

REPORTING TIMELINE

Chapter: _____ School Year: _____

FALL SEMESTER

_____ - Classes Begin

CHAPTER PERSONNEL REPORT

_____ - Begin collecting dues

_____ - Last day to submit dues to the Treasurer before Chapter Personnel Report is submitted. *Those who have not paid by this date should be reported as Inactive and are not allowed to participate until a Chapter Personnel Update and dues have been submitted.*

September 15th – Early Bird Deadline for Chapter Personnel Report

Submitted Chapter Personnel Report (National Dues & Chapter Fee)

September 30th – Chapter Personnel Report due. *25% late fee applied after this date*

FALL ACTIVITY REPORT

_____ - Start Fall Activity Report

Submitted Fall Activity Report

December 1st – Fall Activity Report Due

NEW MEMBER FORMS (AS NEEDED)

Submitted Membership Education Calendar

Membership Education Calendar was approved

_____ - Start Membership Candidate Registration

Submitted Membership Candidate Registration

_____ - Membership Candidate Registration Due (within 7 days following First Degree)

_____ - Begin collecting initiate fees (all fees should be collected prior to Third Degree)

_____ - Start Initiate Registration Form

Submitted Initiate Registration Form

_____ - Initiate Registration Form Due (within 30 days following Third Degree)

Submitted Honorary Initiation Form

_____ - Honorary Initiation Form Due (within 30 days following Third Degree)

OFFICER UPDATES & GRADUATING SENIORS (AS NEEDED)

***Officer & Chapter Update** – submit within a week of elections

***Graduating Seniors Report** – submit within thirty days of graduation

***An Officer & Chapter Update and Graduating Seniors Report** only need to be submitted as needed. If you have not elected new officers or members have not graduated, these do not need to be completed. Should you need to complete these forms, the Officer & Chapter Update should be submitted first.

Submitted Officer & Chapter Update (if needed)

Submitted Graduating Seniors Report (if needed)

SPRING SEMESTER

_____ - Classes Begin

SPRING ACTIVITY REPORT

_____ - Start Spring Activity Report

Submitted Spring Activity Report

June 1st – Spring Activity Report Due

NEW MEMBER FORMS (AS NEEDED)

Submitted Membership Education Calendar

Membership Education Calendar was approved

_____ - Start Membership Candidate Registration

Submitted Membership Candidate Registration

_____ - Membership Candidate Registration Due (within 7 days following First Degree)

_____ - Begin collecting initiate fees (all fees should be collected prior to Third Degree)

_____ - Start Initiate Registration Form

Submitted Initiate Registration Form

_____ - Initiate Registration Form Due (within 30 days following Third Degree)

Submitted Honorary Initiation Form

_____ - Honorary Initiation Form Due (within 30 days following Third Degree)

OFFICER UPDATES & GRADUATING SENIORS (AS NEEDED)

*Officer & Chapter Update – submit within a week of elections

*Graduating Seniors Report – submit within thirty days of graduation

*An Officer & Chapter Update and Graduating Seniors Report only need to be submitted as needed. If you have not elected new officers or members have not graduated, these do not need to be completed. Should you need to complete these forms, the Officer & Chapter Update should be submitted first.

Submitted Officer & Chapter Update (if needed)

Submitted Graduating Seniors Report (if needed)

KKΨ & TΒΣ OPUS FORMS & DEADLINES	
Chapter Personnel Report (CPR)* <i>- "signatures" required</i>	Due by September 30 th for Semester Schools Due by October 15 th for Quarter Schools
Chapter Personnel Update (CPU)** <i>- may require "signatures"</i>	This form is only for status changes after dues have been submitted through the CPR
Fall Activity Report (FAR)	Due by December 1 st
Spring Activity Report (SAR)	Due by June 1 st
Graduating Seniors Report (GSR)	Within 30 days of graduation, and no later than August 30 th
Officer & Chapter Update	As soon as possible after elections, and no later than August 30 th
Membership Candidate Registration (MCR) <i>- "signatures" required</i>	Within 7 days following First Degree
Initiate Registration Form (IRF)*	Within 30 days following Third Degree
Honorary Initiation Form*	Within 30 days following Third Degree
Sponsor & DOB Update	Submit as needed after a DOB/Sponsor change

* Denotes forms with payments associated with them. A 25% late fee is assessed for late forms.
** May or may not have associated fees depending on reported member's previous status.