

1. REQUIRED ITEMS and FORMS	DUE DATE
➤ Update Roster, return to IEO <ul style="list-style-type: none"> ○ <i>Treasurer and President</i> 	Oct. 1 <i>(online via email from IEO)</i>
➤ Pay required Dues and Fees Invoice <ul style="list-style-type: none"> ○ <i>Chapter fees: Convention fee (\$100/chapter), insurance (\$40/chapter)</i> ○ <i>Member fees: Founders fund (\$1.16/member), dues (\$45/member)</i> ○ Members are considered 'inactive' if dues are not paid by Dec. 31st ○ <i>Treasurer and President</i> 	Nov. 1 <i>(online via email from IEO)</i>
➤ Officer Report Form: <ul style="list-style-type: none"> ○ <i>President</i> 	Immediately after election Online Form
➤ Candidate and Initiate Form: <ul style="list-style-type: none"> ○ <i>Vice President</i> 	Two weeks before initiation Online Form
➤ Foundation scholarship/grants: <ul style="list-style-type: none"> ○ <i>Applicants should go to the Foundation Website</i> 	March 1 mpefoundation.org
➤ 2020 Convention Registration for Delegates or Attendees <ul style="list-style-type: none"> ○ <i>\$50 price increase after 1st deadline; don't forget to book your room and travel!</i> ○ <i>President or attendee</i> 	April 15 Online registration
➤ Annual Report of Collegiate Chapter President: <ul style="list-style-type: none"> ○ <i>Collect information throughout school year; see goals below</i> ○ <i>President</i> 	June 1 Online Form
➤ Senior Achievement and Sterling award nominees <ul style="list-style-type: none"> ○ <i>Chapter nominates graduating senior, then completes online form</i> ○ <i>President or nominee</i> 	June 1 Online Form
➤ Bylaws/ Standing Rules: <ul style="list-style-type: none"> ○ <i>President or Committee</i> 	After chapter approval <i>Submit to Intl 5th VP via email</i>

2. GOALS and corresponding points for Annual Report of Collegiate Chapter President for awards:

Eligibility – regular business meetings, officer form, annual dues and fees, bylaws, regular performances

- Donation to MPE Foundation (10 pts per \$100) or MPE Fraternity Harmony Campaign etc (10 pts per \$100)
- Individual member total SERV hours and chapter SERV projects submitted for chapter in report (15)
- Chapter Service projects for school (10) per activity; Service to community (10) per activity
 - Must involve 3+ members; repetitive/weekly projects count once per semester
- "Special" SERV project for your school (15) or community (15) submitted for Outstanding Award
 - Unique/creative/annual/large impact, submitted with detailed description
- Chapter Fundraising projects (5) per activity; Fundraisers that generate money for other organizations, philanthropies, or non-profits should be counted as SERV; weekly activities are counted as one event per semester
- Alumni event (10) per activity – must be jointly planned/attended
- Professionally maintain social media AND a newsletter or website (20 pts); must include links in report
- Points for each new member/initiate (10); chapter with most new members throughout year (30)
 - ratio above 1.0 of all new initiates compared to fall membership (30)
- Misc items: Chapter Review w/ District Director (5); Senior Achievement Award nominee submitted [online](#) (10); Sponsored (15) or co-Sponsored (10) MPE Int'l Competition Winner; Hosted (15) or co-hosted (10) a District Conference; Submitted articles or photos to *TRIANGLE editor* (10); nominate faculty or chapter advisor for award (10)

3. Province winners: highest point total in your province, regardless of membership tier

International Chapter of the Year: highest point total in your tier. Number of members determined at end of fall semester, includes initiates. **Tier 1:** 30 or more members. **Tier 2:** 15-29 members. **Tier 3:** 1-14 members. (Method of determination subject to change. Other awards may be determined by tier.)

Fall President should share this with Spring President to continue tracking progress throughout the year. Make sure all members keep track of and record SERV hours!