



PHI KAPPA SIGMA

CHAPTER UPDATE

FEBRUARY 2010

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[I. 1ST ROUND OF LIABILITY INS ESTIMATES](#)

As is done every year, the first round of Insurance estimates for the 2010-2011 Policy Year are available on the website. Please be aware of the following items:

- A. The base Rate of \$170 a man has been used in this iteration of Insurance estimates, though it has **NOT** been confirmed, and as such should be considered an estimate.
- B. Please make sure to have your Fall 2009 grades sent to the International Fraternity Headquarters ASAP, as this information affects MCS and Insurance.

[II. 2010-2011 FEE SCHEDULE APPROVED](#)

The 2010-2011 Fee Schedule has been approved and is now available on the Resource Page of the website. Please be aware that several fees have changed, and any new cost differences will be applied to invoices starting in the Fall 2010 semester. If you have any questions, please feel free to contact the Headquarters.

- A. [2010-2011 Fee Schedule](#)

[III. DELIVERABLES](#)

Don't miss any [Important Dates](#) occurring this year. Please submit all the following documentation by **February 28th, 2010** 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. **FALL 2009 GRADE REPORTS DUE!** Please be sure to send this information to staff@pks.org. Your Chapter's grades directly impact your Liability Insurance costs. If you haven't already, talk to your Greek Advisor to obtain this critical information.
- B. **Spring 2010 Chapter Roster – PAST DUE!** 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](#)
- C. Fall 2009 Officer Reports/ Spring 2010 Officer Goals
 - [Officer Transition Sheet Template](#)
 - [Officer Report Sheet Template](#)
- D. August/September/October/November/December/January Chapter Meeting Minutes
 - [Meeting Minutes Template](#)
- E. August/September/October/November/December/January 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](#)

[IV. 2010-2011 FOUNDATION SCHOLARSHIPS](#)

The 2010-2011 Scholarship Application process has been announced. Please visit www.pks.org/scholarship.shtml to find out more information. This year, \$60,000 will be awarded in both Need and Participation-Based Scholarships.

- A. [Need-Based Application](#)
- B. [Participation-Based Application](#)
- C. [Scholarship Letter](#)

V. ALUMNI NEWSLETTER (SAMPLES)

Is your Upsilon lost when it comes to ideas for your Alumni Newsletter? Is the Chapter constantly concerned that your Alumni don't care, don't donate, and don't participate. Here are several excellent examples of recent, professional looking, informative Newsletters sent to the Headquarters by several different Chapters. Each provides an excellent example of information your alumni would be interested in knowing. Please feel free to contact the Chapter for more information on how they put their Newsletter together.

- A. [Rutgers – Gamma Sigma Chapter – Scarlet Skull](#)
- B. [Purdue – Alpha Xi Chapter – Skulls Monthly](#)
- C. [Maine – Alpha Delta – Black and Old Gold](#)

VI. RECRUITMENT

In an effort to create is to use marketing materials, with little or no cost to our Chapters, we introduce to our members the Phi Kappa Sigma marketing Brochure. Please feel free to click one of the links below and print an example (be aware, the printed version is intended to be 1 page, printed front and back and folded in the middle). This file is entirely customizable, highlighting achievements of the International Fraternity, as well as allowing a Chapter to place information regarding its own group. It can be printed on something as simple as a white 8 ½ by 11 piece of paper, or dressed up on a piece of nice cardstock, colored, or glossy paper. If you have any recruitment resource needs or questions please feel free to contact the [International Fraternity Headquarters](#).

- [Phi Kappa Sigma Recruitment Brochure Template](#)
- [Phi Kappa Sigma Recruitment Brochure Example using information specific to Alpha Chapter](#)

VII. 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!](#)

VIII. 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. **ALL New Members are REQUIRED** to "fully complete" the program.

- A. [2009-2010 GreekLifeEDU™ Directions](#)
- B. **For a current status report to see how your Chapter is doing, please contact the International Fraternity Headquarters**

IX. NEW MEMBER PROCESS

*Implementation of the **new** version of [Pillars](#) is official! 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 this Spring. Please DISCARD ALL OLD forms and replace with this one!)

X. NEWS AND MEDIA

- A. FEA News and Notes for [February](#)
- B. [Help Support the University of Illinois Rho Chapter in their 2010 Relay 4 Life!](#)
- C. [Greek101 has teamed up with CAMPUSPEAK, GreekYearbook and GreekBill in a joint savings campaign](#)
- D. [Anti-Hazing Hotline Aims to Improve Greek Life on College Campuses: 1-888-NOT-HAZE](#)
 - Phi Kappa Sigma is a Proud Sponsor and Supporter of 1-888-NOT-HAZE

XI. 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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