

AΔK Officer's Calendar - Deadlines and Events

Even Year - 2024

Jan 1	International Dues and Chapter ITE Contributions deadline to HQ
Jan 1	KAPPAN submissions deadline (March publication)
Jan 1	HQ closed – Holiday
Jan 1	Regional President-Elect Applications for only NC, NE, NW and SW (2 nd round) deadline
Jan 15	HQ closed – Holiday
January 27	ITE Virtual Gathering (Date determined each year)
Jan 31	Regional Professional Development Scholarship Application deadline
Jan 31	Dues submitted online or postmark after January 31 will incur \$5 per member penalty/late fee
Jan 31	S/P/N President's conversation with Regional President/RPE deadline (former H-142)
Jan 31	S/P/N VPM/MC conversation with RVPM (Even year) deadline
Feb/March	Membership Celebration Virtual Events by Region
Feb 15	Agnes Robertson Global Outreach (ARGO) Scholarship application deadline
Feb 15	Fine Arts Grants Application deadline
Feb 19	HQ closed - Holiday
March	Update Chapter Officer in directory- due <i>immediately following chapter elections</i> (replaces H-107)
March 1	Future Educator Scholarship Applications deadline (for AΔKCC Students only)
March 1	Making a Better World Initiative deadline
March 1	Suspension on March 1 for nonpayment of dues (if not received at HQ by 3/1)
March 15	Chapter and S/P/N Altruistic Report submission deadline *New Date for S/P/Ns in 2024
March 29	HQ closed - Holiday
April	Update Chapter Officer in directory- due <i>immediately following chapter elections</i> (replaces H-107)
April	H-134 & H-155 S/P/N Convention Reports due within 7 days after the S/P/N Convention
April 1	KAPPAN submissions deadline (June publication)
April 15	Regional Mini-Spring Scholarship application deadline
May	H-134 & H-155 S/P/N Convention Reports due within 7 days after the S/P/N Convention
May 1	Update Chapter Officer in directory- due <i>immediately following chapter elections</i> - FINAL DEADLINE
May 15	Chapter Needs Assessment (CNA) and S/P/N Needs Assessment end of Biennium Reflection JotForm deadline *New
May 27	HQ - Closed - Holiday
June	Regional Conferences hosted (June / July)
June	H-134 & H-155 S/P/N Convention Reports due within 7 days after the S/P/N Convention
June 19	HQ closed - Holiday
June 20/21	"The Longest Day" Alzheimer's Association
June 30	H-114, Annual Chapter Highlights Summary deadline
June 30	C-1 Annual Chapter Treasurer's Reporting Form deadline
June 30	S-1 & S-2 Annual State Treasurer's Reporting Forms to Headquarters deadline (US & Puerto Rico only)
July	Regional Conferences hosted (June / July)
July 1	KAPPAN submissions deadline (September publication)
July 4	HQ closed - Holiday
August	Chapter and S/P/N Officer Packets posted and updated on the website *NEW
Aug 1	International Officer Candidates application open
Aug 15	Distinguished Program Award deadline
Aug 31	Chapter Cash Flow Tracking form submitted by S/P/N Treasurer (US and Puerto Rico only)
Sept 2	HQ closed - Holiday
October	Alpha Delta Kappa Month
Oct 1	KAPPAN submissions deadline (December publication)
Oct 1	Chapter Yearbook to S/P/N President
Oct 1	International Officer Candidate application - deadline
Oct 1	Classroom Grant Application deadline
Oct 15	Proposals for International Bylaws Amendments and Resolutions – deadline (JotForm)
Oct 15	International Altruistic Project proposals for next biennium – deadline (JotForm)
Oct 15	S/P/N Bylaws or S/P/N Official Policy Statement to the International Bylaws Chairman deadline
Oct 15	Chapter Needs Assessment (CNA) and S/P/N Needs Assessment deadline (biennium goals) - deadline (JotForm) *NEW
Oct 15	990-N E-Postcard deadline
Oct 15	Leadership Academy applications for participants and mentor's deadline
Oct 15	Regional Mini Fall Scholarship application deadline
Nov 15	Innovation Grant deadline
Nov 15	S/P/N VPM/MC send CNA reflection to RVPM – no form to submit
Nov 15	Educational Symposium proposals deadline
Nov 21-22	HQ Closed - Holiday
Dec 23-31	HQ closed for winter break

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Odd Year - 2025	
Jan	ITE Virtual Webinar (date to be determined)
Jan 1	International Dues and Chapter ITE contributions deadline to HQ
Jan 1	HQ Closed
Jan 1	KAPPAN submissions deadline (March publication)
Jan 31	S/P/N Report Membership Consultant Report (Odd Year) deadline
Jan 31	Regional Professional Development Scholarship Application deadline
Jan 31	Dues submitted online or postmark after January 31 will incur \$5 per member penalty/late fee
Jan 31	H-142 S/P/N President's report deadline
Feb 1	Update S/P/N Excellence in Education Chair in the SPN Officer Roster located in the directory
Feb 1	Volunteer Applications for International Boards, Standing, Scholarship and Grants Committees deadline
Feb 15	Agnes Robertson Global Outreach (ARGO) Scholarship application deadline
Feb 15	Fine Arts Grants Applications deadline
March 1	Future Educator Scholarship Applications deadline (for AΔKCC Students only)
March 1	Making a Better World Initiative deadline
March 1	Suspension on March 1 for nonpayment of dues (if not received at HQ by 3/1)
March 15	Volunteer Applications for International Committees deadline
March 15	Chapter and S/P/N Altruistic Report submission deadline
March 15	Chapter Bylaws or Policies & Procedures Official Statement to S/P/N Bylaws Chairman deadline
April	Chapters and S/P/N teams to revisit CNA goals – NO FORM IS DUE (Spring/Summer timeline)
April 1	KAPPAN submissions deadline (June publication)
April 15	Regional Mini Spring Scholarship application deadline
May 1	Early Bird Registration for International Convention deadline
May 29	HQ Closed - Holiday
June - TBD	Late Registration for International Conventions deadline
June 15	H-142 S/P/N President's report to IVP for the Region deadline
June 19	HQ closed - Holiday
June 20	"The Longest Day" Alzheimer's Association
June 30	H-114, Annual Chapter Highlights Summary deadline
June 30	C-1 Annual Chapter Treasurer's Reporting Form deadline
June 30	S-1 & S-2 Annual State Treasurer's Reporting Forms emailed/mailed to Headquarters deadline (US & PR only)
July 4	HQ closed - Holiday
July 10- 13	International Convention, Leadership Academy and Educational Symposium – Austin, TX
July 1	KAPPAN submissions deadline (September publication)
August	Chapter and S/P/N Officer Packets posted and updated on the website -*NEW
Aug 15	Distinguished Program Award deadline
Aug 31	Chapter Cash Flow Tracking form submitted by S/P/N Treasurer (US and Puerto Rico only)
Sept 1	Regional Officer Candidates application open
Sept 4	HQ closed - Holiday
Sept 30	S/P/N Presidents submit next convention date, city and hotel site - JotForm
October	Alpha Delta Kappa Month
Oct/Nov	Membership Celebration Virtual Events by region
Oct 1	Chapter Yearbook to S/P/N President
Oct 1	Classroom Grant deadline
Oct 1	Excellence in Education Award Nominations (chapter or self-nomination) deadline
Oct 1	KAPPAN submissions deadline (December publication)
Oct 15	990-N IRS E-Postcard deadline
Oct 15	Chapter Needs Assessment (CNA) and S/P/N Needs Assessment Year 1 Reflections - NO FORM (conversation)
Oct 15	Regional Mini Fall Scholarship application deadline
Nov 1	Regional Officer Candidates applications deadline
Nov 15	Innovation Grant deadline
Nov 15	S/P/N VPM/MC send CNA reflection to RVPM Year 1 Reflections - NO FORM (conversation)
Nov 23-24	HQ closed
Dec 15	S/P/N Excellence in Education Application Packet deadline (must have been accepted through the nomination process)
Dec 25-31	HQ closed