



PHI KAPPA SIGMA

CHAPTER UPDATE

APRIL 2009

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I. MITCHELL CHAPTER STANDARDS

The Mitchell Chapter Standards report for the 2008-2009 Academic year is due to the International Fraternity Headquarters by **June 15, 2009**. Hopefully, your Chapter has begun the process of collecting and updating all of the information required to put together the report. If not here are some helpful tips to ensure a strong completion.

- A. If you haven't yet, make sure to draft a brief letter outlining to your Greek Advisor the various points you are asking him or her to verify.
- B. Points on MCS can change! Every year minor changes are made to the report, this year, the Scholarship and Community Service/Philanthropy sections point values have been altered to give the sections more weight.
- C. Go through the report and delegate responsibilities to officers whose office oversees the particular points your Chapter is trying to achieve. For example, ask your Tau to put together the information for the Financial Section.
- D. Draft template letters to go out to Administration, Faculty, Advisors and other clubs/organizations on your campus so you're not constantly writing the same letter multiple times.
- E. Mitchell Chapter Standards is not a sprint, it's a marathon!!! Make sure if you haven't started yet to get moving now. The biggest mistake a Chapter can make on MCS is waiting until the last minute. Poor performance can cost your Chapter.
- F. Pick up the phone, write and/or email! If your Chapter has any concerns about a point, documentation, etc., the International Headquarters is more than willing to help answer questions. Chapters that ask questions do better!

II. 2009 – 2010 FEE SCHEDULE

The Executive Committee has approved the 2009 – 2010 Fee Schedule. The new Fee Schedule is effective August 12th, 2009. Please make sure that your Tau takes this information into account for your Chapter's budgeting for next year as certain fees have increased.

III. GREEK LIFEedu

A big thank you to all our undergraduate Chapter members and new members who have completed GreekLifeEdu parts 1 & 2 to date. We hope that your Chapter has found this new initiative from the Social Virtues Committee, designed to educate our undergraduates in alcohol, hazing and sexual assault prevention, both educational and effective.

- **Remember, 70% of the active Chapter (new members and active members) must complete the program (Parts 1 & 2) by July 31st, 2009 with a passing grade (75) to avoid a surcharge on next year's (2009-2010) Liability Insurance. (Please see **ROUND 1 OF the INSURANCE ESTIMATES for chapter status.**)**
- [Phi Kappa Sigma Launches New Undergraduate Educational Initiative with GreekLifeEdu](#)
- [GreekLifeEdu Directions](#)

IV. NEW MEMBER PROCESS

- A. **Proposed additions or modifications** of the 'Pillars New Member Educational Program' need to be submitted to staff@pks.org for approval before you New Member Program can begin.
 - [4 Week New Member Program](#)
 - [6 Week New Member Program](#)
 - [8 Week New Member Program](#)
- B. **New Member cards and fees** (\$62 per new member) are due into the International Headquarters' office within two week's of your new members accepting their bids. If payment and new member cards are not received within this time frame, penalty rates will be applied. New member cards must be received in the office via postal mail. **DO NOT FAX OR SCAN YOUR CHAPTER'S NEW MEMBER CARDS. THEY WILL NOT BE ACCEPTED IN THESE FORMS.** (*New Member pins and Skull Sessions books are free of charge if payment is received on time as defined above, though an order must be placed. Shipping/handling not included.*)
 - [Phi Kappa Sigma New Member Form](#)
(This is a NEW form. Please DISCARD ALL OLD forms and replace with this one!)

V. DELIVERABLES

Don't miss any upcoming [Important Dates](#). The following documentation was due by April 1, 2009 to the [International Fraternity](#). Please be aware the most recent versions of these files can also be found on the [Resource Page of the Website](#) (please send all deliverables via email to staff@pks.org).

- A. **Fall 2009 Projected Chapter Roster** – Please be sure that your Chapter's roster is up to date and lists all active members. Your roster should also be updated upon acceptance of your new members or whenever there is a change in officers.
 - [Roster Template](#)
- B. **Fall 2008 Officer Reports/ Spring 2009 Officer Goals**
 - [Officer Transition Sheet Template](#)
 - [Officer Report Sheet Template](#)
- C. **New Member Cards and Forms are due within two weeks of bid acceptance** ([SEE ABOVE](#))
- D. **January/February/March 2009 Chapter Meeting Minutes**
 - [Meeting Minutes Template](#)
- E. **January/February/March 2009 Financial Statements**
 - [Balance Sheet Template](#)
 - [Income and Expense Template](#)
- F. **Community Service/Philanthropy**
 - [Community Service/Philanthropy Report Template](#)

VI. RECRUITMENT PROCESS

- A. Check out the recruitment brochure being offered by the International Fraternity. Accompanying them are great recruitment posters and poster card fliers (handbills).
 - [Download the Top Ten Order Form](#)
- B. Upgrade the chapter's website today by adding the Top Ten Flash to the homepage.
 - [Download the Top Ten Flash](#)
- C. Need help with educating your members in the proper ways of recruiting?
 - [Phi Kappa Sigma's Foundations Manual](#)
 - [The Foundations Recruitment Cheat Sheet](#)
 - [Extra Recruitment Group Exercises](#)

VII. SOCIAL VIRTUES COMMITTEE

The 'Social Virtues Committee', as formed by the 94th Grand Chapter this past summer in Atlanta, GA, will focus on the development and implementation of alcohol, hazing, and sexual assault awareness training for our undergraduate members. Committee members meet monthly via conference call, led by the Grand Pi, to discuss programming that complements the recent roll-out of GreekLife.edu.

- A. [Apply Now to be on the Social Virtues Committee](#)

VIII. SCEPTER MENTORSHIP PROGRAM

The International Fraternity is accepting applications for the new [Scepter Mentorship Program](#). This program pairs undergraduates with alumni to provide mentorship and networking throughout college while continuing to build lifelong relationships between our members.

IX. UNIVERSITY AND COMMUNITY RESPONSES TO MAJOR RISK MANAGEMENT PROBLEMS

The Fraternity Headquarters recently received the following news stories and memorandum from various sources in the Fraternity Community. While we realize that these issues may not directly affect your campus or Chapter, we feel it is relevant to show how the poor decisions made by members of the Greek Community on campuses across the country affect the communities they are in and the members who are held accountable for their actions. Please pay close attention to the repercussions these issues have created for the groups involved. Also please note ALL issues in question would be in violation in some way of Phi Kappa Sigma's Risk Management Policy.

- A. [Memorandum to the IFC Fraternities at Syracuse University from the Division of Student Affairs](#)
- B. [UVA Students Sent to Jail After "Frat" abduction Tradition](#)
- C. [3 Indicted in Binge-Drinking Death of Geneseo State College Student](#)

X. EMPLOYMENT OPPORTUNITIES

Thinking about getting a job? Know a brother who just graduated and is looking for a great place to work? Get paid to travel the country, help your fellow brothers, and learn valuable business experience.

Paid Summer Internships are also available.

- [Phi Kappa Sigma Employment Brochure](#)
- [Phi Kappa Sigma Educational Consultant Application](#)