

Schedule of Forms

	FORM	DUE DATE	SEND TO	CAN BE SUBMITTED ON WEB SITE**	CAN BE PRINTED FROM WEB SITE**
CHAPTER PRESIDENT					
	H-107 Member Record Update	May 1	International Headquarters		
	H-119 Change of Status	Immediately upon any change of status or address	As directed on form	✓	✓
	H-154 Reinstatement Form	Per Occurrence	International Headquarters		✓
	Application to Establish a New Chapter	Per Occurrence — Request from International HQ	As directed on form		✓
	Excellence In Education Award	December 15	International Headquarters		✓

	CHAPTER CORRESPONDING SECRETARY	DUE DATE	SEND TO	CAN BE SUBMITTED ON WEB SITE**	CAN BE PRINTED FROM WEB SITE**
	H-114 Annual Chapter Highlights Summary	August 1 each year	International Headquarters	✓	✓

	CHAPTER RECORDING SECRETARY	DUE DATE	SEND TO	CAN BE SUBMITTED ON WEB SITE**	CAN BE PRINTED FROM WEB SITE**
	Chapter Minutes	Following each meeting	SC State President Denise Pennington		
	Chapter Yearbook	October 1	SC State President Denise Pennington		

	CHAPTER MEMBERSHIP CHAIRMAN	DUE DATE	SEND TO	CAN BE SUBMITTED ON WEB SITE**	CAN BE PRINTED FROM WEB SITE**
	H-103/131 Membership/Badge Application	Prior to initiation	International Headquarters		✓

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	H-133 Report of Initiation	Immediately after initiation	As directed on form	✓	✓
	H-124 Application for Honorary Member	Request from International HQ — send completed application for approval before initiation.	International Headquarters	✓	✓
	H-128 Biennium Membership Action Plan	*October 15 (Part A-even year) (Part B-odd year)	International Headquarters	✓	✓
	Chapter Needs Assessment	March or April to use to plan for the next year	For Chapter use		

CHAPTER TREASURER		DUE DATE	SEND TO	CAN BE SUBMITTED ON WEB SITE**	CAN BE PRINTED FROM WEB SITE**
	State Dues Form	*Postmarked by October 1 – Delinquent if postmarked after October 31	SC State Treasurer Elaine Furnari		
	H-138 Members' Payment Record	*Postmarked by January 1 — Delinquent if postmarked after January 31	As directed on form		
	C-1 Annual Chapter Reporting Form	*Postmarked by June 30	SC State Treasurer Elaine Furnari		✓
	IRS 990 N E Postcard	*Postmarked by October 15	To IRS-filed electronically www.epostcard.form990.org/		Directions for filing

ALTRUISTIC CHAIRMAN		DUE DATE	SEND TO	CAN BE SUBMITTED ON WEB SITE**	CAN BE PRINTED FROM WEB SITE**
	Chapter Altruistic Report	March 15	SC State Altruistic Chairman Ann Wall		✓

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COURTESY CHAIRMAN		DUE DATE	SEND TO	CAN BE SUBMITTED ON WEB SITE**	CAN BE PRINTED FROM WEB SITE**
	Courtesy Request Form	As needed	SC State Courtesy Chairman Jennifer B. Martin & State President Denise Pennington		

ALPHA DELTA KAPPA MONTH CHAIRMAN					
	Chapter Summary	November 15	SC AΔK Month Chairman Ouida Ott		

*Chapters earn "Pearls" in the Pearls of Achievement Award Competition if these forms are received at International Headquarters no later than these due dates, except for Form H-138, which must be postmarked by January 31.

**Click on the password-protected, members-only link on the International Web Site home page at www.alphadeltakappa.org Click on "Forms & Documents." Find the appropriate chapter form needed. To print forms, click on "MS Word or PDF."
To submit an online form, click on "Submit (desired form's number and title)" and follow the directions.