

July 2016

2016-2018 Biennium Monthly Guide for Chapter Leaders

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Beginning of DKG Fiscal Year.	2 Discard outdated forms and materials in files.
3 File 990N with IRS. Send verification to state treas.	4	5	6	7	8	9
2016 International Convention, Nashville, Tennessee – July 5-9 Attend workshops focused on your area to gather inspiration and ideas						
10	11 Keep name, email, phone # of state organization counterpart handy.	12	13 Make proper arrangements with bank and all places with chapter accounts. Check state org bylaws and/or standing rules for bonding process.	14	15 DUE to State Org Treas: the annual report for Chapter Treas (Form 15)	16
17	18	19	20	21	22	23
Leadership Management Seminar sponsored by Golden Gift Fund						
24	25	26	27	28	29	30 Pres. & Treas. Receive Financial Review of books closed June 30.
Leadership Management Seminar sponsored by Golden Gift Fund						
31 Balance financial accounts and reconcile bank statement.						

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All

August 2016

2016-2018 Biennium Monthly Guide for Chapter Leaders

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
<ul style="list-style-type: none"> • <i>International Standing Rules</i> will be updated during the convention. Watch for notifications. • Set biennium goals. • Review C/ISR (governing documents) and <i>Guidelines for Chapter Presidents/Treasurers/Membership Chairs</i> and <i>Go-To Guide Handbook</i> (official documents) • IMPORTANT: Make certain that Society Headquarters has correct contact information for chapter officers. • Do you have a fall initiation? If so, put those wheels in motion now. 						
7	8	9	10	11	12	13
<ul style="list-style-type: none"> • Use the <i>Membership Recruitment Plan</i> (found under Resources > Recruitment Plan) - complete prospect cards. • Review chapter membership data (Form 18 and 18A) and <i>Strategic Action Plan</i> or goals. • President and Treasurer work with Finance Committee in preparing annual budget. 						
14	15	16	17	18	19	20
<ul style="list-style-type: none"> • Keep an ongoing written chapter history; invite the state organization president or her rep to a chapter meeting. • View all new electronic forms you will need (www.dkg.org) 						
21	22	23	24	25	26	27
<ul style="list-style-type: none"> • Update and replenish supplies. Check the online Store (https://www.dkg.org/store). • Work as a team in encouraging members to pay dues promptly. • Treasurers' packets of preprinted Form 18s and other materials should arrive by Aug. 31. Call HQ if yours does not. Packet has two lists; give one to chapter president. Check to see that it agrees with chapter records. 						
28	29	30	31			
Write notes for history and agenda, encourage membership.			Balance financial accounts and reconcile bank statement.			

- Search the Society's website for ideas and resources <https://www.dkg.org/>.
- Read all DKG correspondence; answer as appropriate.
- Recycle lists of names with yearbook, membership or another chair.

September 2016

2016-2018 Biennium Monthly Guide for Chapter Leaders

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Electronic Deadline: Lucile Cornetet Award for Professional Development	2	3
4 ♦ Start collecting dues and fees. Work as a team. Don't leave anyone out. ♦ Holding your first meeting this month? Gather needed supplies (membership cards, agenda, jewelry order form, initiate cards, change-of-address cards, notes for any reports). ♦ Present prospect cards to members for approval of eligible candidates.	5	6	7	8	9	10
♦ Keep chapter goals in mind for membership and other areas. ♦ Read the <i>DKG NEWS</i> ; ask the president to share the <i>Presidents' Page</i> .						
11 ♦ Use Form 123 Dues Reminder found at www.dkg.org under Forms > Treasurers; call; pay special attention to long-term members. ♦ Complete the Form 18s with all payments received and send to state organizations treasurer.	12	13	14	15	16	17
18 Remind members to notify Society Headquarters, or update their MyDKG profile, if they have address or email changes.	19	20	21	22	23	24
25 Write notes for history and agenda, encourage membership.	26	27	28	29	30 Balance financial accounts and reconcile bank statement.	

Coming Deadlines:

- ♦ October 31 - Dues due
- ♦ January 3 - Educational Foundation project applications
- ♦ February 1 - International Scholarship applications

October 2016

2016-2018 Biennium Monthly Guide for Chapter Leaders

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
Remember a former member can reinstate with no vote and no extra fee.						
2	3	4	5	6	7	8
Plan an orientation meeting (consider using <i>Pride in the Big Picture</i> , available for free under Resources > Chapter Resources) for potential initiates. Include the chapter and assign mentors.						
9	10	11	12	13	14	15
Reorientation: An excellent ongoing activity! Use <i>Sustaining Pride in the Big Picture</i> . Begin planning initiation ceremony if necessary. Order membership certificates, new member kits, and the Ceremonies book, if needed.						
16	17	18	19	20	21	22
Minutes of meetings are never destroyed and should be bound periodically. Votes, invitations, status changes and chapter business recorded in the minutes help document the chapter history.						
23	24	25	26	27	28	29
<ul style="list-style-type: none"> Assign a Webwatcher to search Society websites and alert members to new information. Write notes for history and agenda, encourage former members to renew, help treasurer collect dues. 						
30	31					
	<ul style="list-style-type: none"> Balance financial accounts and reconcile bank statement. Deadline for members to submit dues to Chapter Treasurers. 	<p>Coming Deadlines</p> <ul style="list-style-type: none"> November 10 - All Form 18s and 18-As to state organization treasurer November 15 - Deadline to E-file 990 to IRS (U.S. only) 				

November 2016

2016-2018 Biennium Monthly Guide for Chapter Leaders

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Electronic Deadline: Lucile Cornetet Seminar Award.	2 ♦ Chapter president and treasurer should insure that a report of a member dropped for nonpayment of dues is part of the minutes of the executive board and/or chapter minutes. Chapter does not have to take action. ♦ Finalize plans for initiation, if necessary.	3	4	5
6 Watch for annual report forms for necrology, organization counterparts by February 1.	7	8	9	10 Deadline to submit membership dues to state org treas.	11	12
13	14	15 Last day to E-file 990 to IRS (U.S. only), send copy to state org treas.	16	17	18	19
20 Scholarships are often available at international, state organization and chapter levels. February 1, 2015, is deadline for International Scholarship Applications for \$6,000 and \$10,000 awards. Remind members if your state organization or chapter awards scholarships.	21	22	23	24	25	26
27 Write notes for history and agenda, encourage membership.	28	29	30 Balance financial accounts and reconcile bank statement.			

December 2016

2016-2018 Biennium Monthly Guide for Chapter Leaders

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4 Work with the membership committee to stay connected with members who miss meetings.	5	6	7	8	9	10
11	12	13	14	15	16	17
18 Enjoy the holidays season.	19	20	21	22	23	24
Winter Break – Society Headquarters Closed						
25	26	27	28	29	30	31 Balance financial accounts and reconcile bank statement.
Winter Break – Society Headquarters Closed						

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January 2017

2016-2018 Biennium Monthly Guide for Chapter Leaders

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Electronic Deadline: Educational Foundation Project App.	4	5	6	7
Winter Break – Society HQ Closed						
8 + Prepare to complete Annual Report Forms (Chapter President, Necrology). Due February 1. + Use the Membership Recruitment Plan (found under Resources > Recruitment Plan) - complete prospect cards.	9	10	11	12	13	14
15	16	17	18	19	20	21
Remind members that international scholarship applications must be postmarked no later than February 1.						
22 + Check the inventory of membership supplies and order as necessary. Discard outdated forms. + Invite your state organization president to a chapter meeting or event.	23	24	25	26	27	28
29 Review and revise chapter action plan as necessary.	30	31 Balance financial accounts and reconcile bank statement.				

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February 2017

2016-2018 Biennium Monthly Guide for Chapter Leaders

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Electronic Deadlines: • International Scholarship App • Lucile Cornetet Award for Professional Development	2 • Encourage members to consider eligible candidates for membership. • Present prospect cards to members for approval of eligible candidates.	3	4
5 Review chapter participation and evaluate chapter activities.	6	7	8	9	10	11
12	13	14 Members are the heart of the Society.	15	16	17	18
19 • Urge members to attend your state organization convention/workshop and your regional conference. • Research and provide details about registration for your state organization convention/workshop.	20	21	22	23	24 Request progress reports of committee work.	25
26 File minutes and treasurer's report.	27	28 Balance financial accounts and reconcile bank statement.				

March 2017

2016-2018 Biennium Monthly Guide for Chapter Leaders

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			1	2	3	4	
			Prepare to represent your chapter at your state organization convention/workshops.				
5	6	7	8	9	10	11	
<ul style="list-style-type: none"> Plan an orientation meeting (consider using <i>Pride in the Big Picture</i>, available for free under Resources > Chapter Resources) for potential initiates. Include the chapter and assign mentors. Plan to attend your state organization convention/workshop. Look for special sessions for officers and committee chairs. Check the Society website or <i>DKG NEWS</i> for information about regional conferences to share with members. 							
12	13	14	15	16	17	18	
<ul style="list-style-type: none"> Begin updating member contact information. Begin planning initiation ceremony, if necessary. Order membership certificates, new member kits, and the <i>Ceremonies</i> book, if needed. 							
19	20	21	22	23	24	25	
26	27	28	29	30	31		
File minutes and treasurer's report.					Balance financial accounts and reconcile bank statement.		

April 2017

2016-2018 Biennium Monthly Guide for Chapter Leaders

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
<ul style="list-style-type: none"> Share personal concern for members who have been absent with a phone call or card. Finalize plans for initiation, if necessary. 						
9	10	11	12	13	14	15
Continue to encourage members to attend state organization and regional events.						
16	17	18	19	20	21	22
<ul style="list-style-type: none"> See <i>Our Heritage</i> or the Society website for information about Founders Day, May 11. Look for transmission of electronic Form 15 from your state organization treasurer (due July 15). 						
23	24	25	26	27	28	29
<ul style="list-style-type: none"> Remind members to notify Society Headquarters, or update their MyDKG profile, if they have address or email changes. Assist members who are moving with transfers. Forms are online or call Society Headquarters. 						File minutes and treasurer's report.

30

Balance financial accounts and reconcile bank statement.

May 2017

2016-2018 Biennium Monthly Guide for Chapter Leaders

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Electronic Deadline: Lucile Cornetet Award for Professional Development app	2	3	4	5	6
7 + Verify that all membership forms have been sent to the state organization treasurer (initiate cards, fees, late dues, reinstatements). + Celebrate Founders Day.	8	9	10	11 Founders Day – Consider honoring all members’ contributions to education and DKG.	12	13
14	15	16 + Contact state organization treasurer if Form 15 has not been received.	17	18	19	20
21 Discard out-of-date forms and organize your files.	22	23	24	25	26	27
28 + Summarize your chapter’s activities and plan for the next year. Survey members for ideas. + File minutes and treasurer’s report.	29	30	31 Balance financial accounts and reconcile bank statement.			

June 2017

2016-2018 Biennium Monthly Guide for Chapter Leaders

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Have you discarded out-of-date materials and organized your files?				1	2	3
4	5	6	7	8	9	10
<ul style="list-style-type: none"> ♦ Meet with your executive board concerning plans for the coming year. ♦ Pay all bills before end of fiscal year, June 30. ♦ Prepare a detailed report of the year (receipts/disbursements) to the chapter. 						
11	12	13	14	15	16	17
				Deadline to send contributions to Society Headquarters for current fiscal year.		
18	19	20	21	22	23	24
♦ Begin work on Form 15 (due July 15).						
25	26	27	28	29	30	
♦ File minutes and treasurer's report.		Remind treasurer (U.S.) to file 990 by November 15 deadline.		Balance financial accounts and reconcile bank statement.		
♦ Prepare to submit chapter financial records for a financial review on July 1.						
2017 Northwest Regional Conference - Spearfish, South Dakota						

July 2017

2016-2018 Biennium Monthly Guide for Chapter Leaders

SECOND YEAR

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Beginning of DKG Fiscal Year.
2017 Northwest Regional Conference - Spearfish, South Dakota						
2 Discard outdated forms and materials in files.	3 Connect with new state organization officers and committees.	4	5	6	7	8
2017 Southwest Regional Conference - Honolulu, Hawaii						
9	10 File 990N with IRS. Send verification to state treas.	11	12	13	14	15 DUE to State Org Treas: annual report for Chapter Treas (Form 15).
2017 Northeast Regional Conference - Windsor, Ontario, Canada						
16	17 Keep name, email, phone # of state organization counterpart handy.	18	19	20	21	22
2017 Southeast Regional Conference - Myrtle Beach, South Carolina						
23 Pres. & Treas. Receive Financial Review of books closed June 30.	24	25	26	27	28	29
2017 Europe Regional Conference - Estonia						
30	31					

- + File minutes and treasurer's report.
- + Renew bonding insurance.

Balance financial accounts and reconcile bank statement.

August 2017

2016-2018 Biennium Monthly Guide for Chapter Leaders

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
Review <i>Constitution and International Standing Rules</i> (governing documents) and <i>Guidelines for Chapter Presidents/Treasurers/Membership Chairs</i> and <i>Go-To Guide Handbook</i> (official documents)						
6	7	8	9	10	11	12
<ul style="list-style-type: none"> • C/ISR will be updated during the 2018 convention. Amendment proposals due by October 15. • Use the <i>Membership Recruitment Plan</i> (found under Resources > Recruitment Plan) - complete prospect cards. • Do you have a fall initiation? If so, put those wheels in motion now. • Set goals for 2015-2016. 						
13	14	15	16	17	18	19
<ul style="list-style-type: none"> • Review chapter membership data (Form 18 and 18A) and Chapter Action Plan or goals. • President and Treasurer work with Finance Committee in preparing annual budget. 						
20	21	22	23	24	25	26
<ul style="list-style-type: none"> • Keep an ongoing written chapter history; invite the state organization president or her rep to a chapter meeting. • Treasurers' packets of preprinted Form 18s and other materials should arrive by Aug. 31. Call HQ if yours does not. Packet has two lists; give one to chapter president. Check to see that it agrees with chapter records. 						
27	28	29	30	31		
<ul style="list-style-type: none"> • Work as a team in encouraging members to pay dues promptly. • Update and replenish supplies. Check the online Store (www.dkg.org/store). 			<ul style="list-style-type: none"> • Balance financial accounts and reconcile bank statement. 			

- Share information in *Presidents' Page* with chapter officers and members.
- Search the Society's website for ideas and resources www.dkg.org.
- Read all DKG correspondence; answer as appropriate.
- Recycle lists of names with yearbook, membership or another chair.

September 2017

2016-2018 Biennium Monthly Guide for Chapter Leaders

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Electronic Deadline: Lucile Cornetet Award for Professional Development app	2 Present prospect cards to members for approval of eligible candidates.
3 ♦ Keep chapter goals in mind for membership and other areas. ♦ Read the <i>DKG NEWS</i> ; ask the president to share the <i>Presidents' Page</i> .	4	5	6	7	8	9
10 ♦ Use Form 123 Dues Reminder found at www.dkg.org under Forms > Treasurers; call; pay special attention to long-term members. ♦ Complete the Form 18s with all payments received and send to state organization treasurer.	11	12	13	14	15	16
17 Remind members to notify Society Headquarters, or update their MyDKG profile, if they have address or email changes.	18	19	20	21	22	23
24 Write notes for history, encourage former members to renew.	25	26	27	28	29	30 Balance financial accounts and reconcile bank statement.

Coming Deadlines:

- ♦ October 15 - Proposed amendments to *C/ISR* due.
- ♦ October 31 - Dues due
- ♦ January 3 - Educational Foundation project applications
- ♦ February 1 - International Scholarship applications

October 2017

2016-2018 Biennium Monthly Guide for Chapter Leaders

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
Remember a former member can reinstate with no vote and no extra fee.						
8	9	10	11	12	13	14
Reorientation: An excellent ongoing activity! Use <i>Sustaining Pride in the Big Picture</i> available for free at www.dkg.org under Resources > Chapter Resources.						
15	16	17	18	19	20	21
Deadline to submit ISR amendment proposals to the Constitution Committee						
22	23	24	25	26	27	28
Assign a Webwatcher to search Society websites and alert members to new information.						File minutes and treasurer's report.
29	30	31				
Write notes for history and agenda, encourage former members to renew, help treasurer collect dues.		<ul style="list-style-type: none"> + Balance financial accounts and reconcile bank statement. + Deadline for members to submit dues to Chapter Treasurers. 				
<p>Coming Deadlines</p> <ul style="list-style-type: none"> + November 10 - All Form 18s and 18-As to state organization treasurer + November 15 - Deadline to E-file 990 to IRS (U.S. only) 						

November 2017

2016-2018 Biennium Monthly Guide for Chapter Leaders

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
Chapter president and treasurer should insure that a report of a member dropped for nonpayment of dues is part of the minutes of the executive board and/or chapter minutes. Chapter does not have to take action.			Electronic Deadline: Lucile Cornetet Seminar Award.			
5	6	7	8	9	10	11
<ul style="list-style-type: none"> • Watch for biennial report forms for necrology, president and treasurer. These are due to state organization counterparts by February 1. • Plan an orientation meeting (consider using Pride in the Big Picture, available for free under Resources > Chapter Resources) for potential initiates. Include the chapter and assign mentors. 					Deadline to submit membership dues to state org treas.	
12	13	14	15	16	17	18
<ul style="list-style-type: none"> • Begin planning initiation ceremony, if necessary. Order membership certificates, new member kits, and the Ceremonies book, if needed. 			Last day to E-file 990 to IRS (U.S. only), send copy to state org treas.			
19	20	21	22	23	24	25
	Continue to contact missing members. Send their dues in a later batch!					File minutes and treasurer's report.
26	27	28	29	30		
Scholarships are often available at international, state organization and chapter levels. February 1, 2016, is deadline for International Scholarship Applications for \$6,000 and \$10,000 awards. Remind members if your state organization or chapter awards scholarships.				Balance financial accounts and reconcile bank statement.		

December 2017

2016-2018 Biennium Monthly Guide for Chapter Leaders

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3 + Work with the membership committee to stay connected with members who miss meetings or have not paid dues. + Finalize plans for initiation, if necessary.	4	5	6	7	8	9
10	11	12	13	14	15	16
17 Enjoy the holidays season.	18	19	20	21	22	23
24	25	26	27	28	29	30

File minutes and treasurer's report.

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Balance financial accounts and reconcile bank statement.

January 2018

2016-2018 Biennium Monthly Guide for Chapter Leaders

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 Electronic Deadline: Educational Foundation Project App.	4	5	6
7 Prepare to complete Biennial Report Forms (Chapter President, Necrology and Treasurers).	8	9	10	11 Due February 1.	12	13
14	15	16	17	18	19	20
<ul style="list-style-type: none"> ♦ Remind members that international scholarship applications must be postmarked no later than February 1. ♦ Encourage members to consider eligible candidates for membership. ♦ Use the Membership Recruitment Plan (found under Resources > Recruitment Plan) - complete prospect cards. 						
21	22	23	24	25	26	27
<ul style="list-style-type: none"> ♦ Check the inventory of membership supplies and order as necessary. Discard outdated forms. ♦ Invite your state organization president to a chapter meeting or event. 						
28	29	30	31 Balance financial accounts and reconcile bank statement.			
<ul style="list-style-type: none"> ♦ Review and revise chapter action plan as necessary. ♦ File minutes and treasurer's report. 						
<ul style="list-style-type: none"> ♦ 						

February 2018

2016-2018 Biennium Monthly Guide for Chapter Leaders

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Electronic Deadlines: • International Scholarship App • Lucile Cornetet Award for Professional Development • Biennial Reports are due to state org	2	1 Present prospect cards to members for approval of eligible candidates.	2	3
4 Review chapter participation and evaluate chapter activities. Prepare for the installation of new officers: Present the slate of nominees.	5	6	7	8	9	10
11 • Urge members to attend your state organization convention/workshop and the international convention. • Research and provide details about registration for your state organization convention/workshop.	12	13	14 Members are the heart of the Society.	15	16	17
18 Request progress reports of committee work.	19	20	21	22	23	24
25 File minutes and treasurer's report.	26	27	28 Balance financial accounts and reconcile bank statement.			

March 2018

2016-2018 Biennium Monthly Guide for Chapter Leaders

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
<ul style="list-style-type: none"> ♦ Prepare to represent your chapter at your state organization convention/workshops. ♦ Plan a ceremony to install new officers (<i>Ceremonies</i> book 2012) 						
4	5	6	7	8	9	10
<ul style="list-style-type: none"> ♦ Plan to attend your state organization convention/workshop. Look for special sessions for officers and committee chairs. ♦ Check the Society website or <i>DKG NEWS</i> for information about regional conferences to share with members. ♦ Plan an orientation meeting (consider using <i>Pride in the Big Picture</i>, available for free under Resources > Chapter Resources) for potential initiates. Include the chapter and assign mentors. 						
11	12	13	14	15	16	17
<ul style="list-style-type: none"> ♦ Begin updating member contact information. ♦ Begin planning initiation ceremony, if necessary. Order membership certificates, new member kits, and the <i>Ceremonies</i> book, if needed. 						
18	19	20	21	22	23	24
25	26	27	28	29	30	31
File minutes and treasurer's report.					Balance financial accounts and reconcile bank statement.	

April 2018

2016-2018 Biennium Monthly Guide for Chapter Leaders

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
<ul style="list-style-type: none"> Share personal concern for members who have been absent with a phone call or card. Finalize plans for initiation, if necessary. Finalize plans for new officer installation. 						
8	9	10	11	12	13	14
Continue to encourage members to attend state organization and international events.						
15	16	17	18	19	20	21
<ul style="list-style-type: none"> See <i>Our Heritage</i> or the Society website for information about Founders Day, May 11. Look for transmission of electronic Form 15 from your state organization treasurer (due July 15). 						
22	23	24	25	26	27	28
<ul style="list-style-type: none"> Encourage members to send address/email changes to Society Headquarters and state organization treasurer. Assist members who are moving with transfers. Forms are online or call Society Headquarters. 						
29	30					
File minutes and treasurer's report.	Balance financial accounts and reconcile bank statement.					

May 2018

2016-2018 Biennium Monthly Guide for Chapter Leaders

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Electronic Deadline: Lucile Cornetet Award for Professional Development app	2 + Verify that all membership forms have been sent to the state organization treasurer (initiate cards, fees, late dues, reinstatements). + Celebrate Founders Day.	3	4	5
6	7	8	9	10	11 Founders Day – Consider honoring all members’ contributions to education and DKG.	12
13 + Contact state organization treasurer if Form 15 has not been received.	14	15	16	17	18	19
20 + Discard out-of-date forms and organize your files. + Send names and contact information for new officers to state organization and Society Headquarters + Summarize your chapter’s activities and plan for the next year. Survey members for ideas.	21	22	23	24	25	26
27 File minutes and treasurer’s report.	28	29	30	31 Balance financial accounts and reconcile bank statement.		

June 2018

2016-2018 Biennium Monthly Guide for Chapter Leaders

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
				Clear files of unnecessary letters, out-of-date forms and materials.		
3	4	5	6	7	8	9
<ul style="list-style-type: none"> • Meet with the new executive board concerning plans for the coming year. Give incoming president your files and assistance. • Pay all bills before end of fiscal year, June 30. • Prepare a detailed report of the year (receipts/disbursements) to the chapter. 						
10	11	12	13	14	15	16
					Deadline to send contributions to Society Headquarters for current fiscal year.	
17	18	19	20	21	22	23
Begin work on Form 15 (due July 15).						
24	25	26	27	28	29	30
File minutes and treasurer's report.			Remind treasurer (U.S.) to file 990 by November 15 deadline.		Balance financial accounts and reconcile bank statement.	
Prepare to submit chapter financial records for a financial review on July 1.						