



PI KAPPA PHI

# JOURNEY

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

2024

ADMINISTRATIVE ITEMS, DUES, & FEES	THE PI KAPPA PHI JOURNEY
<p><b>Pre-Initiation Reporting &amp; Fees</b></p> <ul style="list-style-type: none"> <li>Pre-initiation fee is \$70 per associate member, (plus \$15 White Diamond, \$10 associate member pin (optional) budget for \$95 total)</li> <li>Update <a href="#">Chapter Gateway</a> and pay fees within 3 days of ceremony</li> <li>Ensure Associate Members claim their accounts within 24 hours by following the instructions in the automated email they receive</li> </ul> <p><b>Initiation Reporting, Cards, &amp; Fees</b></p> <ul style="list-style-type: none"> <li>Order gold and white cards via <a href="#">Merchandise Order Form on pikapp.org</a></li> <li>Initiation fee is \$195 per member, (plus \$20 member badge (required) budget for \$215 total)</li> <li>Update <a href="#">Chapter Gateway</a>, mail white copies of initiation cards to the National Headquarters, and pay fee within 3 days of Ritual</li> </ul> <p><b>Green Report</b></p> <ul style="list-style-type: none"> <li>Due February 10 and September 10 (Sept. 30 for quarter schools)</li> <li>Archon and Secretary have access to complete via <a href="#">Chapter Gateway</a></li> </ul> <p><b>Member Dues</b></p> <ul style="list-style-type: none"> <li>Billed twice per year; budget \$77 per member for Spring 2024 and \$78 per member for Fall 2024 (\$155 annually)</li> <li>Due 30 days after billing, roughly March 15 and October 30</li> </ul> <p><b>Housing Investment Fund (HIF)</b></p> <ul style="list-style-type: none"> <li>Billed twice per year; \$10 per member per semester (\$20 annually)</li> <li>Due 30 days after billing, roughly March 15 and October 30</li> </ul> <p><b>Risk Management &amp; Insurance Assessment</b></p> <ul style="list-style-type: none"> <li>Covers general liability insurance, MAPP, risk management administration, and prevention education programs; \$300 per member for 2023-2024</li> <li>Fall new member insurance billed in January; due March 15; \$150 per Fall 2023 new member</li> <li>2024-2025 Billing - Billed in April; Roster changes due May 21; Due September 21 (10% discount if paid by May 21)</li> </ul> <p><b>Associate Member Education Program Dates</b></p> <ul style="list-style-type: none"> <li>Submit program details on <a href="#">Chapter Gateway</a> no later than seven (7) days prior to the first Pre-Initiation Ceremony. A <a href="#">video tutorial</a> is available on the Virtual Journey through the <a href="#">Pi Kapp Hub</a></li> </ul> <p><b>Founders Report (Formerly Seven Objectives)</b></p> <ul style="list-style-type: none"> <li>Complete and submit the Founders Report on Chapter Gateway by April 15 (Spring) and November 1 (Fall)</li> </ul> <p><b>Officer Election Report</b></p> <ul style="list-style-type: none"> <li>Archon and Secretary have access to complete via <a href="#">Chapter Gateway</a></li> <li>Complete every November and upon any other officer changes</li> </ul> <p><b>IRS Form 990</b></p> <ul style="list-style-type: none"> <li>Must be submitted to the IRS and Chapter Success Manager annually in order to maintain the chapter's tax-exempt status</li> <li>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)</li> <li>Resources available on the Virtual Journey through the <a href="#">Pi Kapp Hub</a></li> </ul>	<p><b>Pi Kapp College for Chapter Officers</b></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 2025 is \$2700 and a minimum of 8 delegates must attend. Additional delegates may be registered for \$500 each. Early bird registration and payment are due December 1.</p> <p><b>Institute for Common Loyalty</b></p> <p>The Institute for Common Loyalty is a new program designed to address the training needs of Wardens. This 4-day program will also serve as a launch for Associate Member Education program updates. Wardens will spend dedicated time exploring and applying the curriculum they lead for associate members, as well as the research behind it. Taking place in early August, registration is covered by the national organization and required for Wardens.</p> <p><b>The Ladder of Risk</b></p> <p>A 30-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 15 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><b>Alcohol Skills Training Program (ASTP)</b></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><b>Ultimate Respect in Action</b></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><b>Pi Kapp Health &amp; Safety EDU</b></p> <p>Health &amp; 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 Spring 2024 associate members are required to complete Health &amp; Safety Edu by June 1st, 2024. All Fall 2024 associate members are required to complete Health &amp; Safety Edu by February 15th, 2025. 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><b>Chapter Operating Expectations</b></p> <ul style="list-style-type: none"> <li>Expectations of all chartered chapters outlined in Supreme Law XIII in the Gold Book</li> <li>Compliance assessed by December 31 and June 30; reported to chapters at the beginning of the following semester</li> <li>Chapters not in compliance for two consecutive semesters are referred to the National Council for further action</li> </ul>
<p><b>RESOURCES</b></p> <p><b>Counseling Resources</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>Officer and Committee Chairman Resources</b></p> <ul style="list-style-type: none"> <li>Available in the Virtual Journey through the Pi Kapp Hub.</li> </ul> <p><b>Pi Kapp Gaming (THE ABILITY EXPERIENCE PROGRAMS)</b></p> <p>This program provides a platform for brothers of Pi Kappa Phi to be able to play video games with each other, while supporting the mission of The Ability Experience. Through national fundraising tournaments and Discord community, Pi Kapp Gaming creates a space of inclusivity for everyone to connect and game.</p>	<p><b>THE ABILITY EXPERIENCE PROGRAMS</b></p> <p><b>Summer Team Events</b></p> <p>Cycling, crew, and other opportunities for member involvement through Journey of Hope and Gear Up Florida; rolling application process. Applications open January 15th, 2024.</p> <p><b>The Ability Experience Challenges</b></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> <p><b>Ability Camps</b></p> <p>National service projects that provide funding and manpower to build and renovate structures for camps serving the disability community. Members of Pi Kappa Phi Fraternity from various universities construct accessible fishing piers, boardwalks, pavilions, playgrounds and more in an effort to highlight the abilities of people with disabilities.</p>

CAMPUS

NATIONAL FRATERNITY

CHAPTER

<p>NEW YEAR'S MLK DAY</p>	<p><b>January</b></p> <ul style="list-style-type: none"> <li>* 1-31 Pi Kapp College for Chapter Officers</li> <li>* Associate Member Education Program Due (7 days before Pre-I)</li> <li>* Ability Experience Summer Event 2024 applications open</li> </ul>	<p>STRATEGIC PLANNING WORKSHOP</p> <p>PRE-INITIATION</p> <p>ABILITY CAMPS</p> <p>WAR OF THE ROSES PEAK SEASON</p> <p>INITIATION</p> <p>ALUMNI EVENTS</p> <p>DIRECTOR OF CHAPTER SERVICES VISIT PREVENTION EDUCATION PROGRAM</p>
<p>VALENTINE'S DAY</p>	<p><b>February</b></p> <ul style="list-style-type: none"> <li>* Pre-Initiation Reporting and Fees Due (3 days after ceremony)</li> <li>* Pi Kapp College for Emerging Leaders Applications Due</li> <li>1 Chapter Grade Reports Due (from Fall semester)</li> <li>2 Spring Scholarships Open</li> <li>10 Green Report Due</li> <li>15 Spring Member Dues and Housing Assessment Billed</li> <li>15 Health &amp; Safety EDU Closes for Fall Associate Members</li> <li>* Fall New Member Insurance Billed (due 30 days after billing)</li> </ul>	
<p>SPRING BREAK</p>	<p><b>March</b></p> <ul style="list-style-type: none"> <li>* Member Dues and Housing Assessment Due (30 days after billing)</li> <li>* Spring Ability Camps Begin</li> <li>* Summer Award Applications and Nominations Open</li> <li>1 Deadline for Fall New Member Insurance Adjustments</li> <li>1 Star &amp; Lamp Spring Content Deadline</li> <li>8 Spring Scholarship Application Deadline</li> <li>11 Pi Kappa Phi Foundation Spring Scholarship Application Deadline</li> </ul>	
<p>PASSOVER</p>	<p><b>April</b></p> <ul style="list-style-type: none"> <li>* 2022-2023 Insurance Billing (check roster for accuracy)</li> <li>* Initiation Reporting, Cards, and Fees Due (3 days after Ritual)</li> <li>* Secure Off-Site Storage for Personal Belonging in Chapter House</li> <li>15 Spring Founders Report Form Due</li> </ul>	
<p>EASTER</p>	<p><b>May</b></p> <ul style="list-style-type: none"> <li>1 Order Fall Recruitment Merchandise</li> <li>15 IRS Form 990 Due (chapters with December 31 fiscal year-end)</li> <li>* Gear Up Florida Begins</li> <li>21 Early Insurance Payment (for 10% discount) &amp; Roster Adjustment Deadline</li> <li>30 Gear Up Florida Arrival (Tallahassee, FL)</li> <li>* Summer Awards Applications Due</li> <li>* Council of Archons Application Due</li> <li>30 All Ability Experience Fundraising from Spring Semester Due</li> </ul>	<p>GRADUATING SENIOR RITUAL</p> <p>SUMMER RECRUITMENT</p> <p>RECRUITMENT WORKSHOPS</p>
<p>FINALS COMMENCEMENT MEMORIAL DAY</p>	<p><b>June</b></p> <ul style="list-style-type: none"> <li>* Journey of Hope TransAmerica, North, and South Routes Begin</li> <li>1 Health and Safety EDU Closes for Spring Associate Members</li> <li>30 Seven Objectives of Chapter Excellence &amp; Chapter Operating Expectations Compliance Assessed</li> <li>30 Insurance Rebates Processed</li> </ul>	
<p>NEW STUDENT ORIENTATION</p>	<p><b>July</b></p> <ul style="list-style-type: none"> <li>* Order White Diamonds and Associate Member Pins (optional) for Fall</li> </ul>	
<p>WELCOME WEEK CLASSES BEGIN</p>	<p><b>August</b></p> <ul style="list-style-type: none"> <li>1 Approve Fall Budget and Submit to National Headquarters</li> <li>1 Confirm Fall Billing Cycles with OmegaFi</li> <li>14 Journey of Hope Arrival (Washington, D.C)</li> </ul>	<p>PRE-INITIATION</p>
<p>LABOR DAY NATIONAL HAZING PREVENTION WEEK</p>	<p><b>September</b></p> <ul style="list-style-type: none"> <li>* Fall Ability Camps Begin</li> <li>1 Chapter Grade Reports Due (from prior Spring semester)</li> <li>1 Fall Scholarships Open</li> <li>10 Green Report Due (September 30 for quarter schools)</li> <li>* Fall Member Dues and Housing Assessment Billed</li> <li>* Associate Member Education Programs Due (7 days before Pre-I)</li> <li>* Pre-Initiation Reporting and Fees Due (3 days after ceremony)</li> <li>21 Risk Management and Insurance Assessment Due</li> </ul>	<p>THE ABILITY EXPERIENCE EVENTS</p> <p>INITIATION</p> <p>ALUMNI EVENTS</p> <p>WAR OF THE ROSES PEAK SEASON</p> <p>ABILITY CAMPS</p> <p>ELECTIONS</p> <p>OFFICER TRANSITION MEETING</p> <p>DIRECTOR OF CHAPTER SERVICES VISIT PREVENTION EDUCATION PROGRAM</p>
<p>FALL BREAK</p>	<p><b>October</b></p> <ul style="list-style-type: none"> <li>* Member Dues and Housing Assessment Due (30 days after billing)</li> <li>* Leadership Consultant Priority Application Review</li> <li>* Pi Kappa Phi Foundation Fall Scholarship Application Deadline</li> <li>13 Fall Scholarship Application Deadline</li> <li>* Leadership London and Dublin Spring Application Due</li> </ul>	
<p>THANKSGIVING</p>	<p><b>November</b></p> <ul style="list-style-type: none"> <li>* 2025 Ability Experience Team Application Closes</li> <li>* Initiation Reporting, Cards, and Fees due (3 days after Ritual)</li> <li>* Officer Elections</li> <li>* Officer Elections Report Submitted (within 3 days of elections)</li> <li>* Order White Diamonds and Associate Member Pins (optional) for Spring</li> <li>* Winter Awards Applications Due</li> <li>1 Pi Kapp College for Chapter Officers Registration Opens, Fee is Billed</li> <li>8 Fall Founders Report Form Due</li> <li>15 IRS Form 990 Due (chapters with a June 30 fiscal year-end)</li> <li>15 Ladder of Risk Due Date</li> <li>30 All Ability Experience Fundraising from Fall Due</li> </ul>	
<p>FINALS</p>	<p><b>December</b></p> <ul style="list-style-type: none"> <li>10 Pi Kapp College for Chapter Officers Registration and Payment Due</li> <li>10 Founders Day</li> <li>11 Approve Spring Budget and Submit to National Headquarters</li> <li>11 Confirm Spring Billing Cycles with OmegaFi</li> <li>31 Seven Objectives of Chapter Excellence &amp; Chapter Operating Expectations Compliance Assessed</li> <li>31 Fall Insurance Rebates Processed</li> <li>* Pi Kapp College for Emerging Leaders Early Decision Deadline</li> </ul>	<p>GRADUATING SENIOR RITUAL</p>
<p>WINTER BREAK</p>	<p><i>* date variable within the month</i></p>	