

# MONTHLY CHAPTER ACTIVITIES AND MANAGEMENT SCHEDULE ALPHA GAMMA RHO FRATERNITY

Chapter \_\_\_\_\_

To make this report more useful to the chapter Planning, add Reports and Action Items application to the Chapter and University.  
Reference: Required Reports by Chapter Officers

MONTH	Action Item	Due Date	Owed To	Responsibility	Completion Status
<b>JANUARY</b>					
	FORM 990 to IRS	1/15	IRS	VNR-Finance	
	Monthly Financial Report	1/20	HO	VNR-Finance	
	Register to attend January Recruitment School in KC		HO	VNR-Recruitment	
	Register to attend March Recruitment School in KC		HO	VNR-Recruitment	
	Register for Leadership Seminar		HO	VNR-Planning	
<b>FEBRUARY</b>					
	Hall of Fame Nominations (Convention year only)	2/1	HO	Noble Ruler or Alumni President	
	New Chapter Officers List	2/1	HO	VNR-Planning	
	Semi-Annual Fees	2/15	HO	VNR-Finance	
	Monthly Financial Report	2/20	HO	VNR-Finance	
	Register to attend March Recruitment School in KC		HO	VNR-Recruitment	
<b>MARCH</b>					
	Monthly Financial Report	3/20	HO	VNR-Finance	
	Membership List Updates	3/31	HO	Noble Ruler	
	Noble Ruler's Yearly Report	3/31	HO	Noble Ruler	
	Summer Address List	3/31	HO	Noble Ruler	
	Chapter Progress Report	3/31	HO	Noble Ruler	
	Chapter Budget	3/31	HO	VNR-Finance	
	Register to attend March Recruitment School in KC	3/31	HO	VNR-Recruitment	
<b>APRIL</b>					
	Monthly Financial Report	4/20	HO	VNR-Finance	
	Adviser Recognition Award	4/30	HO	Noble Ruler	
	Housemother Award Nomination	4/30	HO	Noble Ruler	
	Annual AGR Fraternal Excellence Award Application	4/30	HO	Noble Ruler	
	Chapter History	4/30	HO	VNR-Planning	
	Scholarship Applications	4/30	HO	VNR-Scholarship	
	Undergraduate Achievement Award, AGR Excellence Award	4/30	HO	Adviser	
	Application for Alumni Board AGR Excellence Award (Chapter Awards)	4/30	HO	Alumni President	
<b>MAY</b>					
	Monthly Financial Report	5/20	HO	VNR-Finance	
<b>JUNE</b>					
	All accounts must be paid in full	6/15		VNR-Finance	
	Monthly Financial Report	6/20	HO	VNR-Finance	
<b>JULY</b>					
	Monthly Financial Report	7/20	HO	VNR-Finance	
<b>AUGUST</b>					
	Monthly Financial Report	8/20	HO	VNR-Finance	

HO - Home Office  
GO - Greek Office  
AB - Alumni Board  
C - Chapter

Created 6-17-05  
7:61

F:\Word\Cubby\ole\Action.Calendar.xls

# MONTHLY CHAPTER ACTIVITIES AND MANAGEMENT SCHEDULE ALPHA GAMMA RHO FRATERNITY

Chapter \_\_\_\_\_

MONTH	Action Item	Due Date	Owed To	Responsibility	Completion Status
<b>SEPTEMBER</b>	Monthly Financial Report	9/20	HO	VNR-Finance	
<b>OCTOBER</b>	Semi-Annual Fees	10/15	HO	VNR-Finance	
	Monthly Financial Report	10/20	HO	VNR-Finance	
<b>NOVEMBER</b>	Grand President Award Nominations	11/1	HO	Adviser or Alumni President	
	Monthly Financial Report	11/20	HO	VNR-Finance	
<b>DECEMBER</b>	Membership List Updates	12/15	HO	VNR-Planning	
	Monthly Financial Report	12/20	HO	VNR-Finance	
	Register for Leadership Seminar		HO	VNR-Planning	
	Register for January or March Recruitment School		HO	VNR-Recruitment	
<b>On-Going</b>	Computer Update Address Changes		HO	VNR-Alumni Relations	
	AGR Action Articles and things your chapter should boast about		HO	VNR-Alumni Relations	
	Sickle&Sheaf Articles		HO	VNR-Alumni Relations&Alumni President	
	Five Order Applications		HO	VNR-Planning	
	Initiation Forms (Post marked within 48 hours after initiation to avoid \$100 fine)		HO	VNR-Planning	
	Expulsion Notices		HO	VNR-Planning	
	Death Notices		HO	VNR-Planning	
	Scholarship Reports		HO	VNR-Scholarship	
	Alumni Board Updates		HO	Alumni President	
	Newsletters (as needed)		HO		
<b>Semi-Annually</b>	Crescents (minimum of two per year)		HO	VNR-Alumni Relations	
<b>Annually</b>	Chapter Operating Plan		HO	VNR-Planning	
	Chapter Constitution and By-Laws		HO	VNR-Planning	
	Alumni Board Constitutions and By-Laws		HO	Alumni President	
	Founder's Day Awards		C	VNR-Alumni Relations	
<b>Convention Year</b>	Undergraduate Credentials for 3 Convention Delegates		HO	VNR-Planning	
	Adviser Credentials for one Convention Delegate		HO	VNR-Planning or Adviser	
	Alumni Credentials for Convention Delegates		HO	Alumni President or Secretary	
<b>Every Four Years</b>	Membership Directory		HO	VNR-Alumni Relations	