



PHI KAPPA SIGMA

CHAPTER UPDATE

AUGUST 2009

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I. START THE YEAR OFF RIGHT

Make sure everything is ready to go with the [Back to School Checklist](#). Also, don't miss any [Important Dates](#) that will occur in the future. Please submit all the following documentation by October 1st, 2009 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. The **Officer Compliance Form** must be signed by ALL officers and submitted to the International Fraternity. The Risk Management Policy and Third Party Vendor Guidelines are included with this form.
 - [Officer Compliance Form – Failure to submit results in charter suspension!](#)
- B. **Fall 2009 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.
 - [Roster Template](#)
- C. **Spring 2009 Officer Reports/ Fall 2009 Officer Goals**
 - [Officer Transition Sheet Template](#)
 - [Officer Report Sheet Template](#)
- D. **August/September 2009 Chapter Meeting Minutes**
 - [Meeting Minutes Template](#)
- E. **August/September 2009 Financial Statements**
 - [Balance Sheet Template](#)
 - [Income and Expense Template](#)
- F. **Community Service/Philanthropy**
 - [Community Service/Philanthropy Report Template](#)
- G. **Chapter By-Laws**
 - [Sample Chapter By-Laws Template](#)

II. 2009 – 2010 LIABILITY INSURANCE & FEE SCHEDULE

- A. The final Liability Insurance Allocation for your Chapter is available through the International Fraternity. Invoices will go out September 15, 2009 and are payable by November 1, 2009.
 - [Liability Insurance Allocations 2009-2010 Final](#)
- B. [Fee Schedule 2009-2010](#)

III. RECRUITMENT

Need help with educating your members in the proper ways of recruiting?

- [TKE Recruiting Hints – An article from The TEKE, \(great recruiting ideas and techniques\)](#)
- [Phi Kappa Sigma's Foundations Manual](#)
- [The Foundations Recruitment Cheat Sheet](#)
- [Extra Recruitment Group Exercises](#)

IV. NEW MEMBER PROCESS

The new version of [Pillars](#) is now available! The program is required to be implemented as is (no alterations will be accepted.) However, we recognize that some Chapters may not be able to adjust quickly enough to implement this new version for the Fall 2009. Therefore, this new version is strongly suggested to be used for the Fall 2009 but if a Chapter feels this is not possible, they may delay implementation of this new version of Pillars until Winter Quarter 2009 or Spring Semester/Quarter 2010 (as applicable). *Please note that effective with the implementation of this new version of Pillars, Chapter-requested changes will no longer be entertained by HQ.* The program must be implemented in its entirety and as outlined. Our Liability Insurance is advantaged by this policy. Your support is required and sincerely appreciated. [Please contact us with any questions or concerns.](#)

- A. **New Member cards and fees** (\$65 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 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. NEWS AND MEDIA

- A. FEA News and Notes for [June](#) and [August](#)
- B. [Please remember to be careful when cleaning your house, as chemicals can be deadly. Our Psi Chapter at Penn State narrowly escaped such a disaster.](#)
- C. [Family files suit against fraternity, Lenoir-Rhyne University](#)
- D. [USU sorority member to spend 30 days in jail](#)
- E. [Omega Financial shares Phi Kappa Sigma's second quarter's results](#)
- F. [NIC Centennial Story](#)
- G. [NIC launches its new "Standards" website](#)
- H. Looking for a Philanthropy event for this fall, try Movember:
 - [Letter from Movember](#)
 - [Movember Website](#)
- I. [I Want A House, Where do I Start? – An article from TEKE, the magazine of TKE](#)
- J. We urge all of you to stay healthy this year, please review this article, [Willis HRH H1N1 Recommendations](#)

VI. 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](#)

For more information regarding the fraternity, please visit www.pks.org or email us at staff@pks.org

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