

**AUGUST '10**

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 Zillgitt Institute  
5-7 Shonk Leadership School  
9-10 IHQ Closed  
11 Ramadan Begins  
15 Chapter Invoice

**SEPTEMBER '10**

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6 Labor Day IHQ Closed  
9 Rosh Hashanah  
10 Ramadan ends  
15 Chapter Invoice  
Risk awareness material distributed  
18 Yom Kippur

**OCTOBER '10**

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11 Columbus Day  
15 Chapter Invoice  
• Insurance due  
• Opening School report due  
• Agreement of responsibilities due  
• Census Fees due  
• Conclave billed  
• Convention/Conclave assessment due

**NOVEMBER '10**

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

7 Daylight Savings Time begins  
11 Veterans Day  
15 Chapter Invoice  
• Conclave Registration Fee due  
• Risk Awareness week form due  
25-26 Thanksgiving Break IHQ closed

**DECEMBER '10**

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2-9 Hanukkah  
15 Chapter Invoice  
• Conclave Registration due  
24 Christmas Eve  
25 Christmas Day  
25-1/2 IHQ closed  
26 Kwanzaa begins  
31 New Years Eve

**JANUARY '11**

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1 New Year's Day  
1 Kwanzaa ends  
15 Chapter Invoice  
14-16 Conclave  
17 M.L. King Jr. Day  
28-30 Conclave  
28 Scholarship application deadline

**FEBRUARY '11**

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

15 Chapter Invoice  
• Census Fees billed  
• Convention/Conclave assessment billed  
20 PSE Founders Day  
21 Presidents Day IHQ closed

**MARCH '11**

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

13 Daylight Savings Time ends  
15 PSK Founders Day  
• Chapter Invoice  
• Risk awareness week form due  
• Census Fee due  
Assessment fees due

**APRIL '11**

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

15 Chapter Invoice  
22 Good Friday IHQ Closed  
24 Easter

**MAY '11**

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1 Shonk Leadership School Registration begins  
5 Closing of School Report due  
8 Mother's Day  
15 Chapter Invoice  
30 Memorial Day IHQ closed

**JUNE '11**

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1 Shonk Leadership School Registration due  
15 Chapter Invoice  
19 Father's Day  
30 End of Fraternity Fiscal Year

**JULY '11**

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 Independence Day IHQ office closed  
15 Chapter Invoice

# Phi Sigma Kappa Fraternity

## Fees and Assessments

In order to help each chapter and colony prepare its budget and assist them in the on-time payment of all fees and assessments charged by the Grand Chapter, this chart has been developed to outline the exact amount, penalty amount, calculation factor, and due date.

Fee or Assessment	Amount	Penalty Amount (if not paid by due date)	Calculation Factor	Due Date	Notes
Associate Fee	\$79		Per Associate	At the time of Ritual of Association (prior to receiving badges before ritual)	They are to be reported and paid for prior to or at the Ritual of Association
Initiate Fee	\$290		Per Initiate	Prior to initiation	They are to be paid for prior to the Ritual of Initiation
Fall Census Fee	\$50	Finance Charge (18% APR)	Per Collegiate Member	October 15	Grand Chapter dues
Spring Census Fee	\$50	Finance Charge (18% APR)	Per Collegiate Member	March 15	Grand Chapter dues
Insurance	Up to \$275	\$500	Per Collegiate Member	October 15	These fees are the Fraternity's insurance
Conclave Assessment	\$60 Billed each semester	Finance Charge (18% APR)	Per Chapter or Colony	October 15 and March 15	This fee is different than the Conclave registration fee; it provides for program material
Shonk LS /Convention Assessment	\$150 Billed each semester	Finance Charge (18% APR)	Per Chapter or Colony	October 15 and March 15	This fee is different than the SLS registration fee; it provides for program materials
Conclave Registration Fee	\$100/man \$600 min total	TBA	Per Participant (Min. 6 Members)	December 15	Six registrations will be assessed per chapter or colony; each attendee beyond six must also pay
Shonk LS/ Convention Registration Fee	\$225- \$350/man	TBA	Per Participant (Min. 3 Members)	June 1	Three registrations will be assessed per chapter or colony; each attendee beyond three must also pay

There are several items that should be remembered as the chapter or colony begins its financial planning process:

- A collegiate member is defined as: an undergraduate man enrolled at the college or university that serves as the host institution for the chapter or colony, including both associate and initiate members
- The Fraternity operates on a 30 day billing cycle; this means after 30 days, the fee or assessment billed to the chapter or colony is past due and will be charged a finance charge in addition to the penalty amount; this finance charge will be added to the account every month that the fee or assessment remains unpaid
- In order to receive brotherhood kits, initiate badges, certificates, or wallet cards; these fees along with the appropriate report must be submitted to the International Headquarters; a delay in payment will result in a delay in shipping the items to the chapter or colony; **Associate and initiates must be reported on the Phi Sigma Kappa Officer Portal.**
- The census fees are based upon the rosters updated by the chapter or colony prior to the start of each semester; errors in reporting collegiate member status will affect the census fee billing; Colonies do not pay census fees.
- All returned checks will be assessed a \$35.00 returned check fee
- The insurance/risk management fee is determined by the Fraternity's insurance provider, Willis/HRH and is outlined in the Premium Allocation Guidelines available on the Fraternity's website at [http://www.phisigmakappa.org/risk\\_management\\_and\\_insurance\\_guidelines.html](http://www.phisigmakappa.org/risk_management_and_insurance_guidelines.html)
- Willis/HRH will send an invoice directly to the chapter or colony and the payment is made directly back to Willis/HRH; Colonies do not pay the insurance/risk management fee during their first year with the Fraternity