



Suggested Chapter Activities and Reminders by Month 2017-2018

Chapter webinars and conference calls will be scheduled to respond to demand.
Chapters should also consider joint activities with nearby chapters.

August

- Executive committee meets to update a plan for the year.
- Review NBS calendar and deadlines in order to plan local, regional and national activities.
- Set goals and develop timetable for the coming year.
- If you have questions, check out the NBS Website at www.nbs-aerho.org, participate in chapter webinars and conference calls, and additional questions can be referred to the National Office.

September

- If your fall term is just beginning, complete the activities included in the August list of activities.
- Log on www.nbs-aerho.org check for updated information on competitions, national convention, and other activities.
- If not completed, your planning committee should layout a schedule of meetings for the academic year.
- Organize the first chapter meeting and promote it with posters, social media, class announcements, and word-of-mouth.
- Review a list of members. Identify potential members. Share your chapter plans and explain the benefits of NBS membership. Consider/promote purchasing "Chapter Block" memberships by November 1 (up to 20 memberships for \$500). Continue recruiting activities to attract new members.
- A designated member should submit the summer report (online) to NBS Office by September 10.
- Promote deadlines for national membership dues (Nov. 1), National Undergraduate Student Electronic Media Competition submissions (Nov. 17/Dec. 8), Professional Competitions (including grad students) (Dec. 31), national convention (Oct. 21 *SuperSaver* registration & payment deadline), and AERho application (Nov. 14/Feb. 1)
- Plan and implement activities for fundraising and community service.
- Have at least one "fun" event so chapter members can bond and enjoy the social side of NBS.

October

- Continue membership-recruiting activities.
- A designated member should submit the September monthly report (online) to NBS Office by Oct 10.
- Process dues for NBS memberships. Submit dues by Nov. 1 to the National Office.
- Remind members the National Undergraduate Student Electronic Media Competition deadlines are Nov. 17 & Dec. 8.
- Organize, remind and cajole those who need to renew student memberships that expire in the fall.
- Remind professionals that Dec. 31 is the deadline submission of professional production entries, papers and panel proposals for the national convention.
- **October 21** is the *SuperSaver* convention registration deadline.
- Have at least one "fun" event so chapter members can continue bonding.

November

- **November 1** is the renewal deadline for NBS memberships.
- A **signed/dated**, updated PDF copy of your local constitution should be sent as an e-mailed attachment to the National Office by **November 2**.
- A designated member should submit the October monthly report (online) to NBS Office by November 10.
- **November 10** is the early AERho application deadline.
- Explore the national convention section of the NBS-AERho website. Begin planning travel and activity options. Remind members the *Earlybird* registration deadline is December 31 (online registration & payment).
- Remind chapter members Nov. 17 & Dec. 8 are deadlines for the National Student Electronic Media Competitions.
- When you are home for Thanksgiving break...drop a hint to the folks that attending the NBS National Convention would be an educational experience that would help launch your professional career and it would make a great holiday gift.
- Remind professionals that December 31 is the deadline for their competitions.

December

- **December 1** is the deadline to submit chapter Graduation Reports (online) to the National Office for summer and December graduates.
- Continue to formulate travel plans to attend the NBS national convention in Washington, Feb 27-March 4, 2018. In previous years, airlines have had online sales for air travel from Dec. 26 through the first two weeks of January.
- **December 8** is the final deadline for the National Undergraduate Student Electronic Media Competitions.
- A designated member should submit the November monthly report (online) to NBS Office by December 10.
- **December 31** is the deadline for *Earlybird* convention registration **and** professional competitions/paper submissions.
- Study hard for exams then have some fun and relax over your holiday break.

January

- If your chapter plans to fly to the convention, be prepared for holiday break airline flight sales.
- A designated member should submit the December monthly report (online) to NBS Office by January 10.
- Work on your chapter annual report (due Jan. 31), Model (or Motivated) Chapter Report (due Feb. 2), Community Service Report (due Feb. 2), and Society Award Nominations (due Feb. 2)
- Prepare for AERho final application deadline (Feb. 1), *Regular Rate* convention registration (Feb. 9) and convention hotel reservations (Feb. 14).
- **January 31** is the deadline to electronically submit the chapter annual report to the national office.

February

- **February 1** is the final application deadline for AERho.
- **February 2** is the deadline for Model/Motivated Chapter submissions, Community Service Reports, and Society Award nominations.
- **February 9** is the deadline for *Regular Rate* convention registration (online registration + payment).
- A designated member should submit the December monthly report (online) to NBS Office by January 10.
- **February 14** is the deadline for convention hotel room reservations with the Bethesda Hyatt Regency Hotel (online or phone).
- Finalize plans to travel to the NBS-AERho 76th Annual National Convention in Washington, DC.
- **February 21** is the deadline for *Regular Rate* convention registration (online registration + payment).
- **February 21** is the deadline to notify the National Office to request a proxy if your chapter is not planning to send a delegate to the national convention.

Attend the NBS Annual Convention in Washington DC – February 27-March 4, 2018

March

- A designated member should submit the February monthly report (online) to NBS Office by March 10.
- Chapter members who attended the national convention should share their experiences with chapter members who were unable to attend the convention.

April

- A designated member should submit the March monthly report (online) to NBS Office by April 10.
- Begin the planning process for chapter activities over the summer and for the fall term. Develop a summer social media schedule so chapter members can stay in contact and continue the post-convention synergy. Examine the Model Chapter materials to see what additional things your chapter could do to be a better chapter and provide more benefits to your members.
- Check the NBS-AERho website to see if there is a *SuperSaver* Deadline for the 2019 national convention.
- **April 30** is the deadline to submit chapter Graduation Reports (online) to the national office for spring and summer graduates.

May

- **May 1** take time to celebrate NBS-AERho Day, commemorating the founding of Alpha Epsilon Rho in 1943.
- Continue planning for summer and fall.
- Add graduate addresses to your alumni files.
- A designated member should submit the April monthly report to the NBS Office (online) by May 10.
- Study hard, do well on exams, and enjoy your summer.

Summer

- Chapter officers should send at least one social media message to their members list each month.
- Continue planning and participating in summer and fall chapter activities
- Enjoy your summer!

Find other chapter-related materials as well as information on membership, competitions, and convention on the website at www.nbs-aerho.org.