

NATIONAL



KAPPA KAPPA PSI
NATIONAL HONORARY BAND FRATERNITY

Colonization Handbook

2013-2015

Foreword

Kappa Kappa Psi Fraternity operates as a coeducational student service organization whose primary goals are to assist collegiate band directors in developing the leadership and enthusiasm that is required of band programs. Established in 1919, active chapters of Kappa Kappa Psi are currently located at over 200 college and university campuses across the nation.

Our responsibility, as a band fraternity, is not only to provide the band with organized and concentrated service activities, but also to give our membership valid and wholesome experiences in musical performance, organization skills, leadership, and social interaction.

We are thrilled that you have chosen our Fraternity to become a part of your campus. This handbook has been designed to assist you in achieving your goal to become an Active Chapter. In the enclosed pages you will find a step-by-step guide to activation; during this process you will be working with a team to help you along the way. This team is made up of your Advising Chapter, Advising Person, District Officers, National Officers, and the National Headquarters.

Have Fun and Good luck!

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COLONY CONTACT INFORMATION

National Vice President for Colonization and Membership

Name: Phone:
Address: Email:

Chapter & Colony Education Coordinator

Name: Phone: 405-372-2333
Address: PO Box 849, Stillwater, OK 74076 Email: hqedu@kkytbs.org

Advising Chapter

Chapter: School:
Colony Liaison: Phone:
Address: Email:

Advising Person

Name: Phone:
Address: Email:

District President

Name: Phone:
Address: Email:

District Vice President

Name: Phone:
Address: Email:

District Governors

Name: Phone:
Address: Email:
Name: Phone:
Address: Email:

District and National contact information can be found
in the Chapter Directory at www.kkytbs.org

COLONY PROCESS TIMELINE & CHECKLIST

Below is a check list to help you keep on track. After you have completed all the requirements in each section you may request authorization to schedule the next Degree from the National VPCM. More information about each section may be found on the following pages.

Getting started:

- 🍎 Submit monthly Colony Report to National Headquarters.
- 🍎 Check with campus for any applicable student organization guidelines.
- 🍎 Ensure that Colony members are all Band Students and meet any GPA requirements of the Band and/or University for participating in clubs.
- 🍎 Elect Colony Officers / Colony Leadership.
- 🍎 Determine and post regular meeting times.
- 🍎 Receive Colonization Packet from NHQ and share it with all colony members. Review the entire colonization handbook.
- 🍎 Set up a bank account for the colony.
- 🍎 Distribute copies of the national guides to the colony members.
- 🍎 Contact Advising Chapter and Colony Advising Person-- arrange for a meeting.
- 🍎 Obtain a copy of your Advising Chapter's Constitution from Headquarters.
- 🍎 Submit first draft of colony Constitution to National Headquarters.

First Degree

- 🍎 Submit monthly Colony Report to National Headquarters.
- 🍎 Hold a fundraising activity.
- 🍎 Hold a Band Service Project.
- 🍎 Be officially recognized on campus as a student organization.
- 🍎 Complete Constitution revisions with the National Headquarters.
- 🍎 Get a Sample MEP from National Headquarters.
- 🍎 Submit a draft of your MEP to the National Headquarters.
- 🍎 Hold Meetings with the Advising Chapter.
- 🍎 Hold meetings with the Colony Advising Person.
- 🍎 Establish weekly update meetings with Sponsor and/or Director of Bands.
- 🍎 Contact District Governors

Second Degree

- 🍎 Submit monthly Colony Report to National Headquarters.
- 🍎 Hold a second fundraising activity. (if needed)
- 🍎 Hold a Social Activity for the Band.
- 🍎 Communicate with chapters in your area/ District.
- 🍎 Communicate with District Officers of your District.
- 🍎 Hold Meetings with the Advising Chapter.
- 🍎 Hold meetings with the Colony Advising Person.
- 🍎 Submit Petitioning Document HQ.
- 🍎 Do a Community Service Project.
- 🍎 Complete all documents before Pre-Installation Visit.
- 🍎 Organize a schedule with all required meetings for the Pre-installation Visit.
- 🍎 Contact HQ for colony account balance.

Pre installation Visit

- 🍎 Submit monthly Colony Report to National Headquarters.
- 🍎 Send Colony Installation Form to HQ.
- 🍎 Pay reminder of colony member dues less the Colony's Account Balance to HQ.
- 🍎 Select three possible installation dates.
- 🍎 Contact VPCM to review visit and discuss schedule and installation dates.
- 🍎 Hold a Chapter Operations Meeting to learn the OMRS system.

Third Degree and Installation

- 🍎 Submit Charter Request Form to National Headquarters
- 🍎 Elect Chapter officers and submit an Officer & Chapter Update in the Online Membership & Reporting System
- 🍎 Advising Chapter follow ups for the next year.

GETTING STARTED

Pre-Approval

- I. Visit with the Director of Bands**
Since a chapter of Kappa Kappa Psi falls under the jurisdiction of the Director of Bands, getting his/her approval to start a colony/chapter is the first step in the process.
- II. Check with campus for any applicable student organization guidelines.**
Your campus may have rules or policies about recognition. Learning these and applying them now will prevent major headaches down the road.
- III. Start an Interest Group**
Identify other members of your band program that would be interested in working towards the development of a chapter of Kappa Kappa Psi on your campus.
- IV. Ensure that potential colony members are all band members.**
As a National Honorary Band Fraternity, the first service of our active student membership is participation in band.
- V. Elect colony officers**
As soon as possible, colony officers must be elected to serve as the executive team and guiding force in obtaining active chapter status. Suggested colony offices responsibilities and guidance for each office are located in the appendices. At this time you need to elect at least a President and a Treasurer, other officers can be elected following approval of the colony application. *Refer to Appendix #4 for further information.*
- VI. Have director of bands designate a sponsor.**
The national constitution states that “the Director of Bands may choose to appoint an individual to serve in the role of Chapter Sponsor.” The Director of Bands is also free to act as sponsor. Even if another sponsor is appointed, though, “the Director of Bands has ultimate authority in matters pertaining to the chapter.” *Refer to Appendix #3 for further instructions.*
- VII. Submit colony application and fees to National Headquarters.**
This application gives the National Fraternity the first information to decide on moving forward on colonization in your band program.

The Fees submitted at this time is starter money to allow services from the Fraternity to start your colony.

After Approval

- I. Determine regular meeting times**
It is important that the colony meets together at a regular time and place. The meeting time should be selected by keeping the following things in mind:
 - a. It is important that everyone tries to attend, but that it is not always possible. Choose a date and time that is convenient for everyone in the colony.
 - b. Find out what is the most convenient time for the colony sponsor to attend.
 - c. Make sure that this date does not conflict with any school or music events.
 - d. Schedule regular meeting times with the Director of Bands and Sponsor.
- II. Receive colonization packet from the National Headquarters**
The colonization packet is sent out as soon as your colony application is approved. It includes:
 - a. Colony cards for every colony member. These cards are to be used as an “Entry Card” to fraternity events.
 - b. A welcome letter containing a user ID and link for the Colony Reporting Website and a temporary tax ID number.
 - c. Your Sponsor or Director of Bands will receive colony pins from the fraternity jeweler shortly after receiving your colony packet. These should be worn as prescribed in the Guide to Membership (Colony members will receive the pins during 1st Degree).
- III. Elect colony officers**
Elect the rest of your colony officers to serve as the executive team and guiding force in obtaining active chapter status. Suggested colony offices responsibilities and guidance for each office are located in the appendices. *Refer to Appendix #4 for further information.*

IV. Set up a bank account for the colony

It is important that the colony set up their finances quickly in order to properly operate. When setting up an account, there are a few tips that each colony should think of or follow:

- a. Find out if the college/university requires you to have an account on campus.
- b. Decide who is going to sign the checks (President, Vice President, Treasurer, and Sponsor). The recommended signatories are the President, Treasurer, and Sponsor.
- c. Always require two signatures for each check. This keeps one person from being in total control of the money.
- d. If the account is off campus, then do some research on the financial institution you choose. You should not have to pay any monthly fees.
- e. Banks require a Tax ID number. At this time you do not have your own chapter Tax ID number, but one is provided for you in your colonization packet. You will need to contact the National Headquarters and speak to the Accountant to receive more information concerning the tax ID before setting up your colony bank account. You can reach the National Headquarters at 405-372-2333.
- f. Although most banks will allow you to apply for ATM cards, do **not** apply for them to ensure the safety of your colony funds.

V. Distribute copies of the national fraternity guides to the colony

There are several guides that will be valuable reference tools during the colonization process, all of which are available online at www.kkpsi.org and www.kkytbs.org. Each member of the colony should be familiar with this information. Make sure everyone takes time to become familiar with these guides.

- a. National Colonization Handbook
- b. National Guide to Membership
- c. National Guide to Leadership

VI. Make contact with your advising chapter and advising chapter's colony liaison.

Once your colony application has been approved, the National VPCM will begin to search for an advising person and advising chapter. These advisors are carefully selected to provide you with the best possible

colonization experience. Sometimes this search for advisors may take a few weeks.

It is important that you keep in contact with your advising chapter and advising person. Communication is important to our organizations and these people are here to help you through the process. Decide when and where you are going to talk/meet. Set up a day and time that you will communicate once a week. Don't forget to keep a communication log so that you can mark it on your monthly report. If a face to face meeting is not possible, make sure that you are communicating in some form or fashion. *See front of handbook for contact information.*

VII. Receive model constitution from National Headquarters

The first major document you will produce as a colony is your future chapter constitution. The National Headquarters will review your Advising Chapter's Constitution and send you an approved copy to use for reference as you begin to craft your own. It is strongly advised that you begin to draft your constitution at this time. You will need to submit a draft of your Constitution to the Chapter & Colony Education Coordinator before being approved for 1st Degree. *See Appendix #6 for suggested constitution organization.*

VIII. Log in and explore the colonization website.

After the advising chapter and advising person are assigned, logins for the colony reporting website are generated and mailed out by National Headquarters. Go to the website as soon as you receive your login information and check off the requirements you have already completed. *Refer to Appendix #5 for more information on using this site.*

IX. Complete your Chapter Constitution.

The colony needs to write a chapter constitution that is approved by the Chapter & Colony Education Coordinator and National VPCM. An approved copy of your advising chapter's constitution will be provided to you to use as a guide. Make sure that you proof it well and that you let as many people read it as possible. ***The National VPCM will not review your constitution until after it has been reviewed by the Advising Person and the Advising Chapter and approved by the Chapter & Colony Education Coordinator.*** Make sure that it does not contain information that is already covered in the National Constitution; refer to sections of the national

constitution to avoid redundancy and potential conflict. When you are finished, send an electronic copy (Word document is preferred) to hqedu@kkytbs.org for approval. The constitution will be returned to you if any corrections are needed. If you receive

corrections, make the required/changed and resubmit the constitution for review. This process will continue until a final draft is approved. *See Appendix #6 for suggested constitution organization.*

ONGOING REQUIREMENTS

Weekly/Biweekly

I. Hold regular meetings

It is important that the colony meets together at a regular time and place.

II. Meet regularly with your Director of Bands/Sponsor

Your director and sponsor are your best resources in what are good service projects for your band. It is also a good time to discuss other issues and to get and give feedback on colony performance.

III. Speak with Advising Person and Advising Chapter

It is important to keep all of your advisors informed; poor communication is the most common cause for a slow colonization process. Copy your advising person on all emails to the advising chapter and vice versa. In turn, your advisors will be copying the colony on all emails to each other.

IV. Discuss and review parts of the Guide to Membership

The Guide to Membership should be a staple of your colony meetings. It is important that all colonists have a thorough understanding of the fraternity's history and operations. Your advising chapter and person will be invaluable resources in helping to review this information. Arrange for some dates where they can attend your meetings. You should also review Kappa Kappa Psi's policy statements which can be found in Appendix #1.

Monthly

I. File monthly reports on the colony reporting website

Your monthly reports are one of the most important forms of communication with the rest of the fraternity. You are required to fill these out monthly, describing your progress in the colonization process. Your advising chapter and advising person will also be submitting these reports on your progress; this is one of the reasons why it is important to keep them involved. *Refer to Appendix #5 for further instructions.*

II. Log into the colony reporting website and record your progress

As you submit your reports, go into the different section of the site and check off requirements that the colony has already met. This is how the National VPCM and other officials gauge your progress. You cannot move forward in the process without recording your accomplishments here. Refer to Appendix #5 for further instructions.

III. Communicate with District Officers and District Governors

These officials are good resources that you need to tap into. They will be able to answer questions and give you suggestions on how things should operate.

FIRST DEGREE AND YOUR CHAPTER CONSTITUTION

I. **Be approved for and complete the Ritual of the 1st Degree**

The National VPCM's approval is required before the advising chapter is free to administer the 1st Degree. The Advising Chapter will request approval after the "GETTING STARTED" section is completed, along with the ongoing requirements, and the colony's progress has been recorded on the colony reporting website.

II. **Submit a Membership Education Program draft to the National VPCM**

The colony should research how other chapters conduct their Membership Education Programs. Solicit help from many sources (i.e. advising chapter, advising person, district officers, national officers, etc...). National Headquarters will provide an approved copy of your Advising Chapter's MEP to serve as an example as you develop your own well-rounded program. *See Appendix #6 for more information on developing your MEP.*

III. **Begin working on the Petitioning Document**

It is strongly recommended that the colony begin work on the collection and preparation of their petitioning materials as early as possible, paying particular attention to the list of required items.

The group may wish to select a "Petition Editor", to act as the coordinator and person responsible for getting all materials compiled, checked and ready to present to the National Headquarters. By dividing the work among the members of the petitioning group, all tasks can be accomplished in a relatively short time and each member will feel that he or she has had a meaningful part in the colony project.

See Appendix #7 for a guide to developing your petitioning document.

IV. **Begin planning and executing a fundraising activity**

Money is a very important factor in the operation and survival of an organization. The colony is encouraged to fundraise as soon as possible, in order to defer some of the costs of colony operations and to help provide support for colony band projects. *See Appendix #11.*

V. **Begin planning and executing a service project**

Even though you are already serving the band it is important to remember that sometimes we must do more than provide water or move equipment. *See Appendix #12.*

VI. **Be officially recognized on campus as a student organization**

Most campuses require that you be a registered organization on campus. Make sure that all the necessary paperwork has been filled out. As you complete your chapter documents, make sure that you are in full accord with the rules and regulations of your campus.

SECOND DEGREE AND YOUR MEMBERSHIP EDUCATION PROGRAM

I. **Be approved for and complete the Ritual of the 2nd Degree**

The National VPCM must approve before the advising chapter is free to administer the 2nd Degree. They will do so after the "FIRST DEGREE AND YOUR CHAPTER CONSTITUTION" section is completed, along with the ongoing requirements, and provided that the colony's progress has been recorded on the colony reporting website.

II. **Hold a second fundraiser if needed**

Fundraising is a year-round focus for most chapters. *See Appendix #11 for ideas.*

III. **Hold a second service project**

Service to the bands will be your chapter's mission. Get into the habit of holding frequent service projects now. *See Appendix #12 for ideas.*

IV. **Communicate with chapters in your area/district -- begin compiling ideas for future**

Communication cannot be overstressed. Many organizations fall apart because of the lack of communication. As with any thing you do, the best way to learn is by learning from people who are already there or have done that. There are approximately 200 chapters to be used as a resource. There is no reason to reinvent the wheel. *See National Chapter Directory on www.kkpsi.org.*

V. Complete your Membership Education Program.

The colony needs to write a Membership Education Program (MEP) that is approved by the Chapter & Colony Education Coordinator and the National VPCM. Make sure that you proof it well and that you let as many people read it as possible. The National VPCM will not review your MEP until after it has been reviewed and approved by the Chapter & Colony Education Coordinator. When you are finished, send an electronic copy (Word Document format preferred) to hqedu@kkytbs.org for approval. The MEP will be returned to you if any corrections are needed. If you receive corrections, make the

required/changed and resubmit the MEP for review. This process will continue until a final draft is approved. *See Appendix #7 for more information on developing your MEP.*

VI. Begin creating Officer Handbooks

As you work on your constitution and develop the duties for each of your officers, begin compiling a binder with a list of the responsibilities for the office and any guidelines that you feel will help the next person to hold that office.

VII. Contact your student government or student affairs office to ensure that all paperwork is in order

PRE-INSTALLATION AND YOUR PETITIONING DOCUMENT

Before the National Vice President for Colonization and Membership can arrange a pre-installation visit and schedule your installation, the following tasks **must** be accomplished:

I. Constitution must be approved by the National Vice President for Colonization and Membership

Any final corrections must be sent to the Chapter & Colony education Coordinator and National VPCM for approval. The constitution will be returned to you if any corrections are needed. *See Appendix #7.*

II. Membership Education Program must be approved by the National Vice President for Colonization and Membership

You should complete your written Membership Education Program. Make sure that it conforms to all National and campus policies. Let as many people review and make comments on the program once finished. The program must be approved by the Chapter & Colony Education Coordinator and National VPCM prior to a pre-installation visit.

III. Finish Petitioning Document, review document, send complete Petitioning Document to the National Headquarters.

Let as many people as possible review your Petitioning Document, including your advising chapter and advising person. If the National Headquarters receives the document with errors, they will return it to you for revisions. Sending your Petitioning Document to National Headquarters before it has been thoroughly reviewed will waste your colony's

time and money. Having it proofed by many different sources will ensure that it will be the best Petitioning Document possible.

The completed Petitioning Document should have your chapter constitution included in it. Make sure that the National VPCM has previously approved the constitution. This will save you time and energy because, if there are errors in the constitution, they will return the entire document for editing.

You should submit an electronic draft of your Petitioning Document to hqedu@kkytbs.org for review before printing a final copy. Once it is approved you should print at least three copies on archival quality cotton bond paper. One copy should be placed in the archive safe sheet protectors and three ring binder provided to the colony members from the National Headquarters and mailed to National Headquarters, one copy should be maintained in the chapter's files, and the third copy should be placed in the Chapter's collection that the historian set up with the Special Collections Department of your College or University Library.

IV. Send Colony Installation Form and fees to the National Headquarters.

You will need to submit a Colony Installation Form with a list of everyone being installed in

your colony to the National Headquarters as soon as possible. List everyone's full name as they would want it to appear on a professional document. When completing this form, please contact National Headquarters to determine how much money the Colony has on account towards its final fees. The Colony Installation Form and all fees must be received in the National Headquarters at least two weeks prior to installation. All financial obligations for the colony and for charter members must be met before a pre-installation visit can be scheduled by the National Council.

V. Prepare for on-campus pre-installation visit by a representative of the National Council

A representative of the National Council will be sent to your campus for a pre-installation visit three weeks to one month prior to installation. After the National Headquarters approves your Petitioning Document, and the National VPCM approves your Constitution and Membership Education Program, the visit will be set. It is important that the representative meet with the Director of Bands, Colony Sponsor, Dean of Students (or equivalent), colony officers, and members.

During the visit, the representative will review all colony materials and evaluate their progress. During this visit the representative will discuss with you what it means to be an Active Chapter and Active Member. This is a perfect time for you to ask questions.

Make sure you have a copy of your constitution, Membership Education Program, Petitioning Document, financial materials, and any other materials that pertain to the operation of the colony.

The representative will make a report to the National Council recommending that the colony be installed or not installed. After his/her report is received and approved by the National Vice President for Colonization and Membership, the National Council will conduct its vote on the recommendations and will contact you and your Advising Chapter about an installation date.

VI. Begin discussing possible installation dates with advising chapter, National Headquarters, and National Vice President for Colonization and Membership

You should contact your Advising Chapter, the Chapter & Colony Education Coordinator, and the National Vice President for Colonization and Membership to set a pre-installation visit date. Please be patient during this process and remember that the National Officers and Headquarters are moving as fast as possible to get you installed.

When picking a date for installation, make sure you come up with at least three possible dates that everyone from your colony, Sponsor, Advising Chapter, National Council representative, and other invited guests can be there. Remember that we have to pick the best date possible so that you have great attendance, and so that those who travel from distances can arrange transportation. Ideally, these dates should be six to eight weeks following submission of the Petitioning Document, and must be at least two weeks after the Colony Installation Form is received by National Headquarters.

The National VPCM will be responsible for making all announcements concerning the Colony Installation.

Colony Obligations Check List

Before the National Vice President for Colonization and Membership can arrange a pre-installation visit and schedule your installation, the following tasks **must** be accomplished:

- Constitution approved by the National Vice President for Colonization and Membership prior to sending petitioning document.
- A written Membership Education Program approved by the National Vice President for Colonization and Membership prior to sending petitioning document.
- Petitioning Document must be submitted to National Headquarters for review and approval.
- Names of charter members must be sent to National Headquarters.
- All Colony Fees and Charter Member Dues and the Colony Installation Form must be paid to National Headquarters.

Pre-Installation Visit Preparations Check List

The colony (president preferred) must complete the following checklist to prepare for the pre-installation visit. The Vice President for Colonization and Membership (VPCM) and/or the national representative selected to conduct the visit will be available to review or assist in the completion of the following items during their time with your chapter:

STEP ONE:

Email VPCM to confirm visit date and discuss details of schedule

STEP TWO:

Organize a schedule w/ the national representative for meetings with the following:

- Colony President (REQUIRED)
- Director of Bands (REQUIRED)
- Sponsor (REQUIRED)
- University Official (Dean of Students, Student Affairs, Greek Life Advisor, etc.)
- Colony Officers (Vice President, Service Coordinator, Treasurer, etc.*)
- All Colony Members (REQUIRED)

STEP THREE:

Make the following documents available for review by the national representative:

- Colony Installation Form
- Approved Membership Education Program and all MEP documents
- Approved Colony Constitution
- All Colony financial records, including budget if used
- Colony scrapbook and historical documents
- Any recent colony publications

**Please note that officer titles vary from colony to colony.*

THIRD DEGREE AND POST-INSTALLATION

- I. Be Approved for and complete the Ritual of the 3rd Degree and Installation**
Following a successful pre-installation visit, the National VPCM will approve the colony for installation and select an installing officer. The installing officer's availability will need to be considered when selecting an installation date.
- II. Submit Charter Request Form to National Headquarters**
Review the spelling of names on the Charter Request Form that is sent with the other installation materials and return it to National Headquarters in the enclosed self-addressed envelope.
- III. Hold officer elections**
Hold elections for Chapter Officers and submit an Officer & Chapter Update through the Online Membership & Reporting System.
- IV. Hold a fundraiser within the next 30 days**
Keep these important facets of your chapter's work going. If school is closing, plan an event to begin the next session. *See Appendix #11.*
- V. Hold a service project within the next 30 days**
Keep these important facets of your chapter's work going. If school is closing, plan an event to begin the next session. *See Appendix #12.*
- VI. Hold a Kappa Kappa Psi interest meeting within the next 30 days**
As an Active Chapter you are now free to recruit new members and hold your own membership education class utilizing the MEP you created during the colonization process. The first step is to raise interest in joining the fraternity. Hold an interest meeting as soon as possible, making sure to follow any university guidelines for recruiting on your campus.
- VII. Begin long-range planning and goal setting**
As an organization, we must constantly plan for the short and long term. Throughout this handbook we have dealt with short-term planning but it is necessary for the health and growth of the chapter that you do some long-range planning and goal setting. For example, what projects would you like to accomplish next year? Develop a fundraiser that continually makes you money or one that makes you a lot of money annually.
- VIII. Purchase Ritual regalia and practice the performance of the Rituals.**
You might ask your advising chapter for help with this. It is really important, as with all fraternal organizations, that you understand the importance of the Ritual. Review the Ritual book for ideas and suggestions on conveying the Ritual's importance to your members.

The last few pages of the ritual book provide ordering information for "Ritual in a Box" materials from our licensed vendor. You may also consider borrowing ritual equipment from your Advising Chapter while you build up your own ritual equipment.
- IX. Contact your student government or student affairs office to ensure that all paperwork is in order.**
Most campuses require that you be a registered organization on campus each academic year. Make sure to include guidelines in your officer materials on any campus requirements; you might even consider adding them to officer job descriptions to ensure that they are fulfilled. Make sure that all the necessary paperwork has been filled out.
- X. Visit the National Web Site (www.kkpsi.org)**
The National Fraternity has prepared an informative web site to assist our chapters. There is a lot of information located there that can help the chapter operate.

APPENDICES

APPENDIX #1 POLICY STATEMENTS

Kappa Kappa Psi and Tau Beta Sigma Policy on Hazing

No chapter, colony, student member, membership candidate or alumnus of Kappa Kappa Psi or Tau Beta Sigma shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

"Any action taken or situation created that produces mental or physical harm, discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, line ups for the purpose of intimidation, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, unnecessary road trips, wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic or musical achievement; Kappa Kappa Psi/Tau Beta Sigma law, ritual or policy; or the regulations and policies of the educational institution, band program, or applicable state law."

Policy on Branding & Scarification

The Current Hazing Policy of Kappa Kappa Psi & Tau Beta Sigma States:

No chapter, colony, student member, membership candidate or alumnus of Kappa Kappa Psi or Tau Beta Sigma shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

"Any action taken or situation created that produces mental or physical harm, discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, line ups for the purpose of intimidation, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, unnecessary road trips, wearing of public apparel which is conspicuous and

not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic or musical achievement; Kappa Kappa Psi/Tau Beta Sigma law, ritual or policy; or the regulations and policies of the educational institution, band program, or applicable state law."

Branding/Scarification is the modification of the human body through burning, cutting or other types of abrasion to the human skin and other areas. Branding/Scarification has increased risk of infection, slow healing third degree burns, internal injury, unintended permanent disfiguring deformities, and other medical issues. It is seen as causing "physical harm and discomfort" or providing a "physical shock" as outlined in the above policy.

The practice of Branding/Scarification or other forms of body modification that are associated with Kappa Kappa Psi/Tau Beta Sigma in an unlicensed environment are "not consistent with academic or musical achievement; Kappa Kappa Psi/Tau Beta Sigma law, ritual or policy; or the regulations and policies of the educational institution, band program, or applicable state law."

Consequently, those who engage in the act of branding/scarification or other forms of modification in relation to Kappa Kappa Psi/Tau Beta Sigma could be found in violation of Kappa Kappa Psi/Tau Beta Sigma policy and are subject to action from the National Council. This includes forced or coerced body modification at licensed establishments.

Guidelines for Member Presentation Shows (Probate)

In order for Kappa Kappa Psi and Tau Beta Sigma to assist chapters with the membership process and to avoid potential problems, all chapters who engage in membership presentation shows (probate shows),

regardless of the membership status of the members, must adhere to the following guidelines when presenting members. These guidelines must be followed for the performance and rehearsal of any member presentation show. Please remember that these shows should reflect the mission, values, and policies of Kappa Kappa Psi/Tau Beta Sigma.

1. All Presentation Shows (Probates) must happen in accordance with proper University, Band Program and National Organization Policy and Regulations. Please contact your University Office of Student Affairs or Dean of Students Office to confirm your local campus and university policies prior to the execution of the probate.
2. The Director of Bands or Chapter Sponsor must approve the show material and must be in attendance.
3. Presentation of members must take place no more than thirty (30) calendar days after the members have been initiated into the organization or in accordance with your local university/college policy.
4. If the presentation of members includes a need for space reservations, the local chapter must coordinate with appropriate campus offices and follow all university policies for organizing such an event. This includes, but is not limited to, space/venue reservations, sound restrictions, and other local university policies.
5. All participants should not be forced to participate and must freely agree to participate in the probate.
6. The show attire worn by the participants should not impede the ability of the participant to move, breathe, or see. (i.e., including the wearing of masks).
7. There will be no vulgarity, sexual explicit material, or profanity. This includes, but is not limited to, inappropriate attire, sexually suggestive moves, cursing, profane gestures, or

any material that is not in line with values of Kappa Kappa Psi/Tau Beta Sigma.

8. There will be no verbal attacks, whether intentional or not (i.e. dissing, calling out or slamming), on another individual or organization. This is not in line with values of Kappa Kappa Psi/Tau Beta Sigma.
9. All alcoholic beverages and controlled substance laws/policies of Kappa Kappa Psi/Tau Beta Sigma, the state, province, county, city, institution of higher education, and band program must be followed during the event.
10. All portions of the show must be in line with the National Hazing Policy of Kappa Kappa Psi/Tau Beta Sigma. No abuse will be tolerated. This includes, but is not limited to, verbal abuse, emotional abuse, slapping, kicking, spitting, punching, poking, caning, etc. (canes, paddles, staffs, sticks, etc. may be used as part of the performance, but may not be used as a weapon to harm another individual.)
11. In the event of a fight or physical altercation during the presentation, those involved will be removed immediately, University Police will be contacted, and the students involved will be referred to the proper university office for disciplinary action. If a member of the presenting organization is involved, the presentation will be stopped immediately. Any issues should be reported immediately to the Director of Bands/Sponsor.
12. The duration of the presentation will be no longer than one (1) hour total. The presenting organization will be responsible for ensuring the site used is left in its original condition after use.

Chapters are encouraged to send drafts of proposed Membership Presentation Shows (probates) to their District Governors/Counselors and/or the National Council for review prior to the execution of the probate to ensure that the show adheres to this policy and to the Kappa Kappa Psi/Tau Beta Sigma Hazing Policy.

Kappa Kappa Psi and Tau Beta Sigma Policy on Alcohol and Controlled Substances

Recognizing its responsibility for the social well-being and welfare of its members; and with the objective that the social atmosphere and environment of its chapters be one in harmony with the spirit and ideas of these fraternal organizations; Kappa Kappa Psi Fraternity and Tau Beta Sigma Sorority adopt this policy related to fraternity and sorority events.

1. The possession, sale, use, or consumption of ALCOHOLIC BEVERAGES during a Kappa Kappa Psi or Tau Beta Sigma event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the organization(s) must be in compliance with any and all applicable laws of the state, province, county, city, institution of higher education, and band program and must comply with the Social Event Third Party Vendor Checklist
2. No alcoholic beverages may be purchased through or with Kappa Kappa Psi or Tau Beta Sigma funds, nor may the purchase of alcohol for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter (i.e. pass the hat or collection). The purchase or use of a bulk quantity or common source(s) of alcoholic beverage (i.e. kegs, cases, or open bars) is prohibited. Also, Kappa Kappa Psi or Tau Beta Sigma chapters are prohibited from hosting BYOB events.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity or sorority, without specific invitation, where alcohol is present, are prohibited. All social events with alcohol must have an enforced guest list.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
5. The possession, sale, or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES during any Kappa Kappa Psi or Tau Beta Sigma event or at any event that an observer would associate with the organization(s) is strictly prohibited.
6. Kappa Kappa Psi or Tau Beta Sigma chapters may not have any alcoholic beverages at any chapter business meeting or service event. Chapters may not provide alcohol for any fundraising event. Chapters may not promote any non-Kappa Kappa Psi or Tau Beta Sigma event where alcohol is being provided or uses alcohol as an incentive to promote any events. This includes using social events/parties as fundraisers where alcohol is present.
7. No chapter(s) of Kappa Kappa Psi or Tau Beta Sigma may co-sponsor an event with a tavern (tavern defined as an establishment generating more than one-half of annual gross sales from alcohol) at which alcohol is given away, sold, or otherwise provided to those present. This includes any event held in, at, or on the property of a tavern as defined above for purposes of fundraising. However, the chapter(s) may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
8. No chapter(s) of Kappa Kappa Psi or Tau Beta Sigma may co-sponsor, co-finance, attend, or participate in a function at which alcohol is purchased by any of the host chapters, groups, or organizations.
9. All recruitment activities or new member events associated with any chapter(s) of Kappa Kappa Psi or Tau Beta Sigma will be non-alcoholic. No recruitment activities or new member events associated with any chapter may be held at or in conjunction with a tavern, as defined in this policy.
10. No member or prospective member/membership candidate shall permit, tolerate, encourage, or participate in "drinking games." The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor, or alcoholic beverages; the practice of consuming shots equating to one's age; "beer pong;" "century club;" "dares;" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the rapid consumption of alcohol.
11. No alcohol shall be present at any prospective member/membership candidate activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night," "big brother – little brother" events or activities / "big sister - little sister" events or activities, "family" events, or initiation.

SOCIAL EVENT THIRD PARTY VENDOR CHECKLIST

Your chapter will be in compliance with the risk management policies of Kappa Kappa Psi/Tau Beta Sigma if you hire a third party vendor to serve alcohol at your functions **WHEN** you can document the following checklist items. **If you do not have a completed checklist, you may not have alcohol at your event. Also, please note this is the only method available to have alcohol at any events sponsored by Kappa Kappa Psi and/or Tau Beta Sigma. Chapters are strictly prohibited from providing alcohol first hand or hosting BYOB events. Please see the Kappa Kappa Psi and Tau Beta Sigma Policy on Alcohol and Controlled Substances if you have questions or contact the National Headquarters.**

THE VENDOR MUST: (Both the chapter president and vendor must initial for each item as being completed.)

1. _____ Be properly licensed by the appropriate local and state authority. This might involve both a liquor license and a temporary license to sell on the premises where the function is to be held. **ATTACH COPIES OF STATE AND LOCAL LICENSES TO THIS CHECKLIST.**
2. _____ Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider. The above "certificate of insurance" must also show evidence that the vendor has, as part of his coverage, "off premise liquor liability coverage." **ATTACH A COPY OF THE CERTIFICATE OF INSURANCE AND HIGHLIGHT REQUIRED CLAUSES.**
3. _____ Agree to cash sales only, collected by the vendor, during the function.
4. _____ Assume all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
 - a. Checking identification cards upon entry
 - b. Not serving minors
 - c. Not serving individuals who appear to be intoxicated
 - d. Maintaining absolute control of ALL alcoholic containers present
 - e. Collecting all remaining alcohol at the end of a function (no excess alcohol - opened or unopened - is to be given, sold or furnished to the chapter).
 - f. Removing all alcohol from the premises.

THE CHAPTER MUST: (Both the chapter president and vendor must initial for each item as being completed.)

1. _____ Have a complete and final guest list for the event at least 48 hours in advance. Only individuals on the guest list will be permitted to attend. **ATTACH A COPY OF THE GUEST LIST.**
2. _____ Ensure that Non-Salty Food and Non-Alcohol Beverage options are available for the duration of the function.
3. _____ Not permit or encourage any form of "drinking games" or the rapid mass consumption of alcohol during the event.
4. _____ Provide sober members for the entirety of the event to help with event management.
5. _____ Must be in compliance with any and all applicable laws and policies of the state, province, county, city, institution of higher education, band program, and Kappa Kappa Psi/Tau Beta Sigma.

This form must also be signed and dated by the chapter president, chapter sponsor and or the Director of Bands, and the vendor. In doing so, both parties understand that only through compliance with these conditions will the chapter be in compliance with Kappa Kappa Psi/Tau Beta Sigma requirements. The chapter must keep a copy of this signed document and all attachments.

Chapter President's Signature & Date

Vendor's Signature/Company & Date

Chapter Sponsor Signature and/or Director of Bands & Date

APPENDIX #2 SAMPLE COLONIZATION TIMELINE

Recognizing that some colonies can finish in less time, and that some need more time, Kappa Kappa Psi would like to note that this timeline is a “guide” only. It depicts a moderately-paced progression through the colonization process.

Getting Started

Before Approval

- The colony’s application has been submitted to National Headquarters
- National Headquarters forwards the completed application to the National Council for review
- The colony has their first official meeting.
- President and Treasurer are elected.

Month One – After Approval

- A regular meeting time is decided on.
- The colony receives the colonization packet from National Headquarters.
- The president begins to meet regularly with the Director of Bands.
 - The director appoints a Sponsor if they have not already done so.
 - Colony members’ enrollment in band is double-checked.
- The President, Treasurer, and Sponsor set-up a bank account.
- An officer checks with the University for any applicable Student Organization guidelines.
- The colony has a second meeting and begins to meet regularly.
 - The officers explain the entire colonization process to the colony.
 - Future service projects and fundraisers are discussed
- Colony, Advising Person, and Advising Chapter submit monthly report on the Colonization Website

Month Two – Before First Degree

- The colony is notified of their advising chapter and advising person.
- The president receives login information for the colony reporting website. The president
 - Logs in immediately.
 - Checks off requirements that have been completed thus far.
 - Files the first monthly colonization report.
- The Vice President begins presenting the National Guide to Membership Education at colony meetings. The advising chapter assists.

- The Secretary contacts the advisors and schedules a meeting.
- The Secretary makes contact with District Officers and District Governors.
- The colony begins work on their constitution, using their advising chapter’s constitution as an example.
- The colony holds its first service event.
- The colony continues to fulfill all ongoing requirements.
- Colony, Advising Person, and Advising Chapter submit monthly report on the Colonization Website

Month Three – First Degree

- The colony completes the ritual of the 1st Degree, advising chapter assists.
- The colony completes work on their constitution and sends to the National VPCM for approval.
- The colony begins working on Petitioning Document
- The colony begins research and development of Membership Education Program
- The colony holds its first fundraiser.
- The colony begins planning a second service project
- The colony is officially recognized on campus as a student organization
- The Secretary communicates with chapters in the area/district, asks for ideas.
- The colony continues to fulfill all ongoing requirements.
- Colony, Advising Person, and Advising Chapter submit monthly report on the Colonization Website

Month Four – Before 2nd Degree

- The colony begins to review and revise their Membership Education Program based on feedback from their advising person and advising chapter.
- The colony continues work on the petitioning document.
- The colony holds a second service project.

- The colony submits a draft of their MEP to the National VPCM.
- The colony continues to fulfill all ongoing requirements.
- Colony, Advising Person, and Advising Chapter submit monthly report on the Colonization Website

School Semester Ends

- The colony does not meet regularly.
- The colony creates an online group to continue work on their membership education program and petitioning document.
- The colony submits their final Membership Education Program to the National VPCM for approval.
- The colony creates a polished, near-complete draft of their petitioning document.

Month Five – 2nd Degree, Before Pre-Installation Inspection

- The colony completes the Ritual of the 2nd Degree, advising chapter assists.
- The colony's Membership Education Program is approved by the National VPCM.
- The colony completes the petitioning document by obtaining letters of recommendation.
- The colony submits their Petitioning Document to National Headquarters.
- The colony sends the names of all chapter members to National Headquarters.
- The colony pays all fees and charter member dues to National Headquarters.

- The colony begins discussing possible installation dates with their advising chapter.
- Colony, Advising Person, and Advising Chapter submit monthly report on the Colonization Website

Month Six – Pre-Installation Inspection

- National Headquarters notifies the President that there was an error in the petitioning document; request a new copy.
- The second copy of the Petitioning Document is approved.
- The National VPCM appoints a pre-installation inspector and schedules a visit to campus.
- The colony decides on an initiation date with the advising chapter and the National VPCM.
- Colony, Advising Person, and Advising Chapter submit monthly report on the Colonization Website

Month Seven – 3rd Degree & Installation

- The colony completes the ritual of the 3rd degree and is installed as a chapter.
- The chapter President contacts the student government to ensure that all paperwork is in order.
- The advising chapter continues to assist the new chapter
 - In the development of history and traditions.
 - In the purchase or construction of Ritual regalia.
 - In educating their first class of initiates.

APPENDIX #3 DIRECTOR OF BANDS / SPONSOR INFORMATION

Suggestions for Directors of Bands

In the world of Kappa Kappa Psi, the Director of Bands has full jurisdiction over the chapter. Section VI: 1 of the National Constitution states: "The Director of Bands is responsible for governing and monitoring the activities and affairs of the local chapter. The Director of Bands may choose to appoint an individual to serve in the role of Chapter Sponsor. The National Council shall recognize the authority of the Chapter Sponsor appointed by the Director of Bands; however, the Director of Bands has ultimate authority in matters pertaining to the chapter." The role of the Director of Bands during the colonization process can include the following:

- **Make your expectations clear** to the students involved in the colony through regular meetings with the colony president.
- **Promote** the performance of worthwhile service projects to improve the quality of the band and music department.
- **Encourage** the colonists to represent the qualities of an outstanding band member.
- **Appoint** a sponsor or fulfill the duties of the sponsor.
- **Approve** all paperwork submitted by the chapter. All Chapter paperwork is submitted through the Online Membership & Reporting System at <https://online.kkytbs.org>
- **Involved** in all Chapter discipline proceedings. The DOB has the final approval for any member being placed on a discipline status by the chapter. We ask that the chapter consult with the DOB to avoid any problems when it comes to the discipline of members or membership candidates.

We understand that your life is very busy. We are here to help you and the colony through this process. Please feel free to contact National Headquarters or the District Governors at any time.

Suggestions for Sponsors

Quite frequently, chapter sponsors ask what their specific duties include. The sponsor is basically a

consultant to the organization who assists the group in its growth and development. He/she provides direction through advice, understanding, and clarification. Even though the National Organizations do not intend to dictate specific duties, the following list provides suggestions which may be considered.

- **Attend meetings and functions** as frequently as possible. Meet with chapter officers regularly to keep abreast of chapter service and social plans.
- **Check procedures** for the selection and training of membership candidates in an attempt to maintain the National Organization's reputation for honoring the most active and accomplished band members.
- **Use the National Constitution** to assist members in adhering to National policies and guidelines. If a question of interpretation arises, please feel free to contact the National Headquarters or your nearest National Officer.
- **Read and approve reports** that the colony/chapter must submit to the National Headquarters: Colony Reports are due once a month, and are submitted through the Colonization website; the chapter Fall Activity Report is due December 1; and the Chapter Summary Report is due June 1, both of these forms are submitted through the Online Membership & Reporting System. Sponsor approval is required for proper filing of these reports. A sponsor endorsement of chapter activities is recommended and appreciated.
- **Communicate** with the band director if you are not serving in that capacity. The chapter exists to support the band program through activities which coincide with the philosophy of the band director.
- **Audit** the chapter financial records at the end of each academic year. Sponsor co-signature of chapter disbursements is highly recommended. A healthy balance between social and service activity expenditures should be maintained. Consulting with the organization and its officers in its financial affairs is recommended, in order to see that proper budgets are formulated and that proper distribution and accounting for funds of the organization are maintained.

- **Fair standards** must be maintained by the chapter in regard to personnel and other policies. Local institution rules and regulations concerning student organizations should be known and observed. Utilize the Guide to Membership Education.
- **Participate** in as many chapter projects and activities as possible. Encourage chapter participation in district and national conventions. Stimulate some inter-chapter correspondence, exchanges, joint service projects, rituals, etc. Plan to attend at least one district or national convention with the chapter.
- **Advise** through a process of challenge and support. Challenge the students to strive for more; then support them in their efforts.
- **Anticipate** risks that may arise out of any decision or situation. Regardless of what organization or activity is involved, there will always be an opportunity for something out of

the ordinary to happen -- a risk. However, if decisions are made consistently and in good faith, and reasonable precautions are taken, then the risk involved can be minimized. It is important to be aware of college/university policies and regulations as they affect student organizations.

- **Communicate** with the National Headquarters or any National Officer if a question or problem arises. You may wish to consult with another chapter sponsor in your geographical area for tips on how his/her chapter deals with a specific matter.
- **Busy is a way of life** for those involved with college band work. We realize that your time is limited, and the National Organizations attempt to make as few demands upon your time as possible. Should you have any questions concerning the chapter's status at any time, please contact the National Headquarters.

APPENDIX #4 OFFICER INFORMATION

COLONY PRESIDENT

As the highest elected official of your colony, you have taken on a great opportunity and challenge for the coming year. Because of your leadership abilities, the members of your colony have chosen you to help mold their projects and activities into successful and rewarding events that will lead to your colony becoming a chapter. Be prepared to lend the necessary spark and to coordinate talents when needed. It is also your duty to see that each of your colony officers is doing his/her job. If this is accomplished, you may be assured that your colony is maintaining a positive working relationship with your advising chapter and the National Headquarters, and is an asset to your band program.

There will undoubtedly be disappointing times for you, and there may be projects which are failures. During these times you must put your real leadership abilities to work - patience, perseverance, and the ability to forgive. You must try to remember that the most important thing is to correct the problem and then move on to better things. Continue to work, to grow, to remain active, and to inspire those who are looking to you for leadership.

The National Headquarters Staff is interested in you and is prepared to help whenever necessary. We would like you to always feel that there is a direct line of communication between you and the National Headquarters. This line of communication can be no stronger than you wish to make it. If we may be of some special assistance to you during your term of office, please be sure to call, write or email.

Key Areas of Responsibility

- Preside at colony meetings
- Keep colony sponsor very well informed
- Appoint all committees
- Be a member ex-officio of all committees
- Sign all contracts and other instruments of business incurred by the colony
- Develop agenda for meetings
- Meet jointly on a regular basis with Tau Beta Sigma colony/chapter President (if applicable)

Leadership

- Enforce the discrimination, hazing, and alcohol and controlled substances policies at all organizational functions and activities
- Review and understand the Chapter Operations Handbook
- Keep an up-to-date and accurate notebook to be handed down to the first chapter president
- Insure that all officers are fulfilling the responsibilities of their office

Goals

- Set goals of accomplishing parts of the colonization procedure with colony officers, sponsor and members
- Follow up on progress towards attaining goals

Communication

- Communicate regularly with colony officers, sponsor and band director
- Communicate regularly with advising chapter, advising person, and District Vice President
- Communicate regularly with the Chapter & Colony Education Coordinator at National Headquarters

Reports

- Complete all colony reports on the colony reporting website (Appendix #4).

COLONY VICE PRESIDENT

Your main responsibility as the Vice President is to assist the President in the administrative responsibilities of the colony. The Colony Vice President is usually the key individual responsible for educating all colony members with help from the Advising Chapter. The Colony Vice President should also oversee the writing of the colony's Membership Education Program.

Key Areas of Responsibility

- Preside at colony meetings in the absence of the Colony President
- Keep in contact with the Colony President about the status of colony responsibilities and goals
- Know and be able to use parliamentary procedure
- Coordinate the formulation of a Membership Education Program
- Be responsible for the education of the colony members in fraternity lore and history
- Begin creating Ritual materials after initiation

COLONY TREASURER

Handling money is always a tremendous responsibility, but handling other peoples' money represents an even greater responsibility. By electing you, your fellow members are implying that you are someone they feel will be punctual, persistent, and fair in collecting and disbursing funds. It cannot be emphasized enough that the treasurer must stay current with the bookkeeping procedures that he/she has agreed to undertake. We use a receipt that will give you a clear statement of your account after each transaction. You must post receipts and disbursements on a regular basis.

The enclosed materials will answer many of your questions but please do not hesitate to let us know when you need help. Together, we can keep all financial transactions working for the benefit of both the colony and the National Organization's program of Building Better Bands. As treasurer, you have the potential to cause more problems for your colony than any other officer does. The integrity, responsibilities, and obligations of your office cannot be overemphasized. The following suggestions are made in an attempt to assist you with your many responsibilities. When in doubt, ask other colony officers and/or your colony sponsor for advice.

Key Areas of Responsibility

- Control the receipts and disbursements of all monies of the colony
- Submit recommendations concerning the financial policies of the colony as may be required
- Sign all checks for monies disbursed
- Responsible for keeping records of all colony finances, including budget
- Retain a copy of every financial transaction
- Provide a colony financial report at each meeting
- Assist the Colony President in the completion of all colony reports
- Properly use all National Headquarters forms and retain a copy for colony files
- Review the "IR\$" in the Chapter Operations Handbook
- Review University requirements if using a University account
- Review in rules and regulations if using SGA funds

COLONY SECRETARY

As the secretary of your colony, you are the connecting link between your colony, your advising chapter, and the National Headquarters. Colony members will look to you for information concerning activities, projects, the status of the colony in the colonization process, and other information from the National Headquarters. If you are performing the duties of your office in an efficient manner, then your colony will be well informed and will advance towards its goal of becoming a chapter.

If the National Headquarters can be of assistance to you, please feel free to contact us. Our function is to make your work as easy and enjoyable as possible. Prompt communication will ensure a positive working relationship and should require a minimal amount of time.

In some chapters there is a recording secretary and a corresponding secretary -- in other instances, there is just one secretary. You are encouraged to develop offices that will help your colony to efficiently proceed through the colonization process and will strengthen your organization as you become a chapter.

While the Petitioning Document is being assembled, the secretary of the colony should maintain a close record of progress being made and should notify the National Office when questions arise.

The following are recommendations for individual recording and corresponding secretaries:

RECORDING SECRETARY

Key Areas of Responsibility

- Record minutes at colony meetings
- Type and distribute minutes according to colony constitution regulations -- be sure to include copies for your sponsor, band director, and advising chapter
- Take attendance at all activities and events
- Compile and distribute a membership roster
- Maintain a permanent record of each member of the colony -- including name, school and home contact information, and instrument played
- Provide all Colony records to the Historian at the end of the colonization process

CORRESPONDING SECRETARY

Key Areas of Responsibility

- Communicate with the chapters, especially your Advising Chapter, those in your District, your District Council, and the National Headquarters
- Submit articles to The PODIUM
- Submit articles to your district publication
- Remind those in your colony wishing to submit articles to The PODIUM and District Publication of all deadlines
- If deemed appropriate, send out holiday greeting cards to those chapters in your District, as well as any thank you cards, invitations, and any formal correspondence

HISTORIAN

The duties of this office include maintaining a written and pictorial record of the activities of the colony and band. In some instances, the historian may submit articles for The PODIUM and district publications.

The Colony Historian should work with the Special Collections Department of the University Library to set up a Kappa Kappa Psi collection. At the end of the colonization process, a copy of all Colony records, Petitioning Document, meeting Minutes, and Scrap book should be submitted to this collection. Once the chapter is installed, it is the Historian's duty to submit a copy of all Chapter records to this collection annually.

OTHER POSSIBLE OFFICES

Below are additional officers that, although not required, are very helpful if the colony deems necessary. Of course, there are many numerous possibilities, but these are common among current chapters.

PARLIAMENTARIAN/SERGEANT-AT-ARMS

The person elected for these duties should be familiar with and be able to implement Robert's Rules of Order and know the proper way to conduct a meeting. This individual should also have a good understanding of the National, District, and Chapter Constitutions of Kappa Kappa Psi.

ALUMNI SECRETARY

It is very important that a new chapter has accurate records of its alumni members, even beginning as a colony. As soon as there are alumni members, there must be a record of their individual name, and permanent contact information. If a chapter is "reactivating" through the colonization process after being inactive for many years, it is important to note that alumni of your colony/chapter already exist.

APPENDIX #5: USING THE COLONY REPORTING WEBSITE

Getting Started:

When the National VPCM assigns the colony an Advising Chapter and Advising Person, login information is automatically generated for the three groups. You will receive a letter shortly thereafter with this information. It is very important that you do not lose this letter! You may want to consider giving website access to multiple officers.

Finding the Colony Reporting Site:

The colony reporting website is only accessible from the left-side navigation menu at the home page of www.kkpsi.org. Direct your mouse over "Colonization" on the navigation menu and then click "Colony Reporting Login" and you will be prompted for your login information.

After logging in you will be automatically directed to your colony page. Note that you can change your password by going to the bottom of the page and selecting "Change Password." Be sure to keep a written record of the new password!

Update Contact Information:

Colonists should email hqedu@kkytbs.org to change colony officers. Be sure to include a date of election when submitting this information.

Advising Chapter should email hqedu@kkytbs.org regarding any changes in the Colony Liaison position.

Colony Advising Persons should update their contact information in the Online Membership & Reporting System as well as email hqedu@kkytbs.org to make sure that Headquarters is aware of the change.

Filing Reports:

Filing reports is easy. Click "File Reports Now" and then select "Add Report" in the row corresponding to your position (Colony/Advising Chapter/Advising Person). After you have submitted your report it will display a link on this page. Older reports are still accessible as well.

Recording your Colony's Progress:

From your colony home page, click on the section of the colonization process that you'd like to update. You will see an "Update" button next to each step (except for steps that are updated by HQ). Click "Update" to record your progress. If you accidentally check off a section you have not completed, click on the button again to re-mark that section as incomplete.

Don't be worried if you've done everything you're supposed to in a given section but the main page does not yet show it as complete. For example, the Colony Reporting section is never actually complete. If you're ever worried that there's a problem with your colony reporting site, call Headquarters at 405-372-2333 and ask to speak to the Chapter & Colony Education Coordinator.

APPENDIX #6 DEVELOPING A CHAPTER CONSTITUTION

The Constitution is a set of agreed upon actions, procedures, rules, and limitations that can be used to see a chapter through various situations. The Constitution is the structure that will hold your chapter together through times of turmoil and allow it to build and develop during times of success. Keep in mind that after you write the Constitution, it is only as good as the people who carry it out; respect and make your actions consistent with your constitution regardless of how much you agree or disagree with it. If there is a section of the Constitution that needs to be changed, it can be changed (pending ratification) by the Active Chapter.

The National Constitution and the policies of your College/University are in all ways superior to a Chapter Constitution. No item in a Chapter Constitution may be in conflict with or supersede any element of the National Constitution or policies of your institution. Both are a good starting point to build from.

It is also important that you check with your college/university student affairs or activities office. Your chapter must abide by any requirements (usually involving membership or rules for recognized organizations) designated by your institution. Assuming that your constitution does not conflict with any element of the National Constitution (or your college/university membership policies), your constitution may:

- Specify in more detail the rules and roles which will benefit your future chapter
- Define those areas, which the National Constitution leaves open to individual definition.

Most colonies appoint a small committee whose task is the drafting of a constitution. This committee should work very closely with a knowledgeable person from the advising chapter. When the committee is finished drafting the constitution, it should be brought immediately to the colony sponsor and the colony so that all colony members can review, debate, and finalize the suggested constitution.

Almost all constitutions are organized by sections similar to the National Constitution. The following is a possible list of important sections:

General

- Preamble
- Purpose
- Identification

Membership

- Types of Membership
- Membership Requirements that are unique to your chapter or university.
- Attendance Policy
- Membership Education Program requirements

Officers

- Classification and Duties of Officers
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Historian
 - Alumni Secretary
 - Special Conditions
 - Sponsor/Advisor
- Requirements of Officers
- Elections
 - General Elections
 - Special Elections

Committees

Delegates and Proxies

Finances

- General
- Dues

Meetings

- General
- Special
- Summer Session

Discipline Process

- Probation
- Suspension
- Expulsion

Reports

National Reports
District Reports
University Required Reports

Ratification of the Constitution

Amendments

Conflict/Guidelines specific to the school at which the chapter is located

APPENDIX #7 DEVELOPING A MEMBERSHIP EDUCATION PROGRAM

A Membership Education Program (MEP) is an ongoing plan that documents, outlines and describes the education of your chapter's membership. The MEP should be a standing document of the chapter; it can be edited and revised as needed, but it should be passed down from Vice President (or other officer in charge of the membership education process) to Vice President as the officer changes. Furthermore, the Active Members should take an active role in its implementation. As the MEP is created to be a standing Chapter-approved plan, it should be reviewed, edited and audited annually to ensure that all material aligns with current National Policies and the Membership Education Teaching Manual. The best time for review is after each National Convention looking for relative changes coming out of convention.

Your MEP should have two main documents: One being the Vice President's guide to running the membership education process and the other being the Candidate Workbook. Some chapters create a separate program for their Continuing Membership Education Program or they add it in as part of the Vice President's portion of the MEP.

The Vice President's Guide is written for the chapter to help keep a quality, consistent education program. It outlines chapter rules and guidelines, how to recruit, selection of candidates, calendars for when to start preparing for upcoming events, lesson plans and their source materials, Tests and/or Quizzes and their answer keys,

The Candidate's Workbook is provided to the candidates and covers an outline of the membership education process. It will have much of the same information as the VP Guide, but in an outline or syllabus form.

The Continuing Membership Education portion is designed to cover what the Candidates do not have time to cover plus some yearly required refresher topics, and can be included in the both the VP Guide and the Candidate's Workbook.

While there are numerous items to consider for inclusion in an MEP, the following list is a good starting point. Most of these items are necessary for a good MEP, and should lead to a solid knowledge base for both Candidates and Active Members.

Standard Material for an Effective MEP:

- Table of Contents

- General Information and Description about Kappa Kappa Psi (as an organization)
- General Information and Description about the local Chapter
- Recruiting Strategies
 - How to Recruit
 - Quality vs. Quantity
 - Rush Activities and Dates, Information Meeting
 - Bid Process
 - How Bid Recipients are Selected
 - How Bids are Distributed
- Chapter rules and Policies
 - Pins
 - Interviews
 - Big / Little's
 - Selection
 - Reveal
 - Calendar
 - Degrees
- Candidate Requirements
 - Test Policy
 - Signatures/Books/Paddles etc.
 - MC Fundraiser
 - MC Band Service Project
 - MC Music program
 - Dues
 - Ritual Attire
 - GPA Requirements
 - Other
- Membership Candidate Meetings
 - Meeting Agendas/Formats
 - Attendance Requirements
 - Scheduled Events
 - Calendar of Dates
 - Tests and/or Quizzes
 - How Many Tests
 - Include Information to be Tested Upon
 - Delineation of What Material is Tested Each Week
 - Blank Tests and Test key's
 - Deadlines
 - Lesson topics by week and lesson plans

- Policies
 - Alcohol/Controlled Substances
 - Hazing
 - Discrimination
 - Branding/Scarification
 - Membership Card Requirement for Attendance at District/National Events
 - Probate Show Policy
 - Financial Probation/Suspension Policy
 - Missing Chapter Reports Policy
- Continuing Membership Education Plan
 - Review of the Degrees
 - Yearly Risk Management policy review
 - Constitutions – National, Chapter, District
 - Roberts Rules of Order
 - Fun History trivia
 - Awards – District, National, Chapter, Band, University

APPENDIX #8 DEVELOPING A PETITIONING DOCUMENT

Required Petition Specifications

The following requirements must be met by all Petitions received at the National Headquarters. Each will be checked for the following before it is approved.

General:

- Petition must be a standard size of 8 ½" x 11".
- Only one copy is to be sent to the National Headquarters, although it is recommended that the colony construct another for its own files and one of the chapter collection in the University Library's Special Collections.
- All information is to be typewritten or printed on archival quality cotton bond paper. The National Headquarters copy should be placed in the archive safe sheet protectors and three ring binder provided to the colony members by National Headquarters and mailed to National Headquarters. Pagination is left to the discretion of the Petition Editor.

Cover:

- Must contain the following in its title:
 1. Name of local petitioning group
 2. Name of college or university and its location
 3. Specific phrase: "Petition for a Charter in Kappa Kappa Psi"

Contents:

- Petition Page (this page has specific wording, see example below)

Key:

- (1) Name of your school
- (2) Day, as "ninth" or "twenty-first"
- (3) Month and year, as "April, Nineteen hundred ninety-five"

NOTE: The following copy should appear on the upper half of the page, immediately following the title page. When preparing this page, it is understood that the Petition Editor will be responsible for making the proper word allowances for the local band program and date.

PETITION FOR A CHARTER

We, the undersigned, students in good standing and members in good standing of the (1) band, having complied with all requirements known to us as a colony organization, and having attached hereto the history of our band, our Alma Mater, our local society, and other data required, do hereby petition Kappa Kappa Psi National Honorary Fraternity for members of the College Band, to grant to us and to our successors a charter for a Chapter in the Fraternity at this institution.

Should this petition be granted, we agree to support the Constitution, all rules, regulations, customs, and traditions of Kappa Kappa Psi, to perform its Rituals, to exercise our responsibilities in the government and support of the Fraternity as such, and under its laws, to govern ourselves as an active chapter in harmony and good fellowship, so that we and our successors shall continue to work for the best interests and advancement of the Fraternity wherever and whenever we may. It is understood that nothing in this pledge shall in any way conflict with our political or religious scruples, or our duties and obligations to our country, our college, our family, our God, or ourselves.

In testimony thereof, we have hereto set our hand this (2) day of (3)

(Signatures of Charter Members, in alphabetical order, appear below you may add lines if you wish)

(Signatures of Charter Members, in alphabetical order appear below you may add lines if you wish)

(Signature of Sponsor)

(Signature of Director of Bands)

- Table of Contents
- Complete history of the college or university where petitioning group is located
- Photographs of the distinctive buildings on campus, and other scenes representative of your college or university
- Photograph and biographical sketch of college or university president
- Name of advising chapter and school, with a brief history of their chapter and your interaction with them
- Photograph and biographical sketch of the colony advisor
- History of band program at your institution with photographs and resume' of past directors and accomplishments of the organization. Include a current photograph of the band from both concert and marching ensembles. You may also submit the most recent band CD/DVD (one copy only)
- Photograph and biographical sketch of the band director to include training and past experience, professional and honorary membership, etc. If a separate staff member is named as your sponsor, include a similar biographical sketch of this person. Include information about his/her work with the school and relationship to you organization
- A group photograph of the petitioning group, with each member identified
- A history of the petitioning group. This should be fairly comprehensive; provide the story of how the colony was started, and why, and describe the activities undertaken during the colonization process.
- Letter of recommendation and endorsement from:
 1. College or university administration, either the president or the dean of men/women or student affairs, whichever is possible.
 2. Head of the Music Department (or Dean of the College of Fine Arts).
 3. Director of Bands.
 4. Sponsor (if different from Director of Bands)
- A copy of your colony constitution.

Optional Materials:

- Individual photographs of each member of the colony, with a short paragraph describing offices held, classification, academic major, honors, etc.
- Copies of recent concert programs or tour folders.

- Copies of band promotional or recruiting literature, which might help to tell the story of the band and its program.
- Any college or university publication that describes courses offered, campus musical organizations, and student activities.

Filing the Petition with National Headquarters

When completed, the Petition should be thoroughly checked by the Petition Editor and sponsor, and then emailed to hqedu@kkytbs.org for review. Once the Petitioning Document has been approved by the Chapter & Colony Education Coordinator and National VPCM, the final printed copy should be made on acid free cotton bond paper (do not bind). Then carefully packaged and sent by registered or insured mail to:

Kappa Kappa Psi National Headquarters
Post Office Box 849
Stillwater, Oklahoma 74076-0849

Or you may send it by private courier service (UPS, FedEx) to:

Kappa Kappa Psi National Headquarters
401 East 9th Ave.
Stillwater, Oklahoma 74074

Petitioning Document Checklist

- PETITIONING PAGE**
Signed by all colony members and sponsor; sponsor's signature must be noted as such
- PICTURES**
Pictures of campus, landmarks, chapter, activities, etc.
- SCHOOL HISTORY**
Outline of the history of the college or university with pictures of campus and landmarks
- BAND HISTORY**
Outline of the history of the band program with pictures of current bands (if available)
- ADVISING CHAPTER**
Information about the advising chapter (include photo)
- ADVISOR**
Biography of the colony advisor with picture
- SPONSOR**
Biography of the colony sponsor with picture
- DIRECTOR OF BANDS**
Biography of the Director of Bands with picture
- UNIVERSITY PRESIDENT**
Biography of the University President (or top official, if not the President) with picture
- COLONY HISTORY**
Outline of the history of the colony with pictures of colony activities
- COLONIST INFORMATION**
Information about individual colonists with individual photographs or a group photo with all colony members identified
- RECOMMENDATIONS**
Three letters: Director of Bands, a Music Administrator (Dept. Head, Dean of School, etc.), and a University Administrator (Student Affairs/Activities office is standard)
- CONSTITUTION**
Must require members to be currently-enrolled band members. Must be approved before petition will be accepted.
- EDITING**
The petition should be edited for proper grammar, usage, spelling, punctuation, etc.

(Print on acid free cotton donned paper (Archive Paper) and do not bind the Headquarters copy)

APPENDIX #9 ADVISING CHAPTER RESPONSIBILITIES

NOTE: The National Council has recommended the following set of guidelines for chapters who are appointed as an advising chapter.

"It is the responsibility of the Advising Chapter to offer assistance in the completion of colonization requirements, introduce the colony to life in Kappa Kappa Psi and facilitate communication between the colony and fraternity leadership."

Congratulations on your selection as the Advising Chapter to Kappa Kappa Psi's new colony! This is a unique opportunity to help shape the future of the Fraternity at a new school. When an Advising Chapter does a good job, it forges a bond between two campuses that will last for years to come. To succeed though, an Advising Chapter needs to go above and beyond the call of duty to ensure that their colony progresses. An Advising Chapter must be prepared to keep up with an ambitious colony or motivate a slower one.

Getting Started:

- Submit your Constitution and Membership Education Program to the Chapter & Colony Education Coordinator at hqedu@kkytbs.org for review and acceptance.
- Assign one person to be responsible for consistent communication with the colony.
- Provide this brother's name and contact information to National Headquarters, District, and National Officers.
- Establish prompt and reliable means of contact with all colony officers.

Required Advising Chapter Activity:

- Submit the monthly Advising Chapter report on the Colonization website..
- Administer First, Second, and Third Degrees to the colony. **Do not administer the Rituals until the National VPCM has given approval or the performance of the degree.**
- Plan meetings with the colony officers and/or entire colony as regularly as possible – electronic communication can be used as a supplement to face-to-face meetings.
- Provide information and conduct a miniature membership education process by giving presentations on the history of Kappa Kappa Psi. Be sure to cover National Programs, as well as, the operation of the Fraternity on the national and district levels. Remember, though, the colonists are not your candidates!
- Work with the colony to developing a complete set of chapter operations. This process takes precedence over presentations on fraternity history.

- Maintain contact and coordinate with the Colony Advising Person.

More Ideas for the Advising Chapter:

- Have in-depth discussion with the colony members on topics such as service projects, membership education, fundraising, national obligations, social events, conflict resolution, etc.
- Allow the colony to see how you run a chapter meeting. Your chapter should serve as a role model for the colony.
- Provide the colony with encouragement and participate with them in a colony service project.
- Help the colony develop strong bonds of brotherhood within themselves and with its Advising Chapter.
- Assist and advise the new chapter on properly presenting the ritual. It is also important that the advising chapter continues to assist the colony for a year, and until they have presented all three degrees of the Ritual on their own.
- Continue to assist the new chapter in the performance of various chapter operations.

Important Things to Remember:

- **The colonists are not membership candidates.** They do not answer to the Advising Chapter but to the National Vice President for Colonization & Membership.
- **Involve the advising person at all times.** To complement your perspective as active brothers, colonies are assigned advising persons to lend their knowledge and experience with the fraternity. The advising person may even have professional skills or resources to offer. The advising person should be copied on

all emails between the colony and the advising chapter. In turn, the advising chapter will be copied on all emails sent between the colony and advising person.

- **The colony is free to craft their own policies and traditions.** In the process of completing their colonization requirements, the colony is free and encouraged to seek ideas and materials from many sources in addition to the Advising Chapter. Should the colony choose not to incorporate a policy or tradition of your chapter, it may only reflect the culture of their campus or simple preference.

Participation in the colonization process is a privilege, not a right.

The Advising Chapter must at all times be actively involved and working towards the best interests of a future chapter of Kappa Kappa Psi. Occasionally, another chapter may be called upon to step into one of the Advising Chapter's roles. This most commonly occurs when administering Ritual; the colony needs to be able to move forward, regardless of the Advising Chapter's availability

The same can be said of any other brothers that interact with the colony. A colonist's vision of Kappa Kappa Psi matures in a controlled environment; the advising chapter is carefully selected to help tend to that vision. As such, it is the responsibility of the Advising Chapter to report on the colony's interaction with other brothers. Of course, positive participation is always encouraged!

APPENDIX #10 ADVISING PERSON RESPONSIBILITIES

NOTE: The National Council has recommended the following set of guidelines for brothers who are appointed as a Colony Advising Person.

"It is the responsibility of a colony advisor to lend their insight and experience to the colony, offer assistance in the completion of colonization requirements, and facilitate communication between the colony and fraternity leadership."

Congratulations on your selection as advisor to Kappa Kappa Psi's newest colony! Working to develop a new chapter is always a unique and rewarding experience. While the Advising Person position is not an overwhelming time commitment, a concerted effort must be made to ensure that the colony fully benefits from your experience. Here are a couple of key responsibilities of the advising person position:

- Establish prompt and reliable means of contact: College students' availability through different forms of communication varies wildly. It is your responsibility to find out what works best for the colony officers and Advising Chapter officials. Have multiple back-up contacts for each group as well.
- File monthly reports: Refer to Appendix #4 for information on using the colony reporting website.
- Review colony documents: The Colony & Chapter Education Coordinator and National VPCM may not read a colony document until it has first been reviewed by you. The Advising Chapter may take the lead on shaping the colony's new resources, but it is your responsibility to make sure that their drafts are polished, logical and appropriate.
- Establish reasonable, regular meetings with the colony: Your ability to meet face-to-face with the colony depends on both your schedule and distance from the colonizing school. However, travel is a part of this position. Work with the colony officers to find times where you can visit them or vice versa. A visit to the campus is preferred as it presents an opportunity to meet with the colony as a whole.
- Keep communication transparent and open: You should be dictating the transparency of communication between the colony, advising chapter and yourself. Make sure that all three groups are copied on all emails or informed on all communication.
- Communicate with fraternity representatives: It is the responsibility of the Advising Person to keep the National VPCM and District Governors informed. How is the Advising Chapter doing? Are other active or alumni brothers in touch with the colonists, and, if so, how would you characterize their involvement? How is the colony's morale? The answers to these kinds of questions will be of particular interest.
- Keep the Colony on Task: Throughout the process, you will be the one to help the Colony and Advising Chapter set deadlines and offer suggestions as to how to meet those deadlines.

APPENDIX #11 FUNDRAISING IDEAS

People always ask for ideas that will help the chapter or colonies in its fundraising efforts. Unfortunately, many ideas that will work for one chapter will not work for other chapters; contingency factors include size of chapter, size of school, location of school (urban or rural area) and college or university policies. That having been said, here are a few general ideas to start with; hopefully, you can brainstorm some of your own.

Remember that the success of your fundraiser will be determined by your ability to plan and promote the event effectively!

- Recycling Drives - helps save the Earth too!
 - Cans, Paper, Bottles, etc.
- Car Washes
- Bake Sales
- Raffles
- Game ball raffles (have football or basketball team autograph ball, then raffle it)
- 50/50 raffles (winner gets 50% of money taken in and the chapter keeps the rest)
- Night on the town raffles
- Candy Sales
- T-shirt and other band memorabilia (hats, bumper stickers buttons, bags) sales
- Have a Pie-in-the-Face Contest during band camp, with directors and section leaders as targets
- Sell Christmas post cards of the marching band
- Sell coupon books (have area businesses pay for space, then sell)
- Hang Domino's Pizza flyers on area doors and windshields
- Serenade people during the Valentine's Day season
- Have a servant or date auction
- Wrap Christmas presents for dollars
- Shovel and clear walkways during fall and winter
- Sell balloon-a-grams or candy-grams, and deliver
- Sell the performance of Christmas carols to people on campus or in the school area
- Sell Cokes on the bus during away game trips
- Sell staff paper to music students at discount prices
- Sponsor a College-opoly Project (where a game board is patterned after the Monopoly board, but show campus and area landmarks instead of Boardwalk, Park Place, etc.)
- Park cars for county fairs or festivals
- Run a Designated Driver service for social Greek parties, then charge so much per hour - great community service project as well!
- Work as pep band for area high school football teams
- Cow dump: block football or practice field into grid spaces a yard square. Then sell these grid spaces to students. Then lead a cow through the field-wherever the cow does her business, that grid wins!
- Staff summer band camps
- Set up and strike down for music performances (orchestra, choral, dance, etc.)
- Run a solo and ensemble contest (runners, judges' assistants, practice room attendants, concession workers, etc.)
- Produce and sell audio and/or video recordings of summer band camp performances
- Produce and sell video recordings of band and music performances (marching bands, concert bands, choral performances, etc.)
- Clean football stadium after a game
- Clean area churches
- Sell donuts and coffee on weekday mornings in music or fine arts building
- Have Bowl-a-thons, Dance-a-thons, Play-a-thons, etc, and collect sponsors
- Work concessions at home basketball games
- Work concessions at area amusement park or stadium
- Work concessions and sell T-shirts at concerts in area coliseum or arena
- Write to parents and offer to deliver roses to their daughter or son on Valentine's Day for a certain amount of money
- Make and sell corsages and boutonnieres to parents during Parents' Day
- Work shifts at campus bookstore during busy period of semester or quarter
- DJ dances on campus and community (may be a sizable investment to acquire equipment and music, but if everyone pools their own equipment for the first couple of gigs, it may start paying for itself)
- Sell carnations to alumni during Homecoming
- Sponsor dance nights at area club
- Sponsor movie nights at movie theater
- Contract with local T-shirt or clothing vendor to sell merchandise on campus for a percentage of the take
- Plan, organize, staff, and run a campus Battle of the Bands Contest
- Sell mulch (or other items) to area residents at a discount price, then deliver
- Host and sponsor a music variety show or lip-sync contest

APPENDIX #12 SERVICE PROJECT IDEAS

- Provide sweatshirts, gloves, t-shirts, etc. to band members
- Provide water and Popsicles during practices
- Polish shoes before performances
- Distribute uniforms and do repairs on them when needed
- Host social events
- Provide a reception for parents
- Institute a Band Buddy program
- Prepare lunches or snacks for away trips
- Repair instruments
- Clean band room
- Repaint practice field yard markers
- Work registration and housing tables during band camp
- Build podium for director or drum major(s)
- Offer band scholarships
- Move equipment
- Help freshmen move into their dorms
- Institute and recruit for an indoor guard program
- Clean trash the band has left behind
- Provide drinks and apples for home and away games
- Bring hospital kids to football games
- Have sectional competition during band camp with prizes
- Host a semi-formal or banquet for the band
- Clean uniforms regularly
- Provide an escort service after band at night (walking to dorms, cars, etc. for safety)
- Commission works
- Build shadow boxes for jazz band
- Clean up the music building
- Host receptions
- Do publicity for concerts
- Warm up the band for the director
- Paint faces for pep band
- Have pep band for Special Olympics
- Host guest bands
- Organize pep rallies
- Offer scholarships for the music department
- Provide drinks for the pep band
- Purchase new equipment or instruments
- Produce a Band Newsletter
- Provide transportation to social events
- Set up stage for rehearsals and breakdowns
- Offer student-tutoring services for band members
- Provide refreshments for concerts
- Establish band store for reeds, valve oil, etc.
- Tape concerts
- Host music conferences
- Raise money for band tours
- Establish band rosters and/or telephone directories
- Donate money to replenish music library
- Build music cabinets
- Conduct color guard clinics
- Move equipment for pep band
- Paint filing cabinets
- Paint practice rooms
- Have after school music programs for community
- Hold public concerts at area mall
- Collect food for community
- Have march-a-thons
- Keep school instrument inventory
- Help with indoor guard shows
- Clean and repair instrument room
- Have members work in the band office for an hour a week
- Clean instruments
- Offer lessons to high school students
- Sell tickets at band performances
- Serenade at residence halls
- Clean the music department truck
- Purchase new band folders
- Build steps for tuba loading
- Arrange and compose new songs
- Send out flyers and posters for senior recitals
- Make flowers for the director
- Provide pep band to greet teams after a trip
- Keep band history i.e. photos, VCR tapes, letters
- Provide transportation to social events
- Provide moral support for bands through attendance at performances

APPENDIX #13 DEFINITIONS

1. **The Advising Chapter** is an active chapter of the organization that has been selected by the National Vice President for Colonization and Membership, to help guide you through the colonization process.
2. **The Advising Person** is a member of the Fraternity that has been selected to help you through the colonization process.
3. A **Colony Liaison** is an active member of the advising chapter who has been given the responsibility to coordinate and communicate with the colony of which the chapter is advising.
4. **The National Council** is the governing body of Kappa Kappa Psi.
5. **The Board of Trustees** are responsible for managing the corporate side of Kappa Kappa Psi, which includes: strategic planning and fundraising.
6. **The National Vice President for Colonization and Membership** coordinates all matters and activities dealing with colonies. He/she makes final recommendations on installation of new chapters.
7. The **National Headquarters** for Kappa Kappa Psi and Tau Beta Sigma is located at Stillwater Station in Stillwater, Oklahoma.
8. The **National Executive Director** manages the business affairs of the Fraternity and oversees the operations of the National Headquarters. He or she, along with the National Membership Services Coordinator and/or National Chapter Field Representative(s), also reviews all Petitioning Documents.
9. The **National Membership Services Coordinator** maintains database records for all Initiates Active and Life members and prepares the corresponding membership materials.
10. The **National Alumni, Historical, & Development Coordinator** provides the administrative support for the Alumni Associations and national fundraising activities. He /she is also responsible for maintenance of the National Archives and conducts historical research upon request (as time permits).
11. The **National Chapter & Colony Education Coordinator** maintains all Colony records and oversees a variety of administrative tasks including chapter discipline.
12. The **National Publications Manager & Multimedia Designer** is the editor and designer of the Podium, the Podium Online, News Notes Online and all other books, articles, and advertisements for publications as well as coordinates the printing and mailing process with the printer/mailer for all print articles. They also serve as the webmaster in charge of general upkeep and design/redesign of all websites related to the Fraternity and Sorority.
13. The **National Chapter Field Representative** is a frequent point of contact with all Chapters for the National Council. He/she travels around the nation to conduct field visits with all chapters along with serving as a vital member of the National Headquarters Staff.
14. The **District Council** is a group of elected students who serve as officers over your geographic location. The Council is there to help guide you through the colonization process through advice and experience.
15. The National Council selects the **District Governors**. They are the administrative officers of the District and act in an advisory capacity to the District Council.