

Date	Item Due	Due To	E-mail Address
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August			
15-Aug	Chevron Deadline #1	Chevron Editor	chevron@omegaphialpha.org
	NonSelective Rush Event Calendar due (at least 2 weeks before rush)	Submit on Google Classroom	membership@omegaphialpha.org

September			
1-Sep	Chapter Development Meeting with Chapter Executive Board		
1-Sep	Submit Chapter Officer List (<i>use official template</i>)	OPA Office	office@omegaphialpha.org
15-Sep	Submit List of 6 Planned Required Service Projects for Approval via database	Service Project Coordinator	service@omegaphialpha.org
15-Sep	Submit a Copy of Your Chapter's 2016-2017 Constitution	OPA Office	office@omegaphialpha.org
15-Sep	President's Council Report Due	Administrative Director	admin@omegaphialpha.org
15-Sep	Alumna Petitions/First Semester LOA Petitions Due	Nat'l Standards Board	NSB@omegaphialpha.org
	Selective & NonSelective Rush - Event Rosters due at the end of rush week BEFORE bid day	Submit on Google Classroom	membership@omegaphialpha.org
	Selective & NonSelective Rush - Bid Summary Form due within 24 hrs. of pledge pinning	Submit on Google Classroom	membership@omegaphialpha.org

October			
National Insignia Week and National Fundraising Week:			
1-Oct	Submit names/contact info of sisters entering alumnae states after current school term	Young Alumnae Leader	YAL@omegaphialpha.org
1-Oct	Chapter Development Award Form Due	OPA Office	office@omegaphialpha.org
15-Oct	President's Council Report Due	Administrative Director	admin@omegaphialpha.org
15-Oct	Service Director Monthly Report	Service Project Coordinator	service@omegaphialpha.org
15-Oct	Pledge Roster Due	OPA Office	office@omegaphialpha.org
15-Oct	Membership Status Report Submitted via Database (<i>w/ updated active addresses</i>)	OPA Office	office@omegaphialpha.org

How do I find forms to meet OPA deadlines?

To locate any forms you need in order to meet a deadline on the calendar, visit the National Handbook.
<https://tinyurl.com/OPAHandbook>
Password: YellowRose67

Where can I find guidelines for submitting awards?

Instructions for submitting awards can be found in the Awards Manual. It is located in the Virtual Filing Cabinet. If you have any questions, contact the Awards Chair.
awards@omegaphialpha.org

What is OPA's mailing address?

Omega Phi Alpha
PO Box 955
East Lyme, CT 06333

Questions?

Email Virginia or Leann
office@omegaphialpha.org
admin@omegaphialpha.org

Date	Item Due	Due To	E-mail Address
November			
National Service Week: November			
1-Nov	Active and Pledge Fees Due (<i>Dues Transmittal Form and Money</i>)	OPA Office	office@omegaphialpha.org
15-Nov	President's Council Report Due	Administrative Director	admin@omegaphialpha.org
15-Nov	All Fall Service Projects Submitted via Database (<i>if not previously completed</i>)	OPA Office, Service Project Coordinator	office@omegaphialpha.org service@omegaphialpha.org
15-Nov	Chevron Deadline #2	Chevron Editor	chevron@omegaphialpha.org

December			
	Pledge Summary Due 2 Weeks Before Activation	OPA Office	office@omegaphialpha.org
1-Dec	Storage Unit Reimbursement Form Due	Reimbursement Director	reimbursement@omegaphialpha.org
15-Dec	Share Contact Info of New Chapter Service Director (<i>if applicable</i>)	Service Project Coordinator	service@omegaphialpha.org
15-Dec	Midyear Report Due (<i>all chapters</i>)	OPA Office	office@omegaphialpha.org
15-Dec	All Fall Service Hours Submitted via Database (<i>if not previously completed</i>)	OPA Office, Service Project Coordinator	office@omegaphialpha.org service@omegaphialpha.org

January			
10-Jan	Proposed National Constitutional Legislation Due for NEB Review	Legislation Committee	legislation@omegaphialpha.org
15-Jan	Submit Chapter Officer List	OPA Office	office@omegaphialpha.org
30-Jan	Submit List of 6 Planned Required Service Projects for Approval via Database	Service Project Coordinator	service@omegaphialpha.org
	NonSelective Rush Event Calendar due (at least 2 weeks before rush)	Submit on Google Classroom	membership@omegaphialpha.org

What are Special OPA Days?

In order to promote sisterhood, unity, and awareness, the first Monday of every month is **National Pin Day**. Members from every chapter wear business casual clothing along with their active pin or pledge pin to their classes on campus for this day.

On the 4th Monday of January every year, sisters will dress business casual and wear their pins in honor of Susan Terzian.

On the day a colony is being inducted, we ask that our sisters wear all black to show their support for the new sisters.

Date	Item Due	Due To	E-mail Address
February			
National Membership Week: February			
1-Feb	Submit names/contact info of sisters entering alumnae states after current school term	Young Alumnae Leader	YAL@omegaphialpha.org
15-Feb	National Constitution Amendments Due	Legislation Committee	legislation@omegaphialpha.org
15-Feb	President's Council Report Due	Administrative Director	admin@omegaphialpha.org
15-Feb	Service Director Monthly Report	Service Project Coordinator	service@omegaphialpha.org
15-Feb	Alumna Petitions/First Semester LOA Petitions Due	Nat'l Standards Board	NSB@omegaphialpha.org
15-Feb	Chevron Deadline #3	Chevron Editor	chevron@omegaphialpha.org
	Plan a Fundraiser for Convention 2019 Expenses		
	Selective & NonSelective Rush - Event Rosters due at the end of rush week BEFORE bid day	Submit on Google Classroom	membership@omegaphialpha.org
	Selective & NonSelective Rush - Bid Summary Form due within 24 hrs. of pledge pinning	Submit on Google Classroom	membership@omegaphialpha.org

March			
1-Mar	Scholarship Applications Due	Administrative Director	admin@omegaphialpha.org
15-Mar	President's Council Report Due	Administrative Director	admin@omegaphialpha.org
15-Mar	Service Director Monthly Report	Service Project Coordinator	service@omegaphialpha.org
15-Mar	National Constitution Reviews Distributed	Administrative Director	
15-Mar	Pledge Roster Due	OPA Office	office@omegaphialpha.org
15-Mar	Membership Status Report Submitted via Database (w/ updated active addresses)	OPA Office	office@omegaphialpha.org

April			
1-Apr	Active and Pledge Fees Due (<i>Dues Transmittal Form and Money</i>)	OPA Office	office@omegaphialpha.org
1-Apr	Submit a Copy of Your Chapter's 2016-2017 Constitution	OPA Office	office@omegaphialpha.org
15-Apr	President's Council Report Due	Administrative Director	admin@omegaphialpha.org
15-Apr	Service Director Monthly Report	Service Project Coordinator	service@omegaphialpha.org

Interested in volunteering with Omega Phi Alpha?

We are always looking for volunteers to give back to the national organization in a variety of ways. If you are interested in volunteering with OPA, the first step is to fill out the Volunteer Application form.

There you will indicate your preferences and may be placed. If you have something specific you're interested in, it is a good idea to let the officer over that role know, so that she can have you fill out supplemental information.

[Volunteer Interest Form](#)

National Calendar
2017-18

Date	Item Due	Due To	E-mail Address
May			
15-May	Chevron Deadline #4	Chevron Editor	chevron@omegaphialpha.org
1-May	All Spring Service Projects Submitted via Database (if not previously completed)	OPA Office, Service Project Coordi	office@omegaphialpha.org service@omegaphialpha.org
June			
1-Jun	All Award Forms Due	Awards Program Coordinator	awards@omegaphialpha.org
1-Jun	Alumna Service Award Letters of Nomination Due	Alumnae Membership Director	alumnae@omegaphialpha.org
1-Jun	Annual Reports Due (<i>all chapters</i>)	OPA Office	office@omegaphialpha.org
1-Jun	All Spring Project Service Hours Submitted via Database (if not previously completed)	OPA Office, Service Project Coordi	office@omegaphialpha.org service@omegaphialpha.org
1-Jun	Submit Area of Service Awards Forms	OPA Office	awards@omegaphialpha.org
July			
15-Jul	Chapter Annual Financial Reports Due	OPA Office	office@omegaphialpha.org