



A YEAR IN THE LIFE OF A PI KAPPA PHI CHAPTER
2022-2023 SUPREME CHAPTER EDITION

ADMINISTRATIVE ITEMS, DUES, & FEES	THE PI KAPPA PHI JOURNEY
<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 \$74 per member for Fall 2022 and \$75 per member for Spring 2022 (\$149 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 2022-2023 Fall new member insurance billed in January; due March 15; \$150 per new member 2022-2023 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 align="center">Pi Kapp College for Chapter Officers</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 for 2023 is \$2300 and a minimum of 6 delegates must attend. Additional delegates may be registered for \$300 each. Early bird registration and payment are due December 1.</p> <p align="center">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 in late fall/early spring to attend.</p> <p align="center">The Ladder of Risk</p> <p>A 45-minute module 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. All members should complete their Ladder of Risk module before the November 1 deadline. Chapters who fall below 80% completion (members and associates will be assessed a per member fine) chapters below 65% completion will have their events placed on interim suspension until over 65% of membership completes the program.</p> <p align="center">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 align="center">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 40 chapters each year.</p> <p align="center">Pi Kapp Health & Safety Edu</p> <p>Health & Safety Edu focuses on alcohol consumption, hazing prevention, 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 Fall 2022 associate members are required to complete Health & Safety Edu by February 15th, 2023. All Spring 2023 associate members are required to complete Health & Safety Edu by June 15th, 2023. Associate members can access the module via the Pi Kapp Hub after claiming accounts. Associate Members who fail to complete the modules will be subject to fines.</p> <p align="center">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
RESOURCES	THE ABILITY EXPERIENCE PROGRAMS
<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 Virtual Journey through the HUB. 	<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>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>

CAMPUS

NATIONAL FRATERNITY

CHAPTER

NEW YEAR'S MLK DAY	January *1-31 Pi Kapp College for Chapter Officers * Associate Member Education Program Due (7 days before Pre-I)	Strategic Planning Workshop	CHAPTER SUCCESS MANAGER VISIT PREVENTION EDUCATION PROGRAM
VALENTINE'S DAY	February * Pre-Initiation Reporting and Fees Due (3 days after ceremony) * Pi Kapp College for Emerging Leaders Applications Due 1 Chapter Grade Reports Due (from Fall semester) 2 Spring Scholarships Open 10 Green Report Due 15 Spring Member Dues and Housing Assessment Billed 15 Health & Safety Edu closes for fall associate members * Fall New Member Insurance Billed (due 30 days after billing)	Pre-Initiation	
SPRING BREAK	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	
PASSOVER	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 Seven Objectives of Chapter Excellence Form Due	Initiation	
EASTER	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	Alumni Event	
FINALS	June 1 Journey of Hope TransAmerica, North, & South Routes Begins * 15 Health & Safety Edu closes for spring class 30 Seven Objectives of Chapter Excellence & Chapter Operating Expectations Compliance Assessed * 30 Insurance Rebates Processed	Graduating Senior Ritual	
COMMENCEMENT	July * Pi Kapp College for Emerging Leaders * Order <i>White Diamonds</i> and Pins for Fall Associate Class		
MEMORIAL DAY	August 1 Approve fall budget & submit to National Headquarters * 1 Confirm fall billing cycles with OmegaFi * 14 Journey of Hope Arrival (Washington, D.C.)	Recruitment Workshop	
WELCOME WEEK	September * Fall Ability Camps Begin 1 Chapter Grade Report Due (from Spring 2022 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		
CLASSES BEGIN	October * Member Dues and Housing Assessment Due (30 days after billing) * Leadership Consultant Priority Application Review* * Pi Kappa Phi Foundation Fall Scholarship Application Deadline 11 Fall Scholarship Application Deadline 15 Leadership London & Dublin Spring Application Deadline	Pre-Initiation	
LABOR DAY	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 1 Pi Kapp College for Chapter Officers Registration Opens 8 Fall Seven Objectives of Chapter Excellence Form Due 15 IRS 990 Form Due (chapters with a June 30 fiscal year-end)	The Ability Experience Events	
NATIONAL HAZING PREVENTION WEEK	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 Insurance Rebates Processed * Pi Kapp College for Emerging Leaders Early Decision Deadline	Initiation	
FALL BREAK		Alumni Event	
THANKSGIVING		Elections	
FINALS		Officer Transition Meeting	
WINTER BREAK		Graduating Senior Ritual	

* date variable within the month