
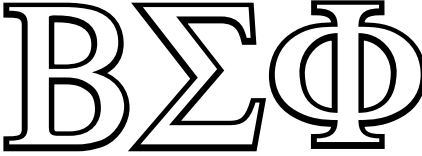


Officer's Planning Calendar May 2014 - October 2014

		MAY	JUNE	JULY
BUSINESS		<ul style="list-style-type: none"> ☞ Chapter president and vice president meet about summer rush activities. ☞ Install chapter officers. ☞ Install city council officers. 		<ul style="list-style-type: none"> ☞ Yearbook committee should be meeting to design the chapter's yearbook for the coming year.
	MAILINGS	<ul style="list-style-type: none"> ☞ Need rushing information and supplies? Contact the Rushing department. ☞ Names of members-at-large and prospective members in your area are available; provide zip codes to the Rushing department for list. 	<ul style="list-style-type: none"> ☞ Does International have your new officers? 	<ul style="list-style-type: none"> ☞ Recording Secretary's Kit sent by International. ☞ Officers Planning Packet sent to the Ritual and Exemplar presidents. (scholarship application enclosed) ☞ If you ordered programs, you should have received them by now. ☞ Vice presidents: Watch for the Fall Rush Kit this month.
	DATES & DEADLINES	<p>May 01 Photo and Poetry contests. Chapter Record Review.</p> <p>May 11 Celebrate Legacy Day.</p> <p>UPCOMING DEADLINES: June 1 Pen Pal entry form in the March/April <i>Torch</i>.</p>	<p>June 1 Pen Pal Program. June 17 Celebrate Envoy Day.</p> <p>Chapter Yardstick Suggested deadline is August 20th. (Entries will be accepted throughout the year.)</p>	
		AUGUST	SEPTEMBER	OCTOBER
BUSINESS		<ul style="list-style-type: none"> ☞ Beginning Day last Sunday in August - Start planning! This will be the time to hand out new yearbooks. ☞ Executive board should meet before the first chapter meeting in September to prepare for the year's work. 	<ul style="list-style-type: none"> ☞ The vice president and membership committee introduce membership plan of action. ☞ Mail invitations to prospective members for fall rush party. Follow up with confirming phone calls. 	<ul style="list-style-type: none"> ☞ Hold fall rush party or special meeting for rushees. ☞ Set date for Pledge Ritual.
	MAILINGS	<ul style="list-style-type: none"> ☞ Vice president should contact the Rushing department for additional rushing information. ☞ August <i>Torch</i> contains the new gift catalog and rushing information. 	<ul style="list-style-type: none"> ☞ Prospective member brochures available from the Rushing department. ☞ Fall certification sent to vice president for progression. 	<ul style="list-style-type: none"> ☞ Send membership applications to International. Allow two weeks for pin delivery. ☞ Liability insurance sent to president.
	DATES & DEADLINES	<ul style="list-style-type: none"> ☞ Last Sunday in August - Celebrate Beginning Day. 	<p>UPCOMING DEADLINES: Nov. 01 Valentine contest. Nov. 15 Yearbook contest.</p>	<p>Breast Cancer Awareness Month. UPCOMING DEADLINES: Nov. 01 Valentine contest. Nov. 15 Yearbook contest. Jan. 31 Scholarship applications due.</p>

TRADITIONAL CHAPTERS MEET AND HAVE PROGRAMS TWICE A MONTH, SEPTEMBER THROUGH MAY.
CAREER CHAPTERS MEET AND HAVE PROGRAMS ONCE A MONTH ALL YEAR, WITH SIX CULTURAL OUTINGS

Officer's Planning Calendar November 2014 - April 2015

		NOVEMBER	DECEMBER	JANUARY 2015
BUSINESS		<ul style="list-style-type: none"> ☞ Have Pledge Ritual. ☞ Start Pledge Training. ☞ Discuss the holiday party. 	<ul style="list-style-type: none"> ☞ Parties! Reminder: Every month is a good time to rush. Invite a friend to a meeting or social. <p style="text-align: center;">Happy Holidays from International</p>	<ul style="list-style-type: none"> ☞ Plan your Order of the Rose presentations for Founder's Day. Check with International for eligibility and forms needed. ☞ Invite prospective members to spring socials and meetings. ☞ Order Legacy enrollment forms for Legacies to be included in Spring/Fall Parade of Legacies.
	MAILINGS		<ul style="list-style-type: none"> ☞ Liability insurance certificates sent to president. ☞ Discounts on gift information sent to president. 	<ul style="list-style-type: none"> ☞ Spring certification sent to vice president for progression. ☞ International funds mailing to president. ☞ Vice president: Watch for the spring rush kit this month.
	DATES & DEADLINES	<p>Nov. 01 Valentine contest. Nov. 15 Yearbook contest. Upcoming Deadline: Jan. 31 Scholarship applications due.</p>	<p>Upcoming Deadline: Jan. 31 Scholarship applications due.</p>	<p>Jan. 31 Scholarship applications due. Upcoming Deadlines: Feb. 28 Last day for gift discount. May 01 Photo contest. Poetry contest.</p>
		FEBRUARY	MARCH	APRIL
BUSINESS		<ul style="list-style-type: none"> ☞ Plan for Founder's Day. ☞ Hold spring rush party or special meeting for rushees. ☞ Crown chapter's Valentine Queen. ☞ Letters sent for those eligible for Golden & Diamond Circle 	<ul style="list-style-type: none"> ☞ Elect officers and city council representatives. ☞ Make plans for Pledge Ritual for new pledges. ☞ Chapter Yardstick in the March/April Torch. 	<ul style="list-style-type: none"> ☞ Enjoy Founder's Day, April 30! ☞ Have Pledge Ritual. ☞ Start Pledge training. ☞ Special City Council meeting for nominating and elections. ☞ Plan for Legacy Day (the Saturday before Mother's Day).
	MAILINGS	<ul style="list-style-type: none"> ☞ Order gifts for Founder's Day ☞ Vice president should contact the Rushing department for additional rushing information. 	<ul style="list-style-type: none"> ☞ Founder's Day packets sent to presidents of chapters and councils (contains new theme art). ☞ Programs a la Carte listing in the March/April Torch. All programs available for download on Program Outlines online! ☞ City Council officers sheets sent by International. ☞ Chapter Record Review sent to recording secretary. 	<ul style="list-style-type: none"> ☞ Send new officers' names to International.
	DATES & DEADLINES	<p>Feb. 28 Last day for gift discount. Upcoming Deadlines: May 01 Photo contest. Poetry contest.</p>	<p>Upcoming Deadline: May 01 Photo contest. Poetry contest.</p>	<ul style="list-style-type: none"> ☞ Look for Yardstick in March/April Torch. ☞ April 30 Celebrate Founder's Day! -84 Years! <p>Upcoming Deadlines: May 01 Photo contest. Poetry contest. June 01 Pen Pal entry form in the March/April Torch.</p>