

# CHAPTER GREATNESS CHECKLIST



## PRESIDENT – 80 Points

ALL REPORTS MUST BE *POSTMARKED* BY DUE DATE

**October 15**

**Fall Report (14 points)**

- Risk Management Affidavit—Mail to GHQ (5)
- Fall Social Calendar—E-mail to Melanie Clayton ([melanie@phideltatheta.org](mailto:melanie@phideltatheta.org)) (3)
- Fall Chapter Officer List—Update on myPhiDeltaTheta (3)
- Phikeia and Initiation Reporting—Update on myPhiDeltaTheta (3)

**November 15**

**Registration (5 points)**

- Presidents Leadership Conference Registration—Register on myPhiDeltaTheta (5)

**January 31**

**Winter Report (21 points)**

- Risk Management Affidavit—Mail to GHQ (5)
- Spring Social Calendar—E-mail to Melanie Clayton ([melanie@phideltatheta.org](mailto:melanie@phideltatheta.org)) (3)
- Chapter Roster Update for Member Dues—Update on myPhiDeltaTheta (3)
- Spring Chapter Officer List—Update on myPhiDeltaTheta (3)
- Phikeia and Initiation Reporting—Update on myPhiDeltaTheta (3)
- Awards Packet—Online Submission Started (3)

**April 1**

**Spring Report (11 points)**

- Graduating Seniors Contact Information—Update on myPhiDeltaTheta (1)
  - E-mail Leadership Consultant
- Chapter Roster Update for Insurance—Update on myPhiDeltaTheta (2)
- Phikeia and Initiation Reporting—Update on myPhiDeltaTheta (3)
- General Convention Registration—Register on myPhiDeltaTheta (5)

**May 1**

**Summer Report (16 points)**

- Awards Packet—Online Submission (4)**
- Summer Chapter Officer List—Update on myPhiDeltaTheta (3)
- Kleberg Registration—Register on myPhiDeltaTheta (5)
- Philanthropic Reporting—Update on myPhiDeltaTheta (3)
- 6 Event Planning Forms—Submit on myPhiDeltaTheta (2)

**Other Dates**

- 1<sup>st</sup> of Each Month (7 points—1 point each)**
  - Monthly Chapter Report—E-mail to Leadership Consultant (1)
    - 1<sup>st</sup> of Sept., Oct., Nov., Dec., Feb., Mar., and Apr.
- Prep for Leadership Consultant Visit (6 points)**
  - Pre-visit Worksheet and Schedule—E-mail to Leadership Consultant (3)
  - Participation and Quality of Visit (3)

**IMPORTANT NOTES: If there are no new roster updates, officer changes, Phikeia, or other updates you must still notify GHQ. For detailed instructions on how to complete each item please reference "The Guide to Completing the Chapter Greatness Checklist."**

## TREASURER – 20 Points

ALL REPORTS MUST BE *RECEIVED* BY DUE DATE

**October 1**

**Annual Insurance (8)**

US Chapters payable to:  
JRF & Co.  
14466 East Evans Ave.  
Aurora, CO 80014-1409

Canadian Chapters:  
Phi Delta Theta GHQ  
2 S Campus Ave.  
Oxford, OH 45056-1801

Online Payment Option:  
See Invoice for Instructions

**October 15**

- Convention and Leadership Conference Fund—Submit Payment to GHQ \$350

**February 28**

- Membership Dues—Submit Payment to GHQ \$135/Member

**April 15**

- Convention and Leadership Conference Fund—Submit Payment to GHQ \$350

**April 30**

- Zero Balance with GHQ—Have a balance of \$0.00 on this date (12)**

**Other Dates**

- Phikeia Dues—10 Days after bid acceptance—Submit Payment to GHQ \$85/Phikeia
- Initiation Dues—10 Days after initiation—Submit Payment to GHQ \$255/Initiate

**IMPORTANT NOTE: To make a payment by phone, contact Debbie Smith, Accounts Receivable, at General Headquarters.**

## IMPORTANT INFORMATION

ALL CONFERENCES MUST BE ATTENDED

**CONTACT INFORMATION**

**Crisis Management Help-Line: (513) 523-6345 then enter 8**

**Website: [www.phideltatheta.org](http://www.phideltatheta.org)**

**E-mail: [ghq@phideltatheta.org](mailto:ghq@phideltatheta.org)**

**Phone: (513) 523-6345**

**Fax: (513) 523-9200**

**Address: 2 South Campus Ave.**

**Oxford, OH 45056-1801**

**Scholarship and Award Deadlines**

- \*October 10:** Canadian Foundation Awards Nominations
- \*November 15:** Canadian Foundation Awards Applications
- March 16:** Phi Delta Theta Foundation's Francis D. Lyon Scholarships
- April 13:** Phi Delta Theta Foundation's Undergraduate Scholarships
- May 4:** Phi Delta Theta Foundation's Graduate Fellowships

**\*dates subject to change**

**Application Deadlines**

- September 30:** Early Leadership Consultant Application
- November 15:** Leadership Consultant Application
- April 1:** Kleberg Peer Mentor Application

**Conference Dates**

- January 4-7:** Presidents Leadership Conference—St. Louis, MO
- June 21-24:** 82<sup>nd</sup> Biennial General Convention—San Antonio, TX
- August 4-7:** Kleberg Emerging Leaders Institute—Miami University, Oxford, OH

## 100 POINTS = GHQ AWARD



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