

CHAPTER/COLONY "A"'s REFERENCE SHEET

*PLEASE KEEP THIS FOR FUTURE REFERENCE
AND PASS IT ON TO YOUR SUCCESSOR-IN-OFFICE*

AUGUST 1	"E":	Fall/Winter <i>Quarterly</i> material, Keeping In Touch, Farewell & Parting, (NO CAMPUS SCENE and NO FEATURETTES) Magazine out in November.
OCTOBER 15	"C":	Hold-over & New Associate List, & Fall Membership List
NOVEMBER 1	"C"	"BB" Election/Re-election (in non-convention years)
DECEMBER 1	"C"	ABT List (it is required by the Constitution that each chapter have an ABT) & House Corporation List. If you do not have one, or its membership is identical to that of your ABT, please indicate so on the form)
	"E":	Winter/Spring <i>Quarterly</i> Material (Campus Scene , Keeping In Touch, Farewell & Parting) Magazine out Feb/Mar
DECEMBER 31	"BB":	"BB" Semi-annual report
FEBRUARY 15	"C"	Spring Membership List
MARCH 1	"E":	Spring/Summer <i>Quarterly</i> Material (FEATURETTES instead of Campus Scene , Keeping In Touch, Farewell & Parting) Magazine out May/June
APRIL 15	"C":	Graduates List, Associate Member Status Report, Summer Addresses of Officers & House Plans
APRIL 30	"BB":	"BB" Semi-annual Report
MAY 1	"C":	Annual History
	"E":	Summer/Fall <i>Quarterly</i> Material (Campus Scene, Chapter Luminary, Keeping In Touch, Farewell & Parting) Magazine out in August

REMEMBER: BEFORE A MAN CAN BE INITIATED, the following **MUST** all be received in the Headquarters and acknowledged by the Executive Director:

1. His associate member dues of \$100
2. His initiation dues of \$205
3. His Personnel Record Form

This is designed to stop chapters from passing a debt on to future brothers. There is a **\$25 fine per initiate** for violating this policy. **It is required that the names and date of initiation** of everyone who did go through the Ritual be turned in with the Chapter Meeting Report for the meeting following the initiation for verification, and we will then return the initiation dues by check to the chapter for those individuals who did not go through initiation. Only after the man is fully enrolled will his shingle be ordered.

January 2010