

1. REQUIRED	DUE DATE
➤ Dues, fees, update chapter roster <ul style="list-style-type: none"> ○ <i>Convention fee, insurance, founders fund, all member dues</i> ○ <i>Treasurer and President</i> 	Nov. 15 <i>(online via website)</i>
➤ Officer Report Form: <ul style="list-style-type: none"> ○ <i>President</i> 	Immediately after election <i>Online form</i>
➤ Annual Report of Collegiate Chapter President: <ul style="list-style-type: none"> ○ <i>Information from fall and spring – collect information throughout year</i> ○ <i>Initiate information, SERV project, fundraising, etc; see goals below</i> ○ <i>President</i> 	June 1 <i>Online form</i>
➤ Candidate and Initiate Form: <ul style="list-style-type: none"> ○ <i>Vice President</i> 	Two weeks before initiation <i>Online form</i>
➤ Bylaws/ Standing Rules: <ul style="list-style-type: none"> ○ <i>Complete by end of first year after convention</i> ○ <i>President or Committee</i> 	After chapter approval <i>Submit to Intl 5th VP</i>

For all online forms, please check the Mu Phi Epsilon website for current link to the most updated form. Forms can be copied or downloaded prior to completion, and can be saved during data entry.

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

- Minimum 4 music programs (musicales) with 1 open to the public
- Regular meetings (plus 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 with District Director (5)
- Senior Achievement Award nominee (5); Province finalist selected (10)
- Founders Day Fund contribution (5); Founders Day celebrated (5)
- Financial Contributions to Foundation (5) or 'Harmony Campaign' (10)
- SERV hours submitted for chapter (15)
- Service to school (10) per activity; Service to community (10) per activity
- "Special SERV project" for your school (15)
 - creative/annual/large in scope, specially described submitted for consideration for yearly award
- Fundraising projects (5) per activity
- Sponsored (15) or co-Sponsored (10) MPE Int'l Competition Winner
- Hosted (20) or co-hosted (10) a District Conference
- Send Newsletter (10); maintain a website (10); maintain social media accounts (10)
 - Eligible for award (20) if all three are current and professional quality
- Submitted articles or photos to *TRIANGLE* (5)
- Points for each new member/initiate (10); chapter with most new members (30)
 - Awarded highest ratio of new initiates compared to current membership (30)
- Chapter advisor (5) and/or Faculty advisor (5) of the year nominee

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

Don't forget to enter the Mu Phi Epsilon Contests (check website for contests this year) and Foundation scholarship/grant competitions (check website) on March 1!