



National School Public Relations Association
The leader in school communication™

NSPRA Chapter Deadlines for 2021-2022

- October 31, 2021** *Optional: Chapter report forms due* (for November meeting of the NSPRA Executive Board). The report template is posted at www.nspira.org/leader_updates. Submit the completed form via email to your regional vice president. Email addresses are available at www.nspira.org/executive-board.
- October 31, 2021** **Chapter cash flow reports for 2021 due.** The report template will be posted at www.nspira.org/leader_updates. Submit the completed cash flow report to Senior Manager Tommy Jones at tjones@nspira.org.
- October 31, 2021** **Chapter membership lists due.** In an Excel or Google spreadsheet, please share a list containing each chapter member's name, professional title, credential if applicable, e-mail address, mailing address, phone number and fax number if available with Senior Manager Tommy Jones at tjones@nspira.org.
- February 16, 2022** *Optional: Chapter report forms due* (for March meeting of the NSPRA Executive Board). The report template is posted at www.nspira.org/leader_updates. Submit the completed form via email to your regional vice president. Email addresses are available at www.nspira.org/executive-board.
- May 15, 2022** *Optional: Chapter "Mark of Distinction" entries due.* Download the program description, entry guidelines and entry form at www.nspira.org/awards/chapter.
- May 31, 2022** **Chapter officer election results due.** NSPRA must have this information each year for the IRS, and it is also used to build distribution lists for chapter communications from NSPRA. When submitting your list of chapter officers, please indicate when they will officially take office. Submit the information to Associate Director Mellissa Braham, APR, at mbraham@nspira.org.
- Chapter election timings vary, but please submit the slate of new officers by May 31 or as soon as results are available.
- June 27, 2022** *Optional: Chapter report forms due* (for July meeting of the NSPRA Executive Board). The report template is posted at www.nspira.org/leader_updates. Submit the completed form via email to your regional vice president. Email addresses are available at www.nspira.org/executive-board.

Additional Important Dates to Remember

- February 1, 2022** NSPRA National Seminar scholarship applications due (more details at www.nspra.org/nspra_foundation_scholarships):
- Foundation Seminar Scholarships (2)
 - Armistead New Professional Seminar Scholarship
 - Dawn K. McDowell Memorial Scholarship
 - Don Bagin Memorial Scholarship
 - Pat Jackson Seminar Scholarship
 - Executive Board's Seminar Scholarship
 - Leaders Memorial Scholarship
 - #K12PRChat Scholarship (2)
- February 14, 2022** Barry Gaskins Mentor Legacy Award nomination forms due (more details at www.nspra.org/awards/recognition_awards/gaskins).
- February 14, 2022** NSPRA Presidents Award nomination forms due (more details at www.nspra.org/awards/recognition_awards/presidents).
- April 1, 2022** NSPRA Executive Board nomination materials due (2022 – president-elect, vice presidents for Northeast, Mideast and Southwest regions) into the Executive Board Search Committee (more details at www.nspra.org/election-info).
- April 15, 2022** Bob Grossman Leadership in School Communications Award nomination forms due (more details at www.nspra.org/awards/recognition_awards/grossman).
- June 1, 2022** Learning & Liberty Legacy Leader nominations due (more details at www.nspra.org/learning-liberty-legacy-leader-recognition).