



INITIATION QUICK GUIDE

Step 1: Planning your Initiation

- Contact your chapter relations liaison to discuss your enrollment and initiation ceremony plans.
- Decide which type of ceremony to hold - in-person, virtual, or the National Virtual Initiation Ceremony.
 - If you are holding an in-person event, choose a date and time, and book the location early!
- Set your Chapter Initiation Fee and other relevant Event Fees.
- Choose the invitation process you will use. (See Step 4)

Step 2: Opening Enrollment

- Create and submit a new Chapter Initiation Information form via the Chapter Portal.
- Your PKP contact will send a confirmation email once your enrollment is open.

Step 3: Preparing the Eligibility List

- Request a list of eligible students from your Registrar (or appropriate office).
- Add any faculty, professional staff, alums, or community members you want to invite to this list.

Step 4: Sending Invitations

OPTION 1: Use a Chapter Access Code

All chapters can request an Access Code and send invitations themselves. If you request one while completing your chapter initiation information form, your confirmation email will include an Access Code.

- Include this Access Code and the correct join links in your invitation letter.
- Send your invitation letter to your PKP contact for review.
- Send your invitations and let your PKP contact know the number invited.

OPTION 2: Use PKP National Evites and/or Print Invitations

This is available to chapters whose schools' FERPA guidelines permit sharing students' names, email addresses, and/or mailing addresses with third parties.

- Upload your list of eligible invites as a .csv file to the Chapter Portal.
- You will receive a confirmation email when your invitations have been processed.
 - National Evites are sent approximately 24 hours after processing, except on weekends, and include a total of 5 invitation emails (1 invitation + 4 reminders) over 5 weeks.
 - National Print Invitations are sent approximately 1-2 weeks after processing.

Step 5: Preparing for the Initiation Ceremony

- Invite a guest speaker and University VIPs, alumni members, and special guests to attend.
- Prepare any items you want to hand out to new initiates (not required).
 - Initiation Ceremony Placeholder Certificate (template in the Chapter Toolkit)
 - PKP medallions, graduation cords and stoles, and other items can be purchased in the PKP Store.
- Prepare programs using the templates in the Chapter Toolkit.
- Download Centennial March and other media from the Chapter Toolkit to use during the ceremony.
- Take lots of pictures and share them with us at chapters@phikappaphi.org.