



Sigma Alpha Iota

Fraternity Calendar 2023-2024

Created by Christine Hall, NVP Fraternity Development, August 2023

NOTE: Some dates listed are **DUE** dates, so submit any reports/forms prior to that date. Submission deadlines may be adjusted at any time. **ALWAYS** consult the Officer Portal for the current updates.

JULY

- 1 Review fraternity calendar
- 15 Tempo! submission (see OP for instructions)

AUGUST

Service Charge, Insurance Liability, Collegiate Convention Fund assessments billed to chapters.

Treasurers: Order chapter supplies, as needed from the Officer Portal.

SEPTEMBER

- Collegiate: Update chapter roster on OP.*
- 10 School Information Form*
 - 30 Collegiate Budget Report (attach bank statement)*

OCTOBER

- Collegiate: Pay national dues
- 1 PO: Schedule of Official Visits
 - 1 Tempo! submission (see OP for instructions)
 - 15 Alumnae: President's Fall Report*

NOVEMBER

- 1 Collegiate: Bylaws Report* (attach bylaws & LCPM)
- 1 Optional: Submit Yearbook Directory

DECEMBER

- 1 Collegiate: President's Interim Report*
- 15 Collegiate: Submit fall semester graduates*

JANUARY

- Apply for a SAI Philanthropies, Inc. scholarship or grant**
- 30 Tempo! submission (see OP for instructions)

FEBRUARY

All chapters:
Hold officer elections

MARCH

- 1 Collegiate: Sword of Honor (follow form instructions)
- 15 Tempo! submission (see OP for instructions)
- 15 Alumnae: Bylaws Report* (attach bylaws)

APRIL

- Collegiate: Plan Senior Commitment and transition to SAI Alumnae Association
- 1 National Collegiate Leadership Award (follow form instructions)
 - 15 Collegiate: Treasurer's Annual Report (w/ bank statement)*

MAY

- 1 Collegiate Reports Due
 - President's Annual Report*
 - Ritual Check Sheet and Service Project Report (to PO)
 - Advisor Award nomination (to NH)
 - Submit spring semester graduates*
 - Report any collegiate delinquencies

Update Chapter Officers on OP – ONLY after all annual reports are submitted AND approved.

JUNE

- 1 Alumnae Reports Due
 - President's Annual Report*
 - Treasurer's Annual Report (attach bank statement)*
 - Ritual Report,* and then Ritual Check Sheet (to PO)
 - Report individual delinquencies*
 - Send to PO: Service Project Report, National Alumnae
 - Leadership Award nomination (follow form instructions)

Update Chapter Officers on OP – ONLY after all annual reports are submitted AND approved.

- NOC Reports, due dates TBD
- PO submits Mid-Year and Annual reports, RO Evaluation, and chooses award recipients for Chapter Province Achievement, Collegiate and Alumnae Leadership, Service Project, and Advisor.
 - RO submits Mid-Year and Annual reports and chooses award recipients
 - Fraternity and Philanthropies directors submit Mid-Year and Annual reports

How to donate to SAI Philanthropies Inc.:

Mail all correspondence to NH. Chapters and individuals can donate from the SAI website via the "Donate" button.

How to join the SAI Alumnae Association:

Individuals can pay SAI Alumnae Association dues and make donations to SAI Philanthropies, Inc. through a secure, personal link. Email NH to receive the link.

Sigma Alpha Iota National Headquarters

Address: One Tunnel Road, Asheville, NC 28805

Phone: 828-251-0606

Office Hours: Mon. – Fri., 9AM - 5PM EST

Email: nh@sai-national.org

Officer Portal: op.sai-national.org

Website: www.sai-national.org

KEY

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

- * Officer Portal report submission
- ** Online scholarship submission