

# A YEAR IN THE LIFE

## OF A BETA THETA PI CHAPTER

### CHAPTER REPORTING CALENDAR

#### JULY (2023)

31 Fall dues billed to chapter

#### AUGUST

- 15 Semester schools: Spring Grade Reports due
- 27 Virtual Advisor Academy
- 30 August Volunteer Lunch and Learn

#### SEPTEMBER

- 15 Quarter schools: Spring Grade Reports due
- 27 September Volunteer Lunch and Learn
- 30 Men of Principle Grant 2023-24 application due

#### OCTOBER

- 01 Roster adjustments deadline for refunding fees
- 02 Beta Brotherhood Assessment survey opens
- 02 Beta Volunteer Assessment survey opens
- 14 Des Moines Volunteer Regional Drive-In
- 15 Presidents Academy registration opens
- 15 Keystone Conference registration opens
- 25 October Volunteer Lunch and Learn

#### NOVEMBER

- 05 Beta Brotherhood Assessment survey closes
- 05 Beta Volunteer Assessment survey closes
- 29 November Volunteer Lunch and Learn

#### DECEMBER

- 02 Tampa Volunteer Regional Drive-In
- 06 Presidents Academy registration closes
- 06 Keystone Conference registration closes
- 10 Update university/chapter/housing profiles
- 10 Update chapter officers list
- 31 All schools billed for insurance, spring dues and heritage fees

#### JANUARY (2024)

- 15 All schools: Fall End-of-Term Report due

#### FEBRUARY

- 01 Wooden Institute registration opens
- 07 Founders Commemoration Ceremony

#### MARCH

- 01 Roster adjustments deadline for refunding fees
- 15 Magazine Chapter Report due
- 15 All schools: Fall Grade Reports due
- 28 Chapters billed for Convention registration fees

#### APRIL

- 01 UIFI scholarship applications deadline
- 15 Foundation Merit Scholarship applications due
- 15 All General Fraternity awards applications due

- 15 Wooden Institute registration deadline
- 15 Form 990 and accounting certification letter submission deadline for non-Billhighway chapters

#### MAY

- 01 Report graduating seniors on roster maintenance
- 01 Graduating seniors: Complete Volunteer Interest Form
- 15 Quarter schools: Winter End-of-Term Reports due
- 15 2023-24 Men of Principle Scholarship recipients information due

#### JUNE

- 01 Update chapter officers list
- 01 All other reporting needs for SCOE due
- 05 185th General Convention – delegate registration deadline
- 15 Semester schools: Spring End-of-Term Reports due
- 15 Quarter schools: Winter Grade Reports due
- 30 185th General Convention – attendee registration deadline

#### JULY

- 15 Quarter schools: Spring End-of-Term Reports due
- 19 All fees/assessments must be paid prior to Convention in order for delegates to be eligible to vote

### LEADERSHIP DEVELOPMENT OPPORTUNITIES

#### PRESIDENTS ACADEMY

January 5-7, 2024  
Chicago, Ill.

#### UNDERGRADUATE INTERFRATERNITY INSTITUTE

Session 1: May 2024  
Session 2: May 2024  
Session 3: July 2024  
Bloomington, Ind.

#### WOODEN INSTITUTE

Session 1: June 1-4, 2024  
Session 2: June 8-11, 2024  
Session 3: June 22-25, 2024  
Oxford, Ohio

#### KEYSTONE CONFERENCE

Session 1: January 19-21  
Session 2: January 26-28  
Locations TBA

#### 185TH GENERAL CONVENTION

July 2024  
Oxford, Ohio

### REPORTING REMINDERS

- Maintain up-to-date membership and officer rosters as changes occur.
- All Grade Reports are due within 90 days of the end of the term.
- All End-of-Term-Reports are due within 30 days of the end of the term.
- Register all new members within 72 hours of joining – either the first new member function (ceremony, meeting, orientation, etc.) or moving into the chapter house.
- Report all initiations online within 72 hours of the ceremony.
- Report all potential risk management incidents within 24 hours.
- Authorized chapter officers for online reporting include president, executive vice president, vice president of brotherhood, vice president of administration, vice president of education, vice president of finance and vice president of recruitment.

### FINANCIAL INFORMATION

- If payment in full is not received within 30 days of the billing date, a delinquent chapter will incur the standard finance charge of 1.5% per month [Chapter X, Section 2 of The Code]. Exception: dues, heritage fees and insurance fees are billed on August 31 and December 31 to allow for adequate chapter planning, but are not due for 60 days.
- Keystone Conference fees are billed in \$215 installments from September 30 to February 28 for six officer registrations.
- File Form 990 with the IRS by the 15th day of the fifth month following a chapter's fiscal year end.