



KAPPA KAPPA PSI
NATIONAL HONORARY BAND FRATERNITY

Petitioning Group Application

College/ University Name: _____

Re-Charter (Yes/No): _____

If yes, Greek Letter Designation: _____



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

Submitting the Application

Option 1: Save the application, scan letters of support and email all documents to the Membership & Expansion Coordinator at brooks@kkytbs.org. Send application fee (check or money order) via Certified Mail.

Option 2: Print all documents and mail along with the application fee (check or money order) via certified mail to the Fraternity National Headquarters – PO Box 849 Stillwater, OK 74076

Application Windows

Applications will only be accepted within the two “application windows” set by the National Council.

For a Fall Petitioning Process, applications must be sent between April 15 and June 30.

For a Spring Petitioning Process, applications must be sent between October 15 and November 30.

Any applications sent before a window opens or after it closes will be returned.

Petitioning Group Fees

**All Fees must be either a check or money order.*

To be submitted with the Application:

Non-Refundable Application Fee: \$150.00

To be submitted after Application Approval:

Petitioning Member Fee: \$150.00 per member

Honorary Member Fee: \$150.00 per member

One-time Charter fee: \$300.00

Application Checklist

- Completed Application Document** *(Must be typed. Handwritten applications will be returned.)*
- Required Non-refundable Application Fee of \$150.00**
- Required Signatures**
- Evidence of Institution Accreditation**
- Letter of Support from the Dean of Students (or campus equivalent)**
- Letter of Support from the Director of Bands**
(If there is no one with this title, please contact the Department Chair, Dean of the College or other supervisory individual for this correct person to complete this letter)
- (Optional) Letter of Support from Associate/Assistant Director of Bands**
- Overview of the Band Program History and Accomplishments**
- Listing of at least ten (10) Petitioning Group members that reflects a diverse population of band members.**
(The interest group president should also include an overview of the recruitment process that was used to select members.)
- Listing of Honorary Members**
- Listing of Petitioning Group Officers**
- Your College/University's Factbook**



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

SCHOOL INFORMATION

College or University: _____

City: _____ State: _____ Zip Code: _____

Approximate Size of Enrollment: _____

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

ADMINISTRATION

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

Name: _____ Title: _____

Department: _____

Mailing address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax #: _____ Email: _____

Is your institution an accredited college or university? _____

Accreditation Agency: _____

BAND INFORMATION

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

Director of Bands: _____

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

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____ Email: _____

Ensembles and approximate number of members for each:

Concert Band _____ Jazz Band _____ Marching Band _____

Symphonic Band _____ Wind Ensemble _____ Basketball Band _____

Other Ensembles: _____

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

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

SPONSOR INFORMATION

Note: The Sponsor should be selected by the Director of Bands. The Sponsor may be the Director of Bands or may be another individual associated with the band program.

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

PETITIONING GROUP INFORMATION

Interest Group Name: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Phone #: _____ Fax #: _____ Email: _____

PETITIONING GROUP FEES FOR KAPPA KAPPA PSI

** All fees are subject to change without notice.*

Fee to be submitted with the application: Non-Refundable Application Fee: \$150.00

All other petitioning group fees are due after the application is accepted and prior to chapter installation, which include Petitioning Member Fee of \$150.00 per member, Honorary Member Fee of \$150.00 per honorary, and the Charter Fee of \$300.00. Failure to pay fees in a timely manner may result in an extension of the petitioning process or removal.

For More information regarding the petitioning process, please see the Petitioning Group Handbook at: www.kkpsi.org/expansion

REQUIRED SIGNATURES

Interest Group President Signature

Director of Bands Signature

Dean of Students/Representative Signature

Sponsor Signature

KAPPA KAPPA PSI PETITIONING GROUP MEMBERS

Please list the Petitioning Group members on the provided [Google Sheet](#) (*sign-in to Google Account required*) and provide the link below. **KKΨ** promotes equality and diversity and encourages a variety of leaders in bands. This includes, but is not limited to, diverse instrumentation, gender, year in school, and major fields of study. Petitioning Group members should reflect the diversity of your band programs.

KAPPA KAPPA PSI PETITIONING GROUP HONORARY MEMBERS

Please list the Petitioning Group’s Honorary Members on the second tab of the provided [Google Sheet](#) (*sign-in to Google Account required*). This can include your Director of Bands, Sponsor, and other band staff.

https://_____

INSTITUTIONAL REQUIREMENTS FOR MEMBERS OF STUDENT ORGANIZATIONS

Please describe any restrictions on membership or university requirements. For Example, does the institution have a required GPA or number of credit hours? Are students required to attend any workshops or be cleared for intake by the institution?

COLLEGE/UNIVERSITY “FACT BOOK” OR SIMILAR DOCUMENT

Please provide an electronic copy (pdf attachment) or hyperlink to the institutional statistics.

https://_____