

CONTENT CALENDAR - TREASURER

Chapter: _____

School Year: _____

FALL

- September 15th - Chapter Personnel Report Deadline for semester schools (Sponsor/DOB approvals, signatures, dues, & Chapter fee)
- 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)
- 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) - if applicable
- 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) - if applicable
- November - Begin preparations for fundraisers in the Spring
- Fall elections - Discuss and hold elections along with officer transitions prior to the break

SPRING / SUMMER

- Beginning of May - Begin working with officers to complete the Chapter Summary Report (including Sponsor / DOB approvals) before the June 1st deadline
- 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.*
- 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) - if applicable
- 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) - if applicable

- Spring elections - Discuss and hold elections along with officer transitions prior to the break
- June / July - Start planning for Fall Fundraisers
- July / August - Communicate chapter deadline to submit National Dues

CHAPTER SPECIFIC DEADLINES

<input type="checkbox"/>	_____
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OTHER NOTES

- Prepare a Financial Report for each chapter meeting
- Prepare and present a chapter budget when appropriate
- Ask for help when you need it!

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

Chapter Operations Committee
chapteroperations@kkpsi.org