



PHI KAPPA SIGMA

CHAPTER UPDATE

DECEMBER 2009

I. DELIVERABLES

II. MEN OF HONOR 2010

III. RECRUITMENT REFERRAL PROGRAM

IV. HAPPY HOLIDAYS FROM PHI KAPPA SIGMA

V. GREEKLIFEEDU™ YEAR 2009-2010

VI. RECRUITMENT

VII. NEW MEMBER PROCESS

VIII. NEWS AND MEDIA

IX. EMPLOYMENT OPPORTUNITIES

I. DELIVERABLES

Don't miss any **Important Dates** occurring this year. Please submit all the following documentation by **December 15th, 2009** to the **International Fraternity**. Please be aware the most recent version of this checklist can also be found on the **Resource Page of the Website**.

- A. **Spring 2010 Chapter Roster** – Please be sure that your Chapter's roster is up to date and lists all active members using the standard template. Your roster should also be updated upon acceptance of your new members.
 - **Roster Template**
- B. **Fall 2009 Officer Reports/ Spring 2010 Officer Goals**
 - **Officer Transition Sheet Template**
 - **Officer Report Sheet Template**
- C. **August/September/October/November Chapter Meeting Minutes**
 - **Meeting Minutes Template**
- D. **August/September/October/November 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**

II. MEN OF HONOR 2010

Men of Honor 2010 is here! We are proud to announce this year's conference will be held once again at the Marist Brother's Retreat House in Esopus, NY, January 7th through the 10th. Men of Honor is Phi Kappa Sigma's flagship leadership program, addressing such issues as leadership, accountability, and conflict management and resolution. Additionally, we explore our Ritual and how it shapes the values of our Fraternity. Learn what it is to truly be **Men of Honor**.

- A. **A very few limited Participants slots are still available. Please contact the International Fraternity Headquarters if your Chapter has men interested in attending.**

III. RECRUITMENT REFERRAL PROGRAM

To help drive recruitment and expansion efforts, Phi Kappa Sigma International Fraternity Headquarters has created a **Referral Program Form** for its members, both alumni and undergraduate. How does it work? Fill out the form and submit it to **staff@pks.org**. We will then review the information and pass it on to the specific Chapter or Colony in question or use the information to contact men on campuses where we currently have or are building Interest Groups. The schools currently targeted for Interest Groups are:

- A. **Ohio State**
- B. **Michigan State**
- C. **University of Virginia**

Please forward this link to the Referral Program Form to your Chapter Brothers and ask them if they know of any unaffiliated men at these campuses, or at any of the schools where Chapters and Colonies exist. Need a current list of Chapters to double check? **Click here!**

IV. HAPPY HOLIDAYS FROM PHI KAPPA SIGMA

Throughout the holiday shopping season, we wanted to remind you that utilizing Phi Kappa Sigma's licensed vendors is the only legal way to purchase official, quality merchandise bearing our insignia (Greek letters, name, crest/coat of arms and other marks). **Additionally, here are a few shopping tips to make sure your holiday shopping experience goes smoothly...**

V. GREEKLIFEEDU™ YEAR 2009-2010

With the success of last year's program, Phi Kappa Sigma reminds all chapters about Year #2 of Phi Kappa Sigma's Social Virtue Educational Program. Please follow the link to the 2009-2010 Academic Year Directions.

A. 2009-2010 GreekLifeEDU™ Directions

VI. 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](#)

VII. NEW MEMBER PROCESS

The new version of [Pillars](#) is 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 new 23rd edition 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!)

VIII. NEWS AND MEDIA

- A.** FEA News and Notes for [November](#)
B. [Future's Quest Registrations still open](#)
C. [Omega Financial Shares with us our Third Quarter Report](#)

IX. 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.

- A. Educational Consultant positions and Paid Summer Internships are 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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