

## Reporting Deadlines

### August

**1st** - Tightrope Modules Launch

### September

**10th** - Monthly Officer Report

**15th** - Tightrope Modules Deadline

### October

**10th** - The Emerald Report

**10th** - Monthly Officer Report

### November

**10th** - Monthly Officer Report

### December

**1st** - Statistics and Records Report

**10th** - Chapter Workbook Check

**10th** - Volunteer Evaluation Report

**10th** - Monthly Officer Report

### January

**10th** - Chapter Workbook Check

**10th** - Monthly Officer Report

### February

**1st** - Roster Submission Deadline

**10th** - Monthly Officer Report

### March

**10th** - Monthly Officer Report

### April

**10th** - The Emerald Report

**10th** - Chapter Workbook Check

**10th** - Monthly Officer Report

### May

**1st** - Statistics and Records Report

**10th** - Volunteer Evaluation Report

**10th** - Monthly Officer Report

### June

**10th** - Monthly Officer Report

### July

**10th** - Monthly Officer Report

- The **Tightrope Modules**, created by our partners at Plaid, will include interactive modules and resources that will serve as a means to reaffirm the policies, expectations, and education for members of Sigma Pi when it comes to drugs and alcohol, sexual misconduct, hazing, and mental health.
- Complete the **Officer Transition Module** within one (1) month of officer transition taking place
- 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.
- **Chapter rosters** must be submitted by 4:30 PM CST on Friday, February 1st. Learn how to submit rosters: [sigmapi.org/how-to-guides](http://sigmapi.org/how-to-guides).

## 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

- MYLC Attendance is expected for Sage and Third Counselor

**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 2** - Fall Semi-Annual Dues Billed

**November 1** - Fall Semi-Annual Dues Deadline

**November 1** - Convo. Assessment Dues Billed

**December 1** - Convo. Assessment Dues Deadline

**December 1** - Grand Chapter Balance of \$0

**February 2** - Spring Semi-Annual Dues Billed

**March 1** - Spring Semi-Annual Dues Deadline

**March 1** - Convocation Assessment Dues Billed

**April 1** - Convocation Assessment Dues Deadline

**June 1** - 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.