2019-2020 KAPPA CALENDAR

DUE/DATE	SUBJECT	RESPONSIBILITY OF:	SEND TO:
JULY, 2019			
1	Dues due to National Headquarters	State Treasurer	National Headquarters
10	Fall Issue *The Kappa Profile* article submission	State President	National Headquarters
15	Request for visit by National President or Representative	State President	National President/ Copy to National Headquarters
SEPTEMBER, 2019			
1	Fiscal End-of-Year Reports (7/01/18-6/30/19)	State Treasurer	National Headquarters
1	Reservation for National Executive Committee/State Presidents' Meeting in Tulsa, Oklahoma		
1	Call or e-mail request to Headquarters for mailing Convention, October, and March Meeting Minutes		
10	October Meeting Reports	NEC/Committee Chairs	National Headquarters
OCTOBER, 2019			
1	Holiday Issue *The Kappa Profile* article submission	State President	National Headquarters
2-3-4	National Executive Committee Meeting in Tulsa, OK		
4-5	State Presidents' Meeting in Tulsa, OK		
NOVEMBER, 2019			
15	State Presidents' Mid-Year Report	State President	National President
JANUARY, 2020			
1	Convention Issue *The Kappa Profile* article submission	State President	National Headquarters
FEBRUARY, 2020			
10	March Meeting Report	NEC/Committee Chairs	National Headquarters
15	NEC appointment suggestions for 2020-2021	State President	National President-Elect
March 4	Audit Committee Meeting in Tulsa		
March 5	Business Committee Meeting in Tulsa		
MARCH, 2020			
1	Spring Issue *The Kappa Profile* article submission	State President	National Headquarters
6-7	National Executive Committee Meeting in Tulsa		

2019-2020 KAPPA CALENDAR

DUE/DATE	SUBJECT	RESPONSIBILITY OF:	SEND TO:
MAY, 2020			
1	National Officer Nomination Form (Postmarked by 5/01/2020 – certified mail, return receipt requested)		National Headquarters
1	National Committee Reports	National Committee Chair	National Headquarters
1	National Officer Reports	National Officer	National Headquarters
1	Names of State Delegate & Alternate to National Nominating Committee Meeting	State President	National Headquarters
1	2019-2020 Convention Report Book Deadlines: State Presidents' End-of-Year Report, V.I.P. and Incentive Award Reports (Postmarked by 5/01/2020)	State President	National Headquarters
1	Local Philanthropic Report	Local Chair	State Philanthropic Chair
1	Local Professional Dev Report	Local Chair	State Professional Development Chair
1	Local Empathy Report	Local Chair	State Chair
5	State Empathy Report	State Chair	Regional Chair
15	State Philanthropic/PR Report	State President or State Philanthropic Chair	National Philanthropic Chair
15	State Professional Dev Report	State Professional Dev Chair	National Professional Dev Chair
15	2020-2021 State Officer List 2020-2021 State Committee Chair List	Current State President	National Headquarters
15	Report of Deceased member	Local President	National Headquarters
JUNE, 2020			
1	2020-2021 Local Chapter Officer List	Chapter President	Incoming State President
1	National Scholarship Applications (Postmarked by 6/01/20)	Applicant	National Scholarship Committee
1	National Convention Delegates	Local Chapter	National Headquarters
15	National President's Book material	State Historian or President's Book Chair	National History Chair
15	2020-2021 Local Chapter Officer List	State President	National Headquarters
_____	2020 National Convention _____ _____ _____		
30	*Legend of the Violets* Summary	State President	National History Chair