

Important Dates for CFO Correspondence

SPRING SEMESTER

| <u>Due:</u> | <u>Date:</u> |
|---|---------------------------|
| Charge Roster | January 15 th |
| Philanthropy Report | January 31 st |
| President's State of the Charge Letter | January 31 st |
| Service Fees & Convention Fees | February 15 th |
| Convention Delegate Registration | May 1 st |
| Initiation Fees (prior to Initiation or May 15 th , whichever comes first) | May 15 th |
| President's State of the Charge Letter | May 15 th |
| Philanthropy Report | May 15 th |
| Convention Fees Price Increase (invoiced on Feb. 15 th) | June 1 st |
| Scholarship Applications | June 15 th |

FALL SEMESTER

| | |
|--|----------------------------|
| Charge Roster | September 15 th |
| Convention Travel Reimbursement Form (reimbursement sent Oct. 15 th) | September 15 th |
| Service Fees | October 15 th |
| Insurance Payment (early payment due Oct. 15 th for 10% rebate) | November 1 st |
| Preamble Institute Registration | November 15 th |
| Initiation Fees (prior to Initiation or Dec. 15 th , whichever comes first) | December 15 th |

Other Important Information:

New Member Forms are due within one week start of the new member education program.

Officer Transition Forms are due one week after elections have taken place.

Alumni Newsletters are required to be sent at least twice per year.