



Calendar of Events 2017-2018

*Please pass along this information to your officers or committee members.
Information and forms are on the Epsilon State website.*

June, 2017

- 02-03 State Officers and State Committee Chairs Transition Meeting, Country Inn and Suites, Pineville, LA
10 Send (postmarked by June 10) to State Treasurer Linda Jackson Form 18, Form 18A, initiate cards, reinstatement cards, dues money on anyone not previously reported to State. International's cut-off date is June 15. Any membership information received after June 15 will not appear on your chapter's August membership printouts.
- Check updated State Bylaws and Standing Rules on state website <http://epsilonstatedkg.org/> for answers to your questions!
 - Chapter Officers and Committee Chairmen are encouraged to:
 - Read your Chapter's Bylaws, Standing Rules, and/or Guidelines and align with latest changes at state and International.
 - Meet to plan programs for the year – subject, time, and place.
 - Update names, addresses, schools, etc. in the chapter yearbooks
 - Have chapter Finance Committee prepare a proposed annual budget to be approved by the Executive Board and then the membership.
 - Mark Key Chapter items from February 1, 2017 – January 31, 2018. Be sure you are using the updated 2017-2018 Key Chapter form. **You probably have already accomplished some of these! It is a valuable strategic resource!**

July, 2017 (continue June work)

- 10 Chapter treasurer, send Form 990-N E-postcard to IRS **and** send a printed copy along with Form 15 Annual Report of Chapter (postmarked by 7-10-2016) to State Treasurer Linda Jackson.
19-22 Southeast Regional Conference, Sheraton Myrtle Beach Convention Center, Myrtle Beach, SC
- District Meeting hostess chapter meets with District Director to continue planning district meeting

August, 2017

- 01 *Delta* articles due to Editor Wanda Lemoine.
05 2017 - 2019 State Committees Meeting, Country Inn & Suites/Pineville Convention Center, Pineville, LA
- District Meeting hostess chapter meets with District Director to continue planning district meeting (if not in July).

September, 2017

- 15 Send to 2nd Vice-President/Membership Chairman Gwen Traylor the following by regular or email: 25- and 50-Year Membership Recognition (if you have no 25- and/or 50-year members, send in the form with NONE on it in order to receive Key Chapter point), Golden Rose Award form (if you have no members age 55 or over still actively teaching, and not already recognized at previous district meeting or State Convention, send the form in with NONE on it in order to receive Key Chapter point), Rosebud Award and Rose In Bloom award nominees (these are a surprise, so be secretive!).
30 Central District Meeting, hosted by Alpha Upsilon, Nolley Memorial Methodist Church, Jena, LA

October, 2017

- 07 Northeast District Meeting hosted by Eta Chapter, Highland Baptist Church, West Monroe, LA
14 Northwest District Meeting hosted by Beta Omicron, Fairview Baptist Church, Coushatta, LA
21 South District Meeting hosted by Iota Chapter, Houma, LA
28 Southeast District Meeting hosted by Rho Chapter, Treen Technology Center, Mandeville, LA
31 DEADLINE for dues to be paid to chapter

November, 2017

- 01 Chapter treasurers must drop members who have not paid their dues.
04 Southwest District Meeting hosted by Alpha Zeta, Opelousas High School, Opelousas, LA
10 Send Form 18 chapter dues and fees, Form 18A members dropped, Initiate Cards, and Reinstatement Cards to State Treasurer Linda Jackson. (postmarked by November 10)
15 Submit electronic chapter yearbook form or six chapter yearbooks to 1st Vice-President Sandra Pruitt. Bring to your district meeting and save postage.

November, 2017 (continued)

- 15 Send any proposed changes to the budget to State Finance Chairman Jennifer Coriell
- 15 Send any proposed amendments to the State Bylaws and/or Standing Rules to State Rules Chairman Gene Cosentino
- 15 Send State Convention Workshop Presenter forms to State First Vice President Sandra Pruitt

December, 2017

- 01 *Deltion* articles due to Editor Wanda Lemoine
- 01 Golden Gift due to International (not state, not mandatory)
- 01 State Honorary Member Recommendations due to State Membership Chairman/2nd Vice President Gwen Traylor

January, 2018

- Many chapters have a meeting of officers and committee chairmen to work together to complete state and/or International reports having a January and/or February deadline.
- 15 Scholarship applications due to State Scholarship Chairman Donna Adams
- 15 State Achievement Award nomination form due to State Achievement Award Chairman Donniss Poe
The nominee does not have to be from your chapter.
- 15 Send the following forms to State Professional Affairs Chairman Jennifer Pace: Educator of the Year, National Board Certified Teacher, Literacy/Numeracy report, Literacy/Numeracy Seed Grant Application
- 15 Chapter Theme Basket titles due to State First-Timers' Chairman Cindy Ruel
- 15 Literacy/Numeracy contributions due to State Treasurer Linda Jackson (postmarked by January 15)
- 15 Friend of Education Award nominee form due to Legislative Committee Chairman Maureen Theriot
- 15 Fleur de Lis Chapter Program Entry due to Personal Growth and Services Chairman Leigh Anne Prewitt
- 31 Deadline for final Chapter Newsletter to State Communications Chairman Dolores Hackler for Key Chapter points (at least three newsletters from 2-1-17 to 1-31-18 should have been submitted **in a timely manner, following guidelines** set by the committee, to the following: State President, Executive Secretary, **your** District Director, **State** Communications Committee Chairman, **your** district Communications Committee member, and State *Deltion* Editor.

February, 2018

- Finalize plans to attend Epsilon State Convention, Baton Rouge LA
- 01 Send to 2nd Vice-president/State Membership Chairman Gwen Traylor the following:
Form 2 Necrology Annual Report (although Form 6 should be sent immediately upon news of the death of a member)
- 01 Form 54 Chapter President Annual Report to State President Kathye Blackburn
- 01 Key Chapter documentation (**postmarked by February 1**) to State Recording Secretary Mitzi Quinn.
Report work conducted from 2-1-17 through 1-31-18.
- 10 Committee Meetings as needed, Country Inn and Suites/Pineville Convention Center, Pineville, LA
- 15 State officer/committee chairmen reports for State Convention booklet due to Executive Secretary Lori Myers
- 15 World Fellowship contributions due to International (not to state, not mandatory)

March, 2018

- 16-18 Epsilon State Convention, Baton Rouge, LA**
- 16 Chapter presidents, as members of State Executive Board, attend the State Executive Board meeting on Friday night or send a proxy.
- 17 Bring the following to convention: White Elephant gift (cash or check to benefit State Scholarships) to be taken up at the Saturday Luncheon by District Directors, First-Timer Theme Basket, Silent Auction items

April, 2018

- 01 *Deltion* articles due to Editor Wanda Lemoine

June, 2018

- 2 Chapter Officer Training, Country Inn and Suites/Pineville Convention Center, Pineville, LA
- 10 Send Form 18, Form 18A, initiate cards, reinstatement cards, dues money for anyone who has not been previously reported to state treasurer Linda Jackson (postmarked **by** June 10). Form 43 Contributions form due to International, etc. (For contributions to State or International)

July, 2018

- 16-20 DKG International Convention, Austin, TX