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|  | **Chi Eta Phi Sorority, Incorporated®**  **Operations Manual** |

**National Reports Checklist**

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| **Reports Title** | **Due Date** | **Signature** | **Seal** |
| Chapter Statements & chapter check  (Postal mail to National Tamiochus & email copies to National Secretary & Headquarters) | June 1st | Epistoleus & Tamias | Yes |
| Futurama Report & chapter check  (Postal mail to National Tamiochus & email 1st Supreme Anti-Basileus & National Secretary) | May 1st | Basileus/Chairman | No |
| National Officers Reports  (Email to National Secretary) | May 15th | National Officer | No |
| National Committee Reports  (Email to National Secretary) | May 15th | National Committee Chairman | No |
| Regional Directors Report | May 15th | Regional Director | No |
| Chapter Officers’ Report  (Email to National Secretary, Headquarters, Regional Directors, DOM & 1st Supreme Anti-Basileus) | May 30th | Basileus/Epistoleus | No |
| Annual Chapter/Boule Report  (Email to Headquarters & Regional Director) | May 30th | Basileus/Epistoleus | No |
| Boule Credentials Report  (Email to National Secretary) | June 10th  (30 days prior  to Boule’) | Basileus/Epistoleus | No |
| Chapter Roster/Directory  (Email Excel format National Secretary & Headquarters) | June 30th | Epistoleus | No |
| IRS 990E Tax Document  (Email or postal mail to Regional Director & National Secretary) | Sep 30th | Basileus/Tamias | No |

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