



THETA XI FRATERNITY

2018-19 Year At A Glance

REPORTING DEADLINES

All reports must be submitted through Vault by the date listed, unless otherwise noted below. If you have questions about how to use Vault or submit reports, contact Amy Collins - amy@thetaxi.org.

- **September 14** – Roster Updates*, Pins & Quest Order Form, and Spring 2018 Grade Report
- **December 8** – Report Graduating Members and Update Roster*
- **January 1** – Confirm Roster Accuracy for Insurance*
- **February 22** - Fall 2018 Grade Report, submit via email to Amy
- **March 15** - Founders Day Celebration Submissions
- **March 18** - All Scholarship Applications
- **May 10** - Annual Report for Accreditation
- **June 14** - Report Graduating Members and Update Officers*
- **July 1** - Confirm Roster Accuracy for Insurance*

**Rosters must be updated anytime there is a change in membership.*

FINANCIAL DUE DATES

For questions about your chapter bill, contact your OmegaFi Account Manager at 1-800-276-6342.

- **September 1** – Fall Bill Available
 - **September 30** - Fall Bill Due
 - **February 1** - Spring Bill Available
 - **March 2** - 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 the 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 Review

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:

Check Vault for initiation approval.

There is a \$50 per man fine for unauthorized initiations.

48 Hours After Initiation:

Complete Initiation report on Vault under Member Initiating Report.

Immediately:

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

ACADEMY INFORMATION

January 18-22 - Presidents Academy (VPA), Potosi, Missouri

- The Vredenburg Presidents Academy for newly elected chapter/colony presidents is Theta Xi's premiere leadership academy,

January 18-21 - Rising Stars Academy (RSA), Potosi, Missouri

- Rising Stars Academy is a personal leadership development experience for newly initiated brothers.

Supported by Theta Xi Foundation, these academies promise to be an incredible weekend filled with motivating leadership activities designed to support the development of our undergraduate members. Participants report to St. Louis, MO for both academies.

Registration Deadlines

VPA	November 21
RSA	November 21
NDLA	January 31

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

February 22-24 - Newell District Academy (NDLA)

- Mark your calendars for the REDESIGNED Newell District Leadership Academy which will focus on equipping and training chapter/colony officers. This Academy is for undergraduate officers and those who aspire to be officers. NDLA 2019 offers four tracks which prepares chapter leaders to excel in their specific positions. The track offerings include a Management & Leadership Track for Chapter Presidents and Vice-Presidents, an Operations Track for Treasurers and Secretaries, an Education Track for Scholarship Chairmen and Membership Educators, and a Growth Track for Recruitment Chairmen.
- Chapters and colonies must register and attend the location closest to them with a chapter leader attending each of the four tracks. Each NDLA location offers the same four track officer training experience, and participants from each chapter are all required to attend the same location.
 - Sacramento, California: Courtyard Sacramento Airport Natomas
 - St. Louis, Missouri: Sheraton Westport Plaza Tower
 - Birmingham, Alabama: Home 2 Suites by Hilton
 - Philadelphia, Pennsylvania: Sheraton Philadelphia University Hotel

WEBINAR SCHEDULE

Join Theta Xi HQ Staff as they present members with focused webinars built to help strengthen chapter leadership. There is no cost for these live webinars and registration is simple via myThetaXi.

- Membership Education – 3 Keys to Success: Wednesday **August 29**, 2018 @ 8pm EST
- Finance – Filing Your Chapter 990 Tax Form: Wednesday **September 26**, 2018 @ 8pm EST
- Officer Transitions – Helpful Resources & Procedures: Tuesday **October 23**, 2018 @ 8pm EST
- Chapter Budgeting 101 – Don't REINVENT the Wheel: Tuesday **November 27**, 2018 @ 8pm EST
- Alumni Relations – Communication Options & Best Practices: Wednesday **February 6**, 2019 @ 8pm EST

HEADQUARTERS CLOSINGS

Theta Xi Fraternity Headquarters will be closed on the following days:

- September 3rd, 2018 – Labor Day
- November 22nd & 23rd, 2018 – Thanksgiving
- December 24th, 2018 to January 2nd, 2019 – Christmas & New Year holidays
- May 27th, 2019 – Memorial Day
- July 4th & 5th, 2019 – Fourth of July holiday