



Quick Reference for Report Deadlines

(Revised 8/31/2026)

Mandatory Reports with rolling deadlines:

Pledge Report Form <i>Reporter (or VMA, MA)</i>	• 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>	• <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>	• 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 <i>Reporter (or MA)</i>	• 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:

Annual Chapter Report <i>Reporter (or MA)</i>	• Online Form, access via website.
Financial Review (Rev. 8/31/26) <i>VMA/Treasurer</i>	• Printable form, download from website. • Scan and return completed form to reports@alphachisigma.org and to District Counselor.

CRR <i>MC</i>	• Online Form, access via website.
Chapter register <i>Reporter (or MA)</i>	• Excel spreadsheet with a list of chapter members is emailed (by 4/15) to Reporter & MA by the National Office. • 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>	• 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>	• 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:

PBI (New – online as of August 2025) Required for 2 & 3 Star Awards <i>VMA</i>	• 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 Required for 2 & 3 Star Awards <i>Health & Safety Officer</i>	• 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>	• PDF or Word Document • Submit to reports@alphachisigma.org and to District Counselor.

Newsletter <i>Alumni Secretary</i>	• PDF or Word Document • Submit to reports@alphachisigma.org • Also accepted as an attachment to the Annual Chapter Report.
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