



ASSESSMENTS, FEES, AND DUE DATES

Recurring Dates

Reporting Pledges
Reporting Initiates
Mailing New Initiate Cards that ARRIVE at HQ
Reporting A Greater Cause Hours & Dollars
Reporting Military Heroes Dollars
Reporting New Executive Officers
Expulsions, Suspensions and Resignations

Due Dates

3 Calendar Days After Ceremony
10 Calendar Days after Ceremony
40 Calendar Days after Ceremony
60 Calendar Days after Event
60 Calendar Days after Event
10 Calendar Days after Ceremony
30 Calendar Days from Chapter approval

Platform

KappaSig.Net
KappaSig.Net
Postal Service/FedEx
KappaSig.Net
KappaSig.Net
KappaSig.Net
KappaSig.Net

Single Day Dates

IRS Form 990 to the IRS AND Copy to HQ
Awards Applications (Available in March)

Due Dates

15 October
15 April

Platform

accounting@hq.kappasigma.org
KappaSig.Net

New Initiates and Fees

US Dollar

Canadian Dollar

0-30 Days Late on Any Recurring or Single Day Reporting Dates (Except reporting Initiates)
31+ Days Late on Any Recurring or Single Day Reporting Dates (Except reporting Initiates)
1+ Days Late Reporting Initiates
Failure to attend Leadership Conference or Grand Conclave. Assessed at the discretion of the Supreme Executive Committee. May also be assessed additional sanctions.

\$500
\$2,500
\$150
\$1,000

\$692
\$3,461
\$207
\$1,200

Recurring Assessments

US Dollar

Canadian Dollar

Liability Coverage Management Assessment per Brother per year*
Undergraduate Dues per Brother per year*
Leadership and Educational Assessment per Chapter per year^
Champion Quest Supply Fee per year^

\$145
\$45
\$1,200
\$100

\$180
\$55
\$1,450
\$125

* = Chapter assessments are set a minimum of 35 members per month (Chapter Rosters are pulled for this on the 1st of every month.); Per Month assessment is \$993.75 (USD) or \$1250 (CAD)

^ = Fixed assessments are divided into eight (8) payments billed at the beginning of each month, September through April.

UG ANNUAL REPORT DUE APRIL 1

Undergraduate Chapter Annual Reports due on April 1.
Only one report per year, available January 15.
Annual Reports can be created and accessed on KappaSig.Net.



ADDENDUM I - REPORTING DUE DATES & DEADLINES

ASSESSMENTS, FEES, AND DUE DATES

| Periodic Fees | US Dollar | Canadian Dollar |
|---|-----------|-----------------|
| Pledge Fee per Pledge * | \$45 | \$55 |
| Pledge Insurance per Pledge * | \$36.25 | \$45 |
| Initiation Fee per Initiate * | \$150 | \$185 |
| Reinstatement Fee per Request * | \$150 | \$185 |
| Chapter Installation Fee paid with the petition to Charter. | \$3,000 | \$3,650 |
| Ritual Book Replacement. | \$1,000 | |

* = These are assessed to the following month's invoice after reporting on KappaSig.Net.

| Failure to Pay | US Dollar | Canadian Dollar |
|--|-----------|-----------------|
| 30-60 Days Late - Status: Delinquent | \$25 | \$34 |
| 61-90 Days Late - Status: Financial Suspension | \$50 | \$69 |
| 91+ Days Late - Status: Suspension of Operations | \$100 | \$138 |

*Assessments mature each month if unpaid.

*Chapters will be assessed both fees and statuses so long as non-payment continues.

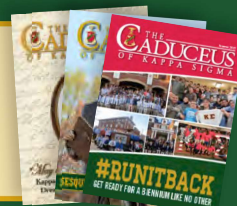


REMEMBER...

Submission deadlines are due:

Winter/Spring - November 1

Summer/Fall - May 1



SUBMISSION GUIDELINES:

- The update submitted should be written in the third person, singular and should touch on Chapter operations, including CQ, AGC, and BIA.
- Due to spacing constraints, please limit your submission to 200 or fewer words, and submit it as a Word document.
- Follow the Kappa Sigma Fraternity's Style Guide, found on KappaSig.net, to edit the submission using Kappa Sigma's formatting and stylization guide.
- Attach photos as a separate file with your update, DO NOT include them in the Word document.
- All photos should be 300 DPI or higher (JPG, PNG, or HEIC). Photos below 150 DPI will not be included.
- Clearly identify each picture and provide a caption to identify individuals or the activity in each.