



Key Chapter Dates: 2025 - 2026

Due Date		Responsible Party
These Items are Required to Maintain Your Charter		
Aug. 15, 2025	1. Annual Operational Plan uploaded to Question 1 - COMT 2025-26 Chapter Year. (chapterservices@assp.org) 2. ASSP files taxes for Chapters under \$50,000 revenue 3. Receipt of tax filing due to ASSP for Chapters filing taxes	Chapter President ASSP Chapter Treasurer/President
May 31, 2026	1. Previous fiscal year's annual financial reports uploaded to Q3 of the COMT . Regions send their reports to Chapter Services 2. Annual Leadership Form 2026-27 leadership uploaded to COMT	Current Chapter, Area, and Regional Treasurers Current Chapter President
June 30, 2026	1. Chapter Operations Management Tool (for the 2025-2026 Year)	Chapter President

The Following Items are All Important Key Dates		
Due Date		Responsible Party
July	Chapter year begins and Society/Chapter officers begin terms Rosters accessible through ASSP website account "My Groups" access provided to the reported Chapter Presidents, President Elects, Vice Presidents, Treasurers, Secretaries, N&E Chairs, and Membership Chairs. RVP and Area Directors. 2026 Society Elections – Nominations Open July 8 - Volunteer Leader Kick Off Meeting 1:00 PM - Register	All Volunteer Leaders
August	August 15: 1. Annual Operational Plan uploaded to COMT 2. ASSP files taxes for Chapters under \$50,000 revenue 3. Receipt of tax filing due for Chapters filing taxes (over \$50,000)	President ASSP Chapter Services President/Treasurer
September	TBD - Advisory Group Meeting	Advisory Group Members



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October	<p>Society Office Election candidate information due to Society</p> <p>Virtual Leadership Conference</p> <p>Oct. 14 - Board Connection Series Virtual Meeting 1:00 p.m. – 2:00 p.m. Registration Information</p>	<p>Society Office Candidates</p> <p>ALL ASSP Leaders</p> <p>ALL</p>
November	<p>Society Award Deadline (Nov 1) for submitting petitions for:</p> <ul style="list-style-type: none"> Society Safety Professional of the Year (SPY) Honor of Fellow 	<p>Award Sponsors and Candidates</p>
December	<p>Long Service Recognition sent to members</p>	<p>ASSP Chapter Services</p>
January	<p>Chapters Appoint N&E Committees for the upcoming year's Chapter Leaders. Refer to your bylaws for additional details and slate of candidates.</p> <p>Society Award Deadline for submitting petitions for:</p> <ul style="list-style-type: none"> Outstanding Safety Educator Award – January 7 deadline 	<p>Current Chapter President N/E Chair</p> <p>Award Sponsors and Candidates</p>
February	<p>February 1:</p> <ul style="list-style-type: none"> Deadline for nominations for Regional SPY Award Chapter SPY 2026 Society Election Slate finalized <p>Feb. 17 - Board Connection Series Virtual Meeting 1:00 p.m. – 2:00 p.m. Registration Information</p>	<p>RVP & ROC Chapter President/AH Chair ASSP Governance Manager</p> <p>ALL</p>
March	<p>March 1</p> <ul style="list-style-type: none"> Society Election voting period begins Chapter Dues Report Form due to ASSP Chapter Services – only if chapter will be making a change in dues. Dues changes occur only once a year. A dues change requires a vote of the entire Chapter membership. <p>March 15 - Deadline for submitting petitions for: Charles V. Culbertson Volunteer Service Award to ASSP Executive Committee</p> <p>March 31:</p> <ul style="list-style-type: none"> Society Election voting ends End of the Fiscal Year 	<p>All Eligible ASSP Members</p> <p>Current Chapter President, Treasurer</p> <p>All</p> <p>All</p>



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April	<p>April 1 - Deadline for submitting petitions for:</p> <ul style="list-style-type: none"> ▪ Outstanding Student Section Award to Chapter Services ▪ Region submits Region SPY Award Winners to Chapter Services <p>April 14 - Board Connection Series Virtual Meeting 1:00 p.m. – 2:00 p.m. Registration Information</p> <ul style="list-style-type: none"> • 	<p>Student Section RVP</p> <p>Current Chapter, Area, and Regional Treasurers</p>
May	<p>May 31:</p> <ul style="list-style-type: none"> • Previous fiscal year's annual financial reports uploaded to Question 3 of the COMT. • Annual Leadership Form for incoming leaders uploaded to Question 2 of the COMT • Regions to submit financial report to Chapterservices@assp.org 	<p>President/Executive Committee President</p> <p>RVP/Treasurer</p>
June	<p>SAFETY26 – Anaheim, CA June 15-17, 2026</p> <p>Host transition meeting in election years and plan for installation ceremony.</p> <p>Review Chapter bylaws with incoming leadership team. When changes to bylaws are under consideration, provide a draft to Society for review/approval before the Chapter votes on the changes.</p> <p>Chapters transfer all administration materials to incoming chapter officers</p> <p>June 30 - COMT REPORT DUE NO LATER THAN THIS DATE</p>	<p>All</p> <p>Current Chapter President</p> <p>Current Chapter President</p> <p>All outgoing Chapter Officers</p> <p>Current Chapter President</p>