

CALENDAR FOR CHAPTER SECRETARY

The following schedule of due dates for reports/correspondence to the designated persons is provided to the Chapter Secretaries, District and State Chairman, District Deputy Grand Matrons and Grand Supervisors to aid them in getting the proper paperwork in on time.

DUE DATE	PAPERWORK DESCRIPTION	PAPERWORK DUE TO
April 15	4 copies of 1st Quarterly Report Listing of Proficiency Holders(see form) Listing of 50 Year Members (see form)	3 copies to the DDGM who will send 2 to the Grand Supervisor and 1 kept for Chapter records
July 15	4 copies of 2nd Quarterly Report	3 copies to the DDGM who will send 2 to the Grand Supervisor and 1 kept for Chapter records
October 15	4 copies of 3rd Quarterly Report	3 copies to the DDGM who will send 2 to the Grand Supervisor and 1 kept for Chapter records
January 15	All WGM Project Reports	District Chairmen to be sent to State Chairman by January 31
January 15	4 copies of 4th Quarterly Report 3 copies of Chapter Annual Activity Rpt. (for Chapter Award of Excellence) Chapter Annual Return	3 copies to the DDGM who will send 2 to the Grand Supervisor and 1 kept for Chapter records 2 copies to DDGM and 1 kept in Chapter records Grand Secretary
Immediately After Installation of Officers but by January 15	Name, address, phone number and e-mail address of 1st five elected and installed Chapter Officers Name, address, phone number of Past Matrons & Past Patrons giving some information relative to their activity & interest in the Order. Put a "P" in the Other Info column if they are a plural member, noting chapter name and number (see form)	Grand Secretary, Associate Grand Matron, Grand Conductress and Chairman of Credentials Associate Grand Matron and Grand Conductress and Associate Grand Conductress (info will aid in giving District and Chapter Appointments)