



## Quick Reference for Report Deadlines

(Revised 5/7/25)

### Mandatory Reports with rolling deadlines:

<b>Pledge Report Form</b>  <i>Reporter (or VMA, MA)</i>	<ul style="list-style-type: none"> <li>• Online Form, access via website.</li> <li>• Due <b><i>at least 4 weeks prior</i></b> to initiation, no exceptions.</li> <li>• Late forms result in a rescheduling of initiation.</li> </ul>
<b>Pledge and Lifetime membership fees</b>  <i>Treasurer</i>	<ul style="list-style-type: none"> <li>• <b><i>Due at least 12 business days prior</i></b> to initiation, no exceptions.</li> <li>• Late payments result in a rescheduling of initiation</li> </ul>
<b>Chapter Officer List</b>  <i>Reporter</i>	<ul style="list-style-type: none"> <li>• Online Form, access via website.</li> <li>• Due immediately after officer elections or midterm officer replacements. If no changes to officers, due by May 15.</li> </ul>

### Mandatory Reports due May 15:

<b>Annual Chapter Report</b> (New – online as of March 2024)  <i>Reporter (or MA)</i>	<ul style="list-style-type: none"> <li>• Online Form, access via website.</li> </ul>
<b>Audit/Statement of Finances</b> (Rev. 4/6/23)  <i>Treasurer</i>	<ul style="list-style-type: none"> <li>• Printable form, download from website.</li> <li>• Scan and return completed form to <a href="mailto:reports@alphachisigma.org">reports@alphachisigma.org</a> and to District Counselor.</li> </ul>
<b>CRR</b>  <i>MC</i>	<ul style="list-style-type: none"> <li>• Online Form, access via website.</li> </ul>
<b>Chapter register</b>  <i>Reporter (or MA)</i>	<ul style="list-style-type: none"> <li>• Excel spreadsheet with a list of chapter members is emailed (by 4/15) to Reporter &amp; MA by the N.O.</li> <li>• Spreadsheet must be updated and returned as an <b>excel file</b> to <a href="mailto:reports@alphachisigma.org">reports@alphachisigma.org</a>. Detailed instructions are included in the email sent to the chapter officers.</li> </ul>

<b>Alcohol Awareness Training</b> (Rev. 4/8/25)  <i>Health &amp; Safety Officer</i>	<ul style="list-style-type: none"> <li>• Fill-in form, download from website.</li> <li>• Scan and email completed form to <a href="mailto:reports@alphachisigma.org">reports@alphachisigma.org</a></li> </ul>
<b>990-N e-postcard</b>  <i>Treasurer (or MA, CA)</i>	<ul style="list-style-type: none"> <li>• Instructions are emailed to the Treasurer, MA, &amp; CA in mid-February. Only one person needs to complete this.</li> <li>• Follow the instructions and the tutorial on the website to file the 990-N with the IRS.</li> <li>• Submit a screenshot of completed 990N to <a href="mailto:reports@alphachisigma.org">reports@alphachisigma.org</a></li> </ul>

### **Optional Reports due May 15:**

<b>PBI</b> (Rev. 12/5/22)  <i>VMA</i>	<ul style="list-style-type: none"> <li>• Fill-in form, download from website.</li> <li>• Email completed form to <a href="mailto:reports@alphachisigma.org">reports@alphachisigma.org</a> (Must be submitted at least 2 weeks prior to ceremony to allow for shipping).</li> </ul>
<b>Chapter Plan</b> (Rev. 8/15/22)  <i>Reporter (or MA)</i>	<ul style="list-style-type: none"> <li>• Fill-in form, download from website.</li> <li>• Also accepted: Calendars (PDF/Doc), Word documents &amp; Spreadsheets containing information on the chapter's planned activities for the semester or year.</li> <li>• Submit completed form/file to <a href="mailto:reports@alphachisigma.org">reports@alphachisigma.org</a> and to District Counselor.</li> </ul>
<b>By-laws</b>  <i>Reporter (or MA)</i>	<ul style="list-style-type: none"> <li>• PDF or Word Document</li> <li>• Submit to <a href="mailto:reports@alphachisigma.org">reports@alphachisigma.org</a> and to District Counselor.</li> </ul>
<b>Newsletter</b>  <i>Alumni Secretary</i>	<ul style="list-style-type: none"> <li>• PDF or Word Document</li> <li>• Submit to <a href="mailto:reports@alphachisigma.org">reports@alphachisigma.org</a></li> <li>• Also accepted as an attachment to the Annual Chapter Report.</li> </ul>