



SIGMA CHI FRATERNITY

Friendship, Justice and Learning since 1855

Yearly Timeline and Checklist

Fall 2019 – Spring 2020

FALL 2019	DEADLINE	COMMENTS	RESPONSIBLE OFFICER
Fall pledge pin and Norman Shield order	21 days before formal pledging ceremony	Request pledge pins and Norman Shields through chapter system > Pledging > Order Pledge Supplies	Magister
Fall pledge forms	Before formal pledging ceremony	Complete forms online through chapter system > Pledging > Manage Pledges	Magister
Fall pledge fees	Upon submitting formal pledge forms	Send payment for \$100 per pledge to: Sigma Chi Headquarters Attn: Accounts Receivable 1714 Hinman Ave. Evanston, IL 60201	Quaestor
Fall initiation forms	14 days before initiation	Chapter system will submit forms automatically 14 days prior to initiation date. Ensure all forms are up to date through chapter system > Pledging > Manage Pledges	Magister
Fall initiation fees	Upon submitting fall initiation forms	Send payment for \$200 per pledge to: Sigma Chi Headquarters Attn: Accounts Receivable 1714 Hinman Ave. Evanston, IL 60201	Quaestor
Fall initiation confirmation	Immediately after initiation	After Initiation is completed give new members access to Ritual for Life (R4L)	Magister
Final date to return fall initiation materials	30 days after initiation	Return initiation materials for any depledged members for a full reimbursement. Send to: Sigma Chi Headquarters Attn: Reception 1714 Hinman Ave. Evanston, IL 60201 <i>*Email headquarters@sigmachicago.org with what you are returning, who is depledged, and the tracking information.</i>	Magister
Order of Constantine nominations open	July 1	Submit nominations for Order of Constantine and Significant Sig awards online via members.sigmachicago.org	Any active chapter member
Update chapter bylaws	Aug. 30	Email a copy to your Grand Praetor and RCSC and upload a copy in chapter system > Operations > Update bylaws	Pro Consul



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Update chapter budget	Aug. 30	Email a copy to your Grand Praetor and RCSC and upload a copy in chapter system > Operations > Update budget	Quaestor
Campus Chronicle submission for Winter Issue of Magazine due	Sept. 13	Complete submission form online at sigmachi.org/magazine-submission or via chapter system > Operations > Submit Campus Chronicle	Chapter Editor
RMF subscription fees due	Sept. 13	Send payment to: Risk Management Foundation P.O. Box 13421, Pensacola, FL 32591 For electronic payments contact RMF via email at RMF@RMFEducation.org	Quaestor
Significant Sig nominations open	Oct. 1	Submit nominations for Significant Sig and Order of Constantine online via members.sigmachi.org .	Any active chapter member
Update Chapter Roster	Oct. 4	Update your chapter roster via chapter system > Membership > Manage Members <i>**All semi-annual bills will be based on your roster.</i>	Consul / Pro Consul
Fall semi-annual fees due	Oct. 11	Review your invoice in chapter system and send payment to: Sigma Chi Headquarters Attn: Accounts Receivable 1714 Hinman Ave. Evanston, IL 60201	Quaestor
Chapter 501c7 Exempt Status deadline	Oct. 15	Chapters must be in good standing with the IRS regarding chapter 501c7 tax exempt status. Any chapter not in good standing will be required to opt into the OmegaFi reinstatement service for \$1000 + \$600 reinstatement fee. <i>*Email dakota.neff@sigmachi.org with any questions or concerns.</i>	Consul
Sigma Chi Foundation Chapter Sweetheart Donor-Scholar Award	Nov. 1	Chapters that currently have a sweetheart(s) can submit the sweetheart(s) name, email address, phone number and chapter name via email to heidi.holley@sigmachi.org . The Foundation provides a \$1,000 chapter sweetheart donor-scholar award to eligible chapter sweetheart(s).	Consul



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Significant Sig and Order of Constantine nominations close	Nov. 30	Submit nominations for Significant Sig and Order of Constantine awards online via members.sigmachi.org .	Any active chapter member
Apply for Horizons Huntsman Leadership Summit	Early winter	Apply at sigmachi.org/horizons or via email at horizons@sigmachi.org	Any Sigma Chi with at least one year of school remaining
Update chapter officers	Dec. 13 or after elections	Update each new officer accordingly in chapter system > Officers > Update Officers	Consul / Pro Consul
Fall newsletter deadline	Dec. 13	Email a copy to your Grand Praetor and Headquarters via alumni@sigmachi.org	Chapter Editor
List of graduating seniors	Dec. 13	Submit list via chapter system > Membership > Manage Members	Tribune
Campus Chronicle submission for Spring Issue of <i>Magazine</i> due	Dec. 13	Complete submission form online at sigmachi.org/magazine-submission or via chapter system > Operations > Submit Campus Chronicle	Chapter Editor
Sigma Chi Foundation Scholarship Applications	Dec. 13	Scholarship applications are available via the Sigma Chi Foundation website at foundation.sigmachi.org	All brothers / Scholarship Chairman



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SPRING 2020	DEADLINE	COMMENTS	RESPONSIBLE OFFICER
Spring pledge pin and <i>Norman Shield</i> order	21 days before formal pledging ceremony	Request pledge pins and <i>Norman Shields</i> through chapter system > Pledging > Order Pledge Supplies	Magister
Spring pledge forms	Before formal pledging ceremony	Complete forms online through chapter system > Pledging > Manage Pledges	Magister
Spring pledge fees	Upon submitting formal pledge forms	Send payment for \$100 per pledge to: Sigma Chi Headquarters Attn: Accounts Receivable 1714 Hinman Ave. Evanston, IL 60201	Quaestor
Spring initiation forms	14 days before initiation	Chapter system will submit forms automatically 14 days prior to initiation date. Ensure all forms are up to date through chapter system > Pledging > Manage Pledges	Magister
Spring initiation fees	Upon submitting spring initiation forms	Send payment for \$200 per candidate to: Sigma Chi Headquarters Attn: Accounts Receivable 1714 Hinman Ave. Evanston, IL 60201	Quaestor
Spring initiation confirmation	Immediately after initiation	After Initiation is completed give new members access to Ritual for Life (R4L).	Magister
Horizons Huntsman Leadership Summit applications due	Early February	Apply at sigmachichicago.org/horizons or contact via email at horizons@sigmachichicago.org	Any Sigma Chi with at least one years of school remaining
Annual Report / Peterson application opens	Feb. 1	Annual Report / Peterson application opens online at sigmachichicago.org/annual-report .	Consul
RMF subscription fees due	Feb. 14	Send payment to: Risk Management Foundation P.O. Box 13421, Pensacola, FL 32591 For electronic payments contact RMF via email at RMF@RMFEducation.org	Quaestor



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Chapter Balfour Award recipient due	Feb. 15	Submit via chapter system > Membership > Select Chapter Balfour Award	Consul & Grand Praetor
Province Balfour Award recipient due	Feb. 28	Submit via chapter system > Membership > Submit Province Balfour Award	Consul & Grand Praetor
Awards applications and letters of recommendation due	March 1	Seven Lights Alumni Award and awards for best chapter advisor, alumni chapter officer, houseparent, house corporation officer and parents club. Visit sigmachi.org/annual-alumni-awards for details.	Consul
Update Chapter Roster	March 6	Update your chapter roster via chapter system > Membership > Manage Members <i>**All semi annual bills will be based on your roster</i>	Consul / Pro Consul
Spring semi-annual fees due	March 13	Review your invoice via chapter system and send payment to: Sigma Chi Headquarters Attn: Accounts Receivable 1714 Hinman Ave. Evanston, IL 60201	Quaestor
Campus Chronicle submission for Summer Issue of Magazine due	March 13	Complete submission form online at sigmachi.org/magazine-submission or via chapter system > Operations > Submit Campus Chronicle	Chapter Editor
Exces pledge pins and Norman Shields notice	March 15	Notice of chapter's inventory of excess pledge pins and <i>Norman Shields</i> will be emailed to chapter leadership.	Consul / Pro Consul / Quaestor / Magister
Sigma Chi Foundation Scholarship Applications deadline	March 20	Scholarship applications are available via the Sigma Chi Foundation website at foundation.sigmachi.org	All brothers / Scholarship Chairman
International Balfour Award applications due	April 15	Submit applications online at sigmachi.org/international-balfour-award	IBA applicant
Chapter Annual Report / Peterson application submission due	April 20	Complete form/report online at sigmachi.org/annual-report . <i>*This section of the report is to be completed and submitted by the chapter Consul.</i>	Consul
Krach TLW Registration opens	May 1	Visit workshop.sigmachi.org for registration and general information. Individual officers must register on their own.	Required officers



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Filing of chapter's Form 990	May 1	The Form 990 must be filed with IRS to maintain chapter's non-profit status. This must be filed within five months after the end of a chapter's fiscal year.	Quaestor / Consul
Chapter Advisor Annual Report / Peterson application submission due	May 4	Complete form/report online at sigmachi.org/annual-report . * This section of the report is to be completed and submitted by the Chapter Advisor.	Chapter Advisor
Campus Chronicle submission for Fall Issue of Magazine due	May 4	Complete submission form online at sigmachi.org/magazine-submission or via chapter system > Operations > Submit Campus Chronicle	Chapter Editor
Update chapter officers	May 8 or after elections	Update each new officer accordingly in chapter system > Officers > Update Officers	Consul
Submit RMF Renewal Response Form	May 15	Response forms will have been sent out electronically. Send completed renewal form to RMF via email to RMF@RMFEducation.org	Consul / Quaestor
Spring newsletter deadline	May 15	Email a copy to your Grand Praetor and Headquarters via alumni@sigmachi.org	Chapter Editor
Last day to return excess pledge pins and Norman Shields	May 15	Return any extra pledge materials for full reimbursement. Send to: Sigma Chi Headquarters Attn: Reception 1714 Hinman Ave. Evanston, IL 60201 <i>*Email headquarters@sigmachi.org with a list of what you are returning, who is depledged, and the tracking information.</i>	Magister
List of graduating seniors	May 15	Submit list via chapter system > Membership > Manage Members.	Tribune
Grand Praetor Annual Report / Peterson application submission due	May 18	Complete form/report online at sigmachi.org/annual-report . * This section of the report is to be completed and submitted by the Grand Praetor.	Grand Praetor
Chapter Ritual Certificate Report due	May 18	Submit completed report via email to headquarters@sigmachi.org and upload with annual report submission.	Consul / Grand Praetor



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Submit chapter newsletters for award	May 29	Submissions due for Charles G. Ross Undergraduate Chapter Publications Program Award. Email copies of newsletters to awards@sigmachicago.org or mail to: Sigma Chi Headquarters Attn: Ross Award 1714 Hinman Ave. Evanston, IL 60201	Chapter Editor
Krach TLW Registration Deadline	July 1	Visit workshop.sigmachicago.org for registration information. <i>Individual officers must register on their own.</i>	Required officers