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| January | * Focus on retention, plan for local pre-[arrears](http://ieee-elearning.org/CLE/mod/glossary/showentry.php?courseid=62&concept=ARREARS) recovery check list in [SAMIEEE](http://ieee-elearning.org/CLE/mod/glossary/showentry.php?courseid=62&concept=SAMIEEE) and contact those members [www.ieee.org/samieee](http://www.ieee.org/samieee)
* Check inventory of MD supplies order your MD development Kit
* Send welcome notes to new members (IMPORTANT: This Welcome Letter is a monthly recurring activity ( see [www.ieee.org/md](http://www.ieee.org/md) )
* Join the monthly MD webcast
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| February | * Recruitment: distribute membership materials at all section meetings and local events. ( see [www.ieee.org/md](http://www.ieee.org/md) )
* Retention: keep doing what you have started in January.
* Remember sending welcome letters and participating in the MD monthly webcast
* Promote nomination of [Senior member upgrades](http://www.ieee.org/membership_services/membership/senior/index.html)
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| March | * Promote half year membership option, inform local officers members and prospective members that in March starts “pay 6 months and get 10 months of membership”
* Plan for student elevation to [GOLD members](http://www.ieee.org/membership_services/membership/gold/member_benefits.html)
* Check SAMIEEE and start executing your plan for local arrears recovery
* Remember sending welcome letters and participating in the MD monthly webcast
* Promote nomination of [Senior member upgrades](http://www.ieee.org/membership_services/membership/senior/index.html)
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| April | * Keep promoting half year promotion, now new renewals or joins get 9 months for the price of 6.
* Remember sending welcome letters and participating in the MD monthly webcast.
* Check SAMIEEE and keep executing your plan for local arrears recovery.
* Promote nomination of [Senior member upgrades](http://www.ieee.org/membership_services/membership/senior/index.html)
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| May | * Keep promoting half year promotion now new renewals or joins get 8 months for the price of 6.
* Remember sending welcome letters and participating in the MD monthly webcast.
* Check SAMIEEE and keep executing your plan for local arrears recovery
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| June | * Last month were year-end promotion has sense. Keep promoting half year promotion, now new renewals or joins get 7 months for the price of 6.
* Remember sending welcome letters and participating in the MD monthly webcast
* Check SAMIEEE and keep executing your plan for local arrears recovery
* Plan for student elevation to [GOLD members](http://www.ieee.org/membership_services/membership/gold/member_benefits.html)
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| July | * Consider contest for rewarding nomination of [Senior Member](http://ieee-elearning.org/CLE/mod/glossary/showentry.php?courseid=62&concept=SENIOR+MEMBER) upgrades, re[member grade](http://ieee-elearning.org/CLE/mod/glossary/showentry.php?courseid=62&concept=MEMBER+GRADE) elevation increases likelihood of member renewal
* Remember participating in the MD monthly webcast
* Check SAMIEEE and keep executing your plan for local arrears recovery
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| August | * If your membership recruitment supplies are in a critical level, consider ordering new supplies.
* Promote nomination of Senior member upgrades
* Remember participating in the MD monthly webcast
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| September | * Individuals who join IEEE in September get 16 months for the price of 12 make sure to broadcast this promotion.
* Be aware and promote student competitions like [IEEEXtreme programing competition](http://www.ieee.org/membership_services/membership/students/competitions/xtreme/index.html%22%20%5Ct%20%22_blank) and Change the World Competition
* Promote nomination of [Senior member upgrades](http://www.ieee.org/membership_services/membership/senior/index.html)
* Remember participating in the MD monthly webcast
* Check SAMIEEE and keep executing your plan for local arrears recovery
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| October | * Individuals who join IEEE in September get 15 months for the price of 12 make sure to broadcast this promotion
* Promote nomination of [Senior member upgrades](http://www.ieee.org/membership_services/membership/senior/index.html)
* Remember participating in the MD monthly webcast
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| November | * Individuals who join IEEE in September get 14 months for the price of 12 make sure to broadcast this promotion
* Promote nomination of [Senior member upgrades](http://www.ieee.org/membership_services/membership/senior/index.html)
* Remember participating in the MD monthly webcast
* Plan for student elevation to [GOLD members](http://www.ieee.org/membership_services/membership/gold/member_benefits.html)
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| December | * Check list of last renewals in SAMIEE and contact member to renew membership ( [www.ieee.org/samieee](http://www.ieee.org/samieee) )
* Promote nomination of [Senior member upgrades](http://www.ieee.org/membership_services/membership/senior/index.html)
* Remember participating in the MD monthly webcast
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