

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
- **As completed** – send National an email if you have had a student-driven activity. Include the date of the event and a brief description. Must be submitted within 30 days of the event. No submissions 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 31** – Year End Financial Report due
Compliance Form due
Initiative Grant Application due – **new date**
- **February 18** – Chapter officer training at KBIS in Las Vegas, NV
- **February 19-21** – KBIS, Las Vegas Convention Center, Las Vegas, NV
- **March** – Chapter Initiative Grant checks released
- **April 30** - Chapter Officer Training Verification Form due (only for officers that did not attend training at KBIS)
- **May 1** – Election Schedule to be distributed to all chapter officers
- **May 6** – Self-Nominations open
- **After May 15** (or sooner if requirements have been submitted) – Chapter Compliance Grant checks released
- **June 14** – Elections - Self Nomination deadline
- **June 21** – Elections - Slate due
- **July 31** – Elections - Results due
- **August 1** – Election Results posted on the NKBA website
- **August 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** – All Chapter Officer must renew their dues for next year