**MASTER ALCHEMIST**
- Alpha Chi Sigma Scholar Nominations
- John R. Kuebler Award & R.T. Pflaum Advisor Award Nominations
- Alcohol Awareness Training Sheet
- Chapter Plan

**DUE BY:**
- March 1
- March 1 (even/Conclave years only)
- After training OR by June 15
- Start of academic year/semester OR June 15

**VICE MASTER ALCHEMIST**
- Pledge Interest Form & retained by chapter
- Pledge Material Order Form
- Risk Management Report, read & signed by each pledge & retained by chapter
- Audit and financial statement report
- Professional Branch Induction (PBI)

**DUE BY:**
- During pledge recruitment
- No specific date: allow 7 business days
- By pledge induction
- Following change of Treasurers OR by June 15
- 2 weeks before PBI ceremony OR June 15

**MASTER OF CEREMONIES**
- Charter, Ritual, and Regalia Inspection (CRRI)
- Request regalia replacements

**DUE BY:**
- Following each initiation OR June 15
- After authorized by DC

**TREASURER**
- Collect Pledge fees and lifetime member fee and submit to National Office
- Pay National Office invoices
- Collect 2nd installment Member Fee and send to National Office
- Cash National Office checks and refund Lifetime Member fees to pledges who did not complete initiation
- Pledge pins, ties, and decals orders are placed through National Office
- Graduation Medallion Orders – send check or credit card form to National Office for $12/medallion. Include shipping address
- Submit e-Postcard to the IRS
- Provide VMA with financial info to prepare Audit / Financial Statement

**DUE BY:**
- After pledge induction, but at least 2 weeks before initiation
- Within 30 days of receipt
- Immediately
- Use National Office order form
- Please order all medallions at one time
- May 15th
- Before leaving officer position OR by June 15

**REPORTER**
- Pledge report form
- Non-faculty professional candidate application
- Send Pledge fees to National Office
- Pledge fee and Lifetime Member Fees due to National Office via check or online credit card payment. Member badges sent immediately after lifetime member fees are received.
- Initiation Report to National Office to confirm initiates
- Chapter Officer List
- Active Collegiate Member Register – emailed each spring
- Star Chapter Report – emailed each spring
- Updated Bylaws sent to National Office

**DUE BY:**
- At least 4 weeks before initiation
- At least 4 weeks before initiation
- At least 2 weeks before initiation
- At least 2 weeks before initiation
- 10 days after initiation ceremony
- Following EACH election OR by June 15
- By June 15
- By June 15
- When updated OR by June 15

**ALUMNI SECRETARY**
- Send National Office updated chapter member’s addresses and email addresses

**DUE BY:**
- When info is known

**WEBMASTER**
- Maintain an updated website including
  - Information about pledging and membership
  - Current calendar of events
  - Current chapter and officer contact information
  - Professional and service activities
  - Active link to the national website

**DUE BY:**
- Throughout the year AND by June 15

**CHAPTER MEMBERS**
- Website/publication pictures and stories to National Office
- HEXAGON article due to Grand Editor (or Alum Sec)

**DUE BY:**
- 2 weeks before the first day of each month
- Jan 1, Apr 1, July 1, Oct 1