

SAMPLE CALENDAR

JUNE

- Conduct annual alumni and volunteer corporation elections.
- Conduct annual alumni and volunteer corporation retreat.
- Conduct audit of chapter and alumni and volunteer corporation finances.
- Determine chapter and alumni and volunteer corporation budgets for coming school year.
- Monitor summer recruitment, Fall house occupancy, and the Fall chapter budget.

JULY

- Attend Grand Chapter Conclave even-numbered years).
- Host quarterly Alumni Advisory Board meeting.
- Finalize chapter and alumni and volunteer corporation budgets for coming school year.
- Continue summer maintenance and capital improvements.
- Mail summer issue of alumni newsletter.
- Summer chapter meeting
- Monitor chapter executive committee plans and calendar for coming year.
- Monitor summer recruitment, Fall house occupancy, and the Fall chapter budget.
- Send letter to parents of incoming new members.

AUGUST

- Hold annual Alumni Advisory Board Retreat
- Hold Advisor/Chapter Officer one-on-one meetings following the Retreat
- Conduct recruitment clinic for new members.
- Monitor summer recruitment, Fall house occupancy, and the Fall chapter budget.
- Conduct annual risk management education with chapter.

SEPTEMBER

- Monitor Fall academics and Fall chapter budget.
- Coordinate annual kick-off retreat for the entire chapter (include candidates).

OCTOBER

- Host Quarterly Alumni Advisory Board Meeting.
- Monitor Fall academics and Fall chapter budget.

NOVEMBER

- Monitor GreekLifeEdu participation, Fall academics and Fall chapter budget.
- Plan for officer elections and officer transition.
- Register for College of Chapters.

DECEMBER

- Monitor Fall academics, Spring recruitment, Spring house occupancy, Spring chapter budget and chapter facility preparation for Winter break.
- Hold officer elections

JANUARY

- Host quarterly Alumni Advisory Board Meeting.
- Conduct chapter executive officer transition retreat.
- Monitor chapter officer elections, Spring recruitment, academics, house occupancy, and Spring chapter budget.

FEBRUARY

- Monitor Spring recruitment, Spring academics, and Spring chapter budget.
- Plan for Helping Hand Initiative.

MARCH

- Monitor Spring academics, chapter budget and the Pursuit of Excellence documentation.
- Assist chapter in conducting Pursuit of Excellence self-assessment session.
- Plan for Helping Hand Initiative participation.

APRIL

- Host quarterly Alumni Advisory Board meeting.
- Monitor GreekLifeEdu participation, Spring academics, chapter budget and the Pursuit of Excellence documentation.
- Conduct Helping Hand Initiative event.
- Register for Sigma Nu Grand Chapter (even-numbered years).

MAY

- Host annual Spring alumni event.
- Monitor Spring academics, chapter budget, chapter facility move out, and summer facility preparation.
- Register for Sigma Nu Grand Chapter (even-numbered years).