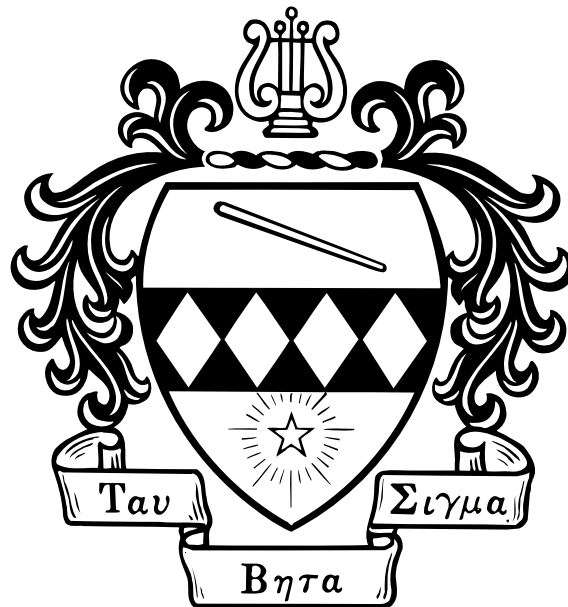


NATIONAL

Colonization Handbook



Tau Beta Sigma National Honorary Band Sorority

Revised: 1 October 2008

Tau Beta Sigma
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Foreword

Tau Beta Sigma Sorority operate as student service organizations whose primary goals are to assist Collegiate Band Directors in developing the leadership and enthusiasm that is required of band programs. Established in 1946 respectively, chapters of Tau Beta Sigma are located on over 140 college and university campuses across the nation.

Our responsibilities are to provide the band with not only organized and concentrated service activities, but also to give our membership valid and wholesome experiences in musical performance, organization, leadership, and opportunities for social interaction. Some of our National service projects include the National Intercollegiate Band, the National Intercollegiate Marching Band, and a highly successful Commissioning Program.

We are thrilled that you have chosen our organization to become a part of your campus. This handbook has been designed to assist you during your goal to become an active chapter. In the enclosed pages you will find a step-by-step guide to activation, however, if you should ever have any questions, do not hesitate to call your Advising Chapter, Advising Person, District Officers, National Officers, or the National Headquarters.

This handbook is divided into a month-by-month installation process. Recognizing that some colonies can finish in less time and that some need more time, Tau Beta Sigma would like to note that this handbook is a “guide” only.

Good Luck!

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Begin planning a service project	
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Begin research and development of a Membership Education Program	
Discuss and review parts of the National Guide to Membership Education at each meeting	
Send a completed colony report to the National Headquarters	
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Plan fund-raiser for next month	
Continue long-range planning, goal setting, Membership Education Program, etc.	
Complete review of the National Guide to Membership Education	
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Send completed Petitioning Document to National Headquarters	
Send a completed colony report to the National Headquarters	
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Prepare for on-campus pre-installation visit by a representative of the National Council	
Plan service project and fund-raiser for next month	
Begin discussing possible installation dates with advising chapter and National Vice President for Colonization & Membership	
Pick and installation date— have at least three possible dates	
Send a completed colony report to the National Headquarters	
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Purchase ritual regalia and practice the performance of the rituals.
Contact your student government or student affairs office and ensure that all paperwork is in order.
Visit the National Web Site.

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CONTACT INFORMATION

Advising Chapter

Colony Liaison: _____ Phone #: _____
Address: _____ E-mail: _____

Advising Person

Name: _____ Phone #: _____
Address: _____ E-mail: _____

District President

Name: _____ Phone #: _____
Address: _____ E-mail: _____

District Vice President

Name: _____ Phone #: _____
Address: _____ E-mail: _____

District Governor(s)/Counselor(s)

Name: _____ Phone #: _____
Address: _____ E-mail: _____

National Vice President for Colonization and Membership

Name: _____ Phone #: _____
Address: _____ E-mail: _____

Tau Beta Sigma, National Headquarters, P.O. Box 849, Stillwater, OK 74076-0849

Phone: 1-800-543-6505 Fax: 405-372-2363 E-mail: tbs@tbsigma.org Website: www.tbsigma.org

Pre-Installation Check List

Before the 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 of Colonization & Membership & National Headquarters prior to sending petitioning document.

- A written Membership Education Program approved by the National Vice President of Colonization & Membership National Headquarters prior to sending petitioning document.

- Petitioning document must be submitted to the National Headquarters & approved by the National Vice President of Colonization.

- Names of Charter Members sent to the National Headquarters.

- Visit the National web site often.

The National Organizations have spent a lot of time and money preparing an informative web site to assist our chapters. Much useful information and the answers to many of your questions can be there (www.tbsigma.org) with the click of a mouse!

POLICY STATEMENTS

The following are summarized policy statements of Tau Beta Sigma Sorority. All members of the Sorority or those persons seeking membership into the Sorority must agree to abide by these policies at all times (Refer to the Guide to Membership Education or the Chapter Operations Handbook for a complete list and detailed explanation of these policies.).

Policy on Discrimination

Tau Beta Sigma expressly prohibits discrimination by any component part of the Sorority or by any person acting on behalf of the organizations on the basis of race, national origin, gender, handicap, sexual orientation, or marital status.

Policy on Hazing

Tau Beta Sigma Sorority neither approve of nor are responsible for actions of members at local chapters which may result in injury to persons or damage to property. Hazing is defined as any actions taken or situation created, intentionally or unintentionally, to produce mental or physical discomfort, on or off campus, involving members and/or prospective members, which may cause embarrassment, harassment, and/or ridicule. The National Headquarters, when made aware of any reports of hazing, will act appropriately. The chapter should understand that their Charter will be revoked if hazing is found to be occurring.

Policy on 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, Tau Beta Sigma Sorority forbid the possession, consumption, and distribution of alcoholic beverages and/or illegal drugs by a chapter or colony at any function given in the name of or for the benefit of Tau Beta Sigma Sorority.

The Tau Beta Sigma Sorority base their position upon recognition that clear evidence exists that the abuse or illegal use of controlled substances can erode the foundations of fraternalism and diminish the complete attainment of the goals and objectives of the organizations and the educational community.

NOTES

MONTH 1

- I. Receive Colonization Packet from National Headquarters & download handbook from the National website.
- II. Elect colony officers
- III. Determine regular meeting times
- IV. Set up a bank account for the colony
- V. Contact advising chapter and advising person and arrange a meeting
- VI. Begin working on the Chapter Constitution
- VII. Keep everyone informed
- VIII. Send a completed colony report to the National Headquarters & National Vice President of Colonization & Membership by 1st of the Month

NOTES

MONTH 1

I. Receive Colonization Packet from National Headquarters & download handbook from National Website www.tbsigma.org.

You should receive this Colonization Packet from the National Headquarters within a couple of weeks after you submit your application and fees. The packet includes:

1. The Colonization Handbook that you are reading now contains information to help guide you throughout the colonization process. (Downloaded from National Website www.tbsigma.org)
2. The National Guide to Membership Education contains the required National Membership Education program and a suggested chapter membership education program, national policies, national information, history, and programs of both organizations. (Downloaded from National Website www.tbsigma.org)
3. The National Chapter Operations Handbook and National Constitution was developed as a tool for chapters and chapter officers. The Handbook includes copies of National Headquarters forms and other materials that help chapters function properly as well as a copy of the National Constitution, which is the fundamental law of the organization. Each member should read through the manual and become familiar with its contents. (Downloaded from National Website www.tbsigma.org)
4. A Chapter Directory is included so that you can keep in contact with the National organization, district officers, and other chapters. As in all organizations communication is important and we must strive to keep the communication lines open. (Downloaded from National Website www.tbsigma.org)
5. Colony Pins and cards are included and sent to the colony upon receipt of your colonization fees and dues. The prospective (colony) pin should be worn as prescribed by the Guide to Membership Education. Colony cards will be sent for each colony member and are to be used as an "Entry Card" to Fraternity or Sorority events. (From National Headquarters)
6. A Colony Status Report should be filed with the National Headquarters on the 1st day of each month during the colonization process. It is imperative that these reports be filled out and turned in on time. See page 68 for a sample form. (Downloaded from National Website www.tbsigma.org)

II. 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. Colony officers, responsibilities, and guidance to each officer are located in Appendix # 1 on page 51.

III. 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:

1. It is important that everyone to attend meetings. Choose a date and time that is convenient for everyone in the colony, including the colony sponsor.
2. Make sure that this date and time do not conflict with any school or music events.

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:

1. Find out if the college/university requires you to have an account on campus.
2. Decide who is going to sign the checks (President, Vice President, Treasurer, Sponsor)
3. **Always require two signatures for each check.** This keeps one person from being in total control of the money.
4. If the account is off campus, then do some research on the financial institution you choose.
5. Most banks require a Tax ID number. At this time you do not have your own chapter Tax ID number, call the National Headquarters for the appropriate information.
6. Although most banks will allow you to apply for ATM cards, do not apply for them to ensure the safety of your colony funds. (There have been reported cases of theft of colony/chapter funds with Debit Cards, please do not let this happen to you)

V. Contact advising chapter and advising person – arrange for meeting

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 page 5 for contact information.

VI. Begin working on the Chapter Constitution

The colony needs to begin work on their Chapter Constitution. Your advising chapter will provide you with a copy of their constitution that you may use as a guide. See Appendix #5 on page 61 for suggested constitution organization.

VII. Coordinate with all interested parties

Keep your sponsor and/or Director of Bands informed of all meetings and activities, and make sure your officers meet with them often. Work closely with your advising chapter to schedule formal meetings with the entire colony.

VIII. Send a completed colony report to the National Headquarters

It is important that you complete the colony's monthly report due on the 1st of each month. The report is the National Council's way of checking on your activities during the colonization process. It is imperative that you turn your reports in on time. See Appendix #8 on page 68.

MONTH 2

- I. Continue regular meetings on a weekly/biweekly basis
- II. Begin working on the Petitioning Document
- III. Continue work on the Chapter Constitution
- IV. Contact advising chapter and advising person
- V. Meet regularly with your band director/sponsor
- VI. Begin planning a fund-raising activity
- VII. Begin planning a service project
- VIII. Meet with advising chapter
- IX. Communicate with district officers and district governor/counselor
- X. Send a completed colony report to the National Headquarters & National Vice President of Colonization & Membership by 1st of the Month

NOTES

MONTH 2

I. Continue regular meetings on a weekly/biweekly basis

It is imperative that you continue your meetings on a regular basis. If the colony does not meet regularly then members will lose interest and become unorganized.

II. Begin working on the Petitioning Document

Because of the complexity of the colonization and chartering process in Tau Beta Sigma Sorority, this guide has been compiled. It should be given careful study and consideration. It is strongly recommended that the colony begin work on the collection and preparation of their petitioning materials as soon 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 Vice President of Colonization & Membership & 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. Refer to Appendix #3 on page 57 for petition specifications.

III. Continue work on Constitution

This must be continuous. If the colony falls behind with this project then it gets hard to catch up. If everyone does their part it will be an easy task. See Appendix #5 on page 61.

IV. Contact advising chapter and advising person

Keep the line of communication open between you and your advisors. It is necessary to get into a communication routine where you have a set time and day in which you will talk with them. Even if you do not have anything to discuss, it is still a good time to go over an agenda for the future. See Contact Information on page 5.

V. Meet regularly with your band director/sponsor

Your band director/sponsor is there to assist your group in its growth and development from colony to chapter and beyond. He/she provides direction through advice, understanding, clarification of issues, and resolution of problems. It is important to report regularly any problems you may be having as well as any progress you have made in order to get your sponsor's comments on colony performance. Setup a date and time for the next meeting.

VI. Begin planning a fund raising activity

Money is a very important factor in the operation and survival of an organization. The colony is encouraged to raise funds 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 #6 on page 63.

VII. Begin planning 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. Look around and talk to faculty, students, and your band

director/sponsor to find out what else needs to be done. For a list of suggested projects, see Appendix #7 on page 65.

VIII. Meet with advising chapter

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. See page 5 for Contact Information.

IX. Communicate with district officers and district governor/counselor

These officials are a very good resource that you need to tap. They will be able to answer questions and give you suggestions on how things should operate. See page 5 for Contact Information.

X. Send a completed Colony Status Report to the National Headquarters & National Vice President for Colonization & Membership

It is important that you complete the colony's monthly status report due on the 1st of each month. The report is the National Council's way of checking on your activities during the colonization process. It is imperative that you turn your reports in on time. See Appendix #9 on page 68 for a sample form.

NOTES

MONTH 3

- I. Complete work on the Chapter Constitution and send to the National Vice President for Colonization & Membership & National Headquarters for approval
- II. Continue working on Petitioning Document
- III. Perform fund-raiser
- IV. Meet with your Director of Bands/Sponsor
- V. Perform Service Project/begin planning a new one
- VI. Write letters to chapters in your area/district—begin compiling ideas for future
- VII. Begin research and development of a Membership Education Program
- VIII. Discuss and review parts of the National Guide to Membership Education at each meeting
- IX. Send a completed colony report to the National Headquarters & National Vice President of Colonization & Membership by 1st of the Month
- X. Communicate with advisor and advising chapter
- XI. Continue regular meetings

NOTES

MONTH 3

I. Complete work on the constitution and send to the National Vice President of Colonization & Membership & National Headquarters for approval

By now you should be completing the work on your Chapter Constitution. Make sure that you proof it well and that you let as many people read it as possible. (Please submit to Colony Advisor & National Vice President of Colonization & Membership prior to sending to National Headquarters). Make sure that it does not contain information that is already covered in the National Constitution. When you are finished, send it into the National Headquarters for approval. The constitution will be returned to you if any corrections are needed. See Appendix #5 on page 61.

II. Continue working on Petitioning Document

This must be a continual work in progress. If the colony falls behind with this project then it gets hard to catch up. If everyone does their part it will be an easy task. See Appendix #3 on page 57.

III. Perform fund-raiser

Now you are executing your first fund-raiser. Remember to keep it fun! Everyone should do their part and participate.

IV. Meet with Director of Bands / Sponsor

It is important to continue communication with your director and sponsor so that they can help guide you through the process. Setup a date and time for your next meeting.

V. Perform Service Project / Begin planning a new one

Have fun with the project. Everyone should do his/her part. 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 #7 on page 65.

V. Write letters to 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 over 175 chapters to be used as a resource. There is no reason to reinvent the wheel. See National Chapter Directory.

VI. Begin Research and Development of a Chapter Membership Education Program

The colony should first review the required elements of the National Membership Education Program and then should research how other chapters conduct their “intake” or Membership Education Programs. Solicit help from these sources (i.e. advising chapter, advising person, district officers, national officers, etc.). This will help you develop a well-rounded program. Here are a few things to keep in mind:

1. What is the goal of the membership program?

You must have a clearly defined goal or idea of what you wish to accomplish. Have you ever been

in a class when it seemed like the teacher just read the book the night before and really has no idea what he/she wants to accomplish with the class? This makes it really hard for the students to know what direction to go and how to get organized. With a solid objective in mind, we are more likely to give the prospective members a better educational experience. This will in turn bring more qualified brothers to our organization.

2. How long should the program be?

Long enough to accomplish our goals! That is an easy question to answer. There is no reason to drag the program out longer, if it can be done in a shorter period of time. Also, who said that the program ends with initiation? Good membership education programs have great post-initiation sections. The chapter should have a goal of teaching something new to the membership every year or semester. Take some time out of a meeting every now and then and do a little bit of leadership training or continuing membership education. Review the suggested Member Post-initiation Education Outline included here or in the Guide to Membership Education.

3. Who and/or what should we look for in a prospective member?

This question is always hard because it means that you must use your own opinions and judgment in the selection process. You must choose individuals who excel as leaders and performers in the band. Always choose those individuals who come early, stay late, who are supportive of the program, and support the band's director(s). Choose carefully and keep a high standard during the selection process - quality not quantity is what you want to achieve.

4. What information and activities should be in the program?

Demographics show that freshmen make up 21% and sophomores 24% of our active membership. That means a lot of our members are new to the college scene. Let's be honest: even if a freshman was a great leader in high school, he/she is now in an entirely new environment. It takes a lot to adjust to college life. Even sophomores are still adjusting or recuperating from their first year. So let us put this into perspective. Tau Beta Sigma Members are supposed to represent the leadership of the band, but almost half our membership is made up of freshmen and sophomores. How many bands or groups have you been involved with where the leadership is made up of lower classmen? So how do we train freshmen and sophomores to be leaders over seniors? We must train our membership to be leaders not just followers. What are we currently teaching our membership? We normally teach them about the history of the fraternity, tradition, and brotherhood. While it is important to achieve a level of closeness within the brotherhood, everyone must learn how to lead our group and how to take care of the business aspect. It is imperative for a chapter to train each member to become an officer, in the event that they must take over. This will help lessen the blow to the chapters from year to year and turn hills into speed bumps. So in essence, you are training presidents and not just active members. (When reports are due and where to find them are just a few things that should be included in the training process.)

Finally, you must include plenty of social events and team-building activities. If all we do is business then we tend to get real boring real quick. Make sure that every time you have the membership class do something, you do it with them. If you constantly refer to the chapter as 'us' and the candidates as 'them' then you are already nurturing a future click. Social events and team-building activities should be done with the membership candidates and continued with the chapter throughout the year. If everyone does their part to make each of our candidates future presidents then everyone is doing their part to further our cause to "Build Better Bands."

The National Guide to Membership Education is a valuable resource; consult it frequently.

(Located online www.tbsigma.org)

VIII. Send a completed colony report to the National Vice President of Colonization & Membership & National Headquarters

It is important that you complete the colony's monthly report due on the 1st of each month. The report is the National Council's way of checking on your activities during the colonization process. It is imperative that you turn your reports in on time. See Appendix #8 on page 68 for a sample form.

IX. Communicate with advisor and advising chapter

Keep the line of communication open between you and your advisors. It is necessary to get into a communication routine where you have a set time and day in which you will talk with them. Even if you do not have anything to discuss it is still a good time to go over an agenda for the future. See page 5 for contact information.

X. Continue regular meetings

It is imperative that you continue your meetings on a regular basis. If the colony does not meet regularly then members will lose interest and become unorganized.

MONTH 4

- I. Continue working on Petitioning Document
- II. Perform service project
- III. Meet with advising chapter
- IV. Begin planning for a second fund-raiser
- V. Continue working on developing a Membership Education Program
- VI. Continue reviewing the National Guide to Membership Education
in colony meetings
- VII. Send a completed colony report to the National Headquarters
National Vice President of Colonization & Membership by
1st of the Month
- VIII. Continue regular meetings as a group and with the director/sponsor

NOTES

MONTH 4

I. Continue working on Petitioning Document

This must be a continual work in progress. If the colony falls behind with this project then it gets hard to catch up. If everyone does their part it will be an easy task. See Appendix #3 on page 57.

II. Perform service project

Now you are executing your service project. Remember to keep it fun! Everyone should do their part and participate. Keep track of who is participating and start thinking of future service projects.

III. Meet with advising chapter

Now is a good time to meet with your advising chapter face to face. You may have already met most of them, but it is good to meet with them from time to time. Face to face meetings help familiarize yourself with the group you are joining. See page 5 for contact information.

IV. Begin planning for a second fund-raiser

Continue your fund-raising efforts. Again, the more money you have, the bigger and easier your service projects can be. See Appendix #6 on page 63.

V. Continue working on developing a Membership Education Program

As you develop your Membership Education Program you should show it to your advising chapter, person, district, and national officers. The more feedback you get the better you will feel about it. Not all Membership Education Programs are the same, so find the one that works for you. Remember, your Membership Education Program will need to be sent to the National Headquarters for approval before your Petitioning Document can be approved or your installation can take place. See the National Guide to Membership Education.

VI. Continue reviewing the National Guide to Membership Education in colony meetings

You should be covering material out of the National Guide to Membership Education on a regular basis. This will help you be familiar with the fraternity or sorority's history and policies. This will also offer you an opportunity to incorporate this material into your Membership Education Program.

VII. Send a completed colony report to the National Vice President of Colonization & Membership & National Headquarters

It is important that you complete the colony's monthly report due on the 1st of each month. The report is the National way of checking on your activities during the colonization process. It is imperative that you turn your reports in on time. See Appendix #8 on page 68.

VIII. Continue regular meetings as a group and with the director/sponsor

It is imperative that you continue your meetings on a regular basis. If the colony does not meet regularly then members will lose interest and become unorganized. It is important to continue communication with your director and sponsor so that they can help guide you through the process. Setup a date and time for your next meeting.

NOTES

MONTH 5

I. Continue working on Petitioning Document

II. Officers continue regular meetings with band director/sponsor

III. Perform fund-raiser

IV. Plan fund-raiser and service project for next month

V. Continue reviewing the National Guide to
Membership Education at regular meetings

VI. Communicate with district officers
and district governor/counselor

VII. Send a completed colony report to the National Headquarters National
Vice President of Colonization & Membership by
1st of the Month

VIII. Continue regular meetings as a group
and with director/sponsor

NOTES

MONTH 5

I. Continue working on Petitioning Document

You should be about ready to finish work on your Petitioning Document. Make sure that you are getting everybody's biographies and taking photos. Remember to give your college officials enough time to write letters of recommendation for your petitioning document. See Appendix #3 on page 57.

II. Officers continue regular meetings with band director/sponsor

It is important that all colony officers maintain communication with your director/sponsor so that he/she can help guide you through the process. Setup a date and time for your next meeting.

III. Perform fund-raiser

Now you are performing your fund-raiser. Remember to keep it fun! Everyone should do their part and participate.

IV. Plan fund-raiser and service project for next month

You should continue your service project and fund-raising efforts. These two items tend to go hand and hand, but not always. See Appendices 6 and 7 on pages 63 and 65.

V. Continue reviewing the National Guide to Membership Education at regular meetings

You should be covering material out of the National Guide to Membership Education on a regular basis. This will help you be familiar with the fraternity or sorority's history and policies. This will also offer you an opportunity to incorporate this material into your Membership Education Program.

VI. Communicate with district officers and district governor/counselor

These officials are a very good resource that you need to tap. They will be able to answer questions and give you suggestions on how things should operate. See page 5 for Contact Information.

VII. Send a completed colony report to the National Vice President of Colonization & Membership & National Headquarters

It is important that you complete the colony's monthly report due on the 1st of each month. The report is the National Council's way of checking on your activities during the colonization process. It is imperative that you turn your reports in on time. See Appendix #8 on page 68.

VIII. Continue regular meetings as a group and with director/sponsor

It is imperative that you continue your meetings on a regular basis. If the colony does not meet regularly then members will lose interest and become unorganized. It is important to continue communication with your director and sponsor so that they can help guide you through the process. Setup a date and time for your next meeting.

NOTES

MONTH 6

I. Perform fund-raiser and service project

II. Finish Petitioning Document

III. Review Petitioning Document with sponsor/band director, advising chapter, and advising person

IV. Complete Membership Education Program and send to Colony Advisor, National Vice President for Colonization & Membership & National Headquarters for approval

V. Continue regular meetings with sponsor/band director

VI. Complete Membership Education Program and send to Colony Advisor, National Vice President for Colonization & Membership & National Headquarters for approval

VII. Continue communication with advising chapter and advising national person

VIII. Begin planning a service project for next month

IX. Send a completed colony report to the National Headquarters National Vice President of Colonization & Membership by 1st of the Month

NOTES

MONTH 6

I. Perform fund-raiser and service project

Make sure that you are organized and that everyone is attending these functions. Have fun!

II. Finish Petitioning Document

By now you should be finishing your petitioning document. Your Colony Advisor & the National Vice President of Colonization & Membership must approve before sending to National Headquarters. Make sure that you have met all the requirements and that the document is neatly prepared and ready to be sent to the National Headquarters. See Appendix #3 on page 57.

III. Review Petitioning Document with sponsor/band director, advising chapter, and advising person

Let as many people as possible review your Petitioning Document. If the National Headquarters receives the document with errors they will return it to you for revisions. Having it proofed by many different persons will ensure that it will be the best Petitioning Document possible.

IV. Complete Chapter Membership Education Program

You should be completing your written Membership Education Program. Your Colony Advisor & the National Vice President of Colonization & Membership must approve before sending to National Headquarters. Make sure that it includes the elements of the National Membership Education Program and conforms to all national policies. Let as many people as possible review and make comments on the program once finished. The program must be sent to the National Headquarters for approval prior to submitting your Petitioning Document.

V. Continue regular meetings with sponsor/band director

It is important to continue communication with your director and sponsor so that they can help guide you through the process. Setup a date and time for your next meeting.

VI. Begin long-range planning and goal setting

As an organization, we must constantly plan for both the short-term and the 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 an ongoing fund-raiser that continually makes you money or an annual one that makes you a lot of money at one time.

VII. Continue communication with advising chapter and advising person

Keep the line of communication open between you and your advisors. It is necessary to get into a communication routine where you have a set time and day in which you will talk with them. Even if you do not have anything to discuss, it is still a good time to go over an agenda for the future. See page 5 for Contact Information.

VIII. Begin planning a service project for next month

Continue your service project efforts and be constantly planning at least a month in advance for future service projects. See Appendix #7 on page 65.

IX. Send a completed colony report to the National Vice President of Colonization & Membership & National Headquarters

It is important that you complete the colony's monthly report due on the 1st of each month. The report is the National Council's way of checking on your activities during

NOTES

MONTH 7

I. Perform service project

II. Plan fund-raiser for next month

III. Continue long-range planning, goal setting,
Membership Education Program, etc.

IV. Complete review of the National
Guide to Membership Education

V. Meet with advising chapter

VI. Revise Membership Education Program and/or
Chapter Constitution if necessary

VII. Send completed Petitioning Document to
National headquarters

VII. Send a completed colony report to the National Headquarters
National Vice President of Colonization & Membership by
1st of the Month

NOTES

MONTH 7

I. Perform service project and fund-raiser

Make sure that you are organized and that everyone is attending these functions. Have fun!

II. Plan fund-raiser for next month

Continue your fund-raising efforts and be constantly planning at least a month in advance for future fund-raising projects. See Appendix #6 on page 65.

III. Continue long-range planning, goal setting, Membership Education Program, etc.

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 an ongoing fund-raiser that continually makes you money or an annual one that makes you a lot of money at one time. Constantly review how we do things and see what can be done better.

IV. Complete review of the National Guide to Membership Education

By now you should be completing your initial review of the National Guide to Membership Education. This should not end your Membership Education process though. The colony should setup a constant review and future-learning program.

V. Send completed Petitioning Document to the National Headquarters

The completed Petitioning Document should have your Chapter Constitution included in it. Your Colony Advisor & the National Vice President of Colonization & Membership must approve before sending to National Headquarters. Make sure that the National Headquarters has previously approved the constitution and your Membership Education Program. If you have sent these documents in but have not received a response, contact the National Headquarters. This will save you time and energy, because if there are errors in the constitution they will return the entire document for editing.

VI. Revise Membership Education Program and/ or Chapter Constitution of necessary

You may receive comments about your Membership Education Program or Constitution that may require you to re-edit the document before sending it to National Headquarters. Remember that the Constitution must be approved prior to sending in your Petitioning Document, because if errors are found it will be returned to you for corrections. If these have been approved, you may send in your Petitioning Document.

VII. Send completed Petitioning Document to the National Headquarters

The completed Petitioning Document should have your Chapter Constitution included in it. Make sure that the National Headquarters has previously approved the constitution and your Membership Education Program. If you have sent these documents in but have not received a response, contact the National Headquarters. This will save you time and energy, because if there are errors in the constitution they will return the entire document for editing.

VIII. Send a completed colony report to the National Vice President of Colonization & Membership & National Headquarters

It is important that you complete the colony's monthly report due on the 1st of each month. The report is the National Council's way of checking on your activities during the colonization process. It is imperative that you turn your reports in on time. See Appendix #8 on page 68.

NOTES

MONTH 8

I. Perform fund-raiser

II. Revise Membership Education Program and/ or
Chapter Constitution of necessary

III. Revise Petitioning Document

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

V. Plan service project and fund-raiser for next month

VI. Begin discussing possible installation dates
with Colony Advisor, Advising chapter and
National Vice President for Colonization and Membership

VII. Pick an installation date — have at least three possible alternatives

VIII. Send a completed colony report to the National Headquarters
National Vice President of Colonization & Membership by
1st of the Month

NOTES

MONTH 8

I. Perform fund-raiser

Now you are executing your fund-raiser. Remember to keep it fun! Everyone should do their part and participate.

II. Revise Membership Education Program and/ or Chapter Constitution of necessary

You may receive comments about your Membership Education Program or Constitution that may require you to re-edit the document before sending it to National Headquarters. Remember that the Constitution must be approved prior to sending in your Petitioning Document, because if errors are found it will be returned to you for corrections. If these have been approved, you may send in your Petitioning Document.

III. Revise Petitioning Document

You may receive comments about your Petitioning Document that may require you to re-edit the document before sending it to National Headquarters.

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

A representative or appointee of the National Council will be sent to your campus for a pre-installation visit two weeks to one month prior to installation. After the National Headquarters approves your Constitution, your Membership Education Program and Petitioning Document, you will be approved for the Chapter Installation. It is important that the representative meet with the Director of Bands, colony sponsor, Dean of Students (or equivalent), chairman of the Music Department, 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. 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 records, and any other materials that pertain to the operation of the colony for the representative to review.

V. Plan service project and fund-raiser for next month

You should continue your service project and fund-raising efforts. These two items tend to go hand and hand, but not always. See Appendices 6 and 7 on pages 63 and 65.

VI. Begin discussing possible installation dates with Colony Advisor, Advising Chapter and National Vice President for Colonization and Membership

Now that you have been approved for installation you should contact your advising chapter and National Vice President for Colonization and Membership to set an installation 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.**

You will need to fax or express mail 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. This must be received in the National Headquarters at least two weeks prior to the installation date. See page 5 for Contact Information.

VII. Pick an installation date — have at least three possible dates

When picking a date for installation, make sure you come up with at least three possible dates so that everyone from your colony and advising chapter, your sponsor, the Advising person, a National Council Representative, the National Vice President for Colonization and Membership, a National Headquarters representative, and other invited guests can attend. Remember that we have to pick the best date possible so that you have great attendance. You may want to have a reception after the installation; consult with the National Vice President for Colonization and Membership for protocol.

VIII. Send a completed colony report to the National Vice President of Colonization & Membership & National Headquarters

It is important that you complete the colony's monthly report due on the 1st of each month. The report is the National Council's way of checking on your activities during the colonization process. It is imperative that you turn your reports in on time. See Appendix #8 on page 68.

NOTES

MONTH 9

I. Perform fund-raiser and service project

II. Host pre-installation visit

III. Continue planning with sponsor/band director

IV. Coordinate installation date with National Vice President for Colonization & Membership, Colony Advisor & Advising Chapter

V. Send a completed colony report to the National Vice President of Colonization & Membership & National Headquarters by
1st of the Month

NOTES

MONTH 9

I. Perform fund-raiser and service project

Make sure that you are organized and that everyone is attending these functions. Have fun!

II. Host pre-installation visit

A representative of the National Council will be sent to your campus for a pre-installation visit two weeks to one month prior to installation. After the National Headquarters approves your Constitution, Membership Education Program, and Petitioning Document, the visit will be set. It is important that the representative meet with the Director of Bands, chairman of the Music Department, 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. This is a perfect time for you to ask questions.

The representative will write a report to the National Council recommending whether or not the colony should be installed, along with any recommended changes. After this report is received and approved, the National Vice President for Colonization and Membership will contact you and your advising chapter about an installation date.

III. Continue planning with sponsor/band director

You should continue your planning with your sponsor/band director. Remember that we exist on your campus at the discretion of your director. They are your best source on information and help with what needs to be done for your band program.

IV. Coordinate installation date with National Vice President for Colonization & Membership, Colony Advisor and the advising chapter

By now you should be able to coordinate an actual installation date with the National Vice President for Colonization and Membership, Colony Advisor and advising chapter. You will need to send a note to all chapters in your district informing them of the installation. Send a list of names of all colony members, as they would wish to have them recorded on any official document, to the National Headquarters.

V. Send a completed colony report to the National Vice President of Colonization & Membership & National Headquarters

It is important that you complete the colony's monthly report due on the 1st of each month. The report is the National Council's way of checking on your activities during the colonization process. It is imperative that you turn your reports in on time. See Appendix #8 on page 68.

NOTES

MONTH 10

Installation!

POST-INSTALLATION

- I. Purchase ritual regalia and practice the performance of the rituals.
- II. Contact your student government or student affairs office and ensure that all paperwork is in order.
- III. Post Colonization Follow Up & Communication Continues with Colony Advisor, Advising Chapter & National Vice President for Colonization & Membership

NOTES

MONTH 10

Installation!

Congratulations! Your colony is now our newest chapter!

POST-INSTALLATION

I. Purchase ritual regalia, review the teachings of the ritual, 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.

II. Contact your student government or student affairs office and ensure that all paperwork is in order.

Most campuses require that you be a registered organization on campus. Make sure that all the necessary paperwork has been filled out. Be sure to register each year, if required.

III. Claim your official chapter e-mail address, which is available as part of the web-based services provided by the National Headquarters.

This address is free, permanent, and easy to remember, and because it belongs to the chapter and not to a particular individual, chapters will not have to change e-mail addresses when personnel or officers change. Your official chapter e-mail address is simply the name of your chapter (lower case, one word), followed by "@tbsigma.org" as appropriate (for example, "alpha@tbsigma.org"). To claim your official chapter e-mail address, contact or feedback@tbsigma.org as appropriate.

NOTES

APPENDICES

NOTES

APPENDIX #1

OFFICER INFORMATION

COLONY PRESIDENT

Key Areas of Responsibility

- Preside at colony meetings
- Know and be able to use parliamentary procedure
- Keep colony sponsor very well informed
- Appoint all committees
- 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 colony/chapter (if applicable)
- Provide leadership and assistance to all colony activities
- Sign all checks for monies disbursed. (To protect your colony, make sure that the colony's checking account requires at least two signatures. The colony may choose to have the Colony President, Colony Treasurer, and the Colony Sponsor authorized to sign checks.)

Leadership

- Enforce the discrimination, hazing, and alcohol/controlled substances policies at all organizational functions and activities
- 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
- Utilize the Guide to Leadership Development and incorporate its ideas in all your Colony activities

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 national officer (or representative), and District Vice President

Reports

- File all monthly Colony Activity Reports with the advising chapter, your advising national officer (or representative), and the National Headquarters by the 1st of the month following the month being reported (e.g. the October Colony Report would be due by November 1st).

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 e-mail.

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 and sorority lore and history
- Begin creating ritual materials
- Review the required elements of the Membership Education Program located in the Chapter Operations Handbook or Guide to Membership Education

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 if you become a chapter.

While the Petition 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/home contact information, and instrument played

CORRESPONDING SECRETARY

Key Areas of Responsibility

- Communicate with the chapters, especially your advising chapter, those in your District, your District Council, the National 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

COLONY TREASURER

Key Areas of Responsibility

- Control the receipts and disbursements of all moneys of the colony
- Submit recommendations concerning the financial policies of the colony as may be required
- Sign all checks for moneys disbursed
- Responsible for keeping records of all colony finances
- 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

Handling money is always a tremendous responsibility, but handling other people’s 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. 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.

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. The integrity, responsibilities, and obligations of your office cannot be overemphasized. When in doubt, ask other colony officers and/or your colony sponsor for advice.

OTHER SUGGESTED OFFICERS

Below are three additional officers that, although not required for a colony, are required for a chapter:

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.

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.

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 names 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 #2

SUGGESTIONS FOR SPONSORS

Quite frequently, chapter sponsors ask what their specific duties include. The sponsor is basically a consultant to the organization who assist 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, your nearest National Officer, or District Governor.
- Read and approve reports that the colony/chapter must submit to the National Headquarters. Colony Reports are to be postmarked or e-mailed no later than the 1st of each month; **once the Colony becomes a Chapter, the Chapter Personnel Report is due September 30 (postmark date), the chapter Fall Activity Report is due December 1 (postmark date), and the Chapter Summary Report is due June 1 (postmark date). A sponsor signature is required for proper filing of these reports. A sponsor endorsement of chapter activities is recommended and appreciated.**
- Audit the chapter financial records at the end of each academic year. A sponsor co-signature on all 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, to see that proper budgets are formulated as well as proper distribution and accounting for funds of the organization are maintained.
- 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.
- 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.
- Guide rather than dictate or order. Sometimes a little "push" is called for, but a "shove" is rarely appropriate or effective.
- Advise through a process of challenge and support. Challenge the students to strive for more; then support them in their efforts.

- Provide constructive feedback where appropriate. It is generally preferable to provide input after the chapter meeting rather than during the meeting.
- 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, any National Officer, or your District Governor if a question or problem arises. You also 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. You will receive copies of all correspondence and manuals. Should you have any questions concerning the chapter's status at any time, please contact the National Headquarters.

Nothing stops the person who desires to achieve.
 Every obstacle is simply a course to develop one's achievement muscle.
 It's a strengthening of one's powers of accomplishment.

The boss drives his or her people; the leader coaches them.
 The boss depends upon authority; the leader on good will.
 The boss inspires fear; the leader inspires enthusiasm.
 The boss says "I"; the leader "we."
 The boss fixes the blame for the breakdown; the leader fixes the breakdown.
 The boss says "go"; the leader says "let's go!"

The highest reward for a person's toil is not what they get for it,
 but what they become by it.

Things may come to those who wait,
 but only those things left by those who hustle.

If you only care enough for a result,
 you will almost certainly attain it.

Success is never final, and failure is never fatal;
 it's courage that counts.

APPENDIX #3

PETITION SPECIFICATIONS

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

GENERAL:

- Petition must be a standard size of 8 1/2" x 11".
- Only one copy is to be sent to the National Headquarters, although it is recommended that the colony construct another copy for its own files.
- All information is to be typewritten or printed. The document is to be bound in a permanent binding of some type, to protect its contents. Page numbers are 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...(state which organization)"
- Method and materials used in binding is at the discretion of petitioning group

CONTENTS:

- Petition Page (see example below)
- 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
- 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 whether in concert and/or marching formation
- 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 photograph of the petitioning group, with each member identified

- A short history of the petitioning group.
- A copy of your colony constitution.
- 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.

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 which describes degrees offered, campus musical organizations, and student activities.

FILE THE PETITION WITH NATIONAL HEADQUARTERS

When completed, the Petition should be thoroughly checked by the Petition Editor and Sponsor, then carefully packaged and sent by registered or insured mail via the U.S. Postal Service to:

Tau Beta Sigma National Headquarters
 Post Office Box 849
 Stillwater, Oklahoma 74076-0849

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

Tau Beta Sigma National Headquarters
 401 East 9th Ave.
 Stillwater, Oklahoma 74074

PETITION PAGE EXAMPLE (see opposite)

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 Fraternity and Sorority, and the insertion of the correct name of each organization in the places provided.

Key:

- (1) Name of your concert or marching band
- (2) Tau Beta Sigma
- (3) Sorority
- (4) Day, as “ninth” or “twenty-first”
- (5) Month and year, as “April, Nineteen hundred ninety-five”

PETITION FOR A CHARTER

We, the undersigned, students in good standing and members in good standing of the (see key at 1), 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 (2) National Honorary (3) for members of the College Band, to grant to us and to our successors a charter for a Chapter in the (3) at this institution.

Should this petition be granted, we agree to support the Constitution, all rules, regulations, customs, and traditions of (2), to perform its rituals, to exercise our responsibilities in the government and support of the (3) 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 (3) 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 whereof, we have hereto set our hand this (4) day of (5)

(Signatures of Charter Members,
in alphabetical order, appear below)

(Signatures of Charter Members)
in alphabetical order appear below)

_____ (Signature of Sponsor)

APPENDIX #4

ADVISING CHAPTER GUIDELINES

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

The advising chapter must submit its Constitution and Membership Education Program to the National Vice President for Colonization & Membership & National Headquarters prior to submitting to the Colony.

- Assign one person to be responsible for consistent communication with the colony. The National Headquarters, District and National Officers should be provided with the name and contact information of this person.
- Plan meetings with the colony officers and/or entire colony every four weeks throughout the colonization period.
- Provide information and conduct a mini membership education program by giving presentations on the history Tau Beta Sigma. Be sure to cover National Programs as well as the operation of the Sorority on the national and district levels.
- Colonies are not to start their own membership education class during the colonization period.
- Provide a copy of your Chapter Constitution and assist the colony in drawing up their own Constitution.
- Complete and return the monthly advising report to the National Headquarters.
- Have in-depth discussion with the colony members on topics such as service projects, membership education, fund-raising, national obligations, leadership, etc.

MORE IDEAS FOR THE ADVISING CHAPTER

- 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/sisterhood within themselves and with their advising chapter.
- Administer first, second, and third degrees to the colony. Keep the National Vice President for Colonization and Membership and the National Headquarters informed well in advance of dates, and let other chapters know in case they wish to attend. Do not administer the ritual of the third degree until National Headquarters has approved their Membership Education Program, Petitioning Document, and Constitution, all fees are paid, and you receive approval from the National Vice President for Colonization and Membership.
- It is important that the advising chapter continues to assist the colony until after they have presented all three degrees of the ritual on their own as a new chapter. Assist and advise the new chapter on properly presenting the ritual.

APPENDIX #5

SUGGESTIONS FOR CREATING 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 is 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. Do not repeat material from the National Constitution.

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) designated by your institution. Assuming that your constitution does not conflict with any element of the National Constitution (or your college/university memberships 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 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

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
 - Recall Elections

Finances

- General
- Dues
- Chapter Dues

Meetings

- General
- Special
- Summer Session

Membership

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

Delegates and Proxies

Committees

Reports

Ratification of the Constitution

Amendments

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

APPENDIX #6

FUND-RAISING IDEAS

People always ask for ideas that will help the chapter or colonies in its fund-raising 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.

- Recycling Drives - helps save the earth's resources
 - Cans
 - Paper
 - Bottles
- 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, underwear) 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 service or work auction
- Wrap Christmas presents for dollars
- Shovel and clear walkways during snow and ice season
- 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
- Cowdump- 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 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 ball 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 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 mums/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 #7

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 orange juice and donuts on Parents Day
- Provide a reception for parents
- Institute a Band Buddy program
- Prepare lunches 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
- Host Alumni reception during Homecoming weekend
- 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 semiformal 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

- Set up stage for rehearsals and breakdowns
- Host blood drives
- Offer baby-sitting services for children of band members
- Offer student-tutoring services for members of the band
- Provide refreshments for intermissions of concerts
- Establish band store for reeds, valve oil, etc.
- Tape concerts
- Host MENC 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
- Do press releases for concerts
- Paint practice rooms
- Have after school programs for community
- Hold public concerts at area mall
- Collect food for community
- Have march-a-thons
- Help at homeless shelters
- 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
- Participate in the Adopt-a-Highway litter cleanup program
- Clean instruments
- Offer lessons to high school students
- Work stage crew
- Sell tickets at band performances

- Host receptions
- Do publicity for concerts
- Warm up the band for the director
- Paint faces for pep band
- Bake cookies for trips
- Have pep band for Special Olympics
- Host guest bands
- Organize pep rallies
- Offer scholarships for the music department
- Provide drinks for the pep band
- Serenade at dorms for people
- 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
- Hold Band Banquets
- Provide pep band to greet teams after a trip
- Keep band records i.e. photos, VCR tapes
- Provide moral support for bands through attendance at performances
- Send needs to nursing homes and orphanages
- Purchase new equipment or instruments
- Recycle
- Produce a Band Newsletter
- Provide transportation to social events
- Help theatre department teach how to fake playing an instrument (?)

APPENDIX #8

COLONY STATUS REPORT

All active chapters of Tau Beta Sigma will be required to submit a status report on the 1st of each month to the National Vice President of Colonization of Membership & National Headquarters, using the following form. As an active affiliate of the National Organization, your colony must assume the responsibility of properly informing the National Officers of your activities. The colony president assumes the responsibility for filing the Colony Status Report. Be sure to allow enough time to obtain your sponsor's signature before the 1st of each month.

INSTRUCTIONS

SECTION I – COLONY LEADERSHIP/COMUNICATION

Please list the officers that will be serving during the colonization process; if unknown at this time, list the current officers. Please note any changes from the previous month.

SECTION II – SCHOOL DATES

Please indicate the dates for next year's academic calendar. This information should be located in the school catalog or contact your registrar's office at your school.

SECTION III – COMMUNICATION

1. **Advising Person**– Your Advising person is the one assigned to your colony by the National Council, not the Colony Sponsor. List all contacts with this person; if none, write "None."
2. **Advising Chapter** –List all contacts with your Advising Chapter; if none, write "None."
3. **National Officer/Headquarters** –List all contacts with any National Officer of the National Headquarters; if none, write "None."
4. **District Officers/Governors** – List all contacts with any District Officers and/or Governors; if none, write "None."

SECTION IV – COLONY FINANCES

1. **Beginning of the Month Balance** – Record the amount of money the Colony had at the start of this month.
2. **Income** – Record the amount of money the chapter brought in this school year.
3. **Money Available** – Total of lines 1 and 2.
4. **End of the Month Balance** – Subtract line 4 (Expenses) from line 3 (Money Available) and place the total on this line.
 - o ***Amount of money used to support your band program** – Please indicate the amount of money from line 4 (Expenses) the Colony used to support the band program through donations, scholarships, purchases, etc.
 - o Please list two major fund raising activities the colony uses to provide colony operational funds.

SECTION V – Colony Activities Since Last Report

- o Use this section to inform the National Council of the Colony's activities. Briefly describe any activity in each category, and list any persons who helped you and how he/she helped. This information is used by the National Council to help your Colony.

SECTION VI – COLONY INFORMATION

- o Indicate the total number of Colony members
- o Indicate the number of colony members that are in each of the Year in School categories. The total number from these categories should be equal to the total number of colony members.
- o Indicate the total number members that are Male, Female, and Music Majors. The total number from these categories should be equal to the total number of colony members.
- o Only place a N/A if your school does not offer a Music Major.

SECTION VII – REQUIRED SIGNATURES

- o Both the Colony President and the Colony Sponsor should sign in the places indicated.



TAU BETA SIGMA COLONY STATUS REPORT



Photocopy Only!

INSTRUCTIONS: Please type or print clearly answering all questions to the best of your ability. This report should be filed with the National Vice President of Colonization & Membership & National Headquarters on the 1st of each month during the colonization process. Please keep a copy of this report for your own files. Please return the completed form to: tbscolony@kkytbs.org.

Tau Beta Sigma, National Headquarters, P.O. Box 849, Stillwater, OK 74076-0849

Colony: _____ TBΣ Chapter Reactivating (if applicable): _____
Colony Mailing Address (see note below): _____
Colony Physical Address (see note below): _____
College/University: _____ District: _____
Colony Phone: Colony Web Site: _____ Colony E-mail: _____
This Report Was Prepared By: _____ Date Filed: _____

SECTION I - COLONY LEADERSHIP/COMMUNICATION

NOTE: Please provide all information including telephone numbers. Bulk mailing procedures require **CORRECT** and **COMPLETE** address information. If your mailing address is a U.S. Post Office box, specify "P.O. Box" in your address. If your mailing address is a campus mailbox, specify "Campus Box" number. PODIUM shipments require a physical address (i.e., a street name and number or a building and room number), **not** a U.S. Post Office box.

Sponsor Information

Sponsor: _____ Director of Bands: _____
Sponsor Office Telephone: _____ Director of Bands Telephone: _____
Sponsor Office Address: _____ Director of Bands Address: _____

Sponsor Phone: _____ Director of Band's Phone: _____
Sponsor E-mail: _____ Director of Bands E-mail: _____

Colony Officers

Date these officers were Elected: _____

President: _____ Corresponding Secretary: _____
Vice President: _____ Treasurer: _____
Recording Secretary: _____ Alumni Secretary: _____

SECTION II - SCHOOL DATES

NOTE: Information in this section is for the dates of next year's academic calendar. This information should be located in your school's catalog. The information collected is for use by the National Headquarters and for the Chapter Field Representatives to better schedule their visits.

Semester System

Quarter System

Fall Semester Begins: _____

Fall Quarter Begins: _____

Fall Break Dates: _____

Fall Quarter Ends: _____

Fall Semester Ends: _____

Winter Quarter Begins: _____

Spring Semester Begins: _____

Winter Quarter Ends: _____

Spring Break Dates: _____

Spring Quarter Begins: _____

Spring Semester Ends: _____

Spring Quarter Ends: _____

Other: _____

SECTION III – COMMUNICATION

1. Advising Person: _____

A. Last contact with Advising Person: _____ Date: _____
 Mail () E-mail () Phone () Visit () Other () _____

Type and frequency of contact (number of times you have had contact by each of the following) since last report:

Mail: _____ E-Mail: _____ Phone: _____ Visit: _____ Other: _____

B. Issues discussed: _____

2. Advising Chapter: _____

A. Last contact with Advising Chapter: _____ Date: _____
 Mail () E-mail () Phone () Visit () Other () _____

Type and frequency of contact (number of times you have had contact by each of the following) since last report:

Mail: _____ E-Mail: _____ Phone: _____ Visit: _____ Other: _____

B. Issues discussed: _____

3. National Officer/Headquarters: _____

A. Last contact with National Officer/Headquarters: _____ Date: _____
 Mail () E-mail () Phone () Visit () Other () _____

B. Issues discussed: _____

4. District Officers/Governors: _____

A. Last contact with District Officer/ Counselors: _____ Date: _____
 Mail () E-mail () Phone () Visit () Other () _____

B. Issues discussed: _____

SECTION IV - COLONY FINANCES

NOTE: Information in this section should be directly taken from the colony treasurer’s records, which should be thoroughly examined. A self-audit of the colony financial records must take place each month.

- | | | |
|----|--|----------|
| 1. | Beginning of the month balance | \$ _____ |
| 2. | Income | \$ _____ |
| 3. | Money available (add line 1 and line 2) | \$ _____ |
| 4. | Expenses* | \$ _____ |
| 5. | End of the month balance (subtract line 4 from line 3) | \$ _____ |

*Amount of money (from #4 Expenses) used to support your band program: \$ _____
 (i.e., donations, scholarships, purchases, etc.)

 Treasurer’s Signature

Please list any major fund raising activities currently being used to provide colony operational funds: _____

SECTION V - COLONY ACTIVITIES SINCE LAST REPORT

NOTE: Please supply information for the following activities.

A. Service Projects _____

Did you receive help? From whom? _____

B. Fund-raising Projects _____

Did you receive help? From whom? _____

C. Social Activities _____

Did you receive help? From whom? _____

D. Finances _____

Did you receive help? From whom? _____

E. Petitioning Document: _____

Did you receive help? From whom? _____

F. Membership Education Program: _____

Did you receive help? From whom? _____

G. Constitution: _____

Did you receive help? From whom? _____

H. New Ideas for Upcoming Month in Service (for Colony, music program, or community), Fund-raising projects or Social Activities.

Did you receive help? From whom? _____

I. Contact with other KKΨ, or TBS Chapters, National Officers, National Headquarters or other Music Organizations? _____

J. Colony needs help with: _____

K. Sponsor comments: _____

K. Director of Bands comments: _____

SECTION VI - COLONY INFORMATION

NOTE: Information in this section is for demographics of the colonies, and is used by the National Councils and National Headquarters for long term planning. Please provide all information, and please put a N/A next to any question that does not apply. This information only needs to be submitted once a year or as it changes

Total number of colony members: _____

Number of members that are:

First Year: _____ Fourth Year: _____ Males: _____

Second Year: _____ Fifth Plus: _____ Females: _____

Third Year: _____ Graduates: _____

Non-music Majors: _____ Music Majors: _____

SECTION VII - REQUIRED SIGNATURES

Colony President

Date Signed

Colony Sponsor

Date Signed

APPENDIX #9
ADVISING CHAPTER REPORT

The advising chapter for the colony will be required to submit a report by the 1st of each month to the National Headquarters, using the following form. As the advising chapter for the colony, you must assume the responsibility of properly informing the National Officers of your activities. The colony liaison assumes the responsibility for filing the Advising Chapter Report. Be sure to allow enough time to obtain your sponsor's signature before the end of the school term.

INSTRUCTIONS

SECTION I – COLONY COMMUNICATION

Please indicate, for each category, how much contact your chapter has had with the colony and what issues were discussed. If none, write "None."

SECTION II – ADVISING PERSON COMMUNICATION

Please indicate, for each category, how much contact your chapter has had with the colony's Advising Person and what issues were discussed. If none, write "None."

SECTION III – DISTRICT GOVERNOR/COUNSELOR/OFFICER COMMUNICATION

Please indicate, for each category, how much contact your chapter has had with the colony's District Counselor and /or Officer and what issues were discussed. If none, write "None."

SECTION IV – SPONSOR/DIRECTOR OF BANDS COMMUNICATION

Please indicate, for each category, how much contact your chapter has had with the colony's Sponsor and/or Director of Bands and what issues were discussed. If none, write "None."

SECTION V – COLONY ASSISTANCE

1. List, for each category, the ways in which your chapter has assisted the colony. If none, write "None."
2. Briefly evaluate the colony's progress to date.

SECTION VI – SIGNATURE

Your Colony Liaison must sign the form before it is sent to the National Vice President of Colonization & Membership & National Headquarters.



TAU BETA SIGMA ADVISING CHAPTER REPORT

Photocopy Only!



INSTRUCTIONS: This report should be filed with the National Headquarters on the 1st of each month during the colonization process. Please keep a copy for your records. This report should be filed with the National Vice President of Colonization & Membership & National Headquarters on the 1st of each month during the colonization process. Please return the completed form to: tbscopy@kkytbs.org.

Sending in Mail: Tau Beta Sigma, National Headquarters, P.O. Box 849, Stillwater, OK 74076-0849

Colony: _____ TBΣ Chapter Reactivating (if applicable): _____
 School: _____
 District: _____ Date Filed: _____
 Colony that your Chapter is advising: _____
 This report was prepared by: _____

SECTION I – COLONY COMMUNICATION

Last contact with Colony: _____ Date: _____
 Mail () E-mail () Phone () Visit () Other () _____

Type and frequency of contact (number of times you have had contact in each of the following) since last report:

Mail: _____ E-Mail: _____ Phone: _____
 Visit: _____ Other: _____

Issues discussed/Workshops presented: _____

SECTION II – ADVISING PERSON COMMUNICATION

Last contact with Advising Person: _____ Date: _____
 Mail () E-mail () Phone () Visit () Other () _____

Type and frequency of contact (number of times you have had contact in each of the following) since last report:

Mail: _____ E-Mail: _____ Phone: _____
 Visit: _____ Other: _____

Issues discussed/Workshops presented: _____

SECTION III – DISTRICT GOVERNOR/COUNSELOR/OFFICER COMMUNICATION

Last contact with District Governor/Counselor/Officer: _____ Date: _____
 Mail () E-mail () Phone () Visit () Other () _____

Type and frequency of contact (number of times you have had contact in each of the following) since last report:

Mail: _____ E-Mail: _____ Phone: _____
 Visit: _____ Other: _____

Issues discussed/Workshops presented: _____

SECTION IV – SPONSOR/DIRECTOR OF BANDS COMMUNICATION

Last contact with Sponsor/Director of Bands: _____ Date: _____
Mail () E-mail () Phone () Visit () Other () _____

Type and frequency of contact (number of times you have had contact in each of the following) since last report:

Mail: _____ E-Mail: _____ Phone: _____

Visit: _____ Other: _____

Issues discussed/Workshops presented: _____

SECTION V – COLONY ASSISTANCE

1. In what way is your chapter helping the colony?

A. Service Projects _____

B. Fund-raising Projects _____

C. Social Activities _____

D. Officer Responsibilities _____

E. Petitioning Documents _____

F. Constitution _____

G. Membership Education _____

2. What is your evaluation of the progress being made by the Colony? _____

SECTION VI – SIGNATURE

Note: 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.

Colony Liaison Date Signed

This comprehensive report must be submitted to the National Vice President of Colonization & Membership & National Headquarters of Tau Beta Sigma by the 1st of each month.

APPENDIX #10
COLONY ADVISOR REPORT

By the 1st of each month, the Colony Advisor is required to submit a monthly report to the National Vice President of Colonization & Membership & National Headquarters on the following form. As an advisor on behalf of the National Organization, you must assume the responsibility of properly informing the National Officers of your activities.

INSTRUCTIONS

SECTION I – COLONY COMMUNICATION

Please indicate, for each category, how much contact you have had with the colony and what issues were discussed. If none, write “None.”

SECTION II – ADVISING CHAPTER COMMUNICATION

Please indicate, for each category, how much contact you have had with the colony’s Advising Chapter and what issues were discussed. If none, write “None.”

SECTION III – SPONSOR/DIRECTOR OF BANDS COMMUNICATION

Please indicate, for each category, how much contact you have had with the colony’s Sponsor and/or Director of Bands and what issues were discussed. If none, write “None.”

SECTION IV – DISTRICT COUNSELOR OFFICER COMMUNICATION

Please indicate, for each category, how much contact you have had with the colony’s District Counselor/Officer and what issues were discussed. If none, write “None.”

SECTION V – NATIONAL VICE PRESIDENT FOR COLONIZATION AND MEMBERSHIP COMMUNICATION

Please indicate, for each category, how much contact you have had with the National Vice President for Colonization and Membership and what issues were discussed. If none, write “None.”

SECTION VI – SIGNATURE

You must sign the form before it is sent to the National Headquarters.



TAU BETA SIGMA COLONY ADVISOR REPORT



Photocopy Only!

INSTRUCTIONS: This report should be filed with the National Headquarters on the 1st of each month during the colonization process. Please keep a copy for your records. Please return the completed form to: tbscolony@kkytbs.org.

Sending in Mail: Tau Beta Sigma, National Headquarters, P.O. Box 849, Stillwater, OK 74076-0849

Name: _____ TBΣ: _____

Address: _____

Phone: E-mail: Date Filed: _____

Colony that you are advising: _____

SECTION I – COLONY COMMUNICATION

Last contact with Colony: _____ Date: _____

Mail () E-mail () Phone () Visit () Other () _____

Type and frequency of contact (number of times you have had contact in each of the following) since last report:

Mail: _____ E-Mail: _____ Phone: _____

Visit: _____ Other: _____

Issues discussed/Workshops presented: _____

SECTION II – ADVISING CHAPTER COMMUNICATION

Last contact with Advising Chapter: _____ Date: _____

Mail () E-mail () Phone () Visit () Other () _____

Type and frequency of contact (number of times you have had contact in each of the following) since last report:

Mail: _____ E-Mail: _____ Phone: _____

Visit: _____ Other: _____

Issues discussed/Workshops presented: _____

SECTION III – SPONSOR/DIRECTOR OF BANDS COMMUNICATION

Last contact with Sponsor/Director of Bands: _____ Date: _____
Mail () E-mail () Phone () Visit () Other () _____

Type and frequency of contact (number of times you have had contact in each of the following) since last report:

Mail: _____ E-Mail: _____ Phone: _____

Visit: _____ Other: _____

Issues discussed/Workshops presented: _____

SECTION IV – DISTRICT COUNSELOR/OFFICER COMMUNICATION

Last contact with District Governor/Counselor/Officer: _____ Date: _____
Mail () E-mail () Phone () Visit () Other () _____

Type and frequency of contact (number of times you have had contact in each of the following) since last report:

Mail: _____ E-Mail: _____ Phone: _____

Visit: _____ Other: _____

Issues discussed/Workshops presented: _____

SECTION V – NATIONAL VICE PRESIDENT FOR COLONIZATION AND MEMBERSHIP COMMUNICATION

Last contact with NVPCM: _____ Date: _____
Mail () E-mail () Phone () Visit () Other () _____

Type and frequency of contact (number of times you have had contact in each of the following) since last report:

Mail: _____ E-Mail: _____ Phone: _____

Visit: _____ Other: _____

Issues discussed/Workshops presented: _____

APPENDIX #11

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 an individual member of the organization who has been selected to help you through the colonization process.
3. The **Board of Trustees** is the legal governing body of the corporation of which the fraternity is a part. It is composed of four members-at-large, the Immediate Past President, and the National President.
4. The **Colony Sponsor** is a person at your college or university who advises the colony on a day-to-day basis. The sponsor is usually the Director of Bands, but can be someone else agreed upon by both the colony and the Director of Bands.
5. The **Director of Bands** is the individual in charge of the band program at your college or university. The Director of Bands has the ultimate authority over the colony.
6. The **National Council** is the body which administers the affairs of the fraternity between National Conventions. It consists of all National Officers, the Immediate past National President, and the Chairperson of the Board of Trustees.
7. The **National Vice President for Colonization and Membership** coordinates all matters and activities dealing with colonies.
8. The **National Headquarters** for Tau Beta Sigma is located at Stillwater Station in Stillwater, Oklahoma. The Headquarters staff is here to help you with any questions or concerns that you may have.
9. The **National Executive Director** manages the business affairs of the Fraternity and Sorority and oversees the financial management of the organizations including developing and monitoring the budget. He or she, along with the National Membership Services Coordinator and/or National Chapter Field Representative, also reviews all Chapter Constitutions, Petitioning Documents, and Membership Education Programs.
10. The **National Membership Services Coordinator** maintains data base records for all Active, Life, and National Alumni Associations members. He or she handles all accounts receivable including Chapter or Colony fees, Active, Life, and NAA member dues. He or she, along with the Executive Director and/or National Chapter Field Representative, also reviews all Chapter Constitutions, Petitioning Documents, and Membership Education Programs.
11. The **National Chapter Field Representative** is the principal 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. He or she, along with the Executive Director and/or National Membership Services Coordinator, also reviews all Chapter Constitutions, Petitioning Documents, and Membership Education Programs.
12. The **District Council** is a group of elected students who serve as officers over your geographic area or region. The Council is there to help guide you through the colonization process through advice and experience.
13. The National Council selects the **District Counselor(s)**. They are the administrative officers of the district and act in an advisory capacity to the District Council and to the chapters of the District.
14. A **Colony Liaison** is an active member of the advising chapter who has been given the responsibility to coordinate and communicate with the colony, which the chapter is advising.

Notes:

**National Headquarters
Tau Beta Sigma
National Honorary Band Sorority
P.O. Box 849
Stillwater, OK 74076-0849**