



BOH Forms: #10 BOH Master Calendar

Board of Health and Local Health Department Standard Operating Procedures (SOP)

This Calendar lists re-occurring items that should be done annually. Update every year. Person completing a section should initial.
 The Log is designed to be used in tandem with the **BOH SOP and Appendices**. BOXES CAN BE CHECKED WITH THE CURSOR.

Month	Day	Item	Person Responsible	Follow Up Needed	Initials
January		Board of Health Meeting		<input type="checkbox"/> Approve Annual Report	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
February		Board of Health Meeting		<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
March		Send out Camp and Pool Reminder		<input type="checkbox"/>	
		Board of Health Meeting		<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
April		Board of Health Meeting		<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
May		Camp and Pool Applications Due		<input type="checkbox"/>	
		Annual Organization Meeting		<input type="checkbox"/> Elect Chair, Vice Chair	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
June		Board of Health Meeting		<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
July		Board of Health Meeting		<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
August		Board of Health Meeting		<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
Sept		Board of Health Meeting		<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
Oct		Board of Health Meeting		<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
Nov	1	Send out Annual Permit Reminders		<input type="checkbox"/>	
		Board of Health Meeting		<input type="checkbox"/> Annual Assessment/State of the BOH	
				<input type="checkbox"/>	
Dec	1	Permit Applications Due Back		<input type="checkbox"/>	
		Board of Health Meeting		<input type="checkbox"/> Approve Budget for next fiscal year	
	30	Send out Annual Permit renewals		<input type="checkbox"/>	