

COVID-19 / Fall Communication & FAQ

Updated 8.24.2020

Pi Kappa Phi and The Ability Experience continue to receive questions from our students, volunteers, partners, alumni, and parents regarding our response to COVID-19. Please keep in mind information may change daily which will impact and change decisions stated previously. We intend to remain in regular communication with our constituents; if you have any questions please reach out to your Chapter Relationship Manager with Pi Kappa Phi or Regional Director with The Ability Experience.

CHAPTER SUPPORT & OPERATIONS

How will Seven Objectives of Chapter Excellence (SOCE) and Chapter Operating Expectations (COE) be evaluated for the spring and fall terms?

- Seven Objectives of Chapter Excellence (SOCE) were due to Chapter Relationship Managers by the end of May for the spring term.
- Chapters should plan to complete SOCE for the fall term to the best of their ability, following all university guidelines and policies. Specific adjustments to the fall SOCE will be communicated by the end of September to all Archons and Chapter Advisors.
- Completed fall SOCE will need to be turned in by November 13 to your Chapter Relationship Manager and Leadership Consultant.

How can we stay connected while social distancing and/or remote/virtual learning is in place and ensure brotherhood remains strong throughout the fall term?

- It is important that during this time we continue to keep our brothers engaged and involved with each other and the chapter. Listed below are some suggestions and opportunities to continue brotherhood through virtual connections.
- Host weekly Zoom calls at your regularly scheduled chapter time to allow brothers to “congregate” virtually. Rotate one week as a business meeting and the other week as a brotherhood, subordinate ritual, gaming night, or other casual activity.
- If your chapter has a weekly tradition such as trivia night, game night, etc., continue that tradition. Quizwitz (<https://social.quizwitz.com>) allows members to play trivia from their phones by typing in a login code. A free account allows 6 players and a premium account allows up to 100 members at a time. Trivia Maker (<https://www.triviamaker.com>) allows you to make your own trivia which you can host through screen share on Zoom.
- Have a designated “fitness coach” who creates workouts for members to do remotely. Members can group FaceTime each other to create a virtual gym experience or challenge one another through workout goals.
- Set up a video game championship tournament or create a GroupMe that help brothers organize together to find common times to play based off of the game/console.
- Ask 5-10 brothers to be your “connection committee” and ask them to reach out to brothers who might be isolated or not as connected to other members of the chapter. A simple phone call or text can go a long way to keep members engaged and connected.
- Create care packages to send to brothers who might be sick/family members who are sick.
- Create GroupMe groups for brothers based off of their major so they can set up online study groups. Remote learning is an adjustment and relying on each other to continue academic success is important.

- Have your Scholarship Chair post “remote tip of the week” to help brothers succeed and transition with online and/or hybrid learning.
- Photo Bingo - brothers must fill out a bingo board of picture ideas such as their Pi Kapp apparel, where they are working or studying, family photos/pets, etc.

Our university has not required us to cancel events or meetings. What do you recommend?

- As this seems to be changing with each passing day, we recommend you stay up to date on current university recommendations and follow their direction. Chapters and individual members may be held accountable through campus and/or National Fraternity conduct processes for hosting gatherings that violate campus and local guidelines on social distancing. This includes social events, philanthropy events, associate member education, Ritual, and chapter meetings. All gatherings should abide by university guidelines.

How can we hold chapter meetings if we are not allowed to meet in person?

- There are numerous ways to use technology to engage with one another and hold chapter meetings. We strongly encourage the chapter to plan and prepare for a fall budget season, fall recruitment, and other chapter programs and events that will need to be rescheduled for fall. All of these committee and chapter meetings can be held through FaceTime, Google Meet, Zoom, and other platforms. Look into pricing options for one master account to be premium to avoid time limits or participant limits.
- We do not recommend holding formal chapter meetings, if Ritual robes are available, via video.

Why is my son still participating in events/meetings/etc.?

- We have advised all chapters to follow the direction of the host institution regarding meetings, gatherings, etc. If the chapter is not following these directions, please let us know and we will follow up with chapter leadership and advisors.
- We have advised all chapters to utilize technology to continue meetings and associate member education, in addition to practicing social distancing whenever possible.
- To ensure the chapter is prepared for the fall semester, chapters are encouraged to continue to hold meetings, virtual events, and prepare for fall recruitment throughout the summer, utilizing virtual platforms; if meeting in person, all members should follow university and local guidelines regarding social distancing.

CHAPTER BILLINGS, DUES & FEES FOR THE FRATERNITY

Will the chapter still need to pay the national dues and housing investment fund invoice for the fall term, in addition to the 2020-2020 insurance and risk management assessment?

- Yes, if not already paid in full, the chapter will still need to fulfill the insurance invoice billed in April. Any roster updates may adjust this invoice as members’ statuses change by the Green Report submission deadline of September 10.
- Chapters are required to submit the Green Report (chapter roster) by September 10 (September 30 for quarter system); the Green Report will determine billing for fall dues and housing investment fund which will be due 30 days from the date of invoice, approximately October 15, 2020.

- The National Council has approved member dues in the amount of \$73 for the fall term and have decided not to exercise their authority for a \$1 per member increase each semester for the year.
- All Pre-Initiation and Initiation fees are due within three days of the ceremony and being processed in Chapter Gateway. Other chapter charges incurred may also appear on the chapter's Account Summary that are due within 30 days of invoice.
- Chapters who paid Supreme Chapter Part I billing in 2019 will have the amount credited to their 2021 Pi Kapp College for Chapter Officers invoice later this fall.

Will future invoices and billings from the National Headquarters change?

- Supreme Chapter Part II billing was cancelled due to Supreme chapter moving to a virtual event in July. Chapters who paid Supreme Chapter Part I billing in 2019 will have the amount credited to their 2021 Pi Kapp College for Chapter Officers invoice later this fall.
- The fall member dues and housing investment fund will be billed in September based on the fall Green Report, currently due on September 10 for semester schools and September 30 for quarter schools. If your campus has adjusted to a later start, please work with your Chapter Relationship Manager to finalize your fall Green Report.
- All Pre-Initiations and Initiations processed in the fall will still be due within three days of the ceremony and after being processed in Chapter Gateway. These fees should be collected prior to the ceremony and the amount passed directly through to the National Headquarters to cover the invoice.

Why was our chapter billed for the 2020-2021 risk management and insurance program in April?

- While some outlooks seem unclear right now, we do know that for our chapters and the Greater Fraternity to successfully continue, there are basic business operations that must continue even during these unique times. One of these is our risk management and general liability insurance program.
- Chapters were billed for the 2020-2021 risk management and general liability insurance program on Thursday, April 16, at the rate of \$300 per member. Chapters that paid in full by June 30 received a 10% discount. The deadline to pay the invoice in full is September 21, 2020. We will accept good faith payment plans in the fall for those chapters unable to pay by the September 21 deadline.
- Chapter leadership received the invoice, billing roster, and additional details from Mark E. Timmes and national staff at the time of billing.
- Please speak with chapter leadership for any questions regarding local dues. Chapter leadership and advisors should work with the Chapter Relationship Manager for payments, roster adjustments, and general information and additional questions regarding the program and billing.

Will individuals be refunded/credited for local chapter events that chapters canceled due to COVID-19?

- This will be established locally. It is important to remember that many events might already be under contractual obligations and deposits or monies already paid might not be able to be returned as part of the cancellation clauses in contracts.
- We encourage chapters to review their billing cycles, and if possible, to adjust local chapter dues. If the Archon or Treasurer would like assistance in reviewing budgets and projections, please contact your Chapter Relationship Manager or Leadership Consultant.
- We strongly encourage chapters to hold off on any refunds until all invoices and vendors have been paid for services rendered this year to avoid carrying debt into the 2020-2021 academic year.

Are we able to update our chapter roster with any membership changes?

- At this time, we are planning for all updates impacting the fall term to be completed on schedule by September 10 (Sept. 30 for quarter schools) during the “normal Green Report season.” The fall Green Report will direct fall member dues and housing investment fund billings.
- The Green Report includes two new statuses this year - Early Alumni Buyout and COVID-19 status. Please speak with chapter leadership regarding your options for these two statuses. If chapter leadership needs additional information or coaching on how to use these statuses, please speak with your Chapter Relationship Manager or Leadership Consultant.

ASSOCIATE MEMBER EDUCATION & RITUAL OF INITIATION

Since chapters were expected to continue Associate Member Education virtually for the spring semester, the National Council has approved the expectation that all spring associates should be initiated by September 30. Chapters should plan to hold ROI for the spring associates prior to starting a fall associate member education program if possible.

What are recommendations for holding ROI?

- First and foremost, the health and safety of our members is of the utmost importance.
- All chapters and members should follow the direction of their host institution regarding events, gatherings, etc. If your university has asked for all on and off campus events to be canceled, this applies to ROI.
- We recommend following CDC, local, state, and national guidelines for gatherings.
- Please use this time to have your Chaplain and Ritual committee meet virtually to plan, practice, and prepare for the first few weeks of the fall term to hold Ritual of Initiation and debrief with your spring associate members.
- National Staff have guidelines and recommendations, with esoteric information, on how to conduct ROI with social distancing guidelines in place. If you are allowed to physically hold ROI with limitations, please contact your Leadership Consultant or Chapter Relationship Manager for further details.
- National Staff are currently working with Certified Ritualists to explore the possibility of conducting the Ritual of Initiation virtually, as the upcoming years may require this as part of the associate member experience. Future recommendations will be communicated directly to chapters of how to successfully hold a virtual Ritual by the end of August.
- Until a chapter receives formal communication and coaching from staff, Ritual of Initiation should not be held virtually in any manner. Because the Ritual is esoteric, please reserve all Ritual materials and scripts for in person interaction only until further notice.

RECRUITMENT

- All recruitment should follow all university guidelines whether that is in person, hybrid, or fully remote/virtual.
- All chapters are expected to recruit as in previous fall terms; if your IFC or campus are having discussions regarding “cancelling” recruitment, please notify your Leadership Consultant or Chapter Relationship Manager. Under no circumstances should a chapter of Pi Kappa Phi vote to

withhold recruitment by other members chapters of your IFC. It is up to each chapter to determine if they want to recruit each semester. Again, as long as chapters are following university guidelines, they should be allowed and are highly encouraged to conduct recruitment.

SOCIAL EVENTS & GATHERINGS

- Social events and gatherings need to follow all local, state and university directives and practice responsible citizenship. If you have not done so already, this would be a good time to discuss cancelation of future social events.
- The Archon or Treasurer should contact [Brooke Kingsley Isbell](#) for assistance in contract review.
- Regular chapter accountability protocols are still in place to hold chapters accountable for chapter behavior. Should the National Fraternity be made aware of an event that is not in compliance with Pi Kappa Phi's Risk Management Policy the chapter may receive an interim suspension.

UPCOMING EVENTS

Is Pi Kapp College for Chapter Officers still being held in January?

- Currently, Pi Kapp College for Chapter Officers is scheduled for the first three weekends in January. All communication regarding Pi Kapp College for Chapter Officers will be sent to students and advisors in October, including any potential changes to the schedule and/or curriculum.

Is The Ability Experience still holding all summer events in 2021?

- The Ability Experience is currently recruiting for 2021 summer events. Please visit their [website](#) for additional information.

PI KAPPA PHI PROPERTIES / HOUSING

For any questions regarding housing within a Pi Kappa Phi Properties location, please visit their [website](#) for additional information.

For any questions regarding housing with university, housing corps, or local landlords, you will need to speak directly with them as directed in your lease and/or housing contract.