

Storage Suggestions

Phi Delta Chi Chapters can accumulate quite a bit of “stuff” over time. These include a wide spectrum of tangible and intangible items. The Chapter should preserve local history with the establishment of an archive to help catalog and account for historical documents. It is important to archive what items exist and where they are stored. The archives should be stored in such a way as to minimize damage and theft. Chapters have historically misplaced items such as Regalia and have ultimately incurred avoidable expenditures. For these specific examples, please reach out to your respective RDCA. The Chapter should evaluate the risks with storing items at any location and pay close attention to security of the site. No storage site is without risk but it is up to the Chapter and the Advisors to determine the most optimal location.

Examples of items that the Chapter may need to store include important documents, trophies and awards, banners, rush and pledge materials, Initiation and Ritual materials, and service materials such as supplies for health fairs. Potential sites for storage include:

- Onsite facility at the campus
 - Student organization locker or room: ensure that supplies are secured with lock and key
 - Advisor’s office: one potential pitfall is if students need to access materials while the Advisor is not on site
- Offsite locations
 - Commercial self-storage facilities such as U-Haul or other regional self-storage facilities: ensure all items are stored under lock and key. The Chapter will have to budget for monthly or annual storage costs. Additionally, access to these storage sites may be delayed compared to on-campus storage facilities. Ensure that only Brothers will have access to the storage facility.
 - Worthy Officer’s home(s): Storing Phi Delta Chi documents in Brothers’ homes is discouraged. Materials tend to be lost as Officers change. The National Office has received reports of landlords, movers and roommates discarding important Fraternity items.

It is recommended that each Chapter maintain both an electronic and a paper copy of all Chapter reports, publications, and other important documents. This reduces the risk of losing important documents over the course of the years due to technological mishaps or misplacing of the paper copies. The Chapter will also need to maintain records of past Chapter Reports, Publications, budgets, rosters, family trees, etc. Students may store their materials on a computer, a USB, or an online storage location such as Dropbox or Google Drive. Some Chapters may be required to upgrade their storage. This fee will need to be incorporated into the Chapter budget, or paid by the University or Student Affairs Department. It is recommended that each Chapter maintain both an electronic and a paper copy of all Chapter reports, publications, and other important documents. This reduces the risk of losing important documents over the course of the years due to technological mishaps or misplacing of the paper copies.