



COVID-19 | CHAPTER OPERATIONS GUIDANCE

To best assist our undergraduate members, alumni, and volunteers, we have compiled the below information that can help provide guidance regarding local chapter operations. The Grand Chapter continues to monitor the impact that virtual learning is having on our chapters and will continue to update these resources as new information becomes available.

GENERAL GUIDANCE

- Chapters should adhere to all guidelines put forth by the host campus, as well as by local, state and Center for Disease Control and Prevention (CDC) officials.
- Chapter member should consult the [CDC's guidelines](#) on how to protect themselves and what to do if they think they are sick.

ASSOCIATE MEMBER EDUCATION; BROTHERHOOD IN PHI SIGMA KAPPA

- We are encouraging chapters to continue with their associate member education process this spring through virtual meetings using platforms such as Zoom or Google Hangout.
- Associate members should still complete their GreekLifeEdu requirements (both Part 1 and Part 2).
- If the chapter needs to condense the *Brotherhood in Phi Sigma Kappa* program timeline, they are expected to still complete the following pieces:
 - *Expectations in Phi Sigma Kappa, Founding of Phi Sigma Kappa, and Solidarity in Phi Sigma Kappa* sessions
 - GreekLifeEdu Part 1 and 2
 - Final Examination (online already)
 - Pledge to Brotherhood (can be collected online in a Google Doc and then transferred to the official notepad upon return to campus)
- Chapters should be intentional with keeping associate members engaged and connected to their chapter through formal associate member meetings and informal touchpoints such as group messages and FaceTime.
- Chapters are also encouraged to consider providing current associate members with temporary voting rights for items such as:
 - Chapter budgets
 - Executive Board elections
 - Bylaw changes

RITUAL FOR THE INITIATION OF NEW MEMBERS

- Chapters who wish to report initiated members are able to do so at this time, and then host the Ritual for the Initiation of New Members at a later date.
- It is expected that the chapter host initiation for those associate members at the earliest available opportunity during the fall semester/term
 - We are strongly discouraging chapters from combining the spring 2020 associate member class with the fall 2020 associate member class, upon return to campus. The spring 2020 associate members should have their associate member education continue this semester virtually and then be initiated immediately after returning to campus.

RECRUITMENT

- Chapters should consider keeping potential associate members engaged by setting up FaceTime calls or organize Google Hangouts with other potential associate members.
- Recruitment can still happen while practicing social distancing. Chapters are encouraged to try these steps:
 - Reach out to incoming freshmen on social media. Look for your respective institution's hashtag and comb through profiles that may have them listed in their bio. Reach out via DM and welcome them to your institution. Human connection can still happen from a distance!
 - Check out these blogs from Phired Up about recruiting virtually:
 - [You've Already Recruited Virtually](#)
 - [Digital Recruitment](#)

FINANCES

- Census fees, assessments, and liability insurance will not be reimbursed, as all charges have already been invoiced and cover members for the full academic year.
- If chapters have the funds to pay an outstanding invoice, please do so through [Officer Portal](#), LegFi/OmegaFi or our website's [Bill Pay](#) page.
- Chapters that would like to be set up on a payment plan are asked to contact Grant Carpenter, Director of Chapter Services at grant@phisigmakappa.org.

THIRD DEGREE OBLIGATION

- Chapters are encouraged to honor their graduating senior members by hosting the Third Degree Obligation ceremony virtually. This can be done using platforms such as Zoom or Google Hangouts.
- For questions on how to host this ritual, contact Grant Carpenter, Director of Chapter Services at grant@phisigmakappa.org.

CHAPTER/EXECUTIVE BOARD MEETINGS

- Chapters can utilize the following online tools to host chapter meetings:
 - Zoom offers free video conferences for up to 100 people (limited to 40 minutes with free version)
 - Google Hangouts for up to 10 people
 - GoToMeeting
- Use collaborative online tools such as Google Drive for file storing, and Google Docs/Forms/Sheets for working on projects and keep track of tasks using websites such as ASANA or Basecamp.

COMMITTEE CHAIRMAN MEETINGS

- Chapter Vice Presidents (or whichever officer oversees the committee chairmen) should consider meeting virtually once a week with essential chairmen (Recruitment Chairman, Brotherhood Chairman, Scholarship Chairman, etc.).
- Committee chairmen should also host biweekly meetings via Zoom or Google Hangouts to ensure momentum is not lost and plan for next semester.
- Chairmen and committee members can keep track of tasks using platforms like ASANA or Basecamp.

EXECUTIVE BOARD ELECTIONS

- If the chapter elects its officers on an academic year cycle (officers elected at end of spring semester, officer term is August-July), consider postponing elections until the fall term to switch to the calendar year cycle (elected at the end of fall semester, officer term is January-December).
- Chapters who choose to host elections virtually should utilize platforms like Google Forms to cast their votes.
- Executive Board candidates should record speeches that chapter members can watch, in lieu of in-person speeches. Chapter members should prepare questions ahead of time that candidates can address in their speech.

SENIOR SEND-OFFS

- Chapter are encouraged to honor their graduating members by hosting a Senior Send-Off event:
 - Chapter members can host a Zoom or Google Hangout meeting where senior members can read prepared speeches and share what Phi Sig has meant to them.
 - Chapters can create a slide show, with a slide dedicated to each graduating member, listing their major, position(s) held, and most memorable Phi Sig experience. Their composite picture should be included as well!
- The Grand Chapter is looking to spotlight seniors in the upcoming issue of *The Signet*. If a senior would like to be highlighted, please email their information, a picture, and brief description of why they are being spotlighted to communications@phisigmakappa.org.

PHILANTHROPY/COMMUNITY SERVICE

- Chapters are encouraged to still participate in philanthropic/community service endeavors remotely.
- Consider donating unused food in your chapter houses' kitchen to a nearby soup kitchen or donating to a GoFundMe that directly impacts the community and/or COVID-19 relief.

FORMALS/RETREATS

- Chapters should not host any formals, social events, or brotherhood retreats.
- If the chapter already has a contract in place, they should work with the venue/vendor to see if it can be rescheduled or if it can be cancelled via a *force majeure* clause.

HOUSING

- Have a designee from the chapter fill out the brief [Housing Questionnaire](#). This will help the International Headquarters professional staff best directly serve the chapter.
- All members should follow recommendations of the campus regarding housing status.
- All alumni clubs/associations and local housing corporations that manage chapter facilities should seek any additional precautionary measures recommended by the campus.
- Reference the [Holmes Murphy Resource Page](#) for items regarding housing concerns.

The Phi Sigma Kappa International Headquarters [professional staff](#) is here to assist you. Please reach out to us if you have any additional questions or concerns

