Phi Kappa Psi Chapter Accreditation Program

The Phi Kappa Psi Chapter Accreditation Program has been designed to evaluate chapters on an annual basis. The various information collected will be submitted via required forms, will have due dates throughout the year and will be completed by multiple officers and chairmen in the chapter.

Each chapter will be evaluated on criteria within seven key operational areas:
1. Chapter Management
2. Academics
3. Membership Recruitment
4. Campus and Community Involvement
5. Financial Management
6. Fraternity Education
7. Alumni Relations

For questions about Chapter Accreditation please contact your Chapter Services Consultant directly, or the Fraternity Headquarters at 317-632-1852.

Minimum Standards of Chapter Operations

Minimum standards of accreditation were established to create a baseline for all chapters. In order to be a chapter in Good Standing with the National Fraternity, **all minimum standards must be met within a reporting period/year,** whichever is applicable.

1. Completion of fall mandatory risk management education program with 85% attendance from chapter members (fall program topic: Alcohol and Drug Abuse)
2. Completion of spring mandatory risk management education program with 85% attendance from chapter members (spring program topic: Any topic listed within the Phi Kappa Psi Risk Management Education Overview)
3. No risk management violations
4. All 6 standing committees established
5. Chapter Operations documents submitted
    a. Chapter bylaws, code of conduct and grievance procedures, letter of status from IFC, officer risk management signature form
6. Safe social events plan created and submitted
7. Calendar year presidency (winter/spring term start)
8. Ritual regalia inventory
9. Ritual rehearsal conducted prior to initiation ceremony
10. Attendance at mandatory national events
11. Chapter GPA at or above the all-male average or IFC average, whichever is higher
12. Minimum GPA established for all members
13. Minimum GPA established for recruitment of new members
14. Academic support plan created and submitted
15. Membership size at or above the all IFC average or at least 35 members, whichever is higher
16. Take at least one new member class per year and conduct initiation of new member class
17. Minimum initiation rate of 75% for all new member classes
18. 70% of members involved in at least one organization other than Phi Kappa Psi
19. 20 community service hours per man per year
20. Submit annual budget to national fraternity
21. Form 990 tax document submitted to the IRS and to the national fraternity
22. No bills over 90 days past due with the national fraternity
23. Adherence to Phi Kappa Psi Financial Management Policy
24. One continuing education program per term
25. Ritual review completed for chapter with 80% membership attendance
26. 100% of new members complete GreekLifeEDU (at least part 1) and StrengthsQuest before June 1
27. Chapter advisory team of 5 members complete and updated on officer portal

Recognition Status: Accredited

In order for chapters to be recognized as an accredited chapter with Phi Kappa Psi, the criteria below must be met entirely within a reporting period/yearly, whichever is applicable in addition to ALL Minimum Standards.

1. President meets with the Greek advisor monthly
2. Secondary committees are established on Officer Portal
3. One brotherhood event per term (two per year)
4. Formal attire (coat and tie) in chapter meetings at least once per month
5. One chapter advisory committee member present at chapter meeting at least once per month
6. Monthly check in with the district archon
7. Host a full chapter strategic planning/goal setting workshop
8. Host an officer transition/reassessment workshop
9. Members apply for national/district scholarships or fellowships offered by the Phi Kappa Psi Foundation
10. Recruitment workshop for members prior to recruitment
11. Recruitment chairman/committee meets with Greek advisor or applicable IFC officer before recruitment (formal/informal recruitment)
12. Participate in the Phi Kappa Psi national week of service
13. Apply for national fraternity awards
14. Have at least two (2) active social media accounts (Facebook, Instagram, Twitter)
15. 80% of members involved in outside organizations
16. 30 community service hours per man per year
17. Raise an average of $160 philanthropic dollars per man per year
18. Dual signature on checks established for chapter bank account
19. Participate/host Phi Kappa Psi founder's day event
20. Send an alumni newsletter twice per year
21. Conduct alumni induction ceremony for graduating seniors
22. Host at least one alumni event per term (two per year)
23. One alumnus present at initiation to give alumni address
24. House Corporation Annual Report completed
25. Submit alumni house corporation election of officers

Recognition Status: Accredited with Honors

Chapters that wish to be recognized as a chapter Accredited with Honors must fulfill all criteria in the lower recognition levels, meet the required standards for the honors level in addition to 80% of the other criteria.

Required Criteria

1. Chapter GPA within top third of IFC chapters
2. Membership size within top third of IFC chapters
3. 90% of members involved in outside organizations
4. 40 community service hours per man per year
5. At least four (4) risk management education programs completed with 85% attendance requirement met for each

Other Criteria

1. Officer minimum GPA is above the active minimum GPA
2. Distribute a recruitment scholarship to potential members
3. 10% of members hold offices in organizations outside of Phi Kappa Psi
4. Partner with another Greek Organization to co-host a philanthropy, service, or educational event at least once per year
5. Host one chapter wide community service event with at least 80% attendance from members
6. Chapter donates to the Phi Kappa Psi foundation
7. Partner with another Phi Kappa Psi chapter/colony for a philanthropy, service, or educational event at least once per year
8. Partner with a Non-Greek Organization to co-host a philanthropy, service, or educational event at least once per year
9. Host an alumni speaker series with at least three (3) speakers per year
10. Create and implement a mentoring program between members and alumni

Recognition Status: Accredited with Distinction

Chapters that wish to be recognized as a chapter Accredited with Distinction must fulfill all criteria in the lower recognition levels (Minimum Standards and Accredited), meet the Required Criteria for the Distinction level in addition to 90% of the Other Criteria.

Required Criteria

1. Chapter GPA within top quartile of IFC chapters
2. Membership size within top quartile of IFC chapters
3. 95% of members involved in outside organizations
4. 50 community service hours per man per year
5. All six risk management education programs completed with 85% attendance requirement met for each

Other Criteria

1. Officer minimum GPA is above the active minimum GPA
2. Distribute a recruitment scholarship to potential members
3. 10% of members hold offices in organizations outside of Phi Kappa Psi
4. Partner with another Greek Organization to co-host a philanthropy, service, or educational event at least once per year
5. Host one chapter wide community service event with at least 80% attendance from members
6. Chapter donates to the Phi Kappa Psi foundation
7. Partner with another Phi Kappa Psi chapter/colony for a philanthropy, service, or educational event at least once per year
8. Partner with a Non-Greek Organization to co-host a philanthropy, service, or educational event at least once per year
9. Host an alumni speaker series with at least three (3) speakers per year
10. Create and implement a mentoring program between members and alumni

Accreditation Forms Overview

The following pages review submission instructions all four levels of recognition (Minimum Standards, Accredited, Honors, and Distinction). This details the person/persons responsible for submitting the data, the form in which the data is collected, who approves the form if necessary, and when the forms are due.

Minimum Standards of Chapter Operations
Forms Overview

Chapter Management

1. **Fall Risk Management Education Program Completed with 85% attendance**
Note: The fall program topic must cover alcohol and drug abuse or be the Alcohol Skills Training Program (ASTP).
   - Submitted by: Risk Management Chairman
   - Form: Alcohol & Drug Abuse Risk Management Education Program Form
   - Approval: President, Chapter Advisor, Director of Standards
   - Due: December 31

2. Spring Risk Management Education Program Completed with 85% attendance
Note: For spring semester, [Insert Topic] Risk Management Education Program Form can cover any of the 6 topics listed in the Risk Management Education Overview other than alcohol and drug abuse.
   - Submitted by: Risk Management Chairman
   - Form: [Insert Topic] Risk Management Education Program Form
   - Approval: President, Chapter Advisor, Director of Standards
   - Due: May 31

3. No Risk Management Violations
Note: The criteria for this are determined by Phi Kappa Psi's Standards Department through investigation and sanctioning of a chapter. If the department determines that the chapter violated a policy of Phi Kappa Psi, the chapter will have to complete all sanctioned requirements prior to moving back into "Good Standing" with the Fraternity.
   - Submitted by: N/A
   - Form: N/A
   - Approval: N/A
   - Due: May 31

4. All 6 Standing Committees Established
   - Submitted by: N/A
   - Form: N/A; Information Collected Through Officer Roster on Officer Portal
   - Approval: N/A
   - Due: September 30, February 28

5. Chapter Operations Documents Submitted
Note: All chapter standards documents will be turned in via this form (Chapter Bylaws, Code of Conduct and Grievance Procedures, Letter of Good Standing from IFC, Officer Risk Management Signature Form)
   - Submitted by: Corresponding Secretary
   - Form: Chapter Operations Documents

- Approval: Chapter Advisor
- Due: September 30, February 28

6. Safe Social Events Plan Created and Submitted
   - Submitted by: Risk Management Chairman
   - Form: Safe Social Events Plan
   - Approval: President, Chapter Advisor, Director of Standards
   - Due: September 30

7. Calendar Year Presidency
   Note: Winter/Spring Term Start – Chapter officers should begin their terms prior to Regional Officer Training in January.
   - Submitted by: Corresponding Secretary
   - Form: Calendar Year Presidency Verification Form
   - Approval: Chapter Advisor
   - Due: September 30, February 28

8. Ritual Regalia Inventory
   Note: Required Items: Ritual Book, Gavel, Baldrics(9), Bible
   - Submitted by: Chapter Services Consultant
   - Form: Ritual Regalia Inventory
   - Approval: None
   - Due: December 31

9. Ritual Rehearsal Conducted Prior to Initiation Ceremony
   - Submitted by: Chaplain
   - Form: Ritual Rehearsal Form
   - Approval: President
   - Due: May 31

10. Attendance at National Events
Note: The chapter is expected to send full delegations to both Regional Officer Trainings offered in January 2018 and the GAC in summer 2018
   - Submitted by: N/A
   - Form: N/A
   - Approval: N/A
   - Due: May 31

<u>Academics</u>

11. Chapter GPA at or Above the All Male Average or IFC Average, Whichever is Higher
Note: The National Headquarters will send a link to all Greek Advisors to complete a form which will automatically submit the information into our database. If for some reason the Greek Advisor does not complete the form or does not have the information available, the chapter will be responsible for compiling the information and submitting it to the National Headquarters.
   - Submitted by: Greek Advisor
   - Form: GPA/Membership Reporting Link
   - Approval: N/A
   - Due: December 31, May 31

12. Minimum GPA Established for All Members
   - Submitted by: Scholarship Chairman
   - Form: Minimum Member GPA Verification
   - Approval: Vice President
   - Due: September 30

13. Minimum GPA Established for Recruitment of New Members
   - Submitted by: Scholarship Chairman
   - Form: Minimum Recruitment GPA Verification
   - Approval: Vice President
   - Due: September 30

14. Academic Support Plan Created and Submitted
   - Submitted by: Scholarship Chairman
   - Form: Academic Support Plan
   - Approval: Vice President
   - Due: September 30

<u>Membership Recruitment</u>

15. Membership Size at or Above the All IFC Average OR At Least 35 Members, Whichever Is Higher
    Note: The National Headquarters will send a link to all Greek Advisors to complete a form which will automatically submit the information into our database. If for some reason the Greek Advisor does not complete the form or does not have the information available, the chapter will be responsible for compiling the information and submitting it to the National Headquarters.
   - Submitted by: Greek Advisor
   - Form: GPA/Membership Reporting Link
   - Approval: N/A
   - Due: December 31, May 31

16. Take At Least One New Member Class per Year and Conduct Initiation of New Member Class
    - Submitted by: Corresponding Secretary
    - Form: N/A; Information Collected Through Reporting of Initiation on Officer Portal
    - Approval: N/A
    - Due: May 31

17. Minimum Initiation Rate of 75% for All New Member Classes
    - Submitted by: Corresponding Secretary
    - Form: N/A; Information Collected Through Reporting of Initiation on Officer Portal
    - Approval: N/A
    - Due: May 31

Campus and Community Involvement

18. 70% of Members Involved in At Least One Organization Other than Phi Kappa Psi
    Note: Can include an on-campus job, any extra/co-curricular activities, on-campus organizations, etc.
    - Submitted by: Individual Members
    - Form: Campus/Community Involvement (Phi Psi Portal)
    - Approval: N/A
    - Due: May 31

19. 20 Community Service Hours per Man per Year
    - Submitted by: Individual Members
    - Form: Individual Member Service Hours Form (Phi Psi Portal)
    - Approval: N/A
    - Due: May 31

Financial Management

20. Submit Annual Budget to National Fraternity
    - Submitted by: Treasurer
    - Form: 2017-2018 Annual Budget Submission
    - Approval: Finance Advisor, Chapter Services Consultant
    - Due: September 30

21. Form 990 Tax Document Submitted to the IRS and to the National Fraternity
    - Submitted by: Treasurer
    - Form: 2016 990 Tax Document Submission Form
    - Approval: N/A
    - Due: May 31

22. No Bills Over 90 Days Past Due with the National Fraternity
    - Submitted by: Treasurer
    - Form: N/A; This will be collected automatically through submission of payments on Officer Portal
    - Approval: N/A
    - Due: N/A

23. Adherence to Phi Kappa Psi Financial Management Policy
    Note: Chapters must utilize OmegaFi financial services, a university-operated financial service, or a third-party accounting firm
    - Submitted by: Treasurer
    - Form: Financial Management Policy Form
    - Approval: Finance Advisor
    - Due: September 30

Fraternity Education
24. One Continuing Education Program per Term
    Note: Minimum Two per Year
    - Submitted by: Fraternity Educator
    - Form: Continuing Education Program Form
    - Approval: Chapter Services Consultant
    - Due: December 31, May 31

25. Ritual Review Completed for Chapter with 80% Membership Attendance
    Note: Minimum required is one per year
    - Submitted by: Chaplain
    - Form: Ritual Review Form
    - Approval: N/A
    - Due: May 31

26. Member Orientation 100% Complete for New Members Before Initiation of Each New Member Class
    Note: Includes both GreekLifeEdu AND CliftonStrengths
    - Submitted by: N/A; Individual member progress will determined through monitoring of GreekLifeEDU and CliftonStrenghts
    - Form: N/A
    - Approval: N/A
    - Due: December 31, May 31 (Prior to Initiation of New Member Class)

Alumni Relations

27. Chapter Advisory Team of 5 Members Complete and Updated on Officer Portal
    - Submitted by: Corresponding Secretary
    - Form: N/A; Information Collected Through Roster Updates on Officer Portal
    - Approval: N/A
    - Due: September 30, February 28

Recognition Level: Accredited
Forms Overview

Chapter Management

1. Chapter President Meets with the Greek Advisor Monthly

Note: September, October, November, February, March, and April minimum

- Submitted by: President
- Form: Accredited President Meeting with Greek Advisor
- Approval: Chapter Advisor
- Due: Last Day of Each Month

2. Secondary Committees are Established on Officer Portal
   - Submitted by: Corresponding Secretary
   - Form: N/A; Information Collected Through Officer Roster on Officer Portal
   - Approval: N/A
   - Due: September 30, February 28

3. One Brotherhood Event per Term (Two per Year)
   - Submitted by: Chaplain
   - Form: Accredited Brotherhood Event Form
   - Approval: President
   - Due: December 31, May 31

4. Formal Attire (Coat and Tie) in Chapter Meetings at Least Once per Month
   - Submitted by: Recording Secretary
   - Form: Accredited Formal Chapter Meeting
   - Approval: Vice President
   - Due: Last Day of Each Month

5. One Chapter Advisory Team Member Present at Chapter Meeting at Least Once per Month
   - Submitted by: Recording Secretary
   - Form: Accredited Alumnus Attendance at a Chapter Meeting Form
   - Approval: Chapter Advisor
   - Due: Last Day of Each Month

6. Monthly Check In With the District Archon

   Note: **September, October, November, February, March, and April minimum**
   - Submitted by: President
   - Form: Accredited President Monthly Check In with District Archon
   - Approval: District Archon
   - Due: Last Day of Each Month

7. Host a Full Chapter Strategic Planning/Goal Setting Workshop
   - Submitted by: President
   - Form: Accredited Full Chapter Strategic Planning/Goal Setting Workshop
   - Approval: Chapter Services Consultant
   - Due: September 30

8. Host an Officer Transition/Reassessment Workshop
   - Submitted by: President
   - Form: Accredited Officer Transition Workshop Form
   - Approval: Chapter Services Consultant
   - Due: December 31

Academics

9. Members Apply for National/District Scholarships or Fellowships Offered by the Phi Kappa Psi Foundation
   Note: This information will be collected directly from the Phi Kappa Psi Foundation after the scholarship deadlines pass.
   - Submitted by: Individual Members
   - Form: N/A
   - Approval: N/A
   - Due: May 31

Membership Recruitment

10. Recruitment Workshop for Members Prior to Recruitment
    - Submitted by: Membership Recruitment Chairman
    - Form: Accredited Recruitment Workshop Form
    - Approval: Membership Recruitment Advisor
    - Due: October 31

11. Recruitment Chairman/Committee Meets with Greek Advisor or Applicable IFC Officer before Recruitment (formal/informal recruitment)
    - Submitted by: Membership Recruitment Chairman
    - Form: Accredited Recruitment Meeting with Greek Advisor
    - Approval: Membership Recruitment Advisor
    - Due: October 31

Campus and Community Involvement

12. Participate in the Phi Kappa Psi National Week of Service
    - Submitted by: Community Service Chairman
    - Form: Accredited National Week of Service Event Form
    - Approval: N/A
    - Due: May 31

13. Apply for National Fraternity Awards
    Note: Applications can be found on Phi Kappa Psi Foundation website
    - Submitted by: Multiple Members/Officers
    - Form: N/A; Submitted through application of Fraternity Awards
    - Approval: N/A
    - Due: April 30

14. Have at Least Two (2) Active Social Media Accounts (Facebook, Instagram, Twitter)
    - Submitted by: Corresponding Secretary
    - Form: Accredited Social Media Account Information
    - Approval: Digital Marketing Manager
    - Due: September 30, February 28

15. 80% of Members Involved in Outside Organizations
    Note: Can include an on-campus job, any extra/co-curricular activities, on-campus organizations, etc.
    - Submitted by: Individual Members
    - Form: Campus/Community Involvement (Phi Psi Portal)
    - Approval: N/A
    - Due: May 31

16. 30 Community Service hours per man per year
    - Submitted by: Individual Members
    - Form: Individual Member Service Hours Form (Phi Psi Portal)
    - Approval: N/A
    - Due: May 31

17. Raise an Average of $160 Philanthropic Dollars per Man per Year
    - Submitted by: Philanthropy Chairman
    - Form: Accredited Philanthropy Event Form
    - Approval: N/A
    - Due: May 31

Financial Management
18. Dual Signature on Checks Established for Chapter Bank Account
    - Submitted by: Treasurer
    - Form: Accredited Dual Signature on Chapter Bank Account Verification
    - Approval: Finance Advisor, Chapter Services Consultant
    - Due: September 30

Alumni Relations

19. Participate/Host Phi Kappa Psi Founder's Day Event
    - Submitted by: Alumni Relations Chairman
    - Form: Accredited Founder's Day Form
    - Approval: N/A
    - Due: May 31

20. Send an Alumni Newsletter Twice Per Year
    - Submitted by: Alumni Relations Chairman
    - Form: Accredited Alumni Newsletter Distribution
    - Approval: Chapter Advisor
    - Due: December 31, May 31

21. Conduct Alumni Induction Ceremony for Graduating Seniors
    - Submitted by: Alumni Relations Chairman
    - Form: Accredited Alumni Induction Ceremony
    - Approval: Chapter Advisor
    - Due: May 31

22. Host At Least One Alumni Event per Term (Two per Year)
    - Submitted by: Alumni Relations Chairman
    - Form: Accredited Alumni Event Form
    - Approval: N/A
    - Due: December 31, May 31

23. One Alumnus Present at Initiation to Give Alumni Address
    - Submitted by: Chaplain
    - Form: Accredited Initiation Alumni Attendance
    - Approval: President
    - Due: December 31, May 31

24. House Corporation Annual Report Completed
    - Submitted by: House Corporation President
    - Form: Accredited House Corporation Annual Report
    - Approval: Senior Director of Alumni Engagement and Housing
    - Due: May 31

25. Submit Alumni House Corporation Election of Officers
    - Submitted by: House Corporation President
    - Form: Accredited 2017 Report of Election of House Corporation Officers
    - Approval: Senior Director of Alumni Engagement and Housing
    - Due: May 31

Recognition Level: Honors
Forms Overview

Required Criteria – Must Meet All
Academics
1. Chapter GPA within Top third of IFC Chapters
    Note: The National Headquarters will send a link to all Greek Advisors to complete a form which will automatically submit the information into our database. If for some reason the Greek Advisor does not complete the form or does not have the information available, the chapter will be responsible for compiling the information and submitting it to the National Headquarters.
    - Submitted by: Greek Advisor
    - Form: GPA/Membership Reporting Link
    - Approval: N/A
    - Due: December 31, May 31

Membership Recruitment
2. Membership Size within Top third of IFC Chapters
    Note: The National Headquarters will send a link to all Greek Advisors to complete a form which will automatically submit the information into our database. If for some reason the Greek Advisor does not complete the form or does not have the information available, the chapter will be responsible for compiling the information and submitting it to the National Headquarters.
    - Submitted by: Greek Advisor
    - Form: GPA/Membership Reporting Link
    - Approval: N/A
    - Due: December 31, May 31

Campus and Community Involvement
3. 90% of Members Involved in Outside Organizations
    Note: Can include an on-campus job, any extra/co-curricular activities, on-campus organizations, etc.
    - Submitted by: Individual Members
    - Form: Campus/Community Involvement (Phi Psi Portal)
    - Approval: N/A
    - Due: May 31

4. 40 Community Service Hours per Man per Year
    - Submitted by: Individual Members
    - Form: Individual Member Service Hours Form (Phi Psi Portal)
    - Approval: N/A
    - Due: May 31

Chapter Management

5. At Least Four (4) Risk Management Education Programs Completed with Attendance Requirement Met
   Note: [Insert Topic] Risk Management Education Program Form can cover any of the 6 topics listed in the Risk Management Education Overview other than alcohol and drug abuse.
   - Submitted by: Risk Management Chairman
   - Form: [Insert Topic] Risk Management Education Program Form
   - Approval: President, Chapter Advisor, Director of Standards
   - Due: May 31

Other Criteria- Must Meet 8/10
Chapter Management

1. Officer Minimum GPA is Above the Active Minimum GPA
   - Submitted by: Scholarship Chairman
   - Form: Honors/Distinction Officer GPA Verification
   - Approval: Vice President
   - Due: September 30

Membership Recruitment

2. Distribute a Recruitment Scholarship to Potential Members
   - Submitted by: Membership Recruitment Chairman
   - Form: Honors/Distinction Recruitment Scholarship Form
   - Approval: N/A
   - Due: May 31

Campus and Community Involvement

3. 10% of Members Hold Offices in Organizations Outside of Phi Kappa Psi
   - Submitted by: Individual Members
   - Form: Campus/Community Involvement Form (Phi Psi Portal)
   - Approval: N/A
   - Due: May 31

4. Partner with Another Greek Organization to Co-host a Philanthropy, Service, or Educational Event At Least Once per Year
   - Submitted by: Community Service Chairman
   - Form: Honors/Distinction Greek Organization Co-hosted Event
   - Approval: N/A
   - Due: May 31

5. Host One Chapter Wide Community Service Event with At Least 80% Attendance of Members
   - Submitted by: Community Service Chairman
   - Form: Honors/Distinction Community Service Event Form
   - Approval: N/A
   - Due: May 31

6. Chapter Donates to the Phi Kappa Psi Foundation
   - Submitted by: Treasurer
   - Form: N/A; This will be collected directly from the Foundation upon receiving a donation to the Foundation on behalf of the chapter
   - Approval: N/A
   - Due: May 31

7. Partner with another Phi Kappa Psi Chapter/Colony for a Philanthropy, Service, or Educational Event At Least Once per Year
   - Submitted by: Community Service Chairman
   - Form: Honors/Distinction PKP Colony/Chapter Co-hosted Event
   - Approval: N/A
   - Due: May 31

8. Partner with a Non-Greek Organization to Co-host a Philanthropy, Service, or Educational Event At Least Once per Year
   - Submitted by: Community Service Chairman
   - Form: Honors/Distinction Non-Greek Organization Co-hosted Event
   - Approval: N/A
   - Due: May 31

Alumni Relations
9. Host an Alumni Speaker Series with at Least Three (3) Speakers per Year
   - Submitted by: Alumni Relations Chairman
   - Form: Honors/Distinction Alumni Speaker Series
   - Approval: N/A
   - Due: May 31

10. Create and Implement a Mentoring Program between Members and Alumni
    - Submitted by: Alumni Relations Chairman
    - Form: Honors/Distinction Alumni Mentoring Form

- Approval: N/A
- Due: October 31

Recognition Level: Distinction
Forms Overview

Required Criteria – Must Meet All
Academics
1. Chapter GPA within Top Quartile of IFC Chapters
Note: **The National Headquarters will send a link to all Greek Advisors to complete a form which will automatically submit the information into our database. If for some reason the Greek Advisor does not complete the form or does not have the information available, the chapter will be responsible for compiling the information and submitting it to the National Headquarters.**
   - Submitted by: Greek Advisor
   - Form: GPA/Membership Reporting Link
   - Approval: N/A
   - Due: December 31, May 31

Membership Recruitment
2. Membership Size within Top Quartile of IFC Chapters
Note: **The National Headquarters will send a link to all Greek Advisors to complete a form which will automatically submit the information into our database. If for some reason the Greek Advisor does not complete the form or does not have the information available, the chapter will be responsible for compiling the information and submitting it to the National Headquarters.**
   - Submitted by: Greek Advisor
   - Form: GPA/Membership Reporting Link
   - Approval: N/A
   - Due: December 31, May 31

Campus and Community Involvement
3. 95% of Members Involved in Outside Organizations
   Note: **Can include an on-campus job, any extra/co-curricular activities, on-campus organizations, etc.**
   - Submitted by: Individual Members
   - Form: Campus/Community Involvement (Phi Psi Portal)
   - Approval: N/A
   - Due: May 31

4. 50 Community Service Hours per Man per Year
   - Submitted by: Community Service Chairman/Individual Members
   - Form: Individual Member Service Hours Form (Phi Psi Portal)
   - Approval: N/A
   - Due: May 31

Chapter Management

5. All 6 Risk Management Education Programs Completed with Attendance Requirement Met
   - Submitted by: Risk Management Chairman
   - Form: [Insert Topic] Risk Management Education Program Form
   - Approval: President, Chapter Advisor, Director of Standards
   - Due: May 31

Other Criteria- Must Meet 9/10

Chapter Management

1. Officer Minimum GPA is Above the Active Minimum GPA
   - Submitted by: Scholarship Chairman
   - Form: Honors/Distinction Officer GPA
   - Approval: Vice President
   - Due: September 30

Membership Recruitment

2. Distribute a Recruitment Scholarship to Potential Members
   - Submitted by: Membership Recruitment Chairman
   - Form: Honors/Distinction Recruitment Scholarship Form
   - Approval: N/A
   - Due: May 31

Campus and Community Involvement

3. 10% of Members Hold Offices in Organizations Outside of Phi Kappa Psi
   - Submitted by: Individual Members
   - Form: Campus/Community Involvement Form (Phi Psi Portal)
   - Approval: N/A
   - Due: May 31

4. Partner with Another Greek Organization to Co-host a Philanthropy, Service, or Educational Event At Least Once per Year
   - Submitted by: Community Service Chairman
   - Form: Honors/Distinction Greek Organization Co-hosted Event
   - Approval: N/A
   - Due: May 31

5. Host One Chapter Wide Community Service Event with At Least 80% of Members in Attendance
   - Submitted by: Community Service Chairman
   - Form: Honors/Distinction Community Service Event Form
   - Approval: N/A
   - Due: May 31

6. Chapter Donates to the Phi Kappa Psi Foundation
   - Submitted by: Treasurer
   - Form: N/A; This will be collected directly from the Foundation upon receiving a donation to the Foundation on behalf of the chapter
   - Approval: N/A
   - Due: May 31

7. Partner with another Phi Kappa Psi Chapter/Colony for a Philanthropy, Service, or Educational Event At Least Once per Year
   - Submitted by: Community Service Chairman
   - Form: Honors/Distinction Phi Psi Colony/Chapter Co-hosted Event
   - Approval: N/A
   - Due: May 31

8. Partner with a Non-Greek Organization to Co-host a Philanthropy, Service, or Educational Event At Least Once per Year
   - Submitted by: Community Service Chairman
   - Form: Honors/Distinction Non-Greek Organization Co-hosted Event
   - Approval: N/A
   - Due: May 31

Alumni Relations
9. Host an Alumni Speaker Series with At Least Three (3) Speakers per Year
   - Submitted by: Alumni Relations Chairman
   - Form: Honors/Distinction Alumni Speaker Series
   - Approval: N/A
   - Due: May 31

10. Create and Implement a Mentoring Program between Members and Alumni
    - Submitted by: Alumni Relations Chairman
    - Form: Honors/Distinction Alumni Mentoring Form
    - Approval: N/A
    - Due: October 31