



# PHI KAPPA SIGMA

CHAPTER UPDATE

FEBRUARY 2008

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## I. FINANCIAL

- A. Payments are due for invoices recently issued (January 16, 2008) for **Chapter Assessment & Grand Chapter Assessment**. Payments received after **2/16/08** will be subject to penalty rates. For more information concerning fees, download the [2007-2008 Phi Kappa Sigma Fee Schedule](#).
- B. **Form 990-N: A [New Annual IRS Electronic Filing Requirement](#)** for tax exempt organizations is in effect for this fiscal year. The filing system will be available in early February according to the IRS. **THIS WILL AFFECT ALL CHAPTERS** who have never reported before!
- C. The **2008-2009 Phi Kappa Sigma Fee Schedule** and **Version 1 of the Estimates for the 2008-2009 Liability Insurance** are available and have been sent via separate email. Please review the communication and your Chapter's information for accuracy.

## II. DELIVERABLES

The following items were due at the end of January 2008 to the [International Fraternity](#). Also, don't miss other [Important Dates](#) that will occur later this semester. February deliverables are due into the office no later than March 1<sup>st</sup>, 2008.

- D. **Spring 2008 Roster** with updated contact information (please remember to fill out all fields.) Please contact the International HQ for previous chapter rosters if needed.
  - [Sample Chapter Roster Template](#)
- E. **Fall 2007 Semester Grades**
  - Submit your Chapter's Fall 2007 semester grades (*Required for MCS points and possible insurance credit*)
- F. **Fall 2007 Officer Reports/ Spring 2008 Officer Goals**
  - [Sample Officer Transition Sheet Template](#)
  - [Sample Officer Report Sheet Template](#)
- G. **January Chapter Meeting Minutes**
- H. **February Chapter Meeting Minutes**
  - [Sample Meeting Minutes Template](#)
- I. **Financials**
  - **Spring 2008 Chapter Budget**
    - [Financial Management Tool](#)
  - **January 2008 Financial Statements**
  - **February 2008 Financial Statements**
    - [Sample Balance Sheet Template](#)
    - [Sample Income and Expense Template](#)
- J. **Submit any proposed additions or modifications** of the "Pillars Program" for approval.
  - [4 Week New Member Program](#)
  - [6 Week New Member Program](#)
  - [8 Week New Member Program](#)

### **III. 2008 Foundation Scholarships (\$60,000 To Be Distributed!)**

- A. Phi Kappa Sigma's Foundation has released the applications for the 2008 Scholarship program. This year's application can be filed electronically by filling out the PDF Form. Applicants should click the submit button or attach their saved application on an email sent to: [scholar@pks.org](mailto:scholar@pks.org). Applications are available at <http://pks.org/scholarship.shtml>. Please remember to distribute this information to your Chapter as soon as possible, and that all applications are **DUE ON MARCH 1<sup>ST</sup>**.
- [Phi Kappa Sigma Needs-Based Scholarship](#)
  - [Phi Kappa Sigma Participation-Based Scholarship](#)

### **IV. NEW MEMBERS/INITIATION**

- 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 apply. *(New member pins and Skull Sessions books are free of charge if payment is received within 2 weeks of bid acceptance. Shipping/handling not included.)*
- [Phi Kappa Sigma New Member Form](#)
- C. **Initiation Fees** for your new members (\$225 per man) are due two weeks prior to Initiation in order to receive Membership Badges for distribution during the ceremony. If payment is not received within two weeks prior to initiation, penalty rates will be applied. *(New member cards and fees must have been received for any new member to be initiated.)*
- D. **Membership Agreements** are also strongly recommended for new members to sign and submit prior to Initiation.
- [Membership Agreements](#)

### **V. UIFI Scholarships and Information (\$5,000 Available)**

- A. **The Phi Kappa Sigma Foundation has 10 \$500 dollar UIFI "scholarships" available this year.** Can't make **Men of Honor** in the Winter? UIFI is the next best thing! In order to receive the "scholarship", you must first apply via the [NIC UIFI Website](#), then acknowledge your registration acceptance to the International Fraternity Headquarters. Upon graduation, submit travel receipts up to \$65 and a copy of your graduation certificate, at which point applicable expenses will be reimbursed. **YOU MUST PRE-PAY IN ORDER TO RECEIVE THE "SCHOLARSHIP"**.
- [UIFI Informational Handout 1](#)
  - [UIFI Informational Handout 2](#)

### **VI. FRATERNITY NEWS**

- A. [3 Clemson Students are Charged After the Death of a Freshman](#)
- B. [One Student's Journey to Stop Hazing](#)
- C. ["Phired Up", our preferred Recruitment Trainer, has published their Spring 2008 TRAVEL SCHEDULE](#)
- D. [Lawsuit Blames Fraternity For Injuries](#)
- E. Our Brothers at Penn have made the news! [Anti-rape group reaches out to fraternities.](#)
- F. [NIC Standards](#) – Curious about what your campus should be adhering to?
- G. [MOH 2008 Thank You Letter from Red Cross](#)

### **VII. PHI KAPPA SIGMA HQ EMPLOYMENT OPPURTUNITIES**

- A. Thinking about getting a job already? Know a brother who just graduated and is looking for great place to work? Get paid to travel the country, help your fellow brothers, and learn valuable business experience.
- [Phi Kappa Sigma Employment Brochure](#)
  - [Phi Kappa Sigma Educational Consultant Application](#)

For more information regarding the International Fraternity, please visit [www.pks.org](http://www.pks.org) or email us at [staff@pks.org](mailto:staff@pks.org).

Phi Kappa Sigma International Headquarters  
2 Timber Drive, Chester Springs, PA 19425  
Office: 610.469.3282 Fax: 610.469.3286