

# CHAPTER GREATNESS CHECKLIST

## PRESIDENT

All Reports Must Be *Postmarked* by Date

### October 15

#### Fall Report (14 points)

- Risk Management Affidavit—Mail to GHQ (5)
- Fall Social Calendar—Email 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 (22 points)

- Risk Management Affidavit—Mail to GHQ (5)
- Spring Social Calendar—Email 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 (4)
- Awards Packet—Online Submission Started (4)

### April 1

#### Spring Report (10 points)

- Chapter Roster Update for Insurance—Update on myPhiDeltaTheta (5)
- Phikeia and Initiation Reporting—Update on myPhiDeltaTheta (5)

### May 1

#### Summer Report (15 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)

### Other Dates

- 1<sup>st</sup> of Each Month (8 points—1 Point Each)**
  - o Monthly Chapter Report—Email to Leadership Consultant (1)
- Prep for Leadership Consultant Visit (6 points)**
  - o Pre-visit Worksheet and Schedule—Email to Leadership Consultant (3)
  - o Participation and Quality of Visit (3)

**IMPORTANT NOTES: For the *Fall, Winter, and Spring Reports*, if you have no roster updates or officer changes, or you have no new Phikeias to report for induction or initiation, you must notify GHQ.**

## TREASURER

All Reports must be *Received* by Date

### October 1

- Annual Insurance Premium due (8)**

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

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

### October 15

- Convention Fund and Leadership Conference Fund due: \$350**  
Submit Payment to GHQ

### February 28

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

### April 15

- Convention Fund & Leadership Conference Fund due: \$350**  
Submit Payment to GHQ

### 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 (\$75/Phikeia until 12/31/16, \$85 starting 1/1/2017)  
Submit Payment to GHQ
- Initiation Dues:** 10 Days after initiation (\$250/initiate until 12/31/16, \$255/initiate starting 1/1/2017)  
Submit Payment to GHQ

### Scholarship Dates

- October 10:** Canadian Foundation Nominations
- November 12:** Canadian Foundation Applications
- March 17:** Phi Delta Theta Foundation's Francis D. Lyon Scholarships
- April 14:** Phi Delta Theta Foundation's Undergraduate Scholarships
- May 5:** Phi Delta Theta Foundation's Graduate Fellowships

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### IMPORTANT CONTACT INFORMATION

**Crisis Management Help-Line:** (513) 523-6345 and Enter Option 8

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

**Email:** [ghq@phideltatheta.org](mailto:ghq@phideltatheta.org)

**Phone:** (513) 523-6345 **Fax:** (513) 523-9200

## GHQ TROPHY POINTS = 100

### General Fraternity Dates

**September 30:** Early Leadership Consultant Applications Due—<https://www.phideltatheta.org/get-involved/employment/>

**November 15:** Leadership Consultant Applications Due—<https://www.phideltatheta.org/get-involved/employment/>

**January 5-8:** Presidents Leadership Conference—St. Louis, MO

**July 29-August 1:** Kleberg Emerging Leaders Institute—Miami University, Oxford, OH