A YEAR IN THE LIFE
OF A BETA THETA PI CHAPTER

CHAPTER REPORTING CALENDAR

JULY (2024)
31 Fall dues billed to chapter

AUGUST
04 Virtual Advisor Academy
15 Semester schools: Spring Grade Reports due
28 August Volunteer Lunch and Learn

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

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

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

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

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 9-12, 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

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

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: dues, heritage fees and insurance fees are billed on August 31 and December 31 to allow for adequate chapter planning, but are not due for 60 days.
- Keystone Conference fees are billed in $300 installments from September 30 to January 31 for five officer registrations.