



PHI KAPPA SIGMA

CHAPTER UPDATE

SEPTEMBER 2008

OVERVIEW

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| I. START THE YEAR OFF RIGHT | IV. NEW MEMBERS |
| II. FINANCES (Very Important) | V. NEWS AND MEDIA |
| III. RECRUITMENT | VI. EMPLOYMENT OPPORTUNITIES |

I. START THE YEAR OFF RIGHT

Make sure everything is ready to go with the [Back to School Checklist](#). Also, don't miss any [Important Dates](#) that will occur in the future. Please submit all the following documentation by October 1st, 2008 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](#)
- B. Fall 2008 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 2008 Officer Reports/ Fall 2008 Officer Goals**
 - [Officer Transition Sheet Template](#)
 - [Officer Report Sheet Template](#)
- D. August/September 2008 Chapter Meeting Minutes**
 - [Meeting Minutes Template](#)
- E. August/September 2008 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 INSURANCE/FEE SCHEDULE 08-09

- A.** The final Liability Insurance Allocation for your Chapter is available through the International Fraternity. Invoices will go out September 15, 2008 and are payable by November 1, 2008.
- B.** Chapter Tau's - As a result of final results from Grand Chapter 2008, and negotiations with hotels for 2010 where we are seeing hotels increasing their overall costs, the Executive Committee has approved an increase to the Grand Chapter Assessment Fee from \$35 to \$40 effective next January 2009. Please update your budgets accordingly.
 - [Fee Schedule 2008-2009](#)
 - [Liability Insurance Allocations 2008-2009 Final Estimate](#)

III. 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](#)

IV. 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 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!)

V. NEWS AND MEDIA

- A. If you haven’t seen it yet, check out the new [Phi Kappa Sigma E-Newsletter!](#)
- B. [See if Phired Up Productions will be at your campus this semester.](#)
- C. Need some personal financial help? Bank of America is offering an [Ultimate Money Skills Program](#) for college students
- D. [Omega Financial – Sends “Thanks” for a wonderful time at Grand Chapter](#)
- E. [To college freshmen, GPS Devices have always been there](#), an article on the Beloit College Mindset List
- F. [College chiefs urge new debate on drinking age.](#)

VI. 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.

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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