Important chapter dates to schedule NOW

- First executive board meeting, meeting of individual committees and general membership meeting
  (Tip: at the first meeting, have members bring their class and work schedules and schedule all meetings for the upcoming year – the entire year if possible)
- First chapter meeting
  (Be sure to share conference information with your chapter advisor and all chapter members!)
- Advisor meeting
- Selection training session and official selection meeting
- Approval to tap received from National Office
- Tapping
- New member orientation
- New member initiation
- New officer election
- New member chapter and officer transition
- All existing chapter traditions
- Mortar Board Week events (Week containing February 15)

Important deadlines for your chapter to meet

Required chapter reports:
Each of these forms must be completed by the deadline for your chapter to remain in good standing nationally and be eligible for national awards.

- Chapter Action Plan - October 15 (Person responsible: president and membership chair)
- Official Membership Report (OMR) – two weeks BEFORE tapping! (membership chair and president)
- Final OMR and all fees, including conference fee – immediately after initiation but no later than May 15 (membership chair, president and treasurer)
- Chapter Finance Report - May 15 (treasurer)
- Chapter Annual Report - May 15 (president)
- Advisor Annual Report - May 15 (advisor)
- National Conference registration - May 15 (president)
- New Officer Report Form - May 15 (president)

Optional chapter opportunities:

- Chapter Project Grant application - October 15 (president or treasurer)
- Alumni Award Nomination form - November 15 (any member)
- Mortar Board National Fellowship application - January 31 (any member)
- Excellence in Advising Nomination form - March 15 (any member)
- Golden Torch Award Nomination form - May 15 (president or advisor)
- Project Excellence Award Nomination form - May 15 (president or advisor)
- Most Improved Chapter Award Nomination form - May 15 (president or advisor)
- Winter Mortar Board Forum Submissions - December 1 (director of communications or secretary)
- Spring Mortar Board Forum Submissions - April 1 (director of communications or secretary)
- Spring/Summer Mortar Board Forum Submissions - August 15 (director of communications or secretary)