

Important Due Dates for Alpha Zeta Chapters

Fall Due Dates	Item	Who Is Responsible
August 31	Ensure chapter roster and officer listing is up to date on AZNetwork.org	Scribe or other designated officer
October 25-27	Select officers attend Chapter Leadership Summit	Select chapter officers
October 31	Dues Payment Due to National Office	All active student members
After fall recruitment	Add potential new members to AZNetwork.org	Scribe or New Member Educator
Two weeks before fall initiation	Transfer Potential New Members to Active Member status on AZnetwork.org <u>and</u> submit Upcoming Initiation Form on AZnetwork.org	Scribe or other designated officer
Two weeks before fall initiation	Pay new student initiation fee to National Office	Potential New Members
Two weeks before winter graduation	Place honor cords and stoles order by completing the Honor Cords and Stoles Order Form on AZnetwork.org	Designated officer
December 1 (or throughout the semester)	Email Chapter Activity Blog Posts to the National Office	Chronicler
December 1	Transition graduating student members to alum status	Scribe or other designated officer
December 1	AZ Foundation scholarship applications typically due	Available to all active student members in good standing
Spring Due Dates	Item	Who Is Responsible
January 15	Award applications typically due	Chancellor or other designated officers
February 1	Form 990-N Due to IRS (please note this date may vary depending on the end of your fiscal year)	Treasurer
After spring recruitment	Add potential new members to AZNetwork.org	Scribe or New Member Educator
Two weeks before spring initiation	Transfer Potential New Members to Active Member status on AZnetwork.org	Scribe or other designated officer
February - March	Recommended timeframe to hold officer elections if held in the spring	Chapter
March 15	Hold officer transition workshop with incoming/outgoing officers and adviser to transfer knowledge	Incoming/outgoing officers
March 15	Update newly elected chapter officer listing on AZnetwork.org	Outgoing chancellor or other designated officer
April 1 (or throughout the semester)	Email Chapter Activity Blog Posts to the National Office	Chronicler
Two weeks before spring initiation	Transfer Potential New Members to Active Member status on AZnetwork.org <u>and</u> submit Upcoming Initiation Form on AZnetwork.org	Scribe or other designated officer

Two weeks before spring initiation	Pay new student initiation fee to National Office	Potential New Members
Two weeks before spring graduation	Place honor cords and stoles order by completing the Honor Cords and Stoles Order Form on AZnetwork.org	Designated officer
May 15	Transition graduating student members to alum status	Scribe or other designated officer