NKBA | KBIS

2024 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) 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 9** – President Monthly Call - 4 PM EST
- **January 23** – Programs Chair quarterly call - 3 PM EST
- **January 23** – Communications Chair quarterly call - 4 PM EST
- **January 24** – Membership Chair quarterly call - 3 PM EST
- **January 24** – Secretary/Treasurer quarterly call - 4 PM EST
- **January 31** – Applications, Reports due
  - o Year End Financial Report due
  - o Compliance Form due
  - o Initiative Grant Application due

FEBRUARY
- **February 5, 6, 7** – **Virtual Chapter Officer Training**
- President - Mon, 2/5 - 12:15 PM EST
- Programs Chair - Tues, 2/6 - 12:15 PM EST
- Communications Chair - Tues, 2/6 - 2:15 PM EST
- Membership Chair - Wed, 2/7 - 12:15 PM EST
- Secretary/Treasurer - Wed, 2/7 - 2:15 PM EST
- **February 26** – Leader 2 Leader at KBIS (Awards, Keynote, Guest Speakers)
- **February 27 - February 29** – KBIS in Las Vegas

MARCH
- **March 12** – President Monthly Call - 4 PM EST

APRIL

- **April 9** – President quarterly call - 4 PM EST
- **April 10** - VFTI Submissions Open (to end of June)
- **April 23** – Programs Chair quarterly call - 3 PM EST
- **April 23** – Communications Chair quarterly call - 4 PM EST
- **April 24** – Membership Chair quarterly call - 3 PM EST
- **April 24** – Secretary/Treasurer quarterly call - 4 PM EST

MAY
- **May 6** - [Election Schedule](#) for 2024/25
- **May 13** - Self-Nominations open (Secretary/Treasurer and Membership Chair)
- **May 14** - President monthly call - 4 PM EST
- **May 15** - Programs Chair monthly call - 3 PM EST
- **May 15** - Communications Chair monthly call - 4 PM EST
- **May 15** - Proof of IRS accepted tax filing due [990 n or](#) [990 EZ](#) (as part of Compliance Grant)
- **May 16** - Membership Chair monthly call - 3 PM EST
- **May 16** - Secretary/Treasurer monthly call - 4 PM EST

JUNE
- **June 3** - ThirtyUnder30 submission open (Aug 31 deadline)
- **June 11** - President monthly call - 4 PM EST
- **June 12** - Programs Chair monthly call - 3 PM EST
- **June 12** - Communications Chair monthly call - 4 PM EST
- **June 13** - Membership Chair monthly call - 3 PM EST
- **June 13** - Secretary/Treasurer monthly call - 4 PM EST
- **June 21** - VFTI (KBIS 2025) presentation proposals deadline
- **June 30** - CEU cycle deadline

JULY
- **July 9** – President monthly call - 5 PM EST
- **July 23** – Programs Chair monthly call - 3 PM EST
- **July 23** – Communications Chair monthly call - 4 PM EST
- **July 26** – VFTI speakers notification
- **July 30** – Membership Chair monthly call - 3 PM EST (revised)
- **July 30** – Secretary/Treasurer monthly call - 4 PM EST (revised)
- **July 31** – Chapter Officer Self-Nominations due

AUGUST
- **August 1-30** – Chapter Officer elections
- **August 13** – Presidents monthly call - 4 PM EST
- **August 14** - Programs Chair monthly call - 3 PM EST
- **August 14** - Communications Chair monthly call - 4 PM EST
- **August 15** - Membership Chair monthly call - 3 PM EST
- **August 15** - Secretary/Treasurer monthly call - 4 PM EST
- **August 31** - [Thirty Under 30](#) nominations due
- **August 31** – [Election Results form](#) due

SEPTEMBER
- **September 3 -** National Committees (including CLC) nominations open (to end of September)
- **September 3** - KBIS registration opens
- **September 10** - Presidents monthly call - 4 PM EST
- **September 11** - Programs Chair monthly call - 3 PM EST
- **September 11** - Communications Chair monthly call - 4 PM EST
- **September 12** - Membership Chair monthly call - 3 PM EST
- **September 12** - Secretary/Treasurer monthly call - 4 PM EST
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OCTOBER

- **October 1-31** - Nominations for **Chapter Star Awards**
- **October 15** - Presidents monthly call (new date)
- **October 22** - Programs Chair monthly call - 3 PM EST
- **October 22** - Communications Chair monthly call - 4 PM EST
- **October 23** – Membership Chair monthly call - 3 PM EST
- **October 23** – Secretary/Treasurer monthly call - 4 PM EST

NOVEMBER

- **November 12** – Presidents monthly call - 4 PM EST
- **November 13** - Programs Chair monthly call - 3 PM EST
- **November 13** - Communications Chair monthly call - 4 PM EST
- **November 14** - Membership Chair monthly call - 3 PM EST
- **November 14** - Secretary/Treasurer monthly call - 4 PM EST

DECEMBER

- **December 1 - Final Deadline for KBIS VIP Registration**
- **December 10** – 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 18**- Membership Chair monthly call - 3 PM EST
- **December 18** - Secretary/Treasurer monthly call - 4 PM EST
- **December 2-31** – Installation of 2025 Chapter Officers Installation Script