

A YEAR IN THE LIFE

OF A BETA THETA PI CHAPTER

CHAPTER REPORTING CALENDAR

JULY (2025)

- 16 All fees/assessments must be paid prior to Convention in order for delegates to be eligible to vote
- 31 Semester schools: Billed for insurance, fall dues and heritage fees

AUGUST

- 15 Semester schools: Spring Grade Reports due
- 15 New Member Education Assessment due
- 27 August Volunteer Lunch and Learn
- 31 Quarter schools: Billed for insurance, fall dues and heritage fees

SEPTEMBER

- 15 Quarter schools: Spring Grade Reports due
- 24 September Volunteer Lunch and Learn
- 30 Men of Principle Grant 2025-26 application due
- 30 Roster adjustments deadline for refunding fees (all schools)

OCTOBER

- 10 Beta Brotherhood Assessment survey opens
- 10 Beta Volunteer Assessment survey opens
- 26 Virtual Advisor Academy
- 29 October Volunteer Lunch and Learn

NOVEMBER

- 03 Beta Brotherhood Assessment survey closes
- 03 Beta Volunteer Assessment survey closes
- 03 Presidents Academy and Keystone Conference registration opens

- 19 November Volunteer Lunch and Learn
- 30 Chapters billed for Presidents Academy registration fees

DECEMBER

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

JANUARY (2026)

- 15 Fall End-of-Term Report due
- 28 January Volunteer Lunch and Learn
- 31 Chapters billed for Keystone registration fees

FEBRUARY

- 07 Founders Commemoration Ceremony
- 16 Wooden Institute registration opens
- 25 February Volunteer Lunch and Learn
- 28 Chapters billed for Convention registration fees
- 28 Roster adjustments deadline for refunding fees (all schools)

MARCH

- 13 Wooden Institute early bird registration ends
- 15 Magazine Chapter Report due
- 15 Fall Grade Reports due
- 25 March Volunteer Lunch and Learn

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
- 29 April Volunteer Lunch and Learn

MAY

- 01 Report graduating seniors on roster maintenance
- 01 Graduating seniors: Complete Volunteer Interest Form
- 03 Virtual Advisor Academy
- 15 Quarter schools: Winter End-of-Term Reports due
- 15 2024-25 Men of Principle Scholarship recipients information due
- 27 May Volunteer Lunch and Learn

JUNE

- 01 Update chapter officers list
- 01 All other reporting needs for SCOE due
- 01 187th General Convention — delegate registration deadline
- 15 Semester schools: Spring End-of-Term Reports due
- 15 Quarter schools: Winter Grade Reports due
- 24 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

LEADERSHIP DEVELOPMENT OPPORTUNITIES

PRESIDENTS ACADEMY

January 8-9, 2026
Chicago, Ill.

KEYSTONE CONFERENCE

January 9-11, 2026
Chicago, Ill.

UNDERGRADUATE INTERFRATERNITY INSTITUTE

Session 1: May 2026
Session 2: June 2026
Session 3: July 2026
Indianapolis, Ind.

WOODEN INSTITUTE

Session 1: May 30-June 2, 2026
Session 2: June 6-9, 2026
Session 3: June 13-16, 2026
Oxford, Ohio

187TH GENERAL CONVENTION

JULY 30 – AUGUST 2, 2026
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: Fall dues, heritage fees and insurance fees are billed July 31 (semester schools) and August 31 (quarter schools) to allow for adequate chapter planning and roster maintenance by September 30. Spring dues, heritage fees and insurance fees are billed December 31 (all schools) to allow for roster maintenance by February 28.
- Keystone Conference fees are billed in \$315 monthly installments from September 30 to January 31 for five officer registrations (4 winter, 1 summer).