

AUGUST 2011

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 Zillgitt Institute
3-6 Convention
8-9 IHQ Closed

FEBRUARY 2012

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			

3-4 Hold for Conclave
20 Presidents Day
-IHQ closed
PSE Founders Day

SEPTEMBER 2011

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	

5 Labor Day-IHQ closed
15 Risk Awareness fall starts

MARCH 2012

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

15 Census Fees due
Conv/Con assessment due
PSK founders day
Risk Awareness form due

OCTOBER 2011

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					

10 Columbus Day
15 Insurance due
Opening School report due
Online Agreement due
Census Fees due
Conclave registration billed
Conv/Con assessment due
31 Halloween

APRIL 2012

S	M	T	W	Th	F	S
					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 Good Friday-IHQ closed
8 Easter

NOVEMBER 2011

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			

11 Veterans Day
15 Risk Awareness form due
24-25 Thanksgiving Day IHQ Closed

MAY 2012

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		

5 Closing school report due
28 Memorial Day -IHQ closed

DECEMBER 2011

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

15 Conclave Registration due
24 Christmas Eve
25 Christmas Day
31 New Years Eve
26-30 IHQ closed

JUNE 2012

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 Shonk Leadership School registration due
30 End of Fiscal Year

JANUARY 2012

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
16 M.L. King Jr. Day Scholarship application deadline
20-21 Hold for Conclave
27-28 Hold for Conclave

JULY 2012

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 closed

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 (20% APR)	Per Collegiate Member	October 15	Grand Chapter dues
Spring Census Fee	\$50	Finance Charge (20% APR)	Per Collegiate Member	March 15	Grand Chapter dues
Insurance	Up to \$300	\$500	Per Collegiate Member	October 15	These fees are the Fraternity's insurance
Conclave Assessment	\$60 Billed each semester	Finance Charge (20% APR)	Per Chapter or Colony	October 15 and February 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 (20% APR)	Per Chapter or Colony	October 15 and February 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- \$300/man	TBA	Per Participant (Min. 3 Members)	June 15	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
- 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