

# REGIONAL ROUNDTABLE

October 29<sup>th</sup>, 2020

Atlantic Coast & New England

# CONSULTANT INTRODUCTION

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Paxton Crider  
(*Murray State, Epsilon Lambda '16*)  
Atlantic Coast, Lone Star, & Midwest



Samuel Cooper  
(*Delta State, Zeta Beta '15*)  
Atlantic Coast, Arkoma, & Great Lakes

# DIRECTOR OF SERVICES INTRODUCTION

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David Locke  
(*Austin Peay State, Eta Tau '15*)  
Director of Services – East

# REGIONAL PRESIDENT INTRODUCTION

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Mike Dannunzio  
(*New York, Alpha Upsilon '01*)  
Atlantic Coast Regional President



Joe Picardi  
(*Northeastern, Kappa Delta '99*)  
New England Regional President

# ATLANTIC COAST ROLL CALL

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- Alpha Psi – Rutgers
- Beta Theta – Cornell
- Gamma Tau – RPI
- Delta Eta – Delaware
- Lambda Gamma – Montclair State
- Lambda Pi – Hofstra
- Mu Alpha – Rowan
- Mu Gamma – Binghamton
- Mu Pi – West Point

# NEW ENGLAND ROLL CALL

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- Epsilon Alpha – Trinity College
- Kappa Delta Chapter
- Kappa Iota – Rhode Island
- Lambda Delta – Vermont
- Lambda Nu – Boston

# OPENING ACTIVITY

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## Breakout Rooms

- Share and write down some positive stories or outcomes from this semester from challenges directly due to COVID19.
- What are some changes that your chapter made to adapt to the current environment?
- How can we better prepare for the spring term?



# AGENDA

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- Membership
- GreekLifeEDU
- Election & Transitions
- Resources
- Assessment Schedule
- International Fraternity Participation
- Annual Planner
- Q&A
- Closing



# MEMBERSHIP – UPDATE ROSTER

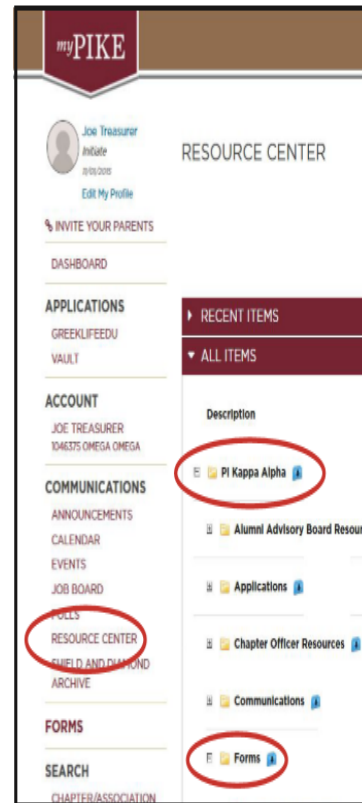
## Pi Kappa Alpha Roster Updates

### HOW IT WORKS

#### To report alumni and depleted members:

1. Log into [Vault](#) > Chapter > Update Member Statuses.
2. Select initiates/new members in 'Filter By', alumnus/depleted in 'Change To', and the applicable reason in 'Member Status Reason'.
3. Select the appropriate members and choose 'Update Member Statuses'.

<input type="checkbox"/> Name	Member Status	Date of Graduation	Initiation Date
<input type="checkbox"/> Adams, Patrick	Initiate		10/29/2017
<input type="checkbox"/> Allen, David "Drew"	Initiate		11/01/2015
<input type="checkbox"/> Bailey, Cooper	Initiate		10/30/2016



#### To report resignations, expulsions, delinquent accounts, etc:

1. Complete the necessary paperwork, (located in the [Resource Center](#) in myPIKE)
2. Send completed paperwork to:

The Pi Kappa Alpha Fraternity  
8347 West Range Cove  
Memphis, TN 38125

**For more information or with questions, contact:** Your OmegaFi Chapter Services Representative at 800.276.6342 or Andrea White, Membership Reporting and Records Manager, at [awhite@pikes.org](mailto:awhite@pikes.org) or 901.748.1868 x138.

# REPORTING NEW MEMBERS/INITIATIONS

## Pi Kappa Alpha New Member and Initiation Reporting

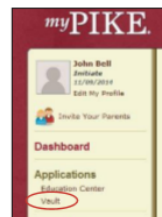
EASY AS 1, 2, 3...

1



### REPORT NEW MEMBERS

Report new members via Vault within seven (7) days of the pinning ceremony. Late reporting may result in a fine of \$10 per man.



To report new members, log into Vault via myPIKE ([www.pikes.org](http://www.pikes.org)) and select 'Add New Members' on the 'Chapter' tab.

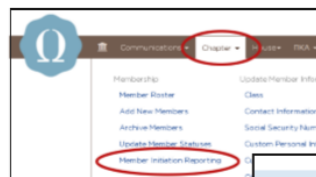
2



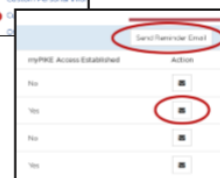
### MONITOR REGISTRATION

New Members **complete New Member Registration** via myPIKE within seven (7) days of the pinning ceremony. New members are not eligible for Initiation until this is complete.

**[ TIP ]** Have new members bring their computers to the first New Member Meeting and complete registration as a group.



Track new members' registration statuses and submit Initiation Reports via Vault > Chapter > Member Initiation Reporting > Create Initiation Report.



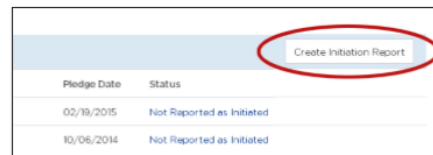
Select 'Send Reminder Email' or the envelope icon to email new members a reminder to complete registration.

3



### SUBMIT INITIATION REPORT

Submit an Initiation Report via Vault five (5) days prior to each Initiation Ceremony. Chapters cannot report new members as Initiated until they complete New Member Registration. Late reporting may result in a fine of \$10 per man.



Submit Initiation Reports via Vault > Chapter > Member Initiation Reporting > Create Initiation Report.

**Step 1:** Select new members who will initiate.

**Step 2:** Report hold overs and depledges.

**Step 3:** Review and submit the Initiation Report.

# MYPIKE REGISTRATION

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- Should have received an email from OmegaFi with your member account number
- Go to myPIKE and select “Get Access”
- Select “Undergraduate Enrollment”
- Fill out your information to gain access to myPIKE
- Complete 5-step new member registration

# GREEKLIFEEDU

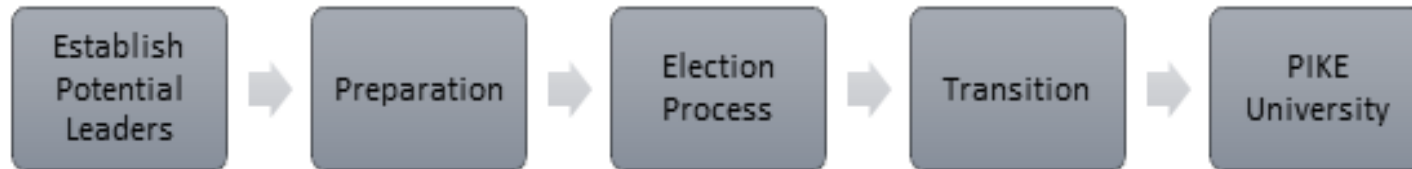
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- Select GreekLifeEDU in top left corner of myPIKE → This will open GreekLifeEDU
- On the registration page, select your age range and university. Check the box to agree to the terms of service and click next button
- **Complete Part 1 of GreekLifeEDU now**
- After 15 days you will receive an invitation to complete Part 2 of GreekLifeEdu
- All new members must complete this training in order to be initiated

# ELECTIONS

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- Have you planned elections already?
- Who is replacing you in your current role?
- Do you know how to do elections online?  
If not, please see the [example](#)



# REPORTING NEW OFFICERS

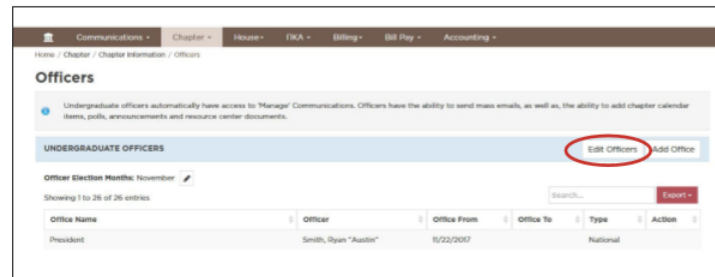
## Report New Officers in Vault

### How it Works

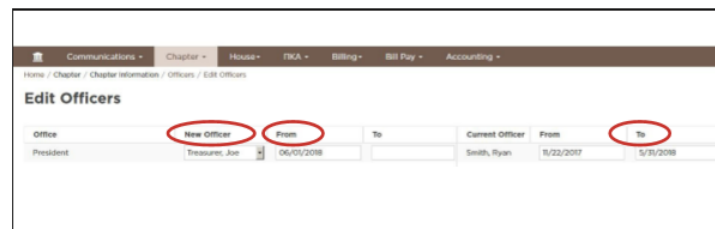
Report outgoing and incoming officers via Vault > Chapter > Officers.



#### 1. Select 'Edit Officers'



#### 2. In the first column select the new officers and add the date their term begins. Add a 'To' date to the last column indicating when the previous officer's term ended.



# TRANSITIONS

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- Outgoing Officer:
  - Description of position (daily, weekly, quarterly, semesterly tasks)
  - Transfer & explanation of resources
  - What went well, what didn't go well, what needs to change?
  - Outlook of next year
- Incoming Officer:
  - Questions for outgoing officer
  - View of the next year
- Outgoing/Incoming Advisor:
  - Goal setting for officer position (SMART, GROW)

# RESOURCES

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- OmegaFi
  - myPIKE → Resource Center → Officer Folders
- Zoom Accounts
- Mental Health
- Chapter Builder – CRM
- Website
  - PIKE *Place*
  - Webinars
  - Podcast



# Place.Pikes.org

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- Webinars weekly on trending operations topics
  - Mental health
  - Engagement
  - Elections
  - Initiations
- Find new and relevant information to operating in this environment
  - Operations
  - Housing
  - Health & Safety
  - Judicial Board
- Reach your chapter consultant
  - 24/7/365 chat robot
  - Find My Consultant
  - Schedule a consultation
- What're your thoughts?
  - Discussion boards
  - Additional features

# ASSESSMENT SCHEDULE

Type	Amount	For	Due
Local Dues	Varies	All members	Date set by chapter/colony
Membership Fee	\$290	New initiates	At least five days prior to initiation
Liability Protection Program Assessment	\$6,000-\$8,000	Each chapter/colony (annually)	September 1 (\$3,000-\$4,000) and January 1 (\$3,000-\$4,000)
Chapter/Colony Assessment	\$3,000	Each chapter/colony (annually)	October 1 (\$1,500) and February 1 (\$1,500)
Per Initiate Fee	\$57.5 per initiate	Each chapter/colony (annually)	October 1 (\$28.75 per initiate) and February 1 (\$28.75 per initiate)

## •Finance Charges

•Unpaid balances that are 31 or more days delinquent are assessed a finance charge of 1% per month.

## •Financial Obligations

•Any chapter/colony that fails to pay its dues, assessments, fines or other obligations may have its affiliation with Pi Kappa Alpha suspended.

# PIKE *UNIVERSITY* EVENTS

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## Virtual Leadership Summits

Leadership Summits provide all chapter members with an introduction and basic overview of chapter operations and programming.

Fall 2020:

- ~~— Northwest Regional: October 16<sup>th</sup>-17<sup>th</sup>, 2020~~
- ~~— Rockies Regional: October 23<sup>rd</sup>-24<sup>th</sup>, 2020~~
- **Northeast Regional: November 6<sup>th</sup>-7<sup>th</sup>, 2020**

Spring 2021:

- Midwest Regional: February 5<sup>th</sup>-6<sup>th</sup>, 2021
- Southeast Regional: February 12<sup>th</sup>-13<sup>th</sup>, 2021
- California Regional: February 19<sup>th</sup>-20<sup>th</sup>, 2021
- Heartland Regional: February 19<sup>th</sup>-20<sup>th</sup>, 2021
- Southwest Regional: February 26<sup>th</sup>-27<sup>th</sup>, 2021

# PIKE *UNIVERSITY* EVENTS

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## Chapter Executives Conference

The 2021 Virtual Convention will be held on Sunday, January 10<sup>th</sup>, at 7 PM EST/6 PM CST/ 4 PM PST. The 2021 Marvin & Nancy Dennis Chapters Executives Conference will also be hosted in a virtual format on a separate date. Additional information regarding that event will be provided soon.

# INTERNATIONAL WORKDAY

- The Workday Completion Form can be found [HERE](#).
- With any questions regarding this event or form please contact Director of Finance & Real Estate Jared Campbell at [jcampbell@pikes.org](mailto:jcampbell@pikes.org)



## INTERNATIONAL WORK DAY COMPLETION FORM

Within **14 days** of your event, please complete and return this sheet to the Real Estate Department at the Memorial Headquarters. *This form is required to be eligible for the Work Day plaque and awards.*

Chapter:

Date of Event:

Number of Participants: Alumni:

Other:

Pike Students:

Project(s) Completed (if necessary, attach sheet with additional projects):

1)

2)

3)

4)

5)

Estimated amount of money spent on Work Day projects: \_\_\_\_\_\$

Total amount of hours spent on Work Day \_\_\_\_\_

(i.e., # of participants x average # of hours given per person= total amount of hours)

# HOUSE OF THE QUARTER AND YEAR



[RESOURCES](#) [JOIN](#) [PIKE U](#) [SHOP](#) [PIKE FOUNDATION](#) [ABOUT](#) [HEALTH & SAFETY](#) [DONATE](#) [PIKE BLOG](#) [COVID-19](#)

myPIKE [✉](#) [Q](#)

[PI KAPPA ALPHA INTERNATIONAL FRATERNITY](#) > [RESOURCES](#) > [HOUSING RESOURCES](#)

## HOUSING RESOURCES

White Horse Holding Corporation helps Pi Kappa Alpha chapters and house corporations achieve and retain competitive housing on their campus.

### CHAPTER HOUSE / REAL ESTATE MANAGEMENT

[International Work Day](#)

[Management Practices](#)

[Leases & Room Contracts](#)

[Chapter Lease Contract](#)

[Membership Contract](#)

[New Member Commitment](#)

[Chapter Room Inspection and Security Deposit Calculation](#)

[Operation and Condition Standards](#)

[House Rules & By-Laws](#)

[Chapter's House Budgeting](#)

[House Corporation Budgeting](#)



[HOUSE RULES & BY-LAWS](#)

[INTERNATIONAL WORK DAY](#)

[LOAN INFORMATION](#)

[HOUSING & LIFE SAFETY](#)

[E-NEWSLETTER](#)



The above is intended to provide the chapter with general information and suggestions for improvement. It is not a directive and is not intended to direct the chapter in any manner. A chapter is not required to use or implement this information or suggestions. The decision on whether or how to use this information is solely that of the chapter.

# YEAR END SUMMARY

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1. Document everything
2. Plan for the deadline
3. Utilize a team
4. Complete entire application
5. Submit organized application online

# SHIELD & DIAMOND CHAPTER NOTES

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Why are these important?

- Spring – due December 5<sup>th</sup> (Provide athlete information for the issue)
- [www.pikes.org](http://www.pikes.org) > About > News & Media > Shield & Diamond
- Click [HERE](#) to report varsity athletes online



# 2020-21 CHAPTER ANNUAL PLANNER



RESOURCES JOIN PIKE U SHOP PIKE FOUNDATION ABOUT HEALTH & SAFETY DONATE PIKE BLOG COVID-19

myPIKE  

[PI KAPPA ALPHA INTERNATIONAL FRATERNITY](#) > [RESOURCES](#) > [CHAPTER RESOURCES](#) > [ORGANIZATION CHART](#) > 2020-2021 ANNUAL PLANNER

## 2020-2021 ANNUAL PLANNER

Use this in annual planning for chapters, alumni advisory boards, house corporations, and alumni associations.

[Download pdf of 2020-21 Chapter Annual Planner](#)

THE PLANNER IS ORGANIZED BY EVENTS; BILLING; HOUSING; ONLINE REPORTING, APPLICATIONS, AND SHIELD & DIAMOND DEADLINES; AND SCHOLARSHIPS

## ANNUAL PLANNER BY CATEGORY

### EVENTS

#### FIRST SEMESTER

**September** National Suicide Prevention Month

**Sep. 21-25** National Hazing Prevention Week

**September** PIKE University Summit Registration Open

**Oct. 4-10** Mental Illness Awareness Week

**Oct. 18-24** National Collegiate Alcohol Awareness Week

**Dec 1** Giving Tuesday

**Dec 3** International Day of Disabled Persons



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# RECAP

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- What questions can we answer for you?

Membership

GreekLifeEDU

Elections & Transitions

Resources

Finances

International Fraternity Participation

Annual Planner

# CLOSING

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- I'll send out this PowerPoint and documents via email
- Please return the Athlete Submission Form by the end of the day tomorrow
- ***Thank you for joining us!***