



# PHI KAPPA SIGMA

CHAPTER UPDATE

JANUARY 2008

## OVERVIEW

### I. FINANCIAL

### II. DELIVERABLES

### III. NEW MEMBER/INITIATION

### IV. MEN OF HONOR 2008 RESULTS

### V. GREEK QUOTE INFORMATION

### VI. PHI KAP EMPLOYMENT OPPORTUNITIES

## I. FINANCIAL

- A. If your chapter opted for the split payment plan for insurance, the payment is due into the International Fraternity Headquarters office NO LATER THAN *FEBRUARY 1, 2008*. **FAILURE TO MAKE PAYMENT ON TIME WILL RESULT IN LOSS OF INSURANCE AND THE SUSPENSION OF THE CHAPTER'S CHARTER.**
- B. 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 any fee payments, download the [2007-2008 Phi Kappa Sigma Fee Schedule](#)

## II. DELIVERABLES

Your chapter should submit the following items no later than the end of the January 2008 to the [International Fraternity](#). Also, don't miss any [Important Dates](#) that will occur this semester.

- A. **Chapter News for Maltese Cross**
  - The International Fraternity is requesting that all Chapters submit their Chapter reports to the Headquarters no later than January 31, 2008. Chapters that neglect to submit will result in no information being provided for your Chapter (which would be a shame as alumni look to the magazine for updates on your Chapter).
- B. **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](#)
- C. **Fall 2007 Semester Grades**
  - Submit your Chapter's Fall 2006 semester grades (*Required for MCS points and possible insurance credit*)
- D. **Fall 2007 Officer Reports/ Spring 2008 Officer Goals**
  - [Sample Officer Transition Sheet Template](#)
  - [Sample Officer Report Sheet Template](#)
- E. **January Chapter Meeting Minutes**
  - [Sample Meeting Minutes Template](#)
- F. **Financials**
  - **Spring 2008 Chapter Budget**
    - [Financial Management Tool](#)
  - **January 2008 Financial Statements**
    - [Sample Balance Sheet Template](#)
    - [Sample Income and Expense Template](#)
- G. **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. NEW MEMBER/INITIATION**

- A. 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](#)
- B. 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.*)
- C. Membership Agreements** are also strongly recommended for new members to sign and submit prior to Initiation.
  - [Membership Agreements](#)

### **IV. MEN OF HONOR 2008 RESULTS**

- A.** For four days undergraduates and volunteers from all four corners of the U.S. came together to share a weekend of brotherhood, leadership, and Fraternal Values, making Men of Honor 2008 a huge success. Here's some interesting MOH '08 statistics:
  - 26 of our Chapters were in attendance
  - 84 undergraduates were in attendance
  - 6 Grand officers were in attendance
  - 28 volunteers came to help facilitate

### **V. GREEK QUOTE**

- A.** Need to make T-shirts for the big event, recruitment or bid day, get competitive quotes from [Greek Quote](#).

### **VI. PHI KAPPA SIGMA 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 Fraternity,  
Please visit [www.pks.org](http://www.pks.org) or email us at [staff@pks.org](mailto:staff@pks.org)

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