



PHI KAPPA SIGMA

INTERNATIONAL FRATERNITY, INC.

DATE: May 17, 2006
TO: Chapter Members & Volunteers
FROM: Eric Conrad, Director of Chapter Services
SUBJECT: MAY CHAPTER UPDATE – Are You Prepared for 2006-2007?

With the end of the year upon us, there are a few things the Headquarters would like to communicate to our members to help plan for a successful and safe summer while ensuring your respective chapter is best able to plan, coordinate, and execute operational procedures for the 2006-2007 Academic Year.

OVERVIEW

- I. 93RD GRAND CHAPTER, BOSTON, MA
- II. PAYMENT OF DEBTS
- III. MITCHELL CHAPTER STANDARDS (MCS)
- IV. ROSTER UPDATE
- V. PREPARING FOR NEXT YEAR, OUR MEMBERSHIP EXPERIENCE
- VI. BUDGETING
- VII. CHAPTER PROPERTY

I. 93RD GRAND CHAPTER, BOSTON, MA

Event Info: www.GrandChapter.com

Date : July 27th – 30th

Hotel: Hyatt Regency – Financial District

Official Chapter Delegates Process:

- ❶ Register online at www.GrandChapter.com
- ❷ Credential Form – Signed by Alpha & Sigma must be sent into International Fraternity Headquarters.
- ❸ Headquarters will be arranging room accommodations for all Chapter Delegates with confirmations being sent directly to each delegate via E-mail.
 - ✧ ONLY OFFICIAL CHAPTER DELEGATES ARE PROVIDED WITH ROOM ACCOMMODATIONS.

II. PAYMENT OF DEBTS

- ❶ Zero out balance with the Fraternity Headquarters by July 31st, 2006
 - 📄 If the chapter has an open balance, please contact the Headquarters to create a written payment immediately
- ❷ Zero out balance with Housing Corporation
- ❸ Zero out balance with University/College and any local businesses

III. MITCHELL CHAPTER STANDARDS

- 📅 Due June 15th, 2006 (Reports must be postmarked no later than 6/15/06, late submission will not be accepted!) [MCS Program](#)
 - ☺ Chapter that meet minimum standard of 70 avoid any insurance surcharge.
 - ✓ Chapters that do not meet the minimum standard of 70 will be subject to a 5% surcharge on next years insurance bill
 - ✘ Chapter that do not submit an annual report will be subject to a 15% surcharge on next years insurance bill
- 📅 Chapter Advisor Annual Report Due June 15th, 2006.
 - ✉ [Download Microsoft Word Document](#) E-mail staff@pks.org.

IV. ROSTER UPDATE

- ✉ [E-mail](#) Projected Fall 2006 Membership Roster (Names, Office, E-mails, Phone Numbers, Year of Graduation, etc) due into the Fraternity Headquarters IMMEDIATELY if you have not done so already. ***This information is vital for accurate insurance estimates! E-mail staff@pks.org.***
 - 📄 [Blank Chapter Roster Template](#) or contact staff@pks.org to receive your existing excel roster file on record at the Fraternity Headquarters

(Insurance will be billed on September 15th, 2006. LAST DAY TO MAKE BILLING ADJUSTMENTS IS JULY 31ST, 2006)

V. PREPARING FOR NEXT YEAR, OUR MEMBERSHIP EXPERIENCE

- ❶ Goal setting – What do we want to do as a chapter (MCS)?
- ❷ Who's responsible for what – Officer roles & responsibilities.
- ❸ When can we get stuff done – Development of the chapter calendar.
- ❹ What are the potential costs – What do we need in the budget?
([Officer Manual](#) – available for download at www.pks.org)

VI. BUDGETING

- ❶ Be sure to plan according for your chapter bills and activities by allocating funds in the chapter budget.
 - 📄 [Fee Schedule 2006-2007](#)
 - 📄 [Financial Management Tool](#)
- ❷ Set chapter dues at an appropriate rate so that the budget is balanced!

VII. CHAPTER PROPERTY

- ☑ If vacating your chapter house for the summer, be sure to take the necessary closing steps:
 - ❶ Give your landlord and/or other people that look over the house emergency contact information.
 - ❷ Contact the utility companies to have them turn off the utilities to save money.
 - ❸ Contact the post office and provide forwarding information.
 - ❹ Alert Police Department and Campus Police so they can ensure premises are secured properly and monitored.

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