

2018 ZONE

1. Chapter submits the 2017 Chart of Accounts and 2018 Budget with income and expenses for The First Tee operations only. (Deadline: **Feb 15**) Submit to Data Evaluation
2. Chapter maintains current the board roster with bios and submits Board Profile Worksheet. (Deadline: **March 30**) Submit to DRA
3. Chapter submits Board Minutes and supporting meeting documentation. (**Prior to next board meeting**) Submit to DRA
4. Chapter board or advisory board reviews and submits the IRS Form 990 for the chapter's legal entity. (Deadline: **Nov. 1**) Submit to Data Evaluation
5. Chapter board, staff and stakeholders assess four key areas of the chapter's business and submits 2018 Planning Resource template. (Draft Deadline: **Oct 1**; Acceptance Deadline: **Dec 1**) Submit to DRA
6. Chapter engages in conversion and implementation of Salesforce platform, including training and utilization as part of your scheduled cohort.
[Note: Chapter must fulfill both requirements in order to receive credit for completion] Verified by DRA
7. Minimally 80% of the board of directors completes DRA-provided Board Assessment Tool and utilizes results to improved board effectiveness. (Deadline: **Set by DRA**) Submit to DRA