

A YEAR IN THE LIFE OF A SIGMA PI CHAPTER (2016-2017)

sigmapi.org/chapter-reporting

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CHAPTER REPORTING DEADLINES

September 10	Monthly Officer Report Emerald Report
October 1	Fall Records Verification Spring Institutional Statistic Report (GPAs, Rankings, etc.) Spring Grades (Individual Member Term & Cumulative)
October 10	Monthly Officer Reports Chapter Workbook Checkpoint
October 15	Membership Contract Academic Success Program Fall Budget Chapter Bylaws New Member Education Plan
November 10	Monthly Officer Reports
December 1	Alumni Newsletter Fall Volunteer Evaluation Fall Student Meeting Confirmation report
December 10	Monthly Officer Reports
January 10	Monthly Officer Reports Chapter Workbook Checkpoint
February 1	Spring Records Verification
February 10	Monthly Officer Reports Emerald Report
February 15	Risk Management Plan Recruitment Plan Committee Expectations and Goals Report Spring Budget
March 1	Fall Institutional Statistic Report (GPAs, Rankings, etc.) Fall Grades (Individual Member Term & Cumulative)
March 10	Monthly Officer Reports
April 10	Monthly Officer Reports Chapter Workbook Checkpoint
May 1	Spring Student Meeting Confirmation report
May 10	Monthly Officer Reports Emerald Report
June 1	Alumni Newsletter Alumni Mailing List Spring Volunteer Evaluation Annual Financial Review Verification IRS Form 990 Confirmation Chapter Workbook Completed SOE Annual Report

- Complete all Officer Transition Checklists within 1 month of transition.
- Register and pay for all new members within 10 days from the date of The Formal Pledging Ceremony.
- Report and pay for all new initiates within 10 days from the date of The Golden Quest.
- Report all potential risk management incidents through the Incident Report within 24 hours of the incident.

EXECUTIVE OFFICE INFORMATION

Sept. 5	Closed - Labor Day
Nov. 24-25	Closed - Thanksgiving
Dec. 5-9	Winter Executive Office Meetings
Dec. 21-Jan. 3	Closed - Winter Holiday Break
Jan. 16	Closed - Martin Luther King Jr. Day
Mar. 24	Closed - Good Friday
May 29	Closed - Memorial Day
July 4	Closed - Independence Day

INTERNATIONAL EVENTS

November 7	MYLC Registration Opens
January 10	MYLC Registration Closes
January 6-8	MYLC, St. Louis, MO
TBD	SPU Registration Opens
TBD	SPU Registration Closes
TBD	Sigma Pi University

- MYLC Attendance is expected for Sage, 2nd Counselor, 3rd Counselor & Recruitment Chairs
- SPU Attendance is required for at least one representative from every chapter.
- All chapters are expected to attend their respective Province Workshop. Contact your Province Archon for information regarding the date of your Province Workshop.

CHAPTER FINANCIAL INFORMATION

October 2	Fall Semi-Annual Dues Billed
November 1	Fall Semi-Annual Dues Deadline
November 2	Convocation Assessment Dues Billed
December 1	Convocation Assessment Dues Deadline
December 1	Grand Chapter Balance of \$0
February 2	Spring Semi-Annual Dues Billed
March 1	Spring Semi-Annual Dues Deadline
April 1	Convocation Assessment Dues Billed
June 1	Convocation Assessment Dues Deadline Grand Chapter Balance of \$0

- If payment in full is not received within 30 days of the billing date, a delinquent chapter will receive a warning letter (30 Day Notice). If payment in full is not received within 60 days of the billing date, a delinquent chapter will be placed on suspension until the entire balance is cleared. (Bylaw 5, Section 7)
- File IRS Form 990 by the 15th day of the fifth month following your chapter's fiscal year end. Complete the IRS Form 990 Report by June 1.