



Phi Kappa Psi Chapter Accreditation Program

Phi Kappa Psi implemented its Accreditation program in order to provide best practices and to evaluate chapters on an annual basis. Using practices and requirements at various levels, chapters can implement the information within this guide to improve how they operate their organization and improve their overall fraternal experience. The various information requested is submitted via forms on specific due dates throughout the year and is completed by multiple officers and chairmen in the chapter.

Each chapter is evaluated based upon criteria within seven operational areas and three operational performance levels:

Operational Areas

Risk Management Minimum
Campus and Community Involvement Basic
Academics Advanced
Chapter Management Premier
Membership Recruitment
Fraternity Education
Alumni Relations

Operational Performance

For questions about Accreditation please contact the Director of Chapter Services and Standards directly, or the Fraternity Headquarters at 317-632-1852.

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Minimum Chapter Operational Performance

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

1. No Risk Management Violations
2. Take at least one new member class per year and conduct initiation of new member class
3. Adherence to national new member program and initiation deadlines
4. 100% of new members complete Greek Life EDU (at least part 1) before June 1
5. Academic support plan created and submitted
6. Minimum GPA established for all members
7. Minimum GPA established for recruitment of new members
8. Completion of Fall and Spring Risk Management Education Program with 85% Attendance (Fall Topic: Alcohol and Drug Abuse)
9. Safe social events plan created and submitted
10. Submit annual budget to national fraternity
11. Form 990 tax document submitted to the IRS and to the national fraternity
12. Chapter Operations documents submitted (Chapter bylaws, code of conduct and grievance procedures, letter of status from IFC, Officer Risk Management Signature Form)



Basic Chapter Operational Performance

Basic Chapter Operational Performance standards detail a breakdown of best practices and standards for those groups aiming to accomplish more than is minimally required of them. The more a chapter implements Basic practices above the Minimum requirements, the more operationally-sound the chapter becomes.

1. 20 community service hours per man per year
2. Raise an average of \$25 philanthropic dollars per man per year
3. Chapter GPA at or above the all-male average or 2.75 (on a 4.0 scale), whichever is higher
4. Membership size at or above the all IFC average or at least 25 members
5. Membership at or above the all IFC average
6. 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)
7. All seven standing committees established
8. Calendar year presidency (winter/spring term start)
9. President Meets with Greek Advisor Monthly
10. Check in with the District Archon semi-annually
11. Host an officer transition/reassessment workshop
12. Have at least two (2) active social media accounts
13. Attendance at mandatory national events
14. Minimum new member retention rate of 80% all new member classes
15. One alumnus present at initiation to give alumni address
16. Ritual review completed for chapter with 80% membership attendance
17. No bills over 90 days past due with the national fraternity
18. 70% of members involved in at least one organization other than Phi Kappa Psi
19. Participate in the Phi Kappa Psi National Week of Service
20. One continuing education program per term with 85% attendance from chapter members
21. Partner with a campus organization OR partner with a community organization to co-host a philanthropy, service, or educational event at least once per year.
22. Chapters must maintain an approved partnership with an organization devoted to addressing poverty issues in their community.
23. Chapter Advisor, Faculty Advisor, and one additional advisors listed on Phi Psi Portal
24. Host at least one alumni event per term (two per year)
25. Participate/host Phi Kappa Psi Founders' Day event
26. Send an alumni newsletter twice per year



Advanced Chapter Operational Performance

Advanced Chapter Operations Performance standards provide a reasonable step above Basic performance to sharpen a chapter's operations. Chapters that implement these practices and meet these standards encapsulate the characteristics of a highly effective chapter.

1. 25 Community service hours per man per year.
2. Raise an average of \$50 philanthropic dollars per man per year.
3. Chapter GPA within top third (33%) of IFC chapters
4. Membership size within top third (33%) of IFC chapters
5. Officer minimum GPA is above the active minimum GPA
6. At least four (4) risk management education programs completed with 85% attendance requirement met for each
7. Secondary committees are established on Phi Psi Portal
8. 75% of members involved in at least one organization other than Phi Kappa Psi
9. Host one chapter wide community service event with at least 80% attendance from members
10. Partner with a campus organization OR partner with a community organization to co-host a philanthropy, service, or educational event at least twice per year.
11. Chapter Advisor, Faculty Advisor, and two additional advisors listed on Phi Psi Portal
12. Host at least three alumni events during academic year
13. Conduct alumni induction ceremony for graduating seniors
14. Distribute a recruitment scholarship to potential members
15. Member(s) of the chapter participate in the Fraternity's Professional Development Conference or Service Immersion Trips
16. Create and implement a mentoring program between members and alumni



Premier Chapter Operational Performance

Premier Chapter Operational Performance standards entail the highest levels of performance that a chapter can meet. Chapters that complete these standards are often performing above their peers both on campus and around the country.

1. 30 community service hours per man per year
2. Raise an average of \$100 philanthropic dollars per man per year
3. Chapter GPA within top quarter (25%) of IFC chapters
4. Membership size within top quarter (25%) of IFC chapters
5. Six (6) risk management education programs completed with 85% attendance requirement met for each
6. 80% of members involved in at least one organization other than Phi Kappa Psi
7. Chapter Advisor, Faculty Advisor, and three additional advisors listed on Phi Psi Portal



Minimum Chapter Operational Performance
Forms Overview

1. 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.

- Operational Area: Chapter Management
- Submitted by: N/A
- Form: N/A
- Approval: N/A
- Due: May 1

2. Take At Least One New Member Class per Year and Conduct Initiation of New Member Class

- Operational Area: Membership Recruitment
- Submitted by: Corresponding Secretary
- Form: N/A; Information Collected Through Reporting of Initiation on Phi Psi Portal
- Approval: N/A
- Due: May 1

3. Adherence to national new member program and initiation deadlines dependent on pre-determined program length of 10-days, 21-days or 6-weeks.

Note: \$1,000 fine per day until new member class is initiated if deadline is not met.

- Operational Area: Fraternity Education
- Submitted by: President or Corresponding Secretary
- Form: N/A
- Approval: N/A
- Due: Prior to New Member Education program deadline

4. 100% of new members complete GreekLifeEDU (at least part 1) before June 1

- Operational Area: Fraternity Education
- Submitted by: N/A; Individual member progress will be determined through monitoring of GreekLifeEDU
- Form: N/A
- Approval: N/A
- Due: June 1



5. Academic Support Plan Created and Submitted
 - Operational Area: Academics
 - Submitted by: Scholarship Chairman
 - Form: Academic Support Plan
 - Approval: Vice President
 - Due: September 30

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

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

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

Spring Risk Management Education Program Completed with 85% attendance

Note: For spring semester, Risk Management Education Program Form - [Insert Topic] can cover any of the 5 other topics listed in the Risk Management Education Overview other than alcohol and drug abuse.

- Operational Area: Chapter Management
- Submitted by: Risk Management Chairman
- Form: Risk Management Education Program Form - [Insert Topic]
- Approval: President, Chapter Advisor, Director of Chapter Services & Standards
- Due: May 1



9. Safe Social Events Plan Created and Submitted
 - Operational Area: Chapter Management
 - Submitted by: Risk Management Chairman
 - Form: Safe Social Events Plan
 - Approval: President, Chapter Advisor, Director of Chapter Services & Standards
 - Due: September 30
10. Submit Annual Budget to National Fraternity
 - Operational Area: Financial Management
 - Submitted by: Treasurer
 - Form: 2020-2021 Annual Budget Submission
 - Approval: Finance Advisor, Director of Chapter Services & Standards
 - Due: September 30
11. Form 990 Tax Document Submitted to the IRS and to the National Fraternity
 - Operational Area: Financial Management
 - Submitted by: Treasurer
 - Form: Form 990 Tax Document
 - Approval: Director of Chapter Services & Standards
 - Due: May 1
12. 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)**
 - Operational Area: Chapter Management
 - Submitted by: Corresponding Secretary
 - Form: Chapter Operations Documents
 - Approval: Chapter Advisor
 - Due: September 30, February 28



Basic Chapter Operational Performance Forms Overview

1. Raise an Average of \$50 Philanthropic Dollars per Man per Year
 - Operational Area: Campus and Community Involvement
 - Submitted by: Philanthropy Chairman
 - Form: Philanthropy Event Form
 - Approval: N/A
 - Due: May 1

2. 25 Community Service Hours per Man per Year
 - Operational Area: Campus and Community Involvement
 - Submitted by: Community Service Chairman
 - Form: Chapter Community Service Hours Tracking Form
 - Approval: Vice President, Associate Director of Standards
 - Due: May 1

3. Chapter GPA at or Above the All Male Average or 2.75 (on a 4.0 scale), 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.

 - Operational Area: Academics
 - Submitted by: Greek Advisor
 - Form: GPA/Membership Reporting Link
 - Approval: N/A
 - Due: December 31, May 1

4. Membership Size at or Above the All IFC Average OR At Least 25 Members

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.

 - Operational Area: Membership Recruitment
 - Submitted by: Greek Advisor
 - Form: GPA/Membership Reporting Link
 - Approval: N/A
 - Due: December 31, May 1



5. Membership Size within Top 50% 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.

- Operational Area: Membership Recruitment
- Submitted by: Greek Advisor
- Form: GPA/Membership Reporting Link
- Approval: N/A
- Due: December 31, May 1

6. All seven (7) Standing Committees Established

- Operational Area: Chapter Management
- Submitted by: N/A
- Form: N/A; Information Collected Through Roles on Phi Psi Portal
- Approval: N/A
- Due: September 30, February 28

7. Calendar Year Presidency

Note: Winter/Spring Term Start – Chapter officers should begin their terms prior to Regional Officer Training in January.

- Operational Area: Chapter Management
- Submitted by: Corresponding Secretary
- Form: Calendar Year Presidency Verification Form
- Approval: Chapter Advisor
- Due: September 30, February 28

8. Chapter President Meets with the Greek Advisor Monthly

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

- Operational Area: Chapter Management
- Submitted by: President
- Form: President Meeting with Greek Advisor
- Approval: Chapter Advisor
- Due: May 1



9. President Check in with District Archon semi-annually

- Operational Area: Chapter Management
- Submitted by: President
- Form: President Check in with District Archon
- Approval: District Archon
- Due: December 31, May 1

10. Host an Officer Transition/Reassessment Workshop

- Operational Area: Chapter Management
- Submitted by: President
- Form: Officer Transition Workshop Form
- Approval: Director of Chapter Services & Standards
- Due: December 31

11. Have at Least Two Active Social Media Accounts with posts within the last year

- Operational Area: Campus and Community Involvement
- Submitted by: Corresponding Secretary
- Form: Social Media Account Information
- Approval: Digital Marketing Manager
- Due: September 30, February 28

12. Attendance at National Events

Note: The chapter is expected to send full delegations to both Regional Officer Trainings offered in January/February 2021

- Operational Area: Chapter Management
- Submitted by: N/A
- Form: N/A
- Approval: N/A
- Due: May 1

13. Minimum Member Retention Rate of 80% for All New Member Classes

- Operational Area: Membership Recruitment
- Submitted by: N/A
- Form: N/A; Information Collected Through Reporting of Initiation on Phi Psi Portal
- Approval: N/A
- Due: May 1



14. One Alumnus Present at Initiation to Give Alumni Address
 - Operational Area: Alumni Relations
 - Submitted by: Chaplain
 - Form: Initiation Alumni Attendance
 - Approval: President
 - Due: December 31, May 1

15. Ritual Review Completed for Chapter with 80% Membership Attendance
 - Operational Area: Fraternity Education
 - Submitted by: Chaplain
 - Form: Ritual Review Form
 - Approval: N/A
 - Due: May 1

16. No Bills Over 90 Days Past Due with the National Fraternity
 - Operational Area: Financial Management
 - Submitted by: Treasurer
 - Form: N/A; This will be collected automatically through submission of payments through OmegaFi
 - Approval: N/A
 - Due: N/A

17. 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.**
 - Operational Area: Campus and Community Involvement
 - Submitted by: Community Service Chairman
 - Form: Chapter Individual Member Involvement Tracking Form
 - Approval: N/A
 - Due: May 1

18. Participate in the Phi Kappa Psi National Week of Service
 - Operational Area: Campus and Community Involvement
 - Submitted by: Community Service Chairman
 - Form: National Week of Service Event Form
 - Approval: N/A
 - Due: May 1



19. One Continuing Education Program per Term with 85% Attendance from Chapter Members
 - Operational Area: Fraternity Education
 - Submitted by: Fraternity Education Chairman
 - Form: Continuing Education Program Form
 - Approval: Director of Chapter Services & Standards
 - Due: December 31, May 1

20. Partner with a Campus Organization OR Partner with a Community Organization to Co-host a Philanthropy, Service, or Educational Event At Least Once per Year
 - Operational Area: Campus and Community Involvement
 - Submitted by: Community Service Chairman
 - Form: Co-hosted Event Form
 - Approval: N/A
 - Due: May 1

21. Maintain an Approved Partnership with an Organization Devoted to Addressing Poverty Issues in their Community
 - Operational Area: Campus and Community Involvement
 - Submitted by: Community Service Chairman
 - Form: Organizational Partnership Reporting Form
 - Approval: Senior Director of Membership Development
 - Due: May 1

22. Chapter Advisor, Faculty Advisor, and One Additional Advisor Updated in Phi Psi Portal
 - Operational Area: Alumni Relations
 - Submitted by: Corresponding Secretary
 - Form: N/A; Information Collected Through Roster Updates on Phi Psi Portal
 - Approval: N/A
 - Due: September 30

23. Host At Least One Alumni Event per Term (Two per Year)
 - Operational Area: Alumni Relations
 - Submitted by: Alumni Relations Chairman
 - Form: Alumni Event Form
 - Approval: N/A
 - Due: December 31, May 1



24. Participate/Host Phi Kappa Psi Founders' Day Event

- Operational Area: Alumni Relations
- Submitted by: Alumni Relations Chairman
- Form: Founders' Day Form
- Approval: N/A
- Due: May 1

25. Send an Alumni Newsletter Twice Per Year

- Operational Area: Alumni Relations
- Submitted by: Alumni Relations Chairman
- Form: Alumni Newsletter Distribution
- Approval: Chapter Advisor
- Due: December 31, May 1



Advanced Chapter Operational Performance Forms Overview

1. 30 Community Service Hours per Man per Year
 - Operational Area: Campus and Community Involvement
 - Submitted by: Community Service Chairman
 - Form: Chapter Community Service Hours Tracking Form
 - Approval: Vice President, Associate Director of Standards
 - Due: May 1

2. Raise an Average of \$100 Philanthropic Dollars per Man per Year
 - Operational Area: Campus and Community Involvement
 - Submitted by: Philanthropy Chairman
 - Form: Philanthropy Event Form
 - Approval: N/A
 - Due: May 1

3. Chapter GPA within Top 33% 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.

 - Operational Area: Academics
 - Submitted by: Greek Advisor
 - Form: GPA/Membership Reporting Link
 - Approval: N/A
 - Due: December 31, May 1

4. Membership Size within Top 33% 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.

 - Operational Area: Membership Recruitment
 - Submitted by: Greek Advisor
 - Form: GPA/Membership Reporting Link
 - Approval: N/A
 - Due: December 31, May 1



5. Officer Minimum GPA is Above the Active Minimum GPA
 - Operational Area: Academics
 - Submitted by: Scholarship Chairman
 - Form: Officer GPA Verification
 - Approval: Vice President
 - Due: September 30

6. At Least Four (4) Risk Management Education Programs Completed with Attendance Requirement Met

Note: Risk Management Education Program Form – [Insert Topic] can cover any of the 6 topics listed in the Risk Management Education Overview other than Alcohol and Drug Abuse.

 - Operational Area: Chapter Management
 - Submitted by: Risk Management Chairman
 - Form: Risk Management Education Program Form – [Insert Topic]
 - Approval: President, Chapter Advisor, Director of Standards
 - Due: May 1

7. Secondary Committees are Established on Phi Psi Portal
 - Operational Area: Chapter Management
 - Submitted by: Corresponding Secretary
 - Form: N/A; Information Collected Through Roles on Phi Psi Portal
 - Approval: N/A
 - Due: September 30, February 28

8. 75% 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.

 - Operational Area: Campus and Community Involvement
 - Submitted by: Community Service chairman
 - Form: Chapter Individual Member Involvement Tracking Form
 - Approval: N/A
 - Due: May 1

9. Host One Chapter Wide Community Service Event with At Least 80% Attendance of Members
 - Operational Area: Campus and Community Involvement
 - Submitted by: Community Service Chairman
 - Form: Community Service Event Form
 - Approval: N/A
 - Due: May 1



10. Partner with a Campus Organization OR Partner with a Community Organization to Co-host a Philanthropy, Service, or Educational Event At Least **Twice** per Year
 - Operational Area: Campus and Community Involvement
 - Submitted by: Community Service Chairman
 - Form: Co-hosted Event Form
 - Approval: N/A
 - Due: May 1

11. Chapter Advisor, Faculty Advisor, and **Two** Additional Advisors Updated in Phi Psi Portal
 - Operational Area: Alumni Relations
 - Submitted by: Corresponding Secretary
 - Form: N/A; Information Collected Through Roster Updates on Phi Psi Portal
 - Approval: N/A
 - Due: September 30

12. Host an Alumni Event **Three** times during the academic year
 - Operational Area: Alumni Relations
 - Submitted by: Alumni Relations Chairman
 - Form: Alumni Event Form
 - Approval: N/A
 - Due: May 1

13. Conduct Alumni Induction Ceremony for Graduating Seniors
 - Operational Area: Alumni Relations
 - Submitted by: Alumni Relations Chairman
 - Form: Alumni Induction Ceremony
 - Approval: Chapter Advisor, Director of Chapter Services & Standards
 - Due: May 1

14. Distribute a Recruitment Scholarship to Potential Members
 - Operational Area: Membership Recruitment
 - Submitted by: Membership Recruitment Chairman
 - Form: Recruitment Scholarship Form
 - Approval: N/A
 - Due: May 1



15. Member(s) of the Chapter Participate in the Fraternity's Professional Development Conference or Service Immersion Trips

- Operational Area: Fraternity Education
- Submitted by: N/A
- Form: N/A
- Approval: N/A
- Due: May 1

16. Create and Implement a Mentoring Program between Members and Alumni

- Operational Area: Alumni Relations
- Submitted by: Alumni Relations Chairman
- Form: Alumni Mentoring Form
- Approval: N/A
- Due: October 31



Premier Chapter Operational Performance Forms Overview

1. 35 Community Service Hours per Man per Year
 - Operational Area: Campus and Community Involvement
 - Submitted by: Community Service Chairman
 - Form: Chapter Community Service Hours Tracking Form
 - Approval: Vice President, Associate Director of Standards
 - Due: May 1

2. Raise an Average of \$150 Philanthropic Dollars per Man per Year
 - Operational Area: Campus and Community Involvement
 - Submitted by: Philanthropy Chairman
 - Form: Philanthropy Event Form
 - Approval: N/A
 - Due: May 1

3. Chapter GPA within Top 25% 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.

 - Operational Area: Academics
 - Submitted by: Greek Advisor
 - Form: GPA/Membership Reporting Link
 - Approval: N/A
 - Due: December 31, May 1

4. Membership Size within Top 25% 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.

 - Operational Area: Membership Recruitment
 - Submitted by: Greek Advisor
 - Form: GPA/Membership Reporting Link
 - Approval: N/A
 - Due: December 31, May 1



5. All Six (6) Risk Management Education Programs Completed with Attendance Requirement Met

Note: Risk Management Education Program Form – [Insert Topic] can cover any of the 6 topics listed in the Risk Management Education Overview other than Alcohol and Drug Abuse.

- Operational Area: Chapter Management
- Submitted by: Risk Management Chairman
- Form: Risk Management Education Program Form – [Insert Topic]
- Approval: President, Chapter Advisor, Director of Standards
- Due: May 1

6. 80% 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.

- Operational Area: Campus and Community Involvement
- Submitted by: Community Service chairman
- Form: Chapter Individual Member Involvement Tracking Form
- Approval: N/A
- Due: May 1

7. Chapter Advisor, Faculty Advisor, and **Three** Additional Advisors Updated in Phi Psi Portal

- Operational Area: Alumni Relations
- Submitted by: Corresponding Secretary
- Form: N/A; Information Collected Through Roster Updates on Phi Psi Portal
- Approval: N/A
- Due: September 30