



**International Code Council**  
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Dear Chapter Officer:

Important ICC Chapter deadlines are listed below. Please remember:

All [Chapter of the Year Award](#) applications are completed for 2018. Deadlines for 2019 will be announced soon after the first of the year. Keep an eye out for emails. Submitting an awards application is a great opportunity to spotlight all the activities and contributions your Chapter or Region make to your community and to ICC. Every Chapter that submits an application will receive a Certificate of Participation, so be sure to put your application in for consideration.

The deadline for other awards presented in 2019 will be announced at the same time. You may wish to nominate someone for any of the awards available for application. You may also wish to nominate someone for an ICC Honorary Membership. Again, more information TBA.

Several Chapters have already submitted 2018 Annual Reports. **August 15 is the deadline** to submit your Annual Report so you can receive all Chapter benefits, including a complimentary registration to this year's Annual Conference in Richmond, VA or complimentary attendance at the 3<sup>rd</sup> Annual Chapter Leadership Academy in Denver, Colorado in June. To submit your Chapter's Annual Report, [log in to your My ICC account and choose "My Chapters."](#) From there, you can "View/Edit Chapter Details," including adding an Annual Report.

Don't forget that Building Safety Month is May 2019. If you wish to receive two complimentary Building Safety Month posters, email your request, including your mailing address to [chapters@iccsafe.org](mailto:chapters@iccsafe.org). As always, if you have questions or comments, please contact me at 888-ICC-SAFE (888-422-7233) x5268 or [chapters@iccsafe.org](mailto:chapters@iccsafe.org). I look forward to hearing from you.

A handwritten signature in black ink that reads "Karla Price Higgs". The signature is written in a cursive, flowing style.

Karla Price Higgs  
Vice President, Member Services  
International Code Council