

Hi brothers!

Please forward this message onto your chapter presidents and advisors with a reminder of the OP forms & AMDs deadline this November. This will also help prepare all our chapters for good standing before the virtual national convention!



I'm attaching APO's Same Page Chapter Guide, which helps answer a lot of questions on using Officer Portal. Here are some helpful tips for chapter officers this month!

- **Chapter Presidents** should help ensure all past forms are completed to date on OP and start working on submitting their Annual Chapter Evaluation Form. This is a lengthy form that may need input from the rest of exec - start early! They should also register their national voting delegates ASAP on OP.
- **Membership VPs** should be reviewing the official member roster on OP before the 11/15 date to make sure they'll be invoiced for the correct number of actives and associates.
- **Treasurers** should be making sure the chapter is ready and able to submit payment for their active member dues (AMDs) by the 11/15 deadline. Let SCs know ASAP if there's any issues with school banks this fall.
- **Service VPs** should be working on a National Service Week project for chapter members to participate in for NSW 2020. See attached handbook & org examples for help planning a project for Diabetes Awareness. They will need to submit a NSW participation report on OP by 11/15.

Let us know if you have any questions. Have a great week everyone! Love & LFS,

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