

A YEAR IN THE LIFE OF A SIGMA PI CHAPTER (2021-22)

sigmapi.org/reporting

Reporting Deadlines

August

1st - Tightrope Modules Launch

September

10th - Quarterly Report

15th - Roster Submission Deadline

December

10th - Volunteer Evaluation Report

January

10th - Quarterly Report

15th - Roster Submission Deadline

March

10th - Quarterly Report

May

10th - Volunteer Evaluation Report

June

10th - Quarterly Report

Reporting Information

Quarterly Reporting

The restructured **Quarterly Report** replaces the previous suite of monthly and periodic reports. Now, instead of the Emerald Report, Statistics and Records report, and the Monthly Officer Reports for the Sage, Third Counselor, and Fourth Counselor, a single report will be due each quarter. The report will consist of:

- Quarter 1 Report (September 10th deadline) - risk management plan, spring grades, social media links, health and safety training information
- Quarter 2 Report (January 10th deadline) - bylaws and constitution, standards system overview, new member class GPA, volunteer information
- Quarter 3 Report (March 10th deadline) - housing information, ritual workshop attendance information, province workshop attendance information, previous fall grades
- Quarter 4 Report (June 10th deadline) - parliamentary procedure information, chapter philanthropy information chapter community service information, roster updates, academic calendar structure and start/end dates

Additionally, each quarterly report will include questions pertaining to: honors and awards, alumni engagement, and events philanthropy/community service events, IRS Form 990, and financial/banking information.

Chapter Report Card

Moving forward, the Standards of Excellence progress tracker on the Sigma Pi website will now be known as the Chapter Report Card. You can find this on the reporting page at sigmapi.org/reporting.

Tightrope Module

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.

Officer Transition Module

Complete the **Officer Transition Module** within ten days of officer transition taking place.

New Member Process

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**.

Health and Safety

Report all potential health and safety incidents through the **Incident Report** within 24 hours of the incident.

Chapter Rosters

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 at sigmapi.org/resources.

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Who to Contact

Chapter Support

Scott Quinlan

- 👤 Director of Chapter Support
- ✉ squinlan@sigmapi.org
- 📌 Contact for: Chapter operations, chapter reporting, standards of excellence, educational programs/material

Operations

Jen Wyatt

- 👤 Director of Business Operations
- ✉ jwyatt@sigmapi.org
- 📌 Contact for: Financial management, payments, donations, insurance questions

Alumni Engagement

Jacob Camilleri

- 👤 Director of Alumni Engagement & Annual Giving
- ✉ jcamilleri@sigmapi.org
- 📌 Contact for: Alumni engagement, volunteer services, support, and training

Education and Programs

Alexander Pettigrew

- 👤 Director of Education & Programs
- ✉ apettigrew@sigmapi.org
- 📌 Contact for: Online learning environment issues, event and conference planning, management, logistics, and conference internship opportunities

Marketing and The Emerald

Chris Carter

- 👤 Director of Marketing & Communications
- ✉ ccarter@sigmapi.org
- 📌 Contact for: Marketing, social media, Contributing to The Emerald or The Emerald Online

Growth & Recruitment

Drew Carpenter

- 👤 Director of Strategic Growth
- ✉ dcarpenter@sigmapi.org
- 📌 Contact for: Expansion, growth, recruitment, colony operations, colony reporting, Four Degrees, educational programs/materials, interest group development

Alumni Clubs

- 📌 To see if there is an Alumni Club in your area, please visit: sigmapi.org/alumni/alumni-clubs

Executive Office

- September 6 - Labor Day (Closed)
- November 11 - Veteran's Day (Closed)
- November 25-26 - Thanksgiving (Closed)
- Dec. 20-Jan. 3 - Winter Holidays (Closed)
- January 17 - MLK Jr. Day (Closed)
- April 15 - Good Friday (Closed)
- May 30 - Memorial Day (Closed)
- July 4 - Independence Day (Closed)

International Events

- August 10-12 - Back to School Summit
- September 5-11 - Suicide Prevention Week
- October 4 - MYLC Registration Opens
- October 27 - Preparing for Chapter Elections
- December 20 - MYLC Registration Closes
- January 11-13 / 18-20 (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.
 - File IRS Form 990 by the 15th day of the fifth month following your chapter's fiscal year end.
 - All new members and initiate fees are due within ten days.