



# PHI KAPPA SIGMA

CHAPTER UPDATE

MARCH 2008

## OVERVIEW

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### I. Grand Chapter 2008 Registration

Grand Chapter 2008 will be held July 31<sup>st</sup> through August 3<sup>rd</sup> at the Marriot Marquis Hotel in Atlanta Georgia. Invoices for Chapter delegates will be issued Friday March 14<sup>th</sup>. The Official Grand Chapter Registration website will be made available shortly. Please look forward for a separate email regarding Grand Chapter Registration.

### II. FINANCIAL

- A. **Form 990-N:** The IRS issued a [News Release](#) announcing the launch of a simple electronic filing system that small tax-exempt organizations may use to comply with a new law requiring them to file an annual electronic notice.
  - Click the [990-N link](#) for the form and filing instructions
  - Phi Kappa Sigma current Tax Year ends 7-31-2008 for all subordinate groups of which each Chapter is one.
  - Filing deadline for 7-31-2008 tax year is 12-15-2008 for tax information between 8-1-2007 and 7-31-2008!
  - This process should be noted in the Tau's Officer Manual for each chapter. Consult a Tax Attorney or a CPA for help in filling out the form. All chapters have Tax Ids and we have them on file at HQ. If you do not know your Chapter's, contact Deb at HQ.
- B. Payments are past due for invoices recently issued (January 16, 2008) for **Chapter Assessment & Grand Chapter Assessment**. Penalty rates have now been applied. For more information concerning fees, download the [2007-2008 Phi Kappa Sigma Fee Schedule](#).
- C. The [2008-2009 Phi Kappa Sigma Fee Schedule](#) and [Version 1 of the Estimates for the 2008-2009 Liability Insurance](#) are available. Please review your Chapter's information for accuracy. The next round of estimates will be released April 15<sup>th</sup>. Please update your Chapter's roster, submit Fall 2007 grades, pay any outstanding debt, etc. beforehand so that we may provide your group with an accurate insurance estimate.

### III. 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. March deliverables are due into the office no later than April 1<sup>st</sup>, 2008.

- A. **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](#)
- B. **Fall 2007 Semester Grades**
  - Submit your Chapter's Fall 2007 semester grades (*Required for MCS points and possible insurance credit*)
- C. **Fall 2007 Officer Reports/ Spring 2008 Officer Goals**
  - [Sample Officer Transition Sheet Template](#)
  - [Sample Officer Report Sheet Template](#)
- D. **January & February Chapter Meeting Minutes**
  - [Sample Meeting Minutes Template](#)
- E. **Financials**
  - **Spring 2008 Chapter Budget**
    - [Financial Management Tool](#)
  - **January & February 2008 Financial Statements**
    - [Sample Balance Sheet Template](#)
    - [Sample Income and Expense Template](#)
- F. **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](#)

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

- Phi Kappa Sigma's Foundation applications for the 2008 Scholarship program
  - **Applications NOW DUE BY MARCH 21<sup>ST</sup>.**
- [Phi Kappa Sigma Participation-Based Scholarship](#)
- [Phi Kappa Sigma Needs-Based Scholarship](#)

#### **V. NEW MEMBERS/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](#)

#### **VI. 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](#)

#### **VII. FRATERNITY NEWS**

- A. [3 Clemson Students are Charged After the Death of a Freshman](#)
- B. [MIT Senior Dies in Plunge from Back Bay DU House](#)
- C. [Omega Financial Newsletter](#)
- D. [NIC Brotherhood Building](#)

#### **VIII. 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).

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