



## Suggested Chapter Activities and Reminders by Month 2016-2017

Without legislated regions, chapters should consider joint activities with nearby chapters.  
Adjust your local calendar accordingly if your chapter participates.

### August

- Executive committee meets to update 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.
- Organize the first chapter meeting and promote it with posters, social media, class announcements, and word-of-mouth.
- Review a list of paid members and remind people with expired memberships to submit dues.
- Consider/promote purchasing "Chapter Block" memberships by November 1 (up to 20 memberships for \$500).
- If you have questions, check out the NBS Website at [www.nbs-aerho.org](http://www.nbs-aerho.org). Chapter webinars and conference calls will be scheduled to respond to demand. 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](http://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.
- Review a list of members. Identify potential members. Share your chapter plans and explain the benefits of organizational membership.
- A designated member should submit the summer report (online) to NBS Office by September 10.
- Continue recruiting activities to attract new members.
- Promote deadlines for national membership dues (November 1), National Undergraduate Student Electronic Media Competition submissions (Nov. 17/Dec. 2), Professional Competition (including grad students) (December 30), National Convention (September 30 *SuperSaver* registration & payment deadline), and AERho application (Nov. 10/Feb. 10)
- 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 those whose memberships expire in the fall term. Submit dues by November 1 to the National Office.
- Remind members the National Undergraduate Student Electronic Media Competition deadlines are Nov. 17 & Dec. 2.
- Organize, remind and cajole those who need to renew student memberships that expire in the fall.
- Remind professionals that December 30 is the deadline submission of professional production entries, papers and panel proposals for the national convention. December 31 is the deadline for professional dues.
- Remind members the National Convention *Earlybird* registration and payment deadline is November 30.
- Have at least one "fun" event so chapter members can continue bonding.

### November

- November 1 is the renewal deadline for student memberships that expire in the fall.
- A **signed/dated**, updated PDF copy of your local constitution should be e-mailed to the national office by Nov. 2.
- A designated member should submit the October monthly report (online) to NBS Office by Nov. 10.
- Remind chapter members the early AERho application deadline is Nov 10.
- Explore the national convention section of the NBS-AERho website. Begin planning travel and activity options. Remind members the *Earlybird* registration deadline is November 30 (online registration & payment).
- Remind chapter members Nov. 17 & Dec. 2 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 Dec. 30 is deadline for competitions and Dec. 31 is the deadline for professional dues.

### December

- By Dec. 1, submit a Graduation Report (online) to the national office for summer and December graduates.
- Continue to formulate travel plans to attend the NBS National Convention in New York City, March 21-26, 2017. Remember, in previous years, airlines have had online sales for air travel during the first two weeks of January.
- Dec. 2 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 30 is the deadline for professional competitions and paper submissions.
- December 31 is the deadline for professional membership dues.
- 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 early January 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, Model (or Motivated) Chapter Report, Community Service Report, and Society Award Nominations (various February deadlines)
- Organize spring NBS student dues renewal (Feb. 1) and AERho late application deadline (Feb 10).
- Prepare for national convention deadlines: *Regular Rate* Registration and Hotel Reservations (Feb. 14 and 28).

## February

- Feb. 1 is the renewal deadline for student NBS memberships that expire in the spring.
- Feb. 7 is the deadline to submit Society Award nominations.
- Feb. 10 is the late application deadline for AERho.
- By Feb 10, a designated member should submit the January monthly report (online) to NBS Office.
- Feb. 14 is the deadline for *Earlybird Rate* convention registration (online registration + payment).
- Feb. 16 is the deadline for chapter annual reports to be submitted electronically to the national office.
- Feb. 21 is the deadline for submission of Community Service and Model Chapter/Motivated Chapter reports.
- Feb. 28 is the deadline for convention Hotel Room Reservations with the Hilton Meadowlands Hotel (online or phone).
- Finalize plans to travel to the NBS-AERho 75<sup>th</sup> Annual National Convention in New York City.
- If your chapter is not planning to send a delegate to the National Convention, forward your proxy information to the National Office by February 28.
- Any chapter members still not registered for the national convention should do so by the *Late* deadline (March 7).

## March

- March 7 is the deadline for *Regular Rate* convention registration (online registration + payment).
- A designated member should submit the February monthly report (online) to the NBS Office by March 10.
- **Attend the NBS Annual Convention in New York City March 21-26, 2017.**

## April

- If you haven't already done so, chapter members who attended the National Convention should share their experiences with chapter members who were unable to attend the convention.
- A designated member should submit the March monthly report (online) to the 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 website to see if there is a *SuperSaver* Deadline for the 2018 national convention.
- Submit Graduation Reports to the national office (online) by April 30 for NBS members who graduate in the spring and summer.

## 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

- July 1 is the renewal deadline for memberships expiring in May, June, July and August.
- 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 this and other chapter-related materials as well as information on membership, competitions, and convention on the website at [www.nbs-aerho.org](http://www.nbs-aerho.org).