



OPERATIONS		ENROLLMENT	ENGAGEMENT	AWARDS
SEP	<input type="checkbox"/> Chapter Officer Training	<input type="checkbox"/> Meet with Staff Contact for Fall Plan <input type="checkbox"/> Submit Chapter Initiation Info (fall)		
OCT		<input type="checkbox"/> Upload invite list for fall and/or send invites at least 6 weeks prior to initiation <input type="checkbox"/> Invite Info Sessions: 10/7 & 10/22	<input type="checkbox"/> 10/15 Fall Service Project Registration	<input type="checkbox"/> 10/01 Mary Todd Sabbatical
NOV	<input type="checkbox"/> 11/15 File IRS 990-N	<input type="checkbox"/> Invite Info Sessions: 11/6 & 11/18		<input type="checkbox"/> 11/30 Dissertation Fellowship <input type="checkbox"/> 11/30 Graduate Research Grant
DEC	<input type="checkbox"/> Set dates for winter/spring events	<input type="checkbox"/> Host Chapter Initiation (if applicable)	<input type="checkbox"/> 12/31 Fall Service Project Completion	
JAN	<input type="checkbox"/> Chapter Officer Training	<input type="checkbox"/> 1/11 National Virtual Initiation (Fall) <input type="checkbox"/> Meet with Staff Contact for Spring Plan <input type="checkbox"/> Submit Chapter Initiation Info (spring)	<input type="checkbox"/> 1/31 PKP Week Activity Registration	
FEB		<input type="checkbox"/> Upload invite list for spring and/or send invites at least 6 weeks prior to initiation	<input type="checkbox"/> 2/2-2/6 Host PKP Week Activities	<input type="checkbox"/> 2/1 Scholar & Artist Award



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MAR		<input type="checkbox"/> Invite Info Sessions: TBD	<input type="checkbox"/> 3/01 <u>PKP Week Activities Report</u>	<input type="checkbox"/> 3/15 <u>Study Abroad Grant</u>
APR		<input type="checkbox"/> Invite Info Sessions: TBD <input type="checkbox"/> Host Chapter Initiation (if applicable)		<input type="checkbox"/> 4/01 Literacy Grant <input type="checkbox"/> 4/15 <u>Fellowship Nomination</u>
MAY	<input type="checkbox"/> 5/31 <u>Update Officer Roster</u> <input type="checkbox"/> Select Student VP(s) for next year <input type="checkbox"/> Set dates for summer events (if applicable)	<input type="checkbox"/> 5/17 National Virtual Initiation (Spring)		
JUN				<input type="checkbox"/> 6/1 <u>Pioneer Award</u> <input type="checkbox"/> 6/30 <u>Love of Learning Award</u>
JUL				
AUG	<input type="checkbox"/> 8/31 <u>Chapter Annual Report</u> <input type="checkbox"/> 8/31 <u>Chapter Finance Report</u> <input type="checkbox"/> Set dates for fall events			