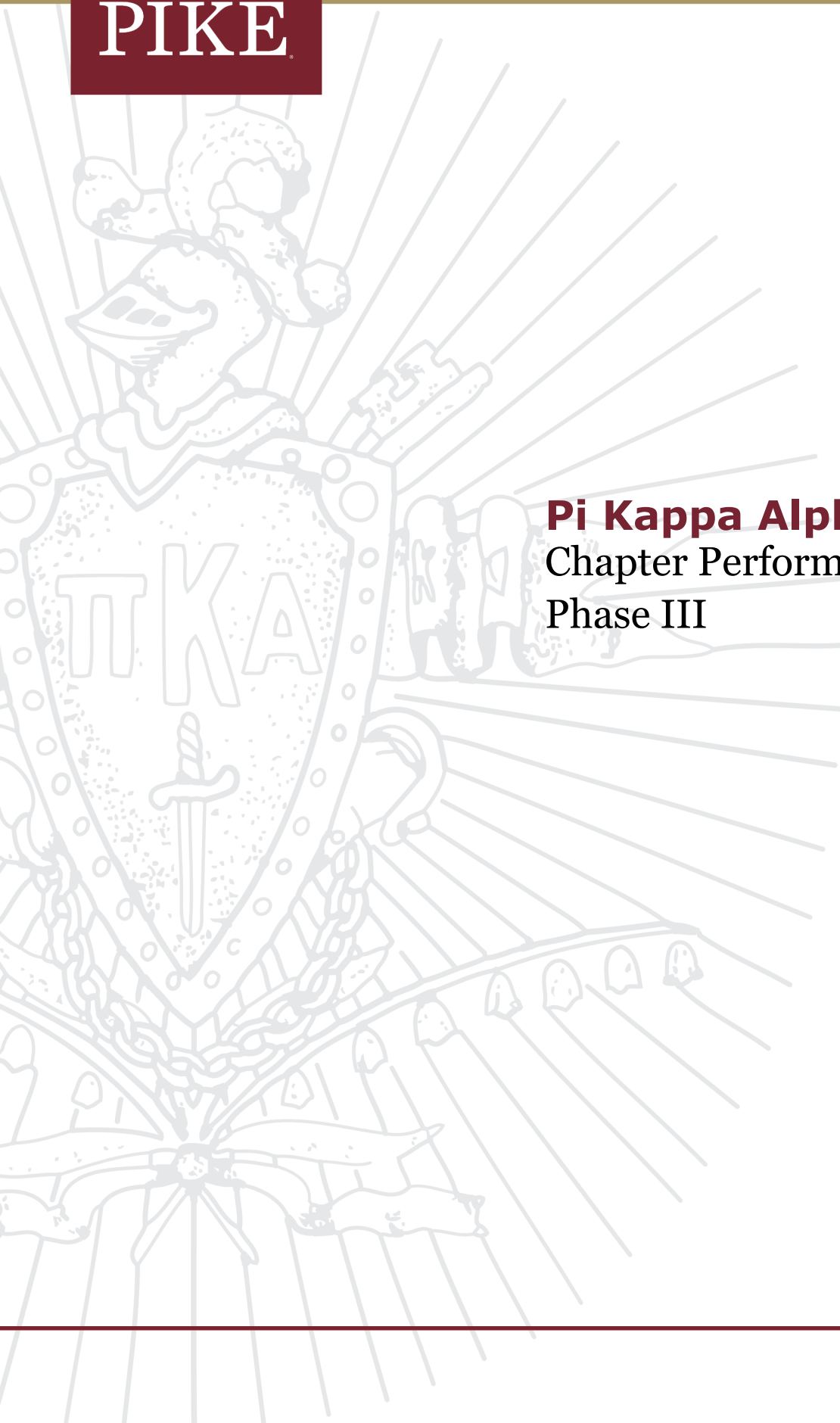


PIKE

**Pi Kappa Alpha**

Chapter Performance Checklist

Phase III



## CHAPTER PERFORMANCE CHECKLIST - PHASE III

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](http://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](mailto: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. Presentations to sororities/athletic coaches/faculty/new member classes for name generation? .....Yes/ No
2. Is there a year-round recruitment approach? ..... Yes/ No
  - a. Recruitment mentality incorporated into all chapter activities? ..... Yes/ No
3. Implement a chapter recruitment scholarship? .....Yes/ No
4. Utilize interview process for recruitment and bid extensions?.....Yes/ No
5. Is the recruitment section updated on the chapter website? .....Yes/ No
6. Are recruitment materials used (flyers, info sheets, bid cards, recommendation sheets, etc.) .....Yes/ No
7. Are referral links sent through ChapterBuilder to organizations? .....Yes/ No
8. Does the recruitment chair utilize business cards? .....Yes/ No
9. Does the chapter utilize professional recruitment polos or shirts?..... Yes/No
10. Recruitment evaluations interview with the men who have joined.....Yes/ No

### True PIKE Experience – Membership Development

#### Vice President of Membership Development

1. Continue holding weekly member development cabinet meetings .....Yes/ No
2. Ensure each educator in the member development team tracks attendance and achieves 80% attendance at education meetings.....Yes/No
3. Ensure that the chapter is sending at least 15% of membership to PIKE *University* events (Leadership Summits, Chapter Executives Conference, Academy/Convention) on a yearly basis .....Yes/ No
4. Ensure that 5 or more members achieve PIKE *University* Garnet Certification each academic year .Yes/No
5. Ensure that 5 or more members achieve PIKE *University* Gold Certification each academic year .....Yes/No
6. Ensure an education calendar/syllabus is created for each developmental phase of membership .....Yes/No
7. Facilitate member development team goal-setting and transition retreats.....Yes/ No
8. Meet with Alumni Education Advisor on a regular basis .....Yes/ No
9. Goals reviewed / revisited each semester?.....Yes/No

#### New Member Educator

1. Continue holding Mentor events .....Yes/ No
2. Track new member meeting attendance and achieve 80% attendance at meetings .....Yes/ No
3. Retain at least 80% of the new member class .....Yes/ No
4. Meet regularly with the Alumni Education Advisor .....Yes/ No
5. Ensure mentor/mentee relationships are ongoing and transition to brother leader phase .....Yes/ No
6. Have evaluation interviews with the new members that went through the program .....Yes/ No
7. Ensure at least 15% of all new members and recently initiated members attend their 1<sup>st</sup> PIKE *University* Leadership Summit .....Yes/ No

#### Brother Leader Educator

1. Continue holding brother leader education meetings.....Yes/ No
2. Track brother leader meeting attendance and achieve 80% attendance at meetings .....Yes/ No
3. Meet regularly with the Alumni Education Advisor .....Yes/ No
4. Have evaluation forms for members to rate the program at the end of each semester/quarter .....Yes/ No
5. Ensure at least 15% of brother leaders attend their 2<sup>nd</sup> PIKE *University* Leadership Summit .....Yes/ No

The above is intended to provide the chapter with general information and suggestions for improvement. It is not a directive and is not intended to direct the chapter in any manner. A chapter is not required to use or implement this information or suggestions. The decision on whether or how to use this information is solely that of the chapter.

## Fraternity Leader Educator

1. Continue holding fraternity leader education meetings .....Yes/ No
2. Track fraternity leader meeting attendance and achieve 80% attendance at meetings.....Yes/ No
3. Meet regularly with the Alumni Education Advisor .....Yes/ No
4. Ensure fraternity leader mentors are helping their mentees achieve personal goals.....Yes/ No
5. Have evaluation forms for members to rate the program at the end of each semester/quarter .....Yes/ No
6. Ensure at least 15% of fraternity leaders attend their 3<sup>rd</sup> PIKE *University* Leadership Summit .....Yes/ No

## Community Leader Educator

1. Continue holding community leader education meetings .....Yes/ No
2. Track community leader meeting attendance and achieve 80% attendance at meetings.....Yes/ No
3. Meet regularly with the Alumni Education Advisor .....Yes/ No
4. Ensure community leader mentors are helping their mentees achieve personal goals .....Yes/ No
5. Have evaluation forms for members to rate the program at the end of each semester/quarter .....Yes/ No
6. Ensure at least 15% of community leaders attend their 4<sup>th</sup> or 5<sup>th</sup> PIKE *University* Event.....Yes/ No

## Chapter Events/Speakers Coordinator

1. Utilize supplemental material for guest speakers.....Yes/No
2. Bring in alumni from varying professional backgrounds and campus speakers to speak to the membership on various professional development topics at least once a semester/quarter .....Yes/ No
3. Establish monthly speaker series with alumni, campus professionals, etc.....Yes/ No
4. Coordinate chapter-wide continuing education events around chapter events (i.e. golf outing).....Yes/ No
5. Market and promote educational events/speakers on campus .....Yes/No
6. Meet with Alumni Education Advisor on a regular basis.....Yes/ No

## Alumni Relations

1. Update/compare alumni records with Memorial Headquarters and University? .....Yes/ No
2. Consistent communication with local area alumni? .....Yes/ No
3. Alumni Mentor Program .....Yes/ No
4. Update alumni section on the chapter website.....Yes/ No
5. Phone-a-thon for calling alums, update contact information and update them on the chapter .....Yes/ No

## Finances

1. Bill initiation fees and badge fees (\$293.50 per initiate) .....Yes/ No
2. Required government forms filed (IRS 990, etc.)? .....Yes/ No
3. Collect at least 90% of accounts receivable .....Yes/ No
4. Financial education (including new member class) ..... Yes/ No
5. Get a professional (i.e. a CPA) to conduct an annual audit.....Yes/ No
6. Increase money budgeted for PIKE *University* attendance.....Yes/ No
7. Material developed for transitioning the new treasurer .....Yes/ No
8. Meet with Alumni Financial Advisor.....Yes/ No

## Housing (if applicable)

1. Separate billing for chapter expenses, housing, and kitchen .....Yes/ No
2. Operations Standards completed .....Yes/ No
3. Conditions Standards completed.....Yes/ No
4. Participate in International Work Day .....Yes/ No

## Health & Safety

1. Sign the *Standards and Statement of Position on Hazing* each semester and distribute to each member .....Yes/ No
2. Create event checklists for all chapter activities .....Yes/ No
3. Educational discussions on Health & Safety topics (hazing, sexual assault, alcohol and drugs) .....Yes/ No
4. Meet with Health & Safety Advisor on a regular basis .....Yes/ No
5. Meet with Fraternity & Sorority on a regular basis .....Yes/ No

## Management (President and Vice Presidents)

1. Calendar of events for the academic term/year(s) .....Yes/ No
2. Meetings attended by the chapter advisor or AAB delegate?.....Yes/ No
3. Chapter facilitates regular retreats (brotherhood, recruitment, exec, transition, etc.).....Yes/ No
4. Goals reviewed / revisited each semester?.....Yes/ No
5. Educate members on IFC rules.....Yes/ No
6. Chapter and executive council meetings attended by Advisor and/or AAB members .....Yes/ No
7. Goals are re-visited and updated if necessary .....Yes/ No
8. Executive council meets with AAB .....Yes/ No
9. President meets regularly with the chapter advisor .....Yes/ No
10. Vice presidents meets regularly with the operations advisor .....Yes/ No

## International Fraternity (Secretary)

1. 100% phi phi kappa alpha club membership.....Yes/ No
2. Send monthly, quarterly update to alumni members, Memorial Headquarters, etc. ....Yes/ No
3. Attend PIKE *University* events (CEC, LS, Academy/Convention).....Yes/ No
4. Quarterly submissions to the *Shield & Diamond* (July 15, October 15, January 15, April 15) .....Yes/ No
5. Prepare agendas prior to chapter and executive council meetings .....Yes/ No
6. Order additional new member pins and initiate badges, *Garnet and Gold* manuals, recruitment material, etc. as needed .....Yes/ No
7. Prepare a calendar for the upcoming academic term/year .....Yes/ No
8. Update information on Vault (new members, officers, graduations, etc.) within 5 days .....Yes/ No

## Athletics

1. Club athletes in the membership.....Yes/ No
2. Varsity athletes in the membership.....Yes/ No
3. Create a brotherhood wellness program (include exercise and healthy eating).....Yes/ No
4. Recognize good sportsmanship .....Yes/ No
5. Recognize athletic achievement.....Yes/ No

## Ritual

1. Hold Ritual/values education at least once a month.....Yes/ No
2. Utilize proper ceremonies (initiation – part 1 and 2, new member pinning, graduation, etc.).....Yes/ No
3. Create Ritual teams to help aide in initiations.....Yes/ No

## Accountability (Sergeant at Arms)

1. Bylaws regularly revisited/updated as needed .....Yes/ No
2. Review Pi Kappa Alpha *Constitution and Chapter Codes* .....Yes/ No
3. Review Robert's Rules of Order .....Yes/ No
4. Continue to enforce financial standards .....Yes/ No
5. Continue to enforce academic standards .....Yes/ No
6. Continue to enforce conduct standards .....Yes/ No

## Scholarship

1. Create a Faculty/Staff of the Month program.....Yes/ No
2. Create study files (if allowed at your university) .....Yes/ No
3. Create a calendar of test dates/papers/major projects to be aware of when planning events.....Yes/ No

## Campus Involvement

1. Get 90% of members in other campus organizations.....Yes/ No
2. Get chapter members to be IFC officers? .....Yes/ No
3. Get chapter members in student government .....Yes/ No
4. Get chapter members to be freshman orientation leaders.....Yes/ No

## Community Service

1. Press releases for community service and philanthropy events .....Yes/ No
2. Establish awards for community service (man hours, donations, etc.) .....Yes/ No
3. Host at least one community service project each academic term .....Yes/ No
4. Host at least one philanthropy project each academic term.....Yes/ No

## Public Relations

1. Faculty reception/teacher of the month program .....Yes/ No
2. Identify faculty, family members, coaches, local business men, etc. for special initiations .....Yes/ No
3. Continue to update website.....Yes/ No

## Fundraising

1. Continue holding fundraising events .....Yes/ No
2. Look for local company sponsorships for certain chapter events.....Yes/ No

## Brotherhood

1. Establish a Brother of the Month Award.....Yes/ No
2. Continue hosting regular brotherhood events .....Yes/ No

## Social

1. Meet with Health & Safety Advisor regularly.....Yes/ No
2. Continue to host events in accordance with the Fraternity *Standards*.....Yes/ No
3. Complete a post-even assessment (what went right, wrong, etc.).....Yes/ No

## Special Events

1. Host banquets and other events with alumni .....Yes/ No
2. Host events for faculty, university and community leaders.....Yes/ No

## Historian

1. Begin writing a summary of each academic term/year to put into a history book, include photos ....Yes/ No
2. Read in advance some history topics in the *Garnet and Gold* to teach to the members .....Yes/ No
3. Ask alumni for local chapter history (if applicable) or national history.....Yes/ No
4. Aide in the completion of the *Year End Summary* .....Yes/ No

## Website Chair

1. Ensure all areas of the website are updated on a weekly basis (Calendar updated daily) .....Yes/ No
2. Link the chapter website to the Fraternity's website RSS feeds .....Yes/ No

## Alumni Advisory Board

1. Have regular (weekly) communication with the respective undergraduate chair position .....Yes/ No
2. Attend transition retreats and goal setting retreats .....Yes/ No
3. Have at least one alumnus member at each chapter meeting and exec meeting.....Yes/ No