



## 2025 NKBA Chapters - Important Dates and Reminders

### Ongoing:

- **Chapter Meeting Attendance/Financial Reports** submit to National within 30 days of every meeting (Sec/Treasurer)
- **Chapter Officer Update** – newsletter will be emailed first week of every month to all Chapter Officers
- **Chapter Meeting Notices/Webpage Postings** – submit to National 4 weeks prior to the event date (access via website) (Communications Chair and Presidents have access)
- **Chapter Meeting Notices** – emailed from National to all Chapter members 2 weeks before events when requested (Communications Chair)
- **Chapter Event CEUs** – if CEU meetings will be longer than one hour, Chapters must submit a request for additional CEUs to the Certification Manager ([certification@nkba.org](mailto:certification@nkba.org)) at least 4 weeks in advance of the event
- **Bonus Funding** –
  - o **Student Focused Event** - record a brief description of your event on the Chapter Meeting Financial Report Form within 30 days of the event. ***No bonus funding requests will be accepted after December 15.*** You can also submit via the [chapter meeting financial report](#).
  - o **Affiliated School** – send National an email if you would like to recruit a school to join; must be submitted within 30 days of their join date. ***No bonus funding accepted after December 15.***

### Monthly/Quarterly:

#### JANUARY

- **January 14** – President monthly call - 4 PM EST
- **January 21** – Programs Chair monthly call - 3 PM EST
- **January 21** – Communications Chair monthly call - 4 PM EST
- **January 22** – Membership Chair monthly call - 3 PM EST
- **January 22** – Secretary/Treasurer monthly call - 4 PM EST

#### FEBRUARY

- **February 11** - Presidents monthly call - 4 PM EST
- **February 18** - Programs Chair monthly call- 3 PM EST
- **February 18** - Communications Chair monthly call - 4 PM EST
- **February 19** - Membership Chair monthly call- 3 PM EST
- **February 19** - Secretary/Treasurer monthly call- 4 PM EST
- **February 24** – Leader2Leader at KBIS (Keynote, Chapter Officer Training)
- **February 25 - February 27** – KBIS in Las Vegas

#### MARCH

- **March 11** – President monthly call - 4 PM EDT
- **March 18** - Programs Chair Call monthly call- 3 PM EDT
- **March 18** - Communications Chair monthly call - 4 PM EDT
- **March 19** - Membership Chair monthly call - 3 PM EDT
- **March 19** - Secretary/ Treasurer monthly call - 4 PM EDT
- **March 31** – Applications, Reports due
  - o [Year End Financial Report](#) due
  - o [Chapter Compliance Grant](#) due

- [Chapter Initiative Grant](#) due

## APRIL

- **April 8** – President monthly call - 4 PM EDT
- **April 22** – Programs Chair monthly call - 3 PM EDT
- **April 22** – Communications Chair monthly call - 4 PM EDT
- **April 23** – Membership Chair monthly call - 3 PM EDT
- **April 23** – Secretary/Treasurer monthly call - 4 PM EDT
- **April 30** - VFTI Submissions Open (through June 30)

## MAY

- **May 13** - President monthly call - 4 PM EDT
- **May 15** - Proof of IRS accepted tax filing due [990 n or 990 EZ](#) (as part of Compliance Grant)
- **May 20** - Programs Chair monthly call - 3 PM EDT
- **May 20** - Communications Chair monthly call - 4 PM EDT
- **May 21** - Membership Chair monthly call - 3 PM EDT
- **May 21** - Secretary/Treasurer monthly call - 4 PM EDT

## JUNE

- **June 2** - ThirtyUnder30 submission open (Aug 31 deadline)
- **June 10** - President monthly call - 4 PM EDT
- **June 17** - Programs Chair monthly call - 3 PM EDT
- **June 17** - Communications Chair monthly call - 4 PM EDT
- **June 18** - Membership Chair monthly call - 3 PM EDT
- **June 18** - Secretary/Treasurer monthly call - 4 PM EDT
- **June 30** - VFTI (KBIS 2026) applications due

## JULY

- **July 1** – Chapter Officer Self-Nominations Open (through July 31) *Elections for President, Programs Chairs and Communications Chairs (term Jan 1, 2026-Dec 31, 2027)*
- **July 8** – President monthly call - 5 PM EDT
- **July 15** – Programs Chair monthly call - 3 PM EDT
- **July 15** – Communications Chair monthly call - 4 PM EDT
- **July 16** – Membership Chair monthly call - 3 PM EDT
- **July 16** – Secretary/Treasurer monthly call - 4 PM EDT
- **July 26** – VFTI speakers notification
- **July 31** – Chapter Officer Self-Nominations due

## AUGUST

- **August 1-31** – Chapter Officer Elections
- **August 12** – Presidents monthly call - 4 PM EDT
- **August 19** - Programs Chair monthly call - 3 PM EDT
- **August 19**- Communications Chair monthly call - 4 PM EDT
- **August 20** - Membership Chair monthly call - 3 PM EDT
- **August 20**- Secretary/Treasurer monthly call - 4 PM EDT
- **August 31** - [Thirty Under 30](#) nominations due
- **August 31** – [Election Results form](#) due

## SEPTEMBER

- **September 1** - KBIS 2026 registration opens with no cost to general members through month of September (Note: Chapter Officers will register through NKBA Chapters department)
- **September 3** - National Committees (including CLC) nominations open (to end of September)
- **September 3** - KBIS registration opens
- **September 9** - Presidents monthly call - 4 PM EDT
- **September 16** - Programs Chair monthly call - 3 PM EDT
- **September 16** - Communications Chair monthly call - 4 PM EDT

- **September 17** - Membership Chair monthly call - 3 PM EDT
- **September 17** - Secretary/Treasurer monthly call - 4 PM EDT

## OCTOBER

- **October 1** - Nominations open for **Chapter Star Awards**
- **October 14** - Presidents monthly call (new date)
- **October 21** - Programs Chair monthly call - 3 PM EDT
- **October 21** - Communications Chair monthly call - 4 PM EDT
- **October 22** - Membership Chair monthly call - 3 PM EDT
- **October 22** - Secretary/Treasurer monthly call - 4 PM EDT

## NOVEMBER

- **November 7** - Final deadline - Chapter Star Awards
- **November 11** - Presidents monthly call - 4 PM EST
- **November 18** - Programs Chair monthly call - 3 PM EST
- **November 18** - Communications Chair monthly call - 4 PM EST
- **November 19** - Membership Chair monthly call - 3 PM EST
- **November 19** - Secretary/Treasurer monthly call - 4 PM EST

## DECEMBER

- **December 1** - **Final Deadline for KBIS VIP Registration**
- **December 9** - Presidents monthly call - 4 PM EST
- **December 16** - Programs Chair monthly call - 3 PM EST
- **December 16** - Communications Chair monthly call - 4 PM EST
- **December 17** - Membership Chair monthly call - 3 PM EST
- **December 17** - Secretary/Treasurer monthly call - 4 PM EST
- **December 2-31** - Installation of 2025 Chapter Officers [Installation Script](#)