

COLONY GREATNESS CHECKLIST



INSTALLATION REQUIREMENTS

Must be Completed TWO MONTHS Before Installation

- Completed Roster/Budget—Secretary/Treasurer
- Comprehensive List of Organizational Involvement—Secretary
- Membership total at or above established goal size—Determined upon Colonization
- Description of Housing, Meeting Time/Area—Vice President
- Social Calendar w/ 3 Completed Event Planning Forms for EACH Semester as a Colony—Social Chair
- GPA in the Top 1/3 of Fraternities—Scholarship Chair
- Campus Grade Report—Scholarship Chair
- Copies of All Monthly Colony Reports—President
- Copies of the Following Programs:
 - Recruitment (Recruitment Committee)
 - Scholarship (Scholarship Committee)
 - Alumni Relations (Alumni Committee)
 - Phikeia Education (Phikeia Ed Committee)
 - Community Service/ Philanthropy
 - Risk Management (Risk Management/ Social)
- Creation of Written Officer Programs—Vice President and Respective Positions
- Completion of Phikeia Education by ALL Members—Including ALL online modules—Phikeia Educator
- Updated Chapter Bylaws—Bylaws Chair/ Warden
- Completed and Signed Risk Management Affidavit—Risk Management Chairman
- Financial Commitment (\$285/member) Sent to GHQ

60 DAYS PRIOR TO INSTALLATION

- Draft Petition Completed & Submitted
 - E-mail to Colony Development Specialist

45 DAYS PRIOR TO INSTALLATION

- Final Petition Submitted to CDS and Director of Expansion
 - Printed copy mailed to GHQ:
2 South Campus Ave.
Oxford, OH 45056-1801

Please Reference the "Guide to Colony Organization" for detailed instructions on each item

IMPORTANT INFORMATION

Reports/Items are Due by the Dates Listed and IN THE MANNER DESCRIBED.

PRESIDENT

October 15

- Fall Risk Management Affidavit – Mail to GHQ
- Social Calendar – E-mail to melanie@phideltatheta.org
- Colony Roster and Officer Update – MyPhiDeltaTheta

November 15

- President Leadership Conference Registration – MyPhiDeltaTheta

January 31

- Colony Roster and Officer Update – MyPhiDeltaTheta
- Spring Risk Management Affidavit – Mail to GHQ
- Social Calendar – E-mail to melanie@phideltatheta.org

April 1

- Colony Roster and Officer Update – MyPhiDeltaTheta
- General Convention Registration – Register on MyPhiDeltaTheta

May 1

- Kleberg Emerging Leaders Institute Registration – MyPhiDeltaTheta (Minimum of 3 General Members & Phikeia Educator)
- Colony Officer Update – MyPhiDeltaTheta
- Philanthropic Reporting – MyPhiDeltaTheta

Other Dates

- Monthly Colony Reports – E-mail to Colony Development Specialist
Due on the 1st of Sept., Oct., Nov., Dec., Feb., Mar., and Apr.
- Regional Recruitment Workshop Registration
Date to be determined (register up to 8 members)

TREASURER

October 1

- Annual Insurance

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|--|---|
| US Colonies payable to: JRF & Co. 14466 East Evans Ave. Aurora, CO 80014-1409 | Canadian Colonies: 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 to GHQ
\$350

April 15

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

April 30

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

Other Dates

- Phikeia Dues—\$200/Phikeia
 - Due 10 days after bid acceptance
- Initiation Dues—\$285/Initiate
 - Due 10 days prior to Installation weekend

CONTACT INFORMATION

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

Website: www.phideltatheta.org

Phone: (513) 523-6345

Fax: (513) 523-9200

E-mail: ghq@phideltatheta.org

Colony Development Specialist: Tyler Wilson

twilson@phideltatheta.org



GENERAL FRATERNITY DATES

September 30

- Early Leadership Consultant Application deadline

November 15

- Leadership Consultant Application deadline

January 4-7

- Presidents Leadership Conference—St. Louis, MO

April 1

- Kleberg Peer Mentor Application deadline

June 21-24

- 82nd Biennial General Convention—San Antonio, TX

August 4-7

- Kleberg Emerging Leaders Institute—Miami University, Oxford, OH