

To find the resources listed in this calendar, log in to [www.kappa.org](http://www.kappa.org) and navigate to See All Resources > More Resources > Alumnae Association.

- August**
- Update the galley and recruit members.
  - Publish the association's newsletter and mail to all on the galley.
  - Contact Kappas who are new to the area.
  - Review and update the association Bylaws biennially.
  - Identify 50-, 65- and 75-year award recipients.
  - Order 50-, 65- and 75-year pins from Herff Jones at [www.hjgreek.com](http://www.hjgreek.com).
  - If participating, submit the Rose McGill Holiday Program Interest Form by Aug. 15.
- September**
- Conduct the first meeting of the association.
  - Form the Nominating Committee.
- October**
- Plan and participate in Founders Day celebrations.
  - Send a copy of the President's letter and association calendar to the Alumna Relations Specialist and Programming Specialist by Oct. 30.
- November**
- Send association fees and list of dues-payers by Nov. 1.
  - Check in with the Alumna Relations Specialist by Nov. 15.
  - Submit the tax-filing requirements by Nov. 15.
- December**
- If participating, submit the Rose McGill Program Report by Dec. 15.
- January**
- The Nominating Committee slates officers.
- February**
- Hold a philanthropy event.
  - Apply for a partial grant to attend Convention (even years) by Feb. 15.
- March**
- Plan and conduct a graduating senior event.
  - The Nominating Committee presents the slate of officers.
  - If participating, appoint a Rose McGill Holiday Program Chairman.
  - Register for Convention (even years).
  - Elect an association delegate (even years).
  - Submit the Convention Award Form by March 1 (even years).
- April**
- Elect officers prior to April 30.
- May**
- Prepare the association budget for the upcoming year.

- Submit Alumnae Achievement Award nominations by May 15.
- Complete the Alumnae Association Year-End Survey in *KeyReports* by May 31.
  
- If contributions have been made to the Kappa Kappa Gamma Foundation, submit the Contributions Form by May 31.
- Update association officers in *KeyReports* by May 31.

**June/July**

- Train officers.
- Plan the association calendar for the following year.
- Attend Convention (even years).
- Submit the Association Financial Report and June 30 bank statement by July 31.