

Date	Item Due	Due To	Name	E-mail Address
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August				
15-Aug	Chevron Deadline #1	Chevron Editor	Thea Moritz	<a href="mailto:chevron@omegaphialpha.org">chevron@omegaphialpha.org</a>
	Chapter Selective Rush Plan Due ( <i>2 weeks prior to first rush event</i> )	VP of Membership	Megan Sheppard	<a href="mailto:membership@omegaphialpha.org">membership@omegaphialpha.org</a>

September				
1-Sep	Chapter Development Meeting with Chapter Executive Board			
15-Sep	Submit Chapter Office List ( <i>use official template</i> )	OPA Office	Virginia Vesnaver	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a>
15-Sep	Submit List of 6 Planned Required Service Projects for Approval via database	Nat'l Service Director	Radha Manthe	<a href="mailto:service@omegaphialpha.org">service@omegaphialpha.org</a>
15-Sep	Submit a Copy of Your Chapter's 2015-2016 Constitution	OPA Office	Virginia Vesnaver	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a>
15-Sep	President's Council Report Due	President's Council	Heather Pritchard	<a href="mailto:pres@omegaphialpha.org">pres@omegaphialpha.org</a>
15-Sep	Alumna Petitions/First Semester LOA Petitions Due	Nat'l Standards Board		<a href="mailto:membership@omegaphialpha.org">membership@omegaphialpha.org</a>

October				
National Insignia Week and National Fundraising Week: October 2-8, 2016				
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	Virginia Vesnaver	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a>
15-Oct	President's Council Report Due	President's Council	Heather Pritchard	<a href="mailto:pres@omegaphialpha.org">pres@omegaphialpha.org</a>
15-Oct	Service Director Monthly Report	Nat'l Service Director	Radha Manthe	<a href="mailto:service@omegaphialpha.org">service@omegaphialpha.org</a>
15-Oct	Pledge Roster Due	OPA Office	Virginia Vesnaver	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a>
15-Oct	Membership Status Report Form Due ( <i>w/ updated active addresses</i> )	OPA Office	Virginia Vesnaver	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a>

**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. For login information, contact:

[office@omegaphialpha.org](mailto:office@omegaphialpha.org)

**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](mailto:awards@omegaphialpha.org)

**What is OPA's mailing address?**

Omega Phi Alpha  
PO Box 955  
East Lyme, CT 06333

Date	Item Due	Due To	Name	E-mail Address
<b>November</b>				
National Service Week: November 1-7, 2015				
1-Nov	Active and Pledge Fees Due ( <i>Dues Transmittal Form and Money</i> )	OPA Office	Virginia Vesnaver	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a>
15-Nov	President's Council Report Due	President's Council	Heather Pritchard	<a href="mailto:pres@omegaphialpha.org">pres@omegaphialpha.org</a>
15-Nov	Service Director Monthly Report	Nat'l Service Director	Radha Manthe	<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	Virginia Vesnaver	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a>
1-Dec	Storage Unit Reimbursement Form Due	VP of Administration	Trista Guzman	<a href="mailto:vpadmin@omegaphialpha.org">vpadmin@omegaphialpha.org</a>
15-Dec	Share Contact Info of New Chapter Service Director ( <i>if applicable</i> )	Nat'l Service Director	Radha Manthe	<a href="mailto:service@omegaphialpha.org">service@omegaphialpha.org</a>
15-Dec	Midyear Report Due ( <i>all chapters</i> )	OPA Office	Virginia Vesnaver	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a>
15-Dec	All Fall Project Service Hours Submitted via Database ( <i>if not previously completed</i> )	OPA Office, Nat'l Service	Virginia Vesnaver	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a> <a href="mailto:service@omegaphialpha.org">service@omegaphialpha.org</a>

<b>January</b>				
1-Jan	Applications for Alumna Delegates Open	VP of Alumnae Relations	Ginger McGarity	<a href="mailto:alumnae@omegaphialpha.org">alumnae@omegaphialpha.org</a>
10-Jan	Proposed National Constitutional Legislation Due for NEB Review	Constitution Committee		<a href="mailto:legislation@omegaphialpha.org">legislation@omegaphialpha.org</a>
15-Jan	Submit Chapter Officer List	OPA Office	Virginia Vesnaver	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a>
30-Jan	Submit List of 6 Planned Required Service Projects for Approval via Database	Nat'l Service Director	Radha Manthe	<a href="mailto:service@omegaphialpha.org">service@omegaphialpha.org</a>
	Chapter Selective Rush Plan Due ( <i>2 weeks prior to first rush event</i> )	VP of Membership	Megan Sheppard	<a href="mailto:membership@omegaphialpha.org">membership@omegaphialpha.org</a>

### Questions?

Email Virginia or Trista  
[office@omegaphialpha.org](mailto:office@omegaphialpha.org)  
[vpadmin@omegaphialpha.org](mailto:vpadmin@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.

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February				
National Membership Week: February 12-18, 2017				
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	Constitution Committee		<a href="mailto:legislation@omegaphialpha.org">legislation@omegaphialpha.org</a>
15-Feb	President's Council Report Due	President's Council	Heather Pritchard	<a href="mailto:pres@omegaphialpha.org">pres@omegaphialpha.org</a>
15-Feb	Service Director Monthly Report	Nat'l Service Director	Radha Manthe	<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:membership@omegaphialpha.org">membership@omegaphialpha.org</a>
15-Feb	Chevron Deadline #3	Chevron Editor		<a href="mailto:chevron@omegaphialpha.org">chevron@omegaphialpha.org</a>
15-Feb	Convention Registration Begins			

March				
1-Mar	Scholarship Applications Due	National President	Heather Pritchard	<a href="mailto:pres@omegaphialpha.org">pres@omegaphialpha.org</a>
15-Mar	President's Council Report Due	President's Council	Heather Pritchard	<a href="mailto:pres@omegaphialpha.org">pres@omegaphialpha.org</a>
15-Mar	Service Director Monthly Report	Nat'l Service Director	Radha Manthe	<a href="mailto:service@omegaphialpha.org">service@omegaphialpha.org</a>
15-Mar	National Constitution Reviews Distributed			
15-Mar	Pledge Roster Due	OPA Office	Virginia Vesnaver	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a>
15-Mar	Membership Status Report Form Due (w/ updated active addresses)	OPA Office	Virginia Vesnaver	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a>

April				
1-Apr	Active and Pledge Fees Due (Dues Transmittal Form and Money)	OPA Office	Virginia Vesnaver	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a>
1-Apr	Submit a Copy of Your Chapter's 2016-2017 Constitution	OPA Office	Virginia Vesnaver	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a>
15-Apr	President's Council Report Due	President's Council	Heather Pritchard	<a href="mailto:pres@omegaphialpha.org">pres@omegaphialpha.org</a>
15-Apr	Service Director Monthly Report	Nat'l Service Director	Radha Manthe	<a href="mailto:service@omegaphialpha.org">service@omegaphialpha.org</a>

**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](#)

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May				
15-May	Chevron Deadline #4	Chevron Editor		<a href="mailto:chevron@omegaphialpha.org">chevron@omegaphialpha.org</a>
15-May	Convention Registration Closes			
15-May	Service Director Monthly Report	Nat'l Service Director	Radha Manthe	<a href="mailto:service@omegaphialpha.org">service@omegaphialpha.org</a>

June				
50th Anniversary Convention in Bowling Green, Ohio - June 14-18				
1-Jun	All Award Forms Due	Awards Chair	Megan Bodmann	<a href="mailto:awards@omegaphialpha.org">awards@omegaphialpha.org</a>
1-Jun	Alumna Service Award Letters of Nomination Due	VP of Alumnae Relations	Ginger McGarity	<a href="mailto:alumnae@omegaphialpha.org">alumnae@omegaphialpha.org</a>
1-Jun	Annual Reports Due ( <i>all chapters</i> )	OPA Office	Virginia Vesnaver	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a>
1-Jun	All Spring Project Service House Submitted via Database ( <i>if not previously completed</i> )	OPA Office, Nat'l Service	Virginia Vesnaver	<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	Virginia Vesnaver	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a>
1-Jun	Share Contact Info of New Chapter Service Director ( <i>if applicable</i> )	Nat'l Service Director	Radha Manthe	<a href="mailto:service@omegaphialpha.org">service@omegaphialpha.org</a>

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