

A YEAR IN THE LIFE OF A SIGMA PI ALUMNI CLUB (2020-21)

sigmapi.org/alumni/alumni-clubs

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.

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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.

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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/alumni-clubs

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 7 - Labor Day (Closed)

November 11 - Veteran's Day (Closed)

November 26-27 - Thanksgiving (Closed)

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

January 18 - MLK Jr. Day (Closed)

April 2 - Good Friday (Closed)

May 31 - Memorial Day (Closed)

July 5 - Independence Day (Closed)

International Events

September 6-12 - Suicide Prevention Week

October 5 - MYLC Registration Opens

December 21 - MYLC Registration Closes

January 21-24 (Tentatively) - MYLC

Financial Info

October 1 - Fall Semi-Annual Dues Billed

February 1 - Spring Semi-Annual Dues Billed

June 1 - Grand Chapter Balance of \$0

- **Important note on invoices:** the above June 1st deadline does NOT mean your chapter has until June 1st to pay all invoices. 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.
- All pledge and initiate fees are due within ten days.

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.