



PHI KAPPA SIGMA

CHAPTER UPDATE

AUGUST 2007

OVERVIEW

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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, 2007 to the [International Fraternity](#).

- 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 2007 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 once the Chapter starts their new member program
 - [Roster Template](#)
- C. **Spring 2007 Officer Reports/ Fall 2007 Officer Goals**
 - [Officer Transition Sheet Template](#)
 - [Officer Report Sheet Template](#)
- D. **August/September 2007 Chapter Meeting Minutes**
 - [Meeting Minutes Template](#)
- E. **August/September 2007 Financial Statements**
 - [Balance Sheet Template](#)
 - [Income and Expense Template](#)
- F. **Community Service/Philanthropy**
 - [Community Service/Philanthropy Report Template](#) (NEW)
- G. **Chapter By-Laws**
 - [Sample Chapter By-Laws Template](#) (NEW)
- H. **Call for Alumni Events** – Is your chapter hosting an alumni event this semester? The Alumni Committee may be willing to help you promote the event to alums. Please contact the [International Fraternity](#) with any information.

II. LIABILITY INSURANCE/FEE SCHEDULE 07-08

- A. The final Liability Insurance Allocation for your Chapter is available through the International Fraternity. Invoices will go out September 15, 2007 and are payable by November 1, 2007.
- B. For more information concerning any Fee payments to the International Fraternity, download the 2007-2008 Fee Schedule.
 - [Fee Schedule 2007-2008](#)

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. 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. FRATERNITY NEWS

- A. **EXPANSION COMMITTEE CALL-OUT!** Be a part of the International Fraternity's Expansion Committee. It's an amazing time in Phi Kap's history as there are plenty of expansion opportunities available and we need undergraduates like you to step up and help bring new chapters aboard. Fill out the International Fraternity's Committee Form and submit as soon as possible.
- [International Committee Form 2007-2008](#)
- B. **Contact information** for the International Headquarters staff or any volunteers of the Phi Kappa Sigma International Fraternity.
- [Contact info for Executive Committee or Staff](#)
- C. **New Requirement for the IRS Federal Form 990-N.** This notification is for all of our Chapters who are required to submit the form or not. Failure to act on this could result in the IRS revoking your Chapter's tax-exempt status.
- [Federal Form 990-N New Requirement](#)
 - [990-N Information on the IRS Website](#)
- D. Interested in bringing **Leukemia and Lymphoma's Light to the Night** to your campus? Here is a sample of how the event is run. Be sure to contact your area's LLS Chapter. (Contact information can be found on their website.)
- [Light the Night Sample](#)
 - [Leukemia and Lymphoma Society Website](#)
- E. Join the fight against drug and alcohol dependency, a disease that affects everyone, personally, in the home, in the workplace, as a victim of crimes and/or as a taxpayer. The Brent Shapiro Foundation for Drug awareness is a foundation geared to help heighten awareness of chemical dependence and educate young people on the topic.
- [The Brent Shapiro Foundation for Drug Awareness Save a Life Card](#)
 - [The Brent Shapiro Foundation for Drug Awareness Website](#)



[NEED TO BUY TEXTBOOKS?](#)

[Purchase all your classroom needs at Barnes & Noble.com](#)

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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