



Chapter Activity Calendar

Fall:

- ☐ Promote ALD ([scroll down to fall semester promotion](#)) during orientation, first-year experience courses/programs, involvement fairs, family weekends, parent Facebook groups, learning management system, campus media, etc.
- ☐ ALD HQ will confirm any orders for material ([scroll down to Free Print Publications](#)). We'll use the information you provided in your 2023-24 [Annual Report](#).
- ☐ Register for fall [Leadership Conference](#) with up to two officers.
- ☐ Once your registration is paid for and confirmed, book travel for the conference.
- ☐ Guide officers in planning and implementing programming across the [Five Pillars](#): academics, scholarships, service, career development, and belonging. Review [Chapter Ideas](#) for inspiration.
- ☐ For fall invitations, upload list of students eligible for ALD invitations to ALD Member Portal (AMP) and queue to send.
- ☐ See below for a general Membership Invitation Timeline.
- ☐ Submit request for [Maria Leonard Senior Book Award](#).

September

- ☐ Encourage chapter leaders and officers to register for and attend the virtual [Fall Summit](#).
- ☐ Register for fall [Leadership Conference](#) with up to two officers; book travel for the conference. Priority registration will be given to chapters who have registered/paid by early September (check the conference webpage for the exact date).
- ☐ Participate in involvement/club fairs.
- ☐ Listen to all the ways you can promote ALD in the fall from this [past Summit session](#).
- ☐ Attend the September Advisor Meet-Up:
- ☐ Gather the officer team to plan for the semester. Want ALD HQ to meet with the officer team to help orient them to ALD? Sign up [here](#).
- ☐ There are no requirements for campus programs and events sponsored by the officers, but chapters are encouraged to be active on campus and host a variety of events. The two best resources are the [Pillars of ALD](#) and [Chapter Ideas](#) pages.

October

- ☐ Attend the October Advisor Meet-Up:
- ☐ Attend the annual in-person [Leadership Conference](#) with up to two officers.

November

- ☐ Attend the November Advisor Meet-Up:



Chapter Activity Calendar

December

- ☐ [Request list of students eligible for ALD invitations](#) after first semester.
- ☐ Prepare invitations (e.g., create new invitation group in ALD Member Portal - AMP).
- ☐ If there is too much on your plate, ALD HQ can manage your invitation.
Email eileen@nationalald.org
- ☐ Promote [ALD Scholarships](#) and encourage potential applicants to prepare for Feb. 1 deadline.
- ☐ Attend the December Advisor Meet-Up:

Spring:

- ☐ Guide officers in planning and implementing programming.
- ☐ Promote [ALD Scholarships](#).
- ☐ Administer chapter competitions for ALD scholarships if needed.
- ☐ Order and distribute [graduation regalia](#) for graduates. Scroll down on [this page](#) for ways chapters handle honor cords.
- ☐ Submit a request for [Maria Leonard Senior Book Award](#).

January

- ☐ Upload list of students eligible for ALD invitations to ALD Member Portal (AMP) and queue to send.
- ☐ Send print materials (e.g., letters, postcards).
- ☐ Send [invitation email from university address](#) (see Customizable Chapter Documents).
- ☐ Email colleagues to notify of sent invitations and highlight legitimacy and benefits of ALD (download [Sample Colleague Letter](#)).
- ☐ Email current members to notify of sent invitations and encourage promotion of ALD on social media, in classes, etc.
- ☐ Host [information sessions](#) for invited students (sample PPT).
- ☐ Request campus media coverage for induction.
- ☐ Promote [ALD Scholarships](#) for February 1 deadline.

February

- ☐ Feb. 2-14: Review scholarship applicants to move forward for judging.
- ☐ Encourage chapter leaders and officers to register for and attend the Feb. 9 virtual [Spring Summit](#).
- ☐ Order supplies (e.g., signage, decorations, gift for keynote speaker) and food for induction.
- ☐ Send invitation reminders prior to closing.



Chapter Activity Calendar

March

- ☐ Email induction details to new members, officers, keynote speaker, guests, etc.
- ☐ Prepare script for induction as outlined in [ALD Rituals](#) and rehearse with officers.
- ☐ Assemble supplies (e.g., programs, signage, decorations, gift for keynote speaker, slides) and food for induction.
- ☐ Distribute certificates and pins to those who could not attend induction.
- ☐ Email induction photos to campus leadership, ALD HQ, campus media, etc.
- ☐ Order and distribute [graduation regalia](#) for graduates. Scroll down on [this page](#) for ways chapters handle honor cords.

April

- ☐ Facilitate [election of new officers](#).
- ☐ Facilitate [officer transition](#) meetings.
- ☐ [Update ALD HQ](#), chapter website, social media/email with new officers.
- ☐ Distribute certificates and pins to those who could not attend induction.

Summer:

- ☐ Inventory brochures, shirts, graduation regalia, pins, etc.
- ☐ Clean up membership rosters.

May

- ☐ Ensure submission of [Order of the Torch or Maintaining the Flame](#) application.
- ☐ Submit [annual report](#) to ALD HQ.



Chapter Activity Calendar

Membership Invitation Timeline:

- ☐ Select Induction date/time/place; reserve space and/ or sign up for an [online ceremony](#) (Dates posted in October).
- ☐ Decide if you want a reception, or guest speaker.
- ☐ Plan all the ways you'll invite students (email, AMP, letter home).
- ☐ [Request](#) a list of eligible students.
- ☐ Send invitations to prospective members.
- ☐ Host Information Sessions.
- ☐ Select and invite honorary members.
- ☐ Decide the [procedure](#) of the ceremony.
- ☐ Send reminders for the induction ceremony.
- ☐ Ensure a timely schedule to receive certificates and pins shipment in time.
- ☐ Create a ceremony program that lists inductee names (scroll to [Customizable Chapter Documents](#)).
- ☐ Plan for supplies for the ceremony (candles, ribbons, decorations, tablecloth, insignia cloth, signature sheets, pens, etc.).
- ☐ Conduct induction ceremony according to [Rituals](#).
- ☐ Take Pictures! Post online (tag @nationalald) and/or email to ald@nationalald.org.