

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 31st** – Year End Financial Report due
Compliance Form due
Initiative Grant Application due – **new date**
- **February 18th** – 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 30th** - Chapter Officer Training Verification Form due (only for officers that did not attend training at KBIS)
- **Beginning May** (date TBD) – Election Schedule to be distributed to all chapter officers
- **Mid-May** (date TBD) – Call for Self-Nominations
- **After May 15th** (or sooner if requirements have been submitted) – Chapter Compliance Grant checks released
- **Mid-June** (date TBD) – Elections – Self Nomination deadline
- **Late-June** (date TBD)– Elections – Slate due
- **Mid-August** (date TBD) – Election Results Due
- **Late-August** (date TBD) – Election Results posted on the NKBA website
- **September** (date TBD) – KBIS registration begins
- **October 1 thru 31** – accepting nominations for the Chapter Star Awards
- **November** (date TBD)– Chapter Officers must be registered for KBIS
- **December 31st** – All Chapter Officer must renew their dues for next year