LAMBDA CHI
FRATERNITY

CALENDAR TEMPLATE

Developing a Chapter/Associate Chapter Calendar

During this section, we are going to develop a chapter/colony calendar for the upcoming term.

Why develop a Chapter/Associate Chapter calendar?
Developing a Chapter/Associate Chapter calendar is important so that each High Zeta officer has the ability to schedule educational sessions and/or events in advance. This will provide the chapter with a solid programming schedule, versus a schedule dominated by one area of operations. It is also important for all members to know their commitments well in advance to increase attendance.

The calendar should focus on meeting the Chapter/Associate Chapter's goals. For example, if one of the goals is to increase alumni involvement, hosting an alumni event beyond Homecoming will become a priority. While never forgetting to create a well-balanced schedule (e.g. social events, philanthropies, educational sessions, etc.).

Chapter/Associate Chapter Calendar – Creating a Balanced Calendar

As preparation, each High Zeta officer and appointed position should be prepared with possible dates for their events and/or programs. The officer should also come prepared with a back-up plan if the dates they want are taken.

Place all school dates on the calendar.
- First day of class
- Breaks / Holidays
- Formal Recruitment
- Mid Terms
- Homecoming
- Reading Week
- Finals Week
- Sorority & Fraternity Events
- Campus Sporting Events

Have officers suggest events and programs
- Chapter/Associate Chapter Retreat
- High Zeta Retreat
- Faculty Reception
- Parents' Weekend
- North American Food Drive
- Chapter/Colony Awards Banquet
- Philanthropies
- Community Service Events
- Risk Management Educational Sessions
- Pre-Initiation
- FRED Sessions
- Big Brother / Little Brother Ceremony
- Associate Member Ceremony
- Recruitment Events
- Recruitment Retreat
- Academic Educational Sessions
- Ritual
- ZAX Sessions
- Officer Installation Ceremony
- Informal Training Session
- Academic Educational Sessions
- Social Events
- Alumni Events
- Formal
- House Clean-Up

Don't forget about deadlines
- Roster Due
- Monthly Statements Due
- Insurance Premium Due
- Event Planning Forms Due
- IFC Balance Due

After deciding the priorities, spread the events and programs evenly throughout the term. **Remember, the main priority of going to school is to get an education.** Once the calendar is completed it should be sent to the Executive Committee for review. It should then be sent to the chapter/colony for approval.

It should be noted on the schedule what events are mandatory and which ones are voluntary.

Developing a Chapter/Associate Chapter Calendar

Month of _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Comments about the month: Is the too much programming for the month? Is there too little programming for the month? Is there enough time for studying?

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