

KAPPA KAPPA PSI

MUSICIANSHIP * LEADERSHIP * SERVICE

CONTENT CALENDAR - COMMUNICATORS

* Communicators primarily refers to secretaries and historians

Chapter: _____

School Year: _____

FALL

- August - Update contact information for chapter members
- September 15th - Chapter Personnel Report Early-bird deadline for semester schools
- September 30th - Chapter Personnel Report Deadline for semester schools (Sponsor/DOB approvals, signatures, dues, & Chapter fee)
- September 30th - Chapter Personnel Report Early-bird deadline for quarter schools
- October 15th - Chapter Personnel Report Deadline for quarter schools (Sponsor/DOB approvals, signatures, dues, & Chapter fee)
- November - Provide graduating seniors with information about the Kappa Kappa Psi Alumni Association (how to join) and Life Membership
- December 1st - Fall Activity Report Due
- December 1st - Deadline for Podium article submission for the Spring issue

SPRING / SUMMER

- January 1st - Submit National Awards / Scholarships forms by this date
- April - NIB audition materials due (Odd numbered years of every biennium)
- April - Provide graduating seniors with information about the Kappa Kappa Psi Alumni Association (how to join) and Life Membership
- May 1 - Deadline for Podium article submission for the Fall issue
- June 1st - Chapter Summary Report Due
- July 1st - Submit National Awards / Scholarships forms by this date

CHAPTER SPECIFIC DEADLINES

OTHER NOTES

Watch for information regarding District Conventions/Events (usually happen in the Spring semester) - Varies by District

Every Biennium - Watch for information regarding National Convention (Headquarters normally releases information in February)

Keep updated calendar full of University Band Events, specific District Events, Chapter Events, Chapter Meetings, and Committee Meetings

Ask for help when you need it!

National Headquarters
kkytbs@kkytbs.org
405-372-2333

Chapter Operations Committee
chapteroperations@kkpsi.org