



SIGMA CHI FRATERNITY

Friendship, Justice and Learning since 1855

Yearly Timeline and Checklist Fall 2018 - Spring 2019

FALL 2018	DEADLINE	COMMENTS	RESPONSIBLE OFFICER
Fall pledge pin and Norman Shield order	21 days before formal pledging ceremony	Request pledge pins and <i>Norman Shields</i> by through the new chapter system-Pledging-Order Pledge Supplies.	Magister
Fall pledge forms	Before formal pledging ceremony	Complete forms online through the new chapter system – Pledging-Add New Pledges.	Magister
Fall pledge fees	Upon submitting formal pledge forms	Send a check for \$100 per pledge to: Sigma Chi Headquarters Attn: Accounts Recievable 1714 Hinman Ave. Evanston, IL 60201	Quaestor
Fall initiation forms	14 days before initiation	Chapter system will submit forms automatically 14 days prior to initiation date. Ensure all forms are up to date via the new chapter system – Pledging-Manage Pledges.	Magister
Fall initiation fees	Upon submitting fall initiation forms	Send a check for \$200 per candidate to: Sigma Chi Headquarters Attn: Accounts Recievable 1714 Hinman Ave. Evanston, IL 60201	Quaestor
Fall initiation confirmation	Immediately after initiation	After Initiation is completed give new members access to ritual for life. 30 days to return initiation badges to headquarters to receive a credit for your initiation fees.	Magister
Final date to return fall initiation materials	30 days after initiation	Send back any extra initiation materials for full reimbursement: Sigma Chi Headquarters Attn: Reception 1714 Hinman Ave. Evanston, IL 60201	Magister
Update chapter bylaws	Aug. 31	Email a copy to your Grand Praetor, RCSC and Headquarters via headquarters@sigmachi.org . Also upload a copy via the new chapter system via Operations--Update bylaws.	Pro Consul
Update chapter budget	Aug. 31	Email a copy to your Grand Praetor, RCSC and Headquarters via headquarters@sigmachi.org . Also upload a copy via the new chapter system via Operations--Update budget.	Quaestor
Winter issue Magazine article	Sept. 14	Complete form online at sigmachi.org/magazine-submission . You may also do so via the new chapter system via Operations--Submit Campus Chronicle.	Chapter Editor



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RMF subscription fees	Sept. 14	Send payment to: Sigma Chi Headquarters Attn: Risk Management Foundation 1714 Hinman Ave. Evanston, IL 60201	Quaestor
Update Chapter Roster	Oct. 1	Update your chapter roster via the new Chapter System. Membership--Manage Members. *All semi annual bills will be based on your roster.	Consul
Fall semi-annual Fees	Oct. 12	Review your invoice and send payment to: Sigma Chi Headquarters Attn: Accounts Recievable 1714 Hinman Ave. Evanston, IL 60201	Quaestor
Request a Leadership Program	Oct. 1	Login the new chapter system and request a leadership program via Requests--Request Leadership Program	Consul/Pro Consul/ Recruitment Chairman/ Risk Manager
Apply for Horizons Huntsman Leadership Summit	Early winter	Apply at sigmachi.org/horizons or contact us via email at horizons@sigmachi.org	Any Sigma Chi with at least two years of school remaining
Update chapter officers online	After officer elections; no later than Dec. 14	Login to the new Chapter System and choose Officers--Update Officers. Update accordingly.	Consul
Fall newsletter	Dec. 14	Email a copy to your Grand Praetor and Headquarters via alumni@sigmachi.org	Chapter Editor
List of graduating seniors	Dec. 14	Email a copy to your Grand Praetor and Headquarters via alumni@sigmachi.org . You can also do so via the new chapter system via Membership—Manage Members.	Tribune
Spring issue Magazine article	Dec. 14	Complete form online at sigmachi.org/magazine-submission . You may also do so via the new chapter system via Operations--Submit Campus Chronicle.	Chapter Editor
Sigma Chi Foundation Scholarship Applications	Dec. 14	Scholarships applications are available via the Sigma Chi Foundation website at foundation.sigmachi.org .	All brothers/Scholarship Chairman



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SPRING 2019	DEADLINE	COMMENTS	RESPONSIBLE OFFICER
Spring pledge pin and Norman Shield order	21 days before formal pledging ceremony	Request pledge pins and <i>Norman Shields</i> by through the new chapter system-Pledging-Order Pledge Supplies.	Magister
Spring pledge forms	Before formal pledging ceremony	Complete forms online through the new chapter system – Pledging-Add New Pledges.	Magister
Spring pledge fees	Upon submitting formal pledge forms	Send a check for \$100 per pledge to: Sigma Chi Headquarters Attn: Accounts Recievable 1714 Hinman Ave. Evanston, IL 60201	Quaestor
Spring initiation forms	14 days before initiation	Chapter system will submit forms automatically 14 days prior to initiation date. Ensure all forms are up to date via the new chapter system – Pledging-Manage Pledges.	Magister
Spring initiation fees	Upon submitting spring initiation forms	Send a check for \$200 per candidate to: Sigma Chi Headquarters Attn: Accounts Recievable 1714 Hinman Ave. Evanston, IL 60201	Quaestor
Spring initiation confirmation	Immediately after initiation	After Initiation is completed give new members access to ritual for life.	Magister
Final date to return spring initiation materials	30 days after initiation	Send back any extra initiation materials for full reimbursement: Sigma Chi Headquarters Attn: Reception 1714 Hinman Ave. Evanston, IL 60201	Magister
List of house corporation officers	Feb. 1	Email a copy to your Grand Praetor and Headquarters via alumni@sigmachi.org	Tribune
Horizons applications due	Early February	Apply at sigmachi.org/horizons or contact us via email at horizons@sigmachi.org	Any Sigma Chi with at least two years of school remaining
RMF subscription fees	Feb. 15	Send payment to: Sigma Chi Headquarters Attn: Risk Management Foundation 1714 Hinman Ave. Evanston, IL 60201	Quaestor



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Request a Leadership Program	March 1	Login the new chapter system and request a leadership program via Requests--Request Leadership Program	Consul/Pro Consul/ Recruitment Chairman/ Risk Manager
Update Chapter Roster	March 1	Update your chapter roster via the new Chapter System. Membership--Manage Members. *All semi annual bills will be automatically based on your roster.	Consul
Awards applications and letters of recommendation due	March 1	Seven Lights Alumni Award and awards for best chapter advisor, alumni chapter officer, houseparent, house corporation officer and parents club. Email questions to awards@sigmachi.org .	Consul
Chapter and Province Balfour Award winners	March 1	Login to the new chapter system. Chose Membership--Select Chapter Balfour Award.	Grand Praetor
Spring semi-annual Fees	March 15	Review your invoice and send payment to: Sigma Chi Headquarters Attn: Accounts Recievable 1714 Hinman Ave. Evanston, IL 60201	Quaestor
Summer issue Magazine article	March 15	Complete form online at sigmachi.org/magazine-submission . You may also do so via the new chapter system via Operations--Submit Campus Chronicle.	Chapter Editor
Balfour LTW Registration	April 12	Check balfourltw.sigmachi.org for registration information.	Required officers
International Balfour Award applications due	April 12	Visit sigmachi.org/international-balfour-award for more information.	IBA applicant
Fall issue Magazine submission	May 1	Complete form online at sigmachi.org/magazine-submission . You may also do so via the new chapter system via Operations--Submit Campus Chronicle.	Chapter Editor
Accreditation report / Peterson application online	May 1	Complete form online at sigmachi.org/annual-report . Send to Grand Praetor electronically by May 8. This now includes the RMF Award application.	Consul
File chapter Form 990	May 1*	*The Form 990 must be filed with IRS to maintain chapter's non-profit status. This must be filed within five months after the end of a chapter's fiscal year.	Quaestor/Consul



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Update chapter officers	May 6 or after elections	Login to the new Chapter System and choose Officers--Update Officers. Update accordingly.	Consul
Spring newsletter deadline	May 15	Email a copy to your Grand Praetor and Headquarters via alumni@sigmachi.org	Chapter Editor
Last day to return excess pledge pins and Norman Shields	May 17	Send back any excess pledge pins and Norman Shields before being charged for them to: Sigma Chi Headquarters Attn: Reception 1714 Hinman Ave. Evanston, IL 60201	Magister
Submit chapter newsletters for award	May 31	Submissions due for Charles G. Ross Undergraduate Chapter Publications Program Award. Email copies of newsletters to awards@sigmachi.org or mail to: Sigma Chi Headquarters Attn: Ross Award 1714 Hinman Ave. Evanston, IL 60201	Chapter Editor
Balfour LTW Registration Deadline	July 10	Check balfourltw.sigmachi.org for registration information. <i>Individual officers must register on their own.</i>	Required officers