ADMINISTRATIVE ITEMS, DUES, & FEES
Pre-Initiation Reporting & Fees
- Pre-initiation fee is $90 per associate member ($70 fees, $10 White Diamond, $10 associate member price)
- 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

Initiation Reporting, Cards, & Fees
- 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

Housing Investment Fund (HIF)
- 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

Green Report
- Due February 10 and September 10 (Sept. 30 for quarter schools)
- Archon and Secretary have access to complete via Chapter Gateway

Member Dues
- Billed twice per year; $10 per member per semester ($20 annually)
- Due 30 days after billing, roughly March 15 and October 30

Risk Management & Insurance Assessment
- 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)

Associate Member Education Program Dates
- 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.

Seven Objectives of Chapter Excellence Report
- Complete and submit the Seven Objectives Report Form to your Chapter Relationship Manager by April 15 (spring) and November 1 (fall)

Officer Election Report
- Archon and Secretary have access to complete via Chapter Gateway
- Complete every November and upon any other officer changes

IRS Form 990
- 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/

RESOURCES
Counseling Resources
- 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.

Officer & Committee Chairman Resources
- Available in the Virtual Journey through the HUB.

THE PI KAPPA PHI JOURNEY
Pi Kapp College for Chapter Officers
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.

Pi Kapp College for Emerging Leaders
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.

The Ladder of Risk
A 45-minute module that educates chapter members about 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 accessed a per member fine) chapters below 65% completion will have their events placed on interim suspension until over 65% of membership completes the program.

Alcohol Skills Training Program (ASTP)
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.

Ultimate Respect in Action
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.

Pi Kapp Health & Safety Edu
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.

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.

Chapter Operating Expectations
- 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
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Officer & Committee Chairman Resources
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<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s MLK Day</td>
<td>January 1st</td>
<td>* Pre-Initiation Planning and Fees Due (3 days before ceremony)</td>
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<tr>
<td>Valentine’s Day</td>
<td>February 21</td>
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<td>Spring Break</td>
<td>March 20</td>
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<tr>
<td>Easter</td>
<td>April 1st</td>
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<td>Passover</td>
<td>May 1st</td>
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<td>Memorial Day</td>
<td>June 21</td>
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<td>New Student Orientation</td>
<td>July 1st</td>
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<tr>
<td>Welcome Week</td>
<td>August 1st</td>
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<tr>
<td>Classes Begin</td>
<td>August 1st</td>
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<tr>
<td>Labor Day</td>
<td>September 1st</td>
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<tr>
<td>National Hazing Week</td>
<td>October 1st</td>
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<tr>
<td>Fall Break</td>
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<td>Thanksgiving</td>
<td>December 1st</td>
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<tr>
<td>Finals</td>
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</table>

* * date variable within the month

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**January**
- Pre-Initiation Planning and Fees Due (3 days after ceremony)
- Pre-Initiation Planning and Fees Due (3 days after ceremony)
- Spring Scholarship Deadline
- Spring Scholarship Application Deadline

**February**
- Spring Scholarship Application Deadline
- Spring Scholarship Application Deadline
- Spring Scholarship Application Deadline

**March**
- Spring Scholarship Application Deadline
- Spring Scholarship Application Deadline
- Spring Scholarship Application Deadline

**April**
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**May**
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**June**
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**July**
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**August**
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**September**
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**October**
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- Spring Scholarship Application Deadline

**November**
- Spring Scholarship Application Deadline
- Spring Scholarship Application Deadline
- Spring Scholarship Application Deadline

**December**
- Spring Scholarship Application Deadline
- Spring Scholarship Application Deadline
- Spring Scholarship Application Deadline

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**Strategic Planning Workshop**

**Pre-Initiation**

**The Ability Experience Events**

**Initiation**

**Alumni Event**

**Graduating Senior Ritual**

**Chapter Success Manager Visit**

**Recruitment Workshop**

**Pre-Initiation**

**The Ability Experience Events**

**Initiation**

**Alumni Event**

**Elections**

**Officer Transition Meeting**

**Graduating Senior Ritual**