

PHI CHI THETA
2005 - 2006 ALUMNI CALENDAR OF DUE DATES

REPORT	DUE DATE	National Postmarked		OTHER
October				
Officers' List - Fall Update	October 1			
Regional/National Report	October 1			
Membership List	October 1			
National Dues (\$60/member)	October 1			*\$50 Late Fee if Paid After October 15th
Chapter Calendar	October 1			
November				
Annual Audit	November 1			
Chapter Budget	November 1			
Make A Difference Day (Oct 23) Summary of Project Due	November 1			
March				
National Assessment Fee (\$10/member)*	March 1			*\$50 Late Fee if Paid After April 15th
April				
2006-2007 Officers' List	April 1			VPCollegiate@phichitheta.org
Founders' Day (March 6)	April 1			
May				
Signed Officer Instructions	May 1			
Signed Committee Instructions	May 1			
National Meeting Registration	May 1			
National Delegate Form	May 1			
Delegate Biography & Picture	May 1			
Professional Writing Contest	May 1			
Articles				
IRIS/Regional Newsletter Articles & Photographs	Fall - October 15 Spring - March 1			IRIS Editor
Awards and Recognition				
Honorary Member Induction (include name, address, employer and title of person)	Within 7 days after induction			President@phichitheta.org
National Key Award (include name and address of person)	Within 7 days after presentation			President@phichitheta.org ; VPCollegiate@phichitheta.org
Contributions to the Anna E Hall & Helen D Snow Scholarships	Anytime			
Contributions to the Phi Chi Theta Educational Foundation	Anytime			
Other Administrative				
Inactive Member Form	Immediately			
Change of Address, Marriage, or Death of member	Immediately			
Lost Alumni	Immediately			