

## Chapters & Clubs Annual Administrative Calendar

MONTH	ADMINISTRATIVE	FINANCIALS	EVENTS	SCHOLARSHIP
1 - July	<ul style="list-style-type: none"> <li>New or renewed officer/board terms begin</li> </ul>	<ul style="list-style-type: none"> <li>Review financial goals for the year</li> </ul>	<ul style="list-style-type: none"> <li>Begin/Continue planning for any fall event(s)</li> <li>Submit <a href="#">Event Planning &amp; Promotions Worksheet</a> for fall event(s)</li> </ul>	
2 - August			<ul style="list-style-type: none"> <li>Begin/Continue planning for any fall event(s)</li> </ul>	<ul style="list-style-type: none"> <li>Deadline for scholarship recipient(s) to accept fall offer</li> </ul>
3 - September	<ul style="list-style-type: none"> <li>Fall leadership meeting – All chapters and clubs, all officers/board members</li> </ul>			<ul style="list-style-type: none"> <li>Scholarship recipient informational pizza party &amp; photo shoot</li> </ul>
4 – October				<ul style="list-style-type: none"> <li>October 1 – Scholarship application period for <i>next</i> academic year begins</li> <li>Scholarship recipients recognized at Top Dog Alumni Awards Gala</li> </ul>
5 - November				
6 – December		<ul style="list-style-type: none"> <li>Ensure all/all final outstanding <a href="#">invoices/payment reimbursements</a> from fall events submitted</li> </ul>	<ul style="list-style-type: none"> <li>Attend FSAA's <i>Photos with Santa</i> at the Smittcamp Alumni House (family event)</li> </ul>	
7 – January	<ul style="list-style-type: none"> <li>Spring leadership meeting – All chapters and clubs, all officers/board members</li> </ul>		<ul style="list-style-type: none"> <li>Begin/Continue planning for any spring event(s)</li> </ul>	<ul style="list-style-type: none"> <li>Students reminded to apply for scholarships</li> <li>Review earnings and establish next academic year award amount</li> </ul>
8 – February	<ul style="list-style-type: none"> <li>Begin preparations for officer/board member nominations</li> </ul>	<ul style="list-style-type: none"> <li>Begin setting goals for upcoming fiscal year</li> </ul>		<ul style="list-style-type: none"> <li>Determine any transfer of monies to endowed scholarship</li> <li>Scholarship allocation determined by FSAA for the <i>upcoming</i> year</li> <li>February 28 – Deadline to apply for scholarships for <i>next</i> academic year</li> </ul>
9 – March	<ul style="list-style-type: none"> <li>Elect new leadership for upcoming fiscal year</li> <li>Begin <a href="#">renewal paperwork</a> for upcoming fiscal year,</li> </ul>			<ul style="list-style-type: none"> <li>Review scholarship applications, select recipients for the next academic year</li> </ul>
10 – April	<ul style="list-style-type: none"> <li>Mid-April – Deadline to submit renewal paperwork for next fiscal year</li> </ul>			<ul style="list-style-type: none"> <li>April 1 – Deadline to select scholarship recipient(s) and alternate(s)</li> </ul>
11 – May	<ul style="list-style-type: none"> <li>FSAA Board of Directors reviews/approves renewal paperwork</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all/all final outstanding <a href="#">invoices/payment reimbursements</a> from spring events submitted</li> </ul>		<ul style="list-style-type: none"> <li>Scholarships offered to students</li> </ul>
12 – June	<ul style="list-style-type: none"> <li>June 30 – End of fiscal year, officers/board members terms end</li> </ul>			