

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

sigmapi.org/reporting

Reporting Deadlines

August

- 1st - Tightrope Modules Launch
- 10th - Monthly Officer Report

September

- 10th - Monthly Officer Report
- 15th - Roster Submission 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
- 15th - Roster Submission Deadline

- The **Tightrope Module**, an online learning environment, 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. These are required by all new members. Additionally, chapter leaders are expected to provide a health and safety training session to all undergraduate members of the chapter. Chapter leaders should submit an attendance sheet to the Executive Office upon completion of the training.
- Complete the **Officer Transition Module** within ten days 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 September 15th and January 15th. For an active member to be changed to alumni status, chapters must submit meeting minutes that show a member was voted on and approved by the chapter to change to alumni status. For graduated members, the chapter will need to submit proof of graduation. Learn how to submit rosters: sigmapi.org/resources.

February

- 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

- 1st - SOE Final Submission
- 10th - Monthly Officer Report

July

- 10th - Monthly Officer Report

Executive Office

- September 7 - Labor Day (Closed)
- November 11 - Veteran's Day (Closed)
- November 25-27 - 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
- November 2 - MYLC Registration Opens
- December 14 - MYLC Registration Closes
- January 12-14 (Virtually) - 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.