

# SAI Fraternity Calendar 2019-20



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

COLLEGIATE CHAPTERS	ALUMNAE CHAPTERS	REGIONAL/ PROVINCE OFFICERS	ALL	NH – National Headquarters RO – Regional Officer PO – Province Officer OP – Officer Portal
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\*REPORTS SUBMITTED ON OFFICER PORTAL – [op.sai-national.org](http://op.sai-national.org)  
\*\*SCHOLARSHIP APPLICATIONS ARE SUBMITTED ONLINE

NOTE: Reports and forms submission deadlines may be adjusted at any time. Always consult the Officer Portal for current dates or changes.

July	<b>JULY 15</b> Tempo! submission Check SAI website for current editors.				
August	Annual assessment & fees billed to chapters: Service Charge, Insurance Liability, Collegiate Convention Fund	Review Fraternity Calendar	Start preparation of optional Yearbook Directories - Follow instructions on OP	Convention delegate reports to chapter	
September	<b>SEPT. 1</b> School Information Form*	<b>SEPT. 30</b> Budget Report (attach BANK statement)* - national dues are \$40			
October	<b>OCT. 1</b> Tempo! submission Check SAI website for current editors.	<b>OCT. 1</b> Update Chapter Roster* - submit dues to NH	<b>OCT. 1</b> Schedule of Official Visits	<b>OCT. 15</b> President's Fall Report*	
November	<b>NOV. 1</b> Bylaws Report* (attach bylaws & Appendix C)	<b>NOV. 1</b> Optional Yearbook Directories due			Sigma Alpha Iota National Headquarters One Tunnel Road, Asheville, NC 28805 828-251-0606 828-251-0644 (fax) <b>Office Hours:</b> Mon. – Fri. 9AM to 5PM E.S.T. <b>Email:</b> <a href="mailto:nh@sai-national.org">nh@sai-national.org</a> <b>Officer Portal:</b> <a href="http://op.sai-national.org">op.sai-national.org</a> <b>National Website:</b> <a href="http://www.sai-national.org">www.sai-national.org</a>
December	<b>DEC. 1</b> President's Interim Report*	<b>DEC. 15</b> 1st Semester Graduating Seniors*			
January	<b>JAN. 30</b> Tempo! submission Check SAI website for current editors.				
February	NH sends award info to Music Department Heads for Collegiate Honor & Scholarship awards	Hold Officer Elections			Please mail all SAI Philanthropies, Inc. correspondence to NH  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.
March	<b>MARCH 1</b> Sword of Honor Nominations - follow instructions on form	<b>MARCH 15</b> Tempo! submission Check SAI website for current editors.	<b>MARCH 15</b> Bylaws Report* (attach bylaws)		
April	Plan for Senior Commitment & transition to Alumnae Association	<b>APRIL 1</b> National Collegiate Leadership Award nomination	<b>APRIL 15</b> Treasurer's Annual Report (attach BANK statement)*		
May	<b>MAY 1</b> President's Annual Report*	<b>MAY 15</b> Give Ritual Check Sheet & Service Project Report to PO	Send National Outstanding Advisor Award Nomination to NH 2nd Semester Graduating Seniors*	Chapter Officers Changes* – ONLY update on Officer Portal after all annual reports are submitted AND approved	
June	<b>JUNE 1</b> Presidents' Annual Report* Ritual Report* Report of Delinquency	Treasurer's Annual Report (with BANK statement)* Give Ritual Check Sheet & Service Project Rept. to PO Chapter Officers Changes* – ONLY update after all annual reports are submitted AND approved National Alumnae Leadership Award nomination	<b>JUNE 1</b> Report of Delinquency	<b>Other Annual/Triennial Reports:</b> Directors & Chairmen - send to appropriate officers, NH Philanthropies Project Directors - send to appropriate officers, NH	
	<b>JUNE 10</b> SUBMIT: Annual report RO Evaluation Advisor Award nominees	CHOOSE: Chapter Province Achievement Award recipients Leadership Award nominees Service Project nominees	<b>JUNE 25</b> Regional Officer Reports		