A YEAR IN THE LIFE
OF A BETA THETA PI CHAPTER

CHAPTER REPORTING CALENDAR

JULY (2025)
16 All fees/assessments must be paid prior to Convention in order for delegates to be eligible to vote
31 Semester schools: Billed for insurance, fall dues and heritage fees

AUGUST
15 Semester schools: Spring Grade Reports due
15 New Member Education Assessment due
27 August Volunteer Lunch and Learn
31 Quarter schools: Billed for insurance, fall dues and heritage fees

SEPTEMBER
15 Quarter schools: Spring Grade Reports due
24 September Volunteer Lunch and Learn
28 Virtual Advisor Academy
30 Men of Principle Grant 2025-26 application due
30 Roster adjustments deadline for refunding fees (all schools)

OCTOBER
20 Beta Brotherhood Assessment survey opens
20 Beta Volunteer Assessment survey opens
29 October Volunteer Lunch and Learn

NOVEMBER
03 Presidents Academy and Keystone Conference registration opens
14 Beta Brotherhood Assessment survey closes
14 Beta Volunteer Assessment survey closes
19 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
10 Presidents Academy and Keystone Conference registration closes
31 All schools billed for insurance, spring dues and heritage fees

JANUARY (2026)
15 Fall End-of-Term Report due
28 January Volunteer Lunch and Learn
31 Chapters billed for Keystone registration fees

FEBRUARY
07 Founders Commemoration Ceremony
16 Wooden Institute registration opens
25 February Volunteer Lunch and Learn
28 Chapters billed for Convention registration fees
28 Roster adjustments deadline for refunding fees (all schools)

MARCH
13 Wooden Institute early bird registration ends
15 Magazine Chapter Report due
15 Fall Grade Reports due
25 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
29 April Volunteer Lunch and Learn

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

JUNE
01 Update chapter officers list
01 All other reporting needs for SCOE due
01 187th General Convention — delegate registration deadline
15 Semester schools: Spring End-of-Term Reports due
15 Quarter schools: Winter Grade Reports due
24 June Volunteer Lunch and Learn
30 187th General Convention — attendee registration deadline

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

LEADERSHIP DEVELOPMENT OPPORTUNITIES

PRESIDENTS ACADEMY
January 8-9, 2026
Chicago, Ill.

KEYSTONE CONFERENCE
January 9-11, 2026
Chicago, Ill.

UNDERGRADUATE INTERFRATERNITY INSTITUTE
Session 1: May 2026
Session 2: June 2026
Session 3: July 2026
Indianapolis, Ind.

WOODEN INSTITUTE
Session 1: May 30-June 2, 2026
Session 2: June 6-9, 2026
Session 3: June 13-16, 2026
Oxford, Ohio

187TH GENERAL CONVENTION
JULY 30 – AUGUST 2, 2026
Oxford, Ohio

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 $315 monthly installments from September 30 to January 31 for five officer registrations (4 winter, 1 summer).