



PHI KAPPA SIGMA

INTERNATIONAL FRATERNITY, INC.

DATE: September 15, 2006
TO: Chapter Members & Volunteers
FROM: Eric Conrad, Director of Chapter Services
SUBJECT: September Chapter Update

OVERVIEW

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I. LIABILITY INSURANCE AND RISK MANAGEMENT

- ❶ Your Chapter's Liability Insurance bill will be sent out this week from the International Headquarters via email. Payment must be made by November 1, 2006 to not incur a late fee charge of \$300. Payments not received on time subject the chapter to insurance cancellation and charter suspension. Please make your insurance payment to Phi Kappa Sigma and mail to the [International Headquarters](#).
- ❷ The Officer Compliance Form is due by October 1, 2006. Chapters that fail to submit their signed officer compliance form will be subjected to possible loss of liability insurance and/or charter suspension.
 - ☐ [Phi Kappa Sigma Officer Compliance Form](#)
- ❸ Be sure your Chapter is following all FIPG policies (Phi Kappa Sigma's Alcohol-Free Housing Policy complies with our Third-Party Guidelines – page 11 of the Risk Management Manual, and not the BYOB Policy as referenced in #1.)
 - ☐ [Risk Management Policy](#)
 - ☐ [Phi Kappa Sigma Risk Management Manual](#)
- ❹ Risk management incident at the University of Alabama
 - ☒ [University of Alabama Risk Management Incident Article](#)
Risk Management Incident - Please take note of the attached article regarding a Risk Management incident at the University of Alabama. We wanted to take this opportunity to reiterate our requirement that all events with alcohol held at a 3rd party vendor establishment (the only events allowed to have alcohol) must have an "Event Planning Form" on file at HQ 30 days prior to the event (to allow for proper planning and insurance company notification.)
 - ☐ [Phi Kappa Sigma Event Planning Form](#)
- ❺ Has your Chapter watched the "Tell Me Something I Don't Know" video and discussed binge drinking and alcohol abuse? Contact the [International Headquarters](#) for another copy as this is an excellent video and produced from an undergraduate's point of view.

II. 2006-2007 MITCHELL CHAPTER STANDARDS

Check out the brand new Mitchell Chapter Standards Application that has gone into effect for the 2006-2007 school year. The 2005-2006 MCS Committee has placed new changes to help our chapters

expand and gain more opportunities for their members. Be sure to start working on your MCS Report today to save valuable time.

- ☰ [2006-2007 Mitchell Chapter Standards](#)
- ☰ [Mitchell Chapter Standards Reasons for Changes](#)

III. RECRUITMENT

- ❶ Remember to send in your new member forms and the new member fees (\$58 per new member) once they have accepted their bids. To receive new member pins and Skull Sessions books free of charge, both cards and payment must be within two week's of bid acceptance.
 - ☰ [Phi Kappa Sigma New Member Form](#)
- ❷ Check out the new recruitment brochure being offered by the International Fraternity. Receive free recruitment posters and card fliers (handbills) with each order.
 - ☰ [Phi Kappa Sigma Top Ten Order Form](#)
- ❸ Upgrade your chapter's website today by adding the Top Ten Flash to the homepage.
 - ☰ [Phi Kappa Sigma's Top Ten Flash](#)
- ❹ Need help with educating your members in the proper ways of recruiting?
 - ☰ [Phi Kappa Sigma's Foundations Manual](#)
 - ☰ [Phi Kappa Sigma's Foundations Recruitment Cheat Sheet](#)
- ❺ Why should anyone go Greek? Read a great article answering the tough question on what Greek Life can do for someone.
 - ✉ [Why Greek Life? Article](#)

IV. OCTOBER CHAPTER SUBMISSIONS

Be sure your Chapter has done everything on the [Back to School Checklist](#). Also, keep track of all of the [Important Dates](#) that will occur in the future. Please submit all the following documentation by October 1st, 2006 to the [International Fraternity](#).

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

V. 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](#)