

## Required Reports By Chapter Officers

Available online at [www.agrs.org](http://www.agrs.org) in Membership Resources

### Be Certain All Other Officers Prepare Their Reports By Dates Shown

#### Noble Ruler

Membership list updates - **December 15 and March 31**

(List provided to Noble Ruler in May, VNR-Planning in December.)

Hall of Fame Nominations-Due each Convention Year on **February 1**

New Officers List-To be completed within 3 days of election, due by **February 1**

Semi-Annual Fees - \$60 per Brother due **October 15 and February 15**

(A late fee of \$100 is levied if not paid within 30 days of these dates.)

Noble Ruler's Yearly Report – **March 31**

Summer Address List – **March 31**

Chapter Progress Report – **March 31**

(complete by officers and signed by officer, Noble Ruler and Adviser)

Adviser Recognition Award – **April 30**

Housemother Award Nominations – **April 30**

Annual AGR Fraternal Excellence Awards Applications (Chapter Awards) – **April 30**

#### Vice Noble Ruler - Alumni Relations

Computer Update Address Changes - Continuously - as you receive change notifications

Crescents/Newsletters - A minimum of twice each year. (Be certain the Home Office receives two copies of **every** chapter mailing. Add Home Office and other Chapters to your mailing list.)

AGR Action Articles - As chapter events take place (always!)

SICKLE & SHEAF Articles - As chapter events take place (always!)

Founders' Day Awards - Give 25 and 50-year Testimonials

Membership Directory - **A new Directory is required every fourth year.**

The Directory should be arranged in numerical and alphabetical order and also by City and State – November 1. If this requirement isn't met, the constitution requires that the National Fraternity produce one at the Chapter's expense.

#### Vice Noble Ruler - Finance

Monthly Financial Report - **20th of each month** for the previous month  
(balance sheet, income and expense statement, aging accounts receivable)

Form 990 To IRS - **January 15**

(or the 15<sup>th</sup> of the 5<sup>th</sup> month after the end of the fiscal year for chapter)

Semi-Annual Fees - \$60 per Brother due **October 15th** and **February 15th**--a late fee of \$100 is levied if not paid within 30 days of these dates.

**Chapter Budget - March 31**

(applies to upcoming budget beginning in Fall amending the following Spring.)

**Pay Any Balance Due - immediately following receipt of invoice**

(all accounts must be paid in full by **June 15**)

### Vice Noble Ruler - Planning

Five Order Application - **on going**

Initiation Forms (with \$195 initiation fee) - **Postmarked within 48 hours of initiation**

**(\$100 fine assessable** to officers and chapter for each form late or without fees)

As of July 1, 2005 initiation fee will be \$200.

Officer Election List - Three days following election, prior to **February 5**

Chapter History – **April 30**

Expulsion Notices - **Three days following expulsion, with minutes and copies of letter**

Death Notices - **Three days following your notification**

Credentials Of Convention Delegates - **30 days prior to Convention**

Chapter Operating Plan - **Annually**, as updated

Chapter Constitution and By-Laws – **Annually**, as updated (electronic preferred)

### Vice Noble Ruler - Scholarship

**Scholarship Reports** - due as soon as released by Dean of Students.

Please request from Dean of Students if not automatically provided.

Quarter System:

Fall

Winter

Spring

Semester System:

Fall

Spring

Scholarship Applications to the Home Office – by **April 30**

Dale Runnion, Dairy, Horticulture, Ag Economics/Ag-Business Award, Lindley Finch, AGR Excellence, and Undergraduate Achievement Awards Scholarships)

### Adviser

Grand President Award Nominations -- **November 1**

Undergraduate Achievement Award, AGR Excellence Award yearly nomination - **April 30**

\* In some cases the task may be delegated to other officers, but information regarding it will be sent to the officer indicated.