INSTRUCTIONS FOR CHAPTER MODERATORS

Moderator duties take very little time annually and moderators may ask another faculty member, graduate student or department secretary to assist in some duties.

- Hold at least one meeting a year, including an annual initiation ceremony for any new members.
- Have candidates for membership submit membership forms and checks to you—the Chapter Moderator—by Oct. 15 (for any fall ceremony) or Mar. 15 (for any spring ceremony).
- Enter new member information into the online database.
- Place a single—not multiple—order for memberships and supplies using the database, and pay for your order using Paypal (which you can link to a department credit card) at least 3 weeks prior to your ceremony; NO LATER than Nov. 20 (fall) or Apr. 20 (spring). Late requests are not accepted.
- Encourage your best students to apply for a Pi Delta Phi scholarship for summer study abroad.
- Send brief chapter news and photos to the Newsletter Editor: news@pideltaphi.org
- Join the Pi Delta Phi listserv in order to receive occasional reminders and important information.
- Keep an extra set (or two) of honor cords in your office for students who decide at the last minute that they need cords.
- Assure that any new chapter moderator complete and return the Change of Moderator Form (see the website).
- Make sure to download forms, brochures, posters, etc. from the website; they are subject to changes/updates annually.

FALL DEADLINES
- Sept. 1—Deadline for scholarship winners to submit a report about their study abroad experience and thank you letter in writing to the Executive Director.
- Oct. 15—Have students submit their membership forms and payment to you.
- Nov. 1—Deadline (postmarked) for Regular members to apply for scholarships for summer study abroad.
- Nov. 1—Deadline for submissions to the Editor for the Fall Newsletter: news@pideltaphi.org
- Early Nov. —National Pi DeltaPhi Day celebrated on the first day of National French Week.
- Nov. 20—Deadline for orders and full payment of memberships and supplies for fall inductions.

SPRING DEADLINES
- Feb. 16—Scholarship winners notified of their awards.
- Mar. 15—Have students submit their membership forms and payment to you.
- Apr. 1—Deadline for submissions to the Editor for the Spring Newsletter: news@pideltaphi.org
- Apr. 20—Deadline for orders and full payment of memberships and supplies for spring inductions.

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