

# Iota Phi Lambda Sorority, Inc.

## Alpha Zeta Chapter

### 2016 – 2017 Calendar

#### JULY

- 1 Chapter Dues payable for 2016-2017 sorority year

#### AUGUST

- Solicit participants for AEW National Essay Contest
  - Contact High School counselors to secure names of prospective National Scholarship nominees
- 1 AEW National Essay Contest
- 20 **Regional Planning Meeting**, Embassy Suites/Lombard/Oakbrook, IL
- 27 Chapter Summit and Transition Meeting – 10:00 a.m. – 3:00 p.m. – Jamestown Bluffs Branch Library

#### SEPTEMBER

- Continue Planning for **American Education Week**
  - Review/Adopt Budget
- 1 New officers' duties begin
- 9 FIL Meeting- 6:30 p.m. @ McCluer South-Berkeley High School
- 10 Executive Committee Meeting - 10:00 a.m. – Jamestown Bluffs Branch Library
- 24 Chapter Meeting - 10:00 a.m. – Jamestown Bluffs Branch Library
- 30 *Presidents/Chapter Goals due to both Regional Director & Asst. Regional Director (submission via email in document form)*

#### OCTOBER

- Begin planning for new Intake Line
- 3 Deadline for AEW National Essay Contest
- 8 Executive Committee Meeting – 10:00 a.m. – Prairie Commons Branch Library
- 14 FIL Meeting- 6:30 p.m. @ McCluer South-Berkeley High School
- 15 *Central Regional Newsletter Distribution*
- 24 Chapter Meeting – 10:00 a.m. - Florissant Valley Branch Library
- 25 AEW Pre-Luncheon Reception – 1:00-3:00 p.m. – Airport Marriott Hotel

#### NOVEMBER

- **Observe American Education Week November 14-18, 2016**
- 1 **Final Deadline to Pay Chapter Dues**
- 11 FIL Meeting- 6:30 p.m. @ McCluer South-Berkeley High School
- 12 Executive Committee Meeting. -10:00 a.m. – Jamestown Bluffs Branch Library
- 15 **National Per Capita Tax Assessments Due to National Secretary**
- 15 **Tax Return 990 ePostcard filing deadline**
- 18-19 FIL Retreat, Airport Marriott Hotel
- 19 **AEW “Apple for the Teacher” Luncheon** - 11:00 a.m. - Airport Marriott Hotel
- 25 FIL Northview Nursing Home – 10:00 a.m. Deliver fruit baskets
- 30 *Send Youth AEW Essays to Regional Representative (via email)*

## DECEMBER

- **Observe NATIONAL CORRESPONDENCE MONTH**
- Begin planning for **National Business Month in April (Minimum of 4 activities)**
- St. Louis Crisis Nursery “Adopt-A-Family” Date TBA
- 9 FIL Christmas Caroling & Christmas Party - 6-10 p.m. @ Lambert Airport Terminal 2
- 10 *Chapter info to Regional Journalist for newsletter (submission deadline via email)*
- 10 Executive Committee Meeting – Cancelled
- 10 Hopewell Toy Giveaway – Chapter participation
- 17 Christmas/Holiday Social – 3:00 p.m. – Granite City Food & Brewery
- 23 *Central Regional Newsletter Distribution*
- 30 *Regional Rep. to send names of National AEW Essay Winners & Participants to National President Elect*
- **Decide on Scholarship recipient – Scholarship Committee**

## JANUARY

- **Plan Career Exploration Program**
- **Plan Toys U Can’t Return – Date, Time and Location TBA**
- 13 FIL Meeting- 6:30 p.m. @ McCluer South-Berkeley High School
- 14 Executive Committee Meeting – 10:00 a.m. – Jamestown Bluffs Branch Library
- 16 Dr. Martin Luther King, Jr. Day observed
- 20-21 *Mid-Winter National Board Meeting*
- 28 Chapter Meeting – 9:30 a.m. – Jamestown Bluffs Branch Library
- 31 ***Regional Per Capita Tax Assessments Due to Regional Financial Secretary***
- **National Scholarship Applications Due to National President Elect**

## FEBRUARY

- **Observe Black History Month**
- 10 FIL Meeting- 6:30 p.m. @ McCluer South-Berkeley High School
- 11 Executive Committee Meeting – 10:00 a.m. – Natural Bridge Branch Library
- 25 Black History Month Program – Essay & Oratorical Contest – 1:30 p.m. – Heritage House, 2800 Olive Street, 63103
- 28 *FIL Scholarship Deadline*
- 28 ***Deadline for Hotel Registration***

## MARCH

- **Attend Regional Conference**
- 3 ***Conference Registration Deadline***  
*Deadline for Alice P. Allen & Doretha N. Hornbuckle Scholarships*
- 4 All Chapter Reports due to Regional Director/Assistant Regional Director  
All Reports due to Regional Chair (Committees/Programs/Projects)  
(Submission deadline via email)
- 10 FIL Meeting- 6:30 p.m. @ McCluer South-Berkeley High School
- 11 Executive Committee Meeting – 10:00 a.m. – Natural Bridge Branch Library
- 11 *Conference Ads for Souvenir Book Deadline; Vendor Agreement*
- 11 *Regional Officer Reports Due (Submission deadline via email)*  
*Regional Representative Reports Due*
- 18 *Regional Conference Committee Assignments due to Assistant Regional Director*
- 25 Chapter Meeting – 10:00 a.m. – Natural Bridge Branch Library
- 31-2 ***37<sup>th</sup> Central Regional Conference – Embassy Suites by Hilton – 707 East Butterfield Road, Lombard/Oakbrook, IL – Alpha Tau Host Chapter***

## APRIL

- **Observe National Business Month (Minimum of 4 Activities)**
  - Ballots Ready for May Election
- 7 FIL Meeting- 6:30 p.m. @ McCluer South-Berkeley High School  
8 Executive Committee Meeting – 10:00 a.m. – Natural Bridge Branch Library  
22 Business Month Awards Celebration – 6:00 p.m. – Norwood Hills Country Club

## MAY

- **Begin planning for American Education Week (November 2017)**
  - Election of 2017-2018 Local Chapter Officers
- 3 *Regional Addendum Reports due to Regional Director/Assistant Regional Director*  
12 FIL Meeting- 6:30 p.m. @ McCluer South-Berkeley High School  
13 Executive Committee Meeting- 10:00 a.m. – Natural Bridge Branch Library  
15 *Chapter Reports due to National President Elect*  
27 Chapter Meeting – 10:00 a.m. – Natural Bridge Branch Library

## JUNE

- 1 **Observe Founder's Day – 6:00 p.m. – Airport Marriott Hotel**  
10 *Chapter info to Regional Journalist for newsletter (submission deadline via email)*  
10 FIL Meeting- 6:30 p.m. @ McCluer South-Berkeley High School  
11 Executive Committee Meeting- 10:00 a.m. – Location TBA  
15 *Regional Addendum Reports due to National President Elect*  
24 Chapter Meeting – 10:00 a.m. – Natural Bridge Branch Library  
30 Chapter Rosters Due to Regional Director/Assistant Regional Director  
30 *Central Regional Newsletter Distribution*

## JULY 19-23, 2017, NATIONAL CONVENTION, LONG BEACH HILTON, LONG BEACH, CA

9/24/16

Rev. 1-28-17