

Grand Scribe

Michael Griffiths

Theta-Rho, McNeese State University, '87

District Grand Master Southwestern Louisiana

Dan Tierney

Theta-Nu, Ashland University, '99

Worthy Grand Scribe



KAPPA SIGMA



Agenda

- Job Description
- Chairmen You Work With
- Reporting – KappaSig.Net
- Deadlines & Due Dates
- Internal Communication
- External Communication





GS - Job Description

Kappa Sigma Constitution, By-Laws, and Rules Article V, Section 4 Sub-Section 5

- The Grand Scribe shall keep the minutes of the Chapter and in all other respects act as its Secretary and to that end shall be provided by the International Headquarters with a suitable book in which shall be kept a full record of the proceedings of all Chapter meetings, regular and special.
- He shall read each communication in the first Chapter meeting held after its receipt and note its receipt and readings in the minutes of that meeting.
- He shall report all new pledges and initiates within the time periods prescribed by the Fraternity. (Reporting must occur within 10 days)
- He shall also report from time to time the general condition of the Chapter and the name and offices of all Chapter officers on the day following elections.





GS – Job Description

Key Takeaways

- Reporting
 - Pledges, Initiates, De-pledges
 - Transfers/Affiliations
 - Expulsions, Suspensions, & Resignations
- Update Committee Chairmen and EC Officers
- Take Chapter Meeting Minutes & EC Meeting Minutes
 - Keep a paper copy.
- Internal Communications
- External Communications





GS – Job Description

Reporting of Pledges

- Report New Pledges on KappaSig.Net (within 10 days from the date of the ceremony)
(Information required: first, middle, last name, phone number, email address)
 - Collect \$45 per Pledge (the Chapter will be billed after reporting on KappaSig.Net).
 - Bononia Docets are automatically sent to the chapter's address after reporting new pledges.
 - Initiation Cards are shipped with Bononia Docets (make sure to check the box)
 - If the Initiation Cards are not found in the box, contact Kappa Sigma Headquarters.

Reporting of Initiates

- Report New Initiates on KappaSig.Net (within 10 days from the date of the ceremony)
 - Collect \$150 per Initiate (the Chapter will be billed after reporting on KappaSig.Net)
 - Submit the Initiation Cards for each new Initiate. (contact HQ for missing cards)
(cards must be postmarked within 10 calendar days from the date of the initiation)
 - Make sure all information is filled out. (phone, personal email, and physical address)





GS – Job Description

Transfers/Affiliations

- The Certificate of Transfer form must be completed prior to any brother affiliating with another chapter.
- The transferring Brother is responsible to get signature from the GM and GS of the chapter where he was initiated.

Chapter Roll Book

- The chapter Roll Book is a book kept with the names of all Brothers that were initiated into the Chapter. After the Brother is initiated into the chapter, the Grand Scribe should have the new Brother sign and date the Roll Book. The Roll Book can be purchased through the Headquarters.

Reporting of New Executive Officers

- Report New Executive Committee Officers on KappaSig.Net (within 10 days from the date of the ceremony)

Minutes of Chapter Meetings

- The Grand Scribe should keep very accurate minutes of all chapter meetings. This is the record of permanent and official acts of the chapter. It will also constitute the chapter's history. Every motion passed by the chapter, the substance of important decisions, and the record of those present, the disposition of charges, the initiation of new members, and the names proposed and the result of the ballot, a statement of what is referred to a committee, and the names of committees are all to be recorded. The minute binder may be obtained from the Headquarters and the minute sheets can be downloaded.





Meeting Minutes – Roll Book – Initiation Cards

Date _____
Minutes of the Theta-Rho Chapter

1. A _____ meeting of the Chapter held at 4220 Auburn St on _____ was opened after Bologna's form at _____ p.m./ a.m.

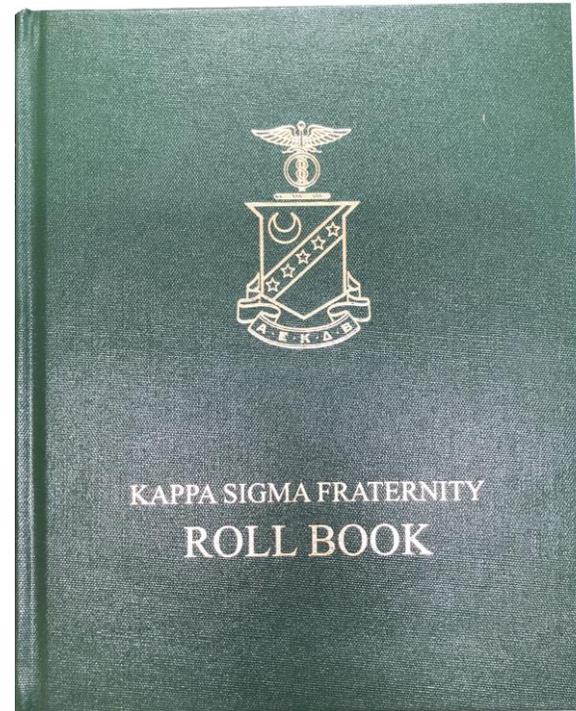
2. On Roll Call these Brothers were present:

GM _____
GP _____
GMC _____
GT _____
GS _____
Guard _____
Guard _____

3. Minutes of preceding meeting were read and approved. Comments: _____

4. Reports of Officers:

GM: _____
GP: _____
GMC: _____
GS: _____
GT: _____



INITIATE CARD - KAPPA SIGMA FRATERNITY

Full Name: _____ (First) _____ (Middle) _____ (Last) _____ (Suffix)

Home Address: _____ (Street or PO Box) _____ (City) _____ (State/Province) _____ (Zip Code/Postal Code)

Personal Email Address: _____ Cell Telephone Number: _____

School/University Email Address: _____

Initiation Chapter: Theta-Rho School: McNeese State

Initiation Date: 11/6/22 Birth Date: _____ Proj Graduation Date: _____
(Month/Date/Year) (Month/Date/Year) (Month/Year)

THIS REPORT MUST BE SIGNED BY THE INITIATE
WE HEREBY CERTIFY THIS REPORT AS CORRECT AND COMPLETE

Signature of Initiate: _____ GM: _____ GS: B-D

Chapter Roll of Theta-Rho Kappa Sigma Fraternity

I. Serial No.	II. Name of Initiate (Last, First, Middle Name)	III. Date Initiated	IV. Home Address of Initiate (Number, Street, City, State/Province/Zip Code/Postal Zone)	V. College Affiliation (Class - Chapter)
	Viator, Adam	11/2/14	1406 Stouram Dr. Lakecharles LA	
	Fuller, Andie	11/22/15	4720 Common St. Apt. 3 Monroe LA	
	Andie Andie Andie Harris	11/6/16	1431 Meadow Ln. Lake Charles LA	Fr ME
	Andie Guillory, Austin	11/6/16	101 E. Greenway St. Lake Charles LA	Fr
	Andie Patterson, Austin	11/22/15	54 East End Ave. Sulphur LA	
	Andie William, William	11/22/15	132 Charlie Williams Rd Anacoco LA	
	Andie Burnes, Austin	11/6/16	4908 Maplewood Dr. Sulphur LA	Fr
	Andie Drost, Blake	11/22/15	626 Langford Dr Sulphur LA	Jr
	Andie Race-White, Brance	11/22/15	3074 Grand Murray Rd Jennings LA	Jr
	Queenan, Brian	11/6/16	101 E. Greenway St Lake Charles LA	
	Jones, Brock	11/6/16	1324 Andie St Sulphur LA	
	Andie Prince, Caleb	11/3/13	16910 Colony Creek P. Spring TX	Sr





GS – Job Description

Alumni Newsletter

- A Chapter Newsletter should be sent out every year by the Chapter to all Alumni of the Chapter. The names and address of all Chapter Alumni can be obtained through the Headquarters.

Caduceus Article

- In addition to the Alumni Newsletter the Chapter should submit an Article to the Caduceus twice a year. The Winter/Spring Deadline is November 1st and the Summer/Fall Deadline is May 1st.

Communications

- Campus Newsletters
- Newspapers and Television
- Social Media

Awards

- Recognize outstanding work in the chapter, on the campus, and in the community.
- Kappa sigma awards are due at the end of each Spring Semester. Award Applications must be submitted by April 15th.





GS – Job Description

Expulsions, Suspensions, & Resignations

■ Resignations

- The individual must submit a written resignation to the Chapter. Letter is read in open Chapter meeting.
- EC will verify if the member is in good standing. Next meeting the Chapter can vote to accept resignation.
- GS will submit resignation letter, GT letter, and meeting minutes to Headquarters.

■ Expulsions / Suspensions

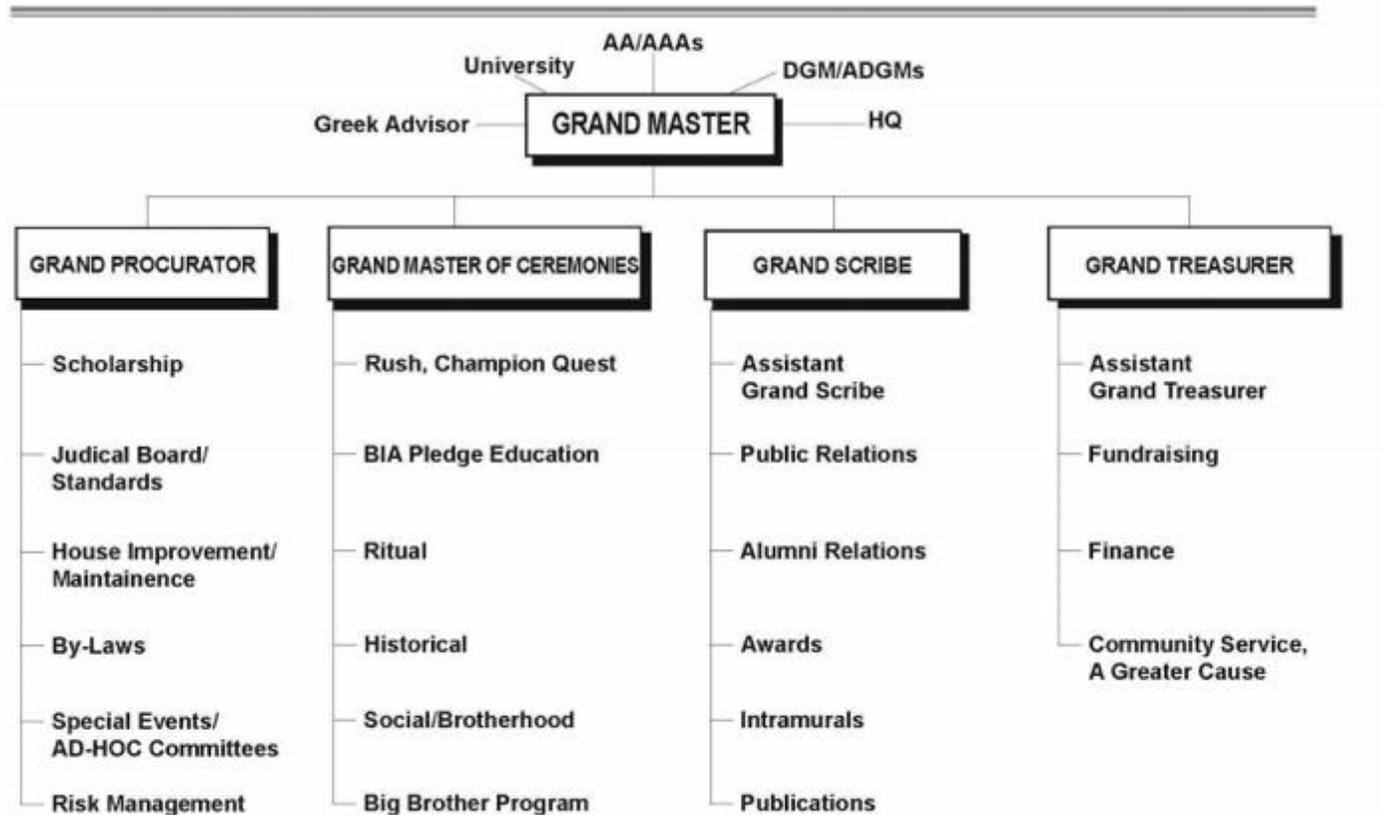
- The accused must be charged in writing (signed by one or more members of the Chapter). The charges should be read at next chapter meeting and written clearly into the minutes of the Chapter meeting.
- The charges must lay-over until the next meeting. The accused should be notified of the date and time at which the trial will take place. A copy of the charges should be given to the accused so they may prepare their defense.
- Three-fourths (75% of the undergraduate members “in good standing” shall constitute quorum for trial to proceed.
- During “New Business” charges should be read again.
- To expel/suspend the accused member shall require a four-fifths (80%) vote, calculated upon the number of undergraduate members present when the vote is taken exclusive of the accused.
- GS will submit written charges, meeting minutes where charges were read, meeting minutes where trial took place, and any backup material.





GS – Job Description

KAPPA SIGMA ORGANIZATIONAL CHART





Chairmen

- Assistant Grand Scribe
 - Do you need one?
- Public Relations Chair
 - Social Media Chair
- Awards
 - FACE Award Chair
- Alumni Relations Chair
- Intramurals

Are you holding them accountable?

If they aren't performing...What should you do?





Report and Update Officers



Manage Theta-Rho Chapter Officers

Office	Currently Held By	Start Date	End Date	Replace With
Grand Scribe- Undergraduate/Chapter	Beau Thomas Alexander Dobson	January 13, 2023		Please select your choice <input type="button" value="v"/>
Champion Quest (Rush) Chairman	Brailyn Trent Davis	January 13, 2023		Please select your choice <input type="button" value="v"/>
Grand Master- Undergraduate/Chapter	Chandler Brett Lacour	May 9, 2023		Please select your choice <input type="button" value="v"/>
Assistant Grand Treasurer	Cooper Dane Williams	July 17, 2023		Please select your choice <input type="button" value="v"/>
Grand Procurator- Undergraduate/Chapter	Drew Nathaniel Brown	May 9, 2023		Please select your choice <input type="button" value="v"/>
Grand Treasurer- Undergraduate/Chapter	Ethan Patrick Moss	May 9, 2023		Please select your choice <input type="button" value="v"/>
Conductor	John W. Spann	July 17, 2023		Please select your choice <input type="button" value="v"/>
Grand Master of Ceremonies- Undergraduate/Chapter	Julius Lestat Verret	May 9, 2023		Please select your choice <input type="button" value="v"/>
Assistant Grand Scribe	Landon Carter Domingue	July 17, 2023		Please select your choice <input type="button" value="v"/>
Please select your choice <input type="button" value="v"/>	Please select your choice <input type="button" value="v"/>			<input type="button" value="Add New Officer"/>





Reporting Pledges

- Login to KappaSig.net (Have to Register Prior)
- Scroll to Bottom and Select - Membership Actions
- Then - Update Chapter Roster
- You Must Create Prospects First
- Then You Can Add the Pledge Date
- Always Remember to Click Save
 - Report in Batches of 10 if You Have a Large Pledge Class



Current Roster **Create Prospects** Enter Pledge Date Initiate/Depledge Report Alumni

Create Theta-Rho Chapter Prospects

Please scroll down to the bottom of the page and click 'Save' to save the changes that you have made.

First Name	Last Name	Mobile Phone	Email	Member Type	Member Role
				Undergraduate	Prospects





Initiate / Depledge

Membership Actions

Select Chapter

Theta-Rho

INITIATE CARD - KAPPA SIGMA FRATERNITY

Full Name: _____
(First) (Middle) (Last) (Suffix)

Home Address: _____
(Street or PO Box) (City) (State/Province) (Zip Code/Postal Code)

Personal Email Address: _____ Cell Telephone Number: _____

School/University Email Address: _____

Initiation Chapter: Theta-Rho School: McNeese State

Initiation Date: 11/6/22 Birth Date: _____
(Month/Day/Year) (Month/Day/Year) Proj Graduation Date: _____
(Month/Year) (Month/Year)

THIS REPORT MUST BE SIGNED BY THE INITIATE
 WE HEREBY CERTIFY THIS REPORT AS CORRECT AND COMPLETE

Signature of Initiate: _____ GM: _____ GS: B-D

Pledging period cannot exceed 60 days.

All Pledges must be either Initiated or De-Pledged.



Manage Chapter Roster

Current Roster

Create Prospects

Enter Pledge Date

Initiate/Depledge

Report Alumni

Report Theta-Rho Chapter's Initiates/Depledges

Please scroll down to the bottom of the page and click 'Save' to save the changes that you have made.

First Name	Last Name	Pledge Date	Member Role	Action
Jacob	Aucoin	February 17, 2023	Pledge	<input type="button" value="Initiate"/> <input type="button" value="Depledge"/>
<input type="button" value="Save"/>		<input type="button" value="Save and Report New Alumni"/>		





Update Chapter Roster

Manage Chapter Roster

Current Roster

Create Prospects

Enter Pledge Date

Initiate/Depledge

Report Alumni

Roster for Mu-Omicron Chapter

Full Name	Email	Mobile	Status	Action
John Custer Engle	john.c.ingle@outlook.com	3184025307	Initiate, Good Standing	<button>Update Email</button>

Report Alumni

Report Theta-Rho Chapter Alumni

Please scroll down to the bottom of the page and click 'Save' to save the changes that you have made.

Select	Full Name	Member Status	New Member Role
<input type="checkbox"/>	Adrian Charles Logan	Please choose the new status ▼	Alumnus
<input type="checkbox"/>	Alec Brandon McCain	Please choose the new status ▼	Alumnus





Report Discipline



- Need Charges in Writing to be Read at Chapter Meeting
- Need Meeting Minutes Where Charges Were Read
- Table Until Next Meeting
- In Old Business - Vote on Charges - Will Have to Provide Minutes
- You Will Need the Vote totals to Submit
- All Backup Must Be Provided

Report Discipline

Search for members here



Garrett Manuel Vigil
Garrett Manuel Vigil Good Standing

Suspension Expulsion Resignation

Giovanni Carlo Martinez Good Standing

Brian Sean Morris II Good Standing

To Suspend Luksa Henry Laidel

Reason

Reinstatement Date

Of Men In Good Standing

Of Men Attending Mtg

Of Men Who Voted In The Affirm

Please provide a summary of the facts and conduct supporting these charges in Report Summary below. You can attach any additional info on the /Signed Charges/ attachment box below

Report Summary

Attachment - Signed Charges No file chosen

Attachment - Introduction Of Charges No file chosen

Attachment - Trial and Voting No file chosen

Note: Please upload only upload Word or PDF files





A Greater Cause – KappaSig.net

1



2

All alumni and undergraduate brothers are directed to submit their A Greater Cause contributions, **regardless of whether an event was organized by the fraternity within 30 days.** A Greater Cause contributions include, but are not limited to planning and/or participating in a community service activity or making a financial donation to a not-for-profit organization. Should you have any questions about whether an activity should be reported as A Greater Cause, please contact agc@hq.kappasigma.org.



Please use the New AGC Individual Entry button to submit your contributions in time and money. If you organized an event on behalf of your Chapter, you may use the New AGC Chapter Entry to report A Greater Cause contributions from multiple brothers.



Please use the New AGC Chapter Entry button to report time and/or monetary contributions for multiple brothers. The New AGC Individual Entry button can be used to report your personal contributions to any AGC / service activity.

3

A Greater Cause Chapter Entry

A Greater Cause contributions include, but are not limited to planning and/or participating in a community service activity or making a financial donation to a not-for-profit organization. Should you have any questions about if an activity should be reported as A Greater Cause, please contact agc@hq.kappasigma.org

Please be diligent in ensuring that the information that you provide is as accurate as possible and include all aspects of the activity where you participated (planning, execution, post-event).

Date ?

[5/18/2023]

Organization Name ?

Military Heroes Specific

Total Amount in Dollars ?

\$0

4

Members ?

Select All		Search for members here	
Adrian Charles Logan	Undergraduate	Alec Brandon McCain	Undergraduate
Andrew Sean Mitchell	Undergraduate	Ashby Roland Todd	Undergraduate
Beau Thomas Alexander Dobson	Undergraduate	Beau Thomas Alexander Dobson	Undergraduate
Braden Conner Veuleman	Undergraduate	Brailyn Trent Davis	Undergraduate
Brayden Christopher Glapion	Undergraduate	Brayden Joseph Breaux	Undergraduate
		Andrew Keith Landry	Undergraduate
		Austin Luke Vanover	Undergraduate
		Blake Michael Evans	Undergraduate
		Brant Murphy Courville	Undergraduate
		Brenon-Wayne Manuel Nash	Undergraduate



Annual Report- KappaSig.net

1



2



3 Annual Report Form

- Annual Report
- Housing Information
- Academic Report
- Champion Quest Report
- Code of Conduct Report
- Brothers in Action Report
- Graduating Seniors
- Submit For Review

Chapter Name Theta-Rho

School Theta-Rho (McNeese State University)

Is your Chapter/Colony Recognized by the School/University?

Address MSU Box 92423
Lake Charles
LA
USA

Campus Official/Greek Advisor Name:

4 Annual Report Form

- Annual Report
- Housing Information
- Academic Report
- Champion Quest Report
- Code of Conduct Report
- Brothers in Action Report
- Graduating Seniors
- Submit For Review

Please submit the report draft for further review. The first submission goes to the DGM and Aluminus Advisors for thier review before being sent to the Headquarters.

[Annual Report Status and Submission History](#)



Internal Communication

Chapter Minutes

- Roll Call
 - Quorum Met?
 - Why is that Important?
- EC Reports
- Chairmen Reports
- Distribution of Minutes
 - Chapter / Advisors / DGM

EC Minutes

- Detailed EC Reports
- Advisor Reports
- Distribution of Minutes
 - Chapter / Advisors / DGM

Chapter Calendar

- Google
- Microsoft Teams
- Time Tree (timetreeapp.com)

Cloud Resources

- Google Drive
- Microsoft Teams / One Drive
- EC Transition (Documentation)
- Make Chapter By-Laws Accessible

Group Chats

- Group Me
- Band
- Slack

Greek Capital Management

Chapter Roll Book





External Communications

- Monthly Newsletter
 - Send to Alumni, Parents, DGM, and SEC
- Instagram, Facebook, Twitter, TikTok, LinkedIn
 - Be Mindful of Code of Conduct
- Caduceus Article (May 1/Nov 1 Deadlines)
- Chapter Website

CHAPTER NEWS

on maintaining a formal, national recruitment process. The Chapter is very excited to see how formal recruitment will work and hopes it will be very beneficial to Theta Mu. The Chapter's Housing Corporation has finished an \$30,000 renovation to the ballroom on the Chapter House and is working on making more room improvements throughout the ball room. The Chapter is looking forward to the spring semester and plans on having more events for Theta Mu's Alumni and Community!

Theta-Nu (Auburn University)
The Brothers at Theta Nu have had a great semester so far in multiple areas, with a lot of focus on internal work for the Chapter. We are hoping that the next semester will lead us to another great spring for Theta Nu. The fall, Theta Nu held a fundraising concert for the Chapter House, held in the title of "History House" in honor of Brother Richard Henry, Brother Henry is a Kappa Sigma, Assistant Alumni Advisor that has been with us as a reader/proof reader in the past and also accepted President of the Chapter House. A major goal of this semester was to include the addition of a chapter and serving the assistant CT position so that we can better offer our members with more leadership opportunities. This will produce better operational results and increase cohesion across the Chapter. In terms of our house here at Theta Nu, we are working with facilities and Residence Life to increase our housing which is currently being led by our CP and CM. Our Chapter also had a Color Guard fundraising event where we were a group of guys to work for a weekend which brought in over \$1,200. The money will go back towards the renovation for the house, including new paint and carpet, as well as better furniture for our house. In terms of academics, we have done some studies this fall as well as our mid-semester. Finally, bringing our Chapter total to 22 members currently after only having eight in the fall of 2021. We are working towards having a large Spring Class in the national recruitment process here on campus.

Theta-Omicron (Mansfield University)
The Omicron Chapter at Mansfield University has had a very successful semester for a number of reasons. Firstly, it was able to get alumni to come out and see us at the Homecoming event such as our parade through the 100th. Also, Mansfield opened a new health and wellness complex, known as the Henry D. Bullock Health and Wellness Complex, named after Theta Omicron Brother Henry Bullock. It was a great setting for the alumni come out and support the Grand Convocation and building them on all the great work from our Chapter, including our F.A.C.E. Award we received this year at Leadership Conference!



Theta-Pi (East Carolina University)
Theta Pi at East Carolina University celebrated with a Chapter total of 26 Pi-dogs, achieving the previous record. As a Chapter we are proud of Pi-dogs, and we are excited to announce that we accomplished our goal. The Brothers of Theta Pi are very proud of our success and are looking forward to the next semester. The Military House Corporation and have been working hard to increase our membership to reach our goals of 100 members and also to increase our chapter. We are proud of what we have accomplished and look forward to what the rest of the year has in store!



Theta-Rho (McNeese State University)
The Theta Rho Chapter had a very successful semester. The Chapter Phi Chapter of Fall 2021 accounted for 70.7% of the total rank class at McNeese State University. Of members made the decision to accept our bids to enter our Chapter house has been paid off. We celebrated the event with many alumni going all the way back to the year our Chapter was founded, 1946. Since about the good times Theta Rho were still and one the night as we all celebrated the anniversary for the Chapter. Our Alumni Association has also begun to offer \$100 in scholarship annually. This year, we had more acceptance of those scholarships, each received a \$100 check for their academic achievement. Our Alumni Association continues to support our Chapter and its success. Chapter members of our Chapter House, Brother Gordon Boone and Brother Turner commended our celebration by donating historical documents and gifts to the Chapter, including a framed print of the old national headquarters of a Chapter on their house. There will be books from an Ohio Theta Chi letter it was obtained in 1910. We are happy to announce that we have successfully completed a second fund drive through the fall as to manage our remains, Chapter photos, historical documents, and any other items that will be beneficial to the Chapter in the future. Our brotherhood is strong, and we continue to work to be united!

Theta-Upsilon (Miami University)
The Upsilon Chapter at Miami University has had a very successful semester as a result of many things. One of the biggest reasons for our success is the support of our alumni. They have been very helpful in many ways, including providing us with a large amount of money for our chapter. We have also been able to attract new members to our chapter, which has helped us to grow and become a stronger organization. We are proud of what we have accomplished and look forward to what the future has in store for us.



Theta-Xi (Iowa University)
Chapter Xi members had a great semester. They were able to attract new members and increase their chapter total. They also had a successful fundraising event that helped them to raise money for their chapter. They are proud of what they have accomplished and look forward to what the future has in store for them.

Theta-Rho Today



Theta-Rho Paver Campaign - Pathway to the Future
The initiative chapter has been making the 10th anniversary of the chapter on a foundation to help get off the house and get the new for Theta Rho members. Please contact John Goodwin or Michael Gifford to find out how you can donate and help support our chapter for years to come. The website for the book campaign can be found at: <http://www.kappasigma.org>

Grand Convocation—150th Anniversary of Kappa Sigma
This was the 150th Anniversary of Kappa Sigma. Convocation was held in Columbus, Ohio. For the 2021 year in a row, Theta Rho has managed to be recognized in one of the 11 best chapters in the United States. The chapter won the Champion's Quarter Award and was awarded the 17th best retaining chapter in the country. This was a very exciting year of top Division in the nation. All chapters visited the organization for F.A.C.E. Louisa DeLaMoines was recognized as DGM of the Year.

Chapter Accomplishments
Success starts on campus. The Theta Rho Chapter continues to be led by the chapter. Kappa Sigma is once again the largest fraternity on campus. For the past three years, Theta Rho has maintained membership in the top 10 chapters in the nation. Our success can be found throughout campus.

Chapter Website
www.kappasigma.org

150th Years
1849-2019
170 YEARS



The Kappa Sigma Chapter at McNeese State University has partnered with the SEAL Legacy Foundation to raise money and awareness for fallen and wounded United States Navy SEALs and their families. To further promote this endeavor, the chapter has arranged for a Navy SEAL Jump Team to parachute into Cowd Stadium during pre-game at the last football game of the season in the "Battle of the Border" against Southern Conference opponent, Lamar University on November 19th. The goal is to raise \$35,000.00 to support this great cause.

Live Video TV Schedule News Weather Hurricane Center Sports Elections Community Contests

Hometown Heroes: McNeese students honored

HOMETOWN HEROES
MCNEESE STUDENTS HONORED

MCNEESE STATE UNIVERSITY

McNeese eNewsletter
August 27, 2019 View as Webpage

Share Tweet in Share

Kappa Sigma Earns 15 National Awards
For the third year, McNeese's Theta Rho chapter of Kappa Sigma Fraternity received the coveted National Founders Award of Chapter Excellence.

This award, presented to only 29 chapters from among the 320 national chapters, recognizes outstanding chapter management, achievement and program development.

Kappa Sigma also placed in the top 25 recruiting chapters and was recognized for academic excellence in the fall and spring semesters. For the second year, all five Theta Rho chapter officers received national individual awards.

Howdy Rowdy Welcome Back Kicks Off Semester
The annual Howdy Rowdy Welcome back event allows students to connect with over 100 organizations and all six academic colleges.

Howdy Rowdy continues this week with even more opportunities for students to experience what campus life has to offer and meet with potential employers during the highly anticipated Community Day.

Engage McNeese is an online platform for student services and university services to post events. Students can access the platform from anywhere and view all types of activities which makes getting involved on campus easy.





❖ Branded Resources

Kappa Sigma Business Card Template

Kappa Sigma Email Signature

Kappa Sigma Slogan Letterhead

Kappa Sigma Letterhead

Presentation Template

PDF Template Portrait

PDF Template Landscape

Virtual Pledging Ceremony



Leo J. Brown IV

Director of Recruitment & Expansion
(434)295-3193 (o) | (434) 288-1448 (c)



KAPPA SIGMA
FRATERNITY
A **BROTHERHOOD** LIKE NO OTHER





Deadlines and Due Dates

Fall

- Military Heroes and A Great Cause entries..... 60 days from date of event
- IRS Form 990 to the IRS and Copy to HQ..... **October 15**
- New Pledges and Fees submitted on KappaSig.Net..... 3 calendar days from ceremony date

New Initiates and Fees

- KappaSig.Net Report and Fees..... 10 calendar days from ceremony date
- New Initiate cards received at HQ..... 30 calendar days from KappaSig.Net Report
- New Executive Officers Reported on KappaSig.net..... 10 calendar days from ceremony date
- Expulsions, Suspensions, & Resignations reported on KappaSig.net..... 30 calendar days from chapter approval

FEES & DUE DATES

ASSESSMENTS
FEES
DUE DATES



Spring

- Military Heroes and A Greater Cause entries..... 60 days from date of event
- Annual report submitted on KappaSig.Net..... April 1
- Awards Applications post-marked or submitted on KappaSig.Net..... April 1
- New Pledges and Fees submitted on KappaSig.Net..... 3 calendar days from ceremony date

New Initiates and Fees

- KappaSig.Net Report and Fees..... 10 calendar days from ceremony date
- New initiate cards received at HQ..... 30 calendar days from KappaSig.Net Report
- New Executive Officers reported on KappaSig.Net..... 10 calendar days from ceremony date
- Expulsions, Suspensions, & Resignations reported on KappaSig.Net..... 30 calendar days from chapter approval



April 1

UG Annual Report Due!
(Only 1 report per year, available
January 15)





FACE Awards – KappaSig.Net

Important Dates for 2023

- October 15th IRS Form 990 Due
- Scholarship Leadership Award Applications Due
- October 31 Code of Conduct Verification
- November is Military Heroes Month
- November 1st *Caduceus* submissions Due
- March 4th: Stephen Alonzo Jackson Day
- March 3-5: SAJ Weekend of Giving
- April 1st: Annual Report due
- April 1st: Awards roster data pull
- April 15th: Written awards applications due
- May 1st: Awards data pull for Ritual, AGC
- May 1st: *Caduceus* submissions due
- July 26-30: Grand Conclave



Chapter Dashboard shows chapter statistics related to F.A.C.E. Awards.



Resources shows all forms and documents related to Kappa Sigma including the Awards Manual.



Submit Award Applications





Roadmap to FACE

**Champions Quest
is our Top Priority**

Rush starts NOW!

Largest on Campus

Fall & Spring

Never Stop Recruiting

AGC / Military Heroes

Plan 6 months ahead

80 hrs /man \$100/man

MHC to double AGC

Set Expectations

Scholarships

GPA above All Mens Avg

SLA – You need to Apply

SAJ Weekend of Giving

100% Chapter Participation

Chapter Goal/Alumni List

Ambassadors/Committees

Ritual Proficiency

Outstanding Awards

Don't Procrastinate

Annual Report

Record AGC each month

Set Chapter Expectations
& Deadlines

Get All Bonus Points

Elect a FACE Chairman

SGA Bills for Leadership

88 Points needed

One step at a time

Fix what you can





FACE Points – Reporting Dates

CHAMPION QUEST

10 POINTS	13 POINTS	15 POINTS
Meet Champion Quest Group goal	Exceed Champion Quest Group goal by 10%	Exceed Champion Quest Group goal by 20%

10 POINTS	13 POINTS	15 POINTS
Meet Chapter Goal	Exceed Chapter Goal by 10%	Exceed Chapter Goal by 20%

2022 CHAPTER GPA

4 POINTS	6 POINTS	8 POINTS
Chapter GPA Equal or Greater Than Campus AMA	Chapter GPA 5% Greater Than Campus AMA	Chapter GPA 10% Greater Than Campus AMA

CHAPTER RITUAL PROFICIENCY

5 POINTS	10 POINTS	15 POINTS
Chapter Averages 1.25 Certificates of Ritual Proficiency per Brother	Chapter Averages 1.75 Certificates of Ritual Proficiency per Brother	Chapter Averages 2.25 Certificates of Ritual Proficiency per Brother

A GREATER CAUSE HOURS

2 POINT	4 POINTS	6 POINTS
Chapter service hours between 40 hours / man and 59 hours / man	Chapter service hours between 60 hours / man and 79 hours / man	Chapter service hours over 80 hours / man

A GREATER CAUSE DOLLARS

3 POINTS	6 POINTS	9 POINTS
Chapter service dollars between \$100 / man and \$199 / man	Chapter service dollars between \$200 / man and \$299 / man	Chapter service dollars over \$300 / man

MILITARY HEROES CAMPAIGN DONATIONS

3 POINTS	6 POINTS	9 POINTS
Military Heroes Donation between \$25 / man and \$49 / man	Military Heroes Donation between \$50 / man and \$99 / man	Military Heroes Donation over \$100 / man

2023 SAJ WEEKEND OF GIVING

10 Points
Chapter meets or exceeds SAJ Weekend of Giving Goal based on number of members on January 1, 2023. Goals will be shared with the chapter prior to SAJ Weekend of Giving.

GRAND CONCLAVE REGISTRATION

4 POINTS	6 POINTS	8 POINTS
4 Undergraduates Registered and in Attendance	6 Undergraduates Registered and in Attendance	8 Undergraduates Registered and in Attendance

BONUS POINTS

3 POINTS	3 POINTS	3 POINTS
Chapter is currently One of Jackson's Chapters	10% of Undergraduates are currently One of Jackson's Men	Every Brother in the Chapter Holds at least one Certificate of Ritual Proficiency
3 POINTS	3 POINTS	3 POINTS
Chapter is ranked as the largest Fraternity on Campus	A minimum of 3% of the Undergraduates are Masters of the Ritual	Chapter provides a submission for each Caduceus issue

Annual Report Due April 1st, Awards Applications Due Apr 15th, May 1st Awards Deadline
Ritual & AGC





All Membership Reporting

- Under Membership Actions

One-Stop For All Kappa Sigma Needs

- Chapter Dashboards
- Resources:
CBR, COC, EC Manual, Insurance Certificate,
Bononia Docet, Awards Manual, Etc.
- Award Applications
- Annual Report Access



Look up Chapters or Members in Search





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Questions

Email: help@hq.kappasigma.org

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