



# PHI KAPPA SIGMA

CHAPTER UPDATE

APRIL 2011

**I. MITCHELL CHAPTER STANDARDS**

**II. DELIVERABLES**

**III. FINANCE AND LIABILITY INSURANCE V 2**

**IV. MALTESE CROSS 2011 ISSUE AVAILABLE!**

**V. GREEKLIFEEDU™ YEAR 2010-2011**

**VI. RISK MANAGEMENT BULLETIN (Important – Please share widely!)**

**VII. NEWS AND MEDIA**

**VIII. EMPLOYMENT OPPORTUNITIES**

**I. MITCHELL CHAPTER STANDARDS**

**The Mitchell Chapter Standards** reports for the 2010-2011 Academic year are due to the International Fraternity Headquarters by June 15<sup>th</sup>, 2010 (at HQ, not postmarked). 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.

- 1) 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.
- 2) Points on MCS can change! Every year minor changes are made to the report, this year a hard copy version of the report is required! Please check MCS directions in the report for more details.
- 3) Go through the report and delegate responsibilities to officers whose oversee the particular points your Chapter is trying to achieve. For example, ask your Tau to put together the information for the Financial Section.
- 4) 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.
- 5) Mitchell Chapter Standards is not a sprint, it's a 5K!!! Make sure if you haven't started yet to get moving now. The two biggest mistakes Chapters make on MCS are 1) waiting until the last minute, and 2) supplying no/poor documentation. Poor performance costs Chapters not only financially but also a chance at awards!
- 6) Pick up the phone or write and email! If your Chapter has any concerns about a point, documentation, you name it; the International Headquarters is more than willing to provide guidance. Chapters that ask questions do better!

**II. DELIVERABLES**

Don't miss any **Important Dates** that will occur in the future. The following documentation is due by May 1<sup>st</sup>, 2011 to the **International Fraternity**. Please be aware the most recent versions of these checklists can also be found on the **Resource Page of the Website**.

- A. **Fall 2011 Projected Chapter Roster** – Please be sure that your Chapter's roster is up to date and lists all members (actives and new members). Your roster should also be updated upon acceptance of your new members. Rosters for Fall 2011 will be accepted until the July 31<sup>st</sup> Insurance deadline.
  - **Roster Template**
- B. **Spring 2011/Fall 2010 Officer Goals and Reports**
  - **Officer Transition Sheet Template**
  - **Officer Report Sheet Template**
- C. **August/September/October/November 2010/December/January/February/March/April Chapter Meeting Minutes**
  - **Meeting Minutes Template**
- D. **August/September/October/November 2010/December/January/February/March/April Financial Statements**
  - **Balance Sheet Template**
  - **Income and Expense Template**
- E. **Community Service/Philanthropy**
  - **Community Service/Philanthropy Report Template**
- F. **Chapter By-Laws**
  - **Sample Chapter By-Laws Template**

**III. FIANCES AND LIABILITY INSURANCE V 2**

Iteration 2 of estimates for the 2011-2012 **Liability Insurance** are currently available. To ensure an accurate estimate for your Chapter, please make sure to update your roster and send it to [staff@pks.org](mailto:staff@pks.org), as well as make sure your Chapter is currently engaged in completing all objectives tied to the insurance billing methodology.

- A. **Phi Kappa Sigma Risk Management Website (Policy and Administrative Documents found here)**
- B. **Liability Insurance Allocations Methodology Estimate v2**
- C. **2011-2012 Fee Schedule**

#### **IV. MALTESE CROSS 2011 ISSUE AVAILABLE!**

The 2011 Maltese Cross has been in the mail for about 1 week, hopefully your Chapter has received its copies. If you have yet to see this year's magazine, please feel free to check out the PDF available on the Fraternity's website (link below). Also available is the full essay, "Brothers Before Enemies: Phi Kappa Sigma in the American Civil War" written by Adrian Zita-Bennet, of Alpha Beta Chapter (a special thank you to Adrian for his work done in writing his essay, and providing insight into our early fraternal history.

A. [Maltese Cross 2011](#)

B. [Brothers Before Enemies Full Article](#)

#### **V. GREEKLIFEEDU™ YEAR 2010-2011**

Year 3 of GreekLifeEDU training is almost over! Make sure your new members have completed both parts of this program ASAP, per the directions in the link below. Failure to do so will cause your Liability Insurance rate to increase by 10%. **ALL New Members are REQUIRED** to "fully complete" the program. If you have any questions as to which members have or have not completed the program please email [staff@pks.org](mailto:staff@pks.org).

Given the 30-day delay to complete Part 2, New Members should COMPLETE Part 1 by May 1st!

C. [2010-2011 GreekLifeEDU™ Directions](#)

#### **VI. RISK MANAGEMENT BULLETIN**

A. [James R. Favor and Co. Risk Management Bulletin, April 2011](#)

#### **VI. NEWS AND MEDIA**

A. [Cornell Withdraws Recognition of SAE Following Death of Desdunes '13](#)

B. [April 2011 FEA News and Notes](#)

#### **VII. PHI KAPPA SIGMA EMPLOYMENT OPPORTUNITIES**

Thinking about getting a job already? 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](#)