

# Alpha Phi Omega

## CHAPTER CHECKLIST

ACTIVITIES CONDUCTED	DATE DUE
<p><b><u>PLEDGES</u></b> Submit an <i>“Application for Pledge Membership”</i> for each new Pledge with \$32 (\$25 Pledge fee and \$7 Insurance Fee).</p>	Submitted within 10 days of the ceremony
<p><b><u>INITIATES</u></b> Submit an <i>“Application for Active Membership”</i> for each new brother with \$35. Insure that each application is accurately completed, including the <b>exact date of the activation ceremony and write names legibly.</b></p>	Submitted within 10 days of the ceremony
<p><b><u>CHARTER REAFFIRMATION &amp; AAMD</u></b> Review and complete the <i>“Charter Reaffirmation”</i> form (sent to chapters the first week in September) and return it to the National Office. Add the name of each active member and advisor not listed on the <b>“Membership Roster”</b>, delete inactive members, and submit payment of Annual Active Membership Dues (<b>AAMD</b>)—<b>\$32 (\$25 AAMD &amp; \$7 Insurance fees for each active member - minimum of \$75 per chapter)</b>. Obtain signatures of the chapter president and Advisory Chair, certifying the chapter’s compliance with the Fraternity’s Membership and Risk Management Policies and Standard Chapter Articles of Association.</p>	November 15 <sup>th</sup>
<p><b><u>NATIONAL SERVICE WEEK REPORT</u></b> Submit the report for your National Service Week Project(s).</p>	November 15 <sup>th</sup>
<p><b><u>SPRING YOUTH SERVICE DAY REPORT</u></b> Submit the report for your Spring Youth Service Day Project.</p>	May 1 <sup>st</sup>
<p><b><u>OUTSTANDING DEBTS</u></b> Chapters are required to pay any outstanding debts to the National Office. Chapters can determine if they have any debts by contacting the National Office at <a href="mailto:accountant@apo.org">accountant@apo.org</a></p>	November 15 <sup>th</sup>
<p><b><u>CHAPTER OFFICERS LIST</u></b> Complete the form twice a year (or when there is an officer change) and send it to the National Office.</p>	October 1 <sup>st</sup> January 31 <sup>st</sup>
<p><b><u>GRADUATING SENIOR LIST</u></b> Submit a list of graduating seniors for the fall and spring semesters to the National Office.</p>	June 1 <sup>st</sup>
<p><b><u>ANNUAL CHAPTER EVALUATION &amp; H. ROE BARTLE AWARD</u></b> Submit completed forms to the National Office.</p>	November 15 <sup>th</sup>
<p><b><u>CHAPTER PROGRAM PLANNING CONFERENCE</u></b> Submit completed forms to the National Office.</p>	Immediately after the Conference
<p><b><u>CONTACT YOUR SECTIONAL CHAIR &amp; REGIONAL DIRECTOR</u></b> Inform your Sectional Chair &amp; Regional Director of chapter events.</p>	Regularly
<p><b><u>ARTICLES FOR “TORCH &amp; TREFOIL”</u></b> Send information and photograph(s) of chapter projects for publication in the <i>“Torch &amp; Trefoil”</i>.</p>	Following completion of activity
<p><b><u>ANNUAL FINANCIAL AUDIT</u></b> Submit verification of audit of previous year’s financial records.</p>	July 31 <sup>st</sup>
<p><b><u>CHAPTER BYLAWS</u></b> Submit copy of revised Chapter Bylaws to the National Office.</p>	Immediately after revision

**ARTICLE IX, SECTION 8. CHAPTERS IN GOOD STANDING.** A chapter in good standing is one which yearly meets its financial, administrative, and Annual Charter Reaffirmation obligations to the National Fraternity; is not more than 90 days delinquent in its financial accounts with the National Office; has confirmation of submission of a Spring Youth Service Day Report and a National Service Week Report; has at least one active member; and which has not been declared inactive or suspended, or had its charter revoked, or has not otherwise been deemed in violation of the policies or National Bylaws of Alpha Phi Omega; or of the rules, regulations, or policies of its school.