



CHAPLAIN FIRST 30 DAYS CHECKLIST

Congratulations on your new role as chaplain, and thank you for your commitment to Pi Kappa Phi and ensuring the success of your chapter. There is a lot to do! While this is not an exhaustive list to govern your entire term, it can get you started on tasks you will need to complete during your first 30 days in office.

COMPLETE TRANSITION PAPERWORK

- ☐ Share your contact information with the secretary so he can update chapter officer information via Chapter Gateway and submit similar paperwork for the IFC and university.

MEET WITH YOUR CONTACTS

- ☐ Meet with the outgoing chaplain to transition your roles.
 - Review the chapter's current Strategic Plan and any upcoming projects.
 - Analyze the strategy, effort and results of the previous year's Ritual of Initiation and subordinate rituals.
 - Exchange Subordinate Ritual Manual, Ritual book(s) and Ritual equipment and/or obtain the key or combination to the chapter's Ritual storage.
 - Discuss successes, challenges and issues you might expect during your term in office.
- ☐ Contact your ritual advisor and introduce yourself.
 - Set up a time to meet within the next two weeks.
 - Analyze the strategy, effort and results of the previous year's ritual ceremonies.
 - Discuss successes, challenges and issues you might expect during your term in office.
- ☐ Contact the liaison to the location where you hold the Ritual of Initiation and introduce yourself.
 - Set up a meeting within the next two weeks.
 - Secure permission to use the facility for the Ritual of Initiation.
 - Obtain a calendar of events to plan when you perform the Ritual of Initiation.
- ☐ Contact your chapter advisor and introduce yourself.
- ☐ Attend the officer transition meeting with the incoming Executive Council to prepare for the year.

REVIEW THE CHAPTER'S STATUS

- ☐ Obtain and review copies of your chapter's current:
 - Constitution and Bylaws
 - Strategic Plan
 - Budget
 - Most recent Consultant Visit Report from leadership consultant
 - Founders' Report
 - Events Calendar and the Campus Academic and Activities Calendar
 - Membership Roster
 - Ritual Calendar
 - Model Associate Member Education Program ([7-Week](#) or [5-Week](#))

- ☐ Inventory Ritual of Initiation and subordinate ritual equipment.
 - Check for any damages and arrange for dry cleaning, fixes or replacements as needed.
 - Replace candles and other miscellaneous items.
 - Check Ritual of Initiation manuals and contact National Headquarters to exchange manuals.
- ☐ Meet with the secretary to inventory:
 - Pre-Initiation cards
 - Initiation cards
 - Associate member pins
 - Member badges
 - Gold Books
 - Ritual of Initiation manual

LEARN THE ROPES

- *The Gold Book* of Pi Kappa Phi
- Review the Founders' Report
- Review chaplain resources in the [Resource Library](#)
- [Risk Management Resources](#) (available under the Prevention and Accountability tab of the Resource Library)
- Handbook/manual of student organization rules and regulations for your campus
- IFC constitution, bylaws and risk management policy
- Review any campus fraternity/sorority life standards and/or awards programs