



PI LAMBDA PHI
LEAD COURAGEOUSLY

COVID-19 Updates & Chapter/Colony Procedures

03/13/2020

Members of Pi Lambda Phi, Alumni, Volunteers and Partners;

As the spread of COVID-19 is having an impact on our communities, Pi Lambda Phi is committed to the support of all members, chapters and colonies during this time.

Chapter Support

Your respective IHQ liaison will continue to host phone calls with the President. Please keep up to date with campus communication and your respective Greek Life office as they will be utilizing email as their primary method of communication.

Chapter Meetings/New Member Education Meetings & Initiation

All directives from your respective institution should be followed for all in person gatherings such as Chapter Meetings and New Member Education Meetings, etc. If your campus has cancelled in-person functions please utilize virtual meeting software such as Skype, Zoom, GoToMeeting, Google Hangouts, etc. to hold meetings.

At this time chapters and colonies are approaching their initiations in the coming weeks. We are asking that Chapters conduct initiation at the earliest possible date and report via ChapterSpot as soon as possible. Please proceed with Part III only, Parts I & II can be held once normal operations resume.

FAQ's

Q: Do we still have to report new members in ChapterSpot?

Chapters are always required to report new members to Headquarters using ChapterSpot. Chapters should initiate new members as soon as possible.

Q: Do new members still owe the full initiation fee if my college/university has cancelled activities?

Yes, each new member will still be expected to pay the \$75 New Member fee and \$200 initiation fee prior to their initiation. These fees are used for services that are not affected by the cancellation of college/university activities (ie. General liability insurance, badges and membership certificates). Pi Lambda Phi will be issuing Initiation statements on schedule as normal to Executive Boards and Advisors.

INTERNATIONAL HEADQUARTERS

PO Box 8176, #1895 • Greenwich, CT 06836 • Phone: 203-740-1044 • Fax: 203-740-1644 • www.pilambdaphi.org



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Q: What should we do about local chapter and national dues and fees if activities are cancelled due to COVID-19?

Chapter officers should work with their chapter advisor(s) to determine if it is appropriate to pro-rate and refund local chapter dues. Chapters should consider the amount of activities that have already been offered during the academic term to make determinations about appropriate pro-rate/refund amounts.

While refunding or pro-rating local chapter dues may be a popular idea among within the chapter, we strongly recommend collecting the full amount which will give your chapter the ability to meet your financial obligations this coming fall. Pi Lambda Phi will be posting invoices for the chapter's on schedule. Chapters can expect to see those invoices at the beginning of the Fall semester. College/university closures will not serve as a valid excuse for delinquency or unpaid dues. Chapters are responsible for payment to any chapter balance on their account.

Q. What can we as a chapter/colony do if we are restricted from hosting social/philanthropic events?

- Create a newsletter to share with alumni and parents.
- Call alumni and share positive updates on the chapter.
- Create a chapter website or update an outdated website.
- If applicable, deep clean your chapter house or take care of neglected home improvement projects.
- Write thank you notes to alumni donors for their current/past support of the chapter.
- Work on any annual reports that your college/university may require.
- Start making goals and detailed plans for summer or fall recruitment.
- Contact your IHQ liaison to discuss your chapter's goals or areas of opportunity.
- Select your Summer Convention delegates. All chapters and colonies through the Educational Assessment Fee are able to send two delegates. Pi Lambda Phi's 125th Leadership Convention will be held August 7-9, 2020 in Baltimore, MD. Currently plans are still in place for this annual gathering.

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