



Holiday Office Closures:

11/24/11 - 11/25/11: Headquarters and Pioneer Accounting Center closed for Thanksgiving.

12/22/11-12/26/11: Headquarters and Pioneer Accounting Center closed for the holiday.

12/30/11-01/02/12: Headquarters and Pioneer Accounting Center closed for New Years.

Chapter/Council/Club: Deadlines for 2011 Year end

Each of the following items will be needed from the Units in order to close out the 2011 financial year. If these items are not returned to the PAC by the deadlines listed below, we cannot guarantee you will receive your reports by the published deadlines.

12/16/2011: Open Advances Past 30 Days

Please submit all paperwork to close any advances for your unit that is more than 30 days past the event date.

12/16/2011: Unknown Deposits

Please submit a TPF1 for any deposits listed on the monthly unknown deposit report. Any deposits not claimed by 12/16/11 will be transferred to Chapter.

12/16/2011: W9 Solicitation

Please return IRS W9's to the Pioneer Accounting Center. The PAC will be soliciting W9's from anyone who may be subject to a form 1099-MISC for 2011. Per IRS requirements, 1099-MISC must be postmarked by January 31st of the tax year.

01/09/2012: 2011 Transactions

All reimbursements and deposits for 2011 must be postmarked to the PAC. Items not postmarked by this date will be recorded as 2012 transactions.

01/13/2012: 2011 Inventories

Please submit completed inventories for any items for resale; including, Pioneer Stores and any items in storage for fundraising event sales.

To Be Determined: Unit 2012 Budgets

Additional information will be provided when it becomes available.

PAC Report Deadlines through Year end

11/21/2011: October reports will be distributed

12/20/2011: November reports will be distributed

Note: December reports **will not** be provided in January due to year end close.

02/17/2012: Final 2011 (December) reports will be distributed.

03/02/2012: 2011 4th quarter percentage (65/35%) reports

03/20/2012: January 2012 and February 2012 reports will be distributed.

New Officer Training Sessions

There have been no updates and no changes to the GL Coding or Finance Basics training sessions. If you have already taken these classes between 11/2010 and 7/2011, you do not need to register for these sessions again.

Subject to participation, this training program will be available through April 2012.

Session Information:

We are combining the GL Coding and Finance Basics presentations into one session that will run approximately 2 hours. The session will cover the following items:

- Income & Expense
general ledger codes
- Project ID and 990 codes
- Voucher TPF1 processing
- Monthly Reports
- Turnaround times
- Document Retention Policy

Individual Registration:

Registration for a session is done through WebEx. You will receive a confirmation within 2 business days of your registration. Trainers will send your materials and class information in a separate meeting request prior to your session.

1. Review the schedule to select the date/time you would like to attend
2. Go to **telecompioneers.webex.com**
 - a. Note: please omit typing http or www in the URL address above
3. Browse the **Monthly** calendar for the session you would like to attend
4. Click on the session from the calendar
5. Click on **Register**
6. Fill in your **name** and **email**. In the **Company** field, please provide your Chapter or Unit Name
7. Click **Register Now**

Registration without a Computer:

If you do not have computer or internet access, please contact the trainer for the session you would like to attend. The trainer will register you for their session, and will send training materials via standard mail. Hardcopy recipients should register at least 7 business days prior to the session to ensure your materials are delivered in time.

Group/Chapter Registration:

For any groups fewer than 5 people, please follow the individual registration process. For any groups of more than 5 people who would like to train together, please have one person from your group contact Sara Huffman to schedule a meeting time.

December Training Schedule:

Training times are listed for the **Mountain Time Zone!!!** Please refer to the time map to determine the time difference for your area.

Date	Time (Mountain Standard)	Trainer
12/1/11	10:30 a.m. - 12:30 p.m.	Sara Huffman
12/2/11	10:30 a.m. - 12:30 p.m.	Sara Huffman
12/5/11	2:30 p.m. – 4:30 p.m.	Tammy Ewing
12/6/11	10:30 a.m. – 12:30 p.m.	Tammy Ewing
12/7/11	10:30 a.m. – 12:30 p.m.	Tammy Ewing
12/8/11	10:30 a.m. – 12:30 p.m.	Tammy Ewing
12/9/11	2:30 p.m. – 4:30 p.m.	Tammy Ewing
12/12/11	3:00 p.m – 5:00 p.m	Sara Huffman
12/13/11	3:00 p.m – 5:00 p.m	Sara Huffman
12/14/11	3:00 p.m – 5:00 p.m	Sara Huffman
12/15/11	3:00 p.m – 5:00 p.m	Sara Huffman
12/16/11	3:00 p.m – 5:00 p.m	Sara Huffman

US Time Zones



Trainer Contact Information:

Tammy Ewing (888) 531-9776 or tewing@pioneersvolunteer.org

Sara Huffman (888) 929-0434 or shuffman@pioneersvolunteer.org

Coming in January!

For anyone who was not able to attend the Centennial celebration in Boston, we will offer a recap of the Centennial finance training: **Charitable Percentages & Fundraising**. This session will be offered for a limited time in the month of January. Schedules will be available in the December PAC Tips.

We've Moved!

The Pioneers Headquarters and Denver PAC Office have moved!
1801 California St., 44th Floor
Denver, CO 80202