



BALANCED CALENDAR PLANNING RESOURCE

The key to getting everything accomplished in an academic year is having a solid, well-planned calendar. To build your chapter calendar follow the following steps. Consult the balanced calendar guide on the next page as you fill in your chapter's calendar.

- FIRST:**
- (1) Obtain a copy of the University calendar.
 - (2) Obtain a copy of the fraternity/sorority life calendar.
 - (3) Consult the Year in the Life of a Pi Kappa Phi Chapter document.
 - (4) Record all pertinent dates on a blank calendar.
- SECOND:**
- (5) Distribute calendars to each Executive Council member that has a University, fraternity/sorority life, or Pi Kappa Phi-related deadline.
 - (6) Have member of the Executive Council work with his committee to fill in relevant dates/events (e.g. recruitment events, alumni events, sub-rituals, Ability Experience events, dues payment deadlines, etc.).
- THIRD:**
- (7) As an Executive Council, talk through each week of the semester to determine what is tentatively planned.
 - (8) Whenever possible, combine events with similar purposes (e.g. Founders' Day can also serve as an alumni event, an Ability Experience event can easily double as a recruitment event and a brotherhood event, etc.).
 - (9) Ensure there aren't too many obligations for members each week.
 - (10) Identify weeks or months that are event-heavy and redistribute some events throughout the semester.
- FOURTH:**
- (11) Distribute calendars to the entire chapter for review.
 - (12) Publish the calendar online (e.g. Google calendar, Blackboard, etc.) and in the chapter house (if applicable).
 - (13) Review the calendar at every Executive Council meeting.
 - (14) Update and redistribute the calendar to the chapter as needed.

When planning your semester, ensure all Tier I dates are recorded before moving on to Tier II and Tier III events.

TIER I: UNIVERSITY & NATIONAL FRATERNITY DATES, DEADLINES, & PROGRAMS

University

- ___ First day of classes
- ___ Last day of classes
- ___ Finals
- ___ Commencement
- ___ Holidays
- ___ IFC recruitment (registration dates; deadlines; bid day)
- ___ Fraternity/sorority life requirements (e.g. programs, new member events, administrative deadlines, etc.)
- ___ Campus Events (e.g. homecoming, parents' weekend, etc.)

National Fraternity

- ___ Green Report submission deadline (September 10 & February 10; September 30 for quarter schools)
- ___ National Council Administrative Deadline (October 30 & March 15)
- ___ Pi Kapp College for Chapter Officers (registration deadline; payment deadline; conference dates)
- ___ Supreme Chapter (registration deadline; payment deadline; convention dates)
- ___ Pi Kapp College for Emerging Leaders (application deadline; institute dates)
- ___ Chapter education programs (Ladder of Risk, ASTP, or Ultimate Respect in Action; confirm dates by e-mailing Assistant Director of Prevention & Accountability Joey Smith, at jgsmith@pikapp.org)

TIER II: ESSENTIAL CHAPTER DATES, DEADLINES, & PROGRAMS

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| ___ Weekly chapter meetings (including at least one formal meeting per month) | ___ Subordinate rituals |
| ___ Committee meetings | ___ Ritual of Initiation & debrief |
| ___ Recruitment Workshop | ___ Ability Experience events |
| ___ Recruitment events | ___ Dues payment deadlines |
| ___ Associate member education meetings | ___ Strategic Planning Workshops |
| | ___ Officer elections & transition meetings |

TIER III: OTHER DATES, DEADLINES, & PROGRAMS

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| ___ Academic success events (e.g. meetings with Scholarship Committee, study hours, scholarship banquet, etc.) | ___ Brotherhood events (e.g. weekly brotherhood dinners, brotherhood retreat, intramurals, campus sporting events, etc.) |
| ___ Leadership development programs (e.g. leadership styles inventory, group dynamics activities, etc.) | ___ Social events (e.g. mixers/swaps, date parties, semi-formal, Rose Ball, etc.) |
| ___ Member development programs (e.g. time management workshop, resume workshop, etiquette workshop, etc.) | |
| ___ Alumni and parent events (e.g. alumni newsletter deadlines, alumni events, parents' weekend events, etc.) | |