


ALPHA DELTA KAPPA OFFICER CALENDAR

Revised December 11, 2019

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