JANUARY

January 29, 2018
Application deadline for CPPO & CPPB Exams

January 31, 2018
Deadline for required Annual Chapter Forms:
*Chapter Leader Form
*Chapter Member Data Form

FEBRUARY

February 12, 2018
Late application deadline for CPPO & CPPB certification exams

February 22-24, 2018
Leadership Development Symposium
How is your chapter/agency going to celebrate Procurement Month? Send articles, pictures, proclamations, etc. to cpatin@nigp.org to be included on the NIGP website.

MARCH

March 1, 2018
Deadline for required Annual Chapter Forms: *Group Exemption Update Form
*Chapter Financial Form

March 9, 2018
Call For Individual Awards Nominations

March 16, 2018
Young Professionals Forum Scholarships Due

March 26, 2018
Exam registration Deadline for CPPO and CPPB

March 30, 2018
Individual Award Nominations Due

APRIL

April 30, 2018
Early bird registration ends
Send articles, ideas, & information to chapters@nigp.org for consideration in the NForm “Chapter Spotlight”.

May 15, 2018
IRS 990, 990EZ or 990N forms due to the IRS if chapter runs on a calendar year (Send copies to NIGP)

May 28, 2018
Submission deadline for Chapter of the Year Award

MAY

May 7-19, 2018
CPPO & CPPB Certification Exams

JUNE

Chapter Visit from an NIGP Ambassador
Is your Chapter Eligible? Schedule a visit now!

Send articles, ideas, & information to chapters@nigp.org for consideration in the NForm “Chapter Spotlight”.

Don’t forget if you update your chapter bylaws to send them to chapters@nigp.org
## JULY

### Legal Trends and Ethical Behavior

**July 30, 2018**  
Application Deadline for CPPO & CPPB Certification Exams

Reminder: Beginning gathering info for Chapter Award Entries  
Extra Large (351+ members)  
Large (201-350 members)  
Medium (101-200 members)  
Small (less than 100 members)  
Excellence in Membership Recruitment/Retention  
Excellence in Edu and Professional Development  
Excellence in Advocacy for Member and the Profession  
Excellence in Inspiring Procurement for the Future

## AUGUST

### The Spirit of Volunteerism

**August 13, 2018**  
Want to plan a summer Strategic Planning Session? Check out tips and samples for a successful event

**August 19-22, 2018**  
NIGP Annual Forum Nashville, Tennessee  
Students are back in school! Look at ways to incorporate students at the chapter level.

## SEPTEMBER

### Preparing for Chapter leadership elections?

Chapter Board Policy states that at a minimum, the President, Vice President and one (1) other Chapter Officer (either Secretary or Treasurer) is required to hold a NIGP National Agency or Individual membership.

**September 20, 2018**  
Exam Registration Deadline for CPPO & CPPB

## OCTOBER

### Technology Talk

**October 15-72, 2018**  
CPPO & CPPB Certification Exams  
Send articles, ideas, & information to chapters@nigp.org for consideration in the NForm “Chapter Spotlight”.

Registration will open for 2019 Leadership Development Symposium in Herndon, VA

## NOVEMBER

### Negotiation: Yes, No maybe?

**November 15, 2018**  
IRS 990, 990EZ or 990N forms due to the IRS if chapter runs on a fiscal year (Send copies to NIGP)

Start early and begin planning your NIGP sponsored courses for the entire year.

## DECEMBER

### Member Appreciation

Did your chapter hold chapter officer elections? Keep your Chapter Leader’s contact information up-to-date. Submit the Chapter Leadership Reporting Form with changes.