



PI KAPPA PHI

A YEAR IN THE LIFE OF A PI KAPPA PHI CHAPTER 2025

| ADMINISTRATIVE ITEMS, DUES AND FEES | THE PI KAPPA PHI JOURNEY |
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| <p>Pre-Initiation Reporting and Fees</p> <ul style="list-style-type: none">Pre-initiation fee is \$70 per associate member, (plus \$15 <i>The White Diamond</i>, \$10 associate member pin (optional) budget for \$95 total)Update Chapter Gateway and pay fees within 3 days of ceremonyEnsure associate members claim their accounts within 24 hours by following the instructions in the automated email they receive <p>Initiation Reporting, Cards and Fees</p> <ul style="list-style-type: none">Order gold and white cards via Pi Kappa Phi SuppliesInitiation fee is \$195 per member, plus \$20 member badge (required); budget for \$215 totalUpdate Chapter Gateway, mail white copies of initiation cards to National Headquarters and pay fee within 3 days of Ritual <p>Green Report</p> <ul style="list-style-type: none">Due February 10 and September 10 (September 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 \$79 per member for spring 2025 and \$84 per member for fall 2025 (\$163 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 and Insurance Assessment</p> <ul style="list-style-type: none">Covers general liability insurance, Member Accident Protection Program (MAPP), risk management administration and prevention education programs; \$300 per member for 2024-2025New Member Insurance: \$100 per associate member initiated; billed at the time of initiation and due 30 days after billing.Fall new initiate insurance billed in February; due March 15; \$150 per fall 2024 new member2025-2026 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 7 days prior to the first Pre-Initiation CeremonyA video tutorial is available on the Virtual Journey through the Pi Kapp Hub <p>Founders' Report</p> <ul style="list-style-type: none">Complete and submit the Founders' Report on Chapter Gateway 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 GatewayOfficer updates must be submitted by December 1 and upon any other officer changes <p>IRS Form 990</p> <ul style="list-style-type: none">Must be submitted to the IRS and director of chapter services annually in order to maintain the chapter's tax-exempt statusDue to the IRS on the 15th day of the fifth 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 on the Virtual Journey through the Pi Kapp Hub | <p>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 2026 is \$2,600 and a minimum of 8 delegates must attend. Additional delegates are welcome to attend at an additional cost. For more information, visit pikapp.org. Your chapter's officer listing must be updated via Chapter Gateway by December 1, 2025, and the deadline to pay for Pi Kapp College for Chapter Officers is December 10, 2025. All payments made after this date will be considered late, and an additional fee of \$100 will be due. All officers attending must register by December 15.</p> <p>Pi Kapp College: Treasurers' Academy</p> <p>Pi Kapp College: Treasurer' Academy is a summer program for treasurers to learn the skills necessary to develop, manage and execute a chapter budget. This four-day program will serve as an opportunity for chapter officers to further their leadership experience and support their chapter. Taking place in early June and required for all chapters, registration (with the exception of the cost of travel) is covered by a grant from the Pi Kappa Phi Foundation.</p> <p>Ladder of Risk</p> <p>Ladder of Risk is a two-hour program that educates chapter members on the basics of the Pi Kappa Phi Risk Management Policy and creates a conversation about planning safe social events. Trained facilitators deliver Ladder of Risk to approximately 40 chapters each year.</p> <p>Alcohol Skills Training Program (ASTP)</p> <p>ASTP is a two-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>Ultimate Respect in Action</p> <p>A two-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>Health & Safety Edu</p> <p>Health & Safety Edu is an interactive program that focuses on alcohol consumption, hazing prevention, bystander intervention, sexual assault awareness, equity, inclusion, diversity and the fraternity's Risk Management policy. The goal of this program is to provide members the skills to make safer and healthier decisions.</p> <p>Associate members should complete the modules prior to their initiation date. The fine deadline for associate members who do not complete the modules is June 1, 2025, for spring 2025 associate members and December 1, 2025, for fall 2025 associate members.</p> <p>Chapter Operating Expectations</p> <ul style="list-style-type: none">Expectations of all chartered chapters outlined in Supreme Law VIII in the Gold BookCompliance assessed by December 31 and June 30; reported to chapters at the beginning of the following semesterChapters not in compliance for two consecutive semesters may be 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 and Committee Chairman Resources</p> <ul style="list-style-type: none">Available in the Virtual Journey through the Pi Kapp Hub | <p>Summer Team Events</p> <p>Cycling, crew and other opportunities for member involvement through Journey of Hope, Gear Up Florida and Gear Up New York have a rolling application process. Applications open January 15, 2025.</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. Members and nonmembers can participate Ability Experience Challenges or create their own challenge.</p> <p>Ability Camps</p> <p>Ability Camps are national service projects that provide funding and manpower to build and renovate structures for camps serving the disability community. Members of Pi Kappa Phi construct accessible fishing piers, boardwalks, pavilions, playgrounds and more in an effort to highlight the abilities of all.</p> |

CAMPUS

NEW YEAR’S DAY

MLK DAY

VALENTINE’S DAY

SPRING BREAK

PASSOVER

EASTER

FINALS

COMMENCEMENT

MEMORIAL DAY

NEW STUDENT ORIENTATION

WELCOME WEEK

CLASSES BEGIN

LABOR DAY

NATIONAL HAZING PREVENTION WEEK

FALL BREAK

THANKSGIVING

FINALS

WINTER BREAK

NATIONAL FRATERNITY

| | |
|-----------|----------------------------------------------------------------------------------------|
| JANUARY | |
| * | Pi Kapp College for Chapter Officers |
| * | Associate Member Education dates due (7 days before Pre-I) |
| * | The Ability Experience summer event 2025 applications open |
| FEBRUARY | |
| * | Pre-Initiation Reporting and Fees due (3 days after ceremony) |
| * | Fall New Initiate Insurance billed (due 30 days after billing) |
| 1 | Chapter Grade Reports due (from fall semester) |
| 1 | Pi Kappa Phi Foundation spring scholarships open |
| 10 | Green Report due |
| 15 | Spring member dues and housing assessment billed |
| MARCH | |
| * | Member dues and Housing Investment Fund due |
| * | Spring Ability Camps begin |
| * | Summer award applications and nominations open |
| * | Pi Kappa Phi Foundation spring scholarship application deadline |
| 1 | Deadline for fall New Initiate Insurance adjustments |
| APRIL | |
| * | New Member Insurance billing (due 30 days after billing) |
| * | 2025-2026 risk management and insurance assessment 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 Founders Report due |
| MAY | |
| * | Summer awards applications due |
| * | Council of Archons application due |
| * | Gear Up Florida begins |
| 1 | Order fall recruitment merchandise |
| 15 | IRS Form 990 due (chapters with December 31 fiscal year-end) |
| 21 | Early insurance payment (10% discount) and roster adjustment deadline |
| JUNE | |
| * | Journey of Hope begins |
| * | Health and Safety Edu closes for spring associate members |
| 30 | Founders’ Report and chapter operating expectations compliance assessed |
| 30 | Insurance rebates processed |
| JULY | |
| * | Order <i>The White Diamond</i> and associate member pins (optional) for fall |
| * | Confirm fall billing cycles with OmegaFi |
| * | Gear Up New York begins |
| AUGUST | |
| 1 | Approve fall budget |
| 10 | Journey of Hope arrival |
| 11 | Gear Up New York arrival |
| SEPTEMBER | |
| * | Fall Ability Camps begin |
| * | Fall member dues and Housing Investment Fund billed |
| * | Associate Member Education dates due (7 days before Pre-I) |
| * | Pre-Initiation reporting and fees due (3 days after ceremony) |
| * | Pi Kappa Phi Foundation fall scholarship applications open |
| 1 | Chapter grade reports due (from prior spring semester) |
| 10 | Green Report due (September 30 for quarter schools) |
| 21 | Risk management and insurance assessment due |
| OCTOBER | |
| * | Member dues and Housing Investment Fund due |
| * | Pi Kappa Phi Foundation fall scholarship application deadline |
| NOVEMBER | |
| * | Initiation reporting, cards and fees due (3 days after Ritual) |
| * | New member insurance billing (due 30 days after billing) |
| * | Officer elections |
| * | Officer Elections Report submitted (within 3 days of elections) |
| * | Order spring <i>The White Diamond</i> and associate member pins (optional) |
| * | Winter awards applications due |
| 1 | Pi Kapp College for Chapter Officers fee is billed |
| 8 | Fall Founders’ Report submission due |
| 15 | IRS Form 990 due (chapters with a June 30 fiscal year end) |
| 20 | All fall Ability Experience fundraising due |
| 25 | 2026 Ability Experience team applications closes |
| DECEMBER | |
| * | Pi Kapp College for Chapter Officers registration opens |
| 1 | Newly elected officers must be input into Chapter Gateway |
| 10 | Founders’ Day |
| 10 | Pi Kapp College for Chapter Officers payment due |
| 11 | Approve spring budget |
| 11 | Confirm spring billing cycles with OmegaFi |
| 31 | Founders’ Report and chapter operating expectations compliance assessed |
| 31 | Fall insurance rebates processed |
| * | <i>date variable within the month</i> |

CHAPTER

