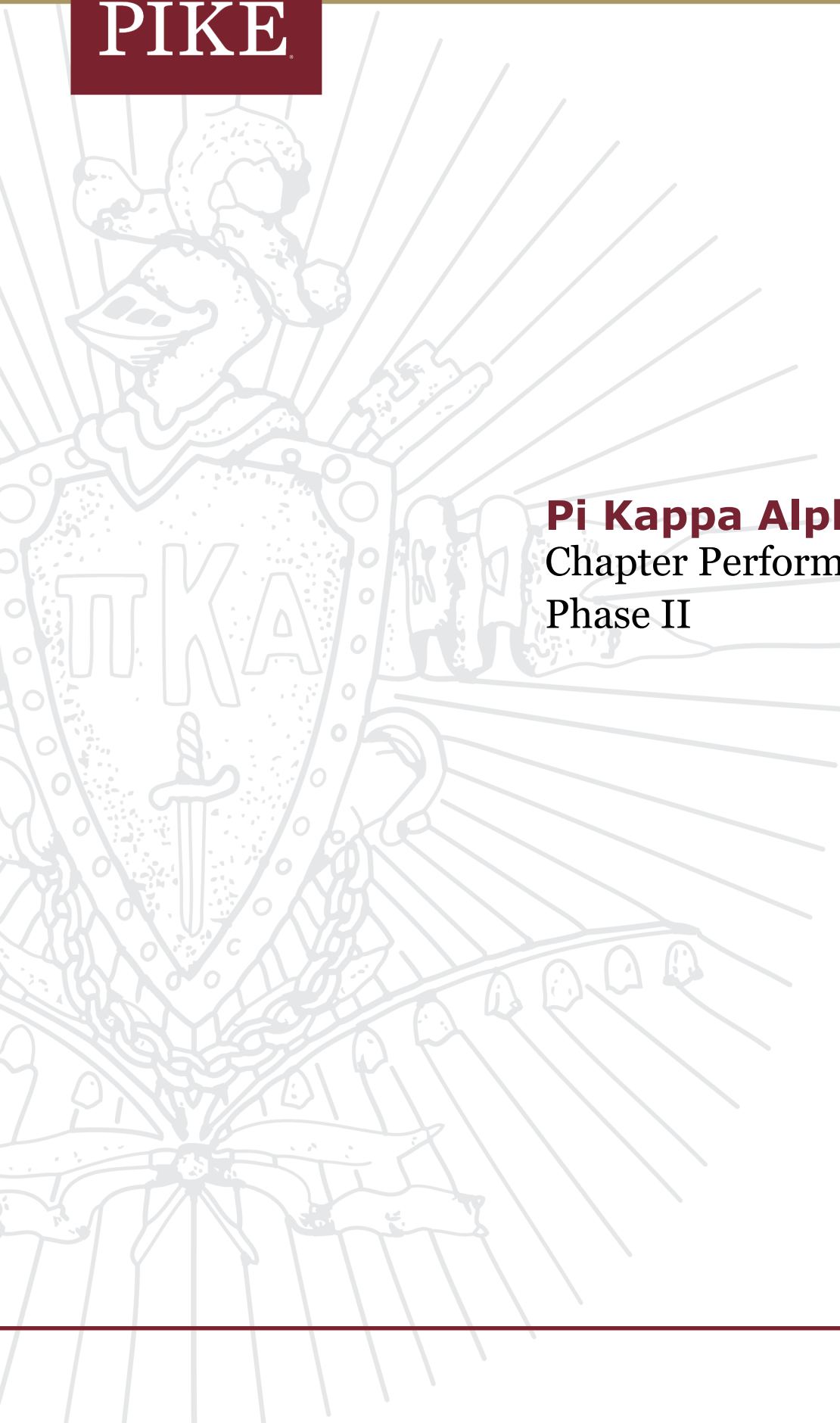


PIKE

Pi Kappa Alpha

Chapter Performance Checklist

Phase II



CHAPTER PERFORMANCE CHECKLIST - PHASE II

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. Each member has a copy of the Recruitment Handbook Section 3: Recruitment for All Members ...Yes/ No
2. Hold a chapter recruitment retreatYes/ No
 - a. Set goals for the semesterYes/ No
 - b. Create a recruitment calendar for the semesterYes/ No
 - c. Conduct a SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats).....Yes/ No
 - d. Facilitate a 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
3. Hold at least one recruitment event per month.....Yes/ No
 - a. Create event checklists for each recruitment eventYes/ No
4. Recruitment Committee all active on ChapterBuilderYes/ No
5. Conduct interviews for recruitment and bid extensionsYes/ No
6. Recruit at least 5 new membersYes/ No
7. Meet with Recruitment Advisor on a regular basisYes/ No

True PIKE Experience – Membership Development

Vice President of Membership Development

1. Have educators hold education meetings for members in their respective developmental phase.....Yes/ No
2. Develop and organize an educational curriculum calendar/schedule of events.....Yes/No
 - a. Give it to the membership prior to the beginning of each semester/quarterYes/No
3. Hold member development cabinet meetings once every week.....Yes/ No
4. Ensure mentor program is being executed for new members and brother leadersYes/ No
5. Speakers/events planned for personal developmentYes/ No
6. Meet with Alumni Education Advisor on a regular basisYes/ No

New Member Educator

1. Have a different brother assigned to lead a discussion each weekYes/ No
2. Brotherhood (in conjunction with the brotherhood chair)
 - a. Plan a chapter brotherhood retreatYes/ No
3. Establish mentor/mentee relationshipYes/ No
4. Develop a calendar for the 4-week new member education process.....Yes/ No
5. Comprehensive New Member Handbook for the new member education program.....Yes/ No
6. Attend the weekly member development cabinet meetingsYes/ No
7. Ensure mentors are meeting with new member mentees.....Yes/ No
8. Meet regularly with the Alumni Education AdvisorYes/ No

Brother Leader Educator

1. Hold education meetings for members in the brother leader developmental phaseYes/ No
2. Develop and organize an educational curriculum calendar/schedule of events for brother leaders ...Yes/No
 - a. Give it to the brother leaders prior to the beginning of each semester/quarter.....Yes/No
3. Attend the weekly education cabinet meetings.....Yes/ No
4. Ensure mentors are meeting with brother leader mentees.....Yes/ No
5. Meet with Alumni Education Advisor on a regular basisYes/ 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. Hold education meetings for members in the fraternity leader developmental phaseYes/ No
2. Develop and organize an educational curriculum calendar/schedule of events for fraternity leaders Yes/No
 - a. Give it to the fraternity leaders prior to the beginning of each semester/quarterYes/No
3. Attend the weekly member development cabinet meetingsYes/ No
4. Ensure fraternity leader mentors are meeting with their menteesYes/ No
5. Meet with Alumni Education Advisor on a regular basisYes/ No

Community Leader Educator

1. Hold education meetings for members in the community leader developmental phaseYes/ No
2. Develop and organize an educational curriculum calendar/schedule of events for community leaders Yes/No
 - a. Give it to the community leaders prior to the beginning of each semester/quarterYes/No
3. Attend the weekly educational cabinet meetingsYes/ No
4. Ensure community leader mentors are meeting with their menteesYes/ No
5. Meet with Alumni Education Advisor on a regular basisYes/ No

Chapter Events/Speakers Coordinator

7. Guest speaker education on social awarenessYes/ No
8. Guest speaker education on Health & SafetyYes/ No
9. Speakers/events planned for personal developmentYes/ No
10. Event summaries after each eventYes/ No
11. Meet with Alumni Education Advisor on a regular basisYes/ No

Alumni Relations

1. Contact alumni to request contact information updates and update them on the chapterYes/ No
2. Get alumni contact information from the universityYes/ No
3. Send out a lost alumni email list.....Yes/ No
4. Host an alumni eventYes/ No

Finances

1. Form a Finance Committee (accounts receivable, payable, budgeting).....Yes/ No
2. Pay LPP assessment and Chapter assessment, new member pins and initiate badges, *Garnet and Gold* manuals, TPE Guidebook.....Yes/ No
3. Build PIKE *University* attendance into budget..... Yes/ No
4. Keep, review and distribute ledgers (year-to-date figures)?.....Yes/ No
5. Develop by-laws for financial delinquencyYes/ No
6. Separate account budgets (operations, housing, & kitchen) if applicable?.....Yes/ No
7. Meet with Alumni Financial Advisor on a regular basisYes/ No

Housing (if applicable)

1. Out of house parlor fee establishedYes/ No
2. Live in policy to ensure occupancyYes/ No
3. Room inspectionsYes/ No
4. Damage deposits collected.....Yes/ No

Health & Safety

1. Sign the *Standards and Statement of Position on Hazing* each semester and distribute to each memberYes/ No
2. Ensure social events have sober event monitorsYes/ No
3. Ensure social events have closed guest lists.....Yes/ No
4. Chapter phone tree/texting system for emergency contactYes/ No
5. Safe transportation accessible at chapter eventsYes/ No
6. Educational discussions on Health & Safety topics (hazing, sexual assault, alcohol and drugs)Yes/ No
7. Meet with Health & Safety Advisor on a regular basisYes/ No
8. Meet with Fraternity & Sorority on a regular basisYes/ No

Management (President and Vice Presidents)

1. Ensure all positions are filled.....Yes/ No
2. Establish regular meeting times with the Fraternity & Sorority Life AdvisorYes/ No
3. All positions begin documenting working handbooksYes/ No
4. Goals are re-visited and updated if necessary.....Yes/ No
5. Calendar of events for the upcoming academic term/yearYes/ No
6. Executive council meets with AABYes/ No
7. President meets regularly with the chapter advisorYes/ No
8. Vice presidents meets regularly with the operations advisorYes/ No

International Fraternity (Secretary)

1. Update chapter information on Vault (new members, officers, graduations, etc.) within 5 daysYes/ No
2. Provide a contact list for the chapter of all the members.....Yes/ No
3. Attend PIKE *University* events (CEC, LS, Academy/Convention).....Yes/ No
4. Quarterly submissions to the *Shield & Diamond*Yes/ No
5. Prepare agendas prior to chapter and executive council meetingsYes/ 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

Athletics

1. Practices for competitive intramural teams.....Yes/ No
2. PIKE jerseys/uniforms.....Yes/ No
3. Recruit new members to fill intramural sports teams.....Yes/ No
4. Co-ed sporting teams with sororitiesYes/ No
5. Win inter-fraternal athletic competitionsYes/ No

Ritual

1. Utilize proper ceremonies (Initiation – part 1 and 2, new member pinning, graduation, etc.).....Yes/ No
2. Learn PIKE songs (Down in Ole Virginny, Dream Girl, etc.).....Yes/ No
3. Learn and discuss *The True Pike*.....Yes/ No

Accountability (Sergeant at Arms)

1. Review Pi Kappa Alpha *Constitution* and *Chapter Codes*.....Yes/ No
2. Review Robert's Rules of OrderYes/ No
 - a. Educate the chapter on Roberts Rules of Order and proper meeting proceduresYes/ No
3. Utilize the judicial board to:
 - a. Enforce financial standards.....Yes/ No
 - b. Enforce academic standards.....Yes/ No
 - c. Enforce conduct standardsYes/ No
4. Distribute *True Pike, Vision, Mission* and *Creed* to all membersYes/ No

Scholarship

1. Incentives for academic achievements.....Yes/ No
2. Create a study hour program for members with the study hours determined by GPA.....Yes/ No
3. Create academic study teams.....Yes/ No
4. Tutors available for members (either through brothers or through the university)Yes/ No

Campus Involvement

1. Weekly opportunities to get involved on campus presented at each meetingYes/ No
2. 80% of members involved in another campus organization.....Yes/ No
3. Sponsor and participate in events open to all students.....Yes/ No
4. Create a plan for getting members in the top organizations and positions on campusYes/ No
5. Create a contact list of the main contacts for various student organizationsYes/ No

Community Service

1. Continue recording service hours and philanthropy dollars donated.....Yes/ No
2. Host a community service event or a philanthropy event.....Yes/ No
3. Participate in other fraternity and sorority service/philanthropy eventsYes/ No
4. Create a contact list for local charities and service organizationsYes/ No
5. Complete event summaries after service/philanthropy eventsYes/ No

Public Relations

1. Thank you notes after eventsYes/ No
2. Recognize sorority founders' daysYes/ No
3. Continue to update website.....Yes/ No
4. Submit regular press releases to campus and community newspapersYes/ No
5. Contact list for the campus newspaper, community paper, radio station, local T.V. news, etc.....Yes/ No
6. Parent involvement (parent newsletter, letter to parents of new members, parent's day, etc.)Yes/ No

Fundraising

1. Create a contact list for fundraising eventsYes/ No
2. Begin holding fundraising eventsYes/ No

Brotherhood

1. Hold a brotherhood retreat at least once per semesterYes/ No
2. Establish a "Mentor" programYes/ No

Social

1. Schedule social events at least two weeks in advance to ensure proper managementYes/ No
2. Have Health & Safety Officer and AAB approve all social eventsYes/ No
3. Host events in accordance with the Fraternity *Standards*Yes/ No
4. Develop and utilize a social event checklistYes/ No
5. Meet with Health & Safety Advisor regularlyYes/ No

Special Events

1. Participate in Greek Week, Homecoming, and any other major campus eventsYes/ No
2. Host a parents/family dayYes/ No

Historian

1. Continue to record chapter history by taking photos and videos of eventsYes/ No
2. Collect and file event written summariesYes/ No
3. Create an electronic filing system to include any pertinent documents, pictures or filesYes/ No

Website Chair

1. Ensure all areas of the website are updated monthly (calendar updated weekly)Yes/ No

Alumni Advisory Board

1. Have regular (bi-weekly) communication with the respective undergraduate chair positionYes/ No
2. Hold monthly AAB meetingsYes/ No
3. Create a calendar of events and have alumni sign up for meetings they can attendYes/ No