

# A YEAR IN THE LIFE

## OF A BETA THETA PI CHAPTER

### CHAPTER REPORTING CALENDAR

#### JUNE

- 01 Update chapter officers list
- 01 187th General Convention — delegate registration deadline
- 15 Semester schools: Spring End of Term Reports due
- 15 Quarter schools: Winter End of Term Reports due
- 17 June Volunteer Lunch and Learn
- 30 187th General Convention — attendee registration deadline

#### JULY

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

#### AUGUST

- 15 Semester schools: Spring Academic Reports due
- 26 August Volunteer Lunch and Learn
- 30 Keystone Conference Billing

#### SEPTEMBER

- 04 New Member Education Assessment due
- 15 Quarter schools: Spring Academic Reports due
- 27 Virtual Advisor Academy
- 30 Men of Principle Grant 2026-27 application due
- 30 Roster adjustments deadline for refunding fees (all schools)
- 30 Keystone Conference Billing

#### OCTOBER

- 01 All chapters be billed for dues, heritage and insurance fees.
- 09 Beta Brotherhood Assessment survey opens
- 09 Beta Volunteer Assessment survey opens
- 31 Keystone Conference Billing

#### NOVEMBER

- 02 Presidents Academy and Keystone Conference registration opens
- 02 Beta Brotherhood Assessment survey closes
- 02 Beta Volunteer Assessment survey closes
- 18 November Volunteer Lunch and Learn
- 30 Chapters billed for Presidents Academy registration fees
- 30 Keystone Conference Billing

#### DECEMBER

- 09 Presidents Academy and Keystone Conference registration closes
- 10 Update university/chapter/housing profiles
- 10 Update chapter officers list
- 31 Keystone Conference Billing

#### JANUARY (2027)

- 15 Fall End-of-Term Report due
- 31 Chapters billed for Keystone registration fees

#### FEBRUARY

- 07 Founders Commemoration Ceremony
- 28 Chapters billed for Convention registration fees
- 28 Roster adjustments deadline for refunding fees (all schools)
- 28 Deadline for TIA Affordability Scholarship Applications

#### MARCH

- 01 All schools billed for insurance, spring dues and heritage fees
- 08 Wooden Institute registration opens
- 15 Magazine Chapter Report due
- 15 Fall Academic Reports due
- 31 March Volunteer Lunch and Learn

#### APRIL

- 15 UIFI scholarship applications deadline
- 15 Foundation Merit Scholarship applications due
- 15 All General Fraternity awards applications due
- 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
- 03 Wooden Institute registration deadline
- 15 Quarter schools: Winter End-of-Term Reports due
- 15 2026-2027 Men of Principle Scholarship recipients information due

### LEADERSHIP DEVELOPMENT OPPORTUNITIES

#### PRESIDENTS ACADEMY

January 7-8, 2027  
Chicago, Ill.

#### KEYSTONE CONFERENCE

January 8-10, 2027  
Chicago, Ill.

#### Required Attendees:

Chapter President  
V.P. Brotherhood  
V.P. Recruitment  
V.P. Education  
Member Education Advisor

#### UNDERGRADUATE INTERFRATERNITY INSTITUTE

**Session 1:** May 2027  
*Dates and location TBA*

**Session 2:** June 2027  
*Dates and location TBA*

**Session 3:** July 2027  
*Dates and location TBA*

#### WOODEN INSTITUTE

**Session 1:** June 5-8, 2027  
**Session 2:** June 12-15, 2027  
**Session 3:** June 26-29, 2027  
Oxford, Ohio

#### 188TH GENERAL CONVENTION

July 29-August 1, 2027  
Houston, TX

#### Required Attendees:

Chapter President  
V.P. Administration

### REPORTING REMINDERS

- Maintain up-to-date membership and officer rosters as changes occur.
- All academic information is 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]. Fall dues, heritage fees and insurance fees are billed October 01 (all schools) to allow for roster maintenance by September 30. Spring dues, heritage fees and insurance fees are billed March 01 (all schools) to allow for roster maintenance by February 28th.
- Keystone Conference fees are billed in \$325 monthly installments from August 30th to December 31st for five officer registrations (4 winter, 1 summer).