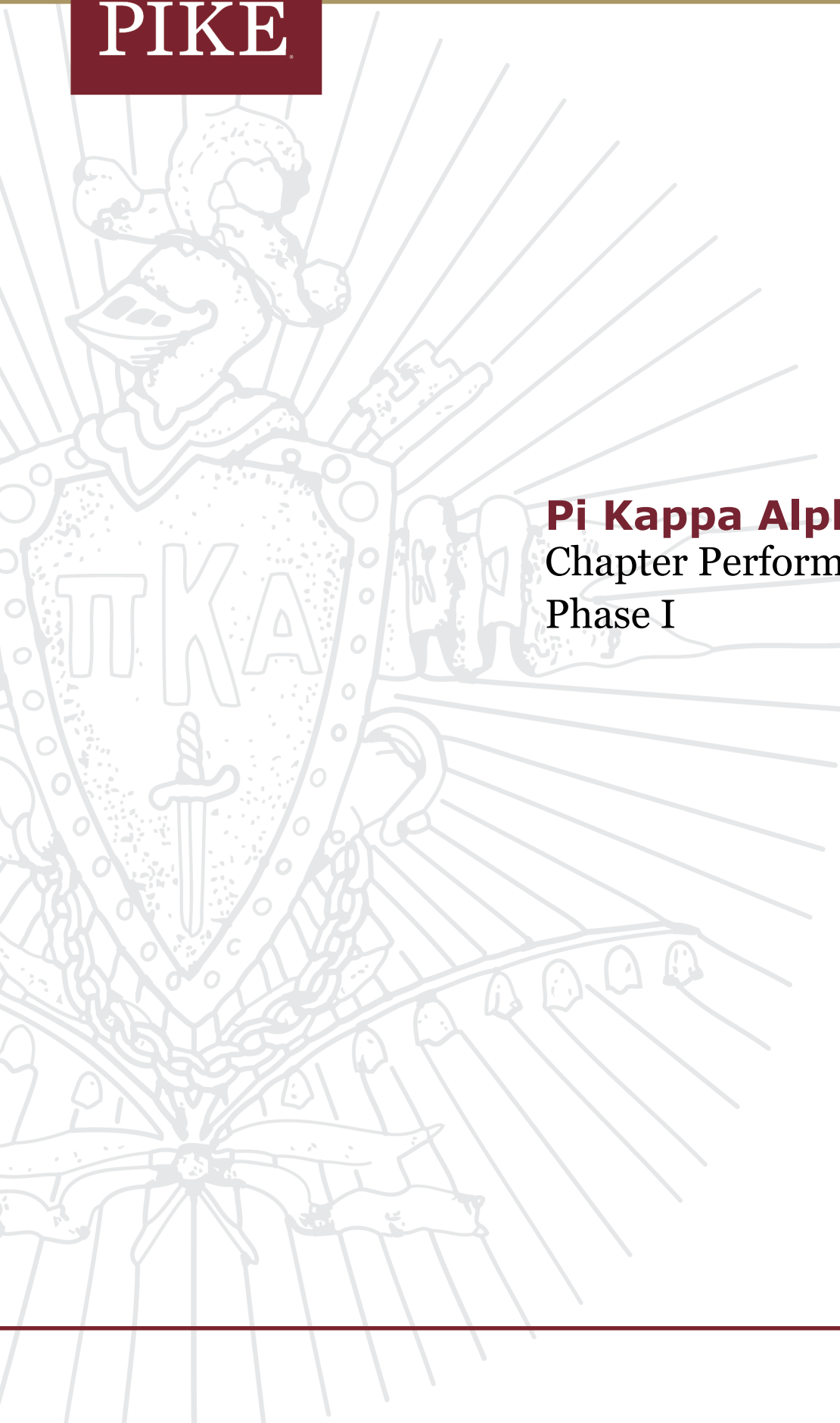


PIKE

Pi Kappa Alpha

Chapter Performance Checklist

Phase I



CHAPTER PERFORMANCE CHECKLIST - PHASE I

This should be a template for creating and developing the foundation for a successful chapter. It is also recommended that the chapter familiarize themselves with the resources located under the “Resources” tab at www.pikes.org. Please remember the Fraternity Staff is at your service to aid you in fulfillment of these basic tasks. Do not hesitate to contact the Fraternity Staff (901–748–1868 ext. 6, pkaserv@pikes.org). By completing the below check list the chapter should be able to provide supporting documentation and ultimately submit a Year End Summary.

Recruitment

1. Printed Recruitment Handbook and 3 ring binder.....Yes/ No
2. Read the Recruitment Handbook.....Yes/ No
3. Is your recruitment officer appointed?Yes/ No
 - a. Bylaw describing the appointment process, who appoints him and when is he appointed.....Yes/ No
4. Recruitment Chairman utilizing ChapterBuilderYes/ No
 - a. Every member should submit at least one name to ChapterBuilderYes/ No
5. Form a recruitment committee and determine positions.....Yes/ No
6. Obtain IFC Recruitment Rules.....Yes/ No
7. Hold a recruitment committee retreat.....Yes/ No
 - a. Set goals for the semester.....Yes/ No
 - b. Create a recruitment calendar for the semester.....Yes/ No
 - c. Conduct a SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats)Yes/ No
 - d. Facilitate GROW Model Exercise (Goals, Realities, Options, Way Forward)Yes/ No
 - e. Create a Target Market of the men we are looking to recruit.....Yes/ No
8. Recruit at least 5 new members.....Yes/ No
9. Meet with Recruitment Advisor on a regular basis.....Yes/ No

True PIKE Experience – Membership Development

Vice President of Membership Development

1. Printed VP of Membership Development Handbook and 3 ring binderYes/ No
2. Form a structured education cabinet to manage the curriculum for the various developmental levels of the chapter’s membership.....Yes/No
3. Have education focused on the various developmental levels of the membershipYes/No
4. Establish and implement the chapter’s mentor programYes/No
5. Meet with Alumni Education Advisor on a regular basisYes/ No

New Member Educator

1. Printed New Member Education Handbook and 3 ring binder.....Yes/ No
2. Form a New Member Education CommitteeYes/ No
3. Is each new member given a *Garnet & Gold Manual*?.....Yes/ No
4. Is each new member given a new member pin and goes through the pinning ceremony?.....Yes/ No
5. Each new member signs the *Standards and Statement of Position on Hazing*.....Yes/ No
6. Hold weekly new member education meetings in congruence with the 4 Week Orientation PlanYes/ No
7. Have one brother or guest responsible for speaking at each weekly new member education meeting.....Yes/ No
8. Assist in the execution of the chapter’s mentor program for new members joining the chapterYes/ No
9. Meet with the Alumni Education Advisor at the beginning of the semester/quarterYes/ No

Brother Leader Educator

1. Printed Brother Leader Educator Handbook and 3 ring binder.....Yes/ No
2. Develop a structured syllabus/calendar for brother leader education meetings.....Yes/No
3. Have education meetings focused on the brother leader educational curriculumYes/No

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4. Assist in the execution of the chapter’s mentor program for brother leadersYes/ No
5. Meet with the Alumni Education Advisor at the beginning of the semester/quarterYes/ No

Fraternity Leader Educator

1. Printed Fraternity Leader Educator Handbook and 3 ring binder.....Yes/ No
2. Develop a structured syllabus/calendar for fraternity leader education meetingsYes/No
3. Have education meetings focused on the fraternity leader educational curriculum.....Yes/No
4. Educate fraternity leaders on role as a mentor.....Yes/ No
5. Meet with the Alumni Education Advisor at the beginning of the semester/quarterYes/ No

Community Leader Educator

1. Printed Community Leader Educator Handbook and 3 ring binder.....Yes/ No
2. Develop a structured syllabus/calendar for community leader education meetingsYes/No
3. Have education meetings focused on the community leader educational curriculum.....Yes/No
4. Educate community leaders on role as a mentor.....Yes/ No
5. Meet with the Alumni Education Advisor at the beginning of the semester/quarterYes/ No

Chapter Events/Speakers Coordinator

1. Printed Chapter Events/Speakers Coordinator Handbook and 3 ring binderYes/ No
2. Create a goal for number of chapter-wide personal development educational events.....Yes/ No
3. Begin monthly speakers for the chapter.....Yes/No
4. Meet with the Alumni Education Advisor at the beginning of the semester/quarterYes/ No

Alumni Relations

1. Printed Alumni Relations Handbook and 3 ring binderYes/ No
2. Form an Alumni Relations Committee (event coordinator, newsletter, database, etc.)?Yes/ No
3. Is there an accredited chapter advisor?.....Yes/ No
4. Is there an Alumni Advisory Board?Yes/ No
5. Does the chapter have an alumni database of chapter and area alumni?Yes/ No
6. Create a goal for number of alumni events and alumni newslettersYes/ No

Finances

1. Printed Treasurer Handbook and 3 ring binderYes/ No
2. Utilize the *Standardized Budget* (or equivalent)Yes/ No
 - a. Prepare a balanced budget for the academic term/year.....Yes/ No
3. Charge card from OmegaFi ordered.....Yes/ No
4. Create and utilize membership contracts.....Yes/ No
5. Set up financial system with OmegaFi and sign up membersYes/ No
6. Bill and collect chapter duesYes/ No
7. Pay for LPP and Chapter assessment, new member pins, *Garnet and Gold’s*, etc.Yes/ No
8. Meet with Alumni Financial Advisor on a regular basisYes/ No

Housing (if applicable)

1. House manager selected.....Yes/ No
2. House cleaning dutiesYes/ No
3. Housing Advisor selected.....Yes/ No
4. House Corporation formedYes/ No
5. Fire safety & Crisis Management Plan (exits marked, evacuation routes, test smoke alarms, etc.)....Yes/ No
6. Housing contracts signed for in house membersYes/ No

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Health & Safety

1. Sign the *Standards and Statement of Position on Hazing* each semester and distribute to each memberYes/ No
2. Printed Health & Safety Handbook and 3 ring binderYes/ No
3. Review IFC policies pertaining to risk awareness and social eventsYes/ No
4. Develop a written crisis management planYes/ No
5. Form a Health & Safety committeeYes/ No
6. Meet with Health & Safety Advisor on a regular basisYes/ No

Management (President and Vice Presidents)

1. Printed President and Vice President Handbooks and 3 ring binderYes/ No
2. Weekly Executive Council meetingsYes/ No
3. Review IFC policiesYes/ No
4. Ensure all positions are filled and members are serving on committeesYes/ No
5. Weekly committee reports at chapter meeting (every committee should have a report)Yes/ No
6. Hold weekly chapter meetingsYes/ No
7. Revise and update the chapter by-lawsYes/ No
8. Chapter goals documented and distributed to membersYes/ No
9. Have a representative from the chapter attend IFC meetingsYes/ No

International Fraternity (Secretary)

1. Ensure roster and officer information is updated with MHQYes/ No
2. Printed Secretary Handbook and 3 ring binderYes/ No
3. Familiarize with myPIKE dashboard, log in and password, updates, etc.Yes/ No
4. Take minutes at chapter and executive council meetingsYes/ No
5. Take roll during chapter meetingsYes/ No
6. Prepare a calendar for the remainder of the academic term/yearYes/ No
7. Utilize Google Gmail listserv for chapter communicationYes/ No
8. Attend PIKE *University* events (CEC, LS, Academy/Convention)Yes/ No

Athletics

1. Printed Athletics Handbook and 3 ring binderYes/ No
2. Field a team/individual for every intramural sportYes/ No
3. Support the host institution athletic programYes/ No
4. Create team captains for sportsYes/ No
5. Create multiple teams (competitive and fun) to accommodate all members who wish to playYes/ No
6. Noncompeting brothers support PIKE intramural competitionsYes/ No

Ritual

1. Ensure the chapter possesses all regalia and current *Ritual* book Yes/ No
2. Utilize proper ceremonies (Initiation – part 1 and 2, new member pinning, graduation, etc.)Yes/ No
3. Learn the *Preamble* and *Ode to a Pledge*Yes/ No

Accountability (Sergeant at Arms)

1. Printed Sergeant at Arms Handbook and 3 ring binderYes/ No
2. Obtain all IFC and University PoliciesYes/ No
3. Begin working to revise the chapter by-lawsYes/ No
 - a. Establish financial standardsYes/ No
 - b. Establish academic standardsYes/ No
 - c. Establish conduct standardsYes/ No

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4. Ensure meetings are in order.....Yes/ No
5. Establish a judicial board appointed with a cross section of the members.....Yes/ No
 - a. Establish a written judicial policy and judicial board proceduresYes/ No
6. Allow chapter members into meetings and regulate when guests come into meetingsYes/ No

Scholarship

1. Printed Scholarship Handbook and 3 ring binder.....Yes/ No
2. Are there minimum academic requirements for membership?Yes/ No
 - a. Enforce minimum GPA requirementsYes/ No
 - b. Update by-laws with academic standardsYes/ No
3. Establish optional group study timesYes/ No
4. Contact campus resources for available assistance with academics (tutors, study workshops, etc.)..Yes/ No
5. Create a chapter GPA goal for the academic term/ yearYes/ No

Campus Involvement

1. Printed Campus Involvement Handbook and 3 ring binder.....Yes/ No
2. Create a minimum level of involvement expectation for membersYes/ No
3. Identify the top organizations on campusYes/ No
4. Create chapter goal for % of membership involved in other student organizationsYes/ No
5. Make a list of the organizations the members are in.....Yes/ No

Community Service

1. Printed Community Service Handbook and 3 ring binder.....Yes/ No
2. Create an excel sheet for recording service hours and dollars donated (individuals and entire chapter)Yes/ No
3. Create chapter goal for service hours and philanthropy dollars donatedYes/ No
4. Establish minimum hours of service expected for each memberYes/ No

Public Relations

1. Printed Public Relations Handbook and 3 ring binderYes/ No
2. Chapter website createdYes/ No
3. Establish a PR committeeYes/ No
4. Set chapter goal for the number of press releases written and distributedYes/ No

Fundraising

1. Printed Fundraising Handbook and 3 ring binderYes/ No
2. Establish chapter goal for fundraising dollars earnedYes/ No
3. Determine possible fundraising eventsYes/ No

Brotherhood

1. Printed Brotherhood Handbook and 3 ring binderYes/ No
2. Hold regular brotherhood eventsYes/ No
 - a. Schedule optional brotherhood times for lunch, dinner, study, gym, etc.Yes/ No
3. Set chapter goal for number of brotherhood eventsYes/ No

Social

1. Create a contact list of the social chairmen for the other Greek organizationsYes/ No
2. Create a goal for number of social events for the academic term/yearYes/ No

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- 3. Have sober event monitors at every social event.....Yes/ No
- 4. Have a guest list for all attendees at every social event.....Yes/ No
- 5. Host events in accordance with the Fraternity *Standards*Yes/ No
- 6. Meet with Health & Safety Advisor regularly.....Yes/ No

Special Events

- 1. Printed Special Events Handbook and 3 ring binderYes/ No

Historian

- 1. Begin to record chapter history by taking photos and videos of eventsYes/ No
- 2. Encourage all officers to write event summaries following eventsYes/ No

Website Chair

- 1. Create a professional website.....Yes/ No
- 2. Establish a listserv or email group for emailing amongst the membersYes/ No

Alumni Advisory Board

- 1. Ensure the ideal 6-man Advisory Board has been implemented.....Yes/ No
- 2. Chapter Advisor has completed the online accreditation processYes/ No
- 3. Introduction to the Regional President.....Yes/ No
- 4. Printed AAB Handbook, position handbook, and 3 ring binderYes/ No