



The Ideal Phi Sigma Pi Chapter

The following document is meant to guide your Chapter in terms of event planning as well as event reporting. It is the hope of the National Office that this revised method of event reporting will help to guide all Chapters towards improved brotherhood and programming.

There are seven characteristics that an Ideal Phi Sigma Pi Chapter exemplifies.

1. Scholarship

- Shows commitment to Phi Sigma Pi's purpose by programming an event that exhibits *the acquisition and dissemination of knowledge - through scholarship*
- Plans and executes diverse scholarship events
- Utilizes campus resources
- 90% attendance at your featured event
- Demonstrates Inter-Committee collaboration
- Includes appropriate risk management



2. Leadership

- Shows commitment to Phi Sigma Pi's purpose by programming an event that exhibits *the application of professional skills and the fostering of leadership qualities by promoting and advancing the welfare of humanity*
- Plans and executes diverse leadership events
- Utilizes campus resources
- 90% attendance at your featured event
- Demonstrates Inter-Committee collaboration
- Includes appropriate risk management
- Supports National Philanthropy and/or local philanthropy

3. Fellowship

- Shows commitment to Phi Sigma Pi's purpose by programming an event that exhibits *the fostering non-discriminatory, fraternal fellowship within Phi Sigma Pi's ranks*
- Plans and executes diverse fellowship events
- Utilizes campus resources
- 90% attendance at your featured event
- Demonstrates Inter-Committee collaboration
- Includes appropriate risk management



4. **Recruitment/Initiation**

- a. 90% Chapter attendance at informational meetings, Pinning and Induction
- b. Demonstrates Inter-Committee collaboration
- c. Incorporates risk management, including a presentation to the Initiates
- d. Recruits at least 5% of all eligible prospectives at the university
- e. Retains 85% of Initiate class (Pinning to Induction)
- f. Plans and executes a diverse schedule of recruitment/Initiation events
- g. Performs *The Ritual* and ceremonies



5. **Alumni Relations**

- a. Demonstrates overall commitment to Alumni over the course of the semester/quarter
- b. Plans and executes at least one Alumni-focused event per semester/quarter
- c. Corresponds with Alumni at least once per semester/quarter
- d. Submits graduating senior information to National Headquarters
- e. Performs *The Alumni Ritual* for graduating seniors

6. **Fundraising**

- a. 90% Chapter attendance
- b. Demonstrates Inter-Committee collaboration
- c. Incorporates risk management
- d. Donates at least 5% of money raised specifically for Chapter's use to either Subrosa Fund, Todd Tripod Scholarship, Rolla F. Wood Graduate Scholarship or unrestricted.

7. **Administration**

- a. Completes at least a four week Officer Transition Program
- b. Demonstrates financial responsibility
- c. Sends a Delegate to Grand Chapter Conference
- d. Maintains regular communication with the assigned Chapter Consultant
- e. Maintains recognition with the university as a student organization
- f. Enforces National and local policies
- g. Establishes semesterly/quarterly goals and calendar



The Ideal Phi Sigma Pi Chapter Frequently Asked Questions

Are these the minimum requirements for a Phi Sigma Pi event?

The Ideal Phi Sigma Pi Chapter will plan and execute at least one event for each of the four event essay areas each semester/quarter. You can, however, plan more events.

Does this mean that the National Office wants each Phi Sigma Pi Chapter to only do one event each semester/quarter for each leg of the Tripod?

The National Office would like you to hold as many events a semester/quarter for each leg of the Tripod as possible. However, the National Office requires your Chapter to highlight your most outstanding event in each of the required event essays.

What is Inter-Committee collaboration?

Inter-Committee collaboration is more than one Committee working together to plan and execute an event. For example, using the PR Committee to advertise for a Fundraising event.

Does every service event have to support our National Philanthropy?

Each Phi Sigma Pi Chapter will plan and execute at least one event each semester/quarter that supports our National Philanthropy.

What is considered Alumni correspondence?

Alumni correspondence is any formal communication with the Alumni Members of a Phi Sigma Pi Chapter. For example, one Alumni newsletter sent via e-mail or US mail each semester/quarter.

What is an Alumni-focused event?

An *Alumni-focused event* is an event that is specifically planned for Alumni. An Alumni picnic for example is a great Alumni-focused event.

What is the graduating senior information?

This is the Form that is submitted to National Headquarters each semester/quarter.

What is a four week officer transition program?

This program is outlined in the *Resource* section of www.phisigmapi.org

What is regular communication with the assigned Chapter Consultant?

It is expected that Chapters will respond to any communication initiated by the assigned Chapter Consultant. For example, respond to emails and phone calls from your Chapter Consultant in a timely manner. It is also important to be pro-active by initiating communication with your Chapter Consultant

Does the National Office require that Chapters donate 5% of funds to Phi Sigma Pi's various scholarships?

Yes. This is a policy set forth by the National Office. It is now required that Chapters give back to the Brotherhood by participating and funding Phi Sigma Pi's various scholarships (Subrosa Fund, Todd Tripod Scholarship, Wood Graduate Scholarship, etc.). To clarify, each Chapter is required to donate at least 5% of funds raised specifically for the Chapter to the Phi Sigma Pi scholarship of the Members choice. It is not expected that Chapters will donate 5% of money raised for philanthropies to the various Phi Sigma Pi scholarships.

What is meant by Chapters recruiting at least 5% of all eligible prospectives at the university?

If there are 3,000 undergraduates at your university with a minimum 3.0 GPA and one semester of completed coursework, it is expected that at least 150 people attend the informational meetings (5% x 3,000).