



**OMICRON DELTA KAPPA**  
The National Leadership Honor Society

## OΔK Circle Sample Operations Calendar

*Circle Initiating Once Per Year (Spring Semester)*

*Refer to the Sample Recruitment Timeline for more detailed activities and instructions regarding new members*

<b>August</b>	
<i>Activity</i>	<i>Purpose/Agenda</i>
Circle Officers Meet	Planning for fall semester, National Headquarters Circle Contact as guest speaker
<b>September</b>	
<i>Activity</i>	<i>Purpose/Agenda</i>
Circle Officers Meet	Planning for general meeting and Signature Program 1
Circle Meeting	General body meeting – guest speaker, committee assignments for members
Circle Officers Meet	Finalize guest speakers and activities for remaining circle meetings
<b>October</b>	
<i>Activity</i>	<i>Purpose/Agenda</i>
Circle Officers Meet	Finalize details for Signature Program 1
Circle Meeting	Networking activity; Final discussion of Signature Program 1
Signature Program 1	
Circle Officers Meet	Submission of program report for Signature Program 1
<b>November</b>	
<i>Activity</i>	<i>Purpose/Agenda</i>
Circle Officers Meet	Outline recruitment plan for spring semester
Circle Meeting	Guest speaker, review recruitment plans for spring semester with circle members
Circle Officers Meet	End-of-semester wrap-up, collect all information for Circle Annual Report submission in spring semester

<b>January</b>	
<i>Activity</i>	<i>Purpose</i>
Circle Officers Meet	Planning for spring semester activities and recruitment
<b>February</b>	
<i>Activity</i>	<i>Purpose</i>
Circle Officers Meet	Planning for general meeting and Signature Program 2, recruitment updates; finalize initiation plans
Circle Meeting	Final discussion of Signature Program 2; recruitment updates; initiation plans
Information Session	Meeting for prospective members
Signature Program 2	
Circle Officers Meet	Submission of program report for Signature Program 2
<b>March</b>	
<i>Activity</i>	<i>Purpose</i>
Circle Officers Meet	Initiation and recruitment updates
Selection Committee Meeting	Review applications and prepare prospective member slate for circle meeting vote
Circle Meeting	Guest speaker; Vote on new members; initiation updates
Circle Officers and Selection Committee Meet	Ensure all new members have paid their dues, submit certificate order to national headquarters
<b>April</b>	
<i>Activity</i>	<i>Purpose</i>
Circle Officers Meet	Final initiation details
Initiation	
Circle Meeting	Networking activities with new members
Circle Officers Meet	End-of-semester wrap-up, finalize Circle Annual Report information, submit CAR



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## OΔK Circle Sample Operations Calendar

*Circle Initiating Twice Per Year*

*Refer to the Sample Recruitment Timeline for more detailed activities related to new member recruitment*

<b>August</b>	
<i>Activity</i>	<i>Purpose/Agenda</i>
Circle Officers Meet	Planning for fall semester activities and recruitment; National Headquarters Circle Contact as guest speaker
<b>September</b>	
<i>Activity</i>	<i>Purpose/Agenda</i>
Circle Officers Meet	Planning for general meeting, recruitment and Signature Program 1
Circle Meeting	Committee assignments for members; recruitment plans; discussion of Signature Program 1
Information Session	Meeting for prospective members
Circle Officers Meet	Recruitment updates; Finalize guest speakers and activities for remaining circle meetings
<b>October</b>	
<i>Activity</i>	<i>Purpose/Agenda</i>
Circle Officers Meet	Finalize details for Signature Program 1
Signature Program 1	
Selection Committee Meeting	Review applications and prepare prospective member slate for circle meeting vote
Circle Meeting	Guest speaker; Vote on new members; Review initiation details
Circle Officers Meet	Submission of program report for Signature Program 1
Circle Officers and Selection Committee Meet	Ensure all new members have paid their dues, submit certificate order to national headquarters
<b>November</b>	
<i>Activity</i>	<i>Purpose/Agenda</i>
Circle Officers Meet	Initiation; Outline recruitment plan for spring semester
Initiation	
Circle Meeting	Networking event with new members; review recruitment plans for spring semester with circle members
Circle Officers Meet	End-of-semester wrap-up, collect all information for Circle Annual Report submission in spring semester

<b>January</b>	
<i>Activity</i>	<i>Purpose</i>
Circle Officers Meet	Planning for spring semester activities and recruitment
<b>February</b>	
<i>Activity</i>	<i>Purpose</i>
Circle Officers Meet	Planning for general meeting and Signature Program 2, recruitment updates; finalize initiation plans
Circle Meeting	Final discussion of Signature Program 2; recruitment updates; initiation plans
Information Session	Meeting for prospective members
Signature Program 2	
Circle Officers Meet	Submission of program report for Signature Program 2
<b>March</b>	
<i>Activity</i>	<i>Purpose</i>
Circle Officers Meet	Initiation and recruitment updates
Selection Committee Meeting	Review applications and prepare prospective member slate for circle meeting vote
Circle Meeting	Guest speaker; Vote on new members; initiation updates
Circle Officers and Selection Committee Meet	Ensure all new members have paid their dues, submit certificate order to national headquarters
<b>April</b>	
<i>Activity</i>	<i>Purpose</i>
Circle Officers Meet	Final initiation details
Initiation	
Circle Meeting	Networking activities with new members
Circle Officers Meet	End-of-semester wrap-up, finalize Circle Annual Report information, submit CAR