



# KAPPA KAPPA PSI

## NATIONAL HONORARY BAND FRATERNITY

# Application for Colonization

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### Application Packet Should Include the Following:

- Completed Application Document
- Required Fees
- Required Signatures
- Evidence of Institution Accreditation
- Letter of Support from Dean of Students (or campus equivalent)
- Letter of Support from Director of Bands
- (Optional) Letter of Support from Associate/Assistant Director of Bands
- Listing of at least ten (10) Colony Members that reflects a diverse population of band members  
(Kappa Kappa Psi is the leading co-educational fraternity that is dedicated to promoting and advancing college and university band programs. Kappa Kappa Psi expressly prohibits discrimination as outlined in our policies. We are committed to a fraternity that provides equal access and opportunity to all eligible band members. We expect all brothers and those affiliated with the fraternity to be committed to this goal.)
- Listing of Honorary Members
- Listing of Colony Officers



Kappa Kappa Psi & Tau Beta Sigma National Headquarters  
PO Box 849 • Stillwater, OK • 74076-0849  
Telephone: (405) 372-2333 • Fax: (405) 372-2363 • E-Mail: [kkytbs@kkytbs.org](mailto:kkytbs@kkytbs.org)  
<http://www.kkpsi.org> • <http://www.kkytbs.org>



Please complete and return to:  
**Kappa Kappa Psi, National Headquarters**  
P.O. Box 849, Stillwater, OK 74076-0849  
Phone: (405) 372-2333 Fax: (405) 372-2363  
Chapter & Colony E-mail: hqedu@kkytbs.org

**SCHOOL INFORMATION**

College or University: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Approximate Size of Enrollment: \_\_\_\_\_

- Public       Two Year       Semester System       Undergraduate Music Degree
- Private       Four Year       Quarter System       Advanced Music Degree
- Conservatory

**ADMINISTRATION**

**Your colony must be recognized by your university's Dean of Students or Student Activities Office. KKΨ requires an official letter of support from the Dean of Students or their authorized representative. (required).** *Please attach the letter to this application.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Is your institution an accredited college or university? \_\_\_\_\_

Accreditation Agency: \_\_\_\_\_

**BAND INFORMATION**

**KKΨ requests an official letter of support from the Director of Bands (required). Optional letters may be submitted from other band faculty.** *Please attach letter(s) to this application.*

Director of Bands: \_\_\_\_\_

Full-time band faculty (Associate/Assistant Directors; Director of Athletic Bands): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Ensembles and approximate number of members for each:

Concert Band \_\_\_\_\_ Jazz Band \_\_\_\_\_ Marching Band \_\_\_\_\_

Symphonic Band \_\_\_\_\_ Wind Ensemble \_\_\_\_\_ Basketball Band \_\_\_\_\_

Other Ensembles: \_\_\_\_\_

Major Musical Performances (CBDNA, State MEA, ABA, Bowl Games, Honda):

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Musical and Professional organizations in the Music Department (e.g. ΦMA, ΤΒΣ, ΝΑfME):

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**SPONSOR INFORMATION**

Sponsor's Name: \_\_\_\_\_  
Position/Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

**COLONY INFORMATION**

Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

**COLONY FEES FOR KAPPA KAPPA PSI**

**Colonization Fee (submitted with application) \$300.00**

**Number of ΚΚΨ Colony Members** \_\_\_\_\_ X \$20.00\* = \_\_\_\_\_

\* Full Initiate Fee is \$110.00. Colony members pay only \$20.00 to begin the process. The remaining \$90.00 must be submitted with the Colony's Installation Form in order to be installed as a chapter. All fees are subject to change without notice.

**Number of ΚΚΨ Honorary Members** \_\_\_\_\_ X \$50.00 = \_\_\_\_\_

Total Member Fees	_____
Total Amount Enclosed	_____
Colonization Fee	_____
Total Amount Enclosed	_____

**REQUIRED SIGNATURES**

\_\_\_\_\_  
Interest Group President Signature

\_\_\_\_\_  
Director of Bands Signature

\_\_\_\_\_  
Dean of Students/Representative Signature

\_\_\_\_\_  
Sponsor Signature

## **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.”*

The chapter shall hold a hazing workshop prior to First Degree. This workshop will inform prospective members of the hazing policy, the chapter membership education program, and a line of communication to follow if the prospective members feel hazing may be occurring. A recommendation for the line of communication is to first contact someone in the prospective member’s chapter (i.e. chapter vice president in charge of the Membership Education Program or big sibling, etc.), followed by the sponsor and director of bands, then the district governor or counselor. The National Headquarters will be made aware of any reports of hazing and will act appropriately. The chapter should understand that their charter will be revoked if hazing is found to be occurring.

## **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. <http://kkytbs.org/forms/SocialEventThirdPartyVendorChecklist.pdf>

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.

## **POLICY AGAINST DISCRIMINATION**

The Kappa Kappa Psi Fraternity and the Tau Beta Sigma Sorority expressly prohibit discrimination by any component part of the Fraternity or Sorority or by any person acting on behalf of the organizations on the basis of race, ethnicity, color, national origin, sex, ability status, religion, age, marital status, veteran status, gender identity or expression, or sexual orientation.

## **POLICY ON MEMBERSHIP CANDIDATE TERMINOLOGY**

At the 1991 National Conventions of Kappa Kappa Psi and Tau Beta Sigma, the national Chapters decided to no longer recognize the word "pledge" or any form thereof as a term to refer to the prospective members of the Membership Education Program. The decision was made at the same time that the Membership Education Programs of the Fraternity and Sorority were revised to promote the positive education of all prospective members throughout the process. In doing so, information within the programs that had any negative connotation suggesting hazing was removed, including any references to the word "pledge." It is therefore imperative to remove any references to the word "pledge" from all chapter documents, including Membership Education Programs, Constitutions, and any other handbooks on policies and procedures in order to fully comply with the current standards of the National Organizations.

## **POLICY ON SEXUAL MISCONDUCT**

Kappa Kappa Psi and Tau Beta Sigma do not tolerate or condone any form of sexual misconduct on the part of its members, whether physical, mental or emotional. This includes any actions, activities or events, whether on university premises or off-site locations, which are demeaning to a person regardless of their sex or gender expression, including but not limited to verbal harassment, sexual discrimination, and sexual assault. Chapters and members will operate in such a manner as to exhibit respect, care, and concern. No

chapter or any member should encourage, support, or participate in any action which in any manner demeans, belittles, or damages another person.

1. A chapter will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This includes any actions that are demeaning to an individual, ranging from assault to harassment or the objectification of individuals.

2. A chapter will not sponsor or participate in any activity, including competitive games, community service, or philanthropic endeavors, activities associated with recruitment, social events, or events that are abusive or demeaning or could be perceived to be abusive or demeaning to others.

3. All chapters will educate its members on this policy each year as part of its review of all Risk Management Policies.

What is sexual misconduct?

Sexual misconduct encompasses unwanted or unwelcome conduct of a sexual nature. Anyone can be a victim or perpetrator of sexual misconduct, regardless of their sex, sexual orientation or gender expression. Sexual misconduct can involve conduct that occurs on campus, off-campus, or via electronic means, including online, by social media, or by text. Sexual misconduct may include, but may not be limited to, the following:

- Adverse treatment of an individual, including ridicule, based on sex, gender, or gender expression, rather than individual merit.
- Unwelcome verbal, nonverbal or physical conduct of a sexual nature. This can occur in a context of relationship of unequal power.
- Physical sexual acts committed when consent is not received, a person is physically forced, intimidated or coerced into a sexual act, or when a person is physically or mentally unable to give consent. Consent must be freely given. Consent must be the presence of "yes" not the absence of a "no." Finally, someone who has consumed alcohol or is intoxicated is not able to give clear consent.
- Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer emotional distress.

Sexual Misconduct can manifest in a variety of behaviors and it exists on a continuum.

Verbal abuse or sexist behavior may include but is not limited to:

- whistling
- humor and jokes about sex or individual specific traits
- suggestive or insulting sounds
- sexual innuendoes about your or someone else's personal appearance
- sexual innuendoes about your or someone else's sexual activities
- demands for sexual favors accompanied by implied or overt threats

Physical abuse may include but is not limited to:

- any inappropriate touching, pinching or patting
- brushing against someone else's body
- Sexual acts without the consent of the other party
- Sexual acts when the other party is physically or mentally unable to give consent

### **STANCE ON BRANDING/SCARIFICATION**

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 hazing 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.



Always remember that willingness to consent to behavior is not a defense for hazing.

### **CONVENTION ATTENDANCE POLICY**

As Kappa Kappa Psi and Tau Beta Sigma have moved forward, both organizations have had to confront the realities of risk management. Among those realities is the need to make sure that everyone who takes part in the offerings of our active organizations must be sharing in the cost of insurance, and registering as a participant who follows our policies, just as our active members must do for their participation. From this point forward, for all six districts' conventions and the National Convention, alumni attending conventions must have either a Life Membership or a current National Kappa Kappa Psi Alumni Association or National Tau Beta Sigma Alumni Association membership.

### **GUIDELINES ON MEMBER PRESENTATION SHOWS**

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.

**POLICY ON AFFILIATE GROUPS**

It has been brought to the attention of the National Councils and the National Headquarters that some chapters have established affiliate groups who are unrecognized by Kappa Kappa Psi and Tau Beta Sigma yet act in the name of the fraternity and/or sorority. These groups, known as Love Notes, sweethearts, MIKKY Clubs, Tau Gents, and the like,

***Signatures acknowledge review, acceptance, and adherence to all fraternity policies as an affiliated organization.***

**REQUIRED SIGNATURES**

\_\_\_\_\_  
Interest Group President Signature

\_\_\_\_\_  
Director of Bands Signature

\_\_\_\_\_  
Dean of Students/Representative Signature

\_\_\_\_\_  
Sponsor Signature

have been educated and initiated by chapter's members in the name of the fraternity and/or sorority. Yet the fraternity and/or sorority do not recognize these members in any way.

Kappa Kappa Psi and Tau Beta Sigma strictly prohibit this activity. Allowing these groups to operate in the name of the fraternity and/or sorority puts the National Organizations at significant risk. Chapters who continue this practice will be subject to disciplinary action and could be dropped from the active roster.

In summary, any chapter currently using these affiliate groups should have these groups cease their activities immediately. The National Councils or National Headquarters should be immediately notified of any known instances of these affiliate groups.



**KAPPA KAPPA PSI COLONY MEMBERS**

Please list the colony members. *KKΨ* requires a diverse population of the band program.

*Kappa Kappa Psi is the leading co-educational fraternity that is dedicated to promoting and advancing college and university band programs. Kappa Kappa Psi expressly prohibits discrimination as outlined in our policies. We are committed to a fraternity that provides equal access and opportunity to all eligible band members. We expect all brothers and those affiliated with the fraternity to be committed to this goal.*

NAME: \_\_\_\_\_  
INSTRUMENT: \_\_\_\_\_  
GENDER: \_\_\_\_\_  
YEAR IN SCHOOL: \_\_\_\_\_  
MAJOR: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
PREVIOUS MEMBER OF *KKΨ* OR *TΒΣ?*: \_\_\_\_\_

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PREVIOUS MEMBER OF *KKΨ* OR *TΒΣ?*: \_\_\_\_\_

*\*All Colonist / Honorary info must be typewritten.*

NAME: \_\_\_\_\_  
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INSTRUMENT: \_\_\_\_\_  
GENDER: \_\_\_\_\_  
YEAR IN SCHOOL: \_\_\_\_\_  
MAJOR: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
PREVIOUS MEMBER OF KΚΨ OR ΤΒΣ?: \_\_\_\_\_

NAME: \_\_\_\_\_  
INSTRUMENT: \_\_\_\_\_  
GENDER: \_\_\_\_\_  
YEAR IN SCHOOL: \_\_\_\_\_  
MAJOR: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
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INSTRUMENT: \_\_\_\_\_  
GENDER: \_\_\_\_\_  
YEAR IN SCHOOL: \_\_\_\_\_  
MAJOR: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
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INSTRUMENT: \_\_\_\_\_  
GENDER: \_\_\_\_\_  
YEAR IN SCHOOL: \_\_\_\_\_  
MAJOR: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
PREVIOUS MEMBER OF KΚΨ OR ΤΒΣ?: \_\_\_\_\_

**KAPPA KAPPA PSI COLONY HONORARY MEMBERS**

*Please list the colony's Honorary Members. This can include your Director of Bands, Sponsor, and other band staff.*

NAME: \_\_\_\_\_  
INSTRUMENT: \_\_\_\_\_  
GENDER: \_\_\_\_\_  
ROLE/POSITION: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
PREVIOUS MEMBER OF KΚΨ OR ΤΒΣ?: \_\_\_\_\_

NAME: \_\_\_\_\_  
INSTRUMENT: \_\_\_\_\_  
GENDER: \_\_\_\_\_  
ROLE/POSITION: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
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INSTRUMENT: \_\_\_\_\_  
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ROLE/POSITION: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
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ROLE/POSITION: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
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ROLE/POSITION: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
PREVIOUS MEMBER OF KΚΨ OR ΤΒΣ?: \_\_\_\_\_

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ROLE/POSITION: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
PREVIOUS MEMBER OF KΚΨ OR ΤΒΣ?: \_\_\_\_\_

*\*All Colonist / Honorary info must be typewritten.*

