

KAPPA KAPPA PSI

MUSICIANSHIP * LEADERSHIP * SERVICE

CONTENT CALENDAR - PRESIDENT

Chapter: _____

School Year: _____

AUGUST

- Check OMRS for any incomplete paperwork from the previous school year
- Work on Chapter Personnel Report (collect signatures and dues)
- Talk with Director of Bands to discuss expectations for semester/year
- Plan / Have first chapter meeting and start setting up committees
- Meet with officers to go over expectations and goal setting
- Complete necessary university/college paperwork (if needed)

SEPTEMBER / OCTOBER

- September - Finish setting up committees
- September 15th - Chapter Personnel Report Early-bird deadline for semester schools
- Late September - Meet one-on-one with officers to check-in
- 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)
- Start planning Month of Musicianship and elections (if elections are held in the fall semester)

NOVEMBER / DECEMBER

- November - Work with officers to complete Fall Activity Report (including Sponsor/DOB approvals) prior to December 1st deadline. *It is highly recommended to submit for Sponsor approval prior to Thanksgiving*

- November - Execute Month of Musicianship projects
- December 1st - Fall Activity Report due with Sponsor & DOB approvals
- Complete a Graduating Seniors Report for any fall/winter graduates
- Fall elections - Discuss and hold elections along with officer transitions prior to the break

JANUARY / FEBRUARY / MARCH / APRIL

- Talk with Director of Bands to discuss goals for the semester
- Start checking with Student Affairs / Student Government to apply for funds for travel to District / National Conventions
- Watch for information regarding District Convention / District Awards / National Convention
- March/April - Start discussing nominations / elections
- March/April - Attend District Convention

MAY / JUNE

- Beginning of May - Begin working with officers to complete the Chapter Summary Report (including Sponsor / DOB approvals) before the June 1st deadline
- May - Complete nominations and elections processes including officer transitions (if not done so already)
- Complete Officer & Chapter Update form AFTER any Initiate Registration Forms have been processed by National Headquarters (The Graduating Seniors Report should be submitted after the Officer & Chapter Update has been completed.)
- June 1st - Chapter Summary Report with Sponsor / DOB approvals is due. *Note that the Academic Calendar dates are for the upcoming academic year, NOT the current year that the form is being submitted. You can typically find the Academic Calendar under the registrar or bursar's section of the school website.*
- June - Submit any outstanding paperwork to National Headquarters

MEMBERSHIP DEADLINES

- Check-in with Vice President for Membership to ensure all required membership materials are submitted
 - Membership Education Calendar (approval due prior to beginning recruitment)
 - Any necessary Membership Activity Reviews
- Road to Wisdom Orientation* Meeting - held at least 8 hours prior to First Degree of the Ritual
- Membership Candidate Registration form submitted to National Headquarters within 7 days following First Degree of the Ritual (requires Sponsor/DOB approvals and submission of signatures)
- Initiate Registration Form submitted to National Headquarters with 30 days following Third Degree of the Ritual (requires Sponsor/DOB approvals and submission of initiate fees & signatures)

Honorary Initiation Form submitted to National Headquarters within 30 days following Third Degree of the Ritual (requires Sponsor/DOB approvals and submission of honorary initiation fees)

CHAPTER SPECIFIC DEADLINES

OTHER NOTES

Ritual Degrees - Make sure to have all Ritual Degrees scheduled well in advance, along with having an Orientation Meeting prior to First Degree (your Ritual Dates should be included on your Membership Education Calendar)

Ensure you keep constant contact with your Sponsor and Director of Bands to ensure goals and expectations are being met

Continue to check-in with officers and committees to ensure goals and expectations are being met

Ask for help when you need it!

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

Chapter Operations Committee
chapteroperations@kkpsi.org