



THETA SIGMA CHAPTER

ALUMNI ADVISORY BOARD CALENDAR *DRAFT*

JUNE 2024

- Introduce all groups and functions which support Theta Sigma – AAB, Scholarship, House Association, Alumni Chapter, Parents' Club (future)
- Onboard all AAB advisors and discuss advisor job descriptions, access to dropbox, identify needs, agree upon collegiate support expectations
- Review communications with alumni – Facebook, e-mail, text
- Review open/bounce rates of latest chapter newsletter
- Review Chapter's Spring 2024 performance (MSU Programming Report)
- Discuss Sustained Donor Recognition Program
- Discuss Kirkpatrick / Rascoll Memorial Golf Tournament
- Discuss Scholarships – Edwards, Franson, Ponder, more? (Report from Scholarship Committee)
- Discuss goals for each collegiate officer, review PEP guidelines
- Discuss Chapter leadership development – Lexington Leadership Institute, College of Chapters, HQ pilgrimage, Grand Chapter 2025
- Review Summer / Fall schedule in draft form
- Monitor summer recruitment, Fall house occupancy and the Fall chapter budget
- Discuss Summer Recruitment Workshop and chapter summer meeting – July 20
- Agree upon a schedule for the 2024-2025 AAB meetings

JULY 2024

- Discuss Sustained Donor Recognition Program
- Discuss Kirkpatrick / Rascoll Memorial Golf Tournament
- Discuss The Delta fall issue submission deadline is August 1
- Monitor summer recruitment, Fall house occupancy, and the Fall chapter budget
- Review Fall Recruitment schedule – stress Initiation, Candidate Pinning
- Discuss Summer Recruitment Workshop and chapter summer meeting – July 20
- Discuss Parents' Club

AUGUST 2024

- Review Sustained Donor Recognition Program
- Review Kirkpatrick / Rascoll Memorial Golf Tournament
- Review Fall Recruitment schedule – stress Initiation, Candidate Pinning, Dean's List Dinner, Homecoming
- Follow up on the Advisor/Chapter Officer one-on-one meetings
- Monitor summer recruitment, Fall house occupancy, and the Fall chapter budget
- Update from Commander on Executive retreat, goals and action plans for 2024
- Discuss Fall Recruitment Workshop – August 15 (tentative)
- Discuss Fall Initiation – August 26 (tentative)
- Conduct annual risk management education with chapter.
- Update Chapter Eternal plaque annually as of September 1
- Update Donor Recognitions annually as of September 1



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SEPTEMBER 2024

- Review Sustained Donor Recognition Program
- Review Fall recruitment
- Review PEP Results for 23-24
- Discuss alumni at pre pinning meeting – September 4 (tentative)
- Discuss candidate pinning – September 7 (tentative)
- Discuss Field Consultant visit for Fall 2024
- Discuss The Delta fall issue submission deadline is October 1
- Review chapter leadership on campus
- Discuss Alumni meeting with university FSL
- Review Chapter officer goals and Advisor support, one-on-one meetings
- Monitor Fall academics and Fall chapter budget
- Discuss Edwards Scholarship award for Fall 2024 (Report from Scholarship Committee)
- Discuss the Sigma Nu Foundation Day of Giving in October
- Recognize 25, 40 and 50 year initiates annually

OCTOBER 2024

- Review Sustained Donor Recognition Program
- Live meeting during Homecoming?
- Follow up on the Advisor/Chapter Officer one-on-one meetings
- Monitor Fall academics and Fall chapter budget
- Discuss the Sigma Nu Foundation Day of Giving in October

NOVEMBER 2024

- Review Sustained Donor Recognition Program
- Monitor CommunityEdu participation, Fall academics and Fall chapter budget.
- Plan for officer elections and officer transition.
- Register for College of Chapters
- Remind everyone of the STL Sigma Nu Christmas Party and the Greater Ozarks Sigma Nu Christmas Party
- Review Chapter officer goals and Advisor support, one-on-one meetings
- Plan for Affirmation of Knighthood (AOK) in December, Initiation for Spring, HQ Pilgrimage

DECEMBER 2024

- Review Sustained Donor Recognition Program
- Monitor Fall academics, Spring recruitment, Spring house occupancy, Spring chapter budget and chapter facility preparation for Winter break
- Discuss AOK for Fall 2024, Chapter Officer Transition Retreat, Initiation for Spring, Pinning for Spring, HQ Pilgrimage
- Review communications with alumni – Facebook, e-mail, text
- Review open/bounce rates of latest chapter newsletter



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JANUARY 2025

- Review Sustained Donor Recognition Program
- Host quarterly Alumni Advisory Board Meeting
- Review Chapter Officer Transition Retreat
- Discuss The Delta fall issue submission deadline is February 1
- Debrief from Commander on College of Chapters and goals/action plans for 2025
- Monitor chapter officer elections, Spring recruitment, academics, house occupancy, and Spring chapter budget, HQ Pilgrimage
- Plan for Spring alumni event(s)
- MSU IFC Greek award nominations are due February 28

FEBRUARY 2025

- Review Sustained Donor Recognition Program
- Monitor Spring recruitment, Spring academics, and Spring chapter budget
- Discuss Field Consultant visit for Spring 2025
- Review chapter leadership on campus
- Discuss Alumni meeting with university FSL
- Discuss Franson Scholarship award for Spring 2025
- MSU IFC Greek award nominations are due February 28
- Plan for Helping Hand Initiative

MARCH 2025

- Review Sustained Donor Recognition Program
- Monitor Spring academics, chapter budget and the Pursuit of Excellence documentation
- Discuss The Delta fall issue submission deadline is April 1
- Assist chapter in conducting Pursuit of Excellence self-assessment session
- HQ annual awards submissions due April 30
- Plan for Helping Hand Initiative participation.

APRIL 2025

- Review Sustained Donor Recognition Program
- Host quarterly Alumni Advisory Board meeting
- HQ annual awards submissions due April 30
- Plan for Affirmation of Knighthood (AOK) in May
- Monitor CommunityEdu participation, Spring academics, chapter budget and the Pursuit of Excellence documentation.
- Conduct Helping Hand Initiative event.
- Register for Sigma Nu Grand Chapter (San Antonio July 23 – 27, 2025)

MAY 2025

- Review Sustained Donor Recognition Program
- Host annual Spring alumni event
- Discuss AOK for Spring 2025
- Discuss Kirkpatrick / Rascoll Memorial Golf Tournament
- Monitor Spring academics, chapter budget, chapter facility move out, and summer facility preparation.
- Register for Sigma Nu Grand Chapter (San Antonio July 23 – 27, 2025)
- Review communications with alumni – Facebook, e-mail, text
- Review open/bounce rates of latest chapter newsletter