PROGRAM SUBMISSION REQUIREMENTS
2020 EDITION

WHERE DO I SUBMIT MY CHAPTER'S PROGRAM DATES?

Beginning August 1st, 2019, chapters no longer need to submit a lesson plan and syllabus to the Pi Kappa Phi National Headquarters. Instead, chapter officers must submit their program details on Chapter Gateway. As in previous semesters, all program details must be submitted no later than seven (7) days prior to the first Pre-Initiation Ceremony.

HOW DO I SUBMIT MY CHAPTER'S PROGRAM DATES?

Any officer may submit your chapter's program dates for the term, but the Warden is responsible for a timely submission. To submit your chapter's program dates, you may watch this video or follow the steps below.

1. Log in to Chapter Gateway.
2. Navigate to the Education drop-down menu and select AME Program Dates.
3. Select Continue (Selection).
4. Select the check box and select Continue (Enter Information)
5. Enter the program details asked for by the form, then select Continue (Validation).
6. Review your entries, then select Submit.
7. Take a screenshot of the receipt page for your chapter's records.

WHAT INFORMATION DO I NEED TO PROVIDE IN MY PROGRAM SUBMISSION?

To receive credit for a complete submission, you must submit the following information:

- Date, time, and location of the Pre-Initiation Ceremony
- GPA requirement for associate members
- Financial expectations for associate members
- The day on which chapter meetings are held (e.g. Sundays)
- The location of and day on which weekly associate member education sessions are held
- Date, time, and location of the associate member retreat
- Date, time, and location of Big Brother Orientation
- Date, time, and location of the Big Brother Ceremony
- Date, time, and location for the Ritual of Initiation
- Date, time, and location for the Ritual of Initiation debrief
- A complete list of pre-authorized modifications being used

- The name(s) of any subordinate ritual being substituted, if applicable

Chapters that fail to submit their complete program information at least seven (7) days prior to the first Pre-Initiation Ceremony will be found in violation of Chapter Operating Expectations.