

Date	Item Due	Due To	E-mail Address
------	----------	--------	----------------

August			
--------	--	--	--

15-Aug	Chevron Deadline #1	Chevron Editor	<a href="mailto:chevron@omegaphialpha.org">chevron@omegaphialpha.org</a>
	NonSelective Rush Event Calendar due (at least 2 weeks before rush)	Submit on Google Classroom	<a href="mailto:membership@omegaphialpha.org">membership@omegaphialpha.org</a>

September			
-----------	--	--	--

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

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	<a href="mailto:YAL@omegaphialpha.org">YAL@omegaphialpha.org</a>
1-Oct	Chapter Development Award Form Due	OPA Office	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a>
15-Oct	President's Council Report Due	Administrative Director	<a href="mailto:admin@omegaphialpha.org">admin@omegaphialpha.org</a>
15-Oct	Service Director Monthly Report	Service Project Coordinator	<a href="mailto:service@omegaphialpha.org">service@omegaphialpha.org</a>
15-Oct	Pledge Roster Due	OPA Office	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a>
15-Oct	Membership Status Report Submitted via Database ( <i>w/ updated active addresses</i> )	OPA Office	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a>

Date	Item Due	Due To	E-mail Address
------	----------	--------	----------------

<b>November</b>			
-----------------	--	--	--

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

<b>December</b>			
-----------------	--	--	--

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

<b>January</b>			
----------------	--	--	--

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

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	<a href="mailto:YAL@omegaphialpha.org">YAL@omegaphialpha.org</a>
15-Feb	National Constitution Amendments Due	Legislation Committee	<a href="mailto:legislation@omegaphialpha.org">legislation@omegaphialpha.org</a>
15-Feb	President's Council Report Due	Administrative Director	<a href="mailto:admin@omegaphialpha.org">admin@omegaphialpha.org</a>
15-Feb	Service Director Monthly Report	Service Project Coordinator	<a href="mailto:service@omegaphialpha.org">service@omegaphialpha.org</a>
15-Feb	Alumna Petitions/First Semester LOA Petitions Due	Nat'l Standards Board	<a href="mailto:NSB@omegaphialpha.org">NSB@omegaphialpha.org</a>
15-Feb	Chevron Deadline #3	Chevron Editor	<a href="mailto:chevron@omegaphialpha.org">chevron@omegaphialpha.org</a>
	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	<a href="mailto:membership@omegaphialpha.org">membership@omegaphialpha.org</a>
	Selective & NonSelective Rush - Bid Summary Form due within 24 hrs. of pledge pinning	Submit on Google Classroom	<a href="mailto:membership@omegaphialpha.org">membership@omegaphialpha.org</a>

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

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

National Calendar  
2017-2018

Date	Item Due	Due To	E-mail Address
------	----------	--------	----------------

<b>May</b>			
------------	--	--	--

15-May	Chevron Deadline #4	Chevron Editor	<a href="mailto:chevron@omegaphialpha.org">chevron@omegaphialpha.org</a>
1-May	All Spring Service Projects Submitted via Database (if not previously completed)	OPA Office, Service Project Coordi	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a> <a href="mailto:service@omegaphialpha.org">service@omegaphialpha.org</a>

<b>June</b>			
-------------	--	--	--

1-Jun	All Award Forms Due	Awards Program Coordinator	<a href="mailto:awards@omegaphialpha.org">awards@omegaphialpha.org</a>
1-Jun	Alumna Service Award Letters of Nomination Due	Alumnae Membership Director	<a href="mailto:alumnae@omegaphialpha.org">alumnae@omegaphialpha.org</a>
1-Jun	Annual Reports Due ( <i>all chapters</i> )	OPA Office	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a>
1-Jun	All Spring Project Service Hours Submitted via Database (if not previously completed)	OPA Office, Service Project Coordi	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a> <a href="mailto:service@omegaphialpha.org">service@omegaphialpha.org</a>
1-Jun	Submit Area of Service Awards Forms	OPA Office	<a href="mailto:awards@omegaphialpha.org">awards@omegaphialpha.org</a>

<b>July</b>			
-------------	--	--	--

15-Jul	Chapter Annual Financial Reports Due	OPA Office	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a>
--------	--------------------------------------	------------	--