



FALL 2021	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	Review chapter invoice via chapter system > Finances > Invoices Submit check payment to: Sigma Chi Headquarters Attn: Accounts Receivable 1714 Hinman Ave. Evanston, IL 60201 Submit 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	Review chapter invoice via chapter system > Finances > Invoices Submit check payment to: Sigma Chi Headquarters Attn: Accounts Receivable 1714 Hinman Ave. Evanston, IL 60201 Submit 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 <a href="mailto:headquarters@sigmachicago.org">headquarters@sigmachicago.org</a> and your RCSC with a list of the items you are returning, which pledge(s) are depledged, and the tracking information.</i>	Magister



**Sigma Chi**  
EXPECT MORE.

**Yearly Timeline and  
Officer Checklist  
FALL 2021 – SPRING 2022**

<b>Campus Chronicle submission for Winter Issue of The Magazine due</b>	<b>September 1</b>	Complete submission form online via chapter system > Operations > Campus Chronicles > Submit Campus Chronicle <i>*Due date subject to change.</i>	<b>Chapter Editor</b>
<b>Order of Constantine Nominations Open</b>	<b>September 1</b>	Submit nominations for Order of Constantine awards online via <a href="https://sigmachi.secure-platform.com/">https://sigmachi.secure-platform.com/</a>	<b>Any active member</b>
<b>Submit chapter Spring grade report</b>	<b>September 10</b>	Submit chapter grade report info for Spring 2021 in chapter system > Operations > Submit Grade Report	<b>Scholarship Chair</b>
<b>Update chapter bylaws</b>	<b>September 10</b>	Submit a copy in chapter system > Operations > Submit Bylaws	<b>Pro Consul</b>
<b>Update chapter budget</b>	<b>September 10</b>	Submit a copy in chapter system > Finances > Submit Budget	<b>Quaestor</b>
<b>First half-year invoice of RMF Membership fees due</b>	<b>September 30</b>	Submit check payment to: Risk Management Foundation P.O. Box 13421, Pensacola, FL 32591 Submit electronic payment via ACH at: <a href="http://rmfeducation.org/ach">rmfeducation.org/ach</a>	<b>Quaestor</b>
<b>Significant Sig nominations open</b>	<b>October 1</b>	Submit nominations for Significant Sig awards online via <a href="https://sigmachi.secure-platform.com/">https://sigmachi.secure-platform.com/</a>	<b>Any active member</b>
<b>Update chapter roster</b>	<b>October 8</b>	Update your chapter roster via chapter system > Membership > Manage Members <i>**All semi-annual bills will be based on your roster.</i>	<b>Annotator / Pro Consul</b>
<b>Fall semi-annual fees billed to chapter</b>	<b>October 15</b>	Review chapter invoice via chapter system > Finances > Invoices Submit check payment to: Sigma Chi Headquarters Attn: Accounts Receivable 1714 Hinman Ave. Evanston, IL 60201 Submit electronic payment via ACH: Chapter system > Finances > Finances Dashboard > Submit Payment	<b>Quaestor</b>



<b>Sigma Chi Foundation Chapter Sweetheart Donor-Scholar Award</b>	<b>November 1</b>	Chapters that currently have a sweetheart(s) can submit the sweetheart(s) name, email address, phone number and chapter name via email to <a href="mailto:heidi.holley@sigmachi.org">heidi.holley@sigmachi.org</a> . The Foundation provides a \$1,000 chapter sweetheart donor-scholar award to eligible chapter sweetheart(s).	<b>Scholarship Chair / Consul</b>
<b>Significant Sig &amp; Order of Constantine nominations close</b>	<b>November 30</b>	Submit nominations for Significant Sig & OOC awards online via <a href="https://sigmachi.secure-platform.com/">https://sigmachi.secure-platform.com/</a>	<b>Any active chapter member</b>
<b>Winter OTA registration opens</b>	<b>Late November</b>	Visit <a href="http://academy.sigmachi.org">academy.sigmachi.org</a> for registration and general event information. <i>*Academy dates TBD</i>	<b>Consul</b>
<b>Campus Chronicle submission for Spring Issue of <i>The Magazine</i> due</b>	<b>December 1</b>	Complete submission form online via chapter system > Operations > Campus Chronicles > Submit Campus Chronicle <i>*Due date subject to change.</i>	<b>Chapter Editor</b>
<b>Update chapter officers</b>	<b>December 10 or directly after elections</b>	Update each new officer accordingly via chapter system > Leadership > Update Officers	<b>Annotator / Pro Consul</b>
<b>Fall Alumni newsletter deadline</b>	<b>December 10</b>	Send a copy to Headquarters via email to <a href="mailto:alumni@sigmachi.org">alumni@sigmachi.org</a> .	<b>Tribune / Chapter Editor</b>
<b>List of graduating seniors</b>	<b>December 10</b>	Submit list via chapter system > Membership > Manage Members	<b>Annotator / Tribune</b>
<b>Apply for Horizons Huntsman Leadership Summit</b>	<b>Early winter</b>	Apply at <a href="http://sigmachi.org/horizons">sigmachi.org/horizons</a> or inquire via email to <a href="mailto:horizons@sigmachi.org">horizons@sigmachi.org</a> .	<b>Any Sigma Chi with at least one year of school remaining</b>



SPRING 2022	DEADLINE	COMMENTS	RESPONSIBLE OFFICER
Sigma Chi Foundation Scholarship Applications open	Early January	Scholarship applications for the 2022-2023 academic year are available via the Sigma Chi Foundation website at <a href="http://sigmachi.org/foundation">sigmachi.org/foundation</a> . Application deadline is March 31. Winners will be notified via e-mail in mid-August 2022.  *Email <a href="mailto:heidi.holley@sigmachi.org">heidi.holley@sigmachi.org</a> with questions.	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 located in chapter system.	Quaestor / Consul
Winter OTA registration deadline	Mid January	Visit <a href="http://academy.sigmachi.org">academy.sigmachi.org</a> for registration and general event information. *Academy dates TBD	Consul / Required officers
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	After formal pledging ceremony	Complete forms online via chapter system > Pledging > Add New Pledges	Magister
Spring pledge fees	Upon submitting formal pledge forms	Review chapter invoice via chapter system > Finances > Invoices  Submit check payment to: Sigma Chi Headquarters Attn: Accounts Receivable 1714 Hinman Ave. Evanston, IL 60201  Submit 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	Review chapter invoice via chapter system > Finances > Invoices  Submit check payment to: Sigma Chi Headquarters Attn: Accounts Receivable 1714 Hinman Ave. Evanston, IL 60201  Submit electronic payment via ACH: Chapter system > Finances > Finances Dashboard > Submit Payment	Quaestor



Spring initiation confirmation	<b>Immediately after initiation</b>	Confrim pledges who initiated via chapter system > Pledging > Manage Pledges	<b>Magister</b>
Submit chapter Fall grade report	<b>January 28</b>	Submit chapter grade report info for Fall 2021 in chapter system > Operations > Submit Grade Report	<b>Scholarship Chair</b>
Horizons Huntsman Leadership Summit applications deadline	<b>Early February</b>	Apply at <a href="http://sigmachi.org/horizons">sigmachi.org/horizons</a> or inquire via email to <a href="mailto:horizons@sigmachi.org">horizons@sigmachi.org</a> .	<b>Any active member with at least one year of school remaining</b>
Annual Report / Peterson application opens	<b>February 1</b>	Annual Report / Peterson application opens online at <a href="http://sigmachi.org/annual-report">sigmachi.org/annual-report</a> .	<b>Consul</b>
Chapter Balfour Award recipient due	<b>February 15</b>	Submit via chapter system > Membership > Select Chapter Balfour Award	<b>Consul</b>
Second half-year Invoice of RMF Membership fees due	<b>February 28</b>	Submit check payment to: Risk Management Foundation P.O. Box 13421, Pensacola, FL 32591 Submit electronic payment via ACH at: <a href="http://rmfeducation.org/ach">rmfeducation.org/ach</a>	<b>Quaestor</b>
Campus Chronicle submission for Summer Issue of <i>The Magazine</i> due	<b>March 1</b>	Complete submission form online via chapter system > Operations > Campus Chronicles > Submit Campus Chronicle <i>*Due date subject to change.</i>	<b>Chapter Editor</b>
Awards applications and letters of recommendation due	<b>March 1</b>	Seven Lights Alumni Award and awards for best chapter advisor, alumni chapter officer, houseparent, house corporation officer and parents club. Visit <a href="http://sigmachi.org/alumni-awards/">sigmachi.org/alumni-awards/</a> for details.	<b>Any member</b>
Update chapter roster	<b>March 4</b>	Update your chapter roster via chapter system > Membership > Manage Members <i>**All semi-annual bills will be based on your roster.</i>	<b>Annotator / Pro Consul</b>
Spring semi-annual fees billed to chapter	<b>March 11</b>	Review chapter invoice via chapter system > Finances > Invoices Submit check payment to: Sigma Chi Headquarters Attn: Accounts Receivable 1714 Hinman Ave. Evanston, IL 60201 Submit electronic payment via ACH: Chapter system > Finances > Finances Dashboard > Submit Payment	<b>Quaestor</b>



<b>Excess pledge pins and Norman Shields notice</b>	<b>March 15</b>	Notice of chapter's inventory of excess pledge pins and <i>Norman Shields</i> will be emailed to chapter leadership. You can also view your outstanding inventory on the Finance dashboard in chapter system.	<b>Consul / Pro Consul / Quaestor / Magister</b>
<b>Province Balfour Award recipient due</b>	<b>March 15</b>	Submit via chapter system > Membership > Submit Province Balfour Award	<b>Grand Praetor</b>
<b>Sigma Chi Foundation Scholarship Applications deadline</b>	<b>March 31</b>	Scholarship applications for the 2022-2023 academic year are available via the Sigma Chi Foundation website at <a href="http://sigmachio.org/foundation">sigmachio.org/foundation</a> . Winners will be notified via e-mail mid-August 2022. <i>*Email <a href="mailto:heidi.holley@sigmachio.org">heidi.holley@sigmachio.org</a> with questions.</i>	<b>All brothers / Scholarship Chairman</b>
<b>International Balfour Award applications due</b>	<b>April 15</b>	Submit applications online via <a href="https://sigmachio.org/awards/">https://sigmachio.org/awards/</a>	<b>IBA applicant</b>
<b>Chapter Annual Report / Peterson application submission due</b>	<b>April 18</b>	Complete report online at <a href="http://sigmachio.org/annual-report">sigmachio.org/annual-report</a> <i>*This section of the report is to be completed and submitted by the Consul.</i>	<b>Consul</b>
<b>Chapter Advisor Annual Report / Peterson application submission due</b>	<b>April 25</b>	Complete report online at <a href="http://sigmachio.org/annual-report">sigmachio.org/annual-report</a> <i>*This section of the report is to be completed and submitted by the Chapter Advisor.</i>	<b>Chapter Advisor</b>
<b>Summer OTA registration opens</b>	<b>Early May</b>	Visit <a href="http://academy.sigmachio.org">academy.sigmachio.org</a> for registration and general event information. <i>*Academy dates TBD</i>	<b>Consul / Required officers</b>
<b>Ensure filing of chapter's Form 990</b>	<b>May 1</b>	The Form 990 must be filed with IRS to maintain chapter's non-profit status. <i>*This must be filed within five months after the end of a chapter's fiscal year.</i>	<b>Quaestor / Consul</b>
<b>Submit chapter newsletters for award</b>	<b>May 1</b>	Submissions due for Charles G. Ross Undergraduate Chapter Publications Program Award. Email copies of newsletters to <a href="mailto:awards@sigmachio.org">awards@sigmachio.org</a> or mail to: Sigma Chi Headquarters Attn: Ross Award 1714 Hinman Ave. Evanston, IL 60201	<b>Chapter Editor</b>





Grand Praetor Annual Report / Peterson application submission due	<b>May 2</b>	Complete report online at <a href="http://sigmachi.org/annual-report">sigmachi.org/annual-report</a> <i>*This section of the report is to be completed and submitted by the Grand Praetor.</i>	Grand Praetor
Update chapter officers	<b>May 6 or directly after elections</b>	Update each new officer accordingly in chapter system > Leadership > Update Officers	Annotator / Pro Consul
Submit Philanthropic Donation Report and service hours	<b>May 6 or at the end of the semester</b>	Submit chapters philanthropic donation report and service hours from the entire academic year via chapter system > Submit Donation Report > Submit Service Hours	Philanthropy Chair / Derby Days Chair
Spring Alumni newsletter deadline	<b>May 13</b>	Submit a copy to Headquarters via email to <a href="mailto:alumni@sigmachi.org">alumni@sigmachi.org</a>	Tribune / Chapter Editor
Last day to return excess pledge pins and Norman Shields	<b>May 15</b>	Return any extra pledge materials for full reimbursement. Send to: Sigma Chi Headquarters Attn: Reception 1714 Hinman Ave. Evanston, IL 60201 <i>*Email <a href="mailto:headquarters@sigmachi.org">headquarters@sigmachi.org</a> and your RCSC with a list of the items you are returning, which pledge(s) are depleted, and the tracking information.</i>	Magister
List of graduating seniors	<b>May 13</b>	Submit list via chapter system > Membership > Manage Members	Tribune / Annotator
KTLW registration opens	<b>Mid May</b>	Visit <a href="http://workshop.sigmachi.org">workshop.sigmachi.org</a> for registration and general event information. <i>*Workshop dates TBD</i>	Consul / Required officers
Campus Chronicle submission for Fall Issue of <i>The Magazine</i> due	<b>June 1</b>	Complete submission form online via chapter system > Operations > Campus Chronicles > Submit Campus Chronicle <i>*Due date subject to change.</i>	Chapter Editor
KTLW registration deadline	<b>Late June</b>	Visit <a href="http://workshop.sigmachi.org">workshop.sigmachi.org</a> for registration and general event information. <i>*Workshop dates TBD</i>	Consul / Required officers