



# ADK PEARLS of Achievement Award Checklist

Reporting Period of June 1 – May 31

	Criteria	Officers Responsible for Report	Submit to Whom	Date Due for a Pearl	Date(s) Submitted by Chapter
1	Maintain Chapter Number**	Membership Chair Membership Roster Updated*	N/A Data pulled from chapter directory	June 1 – May 31	
2	Initiate or reinstate ONLINE Registration*	Chapter President and Membership Chair	N/A Data pulled from chapter directory	June 1 – May 31	
3	Annual Chapter Highlights Summary (H-114)*	Chapter Secretary	JotForm	June 30	
4	Chapter member(s) attended: Regional Conference (even year) International Convention (odd year) (Virtual International Convention attendance acknowledged for a pearl)	Tracked by HQ Regional Conference Registrars	Convention attendance tracked by HQ Regional conference attendance sent to HQ by Conference Registrar	July 31	
5	Chapter Needs Assessment (CNA)* Original in even year (Beginning of biennium) Reflection in even year (End of biennium)	Chapter President and Chapter Membership Chair	JotForm	October 15 (Beginning of biennium) May 15 (End of biennium)	
6	Altruistic Report*	Chapter Altruistic Chair	JotForm	March 15	
7	ITE Chapter Assessment postmarked/submitted by <b>January 1</b> (Supporting World Understanding)	Chapter Treasurer (Online or via mail)	International Headquarters	January 1	

\*Submitted Online

\*\*Number of chapter members maintained (no member loss, excluding Omega and transfer). Total membership number you started on June 1 compared to the total membership number ending on May 31.

Please keep a copy of all chapter reports

Approved June 2023