

## SAMPLE STUDENT CHAPTER CALENDAR

### ***June—September***

Organize fall program. Arrange for speakers, tours and joint meetings with section/district and other chapters. Plan fundraising and activities, organize membership drive, and begin publicity preparation. If officers are not on campus, keep them involved through regular correspondence. Advance work is important.

### ***September***

Applications, revisions to *Student Chapter Manual* and other material sent from ITE Headquarters to all student chapters. Finalize committee assignments, membership drive and fall speakers' schedule.

### ***October 1***

Send new membership applications to ITE headquarters good through the next year. Remember, renewing ITE students will be billed directly for the next year's membership dues. ITE currently offers a complimentary first year of student member dues.

### ***February***

Send membership applications with appropriate dues to ITE headquarters.

### ***March 31***

Cutoff date for activities to be included in the student chapter annual report.

### ***April 1***

Deadline for submitting annual report to district coordinator for the Student Chapter Award. Deadline for submitting papers to district coordinator for the Daniel B. Fambro Student Paper Award.

