The Honor Society of Phi Kappa Phi invites inquiries regarding the establishment of a chapter from regionally accredited four-year colleges and universities with both a reputation for and a commitment to academic excellence.

FIRST STEPS

☐ Identify a single point of contact on campus to correspond with Phi Kappa Phi and lead the petitioning process.

☐ Hold an initial conversation with Executive Director Dr. Mary Todd.

☐ Secure the commitment of the college or university president and provost that the institution desires a chapter and will support faculty who serve as chapter officers.

☐ Identify a core group of faculty and staff who understand the value of recognizing academic excellence and who are willing to serve as the inaugural officers of a chapter. Through the chief academic officer or faculty listserv, identify Phi Kappa Phi members on your campus and encourage them to be part of this core group.

NEXT STEPS

☐ Complete and submit the Petition to Establish a Chapter of Phi Kappa Phi with a non-refundable fee of $250.

☐ Following review of petition, if a site visit is granted, schedule date of one-day visit with the Executive Director.

FINAL STEPS

☐ Report of the site visit is submitted to the Board of Directors for approval of a chapter.

☐ Executive Director notifies institution of Board action.

☐ Institution submits balance of $3,250 chartering fee to Society Headquarters.

☐ Phi Kappa Phi staff works with chapter officers to plan training and chapter installation.