

NKBA CHAPTER OFFICER NETWORK

CALENDAR OF IMPORTANT DATES

Ongoing:

- **Chapter Meeting Financial Reports** for each chapter meeting (must be submitted to National within 30 days of the event)
- **Chapter Officer Update** – will be emailed on the last Thursday of each month
- **Chapter Meeting Notices** – submitted to National 4 weeks prior to the event date
- **Chapter Meeting Notices** – emailed from National to chapter members 2 weeks before event
- **Chapter Event CEUs** – if the chapter is having a meeting that is longer than one hour, you must submit a request for additional CEUs to the Certification Manager (amackenzie@nkba.org) at least 4 weeks in advance of the event
- **Bonus Funding** – record a brief description of your event on the Chapter Meeting Financial Report Form within 30 days of the event. No bonus funding will be processed after December 15th.
- **As completed** – send National an email if you recruited an Affiliated School to join. Must be submitted within 30 days of their join date. No submissions after December 15th.

Monthly:

- **January 20** – Chapter Officer Training in Las Vegas, NV
- **January 21-23** – KBIS – Las Vegas, NV
- **January 31** – Year End Financial Report due
Compliance Form due
Initiative Grant Application due
- **March 31** – Chapter Officer Training Verification Form due (only for officers that did not attend training at KBIS)
- **March/April** - Chapter Initiative Grant checks released
- **May 1** – Election Schedule distributed to all chapter officers and Self-Nominations open
- **May 15** – Proof of IRS accepted tax filing due
- **June** – Chapter Compliance Grant checks released
- **July 17** – Self-Nomination deadline
- **July 24** - Slates due
- **July 27 – August 21** – Suggested time to hold an election
- **August 24** – Election Results due
- **August 31** – Election Results posted on the NKBA website
- **September 1** – KBIS registration opens
- **October 1 thru 31** – accepting nominations for the Chapter Star Awards
- **November** (date TBD)– Chapter Officers must be registered for KBIS
- **December 31** – Chapter Officer must renew their dues for next year