

Chapter Initiation Quick Guide

Step 1 – Plan Your Initiation

- Contact your PKP contact person to discuss your enrollment and initiation ceremony plans.
- Decide what type of ceremony you will hold (in-person, virtual, or the National Virtual Initiation Ceremony).
- Choose a date, time, and location (or virtual platform) for the ceremony.
- Decide your Chapter Initiation Fee.
- Decide which invitation process you will use. (See Step 4)

Step 2 – Open Enrollment

- Create and submit a new Chapter Initiation Information form in the Chapter Portal.
- Wait for your PKP contact person to email you with confirmation that your enrollment is open.

Step 3 – Prepare the Eligibility List

- Request a list of students that meet the basic [eligibility requirements](#) for membership to Phi Kappa Phi from your Registrar (or appropriate office).
- Add any faculty, professional staff, alumni, or community members you want to invite to this list.

Step 4 – Send Invitations

- **OPTION 1: Use a Chapter Access Code** – All chapters have the option to request a Chapter Access Code and send all invitations themselves.
 - After you open enrollment, you will receive an email confirmation with a Chapter Access Code.
 - Include this Access Code and the correct links in your invitation letter.
 - Send your invitation letter to your PKP contact for review.
 - Send your invitations and let us know how many were invited.
- **OPTION 2: Use PKP National Evites and/or Print Invitations** – Available to chapters whose school FERPA guidelines allow for student's names, email addresses and/or mailing addresses to be shared with outside parties.
 - Upload your list of eligible invitees as a .csv file in the Chapter Portal at "Submit Invitee Information".
 - Wait for an email confirmation that your invitations have been processed.
 - National Evites are sent approx. 24 hours after processing, except on weekends and include a total of 5 invitation emails (1 invitation + 4 reminders) over a course of 5 weeks.
 - National Print Invitations are sent approx. 1-2 weeks after processing.

Step 5 – Prepare for the Initiation Ceremony

- Book your ceremony location (make sure to do this early!)
- Find and invite a guest speaker.
- Prepare any items you want to hand out to new initiates. (Not required)
 - Initiation Ceremony Placeholder Certificate (template in Chapter Toolkit)
 - You can also purchase PKP medallions, graduation cords and stoles, and other items in the [PKP Store](#).
- Invite university administrators, alumni members, and special guests to attend.
- Prepare programs for the ceremony (template located in the Chapter Toolkit)
- Download the Centennial March from the Chapter Toolkit to play during the ceremony.
- Take lots of pictures!

Share your ceremony stories and pictures with us at chapters@phikappaphi.org. We love to see the amazing things our chapter officers accomplish!