SAI Fraternity Calendar 2015-2016

NOTE: Several dates are DUE dates! Please check to make sure they are sent/submitted prior to date listed!

NH – National Headquarters
RO – Regional Officer
PO – Province Officer
OP – Officer Portal

All scholarship applications must be SUBMITTED online

Please mail all SAI Philanthropies, Inc. correspondence to NH

TEMPO! Chapter Comment:
Check www.sai-national.org for current editors

As development continues on the Officer Portal, reports & forms submissions may be adjusted on the calendar.

July 15
Submit Chapter Comment articles for Tempo! newsletter

August
Annual billing to chapters for assessments & fees -
   Annual Service Charge* & Insurance Liability*
   Collegiate Convention Fund*

September 1
School Information Form - submit on Officer Portal

Review Fraternity Education Calendar
Start preparation of Yearbook Directories

September 30
Collegiate Budget Report (attach BANK statement) -
   submit on Officer Portal

October 1
Submit Chapter Comment articles for Tempo! newsletter
Collegiate Chapter Roster Changes & Member Updates -
   submit on Officer Portal; when invoiced, submit Chapter Dues to NH
Province Officer - submit OV Schedule on Officer Portal

October 15
Collegiate-SAI Risk Management Compliance Agreement
Alumnae Chapter President’s Fall Report -
   submit on Officer Portal

November 1
Yearbook Directories - Follow instructions from Director

December 15
Collegiate President Interim Report - submit on Officer Portal
1st Semester Graduating Seniors - submit on Officer Portal

January 30
Submit Chapter Comment articles for Tempo! newsletter

NH sends award information to Music Department Heads for: Collegiate Honor Award & Scholastic Award
Hold Officer Elections

March 1
Sword of Honor Nominations, Collegiate

March 15
Submit Chapter Comment articles for Tempo! newsletter
Alumnae and Collegiate Chapter Bylaws Report (attach Bylaws) - submit on Officer Portal

April 1
National Collegiate Leadership Award Nomination

April 15
Collegiate Treasurer’s Annual Report (attach BANK Statement-submit on Officer Portal)

May 1
Collegiate President’s Annual Report-submit on Officer Portal

May 15
Collegiate: Collegiate Ritual Check Sheet to PO
Collegiate Service Project Report to PO
National Outstanding Advisor Award Nomination to NH
2nd Semester Graduating Seniors - submit on Officer Portal
Collegiate Chapter Officers Changes – ONLY update on Officer Portal after all Annual Reports submitted AND approved

Always consult the SAI Officer Portal for current dates or changes. www.op.sai-national.org
June 1

**Alumnae:**
President's Annual Report - submit on Officer Portal
Alumnae Service Project Report
Treasurer’s Annual Report (with BANK statement) - submit on Officer Portal
Alumnae Ritual Report - submit on Officer Portal
Alumnae Ritual Check Sheet to PO
Alumnae Chapter Report of Delinquency
Alumnae Chapter Officers Changes - ONLY update on Officer Portal after all Annual Reports submitted AND approved
National Alumnae Leadership Award Nomination

**Collegiate:**
Collegiate Chapter Report of Delinquency

**Province Officers:**
Collegiate Chapters Annual Report and check sheet
Collegiate Province Leadership Award Recipient
Collegiate Chapter Province Achievement Award Nomination

**Other Annual Reports:**
Directors & Chairmen - send to appropriate officers, NH
Philanthropies Project Directors - send to appropriate officers, NH

June 15

**Province Officer:**
Alumnae Chapter Province Achievement Award Nomination
National Alumnae Leadership Award
Alumnae Service Project Nominees
Alumnae Chapter Province Achievement Award
Alumnae Chapter - Annual Report and check sheet

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**Miscellaneous:**
Sigma Alpha Iota National Headquarters
One Tunnel Road, Asheville, NC 28805
828-251-0606; 828-251-0644 (fax)
Office Hours: Monday – Friday 9AM to 5PM E.S.T.
Email: nh@sai-national.org
Officer Portal: op.sai-national.org
National Website: www.sai-national.org

Alumnae Association fees and donations to SAI Philanthropies, Inc. may be paid by individuals on their secure, personal link. Ask National Headquarters.

Chapter orders for supplies can be done by the treasurer through the Officer Portal.

**Philanthropies Applications:**
Consult SAI website for deadlines & information. Submit applications online!

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