

# A YEAR IN THE LIFE

## OF A BETA THETA PI CHAPTER

### CHAPTER REPORTING CALENDAR

#### JULY (2025)

- 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  
28 Virtual Advisor Academy  
30 Men of Principle Grant 2025-26 application due  
30 Roster adjustments deadline for refunding fees (all schools)

#### OCTOBER

- 20 Beta Brotherhood Assessment survey opens  
20 Beta Volunteer Assessment survey opens  
29 October Volunteer Lunch and Learn

#### NOVEMBER

- 03 Presidents Academy and Keystone Conference registration opens  
14 Beta Brotherhood Assessment survey closes  
14 Beta Volunteer Assessment survey closes  
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 Spring End-of-Term Reports due  
22 All fees/assessments must be paid prior to Convention in order for delegates to be eligible to vote

### 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).