

Updated SAI Fraternity Calendar 2018-2019

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

NH – National Headquarters
RO – Regional Officer
PO – Province Officer
OP – Officer Portal

All scholarship applications **must be SUBMITTED** online

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

TEMPO! Chapter Comment:

Check www.sai-national.org for current editors

As development continues on the Officer Portal, reports & forms submissions may be adjusted on the calendar.



July 15

Submit Chapter Comment articles for Tempo! newsletter



Annual billing to chapters for assessments & fees -
Annual Service Charge* & Insurance Liability*
Collegiate Convention Fund*



September 1

School Information Form - submit on Officer Portal
Review Fraternity Education Calendar
Convention Delegate reports to the chapter
Start preparation of optional Yearbook Directories

September 30

Collegiate Budget Report (attach BANK statement) -
submit on Officer Portal, reminder-dues increase to \$40



October 1

Submit Chapter Comment articles for Tempo! newsletter
Collegiate Chapter Roster Changes & Member Updates-
submit on Officer Portal; when invoiced, submit Chapter Dues
to NH

Province Officer - submit OV Schedule on Officer Portal

October 15

Alumnae Chapter President's Fall Report -
submit on Officer Portal



November 1

Collegiate Chapter Bylaws Report (attach Bylaws and
Appendix C) – submit on Officer Portal
Optional Yearbook Directories - Follow instructions from
Director



December 1

Collegiate President Interim Report - submit on Officer Portal

December 15

1st Semester Graduating Seniors - submit on Officer Portal



January 30

Submit Chapter Comment articles for Tempo! newsletter



NH sends award information to Music Department Heads for:
Collegiate Honor Award & Scholastic Award
Hold Officer Elections



March 1

Sword of Honor Nominations, Collegiate

March 15

Submit Chapter Comment articles for Tempo! newsletter
Alumnae Chapter Bylaws Report (attach Bylaws) – submit
on Officer Portal



Plan for Senior Commitment Ceremony & transition
to Alumnae Association

April 1

National Collegiate Leadership Award Nomination

April 15

Collegiate Treasurer's Annual Report (attach BANK
Statement-submit on Officer Portal)

Cont'd, SAI Fraternity Calendar 2018-2019



May 1

Collegiate President's Annual Report-submit on Officer Portal

May 15

Collegiate:

Collegiate Ritual Check Sheet to PO

Collegiate Service Project Report to PO

National Outstanding Advisor Award Nomination to NH

2nd Semester Graduating Seniors - submit on Officer Portal

Collegiate Chapter Officers Changes – **ONLY** update on Officer Portal **after** all Annual Reports submitted **AND approved**



June 1

Alumnae:

President's Annual Report - submit on Officer Portal

Alumnae Service Project Report

Treasurer's Annual Report (with BANK statement) - submit on Officer Portal

Alumnae Ritual Report - submit on Officer Portal

Alumnae Ritual Check Sheet to PO

Alumnae Chapter Report of Delinquency

Alumnae Chapter Officers Changes - **ONLY** update on Officer Portal **after** all Annual Reports submitted **AND approved**)

National Alumnae Leadership Award Nomination

Collegiate:

Collegiate Chapter Report of Delinquency

June 10

Province Officers:

Collegiate Chapters Annual Report and check sheet

Collegiate Province Leadership Award Recipient

Collegiate Chapter Province Achievement Award Nomination

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

Other Annual/Triennial Reports:

Directors & Chairmen - send to appropriate officers, NH

Philanthropies Project Directors - send to appropriate officers, NH

Regional Officers, June 25



Miscellaneous:

Sigma Alpha Iota National Headquarters

One Tunnel Road, Asheville, NC 28805

828-251-0606; 828-251-0644 (fax)

Office Hours: Monday – Friday 9AM to 5PM E.S.T.

Email: nh@sai-national.org

Officer Portal: op.sai-national.org

National Website: www.sai-national.org

Alumnae Association fees and donations to SAI

Philanthropies, Inc. may be paid by individuals on their secure, personal link. Ask National Headquarters.

Chapter orders for supplies can be done by the treasurer through the Officer Portal.