



PHI KAPPA SIGMA

INTERNATIONAL FRATERNITY, INC.

DATE: August 25, 2006
TO: Chapter Members & Volunteers
FROM: Eric Conrad, Director of Chapter Services
SUBJECT: AUGUST CHAPTER UPDATE – Preparing yourself for the 2006-2007 school year

Welcome to the 2005-2006 academic year! We hope you had a great summer and look forward to working with you and your Chapter. "Communication is the key to success," so we will do our part to maintain a proactive and open communication to make sure your members, Chapter, and Phi Kappa Sigma can have another successful year.

OVERVIEW

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I. STARTING 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, 2006 to the [International Fraternity](#).

- ❶ 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](#)
- ❷ Officer Goals/Officer Reports.
 - ▢ [Officer's Manual](#) – Use the Officer Transition Form which can be found on page 25.
- ❸ August and September Chapter Meeting Minutes.
 - ▢ [Sample Meeting Minutes Template](#)
- ❹ Chapter Budget (Term/Year)
 - ▢ [Financial Management Tool](#)
- ❺ August and September Financial Statements.
 - ▢ [Sample Balance Sheet Template](#)
 - ▢ [Sample Income and Expense Template](#)
- ❻ Submit to staff@pks.org any proposed additions or corrections of the "Pillars Program" for approval.
 - ▢ [4 Week New Member Program](#)
 - ▢ [6 Week New Member Program](#)
 - ▢ [8 Week New Member Program](#)
- ❼ Chapter By-Laws
- ❽ Fall 2006 Roster with updated contact information (Chapter Roster attached)

II. 2006-2007 FEE SCHEDULE AND BUDGETING

- 1 Be sure to plan accordingly for your chapter bills and activities by allocating funds in the chapter budget.
 - ☐ [Fee Schedule 2006-2007](#)
- 2 APH's Billhighway is offering an amazing deal of 1.99% if you sign up by December 31, 2006. APH Billhighway is a great third party financial service that will take care of all the financial invoicing, paperwork, and collection. Just logon to their website to get started.
 - ☒ [Automated Payment Highway](#)Another third-party financial service that may help you with your collections.
 - ☒ [Omega Financial Services](#)

III. RECRUITMENT BROCHURES – TOP TEN

- 1 Check out the new recruitment brochure being offered by the International Fraternity. Accompanying them are brand new recruitment posters and poster card fliers (handbills).
 - ☒ [Download the Top Ten Order Form](#)
- 2 Upgrade your chapter's website today by adding the Top Ten Flash to the homepage.
 - ☒ [Download the Top Ten Flash](#)
- 3 Need help with educating your members in the proper ways of recruiting?
 - ☒ [Download the Foundations Manual](#)
 - ☒ [Download the Foundations Recruitment Cheat Sheet](#)

IV. MITCHELL CHAPTER STANDARDS FEEDBACK

- 1 See how well your chapter performed on the 2005-2006 Mitchell Chapter Standards application.
 - ☒ [Download your Chapter's MCS Feedback](#)

V. PUBLICATIONS

- 1 Need to contact us or any other volunteer at the International Fraternity.
 - ☒ [Contact info for Executive Committee or staff](#)
- 2 Constitution and Acts, Revised on July 29, 2006 at the 93rd Grand Chapter.
 - ☒ [Download Phi Kappa Sigma's Constitution and Acts](#)
- 3 Misplaced your copy of Phi Kappa Sigma's magazine? Download the 2006 version now.
 - ☒ [Download the 2006 Phi Kappa Sigma Maltese Cross](#)

VI. PHI KAPPA SIGMA EMPLOYMENT OPPORTUNITIES AVAILABLE

Thinking about getting a job already? Know a brother who just graduated and is looking for great place to work? Get paid to travel the country, help your fellow brothers, and learn valuable business experience.

- ☐ [Phi Kappa Sigma Employment Brochure](#)
- ☐ [Phi Kappa Sigma Educational Consultant Application](#)

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