOBER 2023

- 7-10** –FNCE® in Denver, CO
- 23** – Deadline for submitting nominations for all other national positions

Suggested affiliate events for the month:

- Nominating Committee begin to recruit for new affiliate leaders for next membership year

## NOVEMBER 2023

- 1** - Solicitation for national honors and awards nominations
- 15** - Call for 2024 FNCE® educational sessions and posters deadline
- 23-24** - Academy offices closed in observance of Thanksgiving

Suggested affiliate events for the month:

- Nominating Committee begin to recruit for new affiliate leaders for next membership year

## DECEMBER 2023

- 1** - Winter non-member recruitment campaign (through January 15)
- December 25 - January 1** - Academy offices closed in observance of Christmas and New Year’s

Suggested affiliate events for the month:

- Continue to recruit for new affiliate leaders
- Finance Committee meets to confirm process and timeline for budget request

## JANUARY 2024

- 1** – Organizational units begin promotion national election
- 1** – Call for Abstracts FNCE® 2024 opens
- 19** - Academy Board of Directors Meeting, Virtual
- 15** - Intent to nominate deadline for national honors and awards
- 18** – National election campaigning begins
- All Month** - Affiliates can submit RYDY, RDTY, ODY, EDL and ODSA award winners to the Academy (through May 1)
- TBD** – ODEA award nominees due to NDEP

Suggested affiliate events for the month:

- Begin program of work and budget planning for fiscal years beginning June
- Continue to recruit for new affiliate leaders
- Begin awards nomination process

## FEBRUARY 2024

- 1** - Spring non-member recruitment campaign (through April 30)
- 1** – Membership renewal opens for the 2024-2025 year
- 1** - Academy national electronic voting begins, including affiliate project vote
- 15** - Academy national election voting ends
- 17** – Academy national election results released
- TBD** – Foundation Awards deadline
- TBD** - Academy national spokesperson applications due
- Mid-month** – Call of Abstracts for FNCE® 2024 closes
- End of the month** – Project Vote winners announced
- All Month** - Affiliates can submit RYDY, RDTY, ODY, EDL and ODSA award winners to the Academy (through May 1)

Suggested affiliate events for the month:

- Continue to recruit for new affiliate leaders – start election process if able to
- Participate in project vote to promote the Academy’s election
- Plan a membership recruitment and renewal campaign

## MARCH 2024

- 1** - National Honors, Diversity Awards, and Membership Outreach Grant application submission deadline
- 1**- Outstanding Preceptor Awards deadline
- 13** - RDN Day (*always the second Wednesday in March*)
- 14** – NDTR Day (*always the second Thursday in March*)
- 14-15** – Academy Board of Directors Meeting; Chicago, IL
- All Month** - National Nutrition Month®

**All Month** - Affiliates can submit RYDY, RDTY, ODY, EDL and ODSA award winners to the Academy (through May 1).

**All month** – Promote membership renewals

Suggested affiliate events for the month:

- Begin program of work/budget planning for start of new fiscal year
- Recruit for new affiliate leaders
- Continue awards process – submit when ready
- Begin executing your membership recruitment and renewal campaign

## April 2024

**15 – June 15** – Submit affiliate appointed and elected position names via survey

**All month** – Promote membership renewals

Suggested affiliate events for the month:

- Update board of directors/leadership team roster for start of fiscal year with elected and appointed positions
- Continue program of work/budget planning for start of new fiscal year
- Consider sending an end of year membership satisfaction survey
- Ensure award winners submitted to the Academy

## MAY 2024

**1** - RYDY, RDTY, ODY, EDL and ODSA winner submissions cut-off date.

**16-17** – Academy Board of Directors Meeting, Chicago, IL

**26** - Academy offices closed in observance of Memorial Day

**31** - Last day of the Academy fiscal year and membership renewal

**All month** – Promote membership renewals

**All month** - Submit elected and appointed official names to the Academy

Suggested affiliate events for the month:

- Finalize program of work/budget planning for the new fiscal year
- Conduct end-of-year board evaluation
- Ensure affiliate strategic plan and bylaws are current for the start of the fiscal year
- Update all service agreements/contracts for start of fiscal year. Complete performance evaluations before renewing contracts
- Ensure districts have signed an affiliate/district agreement for the start of the fiscal year
- Work with volunteers preparing to end their terms to update position descriptions for incoming volunteers
- Begin collecting data for the Principles of Affiliation submission

## **Schedule of Future FNCE® Sites**

### **2024**

October 5-8, 2024  
Minneapolis, MN

### **2025**

October 11-14, 2025  
Nashville, TN

### **2026**

October 24-27  
San Antonio, TX

### **2027**

October 23-26  
Washington, D.C.

### **2028**

October 7-10, 2028  
Salt Lake City, UT

### **2029**

October 27-30, 2029  
New Orleans, LA

### **2030**

October 12-15, 2030  
Indianapolis, IN

### **2031**

October 25-28, 2031  
Boston, MA