

MONTHLY CHAPTER ACTIVITIES AND MANAGEMENT SCHEDULE

ALPHA GAMMA RHO FRATERNITY

Chapter _____

To make this report more useful to the chapter Planning, add Reports and Action Items application to the Chapter and University.
Reference: Required Reports by Chapter Officers

MONTH	Action Item	Due Date	Owed To	Responsibility	Completion Status
JANUARY					
	FORM 990 to IRS	1/15	IRS	VNR-Finance	
	Monthly Financial Report	1/20	HO	VNR-Finance	
	Register to attend January Recruitment School in KC		HO	VNR-Recruitment	
	Register to attend March Recruitment School in KC		HO	VNR-Recruitment	
	Register for Leadership Seminar		HO	VNR-Planning	
FEBRUARY					
	Hall of Fame Nominations (Convention year only)	2/1	HO	Noble Ruler or Alumni President	
	Semi-Annual Fees	2/15	HO	VNR-Finance	
	Monthly Financial Report	2/20	HO	VNR-Finance	
	Register to attend March Recruitment School in KC		HO	VNR-Recruitment	
MARCH					
	Monthly Financial Report	3/20	HO	VNR-Finance	
	Membership List Updates	3/31	HO	Noble Ruler	
	Noble Ruler's Yearly Report	3/31	HO	Noble Ruler	
	Chapter Budget	3/31	HO	VNR-Finance	
	Register to attend March Recruitment School in KC	3/31	HO	VNR-Recruitment	
APRIL					
	Monthly Financial Report	4/20	HO	VNR-Finance	
	Adviser Recognition Award	4/30	HO	Noble Ruler	
	Housemother Award Nomination	4/30	HO	Noble Ruler	
	Annual AGR Fraternal Excellence Award Application	4/30	HO	Noble Ruler	
	Chapter History	4/30	HO	VNR-Planning	
	Scholarship Applications	4/30	HO	VNR-Scholarship	
	Undergraduate Achievement Award, AGR Excellence Award	4/30	HO	Adviser	
	Application for Alumni Board AGR Excellence Award (Chapter Awards)	4/30	HO	Alumni President	
MAY					
	Monthly Financial Report	5/20	HO	VNR-Finance	
JUNE					
	All accounts must be paid in full	6/15		VNR-Finance	
	Monthly Financial Report	6/20	HO	VNR-Finance	
JULY					
	Monthly Financial Report	7/20	HO	VNR-Finance	
AUGUST					
	Monthly Financial Report	8/20	HO	VNR-Finance	

HO - Home Office
GO - Greek Office
AB - Alumni Board
C - Chapter

Updated 01/13/2011

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F:Cubbyhole\Action Calendar

MONTHLY CHAPTER ACTIVITIES AND MANAGEMENT SCHEDULE ALPHA GAMMA RHO FRATERNITY

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MONTH	Action Item	Due Date	Owed To	Responsibility	Completion Status
SEPTEMBER					
	Monthly Financial Report	9/20	HO	VNR-Finance	
OCTOBER					
	Semi-Annual Fees	10/15	HO	VNR-Finance	
	Monthly Financial Report	10/20	HO	VNR-Finance	
NOVEMBER					
	Grand President Award Nominations	11/1	HO	Adviser or Alumni President	
	Monthly Financial Report	11/20	HO	VNR-Finance	
DECEMBER					
	New Chapter Officers List	12/15	HO	VNR-Planning	
	Membership List Updates	12/15	HO	VNR-Planning	
	Monthly Financial Report	12/20	HO	VNR-Finance	
	Register for Leadership Seminar		HO	VNR-Planning	
	Register for January or March Recruitment School		HO	VNR-Recruitment	
On-Going					
	Computer Update Address Changes		HO	VNR-Alumni Relations	
	AGR Action Articles and things your chapter should boast about		HO	VNR-Alumni Relations	
	Sickle&Sheaf Articles		HO	VNR-Alumni Relations&Alumni President	
	Five Order Applications		HO	VNR-Planning	
	Initiation Forms (Post marked within 48 hours after initiation to avoid \$100 fine)		HO	VNR-Planning	
	Expulsion Notices		HO	VNR-Planning	
	Death Notices		HO	VNR-Planning	
	Scholarship Reports		HO	VNR-Scholarship	
	Alumni Board Updates		HO	Alumni President	
	Newsletters (as needed)		HO		
Semi-Annually					
	Crescents (minimum of two per year)		HO	VNR-Alumni Relations	
Annually					
	Chapter Operating Plan		HO	VNR-Planning	
	Chapter Constitution and By-Laws		HO	VNR-Planning	
	Alumni Board Constitutions and By-Laws		HO	Alumni President	
	Founder's Day Awards		C	VNR-Alumni Relations	
Convention Year					
	Undergraduate Credentials for 3 Convention Delegates		HO	VNR-Planning	
	Adviser Credentials for one Convention Delegate		HO	VNR-Planning or Adviser	
	Alumni Credentials for Convention Delegates		HO	Alumni President or Secretary	
Every Four Years					
	Membership Directory		HO	VNR-Alumni Relations	

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