

# ALPHA DELTA KAPPA OFFICER CALENDAR

Revised December 11, 2019

|                  | Every Year   | Odd Year   | Even Year  |
|------------------|--|--|--|
| <b>January</b>   | <p>1/1 <b>International Dues—H-138</b><br/>deadline</p> <p>1/1 Membership Campaign begins</p> <p>1/15 H-142 S/P/N President's report to IVP</p> <p>1/31 Annual S/P/N Membership Consultant Report due</p> <p>1/31 <u>Regional Professional Development Scholarship</u> deadline</p> <p>1/31 <b>Dues Postmark deadline—or incur \$5 per member penalty/late fee</b></p> |  <p><b>H-103 Membership Application and/or H-154 Reinstatement Forms</b><br/><b>MAY OCCUR OFTEN AND ANY MONTH!</b></p> | <p>1/15 S/P/N <u>Excellence in Education</u> Application</p> <p>Packet online deadline</p> <p><b>2020 Only—EiE Deadline extended to 1/31</b></p> <p><b>H-103 Membership Application and/or H-154 Reinstatement Forms</b><br/><b>MAY OCCUR OFTEN AND ANY MONTH!</b></p> |
| <b>February</b>  | <p>2/15 <u>Agnes Robertson Global Outreach ARGO (FNA: Living Memorial) Scholarship</u> Application deadline</p> <p>2/15 <u>Fine Arts Grants</u> Application deadline</p>   | <p>2/1 S/P/N notifies Headquarters of Excellence in Education Award chairman</p>   | <p>2/28 S/P/N Excellence in Education Recipient Adjudication online deadline</p>   |
| <b>March</b>     | <p>3/1 <u>Future Educators Scholarship</u> (AAKCC Students only) Application deadline</p> <p>3/15 <b>Chapter Altruistic Report</b> due to S/P/N Altruistic Chair</p>   | <p>3/15 Chapter Bylaws or Policies &amp; Procedures Official Policy Statement due to S/P/N bylaws chairman</p>   | <p>S/P/N Convention Reports H-134 &amp; H-155 due within 2 weeks after the Convention</p>  |
| <b>April</b>     | <p>4/15 S/P/N Altruistic Report due to Regional Altruistic Chair</p> <p>4/15 <u>Regional Mini-Scholarship</u> Application deadline</p> <p>4/30 Membership Campaign ends</p>  | <p>Early Bird Registration for International Convention deadline</p>   | <p>Early Bird Registration for Regional Conference(s); check website for deadlines</p> <p><b>4/15 <i>Intl. Altruistic Project Proposals</i></b> deadline</p>   |
| <b>May</b>       | <p><b>5/1 Automatic suspension on May 1 for non-payment of dues (not received at HQ by 5/1)</b></p>  | <p>5/15 International Volunteer Application deadline</p>   | <p>5/1-or prior—H-107 Report of Chapter Officers due</p>   |
| <b>June</b>      | <p>6/15 H-142 S/P/N President's report to IVP</p> <p><b>6/30 H-114 Annual Chapter Highlights</b> due</p>   |  |  |
| <b>July</b>      | <p>July/August <b>Chapter Officer supply packet emailed to chapter president/also on website</b></p>   | <p><b>International Convention attendance</b></p>  | <p><b>Regional Conference attendance</b> (June or July)</p>  |
| <b>August</b>    | <p>8/31 <b>Chapter Needs Assessment (CNA)</b> Due</p> <p>8/31 Distinguished Program Award deadline</p> <p>Aug./Sept. <b>S/P/N &amp; Chapter Treasurer packets emailed from HQ</b></p>  |  |  |
| <b>September</b> | <p>9/15 S/P/N Membership Consultant submits CNA checklist to RMC</p> <p>9/15 Classroom Grant deadline</p>  | <p>S/P/N submit next convention date, city and hotel site to Headquarters</p>  | <p><b>World Understanding Project Proposals</b> deadline (TBD)</p>   |
| <b>October</b>   | <p><b>Alpha Delta Kappa Month</b></p> <p>10/1 Chapter Yearbook to S/P/N</p> <p>10/15 <u>Regional Mini-Scholarship</u> deadline</p> <p>10/15 <b>990-N IRS E Postcard</b> (or 990-EZ) deadline</p>   |  | <p>10/1 ITE Weekend reservation deadline</p> <p>10/15 S/P/N Bylaws due</p> <p><b>Proposed Intl. Resolutions &amp; International Bylaws Amendments</b> deadlines</p>  |
| <b>November</b>  | <p>11/15 <u>Innovation Grant</u> (non-members) deadline</p>  | <p>11/1 <u>Excellence in Education Award Nomination</u> deadline</p>   | <p><b>ITE Weekend</b></p> <p>11/1 <b>Candidates for Intl. Office Application</b> deadline</p>  |
| <b>December</b>  | <p><b>KEY:</b> Scholarships=<u>underlined</u>; Pearls criteria=<b>Bolded regular text</b>; Organizational Information=<b>Bolded Italics</b></p>  |  |  |