

ΑΣΦ

ALPHA SIGMA PHI

alphasig.org

CALENDAR PLANNING CHECKLIST

Every chapter/provisional chapter should be calendar planning at least one semester/term in advance. It is recommended that groups utilize Google Calendar or myAlphaSig to share the calendar with all members. Below is an outline of events that should be scheduled on the calendar:

FALL SEMESTER/TERM

- Prudential Board Retreat
- Recruitment Training
- All Recruitment Events (both formal and informal)
- Local Dues Payment Dates
- Pinnacle Week
- Scenes 1 & 2 of Initiation (within 1 week of bid acceptance)
- Scenes 3 & 4 of Initiation (within 35 days of Scenes 1 & 2)
- Scene 5 of Initiation
- Chapter Meetings
- Prudential Board Meetings
- Committee Meetings
- New Member Meetings
- Fall Break (if applicable)
- Brotherhood Events (in-person and virtual)
- Overnight Brotherhood Event
- Philanthropy Events (at least 1 per semester/term)
- Service Events (at least 2 per semester/term)
- Social Events (at least 1 per month)
- Greek Week (if applicable)
- Parents/Family Event (at least 1 per year)
- Sig Bust/Alumni Event (at least 1 per year)
- Homecoming
- Fundraising Events (at least 1 per month)
- Standards Board Meetings
- Intramurals
- Black Lantern Processional
- Founders Day Event
- Exam Week

(continued on next page)

CALENDAR PLANNING CHECKLIST

SPRING SEMESTER/TERM

Recruitment Training
All Recruitment Events (both formal and informal)
Local Dues Payment Dates
Prudential Board Meetings
Scenes 1 & 2 of Initiation (within 1 week of bid acceptance)
Scenes 3 & 4 of Initiation (within 35 days of Scenes 1 & 2)
Scene 5 of Initiation
Pinnacle Week
Chapter Meetings
New Member Meetings
Spring Break (if applicable)
Committee Meetings
Brotherhood Events (in-person and virtual)
Philanthropy Events (at least 1 per semester/term)
Service Events (at least 2 per semester/term)
Social Events (at least 1 per month)
Greek Week (if applicable)
Parents/Family Event (at least 1 per year)
Sig Bust/Alumni Event (at least 1 per year)
Fundraising Events (at least 1 per month)
Standards Board Meetings
Black Lantern Processional
Intramurals
Exam Week
Elections
Officer Installation Ceremony
Officer Transitions Program

SUMMER

Brotherhood events (in-person and virtual)
Summer recruitment activities and events
Committee Meetings
Prudential Board meetings
Elevate/Grand Chapter