

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 - Spring Activity Report Due
- July 1st - Submit National Awards / Scholarships forms by this date

CHAPTER SPECIFIC DEADLINES

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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
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405-372-2333

Chapter Operations Committee
chapteroperations@kkpsi.org