



Quick Reference for Report Deadlines

(Revised 8/20/25)

Mandatory Reports with rolling deadlines:

Pledge Report Form <i>Reporter (or VMA, MA)</i>	<ul style="list-style-type: none"> • Online Form, access via website. • Due <u>at least 4 weeks prior</u> to initiation, no exceptions. • Late forms result in a rescheduling of initiation.
Pledge and Lifetime membership fees <i>Treasurer</i>	<ul style="list-style-type: none"> • <u>Due at least 12 business days prior</u> to initiation, no exceptions. • Late payments result in a rescheduling of initiation
Chapter Officer List <i>Reporter</i>	<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.
Chapter Plan (Rev. 8/15/22) <i>Reporter (or MA)</i>	<ul style="list-style-type: none"> • Due at the beginning of the academic year for the 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:

Annual Chapter Report (New – online as of March 2024) <i>Reporter (or MA)</i>	<ul style="list-style-type: none"> • Online Form, access via website.
Audit/Statement of Finances (Rev. 4/6/23) <i>Treasurer</i>	<ul style="list-style-type: none"> • Printable form, download from website. • Scan and return completed form to reports@alphachisigma.org and to District Counselor.

CRR	<ul style="list-style-type: none"> • Online Form, access via website.
<i>MC</i>	
Chapter register	<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.
<i>Reporter (or MA)</i>	
Health & Safety Training	<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.
<i>Health & Safety Officer/District Counselor</i>	
990-N e-postcard	<ul style="list-style-type: none"> • Instructions are emailed to the Treasurer, MA, & CA in mid-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
<i>Treasurer (or MA, CA)</i>	

Optional Reports due May 15:

PBI (New – online as of August 2025)	<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.
Required for 2 & 3 Star Awards	
<i>VMA</i>	
By-laws	<ul style="list-style-type: none"> • PDF or Word Document • Submit to reports@alphachisigma.org and to District Counselor.
<i>Reporter (or MA)</i>	
Newsletter	<ul style="list-style-type: none"> • PDF or Word Document • Submit to reports@alphachisigma.org • Also accepted as an attachment to the Annual Chapter Report.
<i>Alumni Secretary</i>	