Program Planning

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| **Reporting Committee:**  |

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| **Committee Chair/Co-Chair:** | **Beverly Harge** |  |
| **Committee Members Present:** |

**Please limit your report presentation to no more than 3 minutes**

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| **Agenda Items:**  |
| **2020/2021 Budget Timeline and Transition of Officers*** **April 4, 2020 Elections**
* **Committee Sign-up via Survey Monkey and Hardcopy**
* **April 18, 2020 Fundraising Committee to meet**
* **April 25, 2020 Revenue Projections remitted to E-board**
* **May 2, 2020-Program Planning session**
* **June 6, 2020 Installation of Officers**
* **June 20, 2020-Budget Adoption and Transition of Officers**
* **June 28, 2020-President completed Demographic report**

**March 25, 2020-Awards Rubric and Submission Webinar.*** **Programs between May 1, 2019-April 30, 2020.**
* **A template of the award submission form is attached to meeting notes. Committee chairs are encouraged to complete the form on-line for recognition at Regional Conference.**
* **1st, 2nd and 3rd place winners for alumnae and collegiate chapters. Winners need not be present.**
* **Awards will be presented to large and small chapters with the exception of Soror of the Year and Delta Dear of the year. These were combined for one award, 1st, 2nd, and 3rd place regardless of chapter size.**
* **April 22, 2020 Awards Q&A webinar** [**https://attendee.gotowebinar.com/register/2063108065274261837**](https://attendee.gotowebinar.com/register/2063108065274261837)
* **May 1, 2020-award submission deadline 11:59 PM. Don’t wait to avoid system backups.**

**May 1, 2020-Chapter calendars due** * **Create tentative calendar following April 18th Fundraising meeting and April 25th revenue projections.**

**Recommendations and next steps** **Policies and Procedures Recommendations*** **1. January-Call to Elections**
* **2. February-Present Slate of Officers**
* **3. March-Election of Officers**
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**Is a formal motion needed? Yes NO**

x\

**Formal Motion to the Chapter** (state the motion below, only when presenting a formal motion for the Chapter consideration at the upcoming Chapter Meeting)

Prepared By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_