



# PHI KAPPA SIGMA

CHAPTER UPDATE

JAN 2011

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## I. NEW MEMBER PROCESS

IMPORTANT REMINDER - We would like to take a moment to offer a friendly reminder to all Chapters that “Pillars”, at its longest, is an 8 week program. This would mean that all New Member activities from Fall 2010 must now be complete, and that initiation has been completed or is imminent. The only exception is holdovers for grades, which requires HQ notification. No New Member activities are allowed during this holdover period.

- A. *The [Pillars New member education program is available at www.pks.org/resources.php!](http://www.pks.org/resources.php) The program is required to be implemented as is (no alterations will be accepted.)* Our Liability Insurance is advantaged by this policy. Your support is required and sincerely appreciated. [Please contact us with any questions or concerns.](#)
- B. **New Member cards and fees** (\$70 per new member) are due into the International Headquarters’ office within two weeks 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.)*
- C. [Phi Kappa Sigma New Member Form](#) - Per our prior announcement, New Member Registration is now conducted via the WEB. To access the new form, click the link above!

## II. CRUCIAL SPRING DELIVERABLES

Please be advised, the International Fraternity Headquarters is requesting the following deliverables, due immediately:

- A. **Roster** - This information is crucial to providing accurate per man counts required for billing and insurance methodology. Round one of Insurance estimates will be released in the latter part of February.
  - [Roster Template](#)
- B. **Grade Reports for Chapters** – Your Chapter’s grades have a direct effect on what your Chapter pays for insurance. Submit your fall grades today.
- C. **The Fraternity’s Magazine, The Maltese Cross** - To be published this spring. [Submit your chapter’s news by January 31<sup>st</sup>, 2011](#) for inclusion in the publication. For example reports please check the [2010 Maltese Cross](#), starting on magazine page 22 (PDF page 13).

## III. MEN OF HONOR 2011 A GREAT SUCCESS

Over 100 Phi Kaps from all over the country gathered once again to learn about our values this year at the Men of Honor 2011 Leadership Institute. Thank you once again to our Participants and Facilitators. We trust it was a memorable experience for everyone. We have distributed the contact list to all attendees, and would encourage you all to stay in contact with the men you met at the event. In addition, we would encourage all attendees (and non-attendees for that matter) to send us a “Phi Kap Impact”; a brief explanation about how Phi Kappa Sigma and especially Men of Honor, has affected you. Please be aware we are always looking for “Impacts” to use in our monthly alumni email communications as well as in the Maltese Cross.

## IV. GRAND CHAPTER & CHAPTER ASSESSMENT

A general reminder, Grand Chapter and Chapter Assessments will be sent out no later than January 14<sup>th</sup>, 2011. Please contact the International Fraternity Headquarters if you have any questions regarding your invoices.

- [Phi Kappa Sigma Fee Schedule](#)

## V. PHI KAPPA SIGMA PARTNERSHIP WITH CELECT SOLUTIONS

Phi Kappa Sigma International Fraternity is pleased to announce its partnership with Celect Solutions. Celect will work with the International Headquarters to integrate our website with our membership database, giving our members the ability to directly update their information to our system, simply by logging in. New web tools will also be available, including the ability for our website to be fully integrated with other social networking sites, such as FACEBOOK, as well as allowing our Chapter’s to integrate their own websites with the International Fraternity’s. Please find the full Press Release below.

- [Phi Kappa Sigma Announces Celect Solutions Partnership](#)

## **VI. DELIVERABLES**

Don't miss any [Important Dates](#) that will occur in the future. The following documentation was due by January 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. Spring 2011 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.
  - [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 Chapter Meeting Minutes**
  - [Meeting Minutes Template](#)
- D. August/September/October/November 2010/December 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](#)

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

Year 3 of GreekLifeEDU training is well under way. Remember, your Fall New Member Class should have completed both parts of the program at this point, and your Spring New Member Class should complete GreekLifeEDU training this semester. please follow the link to the 2010-2011 Academic Year Directions. **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).

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

## **VIII. NEWS AND MEDIA**

- A. [FEA News and Notes – December 2010](#)**
- B.** As we start a new semester, we encourage our members to be safe. This includes of age members consuming alcohol. Please make sure to watch out for each other, and remember, never let anyone drive drunk. We have included this [Public Service Announcement \(from Australia\)](#) as a brief safety reminder.

## **IX. RECRUITMENT**

Need help with educating your members in the proper ways of recruiting, Phi Kappa Sigma has recently revamped the Foundations Recruitment Manual. Click the link below to view it.

- [Phi Kappa Sigma's Foundations Manual](#)
- [Need some recruitment ideas, try these ideas and resources from Phired Up, they're FREE!](#)
- [The Foundations Recruitment Cheat Sheet](#)
- [Extra Recruitment Group Exercises](#)

## **X. 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](#)