



COVID-19 CHAPTER OFFICER RESOURCES

OFFICER ELECTIONS

If your chapter has elections that should take place between now and the end of the semester, but you are no longer able to meet, please follow the following guidelines:

If your Chapter President is graduating or leaving school: The Vice President should assume the president role until an opportunity arises for the chapter to hold an official election. If both the President and Vice President are departing, the Corresponding Secretary should assume the President role.

If any other elected officer position becomes vacant: The Chapter President should appoint someone to fill the role within the chapter until an opportunity arises for the chapter to hold an official election.

INITIATION AND NEW MEMBERS

If your chapter has members who are yet to be initiated: Please let them know that they WILL be initiated upon your return to campus. Unfortunately, because the CDC guidelines restrict gatherings of 10 or more people, we are not encouraging chapters to proceed with initiations at this time.

New Member Education Program: When activity resumes on campus, all new members should be initiated within six (6) days of the first day of in-person classes resuming. If there is further education to take place, it should be done after they are initiated.

MEMBERSHIP STATUS

We ask that you leave all undergraduates currently enrolled in school as active members of your chapter at this time. We will send your chapter a communication in about 30 days asking you to adjust your roster. Keeping members on the roster now acknowledges that they are still active undergraduate members and qualify for all benefits, including our Member Accident Protection Plan (MAPP) insurance coverage, if needed.

FINANCES

Spring dues and fees: The deadline for chapters to pay outstanding dues from Spring billing will be extended to May 5.

Initiation Fees: No late fee penalties will be charged to any initiation fees of current new members.

If your chapter has specific financial concerns beyond those mentioned above, please reach out to <mailto:finance@phikappapsi.com>.

GRAND ARCH COUNCIL

The Grand Arch Council is scheduled for July 15 - 18, 2020. At this point in time, there are no plans to cancel or postpone the GAC. Your chapter can register two people at no cost. You are still responsible for travel and lodging.

RISK MANAGEMENT PRESENTATIONS

If your campus will not resume in person class this semester, you are not expected to complete a risk management presentation. Information will be sent to your chapter to schedule a presentation for the 2020-21 academic year.

GreekLifeEdu & ACCREDITATION

With no plans to cancel GAC, we ask that you submit whatever you can regarding accreditation as we still plan to award chapters for what they have accomplished this year in Minneapolis.

All new members that have been added to a chapter's roster with a pledging date between May 1, 2019 and April 30, 2020 must have completed Part Two of GreekLifeEdu by June 30, 2020. There is a mandatory 14-day intersession between Parts One and Two. It is important to complete Part One as soon as possible. Failure to complete this online program will result in a fine assessed to chapters based on the number of new members that complete the program. If 100% of new members do not complete Parts One and Two of the program as required, the chapter will have a higher insurance premium for the 2020-21 academic year.

ADVISOR CERTIFICATION & TRAINING

All advisors have access to online training modules from Phired Up and can access it by going through the following steps. Please keep the coupon code internal as only advisors for our organization may have access:

Advisors can access classroom here:

learn.phiredup.com/advisor-education-level-1

- Click BUY for \$100
- Enter your email address, click accept, and continue
- Create a password by typing one in
- Click HAVE A COUPON, enter PKPADVISOR1
- Click GET ACCESS FOR FREE
- Click START COURSE, and read the first page titled START HERE
- Navigate between pages using the arrows at the bottom

All Chapter Advisors who have not previously completed the Advisor Certification Program from EverFi should be receiving notification emails from the system. If you do not see them in your inbox, please check your spam folder. If nothing can be found please contact the Jared Bills, director of advisory teams, via email at jmb@phikappapsi.com.

SOCIAL EVENTS

We realize that the current circumstances have created social challenges that were unexpected. While most of our undergraduate members do not fall into a high-risk group that could be adversely affected by COVID-19, it is imperative that you understand your role in reducing the rate that the virus is spread.

The CDC has asked that we avoid gatherings in groups larger than 10 people. It is imperative that you avoid hosting ANY social events during this time. Your cooperation today can contribute to a better tomorrow. If you are interested in hosting a virtual meeting, we recommend Google Hangout or Zoom.

CONTRACTS

If your chapter has an outstanding contract for an upcoming event that you are no longer able to fulfill, please feel free to send them to rkr@phikappapsi.com.

EXTENDING SANCTION COMPLETION DEADLINES

We will be in contact with any institutions that have implemented time sensitive deadlines for sanctions. If your chapter has sanctions that require the completion of online programs, creation of documents or other tasks that can be completed by individuals, we STRONGLY encourage you to take the time to complete these sanctions on time.

HIRING

Phi Kappa Psi National Fraternity intends to hire staff members for fall of 2020. Please visit our careers page to learn more about current job opportunities: phikappapsi.com/about/career-opportunities/