

Report	Due Date	Officer	Points Per Submission	Total Available per Year	SOA ^{1/} Award	Notes
Financial Report	15th of every month	Treasurer	100	800	13	
President's Report	15th of every month	President	100	800		
August						
Recruitment Information Report	15	Recruitment Chairman	200	400		
September						
Budget Variance	15	Treasurer	100	100	12	Report available on Billhighway
Budget for Upcoming Year	15	Treasurer	300	300	12	Report available on Billhighway
Academic Excellence Report	30	Academic Excellence Chairman	150	300	7	
Chapter Calendar	30	President	100	200		
Compliance with National Policy	30	President	150	300		
Insurance Payment	30	Treasurer	100	100	5	Billed by NT
New Member Education Program & Calendar	30	Membership Educator	400	800		
Term report	30	Recording Secretary	150	300		
October						
NPC report	1	NPC Delegate/President	100	200		
Recruitment Program	15	Recruitment Chairman	400	400	17	
Per Capita Fee	31	Treasurer	150	300	5	Billed by NT
November						
Officers Report	15	Recording Secretary	100	300		
Publicity/ <i>The Compass</i> Report	15	Historian/Public Relations Chairman	100	200		
Risk Management Report	15	Risk Manager	200	400	15	
Senior Service Application	15	Chapter Advisor	Award	Award	Award	
Historian's Semester Report	30	Historian	100	200		
December						
Alumnae Relations Report	15	Alumnae Relations Chairman	200	400	19	
Ritual Report	15	Ritual Chairman	100	200	4	
Standards Board Report	15	Standards Board	200	400		
January						
Advisory Board Report	15	Chapter Advisor	Award	Award	Award	
Recruitment Information Report	15	Recruitment Chairman	200	400		
Graduation Report	30	Recording Secretary	100	200		
Academic Excellence Report	31	Academic Excellence Chairman	150	300	7	
Chapter Calendar	31	President	100	200		
Compliance with National Policy	31	President	150	300		
New Member Education Program & Calendar	31	Membership Educator	400	800		
Term report	31	Recording Secretary	150	300		
UIFI Application Due	31	Applicant(s)	Award	Award		
February						
NPC report	31	NPC Delegate/President	100	200		
Per Capita Fee	28	Treasurer	150	300	5	Billed by NT

Growth and Development

31

Treasurer

100

100

5

Billed by NT

March						
Academic Excellence Program Template	15	Academic Excellence Chairman	400	400	17	
Recruitment Program	15	Recruitment Chairman	400	400	17	
Standards Board Program	15	Standards Board	400	400	17	
Foundation Scholarship Applications	15		Award	Award	Award	
Convention/Leadership Fees	31	Treasurer	200	200	5	Billed by NT
Leadership Consultant Visit Input	31	President	100	100		
April						
Publicity/ <i>The Compass</i> Report	15	Historian/Public Relations Chairman	100	200		
Risk Management Report	15	Risk Manager	200	400	15	
Convention Awards Application	30	Chapter Officers	Award	Award		During Convention years
Advisory Board Report	30	Chapter Advisor				
Officers Report	30	Recording Secretary	100	300		
May						
Alumnae Relations Report	15	Alumnae Relations Chairman	200	400	19	
Founders' Day Contribution	15	Treasurer				
Historian's Semester Report	15	Historian	100	200		
Ritual Report	15	Ritual Chairman	100	200	4	
Standards Board Report	15	Standards Board	200	400		
Graduation Report	30	Recording Secretary	100	200		
June						
Before They Happen						
Tavel Event Request Form	30+ Days Prior	President				
After they Happen						
Advisory Board Meeting Minutes	15 days after event	Recording Secretary	Award	Award		
Chapter Development Report	15 days after event	Vice President	100	200	16	
Depledging Report	15 days after depledge occurs or at	Membership Educator	100	200	9, 10	
Final Recruitment Results Report	Recruitment Chairman	15 days after recruitment	200	400		
Fundraising Report	15 days after event	Fundraising Chairman	100	600	18	
Initiation Report	15 days after ritual	Membership Educator	200	400	10	with \$100 fee per woman
Leadership Consultant Evaluation	15 days after end of LC visit	President and Any	n/a	n/a		
New Member Information Form	5 days after ritual	Membership Educator	200	400	9	with \$30 fee per woman
NPC Report	15 days after NPC Elections	NPC Delegate/President	100	300		
Philanthropy/Community Service Report	15 days after event	Philanthropy Chairman	100	600	14	
Recruitment Report	15 days after last recruitment event	Recruitment Chairman	200	400	9	
After an Election						
Audit	30 days after election	Treasurer	100	100	12	
Officers Report	15 days after any election	Recording Secretary	100	300		
If they Occur						
Leadership Consultant Visit Contact	21 days before visit	President				
Election to Become Alumna	Within 5 days	President				
Incident Report	48 hours after incident	Involved Members				
Referral for Suspension	Within 5 days	Chapter Advisor				send with badge

¹ All reports submitted contribute to SOA11 unless noted with "Award"
Any report can be submitted before the due date, if all information is available.