



# Calendar of Events 2018-19

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

## 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)

- 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:
  - a) Read your Chapter's Bylaws, Standing Rules, and/or Guidelines and align with latest changes at state and International.
  - b) Meet to plan programs for the year – subject, time, and place.
  - c) Update names, addresses, schools, etc. in the chapter yearbooks
  - d) 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, 2018 – January 31, 2019. Be sure you are using the updated 2018-19 Key Chapter form. **You probably have already accomplished some of these! It is a valuable strategic resource!**

## July, 2018 (Continue June work)

- 1 Send Chapter Rules to your District Member of the Rules Committee  
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 7-10-2018) to State Treasurer Linda Jackson.  
16-20 DKG International Convention, Austin, TX
- District Meeting hostess chapter meets with District Director to continue planning district meeting

## August, 2018

- 01 *Delition* articles due to Editor Wanda Lemoine.  
11 State Committee Meetings, Country Inn and Suites/Pineville Convention Center, Pineville, LA
- District Meeting hostess chapter meets with District Director to continue planning district meeting

## September, 2018

- 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!).  
22 Central District Meeting, hosted by Beta Kappa, First Presbyterian Church, 114 Bienville St, Natchitoches, LA  
29 Northeast District Meeting, hosted by Theta Chapter, Grace United Methodist Church, 3401 N. Trenton, Ruston, LA

## October, 2018

- 06 Northwest District Meeting hosted by Zeta Chapter, Broadmoor United Methodist Church, 3715 Youree Drive, Shreveport, LA  
13 SE District Meeting, hosted by Tau Chapter, Clarion Conference Center, 1500 Louisiana 30 W, Gonzales, LA  
27 South District Meeting, hosted by Delta & Upsilon Chapters, Messina's at the Terminal, New Orleans, LA  
31 DEADLINE for dues to be paid to chapter

## November, 2018

- 01 Chapter treasurers must drop members who have not paid their dues.  
03 Southwest District Meeting, hosted by Alpha Kappa, First Baptist Church, 1001 N Cary Ave, Jennings, 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 1<sup>st</sup> Vice-President Sandra Pruitt. Bring to your district meeting and save postage.

### **November, 2018 (continued)**

- 15 Send any proposed changes to the budget to State Finance Chairman Jennifer Coriell
- 15 Send any proposed amendments to the State Standing Rules to State Rules Chairman Gene Cosentino
- 15 Send State Convention Workshop Presenter forms to State First Vice President Sandra Pruitt
- 15 Send Nominations for State Officers & State Nominations Committee to Nominations Chairman Emily Arnold

### **December, 2018**

- 01 *Deltion* articles due to Editor Wanda Lemoine
- 01 State Honorary Member Recommendations due to State Membership Chairman/2nd Vice President Gwen Traylor

### **January, 2019**

- 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 Bea Davis Leadership Seminar Applications due to Leadership Development Chairman Martha Turner
- 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
- 15 Friend of Education Award nominee form due to Legislative Committee Chairman Maureen Theriot
- 15 Screaming Sisters 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
- 26 State Committee Meetings as needed, Country Inn and Suites/Pineville Convention Center, Pineville, LA
- 31 Deadline for final Chapter Newsletter to State Communications Chairman Dolores Hackler for Key Chapter points (at least three newsletters from 2-1-18 to 1-31-19. Check state website (left side "Forms – All – Click General Membership Forms and Information) for Newsletter Award Guidelines and Six people to receive
- 31 Deadline for notifying State Communications Chairman Dolores Hackler of webpage linked to International and/or dedicated social media account (FB, Twitter, Remind.com, etc). Six people who receive newsletter should receive these links.

### **February, 2019**

- Finalize plans to attend Epsilon State Convention, Vidalia, 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 Key Chapter documentation (**postmarked by February 1**) to State Recording Secretary Mitzi Quinn. Report work conducted from 2-1-18 through 1-31-19.
- 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)
- 15 State Convention Registration Deadline

### **March, 2019**

- 15-17 Epsilon State Convention, Vidalia Conference and Convention Center, Vidalia, LA**
- 15 Chapter presidents, as members of State Executive Board, attend the State Executive Board meeting on Friday night or send a proxy.
- 16 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, 2019**

- 01 *Deltion* articles due to Editor Wanda Lemoine

### **June, 2019**

- 7-9 Beatrice Davis Leadership Seminar, Wesley Center, Woodworth, LA
- 27-29 Southeast Regional Conference, Asheville, NC