



PHI KAPPA SIGMA

INTERNATIONAL FRATERNITY, INC.

April 13th, 2006

Greetings Fellow Phi Kaps,

As the end of the academic year approaches, we look forward to closing it out on a positive note! This month there are several items that need to be cared for while it's fresh in your mind.

I. [Chapter Action Item (April 15th) – Grand Chapter Delegate Registration Fee]

In order to avoid paying the penalty rate (additional \$70) for posting a late payment, please send your payment into the Headquarters prior to April 15th! Your Chapter was invoiced for its [Grand Chapter Delegate Registration Fee](#) this past March. This invoice is due and payable immediately (\$275).

Skill Development at Grand Chapter – Recruitment Training!

II. [Chapter Action Item (May 1st) – Membership Roster Update URGENT]

An accurate, complete roster is critical for:

- ✓ Assessing recruitment/retention needs of the Chapter
- ✓ [2006-2007 Insurance Program](#)
- ✓ Member contact information

[Use this link to download a blank roster file from www.pks.org](#)

Update the Roster

- 1) Select confirmed graduating seniors on the roster
- 2) Add New Members from the Spring 2006 Term
- 3) Update officers for the Fall 2006 Term
- 4) Update contact info for all members on the roster

Email the updated roster file back to Headquarters (staff@pks.org) by May 1st

III. [Chapter Action Item (May 15th) – Grand Chapter Delegate Registration]

[Review the Grand Chapter Registration Packet.](#)

Have your elected Chapter Delegate go to www.GrandChapter.com to register online for the 93rd Grand Chapter in Boston, MA!

Submit Credential Form (last page of Registration Packet) for your Chapter Delegate to the International Headquarters!

FAX to: 610-469-3286

Scan & E-mail to: Staff@pks.org

Mail to: Phi Kappa Sigma International Fraternity
2 Timber Drive
Chester Springs, PA 19425

IV. [Chapter Action Item (June 15th) – Mitchell Chapter Standards]

[MCS application](#) due June 15th, late submissions not accepted! Where's your Chapter at? Collect documentation now before officers travel home for summer break!

If you have any questions about the enclosed information or if there is anything else that the International Fraternity Headquarters can assist you with, please contact us via phone or email. Good luck with the end of the school year and we hope to see you this Summer at Grand Chapter!

Fraternally,

Eric Conrad
Director of Chapter Services
econrad@pks.org

TWO TIMBER DRIVE – CHESTER SPRINGS, PA 19425
PHONE: 610-469-3282 – FAX: 610-469-3286
WWW.PKS.ORG