










## Chapter Planning Quick Checklist July 2010–June 2011

<p><b>July</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Summer Executive Council meeting               <ul style="list-style-type: none"> <li> Finalize Annual Financial Report</li> <li> Brainstorm events, link to budget</li> </ul> </li> </ul>	<p><b>August</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Submit Annual Financial Report and IRS e-Postcard by August 1</b></li> <li><input type="checkbox"/> Officer retreat               <ul style="list-style-type: none"> <li> Chapter calendar of events</li> <li> Promotional blitz</li> <li> Budget and fund-raising</li> <li> Reactivation program</li> </ul> </li> <li><input type="checkbox"/> Get the KDP message out on campus</li> </ul>
<p><b>September</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Welcome back chapter meeting</li> <li><input type="checkbox"/> Information meeting</li> <li><input type="checkbox"/> Plan an initiation and orientation meeting</li> <li><input type="checkbox"/> Rebate check</li> </ul>	<p><b>October</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Submit Chapter Planning Report by October 1</b></li> <li><input type="checkbox"/> Literacy Alive! preparation</li> <li><input type="checkbox"/> Initiation and orientation meeting</li> </ul>
<p><b>November</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Update member info</li> <li><input type="checkbox"/> Committee chair reports</li> <li><input type="checkbox"/> Finalize Literacy Alive! proposal</li> </ul>	<p><b>December</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Social event</li> <li><input type="checkbox"/> Holiday greetings</li> <li><input type="checkbox"/> Literacy Alive! submission date for participation <b>December 3</b></li> </ul>
<p><b>January</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Executive Committee mid-year chapter assessment</li> <li><input type="checkbox"/> Rebate check</li> <li><input type="checkbox"/> Centennial Essay Contest deadline</li> </ul>	<p><b>February</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Information meeting</li> <li><input type="checkbox"/> Initiation</li> <li><input type="checkbox"/> Orientation meeting</li> </ul>
<p><b>March</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Literacy Alive! project (conducted sometime in the 2<sup>nd</sup> semester)</li> </ul>	<p><b>April</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Officer transition               <ul style="list-style-type: none"> <li> Officer duties and committees</li> <li> Preliminary chapter-event calendar</li> </ul> </li> <li><input type="checkbox"/> Update member info</li> <li><input type="checkbox"/> Literacy Alive! Project completed by <b>April 1</b></li> <li><input type="checkbox"/> Literacy Alive! Summary due by <b>April 15</b></li> <li><input type="checkbox"/> Honor graduates; end-of-year celebration</li> </ul>
<p><b>May</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> National Student Teacher/Intern of the Year Award due</li> <li><input type="checkbox"/> Distinguished Chapter Officer Award application due <b>May 13</b></li> <li><input type="checkbox"/> ACE, Program, Rising Star and Phoenix Award program applications due <b>May 15</b></li> </ul>	<p><b>June</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Year-End Summary Report due by June 1</b></li> <li><input type="checkbox"/> O. L. Davis, Jr. Counselor of Distinction Award due by <b>June 1</b></li> <li><input type="checkbox"/> Officer elections               <ul style="list-style-type: none"> <li> <b>Submit Officer Report through the Web Portal within two weeks after election, including correct term dates</b></li> </ul> </li> </ul>