

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 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

75 DAYS PRIOR TO INSTALLATION

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

60 DAYS PRIOR TO INSTALLATION

- Final Petition Submitted to CDS and Director of Expansion
 - PDF electronic document submitted to CDS

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 16

- 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

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 – MyPhiDeltaTheta
Due on the 1st of Sept., Oct., Nov., Dec., Feb., Mar., and Apr.
- Province Retreat Registration
Date to be determined

TREASURER

October 1

- Annual Insurance
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

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, 2018

- Early Leadership Consultant Application deadline

November 15, 2018

- Leadership Consultant Application deadline

January 2-6, 2019

- Presidents Leadership Conference—St. Louis, MO

April 1, 2019

- Kleberg Peer Mentor Application deadline

July 27-30, 2019

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