



# PHI KAPPA SIGMA

CHAPTER UPDATE

SEPTEMBER 2009

## I. DELIVERABLES

### II. LIABILITY INSURANCE & FEE SCHEDULE

### III. GREEKLIFEEDU™ YEAR 2009-2010

### IV. NIC FUTURE'S QUEST

#### I. DELIVERABLES

Make sure you started the academic year off right with the [Back to School Checklist!](#) Also, don't miss any [Important Dates](#) occurring this year. Please submit all the following documentation by **October 1<sup>st</sup>, 2009** 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. **The Officer Compliance Form must be signed by ALL officers and submitted to the International Fraternity. The Risk Management Policy and Third Party Vendor Guidelines are included with this form.**
  - [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. 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 Chapter Meeting Minutes**
  - [Meeting Minutes Template](#)
- E. **August/September 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](#)

#### II. LIABILITY INS & FEE SCHEDULE

- A. Invoices for the 2009-2010 Liability Insurance went out September 15<sup>th</sup>, 2009 and are payable by November 1<sup>st</sup>, 2009. If you or your Chapter have yet to receive an invoice, please contact the International Fraternity Headquarters immediately.
  - [Liability Insurance Allocations 2009-2010 Final](#)
- B. [Fee Schedule 2009-2010](#)

#### III. GREEKLIFEEDU™ YEAR 2009-2010

With the success of last year's program, Phi Kappa Sigma is proud to announce 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](#)

#### IV. FUTURE'S QUEST

The North American Inter-Fraternity Conference (NIC) is once again putting on their Future's Quest Program. This special program is designed for newly initiated members (Spring 09/Fall 09). We strongly encourage you to send members to this weekend devoted to Ritual-based leadership, values-based action, personal goal setting, and commitment to chapter development. Additionally, we would encourage you to send your members to MOH which will be occurring the same weekend in January as well. No reason why you can't have members at both conferences that weekend! For more information, please visit the [NIC's website](#).

- A. [NIC Future's Quest – Announcement Letter](#)

#### V. 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](#)

## V. RECRUITMENT

### VI. NEW MEMBER PROCESS

### VII. NEWS AND MEDIA

### VIII. EMPLOYMENT OPPORTUNITIES

## VI. NEW MEMBER PROCESS

*The new version of [Pillars](#) is now 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!)**

## VII. NEWS AND MEDIA

- A.** FEA News and Notes for [September](#)

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

## VIII. 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](http://www.pks.org) or email us at [staff@pks.org](mailto:staff@pks.org)

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