



**MANHOOD – SCHOLARSHIP – PERSERVERANCE – UPLIFT**



Psi Mu Nu Chapter  
Omega Psi Phi Fraternity, Inc.  
Clay County Westside Ques  
P.O. Box 118  
Middleburg, FL 32050  
ccwques@gmail.com

**Psi Mu Nu Chapter Meeting Agenda – 11/18/2023 at 8:30 am**

- 1. Call to Order** – Basileus
- 2. Opening Prayer** – Chaplain
- 3. Roll Call** – KRS
- 4. Agenda Updates / Adoption (Agenda, Previous Mtg's Minutes)**
- 5. Officers Updates:**
  - a. Bas Update (3 min)
  - b. KRS Update (3 min)
  - c. KF Update (3 min)
- 6. Report of Committees / Old Business** – 3 minutes
  - a. Committee Reports – Vice Basileus
- 7. New Business**
  - a. Mentorship/STEM Pgm Updates – Bro Hamilton
  - b. Mental Health Discussion Opportunity – Bro Smith
  - c. New Member Training – Bros Webb/Williams
  - d. Budget Presentation/Adoption – Bro Hamilton
- 8. Upcoming Events**
  - a. Mentorship, 12:15 pm, December 07/14, 2023, Westside High School (WHS)
  - b. CSP Adopt-A-Highway, Argyle/GCS, December 09, 2023, 8:00 am
  - c. Ques on the Hill, Tallahassee, January 24-26, 2024
  - d. Chapter Anniversary, January 24, 2024
- 9. Dec Chapter Meeting** – December 16, 2023, 8:30 am, TBD
- 10. For The Good of the Order** – Brothers
- 11. Adjournment** – Basileus
- 12. Closing Prayer** – Chaplain

*Friendship Is Essential to the Soul*

### **October 2023 Meeting and Action Items**

Convened at 10:36 am. 11 in attendance. Quorum +1.

- Motion made to adopt agenda by Bro. Dixon, 2<sup>nd</sup> by Bro. E Smith. Motion passed. Agenda accepted.
- Motion made to adopt minutes by Bro. S Johnson, 2<sup>nd</sup> by Bro. Dixon. Motion passed. Minutes accepted.
- BAS-Make sure that you are going through the info that is being sent. Agenda, etc.
- KRS-Dues! Please have dues sent in by the 30<sup>th</sup> of October. For payment on 2<sup>nd</sup> November.
- VB-Will make corrections to dues due to extra fees being charged via electronic transaction.
- Motion made to accept the financial report by Bro. Dixon, 2<sup>nd</sup> by Bro. Foster. Motion passed. Financial report accepted.
- Committee Chairs. Social Action has been changed to reflect Bro. Fields as Social Action Chair.
- MSP. MSP process has begun with Bro. Rivers. Candidates have all paid IHQ, District, and State Fees. Sponsors need to support their candidates at the sessions to help them through the process. Sponsors need to be available to sign off items in the candidate's packet. Jackets and shirts will be ordered this weekend. Candidates should be reaching out to sponsors as well.

### **New Business**

- Ques on the Hill. Looking for brothers to go. Need to work on a logistics plan.
- Thanksgiving Food Basket Giveaway. Meet at Westside High School at 7:30 am, Chapter meeting at 8:30 am, and Giveaway at 10:00 am. Looking to execute at Orange Park High School for Xmas. The goal is to do 25 families per event. List of families being worked as of now.
- Clave House. Can't make a down payment yet due to not having enough funds available to pay. Avoiding the usage of chapter funds. Looking for who has already registered and is going.
- Theta Phi Golf tournament is Nov 20<sup>th</sup>. Looking to either provide golfers or pay for a hole sponsor.
- IHQ is looking for Florida chapters to provide or purchase a full-page ad for the Conclave. Price is \$400.
- Iota Mu Nu is looking for support for their souvenir booklet for their Achievement Week Banquet. The chapter anniversary event will be held January 27<sup>th</sup>.
- Post Event Reports. If it's multiple events, each event needs to have its own event report. Committee Chairs need to get on the FSO website to complete the event. Floridaque.com. Documents-committee reports. Write Psi Mu Nu in for chapter name. The most important piece, keeping track of time and personnel. For example, Roadside Cleanup. If 10 brothers participated for 2 hours, 20-man hours were executed and should be on the report. Account for hours for meetings and preparation as well. Hours x people=man hours. Use the chapter address as the address at the end.
- SEC. When negotiating contracts, BAS is the only person who can sign contracts. It has to be Psi Mu Nu on the contracts. Not OPP! SECs have to be submitted and paid for 46 days before the event. Have to start early! You can send an SEC form as early as you want as long as you have the information for the SEC.
- Next Meeting with take place November 18<sup>th</sup> @8:30 am. All Brothers need to be in attendance at 7:30 am to prepare giveaway bags.
- Motion made to adjourn meeting by Bro. Hamilton. 2<sup>nd</sup> by Bro. Dixon. Motion passed. Meeting adjourned at 11:12 am.





# PSI MU NU

P.O. Box 118

Middleburg, FL 32050



## Chapter Financial Position as of 11/16/23

### Checking

Beginning Balance as of 10/26/23	\$1,584.27
Net Activity	\$8,112.23
Ending Balance as of 11/16/23	<u>\$ 9,696.50</u>

### CashApp

Beginning Balance as of 10/26/23	\$1,740.00
Net Activity	<u>(\$1,330.00)</u>
Ending Balance as of 11/16/23	<u>\$410.00</u>

### Savings

Beginning Balance as of 10/26/23	\$3,465.58
Net Activity	<u>\$0.29</u>
Ending Balance as of 11/16/23	<u>\$3,465.87</u>

Total Assets \$ 13,572.37

Checking				
PSI MU NU Beginning Balance - 10/26/23				
Date	Transaction	Description	Amount	Balance
				\$ 1,584.27
10/27/2023	Credit	Cash App Deposit	\$ 741.00	\$ 2,325.27
10/27/2023	Credit	Cash App Deposit	\$ 2,500.00	\$ 4,825.37
10/27/2023	Credit	Cash App Deposit	\$ 2,500.00	\$ 7,325.27
10/28/2023	Credit	Dues Payment Bro Kermit Webb	\$ 285.00	\$ 7,610.27
10/28/2023	Credit	Dues payment Bro Carl Harvin	\$ 100.00	\$ 7,710.27
10/28/2023	Credit	AW Banquet payment Bro Kermit Webb	\$ 135.00	\$ 7,845.27
10/28/2023	Credit	AW Banquet payment	\$ 135.00	\$ 7,980.27
10/28/2023	Credit	Clave 24 payment Bro Edward Williams	\$ 292.00	\$ 8,272.27
10/28/2023	Debit	Reimbursement for Bro John Fields for Chapter meeting snacks	\$ (11.10)	\$ 8,261.17
10/30/2023	Debit	Payment to Greek Devine	\$ (634.92)	\$ 7,726.25
10/30/2023	Debit	Payment to Charles Lawson for 7 Blazers ordered	\$ (1,465.00)	\$ 6,261.25
10/30/2023	Credit	Dues Payment Bro B. Bolling	\$ 410.00	\$ 6,671.25
10/30/2023	Credit	AW Banquet Payment Bro Bernard Bolling	\$ 90.00	\$ 6,761.25
10/31/2023	Credit	Cash App Deposit	\$ 2,500.00	\$ 9,261.25
10/31/2023	Credit	Cash App Deposit	\$ 2,500.00	\$ 11,761.25
10/31/2023	Credit	Cash App Deposit	\$ 2,560.00	\$ 14,321.25
10/31/2023	Credit	Interest Credited	\$ 0.24	\$ 14,321.29
11/1/2023	Debit	Debit Purchase Air BnB	\$ (3,135.34)	\$ 11,186.15
11/1/2023	Debit	Debit Purchase Air BnB	\$ (3,135.34)	\$ 8,050.81
11/1/2023	Credit	Debit Return Air BnB	\$ 3,135.34	\$ 11,186.15
11/1/2023	Credit	Debit Return Air BnB	\$ 3,135.34	\$ 14,321.49
11/1/2023	Credit	Cash App Deposit	\$ 400.00	\$ 14,721.49
11/2/2023	Debit	State and District Dues payment for Chapter	\$ (559.23)	\$ 14,162.26
11/2/2023	Debit	College Endowment and Liability Insurance payment to IHQ	\$ (1,648.00)	\$ 12,514.26
11/2/2023	Credit	Cash App Deposit	\$ 635.00	\$ 13,149.26
11/3/2023	Credit	Zelle Deposit Bro Edward Williams	\$ 5.00	\$ 13,154.26
11/6/2023	Debit	Air BnB Payment	\$ (6,683.34)	\$ 6,470.92
11/6/2023	Credit	Air BnB Payment Returned	\$ 6,683.34	\$ 13,154.26
11/6/2023	Debit	State and District Dues payment Bro Marcus Wimberly	\$ (34.95)	\$ 13,119.31
11/6/2023	Debit	IHQ Dues payment for 9 mbrs plus processing fees	\$ (1,158.75)	\$ 11,960.56
11/7/2023	Credit	Cash App Deposit	\$ 1,090.00	\$ 13,050.56
11/8/2023	Debit	Hole Sponsorship for Theta Phi	\$ (150.00)	\$ 12,900.56
11/9/2023	Credit	Cash App Deposit	\$ 500.00	\$ 13,400.56
11/10/2023	Debit	Holiday Inn and Suite Organge Park	\$ (3,674.65)	\$ 9,725.91
11/13/2023	Debit	State and District Dues payment Bro Stephen Fagan	\$ (34.95)	\$ 9,690.96
11/13/2023	Debit	IHQ Dues payment for Bro Stephen Fagan	\$ (128.75)	\$ 9,562.21
11/13/2023	Debit	Reimbursement for Bro Josue Chery for AW Banquet Cake	\$ (125.00)	\$ 9,437.21
11/14/2023	Credit	Holiday Inn room for Bro James Cistrunk (Returned)	\$ 259.29	\$ 9,696.50
		<b>Net Total Bank Transactions</b>	<b>\$ 8,112.23</b>	
		<b>Deposits in Transit</b>		
		<b>O/S Checks</b>		
		<b>Net Activity</b>	<b>\$ 8,112.23</b>	
<b>Ending Bank Balance as of 11/16/23</b>				<b>\$ 9,696.50</b>
CASHAPP				
CashApp Balances				
CashApp Balance as of 10/26/23				
Date	Transaction	Description	Amount	Balance
				\$ 1,740.00
10/27/2023	Credit	Chapter Dues and Miscellaneous Items Bro Earl Mitchell	\$ 1,080.00	\$ 2,820.00
10/27/2023	Credit	Chapter Dues and Miscellaneous Items Bro Andrew George	\$ 540.00	\$ 3,360.00
10/27/2023	Credit	Chapter Dues and Miscellaneous Items Bro Andrew George	\$ 540.00	\$ 3,900.00
10/27/2023	Credit	Chapter Dues and Miscellaneous Items Bro Gregory Beard	\$ 1,080.00	\$ 4,980.00
10/27/2023	Credit	Chapter Dues and Miscellaneous Items Bro Tarmacus Mixon	\$ 1,080.00	\$ 6,060.00
10/27/2023	Credit	Chapter Dues and Miscellaneous Items Bro William Dukes	\$ 1,080.00	\$ 7,140.00
10/27/2023	Credit	Chapter Dues and Miscellaneous Items Bro Jimmy Dean	\$ 1,080.00	\$ 8,220.00
10/28/2023	Credit	Chapter Dues and Miscellaneous Items Bro Willie Robinson	\$ 1,080.00	\$ 9,300.00
10/28/2023	Debit	Cash app Cash out to VyStar	\$ (2,500.00)	\$ 6,800.00
10/28/2023	Debit	Cash app Cash out to VyStar	\$ (2,500.00)	\$ 4,300.00
10/28/2023	Debit	Cash app Cash out to VyStar	\$ (2,560.00)	\$ 1,740.00
10/30/2023	Credit	2 Banquet Tix Bro Dave Hamilton	\$ 90.00	\$ 1,830.00
10/30/2023	Credit	Purple Jacket - JangQiang	\$ 150.00	\$ 1,980.00
10/30/2023	Credit	For Purple Frat Blazer- Rich Markray	\$ 160.00	\$ 2,140.00
10/30/2023	Debit	Cash app Cash out to VyStar	\$ (400.00)	\$ 1,740.00
10/30/2023	Debit	Psi Mu Nu Chapter Blazer Order	\$ (1,465.00)	\$ 275.00
10/30/2023	Credit	Achievement Week Banquet Bro Edward Smith	\$ 90.00	\$ 365.00
10/30/2023	Credit	Banquet Tickets Bro Dexter Mitchell	\$ 45.00	\$ 410.00
10/30/2023	Credit	Dues payment Bro Johnson Joseph	\$ 410.00	\$ 820.00
10/31/2023	Credit	Banquet 4 tickets Bro Meger Chappell	\$ 190.00	\$ 1,010.00
10/31/2023	Debit	full page add from Psi Mu Nu	\$ (100.00)	\$ 910.00
10/31/2023	Debit	Cash app Cash out to VyStar	\$ (635.00)	\$ 275.00
10/31/2023	Credit	Dues payment Bro Vincent Foster	\$ 285.00	\$ 560.00
10/31/2023	Credit	Douglas Smith 2 AW Banquet Tickets	\$ 90.00	\$ 650.00
10/31/2023	Credit	AW Banquet Bro Vincent Foster	\$ 90.00	\$ 740.00
10/31/2023	Credit	Dues payment Bro Tank Smith	\$ 410.00	\$ 1,150.00
10/31/2023	Credit	Dues payment Bro Dan Fagan III	\$ 295.00	\$ 1,445.00
11/1/2023	Debit	Dues overpayment (Reimbursed) Bro Herbert Smalls	\$ (125.00)	\$ 1,320.00
11/2/2023	Credit	1 Banquet Tix	\$ 45.00	\$ 1,365.00
11/4/2023	Debit	Cash app Cash out to VyStar	\$ (1,090.00)	\$ 275.00
11/5/2023	Credit	AW Banquet Tix	\$ 45.00	\$ 320.00
11/5/2023	Credit	achievement week banquet tix Bro Dave Hamilton	\$ 45.00	\$ 365.00
11/7/2023	Credit	Dues payment Bro Stephen Fagan	\$ 410.00	\$ 775.00
11/7/2023	Debit	Cash app Cash out to VyStar	\$ (500.00)	\$ 275.00
11/7/2023	Debit	hole sponsorship from Psi Mu Nu	\$ (150.00)	\$ 125.00
11/12/2023	Credit	Turkey Purchase Bro Dexter Mitchell	\$ 10.00	\$ 135.00
11/13/2023	Debit	Turkey (Payment Refunded) Bro Dexter Mitchell	\$ (10.00)	\$ 125.00
11/13/2023	Debit	Reimbursement for AW cake Bro Josue Chery	\$ (125.00)	\$ -
11/14/2023	Credit	Marcus Wimberly Dues	\$ 410.00	\$ 410.00
		<b>Net CashApp Activity</b>	<b>\$ (1,330.00)</b>	
<b>Ending Bank Balance as of 11/16/23</b>				<b>\$ 410.00</b>
Savings				
PSI MU NU Beginning Balance - 10/26/23				
Date	Transaction	Description	Amount	Balance
				\$ 3,465.87
10/31/23	Credit	Interest Paid	\$ 0.29	\$ 0.29
			\$ 0.29	
<b>Ending Bank Balance as of 11/16/23</b>				<b>\$ 3,465.87</b>
<b>Total assets as of 11/16/23</b>				<b>\$ 13,572.37</b>

ΨMN Chapter  
 ΩY 2023 – 2024  
 Program Committee Chairmen

PROGRAM	CMTE CHAIRMAN	ALT CMTE CHAIRMAN
Achievement Week	Bro. Carter Williams	Bro. John Fields, Bro. Josue Chery, Bro. John Dixon
Scholarship	Bro. Vincent Foster	Bro. Herbert Smalls
Social Action	Bro. John Fields	Bro. Rich Markray, Bro David Hamilton, Bro Josue Chery
Talent Hunt	Bro. Stephen Johnson	Bro. Johnson Joseph
Reclamation and Retention	Bro. Josue Chery	Bro. Carl Harvin
Health Initiatives	Bro. Tarik Smith	Bro. Rich Markray
VREM	Bro. Herbert Smalls	Bro. King Blackwell
Mentorship	Bro. Kermit Webb	Bro. Edward Smith
Fatherhood	Bro. Kermit Webb	Bro. Edward Smith
STEM	Bro. Edward Smith	Bro. Kermit Webb
Chapter Anniversary	Bro. Vincent Foster	Bro. Edward Williams
Annual Golf Tournament	Bro. Johnson Joseph	Bro. Don Hall & Bro. John Dixon
Chapter Retreat	Bro. John Fields	Bro. Edward Williams
MSP	Bro. Kermit Webb	Bro. Vincent Foster
Ways & Means	Bro. Carl Harvin	Bro. Vincent Foster
History and Archives	Bro. Douglas Smith	Bro. John Fields



**Psi Mu Nu Chapter  
of  
Omega Psi Phi Fraternity, Inc.  
Committee Report**

**Date: 11.15.2023**

**Committee: Health Initiative**

**Submitted by: Bro. Tarik Smith**

- **Health Fair**
  - **February 17<sup>th</sup> location at Orange Park Mall – confirmed more information to come.**
- **Mental Health Presentation**
  - **Sometime in December**
    - **Date and time TBD**
- **Virtual Presentation with Jessica from LifeQuest Organ Recovery Services**
  - **Date and Time in December TBD**
- **Blood Drive TBD.**





**Psi Mu Nu Chapter  
of  
Omega Psi Phi Fraternity, Inc.  
Committee Report**

**Date: 11/16/23**

**Committee: Talent Hunt**

**Submitted by: Chair Brother Stephen Johnson and Co-Chair Joseph Johnson**

- Still finalizing a contact list of Principals, Vice Principals, Teachers, Counselors, Music Band Instructors, regarding the list of schools in the service area. (West Side High School, Orange Park High School, Douglas Anderson School of the Arts, and Clay County High School) **Deadline by November 13, 2023**
- Submit SEC Forms to the KRS, **Deadline by November 30, 2023**
- Deliver flyers that inform Principals, Vice Principals, Counselors, and Teachers, Music or Band Instructors about the Talent Hunt Contest such as the date of the competition, rules and requirements and deadlines of the participants and parental forms. **Deadline by December 15, 2023**
- Follow-up with an email to remind Principals, Vice Principals Counselors, Teachers, Music Band Instructors about the Talent Hunt Contest such as the date of the competition, rules and requirements and deadlines of the participants, parental forms, and deadlines to submit video submissions. **Deadline by January 22, 2024**

**Add as many bullets you think is necessary to adequately inform the brothers.**





**Psi Mu Nu Chapter  
of  
Omega Psi Phi Fraternity, Inc.  
Committee Report**

**Date: 18 Nov 2023**

**Committee: Ways and Means**

**Submitted by: Bro. Carl Harvin**

I'm still in the process of creating a demo fund site to demonstrate how to run a peer-to-peer fundraiser with CauseVox. This could possibly be a new venue to raise funds for our scholarship drives. Bro. Foster is finalizing the site because it needs more features added. But with time, we can create a working platform (Demo) that we will be able to show the members of PMN how CauseVox operates. Remember,

**Basic Plan**- Free, Platform fee of 0% with feature.

Processing fee of 2.2% + 30 cents per donation via Stripe/PayPal. Limited Features

**Standard Plan** \$155 annually or \$200 monthly, Platform fee of 4.25% is reduced to 0% feature. Processing fee of 2.2% + 30 cents per donation via Stripe/PayPal. 7-day trial period. Most features

**Plus Plan**- \$275 annually or \$375 monthly, Platform fee of 3% is reduced to 0% feature. Processing fee of 2.2% + 30 cents per donation via Stripe/PayPal.

7-Days trial period. All Features

**Website:** <https://www.causevox.com/blog/ungala>



**Psi Mu Nu Sponsorship Sign Up Sheet**

**2022/2023**

**Researcher**

Bro. J Joseph

Bro. Ed Smith

Bro. Dexter

\_\_\_\_\_

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**Corporate**

Walmart/Publix

Amazon/Aerospace

Military

Target

Home Depot

Lowes

Car dealerships (Ford, Nissan, etc.)

The Kresge Foundation

Heising-Simon Foundation

Chick- Fila

Kroger's

Front door cyber grants

Clay County Electric

Denny's

Walgreen

Costos

Jacksonville Zoo



## EVENT PLANNING CHECKLIST

**Event Name:** \_\_\_\_\_  
**Event Chairman:** \_\_\_\_\_  
**VIP(s):** \_\_\_\_\_

**Date:** \_\_\_\_\_  
**Time:** \_\_\_\_\_  
**Location:** \_\_\_\_\_



### BRAINSTORMING (9 Months)

- Point Person* \_\_\_\_\_
- \_\_\_\_\_ Will the event work? Will people really want to attend?
  - \_\_\_\_\_ Has something like this happened before? How would this event differ from other events?
  - \_\_\_\_\_ How many people will be needed to run the event?
  - \_\_\_\_\_ Where could it take place? Is this a good venue?
  - \_\_\_\_\_ Do we have the resources to do this?
  - \_\_\_\_\_ Any organizations we want to partner with?

### BUDGET, FUNDRAISING, GRANTS (9 Months)

- Point Person* \_\_\_\_\_
- \_\_\_\_\_ Complete budget plan worksheet
  - \_\_\_\_\_ Have funds been allocated in the Chapter's budget?
  - \_\_\_\_\_ Are there any grants available? How does the event cater to the grant purpose?
  - \_\_\_\_\_ Do any funds have to be paid upfront?
  - \_\_\_\_\_ Are there any fundraising opportunities and if so what are the goals and how do we achieve them?
  - \_\_\_\_\_ Can fundraising help advertising?
  - \_\_\_\_\_ Any potential items for giveaway, door prizes, raffles, etc.?

### FORMS AND APPROVALS (6 Months)

- Point Person* \_\_\_\_\_
- \_\_\_\_\_ Contract in place for venue.
  - \_\_\_\_\_ Security agreement in place with Venue or contract a Security Company for event.
  - \_\_\_\_\_ SEC Submitted.
  - \_\_\_\_\_ Flyer design complete and approved by E-Board.

### ADVERTISING (6 Months)

- Point Person* \_\_\_\_\_
- \_\_\_\_\_ Flyer distribution.
  - \_\_\_\_\_ Email to friends, family, constituents.
  - \_\_\_\_\_ Post on Chapter Social Media Outlets.
  - \_\_\_\_\_ Work plan for radio/tv announcements.
  - \_\_\_\_\_ Order signage if required.

### SCHEDULING (3 Months)

- Point Person* \_\_\_\_\_
- \_\_\_\_\_ Will everything be approved in time?
  - \_\_\_\_\_ Is the event going to conflict with other events?
  - \_\_\_\_\_ Book hotels, travel arrangements for VIPs.
  - \_\_\_\_\_ Finalize event programs and order of event.

### SHOPPING (1 Month)

- Point Person* \_\_\_\_\_
- \_\_\_\_\_ Utensils (Paper Goods, silverware, cups, plates, serving utensils, trays, pans, tablecloths, etc.)
  - \_\_\_\_\_ Food (and alternate food options)
  - \_\_\_\_\_ Cleanup materials
  - \_\_\_\_\_ Decorations
  - \_\_\_\_\_ Special items (Props, costumes, etc.)

### WEEK PRIOR TO EVENT

- Point Person* \_\_\_\_\_
- \_\_\_\_\_ Double check all approvals.
  - \_\_\_\_\_ Confirm with guests/VIPS.
  - \_\_\_\_\_ Ramp up publicity efforts (media outlets).
  - \_\_\_\_\_ Prepare assignments, schedule event walk-thru, check all equipment.
  - \_\_\_\_\_ Confirm all props, banners, signage, etc.

### DAY OF EVENT

- Point Person* \_\_\_\_\_
- \_\_\_\_\_ Arrive early to troubleshoot unexpected Problems.
  - \_\_\_\_\_ Pick up and see to the needs of guests/VIPS.
  - \_\_\_\_\_ Set up space, set up technology, give instructions to volunteers, staff, and bruhs.
  - \_\_\_\_\_ Greet attendees.

### POST EVENT (Within 30 Days)

- Point Person* \_\_\_\_\_
- \_\_\_\_\_ Return any necessary equipment.
  - \_\_\_\_\_ Complete post event report.
  - \_\_\_\_\_ Send thank you letters.
  - \_\_\_\_\_ Turn in receipts, documents, reconcile finances.

## HELPFUL SEC NUGGETS

1. The lack of a reported incident at the conclusion of an event does not mean you are clear; statutes of limitations apply
2. Officers required per 100 attendees; round up accordingly. (100 attendees x 1.5 = 1.5 officers = 2 officers)
3. Chapter Foundations not covered under the fraternity's insurance
4. It is very common for checklist to be completed without the necessary attachments and signatures. For example, a contract may be attached but: contract has no signatures, is signed by someone other than the chapter Basileus, or the contract is in the name of the fraternity as opposed to the chapter.
5. Chapter members do not have the authority to bind the fraternity.
6. Contracts must be in the name of the chapter (e.g. Psi Mu Nu Unincorporated Chapter of Omega Psi Phi Fraternity, Inc.).
7. It is common to receive the SEC that indicates there is alcohol being served; however, there is no liquor license or contract provided for the entity serving the alcohol.
8. Brothers of the fraternity **cannot** be designated to provide security for event; even if they are law enforcement officers. The exception to this is if the Brother has his own security firm/business and his business has been contracted to perform said services. That contract must be submitted with the checklist and the business must have its own insurance naming the fraternity and the chapter as additional insured on their insurance.
9. All vendors (bartenders, AV, DJ, food service providers, security firm, etc.) must have insurance that names both the chapter and the fraternity as additional insured with coverages equivalent to \$1M per event and \$2M aggregate. This COI must be submitted with the vendors contract.
10. Events held in conjunction with a third party such as the chapters foundation requires the foundation to have its own insurance that also names the chapter and the fraternity as additional insured. The COI must be submitted with the vendors contract.
11. Brothers are not authorized to transport patrons in personal vehicles or rental vehicles. The chapter must secure (hire) a third-party vendor to transport patrons and the company must adhere to the vendor insurance requirements.
12. Only the Basileus can execute/sign a contract on behalf of the chapter.
13. Only the District Representative can execute a contract on behalf of the District. For the limited purposes of conducting annual District Meeting business, the District Representative's contracting authority may be delegated to the District Marshal.
14. In order to edit a previously submitted SEC, you must select 'Submit SEC' and select previous one.



**Psi Mu Nu Chapter  
of  
Omega Psi Phi Fraternity, Inc.  
Committee Report**

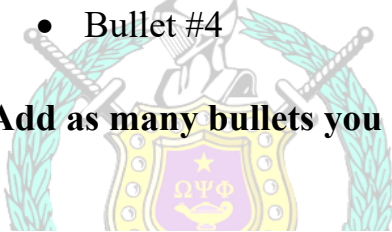
**Date:**

**Committee:**

**Submitted by:**

- Bullet #1
- Bullet #2
- Bullet #3
- Bullet #4

**Add as many bullets you think is necessary to adequately inform the brothers.**





**Psi Mu Nu Chapter  
of  
Omega Psi Phi Fraternity, Inc.  
Event Report**

**EVENT NAME:**

**DATE:**

**CMTE:**

**CMTE CHAIR:**

**NAME OF BROTHERS INVOLVED:**

**NUMBER OF HOURS:**

**SYNOPSIS OF EVENTS:**

**DONATION AMOUNT:** \$0.00

**INITIAL BUDGET AWARDED:** \$0.00

**TOTAL COST:** \$0.00

**CMTE CHAIR EMAIL:**

**CMTE CHAIR PHONE #:**

**REMARKS:**

**Add as much information you think is necessary to adequately inform the brothers.**



**Ω Ψ Φ**  
**OMEGA PSI PHI**



**Psi Mu Nu Chapter  
of  
Omega Psi Phi Fraternity, Inc.  
Committee Report**

**Date: 11/18/23**

**Committee: Uplift in Action Golf Tournament**

**Submitted by: Chair Brother Johnson Joseph and Co-Chair(s) John Dixon  
and Don Hall**

- Date: August 23rd, 2024 (7th Annual UIA Golf Tournament)
- Location: TBA
- Use last year's experience to create a playbook.
- Start looking for next year's tournament site.
- If the price for golf goes up, we might need to increase our prices, i.e. \$150 for individual golfers, \$550 for Foursomes, \$150 for Hole Sponsorships



**ΩΨΦ  
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