



PHI KAPPA SIGMA

CHAPTER UPDATE

NOV 2007

OVERVIEW

- | | |
|--|-----------------------------------|
| I. FRATERNITY DELIVERABLES | V. FRATERNITY NEWS |
| II. LIABILITY INSURANCE/FEE SCHEDULE 07-08 | VI. MEN OF HONOR |
| III. RECRUITMENT PROCESS | VII. GRAND CHAPTER 2008 ANNOUNCED |
| IV. NEW MEMBER PROCESS | VIII. EMPLOYMENT OPPORTUNITIES |

I. FRATERNITY DELIVERABLES

Don't miss any [Important Dates](#) that will occur in the future. Deliverables for the month of October are due by November 1st, 2007 to the [International Fraternity](#).

- A. The **Officer Compliance Form** must be signed by ALL officers and submitted to the International Fraternity (this was due 10/1/07!). The Risk Management Policy and Third Party Vendor Guidelines are included with this form.
 - [Officer Compliance Form](#)
- B. **September/October 2007 Chapter Meeting Minutes**
 - [Meeting Minutes Template](#)
- C. **September/October 2007 Financial Statements**
 - [Balance Sheet Template](#)
 - [Income and Expense Template](#)
- D. **Community Service/Philanthropy**
 - [Community Service/Philanthropy Report Template](#)
- E. **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 went out **September 14, 2007** and are payable by **November 1, 2007**.
- B. **Undergraduate Fee** invoices were sent out **October 1, 2007** and are payable also by **November 1, 2007**.
- C. 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. Remember, recruitment lasts 365 days a year! 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. **Initiation Fees** are due 2 weeks prior to your Chapter's initiation ceremony. **Make sure your Chapter places the order in time so that you receive your membership badges on time, and so that your Chapter is not assessed a late fee for initiation. If your Chapter plans on initiating its new members next semester due to late arrival of grades (the only acceptable reason), please let Headquarters know, so a late fee will not be assessed.**
- B. **New Member cards and fees** (\$62 per new member) are due into the International Headquarters' office within two weeks 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 in this timeframe. 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. Check out the updates to the [FIPG Risk Management manual](#).
- B. [Sigma Phi Epsilon's "Balanced Man" program](#) receives positive press in this Associated Press article.
- C. [Parents reflect on the death on their son from alcohol poisoning in this article](#).
- D. **New Requirement for 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](#)
- E. Need money? Try Campus Fundraiser today!
 - [Fundraiser Ideas](#)
- F. Through a generous corporate donation, Leukemia and Lymphoma will match all donations now through November 15th.
 - [L&L Announcement Letter](#)
 - [L&L Donation Form](#)
- G. Interested in bringing **Leukemia and Lymphoma's "Light 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](#)

VI. MEN OF HONOR

- A. The 2008 Men of Honor Leadership conference will be held on January 3rd - 6th at the Marist Brothers Retreat House in Esopus, NY. The cost is \$100 per initiated member and provides for a per chapter travel reimbursement of up to \$275 for air travel or .14 cents per mile for car travel. [Click here to register now!](#)
- B. Already attended as an undergrad? Interested in volunteering your time as a Facilitator? Fill out the [Facilitator's application today!](#)

VII. GRAND CHAPTER 2008 ANNOUNCED

Grand Chapter 2008, the 94th Grand Chapter, will be held at the Marriott Marquis hotel in downtown Atlanta, Georgia July 31st through August 3rd, 2008. See you there!

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.

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

ΦΚΣ INTERNATIONAL HEADQUARTERS
2 TIMBER DR., CHESTER SPRINGS, PA 19425
OFFICE: 610.469.3282 FAX: 610.469.3286