



## A YEAR IN THE LIFE OF A PI KAPPA PHI CHAPTER 2017-2018

ADMINISTRATIVE ITEMS, DUES, & FEES	THE PI KAPPA PHI JOURNEY
<p><b>Pre-Initiation Reporting &amp; Fees</b></p> <ul style="list-style-type: none"> <li>Pre-initiation fee is \$90 per associate member (\$70 fees, \$10 <i>White Diamond</i>, \$10 associate member pin)</li> <li>Update <a href="#">Chapter Gateway</a> and pay fees within 3 days of ceremony</li> <li>Ensure associate member claim their accounts within 24 hours by following the instructions in the automated email they receive</li> </ul> <p><b>Initiation Reporting, Cards, &amp; Fees</b></p> <ul style="list-style-type: none"> <li>Order cards via <a href="#">Merchandise Order form on pikapp.org</a></li> <li>Initiation fee is \$210 per member (\$195 fee, \$15 member badge)</li> <li>Update <a href="#">Chapter Gateway</a>, mail white copies of cards to the National Headquarters, and pay fees within 3 days of the Ritual</li> </ul> <p><b>Green Report</b></p> <ul style="list-style-type: none"> <li>Due September 10 (September 30 for quarter schools) and February 10</li> <li>Archon and Secretary have access to complete via <a href="#">Chapter Gateway</a></li> </ul> <p><b>Member Dues</b></p> <ul style="list-style-type: none"> <li>Billed twice per year; \$68 in Fall 2017 and \$69 per member in Spring 2018 (\$137 annually)</li> <li>Due October 30 and March 15</li> </ul> <p><b>Housing Assessment</b></p> <ul style="list-style-type: none"> <li>Billed twice per year; \$10 per member per semester (\$20 annually)</li> </ul> <p><b>Risk Management &amp; Insurance Assessment</b></p> <ul style="list-style-type: none"> <li>Covers general liability insurance, MAPP, risk management administration, and prevention education programs; \$200 per member for 2017-2018</li> <li>Bill in April; due September 21 (10% discount if paid by May 21)</li> <li>Roster changes due May 21</li> <li>Fall new member insurance billed in January; due March 15; \$100 per new member</li> </ul> <p><b>Written Associate Member Education Program</b></p> <ul style="list-style-type: none"> <li>Must include a syllabus (or similar document for associate members), a lesson plan or document used by the Warden, and information about all subordinate rituals</li> <li>Email to <a href="mailto:AMEreview@pikapp.org">AMEreview@pikapp.org</a> as least 7 days before each Pre-Initiation</li> </ul> <p><b>Seven Objectives of Chapter Excellence Report</b></p> <ul style="list-style-type: none"> <li>Complete and email the <a href="#">Seven Objectives Report Form</a> to your Leadership Consultant by December 1 (fall) and May 1 (spring)</li> </ul> <p><b>Officer Election Report</b></p> <ul style="list-style-type: none"> <li>Archon and Secretary have access to complete via <a href="#">Chapter Gateway</a></li> <li>Complete every November and upon any other officer changes</li> </ul> <p><b>IRS Form 990</b></p> <ul style="list-style-type: none"> <li>Must be submitted to the IRS and Leadership Consultant annually in order to maintain the chapter's tax-exempt status</li> <li>Due to the IRS on the 15th day of the 5th month after chapter's fiscal year-end (e.g. if your fiscal year ends on June 30, your 990 must be filed by November 15)</li> <li>Resources available at <a href="http://pikapp.org/Treasurerresources">pikapp.org/Treasurerresources</a></li> </ul> <p><b>National Council Administrative Deadline</b></p> <ul style="list-style-type: none"> <li>All administrative items and fees must be submitted to the National Headquarters by this date or the chapter may be suspended</li> <li>October 30 and December 4 (fall); March 15 and May 7 (spring)</li> </ul> <p><b>Minimum Chapter Standards</b></p> <ul style="list-style-type: none"> <li>Minimum expectations of all chartered chapters outlined in Law XIII</li> <li>Compliance assessed on December 31 and June 30; reported to chapters at the beginning of the following semester</li> <li>Chapters not in compliance for two consecutive semesters are referred to the National Council for further action</li> </ul> <p><b>Ability Experience Fundraising &amp; Volunteer Hours</b></p> <ul style="list-style-type: none"> <li>Fundraising due to the National Headquarters within 48 hours of the event</li> <li>Volunteer hours submitted via <a href="#">Chapter Gateway</a> by Archon, Secretary, or Philanthropy Chairman</li> </ul>	<p style="text-align: center;"><b>Pi Kapp College for Chapter Officers</b></p> <p>Pi Kapp College for Chapter Officers is held regionally each January and serves as Pi Kappa Phi's training academy for both chapter officers and key committee chairmen. The registration fee is \$1,890 and a minimum of 10 delegates must attend. Additional delegates may be registered for \$210 each. Early bird registration and payment are due December 1.</p> <p style="text-align: center;"><b>Pi Kapp College for Emerging Leaders</b></p> <p>Pi Kapp College for Emerging Leaders is a transformational, six-day leadership development experience designed to challenge and empower members to become better leaders, brothers, and men. Pi Kapp College for Emerging Leaders is targeted toward rising sophomores and juniors, and participants apply each spring to attend.</p> <p style="text-align: center;"><b>Certified Ritualist Training</b></p> <p>Offered regionally each semester, Certified Ritualist Training is designed to educate and recognize undergraduate and alumni members who desire to gain a deeper understanding and appreciation for the values and teachings contained in our Ritual of Initiation. All initiated members are eligible to attend.</p> <p style="text-align: center;"><b>The Ladder of Risk</b></p> <p>A two-and-a-half hour program that educates chapter members on the basics of the Pi Kappa Phi Fraternity Risk Management Policy and creates a conversation about planning safe social events. Trained facilitators deliver the Ladder of Risk program to approximately 95 chapters each year.</p> <p style="text-align: center;"><b>Alcohol Skills Training Program (ASTP)</b></p> <p>A two-and-a-half hour program that educates chapter members about alcohol-related behavior while increasing their interest in critically examining personal drinking patterns and eventually implementing the skills they learn. Trained facilitators deliver ASTP to approximately 65 chapters each year.</p> <p style="text-align: center;"><b>Ultimate Respect in Action</b></p> <p>A two-and-a-half hour program that educates chapter members on how to create a culture that exemplifies Ultimate Respect – a chapter where all people are treated with dignity and respect and brothers are equipped with the skills needed to intervene effectively when members violate established expectations. Trained facilitators deliver Ultimate Respect in Action to approximately 40 chapters each year.</p> <p style="text-align: center;"><b>GreekLifeEdu</b></p> <p>GreekLifeEdu focuses on alcohol consumption, hazing, and sexual assault, helping students make safer and healthier decisions. The online prevention program educates students about behaviors that compromise personal safety and to challenge preconceived social norms. Customized to each student, the course provides an experience that impacts both individual and community culture, reducing organizational risk.</p> <p>All associate members are required to complete Part 1 of GreekLifeEdu prior to initiation.</p> <p style="text-align: center;"><b>Chapter Workshops</b></p> <p>As part of the Pi Kappa Phi Journey, Leadership Consultants offer a menu of workshops to chapters during their visits. Chapters are expected to <a href="#">select one of the workshops from the menu</a> for the Leadership Consultant to facilitate during his visit.</p> <p>Additionally, the Fraternity offers two chapter-wide programs that can be facilitated by members of the Executive Council or Council of Advisors: the <a href="#">Strategic Planning Workshop</a> and the <a href="#">Recruitment Workshop</a>.</p> <p style="text-align: center;"><b>Order of the Lamp</b></p> <p>Outstanding academic achievement is recognized through the Order of the Lamp. Associate members and initiated members are eligible for recognition during each semester in which they achieve a 3.25 GPA on a 4.0 scale. Seniors who achieve a cumulative GPA of at least a 3.25 are recognized with a special Order of the Lamp certificate. Chapters may send their individual grade report to their Leadership Consultant.</p> <p style="text-align: center;"><b>Leadership London &amp; Leadership Dublin</b></p> <p><a href="#">Leadership London and Leadership Dublin</a> are a partnership between Pi Kappa Phi and the Foundation for International Education – an accredited study abroad provider – that integrate classroom learning, internship experiences, and leadership development opportunities in order to prepare our students for leadership in a global world.</p> <p style="text-align: center;"><b>Scholarship Opportunities</b></p> <p><a href="#">The Pi Kappa Phi Foundation</a> awards over \$120,000 in scholarship to students annually. The Fraternity also provides scholarships for students to attend <a href="#">interfraternal leadership development programs</a>.</p>
RESOURCES	THE ABILITY EXPERIENCE PROGRAMS
<p><b>Leadership Consultant Visits</b></p> <ul style="list-style-type: none"> <li>Assist chapters in fulfilling the initiatives outlined in <i>Uncommon Leadership: The 2020 Strategic Plan for Pi Kappa Phi</i> and strengthening performance in each of the Seven Objectives of Chapter Excellence</li> <li>Each chapter visited at least once per semester; officers notified of the dates of each visit via email; visits should be planned at least one week in advance</li> </ul> <p><b>Counseling Resources</b></p> <ul style="list-style-type: none"> <li>Free 24-hour-a-day access to 13,000 behavioral health counselors across the country; assistance with stress management techniques, legal counseling and forms, financial counseling and services, life balance resources, and online tools and helpful information; to use, call (866) 227-3834</li> </ul> <p><b>Officer &amp; Committee Chairman Resources</b></p> <ul style="list-style-type: none"> <li>Available in the resource library on <a href="http://pikapp.org">pikapp.org</a></li> </ul>	<p style="text-align: center;"><b>Summer Team Events</b></p> <p>Cycling, crew, construction, and other opportunities for member involvement through <a href="#">Journey of Hope</a>, <a href="#">Gear Up Florida</a>, and <a href="#">Build America</a>; rolling <a href="#">application process</a>.</p> <p style="text-align: center;"><b>Construction Events</b></p> <p>In conjunction with many facilities across the country, The Ability Experience hosts <a href="#">Ability Weekends</a>, <a href="#">Ability Camps</a>, and AccessAbility projects geared toward promoting adaptive recreation.</p> <p style="text-align: center;"><b>The Ability Experience Challenges</b></p> <p><a href="#">The Ability Experience Challenges</a> enable athletes of all abilities to realize their full potential by pushing the limit of what is thought possible. Member and non-members can participate in the signature events of The Ability Experience Challenges or create their own challenge.</p>



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CAMPUS	NATIONAL FRATERNITY	CHAPTER
	<p><b>July</b></p> <p>1 Pi Kappa Phi Fraternity's Fiscal Year Begins 9-14 Pi Kapp College for Emerging Leaders 2017 - Session III * AFLV LeaderShape Sessions (various locations) * Order <i>White Diamonds</i> and Pins for Fall Associate Class</p> <p><b>August</b></p> <p>12 Journey of Hope &amp; Build America Arrival (Washington, D.C.)</p> <p><b>September</b></p> <p>1 Chapter Grade Report Due (from Spring 2017 semester) 10 Green Report Due (September 30 for quarter schools) * Fall Member Dues and Housing Assessment Billed * Associate Member Education Program Due (7 days before start) * Pre-Initiation Reporting and Fees Due (3 days after ceremony) 21 Risk Management &amp; Insurance Assessment Due (for 2017-2018)</p> <p><b>October</b></p> <p>* Fall Ability Weekends Begin * Member Dues and Housing Assessment Due (30 days after billing) * Sign Chapter House Leases for 2018-2019 8 Pi Kappa Phi Foundation Fall Scholarship Application Deadline 15 <i>Star &amp; Lamp</i> Fall Content Deadline 15 Leadership London &amp; Dublin Spring 2018 Application Deadline * 2018-2019 Leadership Consultant Applications Due 30 National Council Administrative Deadline</p> <p><b>November</b></p> <p>* Initiation Reporting, Cards and Fees Due (3 days after Ritual) * Officer Elections * Officer Election Report Submitted (within 3 days of elections) * Order <i>White Diamonds</i> and Pins for Spring Associate Class * Winter Awards Applications Due 1 Pi Kapp College for Chapter Officers Registration Opens 15 IRS 990 Form Due (chapters with a June 30 fiscal year-end)</p> <p><b>December</b></p> <p>1 Pi Kapp College of Chapter Officers Registration/Payment Due 1 Fall 2017 Seven Objectives of Chapter Excellence Form Due 1 Fundraising and Volunteer Hours for The Ability Experience Due 4 National Council Administrative Deadline 10 Founders' Day 31 Minimum Chapter Standards Compliance Assessed 31 Fall 2017 Insurance Rebates Processed * Pi Kapp College for Emerging Leaders 2018 Early Decision Deadline</p> <p><b>January</b></p> <p>* Fall New Member Insurance Billed * Update De-Pledged Associate Members on Chapter Gateway 5-7 Pi Kapp College for Chapter Officers (Pittsburgh, PA) 5-7 Pi Kapp College for Chapter Officers (Charlotte, NC) 12-14 Pi Kapp College for Chapter Officers (Kansas City, MO) 12-14 Pi Kapp College for Chapter Officers (Birmingham, AL) 19-21 Pi Kapp College for Chapter Officers (Los Angeles, CA)</p> <p><b>February</b></p> <p>* Associate Member Education Program Due (7 days before start) * Pre-Initiation Reporting and Fees Due (3 days after ceremony) * Pi Kapp College for Emerging Leaders 2018 Applications Due 1 Chapter Grade Report Due (from Fall 2017 semester) 10 Green Report Due * Spring Member Dues and Housing Assessment Billed * Fall New Member Insurance Due (30 days after billing)</p> <p><b>March</b></p> <p>* Member Dues and Housing Assessment Due (30 days after billing) * Spring Ability Camps and Ability Weekends Begin 1 Deadline for Fall New Member Insurance Adjustments 1 <i>Star &amp; Lamp</i> Spring Content Deadline 11 Pi Kappa Phi Foundation Spring Scholarship Application Deadline 15 National Council Administrative Deadline</p> <p><b>April</b></p> <p>* 2018-2019 Insurance Billing (check roster for accuracy) * Initiation Reporting, Cards and Fees Due (3 days after Ritual) * Secure Off-Site Storage for Personal Belongings in Chapter House 15 Leadership London &amp; Dublin Fall 2018 Application Deadline</p> <p><b>May</b></p> <p>1 Order Fall Recruitment Merchandise 1 Spring 2018 Seven Objectives of Chapter Excellence Form Due 1 Fundraising and Volunteer Hours for The Ability Experience Due 7 National Council Administrative Deadline 15 IRS 990 Form Due (chapters with a December 31 fiscal year-end) * Gear Up Florida Begins 21 Early Insurance Payment (for 10% discount) &amp; Adjustment Deadline * Pi Kapp College for Emerging Leaders 2018 - Session I * Summer Awards Applications Due * Undergraduate Interfraternity Institute (UIFI) Sessions Begin</p> <p><b>June</b></p> <p>* Journey of Hope TransAmerica, North, &amp; South Routes Begins * Build America Begins * Pi Kapp College for Emerging Leaders 2018 - Session II 30 Minimum Chapter Standards Compliance Assessed 30 Spring 2018 Insurance Rebates Processed 30 Pi Kappa Phi Fraternity's Fiscal Year Ends * 2018-2019 Council of Archons Application Deadline</p>	<p>Summer Recruitment</p> <p>Recruitment Workshop</p> <p>Pre-Initiation</p> <p>The Ability Experience Events</p> <p>Alumni Event</p> <p>Initiation</p> <p>Elections</p> <p>Officer Transition Meeting</p> <p>Formal</p> <p>Graduating Senior Ritual</p> <p>Strategic Planning Workshop</p> <p>Pre-Initiation</p> <p>The Ability Experience Events</p> <p>Alumni Event</p> <p>Initiation</p> <p>Rose Ball</p> <p>Graduating Senior Ritual</p> <p>Summer Recruitment</p>
WELCOME WEEK		FALL LEADERSHIP CONSULTANT VISIT PREVENTION EDUCATION PROGRAM
CLASSES BEGIN		
LABOR DAY		
NATIONAL HAZING PREVENTION WEEK		
FAMILY WEEKEND		
COLUMBUS DAY		
FALL BREAK		
HOMECOMING		
HALLOWEEN		
THANKSGIVING		
FINALS		SPRING LEADERSHIP CONSULTANT VISIT PREVENTION EDUCATION PROGRAM
WINTER BREAK		
NEW YEAR'S		
MLK DAY		
VALENTINE'S DAY		
PRESIDENTS' DAY		
SPRING BREAK		
ST. PATRICK'S DAY		
PASSOVER		
EASTER		
GREEK WEEK		
FINAL COMMENCEMENT		
MEMORIAL DAY		
NEW STUDENT ORIENTATION		

\* date variable within the month