

September

To: [ALL CHAPTER MEMBERS] CC: [Chapter Advisors]

SUBJECT: September Meeting Reminder, Action Items, and More...

Hello members,

[Optional, add in a warm greeting & personal touch statement here]. *Ex. Welcome back to campus! I hope the start of the year has been smooth and you are finding your way back into a routine. On behalf of the executive board, we are so excited to get this Mortar Board year going.*

As a reminder, our next meeting is on **[date]** from **[enter time]**. **Attached is the meeting agenda!** Please review and come ready to add your thoughts for our Chapter Action Plan and brainstorm ideas to increase our chapter visibility.

Chapter Action Items

- ☐ **EXAMPLE:** Review our upcoming events & **sign up for at least 1-2 by Sept. 4**

Chapter Events

- **EXAMPLE:** Tabling at the Student Union - Sept. 10 from 10AM – 2PM
- [Add as many as you'd like. As many dates as you have planned, keep the most urgent and upcoming at the top of the list]

National Events

- **Mortar Board Book Club (via Zoom)** – September 23 at 6:30 CST ([RSVP HERE](#))
- **Mortar Board Week of Service** – October 20-26
- **Graduate Fellowship Applications Open** – November 15
- **Special National Conference (SNC)** – Sunday, January 25, 2026
- **Virtual Advisor Meet-Up (Advisors Only)** – [Join Here](#) (no sign up required)
 - Sept. 10 | 3:00pm ET / 2:00pm CT – Setting Up for a Strong Year
 - Oct. 9 | 2:00pm ET / 1:00pm CT – Programming & Traditions Panel
 - Nov. 18 | 4:00pm ET / 3:00pm CT – Recruitment & Selection Panel
 - December 12 | 12:00pm ET / 11:00am CT – Holiday Social

If you have any questions or concerns about our meeting, feel free to reach out to me at any time!

See you soon,

[Name]

October

To: [ALL CHAPTER MEMBERS] CC: [Chapter Advisors]

SUBJECT: October Meeting Reminder, Action Items, and More...

Hello members.

[Optional, add in a warm greeting & personal touch statement here] See September for an example.

As a reminder, our next meeting is on [date] from [enter time]. **Attached is the meeting agenda!** Please review and come ready to add your feedback of September's campus visibility initiatives and how we can continue our momentum in October, ideas for Week of Service (October 20-26), and beginning to map out a successful spring recruitment.

Chapter Action Items

- ☐ **EXAMPLE:** Review our upcoming events & **sign up for at least 1-2 by Sept. 4**

Chapter Events

- **EXAMPLE:** Tabling at the Student Union - Sept. 10 from 10AM – 2PM

National Events

- **Mortar Board Week of Service** – October 20-26
- **Graduate Fellowship Applications Open** – November 15
- **Special National Conference (SNC)** – Sunday, January 25, 2026
- **Virtual Advisor Meet-Up (Advisors Only)** – [Join Here](#) (no sign up required)
 - Sept. 10 | 3:00pm ET / 2:00pm CT – Setting Up for a Strong Year
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 - December 12 | 12:00pm ET / 11:00am CT – Holiday Social

If you have any questions or concerns about our meeting, feel free to reach out to me at any time!

See you soon,

[Name]

November

To: [ALL CHAPTER MEMBERS] CC: [Chapter Advisors]

SUBJECT: November Meeting Reminder, Action Items, and More...

Hello members.

[Optional, add in a warm greeting & personal touch statement here] See September for an example.

As a reminder, our next meeting is on [date] from [enter time]. **Attached is the meeting agenda!** Please review and come ready to share your ideas to begin planning for a successful recruitment. We will also have a discussion on belonging and check-in with how we are doing as a chapter. [Special Guest [xx] will be joining us to support our conversations on belonging DELETE if you do not have a guest speaker].

Chapter Action Items

- ❑ **EXAMPLE:** Review our upcoming events & **sign up for at least 1-2 by Sept. 4**

Chapter Events

- **EXAMPLE:** Tabling at the Student Union - Sept. 10 from 10AM – 2PM

National Events

- **Graduate Fellowship Applications Open** – November 15
- **Special National Conference (SNC)** – Sunday, January 25, 2026
- **Virtual Advisor Meet-Up (Advisors Only)** – [Join Here](#) (no sign up required)
 - Sept. 10 | 3:00pm ET / 2:00pm CT – Setting Up for a Strong Year
 - Oct. 9 | 2:00pm ET / 1:00pm CT – Programming & Traditions Panel
 - Nov. 18 | 4:00pm ET / 3:00pm CT – Recruitment & Selection Panel
 - December 12 | 12:00pm ET / 11:00am CT – Holiday Social

If you have any questions or concerns about our meeting, feel free to reach out to me at any time!

See you soon,

[Name]

December

To: [ALL CHAPTER MEMBERS] CC: [Chapter Advisors]

SUBJECT: December Meeting Reminder, Action Items, and More...

Hello members.

[Optional, add in a warm greeting & personal touch statement here] See September for an example.

As a reminder, our next meeting is on [date] from [enter time]. **Attached is the meeting agenda!** Please review and come ready to sign up and discuss plans for Special National Conference, and CELEBRATE a successful fall semester.

Chapter Action Items

- **EXAMPLE:** Review our upcoming events & **sign up for at least 1-2 by Sept. 4**

Chapter Events

- **EXAMPLE:** Tabling at the Student Union - Sept. 10 from 10AM – 2PM

National Events

- **Graduate Fellowship Applications ARE OPEN** – Closing March 2026
- **Special National Conference (SNC)** – Sunday, January 25, 2026
- **Virtual Advisor Meet-Up (Advisors Only)** – [Join Here](#) (no sign up required)
 - Sept. 10 | 3:00pm ET / 2:00pm CT – Setting Up for a Strong Year
 - Oct. 9 | 2:00pm ET / 1:00pm CT – Programming & Traditions Panel
 - Nov. 18 | 4:00pm ET / 3:00pm CT – Recruitment & Selection Panel
 - December 12 | 12:00pm ET / 11:00am CT – Holiday Social

If you have any questions or concerns about our meeting, feel free to reach out to me at any time!

See you soon,

[Name]