



2025-2026 COTY checklist

*Denotes items that count towards 2026-2027 fiscal year.

president + club ops

☐	JUL 23	COP Call @ 3:00 CST	20 pts
☐	AUG 1	Meet & set goals with RD	10 pts
☐	AUG 1	Submit Board Roster	20 pts
☐	AUG 15	Submit President's Report #1	20 pts
☐	AUG 20	COP Call @ 3:00 CST	20 pts
☐	AUG 31	District Dues & Code of Conduct Form	50 pts
☐	SEPT 2	Membership List <i>(for National dues calculation & AAF.org access)</i>	50 pts
☐	SEPT 2	Annual Budget, Charter & Bylaws	25 pts
☐	SEPT 23	Club Achievement Webinar Series – Part 1	25 pts
☐	SEPT 17	COP Call @ 3:00 CST	20 pts
☐	SEPT 19	Full registration attendees at Eastern Region Conference	20 pts (<60)
☐	SEPT 20	District Board Meeting 1	20 pts
☐	OCT 2	American Advertising Awards Webinar Series – Part 1	25 pts
☐	OCT 15	COP Call @ 3:00 CST	20 pts
☐	NOV 6	American Advertising Awards Webinar Series – Part 2	25 pts
☐	NOV 19	COP Call @ 3:00 CST	20 pts
☐	DEC 4	American Advertising Awards Webinar Series – Part 3	25 pts
☐	DEC 17	COP Call @ 3:00 CST	20 pts
☐	DEC 31	National Dues	50 pts
☐	JAN 15	American Advertising Awards Webinar Series – Part 4	25 pts
☐	JAN 21	COP Call @ 3:00 CST	20 pts
☐	JAN 29	Club Achievement Webinar Series – Part 2	25 pts
☐	FEB 18	COP Call @ 3:00 CST	20 pts
☐	MAR 2	Club Achievement Book Submission <i>(late March 5)</i>	20 pts/bk
☐	MAY 1	Submit President's Report #2	20 pts
☐	MAR 13	Mid-Year Membership List <i>(for next year District dues calculation)</i>	50 pts
☐	MAR 13	Award Student Scholarship or contribute to funds	20 pts
☐	MAR 18	COP Call @ 3:00 CST	20 pts
☐	APRIL 15	COP Call @ 3:00 CST*	20 pts
☐	MAY 15	Full registration attendees at Spring Convention*	20 pts (<60)
☐	MAY 16	Attendance at District Board Meeting 2*	20 pts
☐	MAY 20	COP Call @ 3:00 CST*	20 pts

membership dev + communications

☐	MAR 13	Membership Percentage Increase <i>(calculated from membership list submission)</i>	
		1%-5% growth	25 pts
		5.1%-10% growth	35 pts
		10.1%-15% growth	45 pts
		15.1%+ growth	55 pts

programs

☐	MAR 13	Submit high quality, vetted speakers to the D7 Speaker List	10 pts/ea <i>(max 30 pts)</i>
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public service

☐	MAR 13	Submit proof of Public Service Initiative <i>(if no Public Service Club Achievement book was submitted)</i>	50 pts
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cornerstone events + initiatives

☐	MAR 2	Present a proof of Diversity & Inclusion Speaker <i>(if no Cornerstone Club Achievement book was submitted)</i>	50 pts
☐	MAR 4	Professional Awards Entry Increase	
		1%-5% growth	15 pts
		5.1%-10% growth	25 pts
		10.1%-15% growth	35 pts
		15.1%+ growth	45 pts
☐	MAR 4	Student Awards Entry Increase	
		1%-5% growth	15 pts
		5.1%-10% growth	25 pts
		10.1%-15% growth	35 pts
		15.1%+ growth	45 pts
☐	MAR 4	Present proof of a Mosaic ADDY® <i>(if no CA book was submitted)</i>	10 pts
☐	MAR 4	Forward local ADDY® Award Winners Information to District	50 pts
☐	MAR 13	Submit judges to the D7 Judges List	10 pts

teamwork + celebration

☐	SEPT 20	MOTS Participation	20 pts
☐	MAR 13	Submit Nominations for District Awards	20 pts/nom
☐	MAR 20	Winning District Club Achievement Books	
		1st place	25 pts
		2nd place	15 pts
		3rd place	10 pts