



Suggested Program Calendar

AUGUST

- Chapter advisor receives updates from national office
- Call or email advisor to discuss chapter plans

SEPTEMBER

- Executive Council meeting
- Submit program calendar to CPT national office
- Confirm fall semester speakers and and community service partner
- Annual “Membership Kick-Off” event (submit Activity Report)
- Recruit new members at student activities fair (submit Activity Report)
- Requisition rooms for chapter meetings

OCTOBER

- File annual Student Chapter Charter Form
- Executive Council meeting
- Chapter meeting (send minutes to national office)
- Follow-up and confirm fall speakers
- Begin planning for community service project

November

- Executive Council meeting
- Chapter meeting (send minutes to CPT national office)
- Invite guest speakers for spring semester
- Begin preparing teams for video competition
- Continue planning for community service project

DECEMBER

- Host chapter social event or hold a joint-group meeting/ activity with another student organization
- Continue planning for community service project

JANUARY

- Executive Council meeting
- Start planning fundraising activities
- Chapter meeting (send minutes to CPT national office)

FEBRUARY

- Nominations for election of officers
- Executive Council meeting
- Finalize plans for community service project
- Follow-up and confirm spring speakers
- Nominations for *Campus Being a Difference* Awards

MARCH

- Election of officers
- Execute community service project
- Executive Council meeting
- Identify delegates for Student Leadership Conference
- Submit *Ethics In Action* video

APRIL

- Executive Council meeting
- Select delegates for the Student Leadership Conference
- File Annual Report to CPT national office
- Conduct fundraising activity
- File Executive Council Roster (by April 30)

MAY

- Recognition of member contributions and achievements
- Recognition of outgoing chapter officers
- Establish goals and objectives for coming chapter year
- Prepare preliminary agenda for coming year’s meetings and activities
- Submit annual report (by May 31)

JUNE

- Send delegates to StudentCPT Leadership Conference