





## Chapter Planning July - June





Use this list to keep your chapter on track all year.

Communicate → Connect → Carry On → Celebrate

### July

- Hold a summer Executive Committee meeting in person, by phone, or by e-mail.
  -  Finalize the chapter's Annual Financial Report due by August 1.
  -  Put together a preliminary events calendar with budget items.

### August

- Submit the Annual Financial Report by **August 1<sup>st</sup>** [online](#).
- Hold an officer retreat and set goals *if not completed in April*. [Click here](#) for the Officer Training PowerPoint presentation.
  -  Secure approval of annual budget. Begin a ledger for the year.
  -  Finalize all chapter events. Complete the chapter's event calendar. Plan a welcome back meeting for September.
  -  Plan a fund-raiser for early in the fall semester to support the chapter's events or attendance at Convocation.
  -  Plan a reactivation program for inactive members in late fall or early spring.

### September

- Conduct a chapter meeting to get members excited about the upcoming year and involved in the chapter. (Click [Chapter Programming](#) for more information.) Distribute the chapter's event calendar to all members.
- Plan a KDP Informational meeting for potential members to attend and learn about Kappa Delta Pi.
- Begin planning for a fall initiation ceremony. Request a list of eligible students from the Registrar's office. For the eligibility criteria, review your chapter's bylaws. Also, invite faculty members and practicing professionals in your area. For sample Registrar and Recruitment letters, visit [Membership Resources for Download](#). After the initiation, provide a KDP Orientation for all new members.
- (In odd-numbered years) Finalize plans for Convocation attendance. Confirm who is attending as the delegate and as participants. Send in the necessary paperwork for the business meeting within 30 days of the conference.

## October

- Submit the Chapter Planning Report [online](#) by **October 1**, not applicable for Initiation Only Chapters.
- Discuss scholarship opportunities with members. More information about this is available in the [Scholarship](#) section.
- Begin preparation for the chapter's Literacy Alive! event, which occurs in the second semester. [Click here](#) for Find Literacy Alive! information. The grant proposal is due **December 3**.
- Initiate new members. An Initiation Guide with a checklist and timeline is available on the [Web site](#). You will need a Ceremonies and Ritual booklet. You can purchase one from the online store at [www.kdpstore.org](http://www.kdpstore.org).
- After initiation, submit Initiate Applications, one check that includes national dues (one-year or two-year) per member, and the cover sheet **within two weeks after your initiation ceremony**. Contact your Regional Chapter Coordinator at 1-800-284-3167 for further information and support.

## November

- Deposit the rebate check sent from Society Headquarters. The rebate check reflects chapter dues from membership renewals within the previous six-month period. The rebate check is mailed in late October to the Counselor at the chapter's address.
- Remind members who are moving or graduating to update their personal information with Society Headquarters by calling 1-800-284-3167 or visiting [www.kdp.org](http://www.kdp.org).
- Receive preliminary reports from committee chairs.

## December

- Classroom Teacher Grant applications are due **December 1**.
- Literacy Alive! grant applications are due **December 3**.
- Host a social event to encourage networking and reflection on the semester's activities.
- Send holiday cards to campus and community leaders.

## January

- Conduct mid-year assessment of the chapter during the Executive Committee meeting. Review duties of all chapter officers and realign goals if necessary.
- Encourage members to apply for the [National Student Teacher/Intern of the Year Award](#) sponsored by Kappa Delta Pi and Association of Teacher Educators.

- Begin detailed planning for second semester events.




## February

- Request a list of all eligible students from the Registrar's office.
- Plan an orientation meeting. Invite potential members to attend and learn about Kappa Delta Pi.
- Initiate new members. An [Initiation Guide](#) with a checklist and timeline is available. Purchase the Ceremonies and Rituals booklet from the online store at [www.kdpstore.org](http://www.kdpstore.org).

## March

- After initiation, submit Initiate Applications, one check that includes national dues (one-year or two-year) per member, and the cover sheet **within two weeks after your initiation ceremony**. Contact your Regional Chapter Coordinator at 1-800-284-3167 for further information and support.
- Deposit the rebate check from Society Headquarters that is mailed to the Counselor.

## April

- The Literacy Alive! report is due on **April 15**.
- Hold officer elections if not held in January. Submit officer report within two weeks of the election.
- Plan an officer transition with this year's officers and the newly elected officers.
  -  Review duties of all chapter officers.
  -  Establish the chapter's preliminary event calendar for the next academic year. The Vice President and the program committee set the calendar. Click on [Chapter Programming](#) for additional information.
  -  Make necessary appointments for committee chairs and other chapter leadership positions.
- Remind members to update their personal information with Society Headquarters by calling 1-800-284-3167 or visiting [www.kdp.org](http://www.kdp.org) if they are moving or graduating.
- Host an event for members (Social, Service Project, or Professional Development)
- (In odd-numbered years) Complete the portfolio for the ACE Award and submit it to Headquarters before **May 1**.
- Recognize graduating members. Order honor cords from the KDP store, available online at [www.kdpstore.org](http://www.kdpstore.org).

## May

- (In odd-numbered years) ACE Award Application, Program Award, Rising Star Award, and Phoenix Award applications are due on **May 1**.
- Begin compilation of the chapter's online [Annual Financial Report and Year-End Summary Report](#).
- Schedule summer session meetings or special summer get-togethers if members are on campus.

## June

- Submit the chapter's online [Year-End Summary Report](#) by **June 1**.
- Before leaving campus, finalize the [Annual Financial Report](#) by **August 1**.
- Have an Executive Committee meeting in person, by conference call, or e-mail and begin summer assignments.

## On-Going Duties for August through May

- Conduct a monthly Executive Committee meeting.
- Read *The Leader* and implement any applicable ideas. (*The Leader* is e-mailed monthly from Chapter Activities to chapter leaders.)
- Document chapter activity for the [ACE Award](#), if applicable.