**FIRST QUARTER: JANUARY-MARCH**

* **Governance**
	+ \*Confirm [Employer Identification Number](https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online) (EIN) with Apra HQ
	+ \*Send [Articles of Incorporation](https://www.irs.gov/pub/irs-pdf/iss4.pdf) to Apra HQ
	+ \*Send [current bylaws](https://www.aprahome.org/Portals/0/Files/Apra%20Chapter%20Sample%20Bylaws%20Updated%202022.docx?ver=38Ydr-l4e5CaazsfsaxZeg%3d%3d) to Apra HQ
	+ Alert Apra HQ if operating under alternate name to request a [name change](https://www.aprahome.org/About/Chapters/Name-Change)
* **Annual Rosters**
	+ \*Send Chapter membership roster to Apra HQ, confirming at least 10 active Chapter members
	+ Alert Apra HQ if any changes have been made to your board roster
* **Financials**
	+ \*Confirm fiscal year is consistent with Apra HQ (January 1st - December 31st)
	+ \*Maintain a local bank account that is:
		1. Registered in the name of the Chapter and under the Chapter’s tax identification number
		2. Repository for Chapter funds (staff/volunteer personal accounts unacceptable)
* **Chapter Operations**
	+ \*Confirm that you are a part of the [Chapter Leaders Community](https://prspctl.aprahome.org/group/ZAErbKJFvRQNArjTG)
	+ \*Confirm Chapter participation in the shared Chapter Zoom licenses
	+ [Submit at least 2 events](https://www.aprahome.org/About/Chapters/Chapter-Event-Creation-form) throughout the year to Apra HQ for posting on the Apra website

**SECOND QUARTER: APRIL-JUNE**

* **Annual Rosters**
	+ Alert Apra HQ if any changes have been made to your board roster
* **Financials**
	+ \*Participate in the [Group 990n tax return filing](https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard) prepared by Apra HQ by submitting 990 tax organizing documents to Apra HQ by May 1st – Details to Follow
* **Chapter Operations**
	+ \*Send at least 1 Chapter representative to attend Chapter Summit
	+ [Submit at least 2 events](https://www.aprahome.org/About/Chapters/Chapter-Event-Creation-form) throughout the year to Apra HQ for posting on the Apra website

**THIRD QUARTER: JULY-SEPTEMBER**

* **Annual Rosters**
	+ Alert Apra HQ if any changes have been made to your board roster
* **Chapter Operations**
	+ [Submit at least 2 events](https://www.aprahome.org/About/Chapters/Chapter-Event-Creation-form) throughout the year to Apra HQ for posting on the Apra website

**FOURTH QUARTER: OCTOBER-DECEMBER**

* **Annual Rosters**
	+ \*Submit Chapter board slate to Apra HQ prior to a Chapter board or membership vote to verify if:
		1. Minimum of 3 executive committee members are active Apra members
		2. Minimum of 2+ organizations/institutions are represented on the board slate
		3. Number of officers/directors that are active Apra members support the Chapter bylaws
	+ \*Submit your voted and ratified [board roster](https://www.aprahome.org/Portals/0/Files/Apra%20Chapter%20Board%20List%20Updated%202022.docx?ver=BoRkw39blp2S2-MP8sokZg%3d%3d) to Apra HQ
* **Chapter Operations**
	+ [Submit at least 2 events](https://www.aprahome.org/About/Chapters/Chapter-Event-Creation-form) throughout the year to Apra HQ for posting on the Apra website

**AT TIME OF ANNUAL FILING**

* \*Send [materials](https://www.aprahome.org/About/Chapters/Chapter-Resources) for filing Illinois Secretary of State annual report to Apra HQ:
	1. Current Board Roster
	2. Mission Statement
	3. Email Approval by President of Filing by Apra HQ on Behalf of Chapter
* Verify if your local Secretary of State requires a Certificate of Authority to conduct business in addition to your Chapter filing in Illinois, and if required, send certificate to Apra HQ