

CHAPTER ADVISORY BOARD: KEY DATES

BACK TO SCHOOL

- **August 15:** Back to School Retreat
- **August 31:** Beginning of School Report is due for the Chapter Greatness Checklist

WINTER

- **December 1:** Holiday Report is due for the Chapter Greatness Checklist
Scholarship season opens
- **December 15:** Chapter tax filing date
- **January:** Launch of the new MyPhiDelt membership portal and partnership with greekbill; all members will need to re-create their portal account
- **January 25:** Winter Report is due for the Chapter Greatness Checklist
- **January 25:** Roster updates are due for membership billing
- **January 31:** Membership Dues invoiced to chapter
- **January 31:** Review goals with chapter

CONFERENCE DATES

- **December 1:** McKenzie Family Presidents Leadership Conference Registration due
- **January 6–9:** Presidents Leadership Conference
- **Mid-March:** Kleberg Emerging Leaders Institute Registration opens
Faculty applications for Kleberg open
- **Mid-April:** Deadline for Faculty Applications for Kleberg
- **April 30:** Kleberg registration
Kleberg faculty deadline
- **July 30–August 2:** Kleberg

FALL

- **October 1:** Fall Report is due for the Chapter Greatness Checklist
- **October 1:** Election preparedness
- **October 1:** Risk Management Assessment for Liability Invoice due
- **November 15:** Confirm transition retreat is scheduled
- **November 15:** Prep spring budget

SPRING

- **March 1:** Spring Report is due for the Chapter Greatness Checklist
- **March 15:** Whole Man Scholarship nominees due
- **April 15:** Undergraduate Scholarship Application closes
- **April 30:** Graduate Fellowship Application closes
- **April 30:** Summer Report is due for the Chapter Greatness Checklist
- **April 30:** Fall budget prepared, rosters updated, balances paid
- **May 1:** Awards Packet due
- **May 15:** Whole Man Scholarship Application closes
- **May 15:** Chapter tax filing date
- **June 15:** PDT Nation Whole Man Scholarship application closed



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Chapter Advisory Board Key Dates

August 15: Back to school retreat that includes Phikeia Experience College and Honors College attendees sharing what they learned, goal setting for academic year, and budget

August 31: Beginning of School Report is due for the Chapter Greatness Checklist

October 1: Fall Report is due for the Chapter Greatness Checklist

October 1: Elections preparedness discussion with chapter

October 1: Risk Management Assessment for Liability Insurance Invoice due

November 15: Confirm transition retreats are scheduled and spring budget set

December 1: Holiday Report is due for the Chapter Greatness Checklist

December 1: Presidents Leadership Conference registration

December: Scholarship season opens (Undergraduate Scholarship, Whole Man Scholarship, PDT Nation Whole Man Scholarship, Graduate Fellowship)

December 15 (or May 15): Chapter tax filing

January 6–9: McKenzie Family Presidents Leadership Conference

January 25: Winter Report is due for the Chapter Greatness Checklist

January 25: Roster updates are due for membership billing

January 31: Review of goals and president shares what he learned at Presidents Leadership Conference with chapter

January 31: Membership dues invoiced to chapters

March 1: Spring Report is due for the Chapter Greatness Checklist

March 15: Whole Man Scholarship nominees due

April 15: Undergraduate Scholarship Application closes

April 30: Summer Report is due for the Chapter Greatness Checklist

April 30: Graduate Fellowship Application closes

April 30: Fall budget prepared, rosters updated, balances paid

May 1: Awards Packet due

May 15: Whole Man Scholarship Application closes

May 15 (or December 15): Chapter tax filing

June 15: PDT Nation Whole Man Scholarship Application closes
