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 May 15
- Start of academic year/semester OR by May 15

VICE MASTER ALCHEMIST
- Pledge Interest Form
- 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 May 15
- 2 weeks before PBI ceremony OR May 15

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

DUE BY:
- Following each initiation OR May 15
- After authorized initiation OR May 15

TREASURER
- Collect Pledge fees and lifetime member fee via check or online credit card payment (encouraged).
- 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
- Submit e-Postcard to the IRS
- Provide VMA with financial info to prepare Audit / Financial Statement

DUE BY:
- Immediately AFTER pledge induction
- Within 30 days of receipt
- 6 months after initiation
- Immediately
- May 15
- Before leaving officer position OR by May 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
- As soon as collected/prior to pledge ceremony
- Twelve business days prior to initiation
- 10 days after initiation ceremony
- Following EACH election OR by May 15
- By May 15
- By May 15
- When updated OR by May 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 May 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