**Delta Gamma Regional Director/Director: New Chapter Development Calendar**

**Monthly (or as needed)**

**ALL:**

* Participate in monthly regional conference call.

**RCS/CAC/NCC:**

* Chapter Visit Reports due to Collegiate Development Specialist/Extension Specialist following visit.
* Review chapter, CMT and Honor Board meeting minutes and 10th of month reports from chapters.
* Review status terms with chapters on report status to ensure understanding and compliance.
* Respond to all compliance packets in a timely manner, while allowing a member to have 3 days to submit an appeal.
* Send Director: Standards copies of all sanction letters sent to members.

**RAS:**

* Alumnae Visit Reports due to CTA, DAD, DAR, DLE, RD, RAS, ADS, Accounting Specialist via email within 30 days of visit.
* Alumnae Communique should be sent out by the 15th of each month using the distribution lists and template within MemberPlanet.
* Monthly activity update due to CTA, DAR, DAD, DLE and RD.

**RFS/NCFC:**

* 10th – Collegiate chapter finance report due to collegiate finance.
* Remind alumnae chapters and associations to collect dues and send the dues-paid report to Executive Offices.
* Delinquent Report Spreadsheet (DRS) and the Credentials Spreadsheet; can be found on [www.deltagamma.org](http://www.deltagamma.org/).

**RHS:**

* By the end of each month, email updates on your house corporations to RD and housing team.
* Participate in housing team conference calls.

**RCRS/CRC/NCRC:**

* Remind status chapters to file monthly reports.
* Review and compare statistics reports against RFM reports and facilitate corrections in e-Ops+.
* Ensure chapter has correctly uploaded Formal/COB results into e-Ops+.
* Visit at least two chapters which need assistance or review– cc: Regional NPC Delegate and CDS on report.

**RFNC:**

* View on e-Ops+ Pre-Planning Fundraising Event Forms 4 weeks prior to fundraising event(s) – collegiate.
* 10th – Monthly report due to FN Director – Special Events & Fundraising.
* Remind collegiate/alumnae groups to send fundraising proceeds no later than 2 weeks following event(s) to EO/FN Accountant.
* View e-Ops+ information regarding service hours to verify if hours reflect Service for Sight.

**July**

**ALL:**

* Pay per capita dues via www.deltagamma.org or send check to EO.
* Expense Report due to EO for OTS/Convention Expenses – see eDG for exact deadline. If no expense, send email to Phyllis Weirtz, phyllis@deltagamma.org.
* Travel plan with officer transition workshops noted due to RD.

**RD:**

* Send ATC and HBA appointment letters, CC the Director: Advisers.

**RCS/CAC/NCC:**

* Send adviser welcome letter to advisers.

**RAS:**

* Divide chapters and associations and send list of group division to CTA, DAD, DAR, ADS, ASA and RD.

**RFS/NCFC:**

* Collegiate chapter finance end of the fiscal year report due to collegiate finance.
* Submit to Council Treasurer, names of chapters whose accumulated surplus is higher than the required 20% retention amount from June 30th report.
* Collegiate chapter should begin billing process on GreekBill so Dues and Fees Contracts can be assigned to all members.

**RCRS/CRC/NCRC:**

* Send welcome back/intro letter to vp: membership and vp: Panhellenic.

**August**

**RCS/CAC/NCC:**

* Send letter #1 with news, updates and due dates to president and copy ATC, RD and CDS.

**RAS:**

* Make telephone calls to each group between August 1 and September 15.

**RFS/NCFC:**

* Send email to alumnae treasurers who have not submitted budgets to remind them of the budget form online and to offer help in finalizing their budget.

**RHS:**

* Submit proposed travel agenda to Director: Housing Resources and Director: Housing Development.
* Send welcome back letter to house corporations with reminders of due dates, important news, etc.

**RCRS/CRC/NCRC (August/September):**

* Contact all chapters to review essential information regarding recruitment and Panhellenic (recruitment plans, RPWs, statistics, congratulations after recruitment, member retention, Panhellenic reporting, etc.).
* Submit formal recruitment statistics to Council Trustee: Membership as received.
* Work with chapter recruitment teams and vp: Panhellenic to respond to recruitment infractions that involve Delta Gamma – inform Regional Panhellenic Delegate.
* Confirm chapter has a copy of Panhellenic rules/constitution/bylaws and current NPC Manual of Information.
* Remind chapters to immediately contact RCRS/CRC/NCRC before any vote is taken in Panhellenic.

**RFNC:**

* Send Fall Collegiate letter news, updates, due dates to vp: Foundation and copy FN Director, RD, president and ATC.

**September**

**RCS/CAC/NCC:**

* Review and Approve I&I Outlines on e-Ops+ (due 6 weeks prior to Initiation).
* Remind ATCs to approve Chapter Scholarship Program on e-Ops+ (due Oct 1)

**RAS:**

* Alumnae Review in e-Ops+ complete with Next Steps and Action Plan.
* Alumnae team travel plan due to CTA, DAR, DAD, DLE RD, ADS.

**RFS/NCFC:**

* Check to see if Dues and Fees Contracts have been signed by all members of chapter.

**RFNC:**

* Send Fall Alumnae letter news, updates, due dates to alumnae president, alumnae FN officer and copy FN Director, RD.

**October**

**RCS/CAC/NCC:**

* Send letter #2 with news, updates and due dates to president and copy ATC, RD and CDS.
* Review and Approve I&I Outlines on e-Ops+ (due 6 weeks prior to Initiation).
* Review Chapter Scholarship Programs on e-Ops+ as they are approved by the ATC (due Oct 1).

**RAS:**

* Utilize progress report other measurement form to give groups an idea of where they stand with Alumnae Review process.

**RFS/NCFC:**

* Check to see that the Dues and Fees contracts are all signed by all members of chapters.

**RCRS/CRC/NCRC:**

* Forward requested 2nd semester CDC and CRC visits to Dir: Collegiate Membership Development.
* Verify that chapters not at Total have implemented fall COB efforts.
* When Council/regional status letters are sent, review with chapter vp: membership.

**RFNC:**

* View e-Ops+ information for service hours, box tops, labels - collegiate & alumnae groups
* Participate in FN Coordinator team conference call

**November**

**ALL:**

* Complete Collegiate Chapter Evaluation (CCE) spreadsheet in preparation for January deadline. (Please note: date is subject to change per RD timeline).
* Attend Regional Training Day (when scheduled).

**RCS/CAC/NCC:**

* Review and Approve I&I Outlines on e-Ops+ (due 6 weeks prior to Initiation).
* Encourage chapters to apply for Honorable Chapter Award (due to RCS/CAC/NCC by Nov.11) and Patricia Peterson Danielson Award (Due to RCS/CAC/NCC by Dec. 1).
* Review Honorable Chapter Award applications.

**RFS/NCFC:**

* Alumnae chapter per capita dues, chapter Convention fee, web resource fee and alumnae association dues due to Executive Offices.
* Remind alumnae chapter treasurers to send out dues reminder postcards.
* Collegiate Per Capita Dues due to Executive Offices.

**RCRS/CRC/NCRC:**

* Send new vp: membership and vp: PH an introductory letter.
* Review and approve COB/Informal Recruitment Plan due 11/1 in e-Ops+.
* Review and approve Membership Selection Criteria Worksheet due 11/15 in e-Ops+ for deferred recruitment chapters.

**RFNC:**

* Send reminders to collegiate/alumnae groups to send Fall fundraising proceeds to EO/FN Accountant.

**December**

**ALL:**

* Complete Collegiate Chapter Evaluation (CCE) spreadsheet in preparation for January deadline. (Please note: date is subject to change per RD timeline).
* Attend Regional Training Day (when scheduled).
* Expense Report due to EO – see eDG for exact deadline. If no expense, send email to Phyllis Weirtz, phyllis@deltagamma.org.

**RCS/CAC/NCC:**

* Honorable Chapter Award applications due to Director: Standards (Dec. 2).
* Begin to review Patricia Peterson Danielson Award applications.
* Send Director: Standards fall semester Honor Board logs, including updates of members on probation.
* Review and Approve Spring Semester/Winter Quarter Calendars on e-Ops+ (due December 1).
* Review and Approve Bid Day Plans on e-Ops+ (due 8 weeks prior to Bid Day).
* Review and Approve Big/Little Revealing Plans on e-Ops+ (due 6 weeks prior to Bid Day).
* Remind chapters to complete their “Update Chapter History” task in e-Ops+.

**RFS/NCFC:**

* Confirm that collegiate chapters have paid per capita dues to the Fraternity.

**RHS:**

* Send newsletter to house corporations with upcoming due dates for budgets, news, etc.

**RFNC:**

* Send Fall semester wrap up memo to outgoing vp: Foundation and copy FN Dir, president, ATC.

**January**

**ALL (except RAS):**

* Patricia Peterson Danielson Award applications due to Director: Awards (Jan. 30).
* Complete Collegiate Chapter Evaluation (CCE) spreadsheet in preparation for January deadline. (Please note: date is subject to change per RD timeline).
* Attend Regional Training Day (when scheduled).

**RCS/CAC/NCC:**

* Send letter #3 with news, updates and due dates to president and copy ATC, RD.

**RAS:**

* Alumnae Team Travel Plan due to CTA, DAR, DAD, DLE, RD, ADS*.*

**RHS:**

* Send proposed house corporation budgets out by February 1.

**RCRS/CRC/NCRC (January/February):**

* Send welcome back/intro letter to vp: membership and vp: PH.
* Contact all chapters to review essential information regarding recruitment and Panhellenic (recruitment plans, RPWs, statistics, congratulations after recruitment, member retention, Panhellenic reporting, etc.).
* Submit formal recruitment statistics to Council Trustee: Membership as received.
* Work with chapter recruitment teams and vp: Panhellenic to respond to recruitment infractions that involve Delta Gamma – inform RPR.
* Confirm chapter has a copy of Panhellenic rules/constitution/bylaws and current NPC Manual of Information.
* Remind chapters to immediately contact RCRS/CRC/NCRC before any vote is taken in Panhellenic – RCRS/CRC/NCRC should contact/consult RPR.

**RFNC**:

* Send Winter/Spring collegiate letter of news, updates, due dates to vp: Foundation and copy FN Director, RD, president, ATC (by 10th month).
* Send Winter/Spring alumnae letter of news, updates, due dates to alumnae president, FN officer and copy FN Director, RD (by 15th month).
* Participate in FN Coordinator team conference call.

**February**

**ALL:**

* Attend Regional Training Day (when scheduled).

**RCS/CAC/NCC:**

* Review status terms with chapters on report status to ensure understanding and compliance.
* Review and Approve I&I Outlines on e-Ops+ (due 6 weeks prior to Initiation).

**RAS:**

* Call groups that have not responded to the past due notice from Alumnae Services for delinquent fees.
* Communicate with groups on where they stand with the Alumnae Review process.

**RCRS/CRC/NCRC (January/February):**

* Send welcome back/intro letter to vp: membership and vp: Panhellenic.
* Contact all chapters to review essential information regarding recruitment and Panhellenic (recruitment plans, RPWs, statistics, congratulations after recruitment, member retention, Panhellenic reporting, etc.).
* Submit formal recruitment statistics to Council Trustee: Membership as received.
* Work with chapter recruitment teams and vp: Panhellenic to respond to recruitment infractions that involve Delta Gamma – inform RPR.
* Confirm chapter has a copy of Panhellenic rules/constitution/bylaws and current NPC Manual of Information.
* Remind chapters to immediately contact RCRS/CRC/NCRC before any vote is taken in Panhellenic – RCRS/CRC/NCRC should contact/consult RPR.

**RFNC:**

* Campbell’s Labels for Education (bar codes) due to LFE Chairman by Feb 1.
* Deadline for Merit – Based Scholarship Application/Materials to EO – February 15.
* View e-Ops+ information for service hours, box tops, labels – collegiate and alumnae groups.

**March**

**ALL:**

* Expense Report due to EO – see eDG for exact deadline. If no expense, send email to Phyllis Weirtz, phyllis@deltagamma.org.
* Collegiate chapters begin work on Bylaws and Standing Rules (BLSRs).  (ALL except RAS)

**RCS/CAC/NCC:**

* Send letter #4 with news, updates and due dates to president and copy ATC, RD and CDS. Remind chapters that NPC named April Adviser Appreciation Month.  Director: Advisers can share some adviser appreciation ideas.
* Review The Lewis Institute and Leveraging Leaders applicants to ensure good standing upon prompting by the Education and Development Team at Executive Offices.
* Review and Approve Spring Quarter Calendars on e-Ops+ (due March 1).
* Review and Approve I&I Outlines on e-Ops+ (due 6 weeks prior to Initiation).

**RAS:**

* Send Founders Day greetings to all alumnae groups in region*.*
* Communicate with groups on where they stand with the Alumnae Review process.

**RFS/NCFC:**

* Remind collegiate chapters to get Annual Agreement with house corporation signed
* Collegiate budget due to RFS/NCFC and approved by chapter before the end of the school year. Once budget is approved by chapter and RFS/NCFC; budget is entered in GreekBill by vp: finance**.**

**RHS:**

* Submit approved house corporation budgets by March 1.

**RCRS/CRC/NCRC:**

* Contact all challenged chapters and CRCS/CAC/NCC to ensure late spring/summer plans are underway and offer assistance.

**April**

**RCS/CAC/NCC:**

* Review revisions of chapter Bylaws and Standing Rules with other Regional specialists as necessary.
* Return Bylaws and Standing Rules to chapter for vote to approve or notify of reasons for not approving.
* Parnassus Award scoring due to Director: Awards.
* Review and Approve I&I Outlines on e-Ops+ (due 6 weeks prior to Initiation).
* Review Chapter Rituals Program approved by Director: Member Education (due April 15).
* Remind chapters that NPC named April Adviser Appreciation Month.  Director: Advisers can share some adviser appreciation ideas.

**RAS:**

* Perform alumnae group ratings for Alumnae Review using e-Ops+ Fact Sheets data*.*
* Award applications due to Director: Awards (in Convention years).

**RFS/NCFC:**

* Remind collegiate chapters to discuss in CMT their yearly surplus and then with the chapter on what if anything they want to do with it—maintaining the 10-20% of yearly income savings requirement in their account.

**RHS:**

* In Convention years, forward Outstanding House Corporations Award Applications to Director: Housing Resources with any comments.
* In Convention years, recommendations for house corporations and house corporation officers from your region to be recognized during the regional meeting held during Convention.
* Send newsletter to house corporations with news, due dates, summer reminders, etc.

**RCRS/CRC/NCRC:**

* Review and Approve COB/Informal Recruitment Plans due April 1 in e-Ops+. Chapters should also update recruitment dates online and in e-Ops+ by April 1.
* Review and ApproveMembership Selection Criteria Worksheet for fall recruitment chapters due 4/15 in e-Ops+.
* PR Plans due for chapters on April 15 in e-Ops+.
* Forward requested 1st semester CDC and CRC visits to Dir: Collegiate Membership Development.

**RFNC:**

* Deadline for Fellowship application/materials to EO – April 1.
* Send reminders to collegiate/alumnae groups to send Spring fundraising proceeds to EO/FN Accountant.

**May**

**ALL:**

* Annual Report due to EO.

**RCS/CAC/NCC:**

* Send letter #5 with news, updates and due dates to president and copy ATC, RD and CDS. This letter should include a reminder for chapters to complete their “Update Chapter History” task in e-Ops+.
* Review and Approve Fall Term Calendars on e-Ops+ (due May 1).

**RAS:**

* Send Alumnae Review Ratings worksheet to DAR*.*
* Submit Alumnae Development Consultant request priorities to RD and DAD.

**RFS/NCFC:**

* Remind and confirm that chapters have correct number of members listed on GreekBill roster and members are keyed in correctly regarding their status for the next fiscal year.  GreekBill will bill the chapter for every member in GreekBill as of July 1 for the next fiscal year, so rosters must be correct.  Their rosters are static on that date for billing for the year for GreekBill charges.
* Credentials committee deadline for financial reporting to be in good standing at Convention.

**RCRS/CRC/NCRC:**

* Review Panhellenic Standing Rules and Bylaws.
* Receive and review annual Panhellenic reports.

**RFNC:**

* Deadline for service hours, box tops, labels to be input into e-Ops+ by May 15th – collegiate/alumnae.

**June**

**ALL:**

* Attend Convention/Officers Training Seminar.
* Expense Report due to EO – see eDG for exact deadline. If no expense, send email to Phyllis Weirtz, phyllis@deltagamma.org.

**RCS/CAC/NCC:**

* Send Director: Standards spring semester Honor Board logs, including updates of on probation.
* Send closed Honor Board cases for graduating members or members not returning to EO.

**RAS:**

* Visit Date, Ratings and Comments/Summary complete in Alumnae Review on e-Ops+.

**RFS/NCFC:**

* Remind collegiate chapters to do Bad Debt Write offs before June 30 for any uncollectible account receivable that is still on their books.
* Remind collegiate chapters to refund any #360G Reimbursables still on their books to each member before June 30.
* Address any #420 NSF check balances, any income or expenses to be reallocated and any outstanding check more than 6 months old before filing the June report.
* Remind collegiate chapters to write check to distribute gifts from chapter surplus before June 30.

**RFNC:**

* Annual FN Report due to EO – attn: KKirby by the 1st.
* Send final reminder to collegiate/alumnae groups to send fundraising proceeds to EO/FN Accountant.