

THETA XI FRATERNITY

2017-18 Year at a Glance

Event Information

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| January 12 - 15 | Presidents Academy (VPA) | Potosi, Missouri |
| January 12 - 15 | Rising Stars Academy (RSA) | Potosi, Missouri |
| February 24 | District Academy (NDLA) | Locations TBD |
| | <i>Northeast District</i> | |
| | <i>Allegheny District</i> | |
| | <i>Ohio Valley District</i> | |
| | <i>Southeast District</i> | |
| | <i>Midwest District</i> | |
| | <i>Bayou Hills District</i> | |
| | <i>Great Plains District</i> | |
| | <i>West District</i> | |
| July 26-29 | 154 th Anniversary Convention | Orlando, Florida |

Registration Deadlines

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|-------------------------|--------------------|
| VPA | November 22 |
| RSA | November 22 |
| NDLA | January 31 |
| 154th Convention | June 1 |

For more information about Theta Xi Academies and Convention, contact Bernie Lemoine bernie@thetaxi.org

Financial Due Dates

For questions about your chapter bill, please contact your OmegaFi Account Manager.

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|-------------------|-----------------------|
| September 1..... | Fall Bill Available |
| September 30..... | Fall Bill Due |
| February 1..... | Spring Bill Available |
| February 28 | Spring Bill Due |

- If payments are not received within 30 days of the billing date the chapter will incur a standard finance charge of 1.75% per month on the outstanding balance until the full payment from that billing period has been received.
- IRS Form 990 is due November 15 - the 15th day of the fifth month following the end of the taxable year.

Reporting Deadlines

All reports must be submitted through Vault. If you have any questions, contact Amy Collins - amy@thetaxi.org

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| September 15..... | Fall Roster and Officer Verification Form |
| September 15..... | Pins and Quest Order Form |
| September 16..... | Spring 2017 Grade Report |
| December 9 | Fall Graduating/Departing Member Form |
| January 1..... | Spring Roster and Officer Verification Form |
| February 23..... | Fall 2017 Grade Report |
| March 16..... | Founders Day Celebration Submission |
| April 1..... | All Scholarship Applications |
| May 1..... | Annual Report for Accreditation |
| May 1..... | Spring 2018 Graduating/Departing Member Report |
| June 15..... | Summer Roster and Officer Verification Form |

Reporting Reminders

Always:

Maintain up-to-date Membership, Associate Member, and Officer Reports as changes occur.

48 Hours After AM Ceremony:

Report Associate Members through Vault

10 Days Before Initiation:

Submit your initiation report on Vault and confirm approval. There is a \$50/man fee for unauthorized initiations.

48 Hours After Initiation:

Complete Initiation report on Vault under Member Initiating Report

Immediately:

All potential risk management incidents or violations to Emilee Danielson-Burke emilee@thetaxi.org.