



PHI KAPPA SIGMA

CHAPTER UPDATE

OCTOBER 2009

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I. LIABILITY INS/UNDERGRADUATE FEES

- A. Liability Insurance and Undergraduate Fees are due to the International Fraternity Headquarters no later than November 1st, 2009. If you or your Chapter has yet to receive an invoice, please contact the International Fraternity Headquarters immediately.
- B. Failure to pay the Liability Insurance invoice by November 1st will result in the immediate suspension of your Charter.
 - [Liability Insurance Allocations 2009-2010 Final](#)
 - [Fee Schedule 2009-2010](#)

II. MEN OF HONOR 2010

Men of Honor 2010 is here! We are proud to announce this year's conference will be held once again at the Marist Brother's Retreat House in Esopus, NY, January 7th through the 10th. Men of Honor is Phi Kappa Sigma's flagship program, addressing such issues as leadership, accountability and conflict management and resolution. Additionally, we explore our Ritual and how it shapes the values of our Fraternity. Learn what it is to truly be [Men of Honor](#).

- A. [Men of Honor Online Registration](#) (Registration Password can be found in the Men of Honor Information Email below)
- B. [Men of Honor Information Email](#)

III. DELIVERABLES

Don't miss any [Important Dates](#) occurring this year. Please submit all the following documentation by **November 1st, 2009** to the [International Fraternity](#). Please be aware the most recent version of this checklist can also be found on the [Resource Page of the Website](#).

- A. **The Officer Compliance Form is past due! Failure to submit by November 1st will result in Charter Suspension.**
 - **[Officer Compliance Form – Failure to submit results in charter suspension!](#)**
- B. **Fall 2009 Chapter Roster** – Please be sure that your Chapter's roster is up to date and lists all active members using the standard template. Your roster should also be updated upon acceptance of your new members.
 - [Roster Template](#)
- C. **Spring 2009 Officer Reports/ Fall 2009 Officer Goals**
 - [Officer Transition Sheet Template](#)
 - [Officer Report Sheet Template](#)
- D. **August/September 2009/October 2009 Chapter Meeting Minutes**
 - [Meeting Minutes Template](#)
- E. **August/September 2009/October 2009 Financial Statements**
 - [Balance Sheet Template](#)
 - [Income and Expense Template](#)
- F. **Community Service/Philanthropy**
 - [Community Service/Philanthropy Report Template](#)
- G. **Chapter By-Laws**
 - [Sample Chapter By-Laws Template](#)

IV. REMINDER: TRADEMARKS AND LICENSED VENDOR USAGE

We would like to remind all Chapters and Colonies that Phi Kappa Sigma is partnered with Affinity Marketing Consultants, Inc (for several years now) in an effort to properly protect our **trademarked name, letters, images, mottos**, etc on behalf of the International Fraternity. This benefits the Fraternity in many ways but one of the most important is it requires any and all vendors choosing to do business with us/you to be licensed. This licensing program includes a provision for royalties that are returned in part to the International Fraternity and support our ability to manage our trademarks on an ongoing basis. From a trademark law perspective, this is very important in the event someone contests our rights over our trademarked items (FYI. There are several lawsuits going on right now on this very topic.) Under US Government Trademark law, we must show that we actively protect them.

It has come to our attention that vendors may be passing along to their customers a so called “trademark licensing fee”. While this is not the preferred method for handling this type of item, it is ultimately up to the vendor how they choose to fulfill their contractual requirements.

Please make sure that any and all vendors you choose to do business with are licensed to use our trademarked images and mottos (vendors properly licensed know what they must display/produce.) We encourage you to go to [Phi Kappa Sigma's Greek Licensing page](#) as all of these vendors are licensed with the International Fraternity.

Also given the competitive climate, and how many different groups are officially registered with the Fraternity, we encourage you to visit [Greekquote.com](#). This site, through Affinity Marketing, provides you with the ability to get competitive price quotes on many types of products.

V. GREEKLIFEEDU™ YEAR 2009-2010

With the success of last year's program, Phi Kappa Sigma reminds all chapters about Year #2 of Phi Kappa Sigma's Social Virtue Educational Program. Please follow the link to the 2009-2010 Academic Year Directions.

A. 2009-2010 GreekLifeEDU™ Directions

VI. RECRUITMENT

Need help with educating your members in the proper ways of recruiting?

- [TKE Recruiting Hints – An article from The TEKE \(great recruiting ideas and techniques\)](#)
- [Phi Kappa Sigma's Foundations Manual](#)
- [The Foundations Recruitment Cheat Sheet](#)
- [Extra Recruitment Group Exercises](#)

VII. NEW MEMBER PROCESS

The new version of [Pillars](#) is available! The program is required to be implemented as is (no alterations will be accepted.) However, we recognize that some Chapters may not be able to adjust quickly enough to implement this new version for the Fall 2009. Therefore, this new version is strongly suggested to be used for the Fall 2009 but if a Chapter feels this is not possible, they may delay implementation of this new version of Pillars until Winter Quarter 2009 or Spring Semester/Quarter 2010 (as applicable). *Please note that effective with the implementation of this new version of Pillars, Chapter-requested changes will no longer be entertained by HQ.* The program must be implemented in its entirety and as outlined. Our Liability Insurance is advantaged by this policy. Your support is required and sincerely appreciated. [Please contact us with any questions or concerns.](#)

A. New Member cards and fees (\$65 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 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](#)
(This is a NEW form. Please DISCARD ALL OLD forms and replace with this one!)

VIII. NEWS AND MEDIA

A. FEA News and Notes for [October](#)

B. We urge all of you to stay healthy this year, please review this article, [Willis HRH H1N1 Recommendations](#)

IX. 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.

A. 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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