

Date	Item Due	Due To	E-mail Address
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August			
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15-Aug	Chevron Deadline #1	Editorial Director	<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			
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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	Service Program Coordinator	<a href="mailto:service@omegaphialpha.org">service@omegaphialpha.org</a>
15-Sep	Submit a Copy of Your Chapter's Current Constitution	OPA Office	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a>
15-Sep	Alumna Petitions/First Semester LOA Petitions Due	National 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			
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National Insignia Week and National Fundraising Week: Sept 30 - Oct 6			
1-Oct	Submit names/contact info of sisters entering alumnae status 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>
1-Oct	Pledge Roster Due	OPA Office	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a>
1-Oct	Membership Status Update Submitted via Database	OPA Office	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a>
15-Oct	Service Director Monthly Report	Service Program Coordinator	<a href="mailto:service@omegaphialpha.org">service@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 Member Resource Center.

<http://omegaphialpha.org/chapters/resources/>  
Email [office@omegaphialpha.org](mailto:office@omegaphialpha.org) for password

### Where can I find guidelines for submitting awards?

Instructions for submitting awards can be found in the Awards Manual. It is located in the Member Resource Center. 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  
P.O. Box 955  
East Lyme, CT 06333

### Questions?

Email Virginia or Leann  
[office@omegaphialpha.org](mailto:office@omegaphialpha.org)  
[admin@omegaphialpha.org](mailto:admin@omegaphialpha.org)

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November			
National Service Week: November 4-10			
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	All Fall Service Projects Submitted ( <i>if not previously completed</i> )	OPA Office, Service Program 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	Editorial Director	<a href="mailto:chevron@omegaphialpha.org">chevron@omegaphialpha.org</a>

December			
	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	Midyear Report Due ( <i>all chapters</i> )	OPA Office	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a>
15-Dec	Fall Service Project Report Form (SPRF) Due	OPA Office, Service Program Coordinator	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a> <a href="mailto:service@omegaphialpha.org">service@omegaphialpha.org</a>
15-Dec	Submit Chapter Officer List	OPA Office	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a>

January			
10-Jan	Proposed National Constitutional Legislation Due for NEB Review	Legislation Committee	<a href="mailto:legislation@omegaphialpha.org">legislation@omegaphialpha.org</a>
30-Jan	Submit List of 6 Planned Required Service Projects for Approval	Service Program 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>

### 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 fourth Monday of January every year, sisters dress business casual and wear their pins in honor of Susan Terzian.

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

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February			
National Membership Week: February 3-9			
15-Feb	National Constitution Amendments Due	Legislation Committee	<a href="mailto:legislation@omegaphialpha.org">legislation@omegaphialpha.org</a>
15-Feb	Service Director Monthly Report	Service Program 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	Editorial Director	<a href="mailto:chevron@omegaphialpha.org">chevron@omegaphialpha.org</a>
	Plan a Fundraiser for Convention 2019 Expenses		
	Selective & Non-selective 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 & Non-selective 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	OPA Office	<a href="mailto:scholarship@omegaphialpha.org">scholarship@omegaphialpha.org</a>
1-Mar	Submit names/contact info of sisters entering alumnae status after current school term	Young Alumnae Leader	<a href="mailto:YAL@omegaphialpha.org">YAL@omegaphialpha.org</a>
1-Mar	Pledge Roster Due	OPA Office	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a>
1-Mar	Membership Status Update Submitted via Database	OPA Office	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a>
15-Mar	National Constitution Reviews Distributed	Administrative Director	
15-Mar	Service Director Monthly Report	Service Program Coordinator	<a href="mailto:service@omegaphialpha.org">service@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 Current Constitution	OPA Office	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a>
15-Apr	Service Director Monthly Report	Service Program Coordinator	<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 on a national level, the first step is to fill out the volunteer application form. Indicate your preferences, and if you have something specific you're interested in, let the officer over that role know, in case you need to fill out supplemental information. Email [volunteers@omegaphialpha.org](mailto:volunteers@omegaphialpha.org) for more information or click the link below.

[National Volunteer Positions](#)

National Calendar  
2018-2019

Date	Item Due	Due To	E-mail Address
<b>May</b>			
1-May	All Spring Service Projects Submitted (if not previously completed)	OPA Office, Service Program Coordinator	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a> <a href="mailto:service@omegaphialpha.org">service@omegaphialpha.org</a>
15-May	Chevron Deadline #4	Editorial Director	<a href="mailto:chevron@omegaphialpha.org">chevron@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	Spring Service Project Report Form (SPRF) Due	OPA Office, Service Program Coordinator	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a> <a href="mailto:service@omegaphialpha.org">service@omegaphialpha.org</a>
<b>July</b>			
1-Jul	Submit Chapter Officer List ( <i>use official template</i> )	OPA Office	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a>
15-Jul	Chapter Annual Financial Reports Due	OPA Office	<a href="mailto:office@omegaphialpha.org">office@omegaphialpha.org</a>