



2020 LLC Timeline

Action	Date	Details / Notes
Provide club LLC contact info	By July 31, 2019	President to select Chair
Review/Download LLC documents	Jan 2020	Club LLC Chair
Promote LLC	Fall 2019	Club/Schools contacts
LLC Chair submits reservations	By Mar 1, 2020	after phone/email contact from District Committee
Interview applicants	Feb/Mar 2020	Use downloaded materials from District website
Select students/alternates	During March	LLC Committee
Send response letters/info to attendees/alternates	March 15, 2020	Letters to all applicants
Student on-line registration	By April 1, 2020	Successful applicants
Send a press release	Upon selection	To local media
Collect signed paperwork	By April 15, 2020	To Kathy Hegedus (District Office) by May 1
Respect deadline	By May 1, 2020	Applications will not be accepted by this date.
Check with students	By June 8, 2020	Verify attendance and transportation
Conference (firm date)	June 17-20, 2020	LLC Chairs always welcome to visit