



Quick Reference for Report Deadlines

(Revised 3/11/2026)

Mandatory Reports with rolling deadlines:

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| <p>Pledge Report Form</p> <p><i>Reporter (or VMA, MA)</i></p> | <ul style="list-style-type: none"> • Online Form, access via website. • Due <i>at least 4 weeks prior</i> to initiation, no exceptions. • Late forms result in a rescheduling of initiation. |
| <p>Pledge and Lifetime membership fees</p> <p><i>Treasurer</i></p> | <ul style="list-style-type: none"> • <i>Due at least 12 business days prior</i> to initiation, no exceptions. • Late payments result in a rescheduling of initiation |
| <p>Chapter Officer List</p> <p><i>Reporter</i></p> | <ul style="list-style-type: none"> • Online Form, access via website. • Due immediately after officer elections or midterm officer replacements. If no changes to officers, due by May 15. |
| <p>Chapter Plan</p> <p><i>Reporter (or MA)</i></p> | <ul style="list-style-type: none"> • Due at beginning of academic year for current year, OR Due at the beginning of EACH semester/quarter for the current term, OR Due by May 15 for the NEXT academic year. • Fill-in form, download from website. • Also accepted: Calendars (PDF/Doc), Word documents & Spreadsheets containing information on the chapter's planned activities for the term or year. • Submit completed form/file to reports@alphachisigma.org and to District Counselor. |

Mandatory Reports due May 15:

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| <p>Annual Chapter Report</p> <p><i>Reporter (or MA)</i></p> | <ul style="list-style-type: none"> • Online Form, access via website. |
| <p>Audit/Statement of Finances (Rev. 2/25/26)</p> <p><i>VMA/Treasurer</i></p> | <ul style="list-style-type: none"> • Printable form, download from website. • Scan and return completed form to reports@alphachisigma.org and to District Counselor. |

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| CRRRI <i>MC</i> | <ul style="list-style-type: none"> • Online Form, access via website. |
| Chapter register <i>Reporter (or MA)</i> | <ul style="list-style-type: none"> • Excel spreadsheet with a list of chapter members is emailed (by 4/15) to Reporter & MA by the N.O. • Spreadsheet must be updated and returned as an excel file to reports@alphachisigma.org. Detailed instructions are included in the email sent to the chapter officers. |
| Health & Safety Training <i>Health & Safety Officer/District Counselor</i> | <ul style="list-style-type: none"> • Health & Safety Training will be arranged through and/or conducted by your District Counselor. • The District Counselor will report to the National Office once the training is complete. • Please reach out to your District Counselor for more information and to schedule your Chapter’s training session. |
| 990-N e-postcard <i>Treasurer (or MA, CA)</i> | <ul style="list-style-type: none"> • Instructions are emailed to the Treasurer, MA, & CA in late-February. Only one person needs to complete this. • Follow the instructions and the tutorial on the website to file the 990-N with the IRS. • Submit a screenshot of completed 990N to reports@alphachisigma.org |

Optional Reports due May 15:

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| PBI (New – online as of August 2025) <i>Required for 2 & 3 Star Awards</i> <i>VMA</i> | <ul style="list-style-type: none"> • Online Form, access via website • Please allow 2 weeks for shipping if hosting a ceremony. • If no ceremony & no graduates to report, form may still be submitted for 2 & 3 star award credit. Select from the choices provided to indicate your chapter’s circumstances. |
| Additional Health & Safety Training <i>Required for 2 & 3 Star Awards</i> <i>Health & Safety Officer</i> | <ul style="list-style-type: none"> • Additional Health & Safety Training will be arranged through and/or conducted by your school or other approved organization • Use the Additional Health & Safety Form to report training and attendance. |
| By-laws <i>Reporter (or MA)</i> | <ul style="list-style-type: none"> • PDF or Word Document • Submit to reports@alphachisigma.org and to District Counselor. |

Newsletter

Alumni Secretary

- PDF or Word Document
- Submit to reports@alphachisigma.org
- Also accepted as an attachment to the Annual Chapter Report.