

A YEAR IN THE LIFE OF A SIGMA PI ALUMNI CLUB (2019-2020)

sigmapi.org/alumni-club

Register Your Club Annually

The Executive Office of Sigma Pi Fraternity 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 1st annually.

sigmapi.org/alumni-club/register

Keep Member 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

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 October 10th and April 10th will be included in the next issue of The Emerald Magazine.

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 link below 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

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, utilizing Sigma Pi email marketing to invite brothers, request a list of alumni contacts or request a speaker or representative.

Please submit request at least 30 days prior to event.

sigmapi.org/alumni-club/event-marketing

Invite a Sigma Pi Representative

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

Executive Office

September 2 - Labor Day (Closed)

November 28-29 - Thanksgiving (Closed)

Dec. 20- Jan. 1 - Winter Holidays (Closed)

January 20 - MLK Jr. Day (Closed)

April 10 - Good Friday (Closed)

May 25 - Memorial Day (Closed)

July 4 - Independence Day (Closed)

International Events

September 8-14 - Suicide Prevention Week

October 1 - MYLC Registration Opens

December 10 - MYLC Registration Closes

January 3-5 - MYLC, Kansas City, MO

April - National Donate Life Month

April 13 - Donate Life Blue & Green Day

March 16 - Convocation Registration Opens

- Convocation attendance is required for at least one representative from every chapter.

June 25 - Convocation Registration Closes

July 29 - Aug. 2 - Convocation, New Orleans, LA

Financial Info

October 1 - Alumni Club Annual Dues Billed

October 10 - *The Emerald* Submission Due

November 1 - Alumni Club Annual Dues Deadline

April 10 - *The Emerald* 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.

Email Address

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