

# A YEAR IN THE LIFE OF A SIGMA PI ALUMNI CLUB (2015-2016)

[sigmapi.org/alumni-club](http://sigmapi.org/alumni-club)

## REGISTER YOUR CLUB ANNUALLY

The Executive Office of Sigma Pi Fraternity, International requests that all Alumni Clubs seeking yearly recognition fills out the Alumni Club Annual Registration form. The data collected will be utilized to update Alumni Club records and membership information, award Alumni Clubs at Convocation and collect Alumni Club dues.

**Deadline for submission is November 1 annually.**

[sigmapi.org/alumni-club/register](http://sigmapi.org/alumni-club/register)

## THE EMERALD SUBMISSION

Submit your report for *The Emerald*. *The Emerald* is one of the best resources to share your Alumni Club's announcements.

**Submissions made by September 10, February 10 and May 10 will be included in the next issue of *The Emerald Magazine*.**

[sigmapi.org/alumni-club/emerald-news](http://sigmapi.org/alumni-club/emerald-news)

## SHARE YOUR STORY ON THE EMERALD ONLINE

Do you want to include an announcement in *theemerald.org*? Have a story to share with our editors? Utilize the to submit article suggestions, chapter and alumni club news or leave a comment! The Emerald Online Editors will review your suggestion, and respond to you at the earliest convenience.

**Submissions are accepted at any time.**

[theemerald.org/submit](http://theemerald.org/submit)

## EVENT MARKETING

If your Alumni Club is hosting an event, and want help getting the word out, fill out the Event Marketing Form. Options include posting the event to [sigmapi.org](http://sigmapi.org) and [facebook.com/sigmapi](https://www.facebook.com/sigmapi), utilizing Sigma Pi email marketing to invite brothers, request a list of alumni contacts or request a speaker or international representative.

**Please submit request at least 30 days prior to event.**

[sigmapi.org/alumni-club/event-marketing](http://sigmapi.org/alumni-club/event-marketing)

## KEEP YOUR MEMBERS INFORMATION UPDATED

If your members have changed email addresses or moved, please encourage them to update their contact information. Updating their information also ensures that they'll continue to receive *The Emerald* magazine, latest updates and information from the Sigma Pi Executive Office, their local chapter and alumni club.

[sigmapi.org/updateinfo](http://sigmapi.org/updateinfo)

## EXECUTIVE OFFICE INFORMATION

<b>Sept. 7</b>	Closed - Labor Day
<b>Nov. 26-27</b>	Closed - Thanksgiving
<b>Dec. 7-11</b>	Winter Executive Office Meetings
<b>Dec. 24-Jan. 3</b>	Closed - Winter Holiday Break
<b>Jan. 18</b>	Closed - Martin Luther King Jr. Day
<b>Mar. 25</b>	Closed - Good Friday
<b>May 30</b>	Closed - Memorial Day
<b>July 4</b>	Closed - Independence Day
<b>July 18-26</b>	Summer Executive Office Meetings

## INTERNATIONAL EVENTS

<b>October 11</b>	Province Archon Conference Lebanon, TN
<b>November 9</b>	MYLC Registration Opens
<b>January 11</b>	MYLC Registration Closes
<b>January 29-31</b>	MYLC, St. Louis, MO
<b>April 15</b>	Convocation Registration Opens
<b>July 5</b>	Convocation Registration Closes
<b>July 27-31</b>	Convocation, Las Vegas, NV

## IMPORTANT DATES

<b>September 10</b>	<i>The Emerald</i> Submission Due
<b>October 1</b>	Alumni Club Annual Dues Billed
<b>November 1</b>	Alumni Club Annual Dues Deadline
<b>February 10</b>	<i>The Emerald</i> Submission Due
<b>May 10</b>	<i>The Emerald</i> Submission Due

If you are required to submit a IRS Form 990, please remember that the form is due on the 15th day of the fifth month of the fiscal year.

## INVITE A GRAND COUNCIL OR EXECUTIVE OFFICE REPRESENTATIVE

Representatives from the Executive Office or Grand Council would be honored to attend your alumni club event. Email us at [alumni@sigmapi.org](mailto:alumni@sigmapi.org) or [gc@sigmapi.org](mailto:gc@sigmapi.org) to send your invitation! Please provide at least 30 days notice.

## ALUMNI CLUB EMAIL ADDRESS

Each chartered alumni club has access to an official [@sigmapi.org](mailto:alumni@sigmapi.org) email address. If you don't currently have access to your alumni club's account, reach out to [alumni@sigmapi.org](mailto:alumni@sigmapi.org) for more information.