

# Alpha Chi Sigma Quick Reference Calendar

Updated October 2016

## 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** by 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)

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 (CRR)
- Request regalia replacements

Following each initiation **OR** June 15  
After authorized by DC

## TREASURER

- Collect Pledge fees and lifetime member fee via check or online credit card payment (encouraged).
- Pay National Office invoices
- Collect 2<sup>nd</sup> 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

Immediately AFTER pledge induction  
  
Within 30 days of receipt  
6 months after initiation  
Immediately  
  
Use National Office order form  
Please order all medallions at one time  
  
May 15<sup>th</sup>  
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

At least 4 weeks before initiation  
At least 4 weeks before initiation  
As soon as collected/prior to pledge ceremony  
Two week prior to 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

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

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)

2 weeks before the first day of each month  
Jan 1, Apr 1, July 1, Oct 1