



A YEAR IN THE LIFE OF A PI KAPPA PHI CHAPTER 2021

| ADMINISTRATIVE ITEMS, DUES, & FEES | THE PI KAPPA PHI JOURNEY |
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| <p>Pre-Initiation Reporting & Fees</p> <ul style="list-style-type: none"> Pre-initiation fee is \$90 per associate member (\$70 fees, \$10 <i>White Diamond</i>, \$10 associate member pin) Update Chapter Gateway and pay fees within 3 days of ceremony Ensure associate members claim their accounts within 24 hours by following the instructions in the automated email they receive <p>Initiation Reporting, Cards, & Fees</p> <ul style="list-style-type: none"> Order gold & white cards via Merchandise Order form on pikapp.org Initiation fee is \$210 per member (\$195 fee, \$15 member badge) Update Chapter Gateway, mail white copies of cards to the National Headquarters, and pay fees within 3 days of the Ritual <p>Green Report</p> <ul style="list-style-type: none"> Due February 10 and September 10 (Sept. 30 for quarter schools) Archon and Secretary have access to complete via Chapter Gateway <p>Member Dues</p> <ul style="list-style-type: none"> Billed twice per year; budget \$73 per member for Spring 2021 and \$74 per member for Fall 2021 (\$147 annually) Due 30 days after billing, roughly March 15 and October 30 <p>Housing Investment Fund (HIF)</p> <ul style="list-style-type: none"> Billed twice per year; \$10 per member per semester (\$20 annually) Due 30 days after billing, roughly March 15 and October 30 <p>Risk Management & Insurance Assessment</p> <ul style="list-style-type: none"> Covers general liability insurance, MAPP, risk management administration, and prevention education programs; \$300 per member for 2020-2021 Fall new member insurance billed in January; due March 15; \$150 per new member 2021-2022 Billing - Billed in April; Roster changes due May 21; Due September 21 (10% discount if paid by May 21) <p>Associate Member Education Program Dates</p> <ul style="list-style-type: none"> Submit program details on Chapter Gateway no later than seven (7) days prior to the first Pre-Initiation Ceremony. A video tutorial is available on the Pi Kapp Resource Library. <p>Seven Objectives of Chapter Excellence Report</p> <ul style="list-style-type: none"> Complete and submit the Seven Objectives Report Form to your Chapter Relationship Manager by April 15 (spring) and November 1 (fall) <p>Officer Election Report</p> <ul style="list-style-type: none"> Archon and Secretary have access to complete via Chapter Gateway Complete every November and upon any other officer changes <p>IRS Form 990</p> <ul style="list-style-type: none"> Must be submitted to the IRS and Chapter Relationship Manager annually in order to maintain the chapter's tax-exempt status 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) Resources available at https://pikapp.org/resources/resource-library/ <p>National Council Administrative Deadline</p> <ul style="list-style-type: none"> All outstanding financial obligations must be paid to the National Fraternity and Pi Kappa Phi Properties within 30 days of billing; chapters must also report and pay fees for new pre-initiates and initiates within 72 hours of each ceremony Failure to meet the deadline may result in the chapter's suspension <p>Chapter Operating Expectations</p> <ul style="list-style-type: none"> Expectations of all chartered chapters outlined in Supreme Law XIII in the Gold Book Compliance assessed by December 31 and June 30; reported to chapters at the beginning of the following semester Chapters not in compliance for two consecutive semesters are referred to the National Council for further action <p>Ability Experience Fundraising & Volunteer Hours</p> <ul style="list-style-type: none"> Report fundraising total to your Regional Director of Chapter Services within 24 hours of the event All fundraising shall be submitted to The Ability Experience staff within ten (10) business days Volunteer hours submitted via Chapter Gateway by Archon, Secretary, or Philanthropy Chairman | <p>Pi Kapp College for Chapter Officers</p> <p>Pi Kappa Phi's annual conference for chapter leadership will be held virtually in 2021. Trainings will be conducted through a series of online modules, small group live trainings, and Chapter Relationship Manager and Leadership Consultant-led Executive Council live trainings during the month of January. All officers and key committee chairmen are expected to attend. There is no additional charge for this year's Pi Kapp College for Chapter Officers.</p> <p>Pi Kapp College for Emerging Leaders</p> <p>Pi Kapp College for Emerging Leaders is a transformational 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>Certified Ritualist Training</p> <p>Offered by Leadership Consultants, 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. Certified Ritualist Training will not be held virtually due to the esoteric nature of the content.</p> <p>The Ladder of Risk</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 90 chapters each year.</p> <p>Spring 2021 - Ladder of Risk is a virtual 90-minute program due to Covid-19. Fall 2021 plans will be re-evaluated during the summer.</p> <p>Alcohol Skills Training Program (ASTP)</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 40 chapters each year.</p> <p>Spring 2021 - ASTP is a virtual 90-minute program due to Covid-19. Fall 2021 plans will be re-evaluated during the summer.</p> <p>Ultimate Respect in Action</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 60 chapters each year.</p> <p>Spring 2021 - Ultimate Respect in Action is a virtual 90-minute program due to Covid-19. Fall 2021 plans will be re-evaluated during the summer.</p> <p>GreekLifeEdu</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 and can access via imis.pikapp.org after claiming accounts.</p> <p>Chapter Focus Groups</p> <p>As part of the Pi Kappa Phi Journey, Leadership Consultants will facilitate focus group conversations while working with chapters. These focus groups are designed for members of the chapter and will focus on the member experience and ideas for improving the chapter. There will also be a focus group with associate members to discuss their education process and overall experience.</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 Strategic Planning Workshop and the Recruitment Workshop.</p> <p>Order of the Lamp</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 Chapter Relationship Manager.</p> <p>Leadership London & Leadership Dublin</p> <p>Leadership London and Leadership Dublin 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>Scholarship Opportunities</p> <p>The Pi Kappa Phi Foundation awards over \$120,000 in scholarships to students annually.</p> <p>Student Awards</p> <p>Individual awards are given out each summer to Pi Kappa Phi's most outstanding student leaders. A full description of each award can be found on the Pi Kappa Phi awards website.</p> |



| RESOURCES | THE ABILITY EXPERIENCE PROGRAMS |
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| <p>Chapter Relationship Managers</p> <ul style="list-style-type: none"> Assist chapters in completing administrative items, meeting administrative deadlines, and developing financial plans. <p>Leadership Consultant Visits</p> <ul style="list-style-type: none"> Assist chapters in strengthening performance in each of the Seven Objectives of Chapter Excellence. Each chapter is visited at least once per year; officers notified of the dates of each visit via email; visits should be planned at least one week in advance. <p>Counseling Resources</p> <ul style="list-style-type: none"> 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. <p>Officer & Committee Chairman Resources</p> <ul style="list-style-type: none"> Available in the resource library on pikapp.org | <p>Summer Team Events</p> <p>Cycling, crew, and other opportunities for member involvement through Journey of Hope and Gear Up Florida; rolling application process.</p> <p>Construction Events</p> <p>In conjunction with many facilities across the country, The Ability Experience hosts Ability Camps, which are geared toward promoting adaptive recreation.</p> <p>The Ability Experience Challenges</p> <p>The Ability Experience Challenges 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 |
|---------------------------------|---|---|
| NEW YEAR'S | January 1-31 Virtual Pi Kapp College for Chapter Officers | |
| MLK DAY | February * Associate Member Education Program Due (7 days before Pre-I) * Pre-Initiation Reporting and Fees Due (3 days after ceremony) * Pi Kapp College for Emerging Leaders 2021 Applications Due 1 Chapter Grade Reports Due (from Fall 2020 semester) 2 Spring Scholarships Open 10 Green Report Due 15 Spring Member Dues and Housing Assessment Billed * Fall New Member Insurance Billed (due 30 days after billing) * GreekLifeEdu closes for fall class * Prevention program & GreekLifeEdu fines assessed | Strategic Planning Workshop Pre-Initiation |
| VALENTINE'S DAY | March * Member Dues and Housing Assessment Due (30 days after billing) * Spring Ability Camps Begin * Summer Award applications and nominations open 1 Deadline for Fall New Member Insurance Adjustments 1 <i>Star & Lamp</i> Spring Content Deadline 8 Spring Scholarship Application Deadline 11 Pi Kappa Phi Foundation Spring Scholarship Application Deadline | The Ability Experience Events |
| PRESIDENTS' DAY | April * 2021-2022 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 Spring 2020 Seven Objectives of Chapter Excellence Form Due | Alumni Event |
| SPRING BREAK | May 1 Order Fall Recruitment Merchandise * Fundraising and Volunteer Hours for The Ability Experience Due 15 IRS 990 Form Due (chapters with a December 31 fiscal year-end) * Gear Up Florida Begins 21 Early Insurance Payment (for 10% discount) & Roster Adjustment Deadline 30 Gear Up Florida Arrival (Tallahassee, FL) * Summer Awards Applications Due * 2020-2021 Council of Archons Application Deadline * Undergraduate Interfraternity Institute (UIFI) Sessions Begin | Initiation Graduating Senior Ritual |
| ST. PATRICK'S DAY | June * Journey of Hope TransAmerica, North, & South Routes Begins 15 GreekLifeEdu closes for spring class * Prevention program & GreekLifeEdu fines assessed 30 Seven Objectives of Chapter Excellence & Chapter Operating Expectations Compliance Assessed 30 Spring 2021 Insurance Rebates Processed 30 Pi Kappa Phi Fraternity's Fiscal Year Ends | SUMMER RECRUITMENT |
| PASSOVER | July 1 Pi Kappa Phi Fraternity's Fiscal Year Begins * Pi Kapp College for Emerging Leaders 2021 * AFLV LeaderShape Sessions (various locations) * Order <i>White Diamonds</i> and Pins for Fall Associate Class | |
| EASTER | August 1 Approve fall budget & submit to National Headquarters 1 Confirm fall billing cycles with OmegaFi 14 Journey of Hope Arrival (Washington, D.C.) | |
| GREEK WEEK | September * Fall Ability Camps Begin 1 Chapter Grade Report Due (from Spring 2021 semester) 7 Fall Scholarships Open 10 Green Report Due (September 30 for quarter schools) * Fall Member Dues and Housing Assessment Billed * Associate Member Education Program Due (7 days before Pre-I) * Pre-Initiation Reporting and Fees Due (3 days after ceremony) 21 Risk Management & Insurance Assessment Due (for 2021-2022) | Recruitment Workshop Pre-Initiation The Ability Experience Events |
| FINALS | October * Member Dues and Housing Assessment Due (30 days after billing) * Sign Chapter House Leases for 2022-2023 * 2022-2023 Leadership Consultant Priority Application Review 8 Pi Kappa Phi Foundation Fall Scholarship Application Deadline 11 Fall Scholarship Application Deadline 15 <i>Star & Lamp</i> Fall Content Deadline 15 Leadership London & Dublin Spring 2022 Application Deadline | Alumni Event Initiation |
| COMMENCEMENT | November * 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 * Update De-Pledged Associate Members on Chapter Gateway 1 Pi Kapp College for Chapter Officers Registration Opens 8 Fall 2021 Seven Objectives of Chapter Excellence Form Due 15 IRS 990 Form Due (chapters with a June 30 fiscal year-end) | Elections Officer Transition Meeting |
| NEW STUDENT ORIENTATION | December 1 Pi Kapp College of Chapter Officers Registration/Payment Due 4 Fundraising and Volunteer Hours for The Ability Experience Due 10 Founders' Day 11 Approve spring budget and submit to National Headquarters 11 Confirm spring billing cycles with OmegaFi 31 Seven Objectives of Chapter Excellence & Chapter Operating Expectations Compliance Assessed 31 Fall 2021 Insurance Rebates Processed * Pi Kapp College for Emerging Leaders 2022 Early Decision Deadline | Graduating Senior Ritual |
| WELCOME WEEK | | |
| CLASSES BEGIN | | |
| LABOR DAY | | |
| NATIONAL HAZING PREVENTION WEEK | | |
| FAMILY WEEKEND | | |
| FALL BREAK | | |
| HOMECOMING | | |
| HALLOWEEN | | |
| THANKSGIVING | | |
| FINAL S | | |
| WINTER BREAK | | |

* date variable within the month