



# Engineering Research & Technology Development Section Volunteer Calendar

## August 2011

	The ASME allotment of operating monies will be issued after October 1st and after receipt of the required reports. These funds are to be spent on behalf of the Section members.
	By August 31st, specific events and exact dates should be firm for events through December. Events in January through June should be proposed and planned, and committees working to achieve the desired results. Where long term planning is involved, those events should be completed by August 31st.
	Program announcements must be issued far enough in advance to allow for high attendance for events.  a. The minimum lead-time for first class mail should be two weeks.  b. The minimum lead-time for bulk rate mail is three weeks. Bulk rate mail is permitted delivery delays.  c. E-Mail notifications are effective by an initial message and then a follow-up prior to the event. E-Mail should be carefully crafted so all information will be read.
	Unit Activity Reports for the Section must be submitted at least two weeks after the initial meeting or section event.

### Highlights



















