

PROTOCOL FOR ESTABLISHING A CHAPTER OF PHI KAPPA PHI

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.

