# A YEAR IN THE LIFE
## OF A BETA THETA PI CHAPTER

## CHAPTER REPORTING CALENDAR

### JULY (2024)
**31** Semester schools billed for insurance, fall dues and heritage fees

### AUGUST
**04** Virtual Advisor Academy
**15** Semester schools: Spring Grade Reports due
**28** August Volunteer Lunch and Learn
**31** Quarter schools billed for insurance, fall dues and heritage fees

### SEPTEMBER
**15** Quarter schools: Spring Grade Reports due
**25** September Volunteer Lunch and Learn
**30** Men of Principle Grant 2023-24 application due
**30** Roster adjustments deadline for refunding fees (all schools)

### OCTOBER
**01** Beta Brotherhood Assessment survey opens
**01** Beta Volunteer Assessment survey opens
**15** Presidents Academy and Keystone Conference registration opens
**30** October Volunteer Lunch and Learn

### NOVEMBER
**05** Beta Brotherhood Assessment survey closes
**05** Beta Volunteer Assessment survey closes
**20** November Volunteer Lunch and Learn
**30** Chapters billed for Presidents Academy registration fees

### DECEMBER
**10** Update university/chapter/housing profiles
**10** Update chapter officers list
**13** Presidents Academy and Keystone Conference registration closes
**31** All schools billed for insurance, spring dues and heritage fees

### JANUARY (2025)
**15** All schools: Fall End-of-Term Report due
**29** January Volunteer Lunch and Learn
**31** Chapters billed for Keystone registration fees

### FEBRUARY
**03** Wooden Institute registration opens
**07** Founders Commemoration Ceremony
**23** Virtual Advisor Academy
**26** February Volunteer Lunch and Learn
**28** Chapters billed for Convention registration fees
**28** Roster adjustments deadline for refunding fees (all schools)

### MARCH
**15** Magazine Chapter Report due
**15** All schools: Fall Grade Reports due
**26** March Volunteer Lunch and Learn

### APRIL
**01** UIFI scholarship applications deadline
**15** Foundation Merit Scholarship applications due

**15** All General Fraternity awards applications due
**15** Wooden Institute registration deadline
**15** Form 990 and accounting certification letter submission deadline for non-Billhighway chapters
**30** April Volunteer Lunch and Learn

### MAY
**01** Report graduating seniors on roster maintenance
**01** Graduating seniors: Complete Volunteer Interest Form
**15** Quarter schools: Winter End-of-Term Reports due
**15** 2024-25 Men of Principle Scholarship recipients information due
**28** May Volunteer Lunch and Learn

### JUNE
**01** Update chapter officers list
**01** All other reporting needs for SCOE due
**08** 186th General Convention – delegate registration deadline
**15** Semester schools: Spring End-of-Term Reports due
**15** Quarter schools: Winter Grade Reports due
**25** June Volunteer Lunch and Learn
**30** 186th General Convention – attendee registration deadline

### JULY
**15** Quarter schools: Spring End-of-Term Reports due
**22** All fees/assessments must be paid prior to Convention in order for delegates to be eligible to vote

## LEADERSHIP DEVELOPMENT OPPORTUNITIES

### PRESIDENTS ACADEMY
January 9-10, 2025
Chicago, Ill.

### KEYSTONE CONFERENCE
January 10-12, 2025
Chicago, Ill.

### UNDERGRADUATE INTERFRATERNITY INSTITUTE
Session 1:  May 2025
Session 2:  May 2025
Session 3:  July 2025
Bloomington, Ind.

### WOODEN INSTITUTE
Session 1: May 31-June 3, 2025
Session 2: June 7-10, 2025
Session 3: June 21-24, 2025
Oxford, Ohio

### 186TH GENERAL CONVENTION
August 2025

---

### REPORTING REMINDERS
· Maintain up-to-date membership and officer rosters as changes occur.
· All Grade Reports are due within 90 days of the end of the term.
· All End-of Term Reports are due within 30 days of the end of the term.
· Register all new members within 72 hours of joining – either the first new member function (ceremony, meeting, orientation, etc.) or moving into the chapter house.
· Report all initiations online within 72 hours of the ceremony.
· Report all potential risk management incidents within 24 hours.
· Authorized chapter officers for online reporting include president, executive vice president, vice president of brotherhood, vice president of administration, vice president of education, vice president of finance and vice president of recruitment.

### FINANCIAL INFORMATION
· If payment in full is not received within 30 days of the billing date, a delinquent chapter will incur the standard finance charge of 1.5% per month [Chapter X, Section 2 of The Code]. Exception: Fall dues, heritage fees and insurance fees are billed July 31 (semester schools) and August 31 (quarter schools) to allow for adequate chapter planning and roster maintenance by September 30. Spring dues, heritage fees and insurance fees are billed December 31 (all schools) to allow for roster maintenance by February 28.
· Keystone Conference fees are billed in $300 monthly installments from September 30 to January 31 for five officer registrations (4 winter, 1 summer).