

2018-2019 KAPPA CALENDAR

<u>DUE/DATE</u>	<u>SUBJECT</u>	<u>RESPONSIBILITY OF:</u>	<u>SEND TO:</u>
JULY, 2018			
1	Dues due to National Headquarters	State Treasurer	National Headquarters
10	Fall Issue <i>The Kappa Profile</i> article submission	State President	National Headquarters
15	Request for visit by National President or Representative	State President	National President/ Copy to National Headquarters
SEPTEMBER, 2018			
1	Fiscal End-of-Year Reports (7/01/17-6/30/18)	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, 2018			
1	Holiday Issue <i>The Kappa Profile</i> article submission	State President	National Headquarters
4-5-6	National Executive Committee Meeting in Tulsa, OK		
5-6	State Presidents' Meeting in Tulsa, OK		
NOVEMBER, 2018			
15	State Presidents' Mid-Year Report	State President	National President
JANUARY, 2019			
1	Convention Issue <i>The Kappa Profile</i> article submission	State President	National Headquarters
FEBRUARY, 2019			
10	March Meeting Report	NEC/Committee Chairs	National Headquarters
15	NEC appointment suggestions for 2019-2020	State President	National President-Elect
27-28	Audit Committee Meeting in Tulsa		
28-March 1	Business Committee Meeting in Tulsa		
MARCH, 2019			
1	Spring Issue <i>The Kappa Profile</i> article submission	State President	National Headquarters
1-2	National Executive Committee Meeting		

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MAY, 2019			
1	National Officer Nomination Form (Postmarked by 5/01/2019 – 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	2018-2019 Convention Report Book Deadlines: State Presidents' End-of-Year Report, V.I.P. and Incentive Award Reports (Postmarked by 5/01/2019)	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	2019-2020 State Officer List 2019-2020 State Committee Chair List	Current State President	National Headquarters
15	Report of Deceased member	Local President	National Headquarters
JUNE, 2019			
1	2019-2020 Local Chapter Officer List	Chapter President	Incoming State President
1	National Scholarship Applications (Postmarked by 6/01/19)	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	2019-2020 Local Chapter Officer List	State President	National Headquarters
17	2019 National Convention Marriott Cleveland East Convention Chair, Linda Smith, Phi State/OH		
30	<i>Legend of the Violets</i> Summary	State President	National History Chair