



PHI KAPPA SIGMA

CHAPTER UPDATE

MAY 2011

[I. MITCHELL CHAPTER STANDARDS](#)

[V. RISK MANAGEMENT BULLETIN \(Important - Please share widely!\)](#)

[II. DELIVERABLES](#)

[VI. NEWS AND MEDIA](#)

[III. FINANCE AND LIABILITY INSURANCE V 2](#)

[VII. EMPLOYMENT OPPORTUNITIES](#)

[IV. GREEKLIFEEDU™ YEAR 2010-2011](#)

[I. MITCHELL CHAPTER STANDARDS](#)

[The Mitchell Chapter Standards](#) reports for the 2010-2011 Academic year are due to the International Fraternity Headquarters by June 15th, 2010 (at HQ, not postmarked). Hopefully, your Chapter has begun the process of collecting and updating all of the information required to put together the report. If not here are some helpful tips to ensure a strong completion.

- 1) If you haven't yet, make sure to draft a brief letter outlining to your Greek Advisor the various points you are asking him or her to verify.
- 2) Points on MCS can change! Every year minor changes are made to the report, this year a hard copy version of the report is required! Please check MCS directions in the report for more details.
- 3) Go through the report and delegate responsibilities to officers who oversee the particular points your Chapter is trying to achieve. For example, ask your Tau to put together the information for the Financial Section.
- 4) Draft template letters to go out to Administration, Faculty, Advisors and other clubs/organizations on your campus so you're not constantly writing the same letter multiple times.
- 5) Mitchell Chapter Standards is not a sprint, it's a 5K!!! Make sure if you haven't started yet to get moving now. The two biggest mistakes Chapters make on MCS are 1) waiting until the last minute, and 2) supplying no/poor documentation. Poor performance costs Chapters not only financially but also a chance at awards!
- 6) Pick up the phone or write and email! If your Chapter has any concerns about a point, documentation, you name it; the International Headquarters is more than willing to provide guidance. Chapters that ask questions do better!

Reminders regarding your Chapter's current MCS Accountability Program were distributed May 6th. If you did not receive this email regarding this important information please contact the International Fraternity Headquarters.

- [Mitchell Chapter Standards Accountability Program Letter](#)

[II. DELIVERABLES](#)

Don't miss any [Important Dates](#) that will occur in the future. The following documentation is due by May 1st, 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. **Fall 2011 Projected 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. Rosters for Fall 2011 will be accepted until the July 31st Insurance deadline.
 - [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/January/February/March/April/May Chapter Meeting Minutes
 - [Meeting Minutes Template](#)
- D. August/September/October/November 2010/December/January/February/March/April/May 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](#)

[III. FIANCES AND LIABILITY INSURANCE V 2](#)

Iteration 2 of estimates for the 2011-2012 [Liability Insurance](#) are currently available. To ensure an accurate estimate for your Chapter, please make sure to update your roster and send it to staff@pks.org, as well as make sure your Chapter is currently engaged in completing all objectives tied to the insurance billing methodology.

- A. [Phi Kappa Sigma Risk Management Website \(Policy and Administrative Documents found here\)](#)
- B. [Liability Insurance Allocations Methodology Estimate v2](#)
- C. [2011-2012 Fee Schedule](#)

IV. GREEKLIFEEDU™ YEAR 2010-2011

Year 3 of GreekLifeEDU training is almost over! Make sure your new members have completed both parts of this program ASAP, per the directions in the link below. Failure to do so will cause your Liability Insurance rate to increase by 10%. **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.

Given the 30-day delay to complete Part 2, New Members **should have completed Part 1 by May 1st!**

- [2010-2011 GreekLifeEDU™ Directions](#)

V. RISK MANAGEMENT BULLETIN

- A. [James R. Favor and Co. Risk Management Bulletin, April 2011](#)

VI. NEWS AND MEDIA

- A. [FEA May News and Notes](#)
- B. [Renewed Fight on Fraternities](#)
- C. [Both Sides of the Table – How Greek Life Helped One Man Learn to Sway and Audience](#)
- D. [Put One Foot in Front of the Other – Strong Foundational Financial Tips](#)

VII. EMPLOYMENT OPPORTUNITIES- EXPANSION CONSULTANT

Graduating Members of Phi Kappa Sigma,

- Have you graduated from college, or are about to graduate from college?
- No job yet?
- Are you looking for a sales-oriented position involving travel?
- Are you passionate about Phi Kappa Sigma?

If you answered YES to all of the above, we invite you to take a look at the attached job description working for the Phi Kappa Sigma National Organization. Phi Kappa Sigma is looking for unique members who are interested in selling the Phi Kap fraternal experience to undergraduates on college campuses around the country. If you think you have what it takes to help us substantially grow this organization, give us a call.

- A. [Expansion Consultant Position Description - Summary](#)