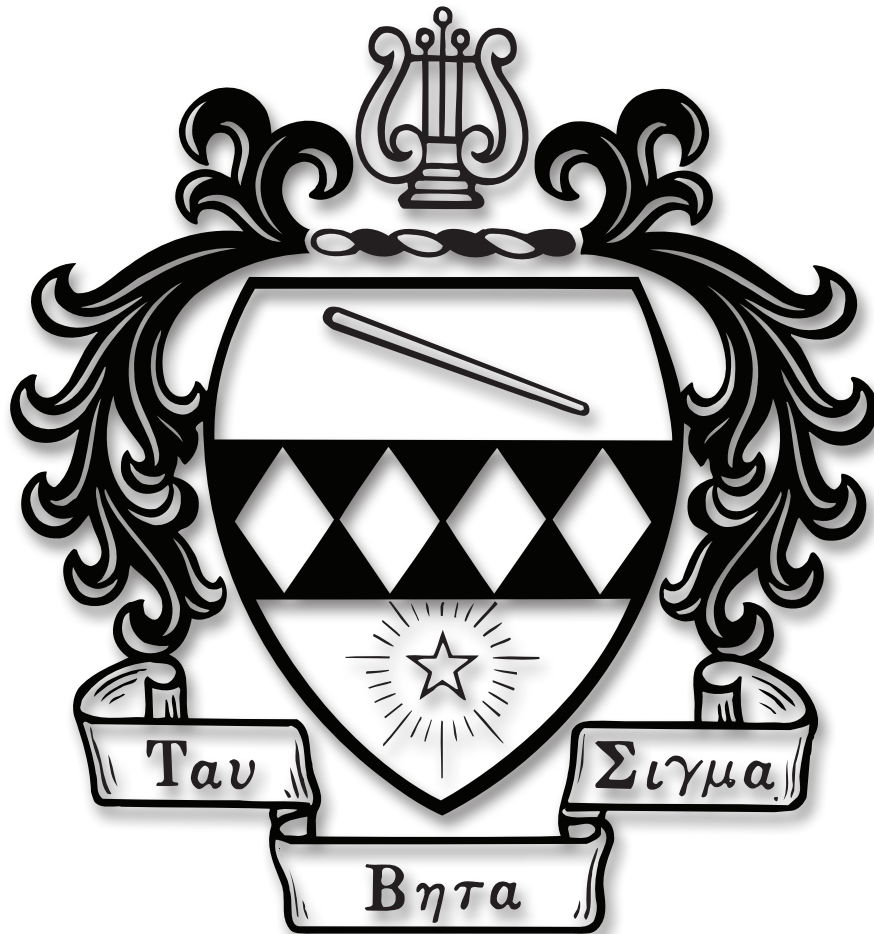


TBS

Colony HANDBOOK



TAU BETA SIGMA NATIONAL HONORARY BAND SORORITY

2011-2013 EDITION

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MAIN CONTENTS

Colony Handbook



GETTING STARTED

I. Start an Interest Group

a. The initial step in the process of establishing a colony is for the interested group of students to talk to your Director of Bands about Tau Beta Sigma and get his/her approval to start the colonization process. If your Director of Bands has questions about the organization, he/she can contact the National Headquarters to request additional information. In addition, letters of support and approval must be received from the Director of Bands and the administration of the college or university. Upon receipt of these letters the National Headquarters will provide the interested group with a Preliminary Information Form.

II. Elect Colony Officers

a. 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 2.

III. Submit Colony Application

a. To be officially recognized as a colony of Tau Beta Sigma, a completed Preliminary Information Form must be submitted to the National Headquarters. This form must be accompanied by the current Charter Fee, a typed list of colony members, and a current initiate fee for each colony member.

IV. Receive Colonization Packet from National Headquarters and become familiar with the National Website www.tbsigma.org

a. Once your application has been accepted by the National Council of Tau Beta Sigma, you should receive colonization information from the National Headquarters within a couple of weeks after you submit your application and fees.

b. The information includes how to access:

i. The Colonization Handbook that you are reading now contains information to help guide you throughout the colonization process. (Downloaded from the National Website www.tbsigma.org)

ii. 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)

iii. The National Chapter Operations Handbook and National Constitution were developed as tools for chapters and chapter officers. The Handbook includes copies of National Headquarters forms and other materials that help chapters function properly. The National Constitution is the fundamental law of the organization, and the Colony should become familiar with its contents. Each member should read through these documents. (Downloaded from National Website www.tbsigma.org)

iv. A Chapter Directory can be found on the National Headquarters website so that you can keep in contact with the National Chapter, 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.kktybs.org)

v. Colony Membership Cards are included and sent to the colony upon receipt of your colonization fees and dues. Colony cards will be sent for each colony member and are to be used as an "Entry Card" to Sorority events.

vi. The Prospective Member (Colony) pins are sent to the Sponsor or Director of Bands directly from the jeweler. Colony pins should be worn as prescribed by the Guide to Membership Education.

vii. You will also receive the binding materials to be used for your Petitioning Document. The provided three-ring binder and page protectors are specific for archiving purposes and must be used for the submitted final draft of the Colony's Petitioning Document.

V. Determine regular meeting times

a. 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:

i. It is important that everyone attend meetings. Choose a date and time that is convenient for everyone in the Colony, including the Colony Sponsor if possible.

ii. Make sure that this date and time do not conflict with any school or music events.

VI. Set up a bank account for the Colony

a. It is important that the Colony set up their finances quickly in order to operate properly. When setting up an account there are a few tips that each Colony should think of or follow:

i. Find out if the college/university requires you to have an account on campus.

ii. Decide who is going to sign the checks (President, Vice President, Treasurer, or Sponsor). **Always require two signatures for each check.** This keeps one person from being in total control of the money.

iii. If the account is off campus, then do some research on the financial institution you choose to use.

iv. Most banks require a Tax ID number. The Colony Tax ID will be included on the welcome letter from National Headquarters.

v. 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.)

vi. Contact the Advising Chapter and Colony Advisor.

1. Arrange for regular meetings. It is important that you keep in contact with your Advising Chapter and Colony Advisor. 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.

VII. Begin working on the Chapter Constitution

a. 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 6 for suggested constitution organization.

VIII. Coordinate with all interested parties

a. 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.

STEP ONE

I. Begin working on the Petitioning Document

a. Because of the complexity of the colonization and chartering process in Tau Beta Sigma, 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 for Colonization and Membership and 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 4 for petition specifications.

II. Continue work on Constitution

a. This must be continuous. If the colony falls behind with this project then it becomes difficult to catch up. If everyone does his or her part it will be an easy task.

III. Communicate

a. Remember to stay in weekly communication with your Advising Chapter and Colony Advisor and make a note in your communication log.

b. Communicate with district officers and district 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. Be sure to record this correspondence in your communications log as well.

STEP TWO

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

a. 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 and National Vice President for Colonization and

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.

b. Submission of the Constitution should be done electronically, preferably as a Microsoft Word Document.

II. Continue working on Petitioning Document

a. This must be a continual work in progress.

III. Contact chapters in your area/district.

a. Compiling ideas for future communication cannot be overstressed. Many organizations suffer because of the lack of communication. As with anything you do, the best way to learn is by example from people who are successful. There are approximately 140 chapters to be used as a resource. See the Chapter Directory at www.kkymb.org.

IV. Begin research and development of a Chapter Membership Education Program

a. 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, Colony Advisor, district officers, national officers, etc.). This will help you develop a well-rounded program. See the Guide to Membership Education for a template MEP.

b. Here are a few things to keep in mind:

i. 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 Sisters into our organization.

ii. 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 education lessons. 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 complete some leadership training or continuing membership education. Review the suggested Member Post-Initiation Education Outline in the Guide to Membership Education. The Membership Education Program shall be completed in a maximum of twelve academic weeks with **five weeks** being the suggested time period. **The time period begins with First Degree and ends with the completion of Third Degree.**

iii. 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.

iv. Finally, you must include an appropriate number of social events and team-building activities. If only business is handled, then we have a hard time fostering Sisterhood. Make sure that every time you have the membership class participate in an activity, the Actives also participate. If you continuously refer to the chapter as 'us' and the candidates as 'them' then it is difficult to promote unity. Social events and team-building activities should be done with the membership candidates and active members, and continued with the chapter throughout the year.

v. The National Guide to Membership Education is a valuable resource; consult it frequently. (Located online at www.tbsigma.org)

STEP THREE

I. Finish Petitioning Document

a. By now you should be finishing your petitioning document. Your Colony Advisor and the National Vice President for Colonization and Membership must approve before sending to National Headquarters. The Petitioning Document should also be submitted to National Headquarters electronically for review before a final hard copy is submitted. Then, 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.

b. Review Petitioning Document with Sponsor/Band Director, Advising Chapter, and Colony Advisor

i. 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 proofread by many different persons will ensure that it will be the best Petitioning Document possible.

c. Once it has been approved electronically, the chapter should print out the hard copy and mail it in. You need to ensure that your document matches the specifications as described, and utilizes the Petitioning Document Materials provided to you from National Headquarters. See also Appendix 4.

II. Complete Chapter Membership Education Program

a. You should be completing your written Membership Education Program. Your Colony Advisor and the National Vice President for Colonization and 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.

b. The program must be sent to the National Headquarters for approval prior to submitting your Petitioning Document. Be sure to submit the program electronically, and then submit a hard copy once approved by the VPCM.

III. Begin long-range planning and goal setting

a. 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 also complete long-range planning and goal setting. For example, what projects would you like to accomplish next year? For example, consider developing an ongoing fundraiser that continually makes you money, or an annual one that makes you more money at one time.

STEP FOUR

I. Send completed Petitioning Document to the National Headquarters

a. Your Colony Advisor and the National Vice President for Colonization and Membership must approve the documents before they are sent to National Headquarters.

b. 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.

II. Revise Membership Education Program and/ or Chapter Constitution

a. 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.

STEP FIVE

I. Prepare for pre-installation meeting by a representative of the National Council

a. A representative or appointee of the National Council may be sent to your campus for a pre-installation meeting two weeks to one month prior to installation. After the National Headquarters approves your Constitution, 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.

b. During the meeting, the representative will review all colony materials and evaluate their progress. As a part of this meeting you will discuss what it means to be an active chapter. This is a perfect time for you to ask questions.

c. 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.

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

a. 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.

b. **Please be patient during this process and remember that the National Officers and Headquarters are moving as fast as possible to get you installed.*

c. You will need to fax or express mail a Colony Installation Form and dues 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. If the list is faxed, please email an unsigned typed copy to National Headquarters to ensure that we can spell names correctly for cards and shingles.

III. Select an installation date — have at least three possible dates

a. When choosing a date for Installation, make sure you come up with at least three possible dates so that all members of the Colony and Advising Chapter, your Sponsor, the Colony Advisor, 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.

b. Coordinate installation date with National Vice President for Colonization and Membership, Colony Advisor and the Advising Chapter

i. 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.

INSTALLATION

PRE-INSTALLATION CHECK LIST

Before the National Vice President for Colonization and Membership can schedule your Installation, the following tasks must be accomplished:

1. Constitution approved by the National Vice President for Colonization and Membership and National Headquarters prior to sending Petitioning Document.
2. A written Membership Education Program approved by the National Vice President for Colonization and Membership and National Headquarters prior to sending Petitioning Document.
3. Petitioning Document must be submitted to the National Headquarters and approved by the Alumni, Chapter and Colony Affairs Coordinator.
4. All colony fees, charter member dues, and the Colony Installation Form must be submitted to National Headquarters.

The National Organization has 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!

INSTALLATION

I. Congratulations! Your Colony is now our newest Chapter.

II. As an Active Chapter, all national deadlines apply.

- a.** 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.
- b.** Each time you initiate a new group of Active or Honorary members, the appropriate form is due within 30 days of initiation.

POST-INSTALLATION

I. Purchase or create Ritual regalia, review the teachings of the Ritual, and practice the performance of the Rituals.

- a.** You might ask your Advising Chapter for help with this. It is important, as with all Greek 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.
- b.** The last few pages of the ritual book provide ordering information for "Ritual in a Box" materials from our licensed vendor.

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

- a.** 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.

- a.** 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.
- b.** Email hqacc@kkytbs.org and podium@kkytbs.org to make sure this is setup. Login information will be forwarded to the Chapter President.

ONGOING REQUIREMENTS

WEEKLY/BIWEEKLY

I. Hold regular meetings

a. It is important that the Colony meets together at a regular time and place.

II. Meet regularly with your Band Director/Sponsor

a. Your director and sponsor are your best resources to determine what are good or needed service projects for your band. It is also a good time to discuss other issues and to get and give feedback on Colony performance.

III. Speak with Colony Advisor and Advising Chapter

a. It is important to keep all of your advisors informed; poor communication is the most common cause for a slow colonization process. Copy your Colony Advisor on all emails to the Advising Chapter and vice versa. In turn, your advisors will be copying the Colony on all emails to each other.

IV. Discuss and review parts of the National Guide to Membership Education

a. The Guide to Membership should be a staple of your Colony meetings. It is important that all colonists have a thorough understanding of the Sorority's history and operations. Your Advising Chapter and Colony Advisor will be invaluable resources in helping to review this information. Arrange for some dates where they can attend your meetings. You should also review Tau Beta Sigma's policy statements which can be found in Appendix #1.

MONTHLY

I. File monthly reports

a. Your monthly reports are one of the most important forms of communication with the rest Tau Beta Sigma. You are required to fill these out monthly during your colonization process, describing your progress. Your Advising Chapter and Colony Advisor will also be submitting these reports on your progress; this is one of the reasons why it is important to keep them involved.

II. Communicate with District Officers and District Counselors

a. These members are good resources that you need to tap into. They will be able to answer questions and give you suggestions on how things should operate.

III. Plan and execute a fundraising activity

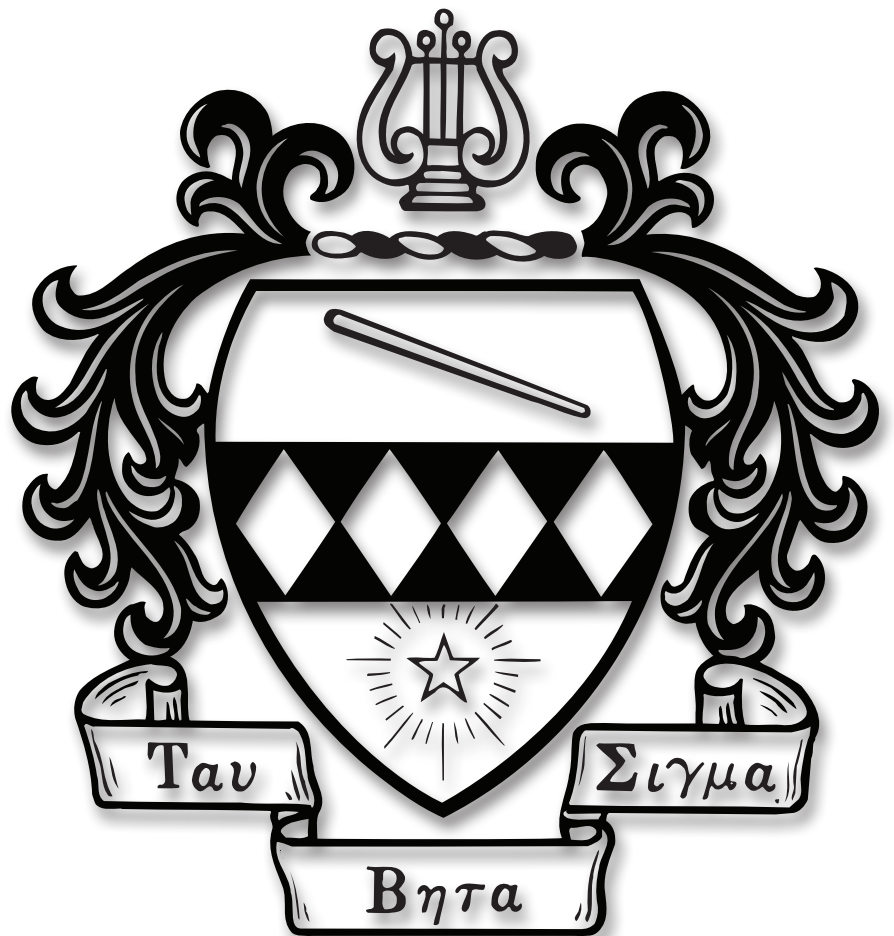
a. Money is a very important factor in the operation and survival of an organization. The colony is encouraged to raise funds as soon as possible in order to defer some of the costs of colony operations and help provide support for colony band projects.

IV. Plan and execute a service project

a. 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 8.

APPENDICES

Colony Handbook



APPENDIX 1

POLICY STATEMENTS

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

No chapter, colony, student member, membership candidate or alumnus of Kappa Kappa Psi or Tau Beta Sigma shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

“Any action taken or situation created that produces mental or physical harm, discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, line ups for the purpose of intimidation, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, unnecessary road trips, wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic or musical achievement; Kappa Kappa Psi/Tau Beta Sigma law, ritual or policy; or the regulations and policies of the educational institution, band program, or applicable state law.”

POLICY ON ALCOHOL AND CONTROLLED SUBSTANCES

Recognizing its responsibility for the social well-being and welfare of its members; and with the objective that the social atmosphere and environment of its chapters be one in harmony with the spirit and ideas of these fraternal organizations; Kappa Kappa Psi Fraternity and Tau Beta Sigma Sorority adopt this policy related to fraternity and sorority events.

1. The possession, sale, use, or consumption of ALCOHOLIC BEVERAGES during a Kappa Kappa Psi or Tau Beta Sigma event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the organization(s) must be in compliance with any and all applicable laws of the state, province, county, city, institution of higher education, and band program and must comply with the Social Event Third Party Vendor Checklist.
2. No alcoholic beverages may be purchased through or with Kappa Kappa Psi or Tau Beta Sigma funds, nor may the purchase of alcohol for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter (i.e. pass the hat or collection). The purchase or use of a bulk quantity or common source(s) of alcoholic beverage (i.e. kegs, cases, or open bars) is prohibited. Also, Kappa Kappa Psi or Tau Beta Sigma chapters are prohibited from hosting BYOB events.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity or sorority, without specific invitation, where alcohol is present, are prohibited. All social events with alcohol must have an enforced guest list.

4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
5. The possession, sale, or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES during any Kappa Kappa Psi or Tau Beta Sigma event or at any event that an observer would associate with the organization(s) is strictly prohibited.
6. Kappa Kappa Psi or Tau Beta Sigma chapters may not have any alcoholic beverages at any chapter business meeting or service event. Chapters may not provide alcohol for any fundraising event. Chapters may not promote any non-Kappa Kappa Psi or Tau Beta Sigma event where alcohol is being provided or uses alcohol as an incentive to promote any events. This includes using social events/parties as fundraisers where alcohol is present.
7. No chapter(s) of Kappa Kappa Psi or Tau Beta Sigma may co-sponsor an event with a tavern (tavern defined as an establishment generating more than one-half of annual gross sales from alcohol) at which alcohol is given away, sold, or otherwise provided to those present. This includes any event held in, at, or on the property of a tavern as defined above for purposes of fundraising. However, the chapter(s) may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
8. No chapter(s) of Kappa Kappa Psi or Tau Beta Sigma may co-sponsor, co-finance, attend, or participate in a function at which alcohol is purchased by any of the host chapters, groups, or organizations.
9. All recruitment activities or new member events associated with any chapter(s) of Kappa Kappa Psi or Tau Beta Sigma will be non-alcoholic. No recruitment activities or new member events associated with any chapter may be held at or in conjunction with a tavern, as defined in this policy.
10. No member or prospective member/membership candidate shall permit, tolerate, encourage, or participate in “drinking games.” The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor, or alcoholic beverages; the practice of consuming shots equating to one’s age; “beer pong;” “century club;” “dares;” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the rapid consumption of alcohol.
11. No alcohol shall be present at any prospective member/membership candidate activity or ritual of the chapter. This includes but is not limited to activities associated with “bid night,” “big brother - little brother” events or activities / “big sister - little sister” events or activities, “family” events, or initiation.

POLICY ON BRANDING & SCARIFICATION

The Current Hazing Policy of Tau Beta Sigma/Kappa Kappa Psi States:

No chapter, colony, student member, membership candidate or alumnus of Kappa Kappa Psi or Tau Beta Sigma shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

“Any action taken or situation created that produces mental or physical harm, discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, line ups for the purpose of intimidation, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, unnecessary road trips, wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic or musical achievement; Kappa Kappa Psi/Tau Beta Sigma law, ritual or policy; or the regulations and policies of the educational institution, band program, or applicable state law.”

Branding/Scarification is the modification of the human body through burning, cutting or other types of abrasion to the human skin and other areas. Branding/Scarification has increased risk of infection, slow healing third degree burns, internal injury, unintended permanent disfiguring deformities, and other medical issues. It is seen as causing “physical harm and discomfort” or providing a “physical shock” as outlined in the above policy.

The practice of Branding/Scarification or other forms of body modification that are associated with Kappa Kappa Psi/Tau Beta Sigma in an unlicensed environment are “not consistent with academic or musical achievement; Kappa Kappa Psi/Tau Beta Sigma law, ritual or policy; or the regulations and policies of the educational institution, band program, or applicable state law.”

Consequently, those who engage in the act of branding/scarification or other forms of modification in relation to Kappa Kappa Psi/Tau Beta Sigma could be found in violation of Kappa Kappa Psi/Tau Beta Sigma policy and are subject to action from the National Council. This includes forced or coerced body modification at licensed establishments.

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

GUIDELINES FOR MEMBER PRESENTATION SHOWS (PROBATE)

In order for Kappa Kappa Psi and Tau Beta Sigma to assist chapters with the membership process and to avoid potential problems, all chapters who engage in membership presentation shows (probate shows), regardless of the membership status of the members, must adhere to the following guidelines when presenting members. These guidelines must be followed for the performance and rehearsal of any member presentation show. Please remember that these shows should reflect the mission, values, and policies of Kappa Kappa Psi/Tau Beta Sigma.

1. All Presentation Shows (Probates) must happen in accordance with proper University, Band Program and National Organization Policy and Regulations. Please contact your University Office of

Student Affairs or Dean of Students Office to confirm your local campus and university policies prior to the execution of the probate.

2. The Director of Bands or Chapter Sponsor must approve the show material and must be in attendance.
3. Presentation of members must take place no more than thirty (30) calendar days after the members have been initiated into the organization or in accordance with your local university/college policy.
4. If the presentation of members includes a need for space reservations, the local chapter must coordinate with appropriate campus offices and follow all university policies for organizing such an event. This includes, but is not limited to, space/venue reservations, sound restrictions, and other local university policies.
5. All participants should not be forced to participate and must freely agree to participate in the probate.
6. The show attire worn by the participants should not impede the ability of the participant to move, breathe, or see. (i.e., including the wearing of masks).
7. There will be no vulgarity, sexual explicit material, or profanity. This includes, but is not limited to, inappropriate attire, sexually suggestive moves, cursing, profane gestures, or any material that is not in line with values of Kappa Kappa Psi/Tau Beta Sigma.
8. There will be no verbal attacks, whether intentional or not (i.e. dissing, calling out or slamming), on another individual or organization. This is not in line with values of Kappa Kappa Psi/Tau Beta Sigma.
9. All alcoholic beverages and controlled substance laws/policies of Kappa Kappa Psi/Tau Beta Sigma, the state, province, county, city, institution of higher education, and band program must be followed during the event.
10. All portions of the show must be in line with the National Hazing Policy of Kappa Kappa Psi/Tau Beta Sigma. No abuse will be tolerated. This includes, but is not limited to, verbal abuse, emotional abuse, slapping, kicking, spitting, punching, poking, caning, etc. (canes, paddles, staffs, sticks, etc. may be used as part of the performance, but may not be used as a weapon to harm another individual.)
11. In the event of a fight or physical altercation during the presentation, those involved will be removed immediately, University Police will be contacted, and the students involved will be referred to the proper university office for disciplinary action. If a member of the presenting organization is involved, the presentation will be stopped immediately. Any issues should be reported immediately to the Director of Bands/Sponsor.
12. The duration of the presentation will be no longer than one (1) hour total. The presenting organization will be responsible for ensuring the site used is left in its original condition after use.

Chapters are encouraged to send drafts of proposed Membership Presentation Shows (probates) to their District Governors/Counselors and/or the National Council for review prior to the execution of the probate to ensure that the show adheres to this policy and to the Kappa Kappa Psi/Tau Beta Sigma Hazing Policy.

APPENDIX 2

DEFINITIONS

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.

The **Colony Advisor** is an individual member of the organization who has been selected to help you through the colonization process.

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.

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/chapter.

The **National Council** is the governing body that administers the affairs of the sorority between National Conventions.

The **National Vice President for Colonization and Membership** coordinates all matters and activities dealing with colonies. Along with NHQ staff members, the VPCM reviews all Colony Constitutions, Membership Education Programs, and Petitioning Documents.

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.

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.

The **National Membership Services Coordinator** maintains database records for all Active, Life, and Alumni Association

members. He or she handles all accounts receivable including Chapter or Colony fees, Active, and Life Memberships.

The **National Headquarters Alumni, Chapter, and Colony Affairs Coordinator** maintains database records for all Active, Life, and Alumni Association members. He or she is the National Headquarters staff member that handles Colony Applications and reporting. The HQACC also reviews all Colony Constitutions and Petitioning Documents for the National Council.

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.

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.

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.

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.

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

APPENDIX 3

OFFICER INFORMATION

COLONY PRESIDENT

Key Areas of Responsibility:

- Preside at Colony meetings
- Know and be able to use parliamentary procedure
- Keep colony Sponsor 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 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 Risk Management 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 for 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, Colony Advisor, National VPCM (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 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, a corresponding

secretary, and an alumni 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 once you become a Chapter.

While the Petitioning Document 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.

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 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
- Create and maintain a Colony/Chapter budget
- 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.

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. This is an important office for the Colony. The historical documentation of the activities of the members should be recorded. The Historian is also a key figure in the development of the Petitioning Document.

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

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 4

SUGGESTIONS FOR SPONSORS

SPONSOR SUGGESTIONS

Quite frequently, chapter Sponsors ask what their specific duties include. The Sponsor is basically a consultant to the organization who assists the group in its growth and development. S/he 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, a National Officer, or a District Counselor.
 - 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. Initiate Registration Forms and Honorary Initiation Forms must be submitted, along with all required fees, within 30 days of the date of Initiation.
 - 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 into its financial affairs is recommended. This review will allow you to see that proper budgets are formulated, as well as, proper distribution and accounting for funds of the organization is maintained.
 - Communicate with the Director of Bands 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 Director of Bands.
 - The chapter, in regard to personnel and other policies, must maintain fair standards. Local institution rules and regulations concerning student organizations should be known and observed. Utilize the Guide to Membership Education for policies of Tau Beta Sigma or see Appendix 1.
 - 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 any College/University policies and regulations that affect student organizations.
 - Communicate with the National Headquarters, any National Officer, or your District Counselor(s) if a question or problem arises. You also may wish to consult with another chapter sponsor in your geographic 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.

APPENDIX 5

ADVISING CHAPTER GUIDELINES

NOTE: The National Council has recommended the following set of guidelines for chapters who are appointed as an Advising Chapter.

ADVISING CHAPTER GUIDELINES

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

- Assign one person to be responsible for consistent communication with the Colony. The National Headquarters and 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 of 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 discussions with the Colony members on topics

such as service projects, membership education, fundraising, 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 Sisterhood within themselves and with their Advising Chapter.
- Administer First, Second, and Third Degrees of the Ritual 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 the VPCM/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.
- Following Third Degree, maintain communication with the new chapter and help them find solid footing as a chapter.

APPENDIX 6

SUGGESTIONS FOR CREATING A CHAPTER CONSTITUTION

THE 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. Also be careful of referring to specific sections of the National Constitution; it is revised every two years at National Convention.

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 membership's policies), your constitution may:

- Specify in more detail, the rules and roles that will benefit your future Chapter.
- Define those areas that 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 those of 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 (see National Constitution for acceptable amounts)

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 (usually specific to the school at which the chapter is located)

APPENDIX 7

PETITIONING DOCUMENT REVIEW CHECKLIST

- PETITIONING PAGE**
Signed by all colony members and sponsor; sponsor's signature must be noted as such
- PICTURES**
Pictures of campus, landmarks, chapter, activities, etc.
- SCHOOL HISTORY**
Outline of the history of the college or university with pictures of campus and landmarks
- BAND HISTORY**
Outline of the history of the band program with pictures of current bands (if available)
- ADVISING CHAPTER**
Information about the Advising Chapter (include photo)
- ADVISOR**
Biography of the colony advisor with picture
- SPONSOR**
Biography of the colony sponsor with picture
- DIRECTOR OF BANDS**
Biography of the Director of Bands with picture
- UNIVERSITY PRESIDENT**
Biography of the University President (or top official, if not the President) with picture
- COLONY HISTORY**
Outline of the history of the colony with pictures of colony activities
- COLONIST INFORMATION**
Information about individual colonists with individual photographs or a group photo with all colony members identified
- RECOMMENDATIONS**
Three letters: Director of Bands, a Music Administrator (Dept. Head, Dean of School, etc.), and a University Administrator (Student Affairs/Activities office is standard)
- CONSTITUTION**
Must require members to be currently-enrolled band members. Must be approved before petition will be accepted.
- EDITING**
The petition should be edited for proper grammar, usage, spelling, punctuation, etc.

APPENDIX 8

PETITIONING DOCUMENT SPECIFICATIONS

All Petition Documents submitted to the National Headquarters must meet the following requirements. Each will be checked for the following before it is approved. Your Petition is a historic artifact and will be placed in the National Archives.

GENERAL:

- Petition must be a standard size of 8.5" 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 printed and then be placed in the archive safe sheet protectors and three ring binder provided to the colony members from the National Headquarters.
- Page numbers are left to the discretion of the Petition Editor.

COVER:

- Must contain the following in its title:
- Name of local petitioning group
- Name of college or university and its location
- Specific phrase: "Petition for a Charter in Tau Beta Sigma"

CONTENTS:

- Petition Page
- 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; include a photo and a description of your interaction with the Advising Chapter
- Photo and biographical sketch of the Colony Advisor
- History of the band program at your institution with photographs and a timeline of past directors and accomplishments of the organization. Include a current photograph of the different bands on your campus (concert, marching, jazz, etc.)
- Photograph and biographical sketch of the Director of Bands that includes training and past experience, professional and honorary memberships, 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 your organization
- A photograph of the petitioning group, with each member identified
- A history of the petitioning group. Include information about how the group was started, who was involved with the process, what activities did you do, what committees did you have, and who was on those committees, etc. Include photographs of activities.
- Letter of recommendation and endorsement from:
- College or university administration, either the President or the Dean of Student Affairs, whichever is possible.

- Head of the Music Department (or Dean of the College of Fine Arts).
- Director of Bands.
- A copy of your approved colony constitution.

OPTIONAL MATERIALS:

- Individual photographs of each member of the colony, with a short paragraph describing offices held, classification, academic major, honors, etc. (This information is nice for future members of your chapter to learn about their charter members).
- 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 that describes degrees offered, campus musical organizations, and student activities.

BE SURE TO FILE THE PETITIONING DOCUMENT WITH NATIONAL HEADQUARTERS ONCE IT HAS BEEN COMPLETED

When completed, the Petitioning Document 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

APPENDIX 9

MEP GUIDELINES AND TEMPLATE

A Membership Education Program (MEP) is a document that outlines and describes the membership processes of your chapter. In this document, all membership process activities and lesson material should be included for review. Each chapter will need to send a copy of their Membership Education Program to their District Counselor by October 1st of each odd-numbered year. The MEP should be a standing document of the chapter; it can be edited and revised as needed, but it should be passed down from Vice President of Membership to Vice President Membership as the officer changes. Furthermore, the Active Members and Membership Candidates should be able to access this document.

As the MEP is created, reviewed, or edited, each Chapter should audit their current document to ensure that all material aligns with the standards as outlined in the National Guide to Membership Education. This also includes editing the document after each National Convention, District Convention, and other relative events to update the data. While there are numerous items to consider for inclusion into an MEP, the following list is a good starting point. Most of these items are required to be in your MEP, and should be knowledge for both Candidate and Active Members.

Standard Material for an Effective MEP:

- Table of Contents
- General Information and Description about Tau Beta Sigma (as an organization)
- General Information and Description about the local Chapter
- Recruiting Strategies
 - How to Recruit
 - Quality vs. Quantity
 - Hazing Policy
- Rush Activities and Dates, Information Meeting
- Bid Process
 - How Bid Recipients are Selected
 - How Bids are Distributed
- Candidate Requirements
 - Test Policy
 - Signatures/Books/Paddles etc.
 - MC Fundraiser
 - MC Service Project
 - Other
- Membership Candidate Meetings
 - Time/Location
 - Attendance Requirements
- Big/Little Policies
 - Selection
 - Reveal
- Scheduled Sisterhood Events
- Calendar of Dates
 - Degrees
 - Tests
 - Meetings
 - Events
 - Deadlines

- Dues
- Policies
 - Alcohol/Controlled Substances
 - Hazing
 - Policy on the Term Pledge
 - Discrimination
 - Branding/Scarification
 - Sweetheart/Affiliate/high School Groups
 - Membership Card Requirement for Attendance at District Events
 - Probate Show Policy
 - Financial Probation/Suspension Policy
 - Missing Chapter Reports Policy
- Content Included on Membership Tests
 - How Many Tests
 - Include Information to be Tested Upon
 - Delineation of What Material is Tested Each Week
- Ritual Attire
 - Actives
 - Candidates
- GPA Requirements
 - Actives
 - Candidates
- Dues
 - Actives
 - Candidates
 - Review Policy of Chapter Dues
- Membership Pins
 - Candidate Pins
 - Recognition Bars
 - Use on Band Uniforms or Concert Wear
- Any other material deemed relevant, yet not excessive

This document is not intended to be exhaustive, but rather provides a guide for chapters and colonies regarding the creation and review of their own MEP.

While this may seem daunting at first, creating and enforcing a quality MEP is an important and rewarding process. Being able to articulate what each member should know and be responsible for allows the Chapter to be accountable to each other. A strong MEP is the foundation for a strong Chapter. If at any time you have questions about your MEP or creating an MEP, please contact your District Vice President for Membership, District Counselor, or National Vice President for Colonization and Membership.

APPENDIX 10

FUNDRAISING IDEAS

People always ask for ideas that will help the chapter or colonies in its Fundraising 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.

POTENTIAL FUNDRAISERS

- Recycling Drives
 - 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 holiday post cards of the marching band
- Serenade people during the Valentine's Day season
- Have a service or work auction
- Wrap holiday 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 sodas on the bus during away game trips
- Sell staff paper to music students at discount prices
- Park cars for county fairs or festivals
- Run a Designated Driver service for social Greek parties, then charge so much per hour
- Staff summer band camps
- Set up and strike for music performances (orchestra, choral dance, 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
- 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 flowers 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 11

SERVICE PROJECT IDEAS

Service is the backbone of our organization, and the possibilities are endless. Below is a list of common service projects that chapters perform. Similar to the fundraising ideas listed in Appendix 7, whether or not these ideas will work for your chapter will depend upon the size of chapter, size of school, location of school, and college or university policies.

POTENTIAL SERVICE PROJECTS

- 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
- Get flowers for the director
- Hold Band Banquets
- Provide pep band to greet teams after a trip
- Keep band records i.e. photos, DVD
- 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

APPENDIX 12 - COLONY STATUS REPORT



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: _____ TBS 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.)

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 $\text{KK}\Psi$, or $\text{TB}\Sigma$ Chapters, National Officers, National Headquarters or other Music Organizations?

J. Colony needs help with:

K. Sponsor comments:

L. 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 13 - ADVISING CHAPTER REPORT



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: _____ TBS 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 14 - COLONY ADVISOR REPORT



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: _____ TBS: _____
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:

SECTION VI – NATIONAL HEADQUARTERS COMMUNICATION

Last contact with NHQ: _____ 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 VII – SIGNATURE

Advising Person

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 15 - COLONY INSTALLATION FORM



TAU BETA SIGMA
COLONY INSTALLATION FORM

T: CIF

School: _____

This form should be sent to National Headquarters with the final version of your Petitioning Document. Your Membership Education Program and Constitution should be approved by the VPCM prior to submitting your Petitioning Document and this form. When your form is received, you will be contacted by National Headquarters.

Only include those colonists and honoraries who are to be initiated at colony installation and included on your charter. All names and titles should be typed as you want them to appear on your charter.

Summary Page

Prior to filling out this section, call National Headquarters to see what has already been paid and is on account for your colony!

Official Name of School for your Charter:

(Your chapter designation will be determined by the National Council based on the date of charter approval.)

Number of Colonists to be Initiated: X \$95 Initiate Fee: \$ 0.00

Number of Honoraries to be Initiated: X \$50 Honorary Fee: \$ 0.00

A. Total Amount Necessary for Installation: \$ 0.00

(Add the above fees.)

B. Amount Already Paid at National Headquarters: -\$ 0.00

(CALL National Headquarters at 800-543-6505 to find out how much you have already paid. Your colony paid money to begin the process and that money has been set aside toward your fees.)

Subtract B from A to find the **Total Amount Owed:** \$ 0.00

(Please include a check or money order for this amount. DO NOT SEND CASH!)

Contact Information

Colony President:

Email Address:

Phone Number:

Colony Treasurer:

Email Address:

Phone Number:

Colony Sponsor:

Email Address:

Phone Number:

Director of Bands:

Email Address:

Phone Number:

Home Office Cell

Home Office Cell

This report was prepared by: _____

Date: _____

"We the undersigned acknowledge and understand that the failure to accurately and honestly report the number of dues paying members in this Chapter, along with the appropriate fees, may result in chapter suspension or revocation of the Chapter's Charter. Furthermore, we acknowledge that we have reviewed the Policies on Hazing, Discrimination, and Controlled Substances with all involved with the chapter."

 Colony President's Signature Date

 Colony Treasurer's Signature Date

 Colony Sponsor's Signature Date

 Director of Bands' Signature Date

Send completed form to: Tau Beta Sigma National Headquarters, P.O. Box 849, Stillwater, OK 74076-0849

Questions? Call National Headquarters at 1-800-543-6505

Page 1 of __



TAU BETA SIGMA COLONY INSTALLATION FORM

T: CIF

School: _____

Instructions:

- This form must be typed. Incomplete forms will not be accepted.
- Fill out the names and contact information for each member of the colony who is to be initiated.
 - Name: Should be entered as initiate would like their name to appear in national records and on the charter.
 - Instrument: Indicate primary musical instrument of the initiate.
 - Email Address: Please use school .EDU address only.
 - Status: You must indicate "Colonist" OR "Honorary" for each member by checking the appropriate box.
 - Undergraduates are not eligible for honorary membership in Tau Beta Sigma.
- The Summary Page (pg. 1), with the proper signatures, must be included. Send as many of the following pages as needed.

Signature indicates that each member has reviewed the Policies on Hazing, Discrimination, and Controlled Substances.

<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Dr Name	Instrument	Signature	
Parent's (or Permanent) Mailing Address	City	State	Zip Code
Email Address (School .EDU Address ONLY)	<input type="checkbox"/> Colonist or <input type="checkbox"/> Honorary Membership Status - Colonist or Honorary (Check only ONE box)		

<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Dr Name	Instrument	Signature	
Parent's (or Permanent) Mailing Address	City	State	Zip Code
Email Address (School .EDU Address ONLY)	<input type="checkbox"/> Colonist or <input type="checkbox"/> Honorary Membership Status - Colonist or Honorary (Check only ONE box)		

<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Dr Name	Instrument	Signature	
Parent's (or Permanent) Mailing Address	City	State	Zip Code
Email Address (School .EDU Address ONLY)	<input type="checkbox"/> Colonist or <input type="checkbox"/> Honorary Membership Status - Colonist or Honorary (Check only ONE box)		

<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Dr Name	Instrument	Signature	
Parent's (or Permanent) Mailing Address	City	State	Zip Code
Email Address (School .EDU Address ONLY)	<input type="checkbox"/> Colonist or <input type="checkbox"/> Honorary Membership Status - Colonist or Honorary (Check only ONE box)		

<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Dr Name	Instrument	Signature	
Parent's (or Permanent) Mailing Address	City	State	Zip Code
Email Address (School .EDU Address ONLY)	<input type="checkbox"/> Colonist or <input type="checkbox"/> Honorary Membership Status - Colonist or Honorary (Check only ONE box)		



TAU BETA SIGMA - COLONY INSTALLATION FORM

T: CIF

School: _____

See Instructions on Page 2. The Summary Page (page 1), with proper signatures, must be included.

Signature indicates that each member has reviewed the Policies on Hazing, Discrimination, and Controlled Substances.

<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Dr Name	Instrument	Signature	
Parent's (or Permanent) Mailing Address	City	State	Zip Code
Email Address (School .EDU Address ONLY)	<input type="checkbox"/> Colonist or <input type="checkbox"/> Honorary Membership Status - Colonist or Honorary (Check only ONE box)		

<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Dr Name	Instrument	Signature	
Parent's (or Permanent) Mailing Address	City	State	Zip Code
Email Address (School .EDU Address ONLY)	<input type="checkbox"/> Colonist or <input type="checkbox"/> Honorary Membership Status - Colonist or Honorary (Check only ONE box)		

<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Dr Name	Instrument	Signature	
Parent's (or Permanent) Mailing Address	City	State	Zip Code
Email Address (School .EDU Address ONLY)	<input type="checkbox"/> Colonist or <input type="checkbox"/> Honorary Membership Status - Colonist or Honorary (Check only ONE box)		

<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Dr Name	Instrument	Signature	
Parent's (or Permanent) Mailing Address	City	State	Zip Code
Email Address (School .EDU Address ONLY)	<input type="checkbox"/> Colonist or <input type="checkbox"/> Honorary Membership Status - Colonist or Honorary (Check only ONE box)		

<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Dr Name	Instrument	Signature	
Parent's (or Permanent) Mailing Address	City	State	Zip Code
Email Address (School .EDU Address ONLY)	<input type="checkbox"/> Colonist or <input type="checkbox"/> Honorary Membership Status - Colonist or Honorary (Check only ONE box)		

<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Dr Name	Instrument	Signature	
Parent's (or Permanent) Mailing Address	City	State	Zip Code
Email Address (School .EDU Address ONLY)	<input type="checkbox"/> Colonist or <input type="checkbox"/> Honorary Membership Status - Colonist or Honorary (Check only ONE box)		

<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Dr Name	Instrument	Signature	
Parent's (or Permanent) Mailing Address	City	State	Zip Code
Email Address (School .EDU Address ONLY)	<input type="checkbox"/> Colonist or <input type="checkbox"/> Honorary Membership Status - Colonist or Honorary (Check only ONE box)		