

Annual Calendar for Affiliated Bodies

The **AB Resources Portal** <https://amorc.customerhub.net/ab-resources> uses the email and password for *your* personal monographs. For **OneDrive** and **Google Drive** -- **Username:** yourstate@amorc.rosicrucian.org **Password:** ask your GC or RM if you don't know it.

Reporting Requirements		
Requirements	Applies to	Deadline
e-Postcard or 990 (Long Form)	U.S. Affiliated Bodies only	May 15
1st Quarter Report	All Affiliated Bodies	May 15
2nd Quarter Report	All Affiliated Bodies	August 15
Recommended Officer Questionnaire (ROQ)	All Affiliated Bodies	October 31
Deputy Master Planning Folio	Lodges and Chapters	October 31
3rd Quarter Report	All Affiliated Bodies	November 15
4th Quarter Report	All Affiliated Bodies	February 15
Admin Fees and Insurance	All Affiliated Bodies	February 15
Annual Report	All Affiliated Bodies	February 28 (or 29)

Notes for Reporting Requirements:

- *E-Postcard Filing:* Use <https://sa.www4.irs.gov/epostcard/> or <https://www.irs.gov/charities-non-profits/required-filing-form-990-series>
- *Quarterly and Annual Reports:* Log into www.OneDrive.com using the credentials noted above. From the menu on the left, select the "Shared" folder to access the Quarterly and Annual Report Templates. Please do not add other reports to OneDrive – everything else goes on Google Drive (except bank statements).
- *Annual Report:* Audit Committee: Verify all figures on the Annual Report. All Audit Committee members sign the original form before it is emailed to Grand Lodge.
- *Recommended Officer Questionnaire (ROQ):* From the [AB Resources Portal](#), download the ROQ Template to your computer. From there it can be uploaded to your region's Google site. New AND continuing officers' dues dates must be entered each year, otherwise the ROQ is not complete. The individual officer applications are for the Affiliated Body files.
- *Deputy Master Planning Folio:* DM must download, complete, and upload the folio to the Google site by the deadline. If the Deputy Master Planning Folio is not completed by the deadline, he/she is forcing the Officers into the position of possibly replacing him/her.
- *Admin Fees and Insurance:* Once the invoice is received, pay it using a credit card or a direct withdrawal from the Affiliated Body's bank account. An Officer's credit card may be used but should be reimbursed. No checks please - all checks will be returned.

Important Notes: If an AB misses a deadline, it is nullifying its own Charter, thereby forcing the Grand Lodge to suspend it for one month after it is in compliance. If the Affiliated Body is suspended a second time, it will be for two months. If there is a third suspension, the Affiliated Body can be closed. The AB must request and receive permission before any suspension is lifted. All Officers should be aware of the gravity of missing deadlines.

Administrative Requirements			
Function	Applies to	Date	When/Who
Administrative Officers' Board Meeting	All Affiliated Bodies	Monthly for Lodge/Chapter; Pronaoi - Quarterly	Near beginning of each month or quarter* (Atrium frequency may be adapted with GC/RM approval)
Web Page Update (Master or Delegate)	All Affiliated Bodies	Monthly	Monitor and make changes on RC Site
Affiliated Body Business Meeting	All except Atriums	Quarterly	After first Convocation of quarter
Regional Committee Meetings	All Regions	As Needed	Grand Councilor schedules as needed
Officers' dues checked before installation	All Affiliated Bodies	March	By Secretary – first Sunday in March
Bank Signature Cards for change of Officers	All Affiliated Bodies	April 15	By Treasurer – see Treasurer/Archivist Duties

Notes for Administrative Requirements:

- Web Page (Master, Delegate or Web Volunteer) [use Google Drive sign in as noted above]:
 1. Changes/additions to Monthly Calendar: <https://calendar.google.com/calendar/>
 2. Changes/additions to Affiliated Body's Page: <https://sites.google.com/a/amorc.rosicrucian.org/> or <https://sites.google.com/u/1/new>
 3. Adding major events to RC site (Workshops, Initiations, etc.): <https://www.rosicruciancommunity.org/events> (click the "Add" button and fill out the form)

Special Ritual Requirements			
	Applies to	Month	Time of Month
Colombe Ceremony	Lodge, Chapter	May	Any May Convocation
Thanksgiving	Lodge, Chapter	June	Summer Solstice
Peace Day Ceremony	All	June	Fourth Sunday in June
Memorial "Pyramid" Ceremony	All	September	Fall Equinox
Festival of Light	Lodge, Chapter, Pronaos	December	Winter Solstice
Pythagorean Ritual	Lodge, Chapter	February	Any February Convocation
Rosicrucian New Year & Officer Installation	Lodge, Chapter, Pronaos (Atriums do not do the installation)	March	Spring Equinox