



PHI KAPPA SIGMA

CHAPTER UPDATE

MAY 2009

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I. MITCHELL CHAPTER STANDARDS

THE MITCHELL CHAPTER STANDARDS REPORT FOR THE 2008-2009 ACADEMIC YEAR IS DUE AT THE INTERNATIONAL FRATERNITY HEADQUARTERS BY JUNE 15th, 2009 (due AT HQ, not postmarked by!). 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.

- A. Mitchell Chapter Standards is not a sprint, it's a marathon!!! Make sure if you haven't started yet to get moving now. The biggest mistake a Chapter can make on MCS is waiting until the last minute. Poor performance can cost your Chapter.
- B. 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.
- C. Points on MCS can change! Every year minor changes are made to the report, this year, the Scholarship and Community Service/Philanthropy sections point values have been altered to give the sections more weight.
- D. Go through the report and delegate responsibilities to officers whose office oversees the particular points your Chapter is trying to achieve. For example, ask your Tau to put together the information for the Financial Section.
- E. 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.
- F. Pick up the phone, write and/or email! If your Chapter has any concerns about a point, documentation, etc., the International Headquarters is more than willing to help answer questions. Chapters that ask questions do better!

II. DELIVERABLES DUE

- A. **FALL 2009 PROJECTED ROSTERS ARE DUE IMMEDIATELY** – Please be sure that your Chapter's roster is up to date and lists all active members and identifies those graduating! Your roster should also be updated upon acceptance of your new members or whenever there is a change in officers.
 - [Roster Template](#)
- B. Fall 2008 Officer Reports/ Spring 2009 Officer Goals and Reports
 - [Officer Transition Sheet Template](#)
 - [Officer Report Sheet Template](#)
- C. New Member Cards and Forms are due within two weeks of bid acceptance ([SEE BELOW](#))
- D. January/February/March/April 2009 Chapter Meeting Minutes
 - [Meeting Minutes Template](#)
- E. January/February/March/April 2009 Financial Statements
 - [Balance Sheet Template](#)
 - [Income and Expense Template](#)
- F. Community Service/Philanthropy
 - [Community Service/Philanthropy Report Template](#)

III. GREEK LIFEedu

Remember, 70% of the active Chapter (new members and active members) must complete the program (Parts 1 & 2) by July 31st, 2009 with a passing grade (75) to avoid a surcharge on next year's (2009-2010) Liability Insurance. (Chapter status reports were sent out in April.) **A COMPLETED ROSTER MUST BE SUBMITTED IMMEDIATELY FOR THE HEADQUARTERS TO ACCURATELY PROVIDE A GREEKLIFE.EDU REVIEW FOR YOUR CHAPTER.**

- [Phi Kappa Sigma Launches New Undergraduate Educational Initiative with GreekLifeEdu](#)
- [GreekLifeEdu Directions](#)

IV. SCEPTER MENTORSHIP PROGRAM

The International Fraternity is accepting applications for the new [Scepter Mentorship Program](#). This program pairs undergraduates with alumni to provide mentorship and networking throughout college while continuing to build lifelong relationships between our members.

V. IMPROVE YOUR ALUMNI & PARENT RELATIONS

If your chapter would like to learn more about how Fraternity Management Group (FMG) can help your chapter with alumni & parent relations, as well as fundraising, please checkout www.FMGTucson.com and/or click on this link: <http://app.e2ma.net/campaign/425cecb7210e086c0f6789582a331fa9>. FMG's services include: web-based member management software, data management, HTML e-news management, website management, event management, newsletter management, recognition management, annual fund/planned giving management, strategic assessments, feasibility studies & capital campaigns. FMG can help you manage your alumni & parent relations program or can provide you the tools to help you create a successful program. For more information, please contact Matt Noble at matt.noble@fmgtucson.com or 520-990-3250.

VI. NEWS AND NOTES

- A. [FEA News and Notes for April](#)
- B. [Hazing Strikes Again!](#)
- C. [Princeton University President Sends Letter To Incoming Freshmen about Greek Life.](#)
- D. [Congratulations to Gamma Pi Chapter @ Wesley College](#)
- E. [Psi Chapter \(@ Penn State\) - In The News Again!](#)

VII. NEW MEMBER PROCESS

- A. **Proposed additions or modifications** of the 'Pillars New Member Educational Program' need to be submitted to staff@pks.org for approval before you New Member Program can begin.
 - [4 Week New Member Program](#)
 - [6 Week New Member Program](#)
 - [8 Week New Member Program](#)
- 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 will be applied. New member cards must be received in the office via postal mail. **DO NOT FAX OR SCAN YOUR CHAPTER'S NEW MEMBER CARDS. THEY WILL NOT BE ACCEPTED IN THESE FORMS.** (*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.*)
 - [Phi Kappa Sigma New Member Form](#)

VIII. RECRUITMENT PROCESS

- A. Check out the recruitment brochure being offered by the International Fraternity. Accompanying them are great recruitment posters and poster card fliers (handbills).
 - [Download the Top Ten Order Form](#)
- B. Upgrade the chapter's website today by adding the Top Ten Flash to the homepage.
 - [Download the Top Ten Flash](#)
- C. Need help with educating your members in the proper ways of recruiting?
 - [Phi Kappa Sigma's Foundations Manual](#)
 - [The Foundations Recruitment Cheat Sheet](#)
 - [Extra Recruitment Group Exercises](#)

IX. EMPLOYMENT OPPORTUNITIES

Thinking about getting a job? 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](#)

For more information regarding the fraternity, please visit www.pks.org or email us at staff@pks.org

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