



## September 30

Standard	Operational Area	Recognition Level	Form Title	Submitted by	First Approval	Second Approval	Third Approval	Due Date 1	Due Date 2
All seven (7) Standing Committees Established	Chapter Management	Basic	No Form; Information Collected through Phi Psi Portal	Corresponding Secretary	N/A	N/A	N/A	30-Sep	28-Feb
Chapter Operations Documents Submitted	Chapter Management	Basic	Chapter Operations Documents	Corresponding Secretary	Chapter Advisor	N/A	N/A	30-Sep	28-Feb
Calendar Year Presidency	Chapter Management	Basic	Calendar Year Presidency Verification Form	Corresponding Secretary	Chapter Advisor	N/A	N/A	30-Sep	28-Feb
Chapter Advisor, Faculty Advisor, and One Additional Advisor Updated in Phi Psi Portal	Alumni Relations	Basic	No Form; Information Collected through Phi Psi Portal	Corresponding Secretary	N/A	N/A	N/A	30-Sep	N/A
Safe Social Events Plan Created and Submitted	Chapter Management	Basic	Safe Social Events Plan	Risk Management Chairman	President	Chapter Advisor	Director of Chapter Services & Standards	30-Sep	N/A
Minimum GPA Established for All Members	Academics	Basic	Minimum Member GPA Verification	Scholarship Chairman	Vice President	N/A	N/A	30-Sep	N/A
Minimum GPA Established for Recruitment of New Members	Academics	Basic	Minimum Recruitment GPA Verification	Scholarship Chairman	Vice President	N/A	N/A	30-Sep	N/A
Academic Support Plan	Academics	Basic	Academic Support Plan	Scholarship Chairman	Vice President	N/A	N/A	30-Sep	N/A
Submit Annual Budget to National Fraternity	Financial Management	Basic	2019-2020 Annual Budget Submission	Treasurer	Finance Advisor	Chapter Services Consultant	N/A	30-Sep	N/A
Secondary Committees are Established on Phi Psi Portal	Chapter Management	Advanced	No Form; Information Collected through Phi Psi Portal	Corresponding Secretary	N/A	N/A	N/A	30-Sep	28-Feb
Chapter Advisor, Faculty Advisor, and Two Additional Advisors Updated in Phi Psi Portal	Alumni Relations	Advanced	No Form; Information Collected through Phi Psi Portal	Corresponding Secretary	N/A	N/A	N/A	30-Sep	N/A
Have at Least Two (2) Active Social Media Accounts	Campus and Community Involvement	Basic	Social Media Account Information	Corresponding Secretary	Digital Marketing Manager	N/A	N/A	30-Sep	28-Feb
Chapter Advisor, Faculty Advisor, and Three Additional Advisors Updated in Phi Psi Portal	Alumni Relations	Premier	No Form; Information Collected through Phi Psi Portal	Corresponding Secretary	N/A	N/A	N/A	30-Sep	N/A
Officer Minimum GPA is Above the Active Minimum GPA	Academics	Advanced	Officer GPA Verification	Scholarship Chairman	Vice President	N/A	N/A	30-Sep	N/A



## December 31

Standard	Operational Area	Recognition Level	Form Title	Submitted by	First Approval	Second Approval	Third Approval	Due Date 1	Due Date 2
One Continuing Education Program per Term with 85% Attendance from Chapter Members	Fraternity Education	Basic	Continuing Education Program Form	Fraternity Education Chairman	Chapter Services Consultant	N/A	N/A	31-Dec	1-May
Chapter GPA at or Above the All Male Average or 2.75, whichever is Higher	Academics	Minimum	GPA / Membership Reporting Link	Greek Advisor	N/A	N/A	N/A	31-Dec	1-May
Membership Size at or Above the All IFC Average OR At Least 25 Members	Membership Recruitment	Minimum	GPA / Membership Reporting Link	Greek Advisor	N/A	N/A	N/A	31-Dec	1-May
Member Orientation 100% Complete for New Members Before Initiation of Each New Member Class	Fraternity Education	Basic	No Form	N/A	N/A	N/A	N/A	31-Dec	1-May
Maintain an Approved Partnership with an Organization Devoted to Addressing Poverty Issues in their Community	Campus and Community Involvement	Basic	Organizational Partnership Reporting Form	Community Service Chairman	Senior Director of Member Development	N/A	N/A	31-Dec	N/A
Fall Risk Management Education Program Completed	Chapter Management	Basic	Risk Management Education Program Form - Alcohol & Drug Abuse	Risk Management Chairman	President	Chapter Advisor	Director of Chapter Services & Standards	31-Dec	N/A
Host At Least One Alumni Event per Term (Two per Year)	Alumni Relations	Basic	Alumni Event Form	Alumni Relations Chairman	N/A	N/A	N/A	31-Dec	1-May
Send an Alumni Newsletter Twice Per Year	Alumni Relations	Basic	Alumni Newsletter Distribution	Alumni Relations Chairman	Chapter Advisor	N/A	N/A	31-Dec	1-May
President Check in with District Archon Once per Academic Term	Chapter Management	Basic	President Check in with District Archon	President	District Archon	N/A	N/A	31-Dec	1-May
Host an Officer Transition/Reassessment Workshop	Chapter Management	Basic	Officer Transition Workshop Form	President	Chapter Services Consultant	N/A	N/A	31-Dec	N/A



Chapter GPA within Top third of IFC Chapters	Academics	Advanced	GPA / Membership Reporting Link	Greek Advisor	N/A	N/A	N/A	31-Dec	1-May
Membership Size within Top third of IFC Chapters	Membership Recruitment	Advanced	GPA / Membership Reporting Link	Greek Advisor	N/A	N/A	N/A	31-Dec	1-May
Chapter GPA within Top quarter of IFC Chapters	Academics	Premier	GPA / Membership Reporting Link	Greek Advisor	N/A	N/A	N/A	31-Dec	1-May
Membership Size within Top quarter of IFC Chapters	Membership Recruitment	Premier	GPA / Membership Reporting Link	Greek Advisor	N/A	N/A	N/A	31-Dec	1-May

## February 28

Standard	Operational Area	Recognition Level	Form Title	Submitted by	First Approval	Second Approval	Third Approval	Due Date 1	Due Date 2
All seven (7) Standing Committees Established	Chapter Management	Basic	No Form; Information Collected through Phi Psi Portal	Corresponding Secretary	N/A	N/A	N/A	30-Sep	28-Feb
Chapter Operations Documents Submitted	Chapter Management	Basic	Chapter Operations Documents	Corresponding Secretary	Chapter Advisor	N/A	N/A	30-Sep	28-Feb
Calendar Year Presidency	Chapter Management	Basic	Calendar Year Presidency Verification Form	Corresponding Secretary	Chapter Advisor	N/A	N/A	30-Sep	28-Feb
Secondary Committees are Established on Phi Psi Portal	Chapter Management	Advanced	No Form; Information Collected through Phi Psi Portal	Corresponding Secretary	N/A	N/A	N/A	30-Sep	28-Feb
Have at Least Two (2) Active Social Media Accounts	Campus and Community Involvement	Basic	Social Media Account Information	Corresponding Secretary	Digital Marketing Manager	N/A	N/A	30-Sep	28-Feb



## May 1

Standard	Operational Area	Recognition Level	Form Title	Submitted by	First Approval	Second Approval	Third Approval	Due Date 1	Due Date 2
One Alumnus Present at Initiation to Give Alumni Address	Alumni Relations	Basic	Initiation Alumni Attendance	Chaplain	President	N/A	N/A	1-May	N/A
Ritual Review Completed for Chapter with 80% Membership Attendance	Fraternity Education	Basic	Ritual Review Form	Chaplain	N/A	N/A	N/A	1-May	N/A
20 Community Service Hours per Man per Year	Campus and Community Involvement	Minimum	Chapter Community Service Hours Tracking Form	Community Service Chairman	Vice President	Associate Director of Standards	N/A	1-May	N/A
Chapter President Meets with the Greek Advisor Monthly	Chapter Management	Basic	President Meeting with Greek Advisor	President	Chapter Advisor	N/A	N/A	1-May	N/A
Member(s) of the Chapter Participate in the Fraternity's Professional Development Conference or Service Immersion Trips	Fraternity Education	Advanced	No Form	N/A	N/A	N/A	N/A	1-May	N/A
35 Community Service Hours per Man per Year	Campus and Community Involvement	Premier	Chapter Community Service Hours Tracking Form	Community Service Chairman	Vice President	Associate Director of Standards	N/A	1-May	N/A
80% of members involved in at least one organization other than Phi Kappa Psi	Campus and Community Involvement	Premier	Chapter Individual Member Involvement Tracking Form	Community Service Chairman	N/A	N/A	N/A	1-May	N/A
Raise an Average of \$150 Philanthropic Dollars per Man per Year	Campus and Community Involvement	Premier	Philanthropy Event Form	Philanthropy Chairman	N/A	N/A	N/A	1-May	N/A
All Six (6) Risk Management Education Programs Completed with Attendance Requirement Met	Chapter Management	Premier	Risk Management Education Program Form	Risk Management Chairman	President	Chapter Advisor	Director of Chapter Services & Standards	1-May	N/A
Adhere to National New Member Program and Initiation Deadlines	Fraternity Education	Basic	No Form	N/A	N/A	N/A	N/A	1-May	N/A
Chapter GPA within Top quarter of IFC Chapters	Academics	Premier	GPA / Membership Reporting Link	Greek Advisor	N/A	N/A	N/A	31-Dec	1-May
Membership Size within Top quarter of IFC Chapters	Membership Recruitment	Premier	GPA / Membership Reporting Link	Greek Advisor	N/A	N/A	N/A	31-Dec	1-May

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Partner with a Campus OR Community Organization to Co-host a Philanthropy, Service, or Educational Event At Least Once per Year	Campus and Community Involvement	Minimum	Co-Hosted Event Form	Community Service Chairman	N/A	N/A	N/A	1-May	N/A
Take At Least One New Member Class per Year and Conduct Initiation of New Member Class	Membership Recruitment	Minimum	No Form; Information Collected through Phi Psi Portal	Corresponding Secretary	N/A	N/A	N/A	1-May	N/A
Attendance at Mandatory National Events	Chapter Management	Basic	No Form	N/A	N/A	N/A	N/A	1-May	N/A
Minimum Member Retention Rate of 80% for All New Member Classes	Membership Recruitment	Basic	No Form; Information Collected through Phi Psi Portal	N/A	N/A	N/A	N/A	1-May	N/A
Raise an Average of \$25 Philanthropic Dollars per Man per Year	Campus and Community Involvement	Minimum	Philanthropy Event Form	Philanthropy Chairman	N/A	N/A	N/A	1-May	N/A
Spring Risk Management Education Program Completed	Chapter Management	Basic	Risk Management Education Program Form	Risk Management Chairman	President	Chapter Advisor	Director of Chapter Services & Standards	1-May	N/A
Form 990 Tax Document Submitted to the IRS and to the National Fraternity	Financial Management	Basic	2018 990 Tax Document Submission Form	Treasurer	N/A	N/A	N/A	1-May	N/A
One Continuing Education Program per Term with 85% Attendance from Chapter Members	Fraternity Education	Basic	Continuing Education Program Form	Fraternity Education Chairman	Chapter Services Consultant	N/A	N/A	31-Dec	1-May
Chapter GPA at or Above the All Male Average or 2.75, whichever is Higher	Academics	Minimum	GPA / Membership Reporting Link	Greek Advisor	N/A	N/A	N/A	31-Dec	1-May
Membership Size at or Above the All IFC Average OR At Least 25 Members	Membership Recruitment	Minimum	GPA / Membership Reporting Link	Greek Advisor	N/A	N/A	N/A	31-Dec	1-May
Member Orientation 100% Complete for New Members Before Initiation of Each New Member Class	Fraternity Education	Basic	No Form	N/A	N/A	N/A	N/A	31-Dec	1-May
Participate/Host Phi Kappa Psi Founder's Day Event	Alumni Relations	Basic	Founder's Day Form	Alumni Relations Chairman	N/A	N/A	N/A	1-May	N/A
25 Community Service Hours per Man per Year	Campus and Community Involvement	Basic	Chapter Community Service Hours Tracking Form	Community Service Chairman	Vice President	Associate Director of Standards	N/A	1-May	N/A



70% of members involved in at least one organization other than Phi Kappa Psi	Campus and Community Involvement	Basic	Chapter Individual Member Involvement Tracking Form	Community Service Chairman	N/A	N/A	N/A	1-May	N/A
Participate in the Phi Kappa Psi National Week of Service	Campus and Community Involvement	Basic	National Week of Service Event Form	Community Service Chairman	N/A	N/A	N/A	1-May	N/A
Raise an Average of \$50 Philanthropic Dollars per Man per Year	Campus and Community Involvement	Basic	Philanthropy Event Form	Philanthropy Chairman	N/A	N/A	N/A	1-May	N/A
Host At Least One Alumni Event per Term (Two per Year)	Alumni Relations	Basic	Alumni Event Form	Alumni Relations Chairman	N/A	N/A	N/A	31-Dec	1-May
Send an Alumni Newsletter Twice Per Year	Alumni Relations	Basic	Alumni Newsletter Distribution	Alumni Relations Chairman	Chapter Advisor	N/A	N/A	31-Dec	1-May
President Check in with District Archon Once per Academic Term	Chapter Management	Basic	President Check in with District Archon	President	District Archon	N/A	N/A	31-Dec	1-May
30 Community Service Hours per Man per Year	Campus and Community Involvement	Advanced	Chapter Community Service Hours Tracking Form	Community Service Chairman	Vice President	Associate Director of Standards	N/A	1-May	N/A
75% of members involved in at least one organization other than Phi Kappa Psi	Campus and Community Involvement	Advanced	Chapter Individual Member Involvement Tracking Form	Community Service Chairman	N/A	N/A	N/A	1-May	N/A
Raise an Average of \$100 Philanthropic Dollars per Man per Year	Campus and Community Involvement	Advanced	Philanthropy Event Form	Philanthropy Chairman	N/A	N/A	N/A	1-May	N/A
At Least Four (4) Risk Management Education Programs Completed with Attendance Requirement Met	Chapter Management	Advanced	Risk Management Education Program Form	Risk Management Chairman	President	Chapter Advisor	Director of Chapter Services & Standards	1-May	N/A
Chapter GPA within Top third of IFC Chapters	Academics	Advanced	GPA / Membership Reporting Link	Greek Advisor	N/A	N/A	N/A	31-Dec	1-May
Membership Size within Top third of IFC Chapters	Membership Recruitment	Advanced	GPA / Membership Reporting Link	Greek Advisor	N/A	N/A	N/A	31-Dec	1-May
Host an Alumni Speaker Series with at Least Three (3) Speakers per Year	Alumni Relations	Advanced	Alumni Speaker Series	Alumni Relations Chairman	N/A	N/A	N/A	1-May	N/A
Conduct Alumni Induction Ceremony for Graduating Seniors	Alumni Relations	Advanced	Alumni Induction Ceremony	Alumni Relations Chairman	Chapter Advisor	Director of Chapter Services & Standards	N/A	1-May	N/A



Partner with a Campus OR Community Organization to Co-host a Philanthropy, Service, or Educational Event At Least Twice per Year	Campus and Community Involvement	Advanced	Co-Hosted Event Form	Community Service Chairman	N/A	N/A	N/A	1-May	N/A
Host One Chapter Wide Community Service Event with At Least 80% Attendance of Members	Campus and Community Involvement	Advanced	Community Service Event Form	Community Service Chairman	N/A	N/A	N/A	1-May	N/A
Distribute a Recruitment Scholarship to Potential Members	Membership Recruitment	Advanced	Recruitment Scholarship Form	Membership Recruitment Chairman	N/A	N/A	N/A	1-May	N/A
Create and Implement a Mentoring Program between Members and Alumni	Alumni Relations	Advanced	Alumni Mentoring Form	Alumni Relations Chairman	N/A	N/A	N/A	1-May	N/A

### June 1

Standard	Operational Area	Recognition Level	Form Title	Submitted by	First Approval	Second Approval	Third Approval	Due Date 1	Due Date 2
100% of new members complete Greek Life EDU (at least part 1) June 1	Fraternity Education	Basic	No Form	N/A	N/A	N/A	N/A	1-June	N/A

