

Chapter Monthly Operations Guide

SEPTEMBER	<p>PLAN: Appropriate activities for member recruitment and member orientation. SUBMIT: Officer Roster to Central Office.</p>
OCTOBER	<p>SUBMIT: Articles, chapter information and activities to the national editor by October 10. COLLECT: Annual dues. Chapter Treasurer to prepare Chapter Membership Report. SUBMIT: Chapter Member Roster with current and permanent addresses, or Master Member Input Forms to Central Office.</p>
NOVEMBER	<p>SUBMIT: Chapter Membership Report and a check for all annual dues. Mail to the national treasurer by November 10. Send one copy of the report to Central Office.</p>
DECEMBER	<p>SUBMIT: List of Fall graduates with their permanent address any any changes in officers to Central Office by December 10.</p>
JANUARY	<p>SUBMIT: Articles, chapter information and activities to the national editor by January 10. SUBMIT: Address changes to Central Office. SEND: Legislative concerns or subjects to Central Office for consideration by the legislative committee.</p>
FEBRUARY	<p>SELECT: A Chapter Member of the Year. SELECT: Advisors for the National Advisor of the Year Award. PLAN: An event to commemorate FOUNDERS DAY, February 15.</p>
MARCH	<p>ELECT: A chapter member (sophomore or junior) as a Convention or Interim Representative, as applicable. <i>This individual must agree to attend the entire convention.</i> SENT: Representative's name and the names of two alternates, along with addresses, to Central Office. SUBMIT: Articles, chapter information and activities to the national editor by March 10.</p>
APRIL	<p>ELECT: Officers and schedule an officer transition meeting. Give incoming officers their Officer Notebooks and sign Officer Notebook Signature Forms. SUBMIT: ALL applications for scholarships, grants and awards to the national vice president.</p> <p>THESE INCLUDE: PRN Alumni Grant Miriam Fay Furlong Grant Chapter Member of the Year Award (submit for consideration as National Chapter Member of the Year) Advisor of the Year Award (submit for consideration as National Advisor of the Year) Professional Fraternities Association -- Faculty Award of Excellence (submitted by the national board) Professional Fraternities Association -- Career Achievement Award Balfour Scholarship (presented by Balfour Company)</p> <p>PRESENT: The past president with the Past President's Pin and your Chapter Member of the Year with the ATD Honor Pin.</p>
MAY	<p>SUBMIT: Annual Chapter Finance Report and a check for dues. Mail to the national treasurer by May 15. MAIL: Roster of graduating seniors with their permanent addresses to Central Office. ARRANGE: to participate in the school's orientation program for the Fall. COMPLETE AND SEND: typed Officer Reports on appropriate forms (postmarked no later than June 1, or before classes end). Send one copy to Central Office. SIGN AND MAIL: Officer Notebook Signature Form. One copy to Central Office and one copy to your chapter president by May 15. HONOR: Graduates and advisors.</p>
JUNE	<p>ATTEND: Interim Conference or National Convention.</p>