

Chapter Operations Timeline

Fall Semester

- September
 - New & returning officers should complete online Officer & Chapter update forms
 - Submit a Chapter Roster to HQ – form available online
 - Contact HQ and make sure Chapter is in good standing
 - Look for fall letter from HQ and your Regional Chapter Director
- September – November
 - Start planning for fall recruitment & initiation – forms available online
 - Start planning for fall and spring programming
 - Chapter should select two (2) outstanding members to apply for the fall scholarship program – application and criteria online
 - Chapter should start putting together application for the Outstanding Chapter Award program – application and criteria online
 - Order graduation cords/honor stoles for December graduates - online
 - Schedule officer transition meeting – if selecting new officers
- December
 - Officer Transition for spring – transition checklist available online
 - Make sure new fall initiates have been registered and dues paid
 - HQ will announce scholarship winners

Spring Semester

- January
 - Scholarship recipients will receive their awards
 - Start planning for spring recruitment & initiation – forms available online
 - New officers should complete online Officer Update Form and contact HQ with any questions or concerns
 - Follow up with HQ to make sure fall initiates were registered
- February – April
 - Outstanding Chapter Awards announced
 - HQ representatives will be attending each Regional Conference:
 - AFLV-Central, AFLV-West, NGLA, SEPA, SEIFC
 - Look for spring letter from HQ and your Regional Chapter Director
 - Send pictures and descriptions of chapter activities to HQ
 - Student Board Member position available – application & criteria online
 - Order graduation cords/stoles for spring graduates – online
 - Register spring members before the end of the semester!!
 - Schedule officer transition meeting & transition new officers for fall.