

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) (3)
- Fall Chapter Officer List—Update on myPhiDeltaTheta (3)
- Phikeia and Initiation Reporting—Update on myPhiDeltaTheta (3)

November 16

Registration (5 points)

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

January 31

Winter Report (20 points)

- Risk Management Affidavit—Mail to GHQ (5)
- Spring Social Calendar—E-mail to Melanie Clayton (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 (9 points)

- Graduating Seniors Contact Information—E-mail to Leadership Consultant (3)
- Chapter Roster Update for Insurance—Update on myPhiDeltaTheta (3)
- Phikeia and Initiation Reporting—Update on myPhiDeltaTheta (3)

May 1

Summer Report (19 points)

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

Other Dates

- 1st of Each Month (7 points—1 point each)**
 - o Monthly Chapter Report—E-mail to Leadership Consultant (1)
 - 1st of Sept., Oct., Nov., Dec., Feb., Mar., and Apr.
- Prep for Leadership Consultant Visit (6 points)**
 - o Pre-visit Survey and Schedule—E-mail to Leadership Consultant (3)
 - o 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
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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 \$145/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. Debbie@phideltatheta.org or 513.523.6345 ext. 223*

IMPORTANT INFORMATION

ALL CONFERENCES MUST BE ATTENDED

Conference Dates

- January 2-6:** Presidents Leadership Conference—St. Louis, MO
- July 27-30:** Kleberg Emerging Leaders Institute—Miami University, Oxford, OH

Scholarship and Award Deadlines

- ***October 10:** Canadian Foundation Awards Nominations
- ***November 15:** Canadian Foundation Awards Applications
- March 15:** Phi Delta Theta Foundation's Francis D. Lyon Scholarships
- April 15:** Phi Delta Theta Foundation's Undergraduate Scholarships
- May 6:** 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
- April 1:** General Headquarters' Summer Intern Application

CONTACT INFORMATION

Crisis Management Help-Line: 513.523.6345 then enter 8

Website: www.phideltatheta.org

E-mail: ghq@phideltatheta.org

Phone: 513.523.6345

Fax: 513.523.9200

Address: 2 South Campus Ave.

Oxford, OH 45056-1801

100 POINTS = GHQ AWARD



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