



PHI KAPPA SIGMA

INTERNATIONAL FRATERNITY, INC.

DATE: October 11, 2006
TO: Chapter Members & Volunteers
FROM: Eric Conrad, Director of Chapter Services
SUBJECT: Phi Kappa Sigma's October 2006 Chapter Update

OVERVIEW

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I. LIABILITY INSURANCE & UNDERGRADUATE FEES

- ❶ **Your Chapter's Liability Insurance bill** was sent out on September 15th, 2006 from the International Headquarters via email. Payment must be made by November 1st, 2006 to avoid the late fee charge of \$300. Payments not received on time by 12/1/06 will subject the chapter to insurance cancellation and charter suspension. Please make your insurance payment to Phi Kappa Sigma and mail to the Phi Kappa Sigma, 2 Timber Drive, Chester Springs, PA, 19425.
- ❷ **Undergraduate Fees** - Please refer to your Chapter's invoice that was sent out on October 1st, 2006. Payment must be made by November 1st, 2006, or the penalty rate will apply (additional \$17 per man) plus interest charges.

II. NEW MEMBER PROCESS

- ❶ **New Member cards and fees** (\$58 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, the chapter will be charged an additional \$22 per new member plus interest charges. *(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](#)
- ❷ **Modifications/Additions to the New Member Education Program** Should be emailed to the [International Fraternity](#) as soon as possible, but prior to the start of your program, so it may be approved.
 - ☐ [4 Week New Member Program](#)
 - ☐ [6 Week New Member Program](#)
 - ☐ [8 Week New Member Program](#)
- ❸ **Initiation Fees** for your new member (\$225 per man) two weeks prior to Initiation in order to receive Membership Badges for distribution during the ceremony. If payment is not received two weeks prior, the chapter will be charged an additional \$55 per initiate plus interest charges.

MEN OF HONOR 2007

The leadership development program of Phi Kappa Sigma will be held January 4th – 7th, 2007. This program promotes our members to becoming effective leaders within their chapters and the community.



MEN OF HONOR 2007 DOWNLOADS

- ☐ [Men of Honor Poster](#)
- ☐ [Men of Honor 2007 Facilitator Application](#)
- ☐ [Men of Honor 2007 Brochure](#)
- ☐ [MOH 2007 Participant Registration Form](#)

The registration deadline is
**Friday, December 8th,
2006**

III. INTERNATIONAL COMMITTEES

Be a part of one of the International Committees. Apply for the Housing, Communication, Insurance, Expansion, Leadership & Academic Excellence, or the Substance-Free Housing Review Committees.

- ☐ [Phi Kappa Sigma International Committee Letter](#)
- ☐ [Phi Kappa Sigma International Committee Application](#)

IV. 2006-2007 MCS CHANGES: “CHAPTERS RESPONDED”

❶ **In response to Chapters’ feedback** regarding changes that were made to the 2006-2007 MCS, the Executive Committee has granted several exemptions.

- ☐ [2006-2007 MCS Exemption Letter](#)

❷ **2006-2007 MCS is available!** Be sure to start on your Chapter’s report today to save valuable time.

- ☐ [2006-2007 Mitchell Chapter Standards](#)

V. LEUKEMIA AND LYMPHOMA “DOUBLE YOUR DONATION”

DialMarketing, Inc. one of L&L’s loyal corporate partners, has generously agreed to match every dollar you send by November 15, 2006 (limit of \$75,000 nationally)! This means any gift your Chapter donates will double in value! Clip the bottom portion of the attached document and mail with your check.

- ☐ [L&L’s Double Your Donation Letter](#)

VI. NOVEMBER SUBMISSIONS

The Chapter should have submitted all of their October submissions by now and should focus on submitting this month’s items by November 1st, 2006 to the [International Fraternity](#). Also, don’t miss any [Important Dates](#) that will occur in the future.

❶ **October Chapter Meeting Minutes**

- ☐ [Sample Meeting Minutes Template](#)

❷ **October Financial Statements**

- ☐ [Sample Balance Sheet Report](#)
- ☐ [Sample Income and Expense Report NEW](#)

❸ **Fall 2006 Roster** ([Please update with Fall 06 New Members!](#))

VII. INTERNATIONAL FRATERNITY COMMUNICATION TOOL

As requested by many Chapters and in an effort to assist with Inter-Chapter communication, this tool will promote communication between members of the Fraternity. Please have your Chapter’s Sigma contact the International Headquarters for your Chapter’s login and password.

- ☐ [Inter-Chapter Communication Tool](#)

VII. PHI KAPPA SIGMA EXECUTIVE BOARD

❶ **Phi Kappa Sigma’s Executive Board Meeting Minutes** from September 2006 are available to be downloaded

- ☐ [Sept 2006 ΦΚΣ Executive Board Meeting Minutes](#)

❷ In response to chapter requests for **fiscal year budget information**, please see attached. Questions should be directed to HQ.

- ☐ [Fiscal Year 2006 ΦΚΣ Budget](#)

IX. PHI KAPPA SIGMA EMPLOYMENT OPPORTUNITIES

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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PHI KAPPA SIGMA

TOP TEN RECRUITMENT

DOWNLOADS

- ☐ [Phi Kappa Sigma Foundations Recruitment “Cheat Sheet”](#)
- ☐ [Phi Kappa Sigma Foundation Recruitment Manual](#)
- ☐ [Phi Kappa Sigma “Top Ten” Order Form](#)
- ☐ [Phi Kappa Sigma “Top Ten” Flash](#)
- ☐ [Why Greek Life Article](#)