



SIGMA CHI FRATERNITY

Friendship, Justice and Learning since 1855

Yearly Timeline and Checklist

Fall 2020 – Spring 2021

FALL 2020	DEADLINE	COMMENTS	RESPONSIBLE OFFICER
Fall pledge pin and Norman Shield order	21 days before formal pledging ceremony	Request pledge pins and <i>Norman Shields</i> via chapter system > Pledging > Order Pledge Supplies	Magister
Fall pledge forms	Before formal pledging ceremony	Complete forms online via chapter system > Pledging > Add New Pledges	Magister
Fall pledge fees	Upon submitting formal pledge forms	Send check payment to: Sigma Chi Headquarters Attn: Accounts Receivable 1714 Hinman Ave. Evanston, IL 60201 For electronic payment via ACH: Chapter system > Finances > Finances Dashboard > Submit Payment	Quaestor
Fall initiation forms	14 days before initiation	Chapter system will submit forms automatically 14 days prior to recorded 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 check payment to: Sigma Chi Headquarters Attn: Accounts Receivable 1714 Hinman Ave. Evanston, IL 60201 For electronic payment via ACH: Chapter system > Finances > Finances Dashboard > Submit Payment	Quaestor
Fall initiation confirmation	Immediately after initiation	Confirm pledges who initiated via chapter system > Pledging > Manage Pledges	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 and your RCSC with what you are returning, who is depledged, and the tracking information.</i>	Magister
Update chapter bylaws	Aug. 28	Submit a copy in chapter system > Operations > Submit Bylaws	Pro Consul
Update chapter budget	Aug. 28	Submit a copy in chapter system > Finances > Submit Budget	Quaestor



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Campus Chronicle submission for Winter Issue of <i>The Magazine</i> due	Sept. 11	Complete submission form online via chapter system > Operations > Campus Chronicles > Submit Campus Chronicle	Chapter Editor
First half-year invoice of RMF Membership fees due	Sept. 15	Send check payment to: Risk Management Foundation P.O. Box 13421, Pensacola, FL 32591 For electronic payments via ACH: http://www.rmfeducation.org/ach	Quaestor
Significant Sig nominations open	Oct. 1	Submit nominations for Significant Sig awards online via members.sigmachi.org .	Any active chapter member
Update Chapter Roster	Oct. 2	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 / Annotator
Fall semi-annual fees due	Oct. 9	Review chapter invoice via chapter system > Finances > Invoices Send check payment to: Sigma Chi Headquarters Attn: Accounts Receivable 1714 Hinman Ave. Evanston, IL 60201 For electronic payment via ACH: Chapter system > Finances > Finances Dashboard > Submit Payment	Quaestor
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
Significant Sig nominations close	Nov. 30	Submit nominations for Significant Sig awards online via members.sigmachi.org .	Any active chapter member
Apply for Horizons Huntsman Leadership Summit	Early winter	Apply at sigmachi.org/horizons or contact via email at horizons@sigmachi.org .	Any Sigma Chi with at least one year of school remaining
Update chapter officers	Dec. 11 or after elections	Update each new officer accordingly via chapter system > Leadership > Update Officers	Annotator / Pro Consul / Consul



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Fall Alumni newsletter deadline	Dec. 11	Email a copy to Headquarters via alumni@sigmachicago.org .	Chapter Editor
List of graduating seniors	Dec. 11	Submit list via chapter system > Membership > Manage Members	Tribune
Campus Chronicle submission for Spring Issue of <i>The Magazine</i> due	Dec. 11	Complete submission form online via chapter system > Operations > Campus Chronicles > Submit Campus Chronicle	Chapter Editor



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SPRING 2021	DEADLINE	COMMENTS	RESPONSIBLE OFFICER
Sigma Chi Foundation Scholarship Applications	Early January	Scholarship applications are available via the Sigma Chi Foundation website at foundation.sigmachi.org . Application deadline is March 31. <i>*Email heidi.holley@sigmachi.org with questions.</i>	All brothers / Scholarship Chairman
RMF distributes invoices for adjusted membership for second half of year	Early January	Review invoices <i>via email</i> for updates made to membership roster.	Quaestor / Consul
Spring pledge pin and Norman Shield order	21 days before formal pledging ceremony	Request pledge pins and <i>Norman Shields</i> via chapter system > Pledging > Order Pledge Supplies	Magister
Spring pledge forms	Before formal pledging ceremony	Complete forms online via chapter system > Pledging > Add New Pledges	Magister
Spring pledge fees	Upon submitting formal pledge forms	Send check payment to: Sigma Chi Headquarters Attn: Accounts Receivable 1714 Hinman Ave. Evanston, IL 60201 For electronic payment via ACH: Chapter system> Finances > Finances Dashboard > Submit Payment	Quaestor
Spring initiation forms	14 days before initiation	Chapter system will submit forms automatically 14 days prior to recorded 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 check payment to: Sigma Chi Headquarters Attn: Accounts Receivable 1714 Hinman Ave. Evanston, IL 60201 For electronic payment via ACH: Chapter system> Finances > Finances Dashboard > Submit Payment	Quaestor
Spring initiation confirmation	Immediately after initiation	Confrim pledges who initiated via chapter system > Pledging > Manage Pledges	Magister
Horizons Huntsman Leadership Summit applications due	Early February	Apply at sigmachi.org/horizons or contact via email at horizons@sigmachi.org .	Any Sigma Chi with at least one year of school remaining



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Annual Report / Peterson application opens	Feb. 1	Annual Report / Peterson application opens online at sigmachi.org/annual-report .	Consul
Chapter Balfour Award recipient due	Feb. 15	Submit via chapter system > Membership > Select Chapter Balfour Award	Consul & Grand Praetor
Second half-year Invoice of RMF Membership fees due	Feb. 15	Send payment check to: Risk Management Foundation P.O. Box 13421, Pensacola, FL 32591 For electronic payments via ACH: http://www.rmfeducation.org/ach	Quaestor
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 5	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 / Annotator
Spring semi-annual fees due	March 12	Review chapter invoice via chapter system > Finances > Invoices Send check payment to: Sigma Chi Headquarters Attn: Accounts Receivable 1714 Hinman Ave. Evanston, IL 60201 For electronic payment via ACH: Chapter system > Finances > Finances Dashboard > Submit Payment	Quaestor
Campus Chronicle submission for Summer Issue of <i>The Magazine</i> due	March 12	Complete submission form online via chapter system > Operations > Campus Chronicles > Submit Campus Chronicle	Chapter Editor
Excess pledge pins and <i>Norman Shields</i> notice	March 12	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
Province Balfour Award recipient due	March 15	Submit via chapter system > Membership > Submit Province Balfour Award	Consul / Grand Praetor
Sigma Chi Foundation Scholarship Applications deadline	March 31	Scholarship applications are available via the Sigma Chi Foundation website at foundation.sigmachi.org . <i>*Email heidi.holley@sigmachi.org with questions.</i>	All brothers / Scholarship Chairman



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International Balfour Award applications due	April 15	Submit applications online via sigmachi.org/international-balfour-award .	IBA applicant
Chapter Annual Report / Peterson application submission due	April 30	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. <i>Individual officers must register on their own.</i>	Required officers
Check to ensure 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 7	Complete form/report online at sigmachi.org/annual-report . <i>* This section of the report is to be completed and submitted by the Chapter Advisor.</i>	Chapter Advisor
Campus Chronicle submission for Fall Issue of <i>The Magazine</i> due	May 7	Complete submission form online via chapter system > Operations > Campus Chronicles > Submit Campus Chronicle	Chapter Editor
Update chapter officers	May 7 or after elections	Update each new officer accordingly in chapter system > Leadership > Update Officers	Annotator / Pro Consul / Consul
Submit RMF Renewal Response Form	May 14	Response forms will have been sent out electronically. Send completed renewal form to RMF via email to RMF@RMFEducation.org .	Consul / Quaestor
Spring Alumni newsletter deadline	May 14	Email a copy to Headquarters via alumni@sigmachi.org .	Chapter Editor
Last day to return excess pledge pins and <i>Norman Shields</i>	May 14	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 and your RCSC with a list of what you are returning, who is depledged, and the tracking information.</i>	Magister
List of graduating seniors	May 14	Submit list via chapter system > Membership > Manage Members	Tribune



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Grand Praetor Annual Report / Peterson application submission due	May 14	Complete form/report online at sigmachi.org/annual-report . * <i>This section of the report is to be completed and submitted by the Grand Praetor.</i>	Grand Praetor
Chapter Ritual Certificate Report due	May 14	Submit certificate report via chapter system > Advisory Board > Submit Chapter Ritual Evaluation	Ritual Peer
Submit chapter newsletters for award	May 28	Submissions due for Charles G. Ross Undergraduate Chapter Publications Program Award. Email copies of newsletters to awards@sigmachi.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.sigmachi.org for registration information. <i>Individual officers must register on their own.</i>	Required officers
Order of Constantine nominations open	July 1	Submit nominations for Order of Constantine awards online via members.sigmachi.org .	Any active chapter member