

# SAI Fraternity Calendar

**NOTE: Several dates are DUE dates! Please check to make sure they are sent prior to date listed!**

NH – National Headquarters  
NVP-AC – National Vice President, Alumnae Chapters  
NVP-CC – National Vice President Collegiate Chapters  
RO – Regional Officer  
PO – Province Officer

All scholarship applications **must be POSTMARKED**  
by date listed

Please mail **all SAI Philanthropies, Inc.** correspondence to NH

**Collegiate chapters must send the  
SAI Hazing and Substance Abuse Policy Agreement  
to NH each semester**

**TEMPO!** Chapter Comment:  
Check <http://www.sai-national.org> for current editors

**SEND COPIES AS DIRECTED ON EACH FORM.**

## July

### **July 15**

Submit Chapter Comment articles for Tempo! newsletter

## August

Chapter List of Members sent out by NH for corrections

## September

Review Fraternity Education Calendar  
Start preparation of Yearbook Directories

### **September 30**

Collegiate Budget Report (with BANK statement)  
Collegiate Chapter List of Members -  
return corrected list to NH along with Chapter Dues

## October

Annual Service Charge and Insurance Liability  
Assessment to be paid

### **October 1**

Submit Chapter Comment articles for Tempo! newsletter

### **October 15**

Alumnae Chapter President's Fall Report  
Province Officer Official Visit Schedule sent by PO

## November

### **November 1**

Yearbook Directories - Follow instructions from Director

## December

### **December 15**

Collegiate President Interim Report to PO  
List of 1<sup>st</sup> Semester Graduating Seniors to NH

## January

### **January 1**

Collegiate Chapter Bylaws Report - email Form and Bylaws  
to the following officers:

**Collegiate:** to NVP-CC, NH, Bylaws Director, PO

### **January 30**

Submit Chapter Comment articles for Tempo! newsletter

## February

### **February 1**

Kennedy Center Internship

**NH sends award form to Music Department Heads:**

- Collegiate Honor Award
- Scholastic Award

## March

Collegiate Convention Fund Charges to be paid

Sword of Honor Nominations

Hold Officer Elections

### **March 1**

Impact Project Grant Applications

### **March 15**

Submit Chapter Comment articles for Tempo! newsletter  
Alumnae Chapter Bylaws Report - email Form and Bylaws  
to the following officers:

**Alumnae:** to NVP-AC, NH, Bylaws Director, PO

### **Philanthropies Applications: (send to NH)**

- Career Performance Grant
- Conducting Scholarship for Graduates
- Doctoral Grant
- Music Business/Technology Scholarship
- Music Education Scholarship for Graduate Students
- Music Theater Scholarship
- Music Therapy Scholarship
- Musicians with Special Needs Scholarship
- Summer Music Scholarships
- Undergraduate Scholarships

**Always consult the SAI website for current dates or changes. [www.sai-national.org](http://www.sai-national.org)**

## **April**

Plan for Senior Commitment Ceremony and transition  
to Alumnae Association

### **April 1**

National Collegiate Leadership Award Nomination

### **April 15**

Collegiate Chapter Officers List  
School Information Form

## **May**

### **May 1**

Inter-American Music Awards – (*May 2011*)

### **May 15**

#### **Collegiate:**

Collegiate President's Annual Report  
Collegiate Ritual Check Sheet to PO  
Collegiate Service Project Award  
Collegiate Treasurer's Annual Report (with BANK statement)  
National Collegiate Treasurer Award Nomination  
National Outstanding Advisor Award  
List of 2<sup>nd</sup> Semester Graduating Seniors to NH

## **June**

### **June 1**

#### **Alumnae:**

President's Annual Report  
Alumnae Service Project Report  
Treasurer's Annual Report (with BANK statement)  
Alumnae Ritual Report  
Alumnae Ritual Check Sheet to PO  
Alumnae Chapter Report of Delinquency  
Alumnae Chapter Officers List  
National Alumnae Leadership Award Nomination

#### **Collegiate:**

Collegiate Chapter Report of Delinquency

#### **Province Officers:**

Collegiate Chapters Annual Report and check sheet  
Collegiate Province Leadership Award Recipient  
Collegiate Chapter Province Achievement Award  
Nomination  
National Collegiate Treasurer Award  
Collegiate Chapter President Reports

#### **Other Annual Reports:**

Directors & Chairmen - send to appropriate officers, NH  
Philanthropies Project Directors - send to appropriate  
officers, NH

### **June 15**

#### **Alumnae:**

National Alumnae Treasurer Award Nomination

#### **Province Officer:**

Alumnae Chapter Province Achievement Award  
Nomination  
National Alumnae Leadership Award  
Alumnae Service Project Nominees  
Alumnae Chapter Province Achievement Award  
Alumnae Chapter - Annual Report and check sheet

### **June 30**

#### **Province Officer:**

National Alumnae Treasurer Award

#### **Miscellaneous:**

Alumnae Association renewals may now be done on our  
secure website at [www.sai-national.org/shop](http://www.sai-national.org/shop)

Chapter Outreach Grant Applications  
– may be sent to NH at any time

Project Seed Grants for Alumnae Chapters  
– may be sent to NH at any time

Report of Deceased Members  
– may be sent to NH at any time

**Collegiate chapters must send the SAI Hazing and Substance  
Abuse Policy Agreement to NH each semester**

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