

A YEAR IN THE LIFE OF A SIGMA PI CHAPTER (2022-23)

sigmapl.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** is a single report that will be due each quarter. The report will consist of:

Quarter 1 Report (September 10th deadline)

- Risk Management Plan Virtually Signed by President, Previous Spring GPA, Participate in or Conduct Health & Safety Training, Social Media Links, Functioning Standards System, Submit updated Bylaws

Quarter 2 Report (January 10th deadline)

- Risk Management Plan Virtually Signed by President, Participate in or Conduct Health & Safety Training, Fall New Member GPA, Participate in or Conduct Health & Safety Training, Previous Fall GPA, Complete the seven steps of BME

Quarter 3 Report (March 10th deadline)

- Participate in or Conduct Health & Safety Training, Housing Information, Functioning Standards System, Previous Fall GPA

Quarter 4 Report (June 10th deadline)

- Participate in or Conduct Health & Safety Training, Functioning Standards System, Roster Updates, Academic Calendar structure 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 sigmapl.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

All new members must be reported within 24 hours and paid for within 10 days from the date of the **Formal New Member 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 sigmapl.org/resources.

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Who to Contact

Chapter Support

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Marketing and The Emerald

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Executive Office

September 5 - Labor Day (Closed)

November 11 - Veteran's Day (Closed)

November 24-25 - Thanksgiving (Closed)

Dec. 19-Jan. 3 - Winter Holidays (Closed)

January 16 - MLK Jr. Day (Closed)

April 17 - Good Friday (Closed)

May 29 - Memorial Day (Closed)

July 4 - Independence Day (Closed)

International Events

August 9 & 11 - Back to School Summit

September 4-10 - Suicide Prevention Week

October 3 - MYLC Registration Opens

October 20 - Preparing for Chapter Elections

December 31 - MYLC Registration Closes

January 10-12 - MYLC

February 2-5 - TSLS (Sages)

Financial Info

October 1 - Fall Semi-Annual Dues Billed

December 31 - Grand Chapter Balance of \$0

February 1 - Spring Semi-Annual Dues Billed

May 15 - 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.