Suggested Chapter Activities and Reminders by Month 2021-2022

Each chapter is unique and will develop its own local operational schedule. This information will help you build your game plan for the coming year.

October

- Executive committee meets to update a plan for the year.
- Review NBS calendar and deadlines in order to plan local and national activities.
- Set goals and develop timetable for the coming year.
- If you have questions, check out the NBS Website at www.nbs-aerho.org, participate in chapter video conferences, and additional questions can be referred to the National Office.
- Organize the chapter meetings and promote them with posters, social media, class announcements, and word-of-mouth.
- Review a list of members. Identify potential members. Share your chapter plans and explain the benefits of membership. Consider/promote purchasing “Chapter Block” memberships by November 1 (for discounted rate). Continue recruiting activities to attract new members. (Additional members can join after 11/1.)
- Promote deadlines for national membership dues (11/1), National Undergraduate Student Electronic Media Competition submissions (11/19 and 12/10), Academic/Professional Submissions (including grad students - 12/31), national convention (11/12 $super$aver registration & payment deadline), and AERho application (11/23 and 2/14)
- Plan and implement activities for fundraising and community service.
- Have at least one “fun” event so chapter members can bond and enjoy the social side of NBS-AERho.

November

- November 1 is the renewal deadline for NBS level memberships.
- A signed/dated, updated copy of your local constitution should be sent as an e-mailed attachment to the designated site online by November 1.
- November 8 is the national chapter leader video conference. Check the website for the time.
- Remind chapter members of the deadlines for the National Student Electronic Media Competitions (11/19 and 12/10), AERho (11/24 and 2/14) and national convention registration (11/12, 1/29, 2/14, and 2/28) and convention hotel reservations (2/14).
- November 12 is the $uper$aver and Two Payment Option convention registration deadline.
- A designated member should submit the Fall Chapter report (online) by November 15.
- November 19 is the discounted rate deadline for National Undergraduate Student Electronic Media Competition submissions.
- November 23 is the early AERho application deadline.
- Explore the national convention section of the NBS-AERho website. Begin planning travel and activity options. Remind members the Earlybird registration deadline is January 29 (online registration & payment).
- When you are home for Thanksgiving break…drop a hint to the family that attending the National Convention would be an educational experience which would help launch your professional career and it would make a great holiday gift.
- Remind professionals that December 31 is the deadline for their submissions.

December

- Continue to formulate travel plans to attend the national convention in March. In previous years, airlines have had online sales for air travel from Dec. 26 through the end of January. Remind your chapter members of upcoming deadlines.
- December 10 is the final deadline for the National Undergraduate Student Electronic Media Competitions.
- December 31 is the deadline for academic professional competitions/paper submissions.
- Study hard for exams then have some fun and relax over your holiday break.

January

- If your chapter plans to fly to the convention, be prepared for holiday break airline flight sales.
- January 10 is the chapter leader video conference. Check the website for the time and specifics.
- Work on your Winter Report (due 2/10), Model/Motivated) Chapter Report (due 2/14), Community Service Report (due 2/14), and NBS-AERho Award Nominations (due 2/14).
- Promote upcoming deadlines: AERho final application deadline (2/14), convention registration (1/29, 2/14, and 2/28) and convention hotel reservations (2/14).
- January 24 is the chapter leader video conference. Check the website for the time and specifics.
- January 29 is the Earlybird Rate convention registration deadline.
February
- February 7 is the chapter leader video conference. Check the website for the time and specifics.
- February 10 is the deadline for online submission of the Winter Chapter report.
- February 14 is the deadline date for: AERho application/registration, Model/Motivated Chapter reports, Community Service reports, NBS-AERho Award nominations.
- February 14 is the deadline for Regular Rate convention registration and convention hotel room reservations.
- Finalize plans to travel to the NBS-AERho 77th Annual National Convention in Philadelphia.
- February 28 is the deadline for Late Rate and Advisor convention registration.

March
- March 7 is the chapter leader video conference. Check the website for the time and specifics.
- March 10 is the deadline to notify the National Office to request a proxy if your chapter is not planning to send a delegate to the national convention.

Attend the National Electronic Media Association Annual Convention – March 2022
- Chapter members who attended the national convention should share their experiences with chapter members who were unable to attend the convention.

April
- Begin the planning process for chapter activities over the summer and for the fall term. Develop a summer social media schedule so chapter members can stay in contact and continue the post-convention synergy. Review this year’s activity and propose additional things your chapter could do to be a better chapter and provide more benefits to your members. Begin planning to recruit new members at the start of the fall term.
- April 15 is the deadline for online submission of the Spring Chapter report.

May
- May 1 take time to celebrate NBS-AERho Day, commemorating the founding of Alpha Epsilon Rho in 1943.
- Begin implementing your summer social media contacts.
- Add updated addresses of your graduates to your alumni files.

Summer
- Chapter officers should send at least one social media message to their members list each month.
- Continue planning and participating in summer and fall chapter activities.
- Enjoy your summer!

Find other chapter-related materials as well as information on membership, competitions, and convention on the website at www.nbs-aerho.org.