

<b>1. Forms REQUIRED</b>	<b>DUE DATE</b>
<input type="checkbox"/> Dues, Roster, Convention and Founders Fees: o <i>Treasurer</i>	Nov. 15
<input type="checkbox"/> Officer Report Form: o <i>President</i>	Immediately after election (Dec)
<input type="checkbox"/> Fall Progress Report: o <i>President</i>	Jan. 15
<input type="checkbox"/> Annual Report of Collegiate Chapter President: o <i>President</i>	May 15
<input type="checkbox"/> Candidate and Initiate Form: o <i>Vice President</i>	Two weeks before initiation
<input type="checkbox"/> Initiate Record Form(s): o <i>Vice President</i>	Two weeks before initiation
<input type="checkbox"/> Bylaws/ Standing Rules: o <i>President or Committee</i>	After chapter approval

**2. Additional eligibility requirements for end-of-the-year Chapter Awards**

- 4 music programs
- Regular meetings (one formal meeting per month)

**3. ADDITIONAL GOALS and corresponding points. These are documented in the Annual Report of Collegiate Chapter President. Keep track during the year!**

- Chapter Review held – schedule with District Director (5)
- Senior Achievement nominee (5)
- Founders Day Fund (5)
- Founders Day celebrated (5)
- Contributions to Foundation (5)
- Entered Mu Phi Epsilon contests (5)
- SERV hours submitted (15)
- Service to school (10)
- Service to community (10)
- Sponsored (15) or co-Sponsored (10) MPE Int'l Competition Winner Recital
- Hosted (20) or co-hosted (10) a District Conference
- Sent out Newsletter (10)
- Submitted articles to *TRIANGLE* (5)
- Fundraising projects (5)
- Special project (15)
- Points per Graduating Senior Form sent to IEO (5)
- Points per new member/initiate (10); chapter with most new members (50)
- Website (10); Most Outstanding Website (20)

**Fall President should share this form with Spring President to continue tracking progress throughout the year.**