DATE: August 25, 2019

RE: Important Deadlines:

**Scholarships / Fellowships and National Awards**-

Scholarship/Fellowship applications and the nominations for the Robbins, Chiu and Larsen awards will be uploaded to the website by December 1, 2019.

The scholarship and fellowship applications and other award nominations must be completed and turned into your Faculty Advisor by February 1, 2020. Please don’t wait until the last minute to submit your application. On acceptance by the Faculty Advisor, application packages should be forwarded to the District Councilor for further consideration by March 15, 2020.

After the closing date, the District Councilor will submit all scholarship, fellowship applications, and the Robbins and Chiu nomination packages for the District to the District Selection Committee (DSC). The DSC will evaluate and rank the applications submitted. The DSC will forward the top three scholarship and fellowship applications, and the top Robbins and Chiu nomination package to the Office of the Executive Director (OED) by April 30, 2020, for further consideration by the Finalist Selection Committee.

The FSC will review and rank all the applications and nomination packages from all districts. The FSC will complete their review and transmit results to the OED by July 15, 2020.

The OED will issue checks to the recipients of scholarships, fellowships and the other Awards by August 1, 2020.

A summary of these dates may be found on the website home page by clicking on the Scholarship / Fellowship, and National Awards link found under the Deadlines area.

**Nominations for National Awards**-

**Nominations for the James M. Robbins ‘Excellence in Teaching Award’** must be submitted to your District Councilor by February 1, 2020, to be considered.

**Nominations for the Arthur N. L. Chiu ‘Outstanding Faculty Advisor Award’** must be submitted to your District Councilor by February 1, 2020, to be considered.
Chapter Reports-

Accordingly, for odd-numbered Chapters, your annual report delivery date will be December 1, 2019. For even-numbered chapters, your annual report delivery date will be May 1, 2020.

Annual reports will not be accepted if the chapter has not paid its annual chapter fee and if the corporate office does not have contact information on file for the current set of officers. Additional details will be posted to the Associate Editor under the Communication Tab on the corporate website.

All other “deadlines” are set by your chapter officers, and they include:

**Date of initiation:** Chapters are encouraged to establish and transmit a preliminary initiation date to the corporate office within the first two or three weeks of the school year. Setting this date early encourages the chapter to work toward a goal rather than rushing to complete a poorly executed initiation before the end of the semester. Don’t let poor planning reduce the honor of being selected for membership in Chi Epsilon.

Remember, keys and certificates are not ordered from the vendors until the corporate office receives payment for the Chapter order. It can take up to six weeks for the key order to be processed and shipped by the vendor. Please allow plenty of time so that these items can be part of your ceremony. Orders for membership cards will not be sent to our vendor unless we have confirmed the initiate participated in the initiation ceremony. While there is a backlog, the corporate office is working to have membership cards to new members before the end of the semester in which they are initiated.

**Date of Participation / Confirmation Report:** Remember this report must be transmitted to the national office within 10 days following the date of initiation.

**Date of Officer Update:** Officers must be updated within 10 days of installation and/or before the officer term ‘end date’ recorded in the chapter administration system.