

Phi Kappa Theta Fraternity New Associate Member Roster

MUST submit with fees and New Associate Member Registration forms!

College/University _____ Chapter _____

Associate Member Educator _____ Email _____

Date of Association _____ ***Address where materials should be sent:***

Anticipated Initiation Date _____ (Required!) _____ (Street Address)

(Signature of Chapter Officer) _____ (City, State ZIP Code)

Associate Members in Alphabetical Order: (Please type!)

- | | |
|-----------|-----------|
| 1. _____ | 15. _____ |
| 2. _____ | 16. _____ |
| 3. _____ | 17. _____ |
| 4. _____ | 18. _____ |
| 5. _____ | 19. _____ |
| 6. _____ | 20. _____ |
| 7. _____ | 21. _____ |
| 8. _____ | 22. _____ |
| 9. _____ | 23. _____ |
| 10. _____ | 24. _____ |
| 11. _____ | 25. _____ |
| 12. _____ | 26. _____ |
| 13. _____ | 27. _____ |
| 14. _____ | 28. _____ |

- Each **Associate Membership Fee** (\$75.00), **Insurance Fee** (see chapter invoice) and **Registration Card** is due in the Executive Offices within 10 days of Association Ceremony.
- A \$10.00 fine per Associate Member will be added for late reporting/incomplete paperwork or fees (More than 10 days after association date).
- Insurance for Associates Members reported before September 15th will be billed with the regular insurance invoice. Insurance for Associates reported after September 15th is due within 10 days of association)
- Each Associate Member will be sent a copy of "The Journey" and an Associate Member Pin upon receipt of fees, registration cards, and this completed form. Processing will be delayed if any information is incomplete.

Office Use Only: Rec'd _____ / _____ / _____ Paid _____ / _____ / _____
 Ent'd _____ / _____ / _____ Invoice # _____
 DB Entry _____ / _____ / _____ Mat'l Ship'd _____ / _____ / _____

Correct Processing of Associate Members 2009-2010 Academic Year

1. The following must be submitted to the Executive Offices when reporting new Associate Members.

- New Associate Member Roster
- New Associate Member Registration form for **each** Associate Member
- \$75.00 fee per Associate Member
- Insurance fee for each Associate Member (if after September 15th)
- Date of Association and anticipated date of Initiation

If any of these items are missing, processing of Associate Members will be delayed until all appropriate paperwork & fees are received. Associate Member Pins & Journeys will not be shipped to the Chapter.

2. A \$10.00 fine per Associate Member is assessed for late reporting, payment, or paperwork. (Late means “More than 10 days after the Association Ceremony”)

3. Collect the Associate Member fee of \$75.00 from each Associate Member. Send in each individual’s check to the Executive Offices. The only exception to this is when an Associate Member pays in cash. For cash payments, deposit the money into the chapter account and write a check making sure to put the individual’s name in the memo section of the check.

4. Collect Insurance for all Associate Members. This procedure varies, as some Chapters collect insurance from the AMs and some Chapters pay the AM insurance from Chapter Funds. In addition, the insurance rate is different from Chapter to Chapter. **What you need to know:** The insurance fees for Associates reported *before* September 15th will be invoiced with the insurance fees for initiates. The insurance fees for Associates reported *after* September 15th must be paid with the associate member fee (within 10 days of the ceremony).

5. Each Associate Member must completely fill out a New Associate Member Registration form completely. It must be signed. You must use the current form, which may be found on our website at <http://phikaps.org/resources/AMRegistrationCard.pdf>. Older forms or cards do not have all the required information, so no outdated forms or cards are accepted. The form may be filled out electronically and printed, or you may print blank forms and fill them out by hand. If filling out by hand, please be sure to print legibly. The Executive Offices are not responsible for entry errors due to illegible writing!

If you have any questions, please contact the Executive Offices at:

**Phi Kappa Theta Fraternity
9640 N. Augusta Drive, Suite 420
Carmel, IN 46032
(800) 969-4639
executiveoffices@phikaps.org**