



Petitioning Associate Chapter

Associate Chapter Chartering Guidelines

The Associate Chapter process is one designed to build a strong, sustainable chapter of Phi Kappa Tau. In order to create a healthy chapter, Phi Kappa Tau has analyzed the best practices from active chapters and developed the following chartering requirements. When an Associate Chapter achieves the following goals they are eligible to petition for chartering to become an active chapter of Phi Kappa Tau.

[The Borradaile Challenge](#) is a standards program within the Fraternity wherein varying criteria indicate a quality Phi Kappa Tau undergraduate experience. Chartered chapters are evaluated on their performance in certain operational areas through a series of required reports. Within each operational area the standards are tiered into performance groups—Outstanding (excellent), Exceeds Expectations (above average), Meets Expectations (average) and Needs Improvement (unsatisfactory). The Associate Chapter chartering requirements are based on the Exceeds Expectations standard of [the Borradaile Challenge](#).

The Associate Chapter's success is determined by their ability to set a variety of goals, show patterns of performance, hold members accountable, and achieve the goals that will complete the requirements. Associate Chapter's are encouraged to reach out to their Board of Governors (BOG), Associate Chapter advisor, campus fraternity/sorority life advisor and the Executive Offices staff for support to achieve the chartering requirements.



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Membership/Recruitment –

Overall: Associate Chapter must reach 100% or more of IFC average size.	Associate Chapter Size: IFC Avg:
Overall: Associate Chapter must retain 80% or members associated post-start.	Members Associated since start:

Scholarship –

Overall: Associate Chapter GPA must be at or above 3.0 OR; Associate Chapter GPA must be at or above 2.85 and .1 over Campus AVG GPA.	Associate Chapter GPA: Campus AVG GPA:
Overall: The Associate Chapter must have an approved scholarship program.	<i>Attach Scholarship Program.</i>

Membership Development –

Annually: Associate Chapter must host or attend 2 additional Personal/Professional Development workshops.	Workshops attended or hosted(topics and dates): Year 1: Year 2+:
Overall: Use the Associate Chapter Ritual Handbook to perform all necessary ceremonies	Yes or No:

Campus and Community Involvement –

Overall: 66% of Associate Chapter membership must be active members of another campus or community organization.	Number of members active in other organizations:
Overall: 10% of Associate Chapter membership serve in a leadership position in another campus or community organization.	Number of members in Leadership Roles:
Overall: The Associate Chapter must complete a Chapter Involvement Report .	<i>Attach Chapter Involvement Report.</i>



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Philanthropy/Community Service –

<p>Annually: Associate Chapter must average 20 hours per man of community service.</p>	<p>Associate Chapter service hours:</p> <p>Year 1: Year 2+:</p>
<p>Annually: Associate Chapter must have a minimum of 1 SeriousFun volunteer.</p>	<p>Serious Fun volunteers(Name and camp attended):</p> <p>Year 1: Year 2+:</p>
<p>Semesterly: The Associate Chapter hosts a minimum of one (1) Community Service event.</p>	<p>Event name and date:</p> <p>Semester 1: Semester 2: Semester 3: Semester 4+:</p>
<p>Semesterly: The Associate Chapter hosts a minimum of one (1) Philanthropy event.</p>	<p>Event name and date:</p> <p>Semester 1: Semester 2: Semester 3: Semester 4+:</p>
<p>Overall: Associate Chapter must average \$75 raised per man to any philanthropy with a minimum of \$2,500 contributed to SeriousFun Children’s network.</p>	<p>Total Philanthropy dollars raised:</p> <p>Dollars raised for Serious Fun:</p>



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Alumni Engagement/Communication –

<p>Annually: Associate Chapter must produce three alumni/parent publications and host three alumni/parent events.</p>	<p>Publications produced:</p> <p>Year 1: Year 2+:</p> <p>Events hosted:</p> <p>Year 1: Year 2+:</p>
<p>Annually: Associate Chapter must create and post 9 original multi-media features on a Associate Chapter public social media account.</p>	<p>Was this requirement fulfilled? (Yes/No)</p> <p>Year 1: Year 2+:</p>
<p>Overall: Associate Chapter social media must be Branding and Style compliant.</p>	<p>Associate Chapter Social Media accounts:</p>

Leadership Development –

<p>Annually: The Associate Chapter will send two (2) delegates to National Convention or one (1) delegate to Conclave</p>	<p>Was this requirement fulfilled? (Yes/No)</p> <p>Year 1: Year 2+:</p>
<p>Annually: The Associate Chapter will send two (2) delegates to Leadership Academy annually</p>	<p>Was this requirement fulfilled? (Yes/No)</p> <p>Year 1: Year 2+:</p>
<p>Annually: The President will attend Presidents Academy annually</p>	<p>Was this requirement fulfilled? (Yes/No)</p> <p>Year 1: Year 2+:</p>
<p>Annually: The Associate Chapter will send six (6) executive council officers to the applicable regional conference</p>	<p>Was this requirement fulfilled? (Yes/No)</p> <p>Year 1: Year 2+:</p>
<p>Overall: Associate Chapter must host one Good-to-Great Retreat</p>	<p>Date of Good-to-Great:</p>



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Finance –

<p>Semesterly: Associate Chapter must submit semester budgets approved by their BOG and Executive Offices.</p>	<p>Was this requirement fulfilled? (Yes/No):</p> <p>Semester 1: Semester 2: Semester 3: Semester 4+</p>
<p>Overall: The Associate Chapter must utilize Chapterspot as their licensed dues collection vendor.</p>	<p>Yes or No:</p>
<p>Annually: Associate Chapter must remain in good financial standing throughout the calendar year</p>	<p>Yes or No:</p> <p>Year 1: Year 2+:</p>
<p>Overall: Separate savings and checking accounts</p>	<p>Yes or No</p>
<p>Overall: Minimum of \$2000 set aside in savings prior to chartering</p>	<p>Savings Account amount:</p>



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Associate Chapter Administration –

<p>Semesterly: The Resident Council must meet weekly and keep record of all meetings through minutes and share with BOG and Associate Director of Chapter Services upon request.</p>	<p>Was this requirement fulfilled? (Yes/No)</p> <p>Semester 1: Semester 2: Semester 3: Semester 4+</p>
<p>Semesterly: The Executive Council must meet weekly and keep record of all meetings through minutes and shared with BOG and Associate Director of Chapter Services upon request.</p>	<p>Was this requirement fulfilled? (Yes/No)</p> <p>Semester 1: Semester 2: Semester 3: Semester 4+</p>
<p>Overall: The Associate Chapter must have a set of bylaws approved by the BOG and Executive offices.</p>	<p><i>Attach Associate Chapter bylaws.</i></p>
<p>Semesterly: A member of the Executive Council will meet with a representative of the campus Fraternity/Sorority life office monthly.</p>	<p>Was this requirement fulfilled? (Yes/No)</p> <p>Semester 1: Semester 2: Semester 3: Semester 4+</p>
<p>Semesterly: The Associate Chapter will invite the Fraternity/Sorority life advisor (greek advisor) or other applicable university staff to one Associate Chapter sponsored function.</p>	<p>Advisor:</p> <p>Event attended:</p> <p>Semester 1: Semester 2: Semester 3: Semester 4+</p>
<p>Semesterly: The Associate Chapter is current on all reports due to the Fraternity/Sorority life office or other pertinent university offices.</p>	<p>Current on all Fraternity/Sorority office reports (Yes/No):</p> <p>Semester 1: Semester 2: Semester 3: Semester 4+</p>
<p>Semesterly: The Associate Chapter is current on all reports due to the Executive Office.</p>	<p>Current on all Chapterspot Reporting (Yes/No):</p> <p>Semester 1: Semester 2: Semester 3: Semester 4+</p>



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Programming –

Overall: The Associate Chapter must follow the Mark of Distinction membership orientation program as endorsed by the National Fraternity.	MOD Program Completion (Yes/No):
Semesterly: The Associate Chapter will complete the national Risk Management program seminar series endorsed by the National Fraternity.	Current on RM reporting (Yes/No): Semester 1: Semester 2: Semester 3: Semester 4+

Chartering Petition

A completed chartering petition must be submitted to the Phi Kappa Tau National Council a minimum of three (3) months prior to desired chartering date.	Desired Chartering Dates(3 days): 1. 2.
Upon completion of the chartering requirements, the Associate Chapter must contact the a representative at the Phi Kappa Tau Executive Offices. They will provide instructions on the next steps in the chartering process. This instruction will include completing the petition, the probable timeline for approval and best practices in planning for the chartering weekend.	

Chapter President Signature _____ BOG Chairman Signature _____

Executive Offices Recommendation

Note: chartering requirements are subject to change based on demographic information from our partner campus. Changes will be made at the discretion of the Phi Kappa Tau Executive Offices staff.