



# PHI KAPPA SIGMA

## CHAPTER UPDATE

OCT 2007

### OVERVIEW

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### I. FRATERNITY DELIVERABLES

Afraid you might have missed something on the [Back to School Checklist](#) (click the link and double-check)? Also, don't miss any [Important Dates](#) that will occur in the future. Deliverables for the month of September were due by October 1<sup>st</sup>, 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. **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 accepts bids for 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 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. 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](mailto:staff@pks.org) for approval before your 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 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. Sick of all the same old events? Members complaining about current social functions? Try out some new Dry Social [Event Ideas](#) found in this article by the Engle Martin and Associates and Delta Chi Fraternity.
- B. Special congratulations to ***Mu Chapter at Tulane University*** for its recognition in participating in the Tulane University's sponsored "[1 in 4 program](#)".
- C. The University of Wisconsin takes a unique stand on college drinking in this New York Times article, [Calling the Folks on Campus Drinking](#).
- D. Stuck trying to figure out what to do for your next fundraiser? Want to do something good for the environment? Try [Ecophones](#) and get up to \$300 dollars cash for your used cell phones and other electronics.
- E. **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](#)
- F. **Contact information** for the International Headquarters staff or any volunteers of the Phi Kappa Sigma International Fraternity.
- [Contact info for Executive Committee or Staff](#)
- G. **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](#)
- H. 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

The 2008 Men of Honor Leadership conference will be held on January 3 through the 6 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. Official registration materials will be forthcoming shortly.

#### VII. GRAND CHAPTER 2008 ANNOUNCED

Grand Chapter 2008, the 94<sup>th</sup> 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](#)