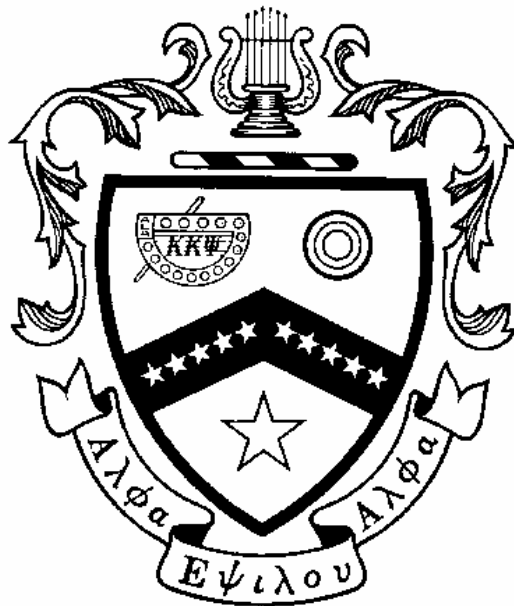


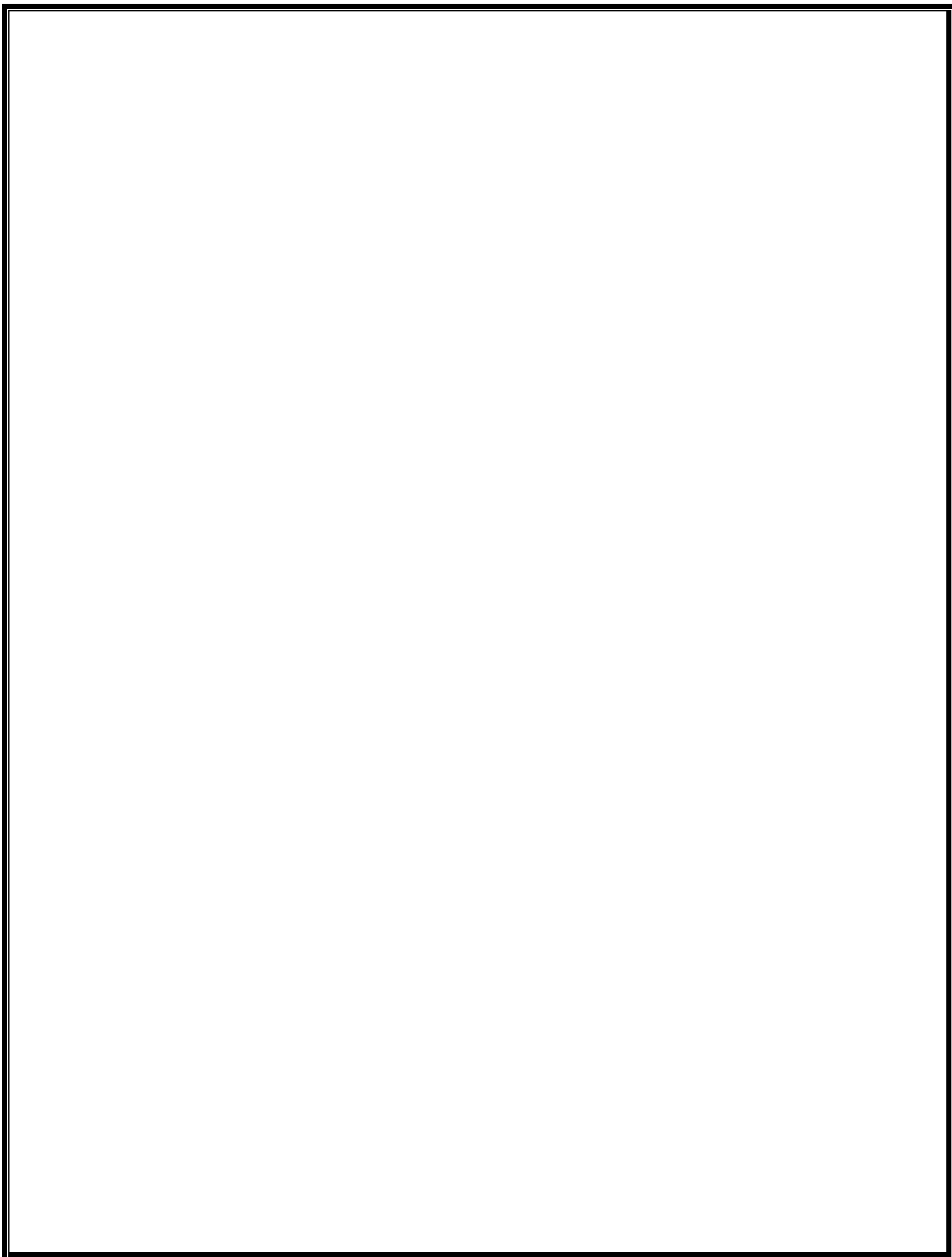
KAPPA KAPPA PSI

CHAPTER FIELD REPRESENTATIVE

Visitation Preparation Materials



“To inquire, to analyze, to instruct, and to inspire.”



TEN KEYS TO AN EFFECTIVE CHAPTER VISIT

1. Arrival

Make sure that someone is available to meet with the CFR at the designated time. This is normally around 2pm. At this time, the CFR should receive a copy of the meeting schedule.

2. Tours

Give the CFR a tour of your campus and town. This helps give the CFR a feel for your community and surroundings. Each campus is unique and often has many snippets of history to offer.

3. Accommodations

Make sure the CFR has a bed or a comfortable place to sleep, clean sheets, and towels. Make sure the residence or hotel that he/she will be staying is clean and appropriate for guests. Remember that the CFR is on the road up to 5 weeks at a time and a good night sleep is important.

4. Be Organized and Prepared

Be prepared for the CFR's visit. Have all the officer report forms, schedule of appointments, and the chapter information sheet completed for the CFR when he/she arrives. This will be a big help in making his/her visit successful.

5. Meetings

Meetings should be scheduled with the sponsor, each of the officers, committee chairs, the Executive Council, the chapter, and any other Brothers or Prospective Member that would like to meet with the CFR.

6. Be On Time

Make sure officers and committee chairs show up on time for scheduled appointments. The CFR's time is valuable as is the time of your officers.

7. Be Open and Candid

Be as open with the CFR as he/she is with the members of the chapter. The CFR is a brother there to help with any problems. It is much easier for him/her to give suggestions and solutions for your problems if you are open, candid, and honest with him/her.

8. Paperwork / Materials

Make sure that the chapter has all paperwork and materials ready for the CFR. **Remember** the CFR will need a copy of your chapter constitution and Membership Education Program to evaluate and file at the National Headquarters.

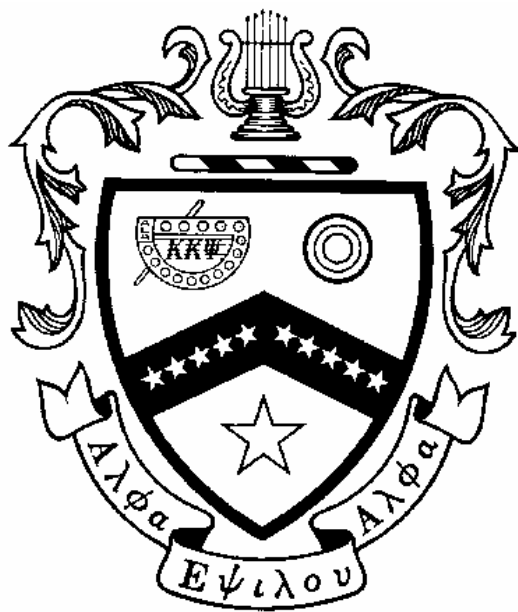
9. Respect

The CFR is a brother who is giving two years or more of his/her life to better our Fraternity. Please treat him/her, as you would want to be treated, with respect and consideration.

10. Listen and Follow Up

The CFR will give officers and members a number of ideas to improve the chapter. Listen to these suggestions and try to implement them into your chapter. The CFR has a wealth of knowledge and experience. Use his or her suggestions to improve your chapter.





So, You're Getting a CFR Visit. Don't Panic.

Frequently Asked Questions about CFR Visits and Preparation

About the CFRs and the CFR Program

Who is this CFR person, and what are they coming to do?

The Chapter Field Representatives are employed full time by the Fraternity to visit chapters and work with them on chapter operations, membership education, leadership, and many other things. The motto of the CFR Program is "To inquire, to analyze, to instruct, and to inspire." That's exactly what we're coming to do: to learn how you operate as a chapter and to give you some advice as to how your chapter can improve.

We're getting a CFR Visit! Are we in trouble?

Receiving a CFR Visit is certainly not a sign that anyone thinks ill of your chapter or that you are in trouble. We visit chapters for many, many reasons – including simply because it's that chapter's turn. Don't worry yourself with reading things into the schedule – A CFR Visit isn't a sign you're in trouble!

Are you the National Police?

No, we're really not. A CFR Visit is not an investigation of any kind and we're not coming to take away your charter. We're seriously coming to see if we can help your chapter get better. Also, we learn from every chapter we visit, and we will take the good things your chapter is doing and use those things to help other chapters grow as well. We're not the police!

There are two of you now? I thought there was only one!

Kappa Kappa Psi now has two CFR positions, though one is currently vacant. We're excited about having two CFRs because it will allow us to visit more chapters and to stay longer during many of our visits. Our Fraternity has grown so much in the past decade-and-a-half since the inception of the CFR program – it has become impossible for one CFR to visit all of the chapters in a two-year term. With two CFRs, we can reach much more of the country.

Will you travel together?

We will travel separately. We couldn't reach more chapters if we simply visited the same places together. The CFRs will have separate schedules and separate vehicles – you'll only get a visit from one at a time.

Where do the CFRs go to school? How do you miss so much class?

We don't. As mentioned, the Chapter Field Representatives work full time for Kappa Kappa Psi. That's what we do. A bachelor's degree or higher is required for the position, so don't worry – we know what it's like to be a student. In fact, we were students and active members not long ago.

Where do you come from? Why did you drive so far just to see us?

We live in Stillwater, Oklahoma and work out of National Headquarters when not traveling. One common misconception is that we drive out to visit a chapter, return home, drive out again, return

home, etc. In reality, we go on long trips – usually 4-6 weeks at a time – and visit dozens of chapters. We didn't leave Stillwater *just* to see you, but don't worry – we love you just the same.

Don't you worry about putting that many miles on your car?

Our cars, as well as the house we live in when not traveling, are provided by Kappa Kappa Psi. That's both a benefit and a necessity of the position – we do a whole lot of driving in a whole lot of places.

Okay, I like it. I want to be CFR. How do I do that?

The CFR position is a 2-2.5 year term. At the end of our terms, we go and do something else and the position becomes open. At that point, it's like applying for any other job. The vacancy will be announced (on the national listserv and in the podium) and instructions will be given for how to apply. Final interviews are usually held in Stillwater!

Preparing for a Visit

This is too much! How are we going to prepare for this?

First of all: relax. CFR Visits are important, and we take them seriously – but a visit isn't something to lose sleep over. Basically, you need to schedule some meetings, make sure the officers fill out their report forms, and do a short exercise with the chapter prior to the visit. Of course, you'll also need to let the CFR know that you received the packet and that the visit is being prepared. (If you haven't already emailed him/her, stop reading this and do it right away!) And oh yeah, find a place for the CFR to stay for the night.

Is a three-star hotel okay, or must it be four-star?

Actually, a couch is fine. In fact, we generally prefer that because it gives us a chance to interact more closely with brothers. We're completely comfortable sleeping on couches or borrowing a bed or something. All we need is a clean place to sleep, a place to shower, and a place to charge a cell phone. Of course, if your chapter wants to spring for a hotel, that's fine – we like a hotel night here and there – but seriously, there's no need to spend any money if someone has a perfectly good couch.

We have a major chapter function on the day of the visit!

Can we reschedule?

Probably not. Plus, the CFRs are brothers! We can participate in your chapter function. In fact, that type of thing lets us see how the chapter interacts on a day-to-day basis. CFRs have washed cars, watched and participated in Ritual performances, cleaned instruments, attended formals – we can do these things! Don't cancel them on our account, and don't try to cancel the visit because of them either.

All of us are in band rehearsal during part of the visit!

What do we do?

We'll be happy to watch the band rehearsal. However, if the rehearsal is going to be more than 1-1.5 hours, it might be wise to see if some meetings can be done during that time. Perhaps the officers can step out one by one – but make sure your band director fully approves of that! We do not expect or desire that you miss fulfilling your band obligations on our account – we're a band fraternity!

One of our officers can't be there to meet with the CFR! Are we in trouble?

Obviously, we like for everyone to be there if possible. However, we recognize that you have other commitments. Do the best you can to schedule the meeting (perhaps late in the day or early the next morning?), and if it still can't work, we will make do. Mention it to the CFR prior to the visit in an email and it'll be fine! We understand! Still have that officer fill out their paperwork from the packet and make sure to give that paperwork to the CFR when he/she arrives.

How about this! Our Sponsor/Director of Bands can't be there to meet with the CFR! Now are we in trouble?

Yes, you're in trouble. Happy now? Just kidding. Again, life happens. Let the CFR know as soon as possible, and hopefully we can set up an email discussion or something with your director so that his or her input can be heard. We'll make it work – just send that email!

We're supposed to fill out this fancy "Chapter Self-Analysis" sheet.

How are we supposed to do this? What is it for?

Set aside 30 minutes in a chapter meeting prior to the visit and hold a discussion on the questions. Now, there might be some disagreement and it is perfectly fine to note such disagreement on the form. Do the best you can to capture the group's opinion(s) on the form, and give it to the CFR when he/she arrives. This form will be used during the 45-minute meeting with the whole chapter. We'll go over the form, discuss some things from it, and see what we can do to help you build on those strengths and fix those weaknesses!

What kinds of paperwork do you want when you get here?

When we arrive, we like to be handed a packet containing the reports filled out by each officer, the schedule for the visit (even if you've emailed it), a copy of the chapter's constitution and membership education program, the chapter self-analysis sheet, and anything else you might want to give us. Also, if a parking pass is needed to park, please have that ready. Well-prepared visits make for a happy CFR.

We should dress up, right?

No need to do that. If people want to look professional, that's certainly fine. But there is no need to wear Sunday dress or anything like that. The CFR will likely be dressed in business casual, and you don't even need to dress up that much for the visit.

How late should we keep you up? You can stay up all night, right?

Let's try not to schedule anything after 11:00pm if possible. Sometimes you might need to, and if you have to do that let us know. Just keep in mind: you are getting one visit this year, but the CFR will do 3-4 this *week*. He/she will likely have to get up early the next day, drive a few hours, and do this all over again – we need to get at least *some* sleep.

I have some other question that I need answered, and frankly I'm freaking out about this whole thing.

That wasn't actually phrased in the form of a question, but we'll count it anyway: Call or email us. That's all you need to do! We'll help you out!

I still haven't emailed you to confirm this visit yet. Is that bad?

Yes, that's bad! But you can make it better right now! Make your CFRs happy by sending that email right away!

Some Special Cases

The CFR is scheduled to arrive on a Friday, and then is listed as OFF for the weekend. His or her letter says he/she is staying for a couple of days. What do we do?

Ideally, it'd be great if you could provide a place to sleep for the weekend if your letter says that. If not, don't sweat it – we can find our own lodging. What this scheduling means is that the CFR is doing the visit with you on Friday but is off for the weekend in your town. Email him or her to see what details can be worked out for the weekend. He/she will definitely need some alone time to rest up for the next week, but may be available to tie up some loose ends from the visit or just hang out. Email the CFR and to see about the weekend.

The CFR is scheduled for a two-day visit! How will that work?

With two CFRs, we're definitely hoping to do more and more two-day visits. If you are one of these chapters, email the CFR to discuss how your two-day visit will work – most likely, he/she will want some time in the morning of the second day to write reports and such while you go to class. After that, the visit can continue with more time for discussions and chapter activities.

We really don't think we can do it on this day. What do we do?

Nine times out of ten, we can still find a way to make it work on the scheduled day. Email us and we'll talk about it. Otherwise, we'll try to switch some things around, but with tight travel schedules that usually isn't possible. We really hate to cancel visits and are reluctant to do so. Let's discuss it and try to make it work.

Remember, we're a phone call, IM, or email away.

Ask any questions you might have!

Adam Bates

405-747-5867

kkycfr@kkytbs.org

AIM: KKYCFRDawg

NATIONAL DEADLINES

Please remember the following National Deadlines:

September 30 – Postmark Date for Chapter Fees & Member Dues for Chapters that begin the academic term before September 15. Late chapters are placed on probation until their Chapter Fees & Member Dues arrive at the National Headquarters.

**Please use the computer generated Chapter Personnel Report sent from National Headquarters*

October 15 – Postmark Date for Chapter Fees & Member Dues for Chapters that begin the academic term after September 15. Late chapters are placed on probation until their Chapter Fees & Member Dues arrive at the National Headquarters.

**Please use the computer generated Chapter Personnel Report sent from National Headquarters*

October 30 – 25% Late Fee applies to all late Chapter Fees and Member Dues for Chapters that begin the academic term before September 15.

November 1 – Spring Podium submission deadline.

November 15 – 25% Late Fee applies to all late Chapter Fees and Member Dues for Chapters that begin the academic term after September 15.

December 1 – Fall Activity Report Due

January 1 – Applications for AEA Scholarship, A. Frank Martin Award, J. Lee Burke Student Achievement Award, and Service Certificates are due at National Headquarters.

May 1 – Fall Podium submission deadline.

June 1 – Chapter Summary Reports Due

Remember that Initiates are NOT to go through Third Degree without paying their initiate fee. Failure to report initiates, and honoraries, within 30 days of initiation with money and proper paperwork will incur a 25% late fee added to the total amount. The chapter is morally responsible for paying the initiate fee for every person put through Third Degree.



POLICY STATEMENTS

The following are summarized statements of policy of Kappa Kappa Psi Fraternity and Tau Beta Sigma Sorority. All members of the Fraternity and Sorority, or those persons seeking membership into the Fraternity and Sorority, must abide by these policies at all times.

Policy on Discrimination

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

Policy on Hazing

Kappa Kappa Psi Fraternity and Tau Beta Sigma Sorority neither approves of, nor is responsible for, actions of members of local chapters which may result in injury to persons or damage to property. Hazing is defined as any action 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. When the National Fraternity or Sorority is made aware of hazing incidents, the chapter in question will be immediately suspended, pending an investigation by a representative of the Fraternity or Sorority. The chapters should understand that their charter might be revoked if the allegations are substantiated.

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; Kappa Kappa Psi Fraternity and Tau Beta Sigma Sorority adopt this policy related to controlled substances.

The possession, consumption, and distribution of alcoholic beverages by a chapter or colony at any function given in the name or benefit of Kappa Kappa Psi Fraternity and Tau Beta Sigma Sorority shall be strictly forbidden.

The possession, consumption, and distribution of controlled substances by a chapter or colony at any function given in the name or benefit of Kappa Kappa Psi Fraternity and Tau Beta Sigma Sorority shall be strictly forbidden.

Kappa Kappa Psi Fraternity and Tau Beta Sigma Sorority base their position on the clear evidence showing that abuse or illegal use of controlled substances can erode the foundations of the fraternalism and diminish the complete attainment of the goals and objectives of the organizations and the educational community.

How to Prepare Your Chapter for a CFR Visit

- **Let them know right away!** The visit is to the entire chapter, so make sure they know as much as possible about what is happening.
- **Share these materials.** Copies of all of this information are available on the Chapter Field Representatives webpage at kkpsi.org. Send an email to your chapter pointing them to <http://kkpsi.org/chapterfieldrep.asp> so that they can see the information first-hand.
- **Ask if any brothers would like an individual meeting with the CFR.** The CFR will be happy to meet with anyone who wants a meeting.
- **Remind the chapter that the visit is not an inspection.** We're here to help!
- **Schedule the chapter meeting with the CFR as far in advance as possible** so that more people can make it if it isn't on your normal meeting day.
- **Fill out the Chapter Self-Evaluation Form as a chapter.** This is a great introspective exercise for the chapter to do together and is designed to be done by the whole group prior to the visit.
- **Ask for their input.** Looking to plan a social/fun activity during the visit? Ask the chapter for their ideas.