

Kappa Kappa Psi Southeast District Miscellaneous Operations Guide

January 19, 2014

SED Convention
District Leadership Conference
Eighth Note Publication
District Awards

How to Submit a Bid for Southeast District Convention

1. Obtain clear consent and support from the Chapter Sponsor and Director of Bands to host Convention *before* beginning to put together your packet.
2. The Chapter must present, via hard and electronic copy, to both Joint Actions Committee Chairs, the information contained in the bid packet, at joint opening.
 - a. The bid packet must contain the following:
 - i. Budget & Cost of Convention which should contain:
 1. Banquet Costs
 2. District Convention Mailings, copies, paper, envelopes, etc.
 3. Computer/AV/Audio costs during Convention
 4. T-shirt or other gift items
 5. Equipment rentals (for events, dances, instruments, entertainment, misc.)
 6. Room costs for meeting space
 7. Any other items that may cost money to run Convention
 - ii. Location, Maps, Parking
 1. The following are the minimal requirements for meeting rooms:
 - a. Joint Session – Enough seating for all participants (based on Convention attendance) with a head table for business.
 - b. Separate Sessions – Enough seating for all separate participants in the Fraternity or Sorority (based on Convention attendance) with head tables for business.
 - c. Exhibits and Sales – space for tables so that schools can display scrapbooks, chapters can sell merchandise, and vendors can sell National Supplies and Jewelry, etc.
 - i. Please check with the University, Hotel or Venue for rules regarding exhibits, jewelry, and merchandise prior to putting in the bid.
 - d. Committee Rooms – Enough rooms to conduct committee business in your District. For closed committee such as Nominations, Convention Bid, etc, make sure you have appropriate venues for privacy

2. Host Chapters Must Work with the District Councils on the following items:
 - a. Convention Schedule
 - b. Rooming for meeting space
 - c. Reading Band/Concerts/Musical Performances
 - d. Banquet Details

Host Chapters cannot make final decisions on the above mentioned items without the approval of District Governors & Counselors and sharing with District Councils.

3. Other Locations that may be necessary
 - a. Banquet – *large enough for a head table (for the District Councils) and seating for all the paying participants. Room and catering must be considered.*
4. A map of the area surrounding the Convention site listing local restaurants and entertainment venues. The map should also contain directions to/from the Convention site to/from the hotel

iii. Dates & Times

iv. Hotel location & costs

1. Hotel costs per room per night will be separate from the Convention Registration Costs because the attendees will pay for this separately.
2. If there are multiple hotels for Convention, make sure all location and room costs are clearly advertised and communicated in all of the materials for bid presentation
3. Answer the following questions:
 - a. What is the price for 4 persons in a room? What are the applicable taxes?
 - b. Does housing in the same facility as the meetings make the meeting rooms free?
 - c. Does having the banquet in the same facility make the meeting rooms free?
 - d. What is the check-in time? Check-out time?
 - e. How close is it to the meeting rooms and banquet?
 - f. How much is charged for overnight parking?
 - g. Will the hotel / student union provide brochures with information on the facility for the chapter to mail out with registration forms, etc.?

- v. Outline of the host chapter membership and financial status

 - vi. Registration Fee based on number of attendees
 1. The number of attendees varies from year to year for District Convention; include a cost breakdown for various amounts of attendees. For example:
 - a. 700 attendees may cost “x” amount of dollars per person
 - b. 800 attendees may cost “y” amount of dollars per person
 - c. 900 attendees may cost “z” amount of dollars per person
 2. The fee must cover the Banquet and chapter Convention expenses. Do **not** separate the registration cost from the Banquet expense.
 3. The fee should cover mailing out pre-Convention packets to all the chapters in the District, including the cost of copying registration forms, fliers, etc.
 4. The fee cannot cover entertainment in any form. That must be provided by the host chapters at their own expenses.

 - b. Documentation showing the Chapter Sponsor and Director of Bands approves and supports hosting Convention

 - c. All necessary documents from your college or university Office of Student Activities in support of hosting convention

 - d. After consulting with sponsor and DOB, Chapters found to be in need of financial support must submit an application to the rainy day fund

 3. Be prepared to discuss all sections of the packet with the Convention Site Committee
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If chosen to host Convention, the host Chapter must meet the following National deadlines:

1. December 1 – Preliminary Budget from Host Chapter(s)
2. January 1 – District Convention Fact Sheet from Host Chapter(s)
3. January 15 – Convention Website Live & Mailers from Host Chapter(s)
4. May 5th Final Budget from Host Chapter(s)

All forms due to National headquarters can be found at www.kkytbs.org/forms.html and emailed to hqna@kkytbs.org

How to Submit a Bid for District Leadership Conference

1. DLC is held jointly for Tau Beta Sigma and Kappa Kappa Psi and therefore proposals must be sent to both the Tau Beta Sigma and Kappa Kappa Psi District Presidents by the set deadline.
2. The proposal should contain the following:
 - a. The date and place at which the Convention will be held
 - b. Detailed information about the accommodations (rooms available, equipment already supplied, etc.)
 - c. Detailed information on nearby hotels, prices, and distance from the Convention site
 - d. A completed sample schedule of the Convention (most of this will be supplied via the District Council)
 - e. A letter from the Chapter Sponsor (or Sponsors) confirming and support the choice of location for DLC

How to Submit a Bid for the Eighth Note Publication

1. The bid to host the *Eighth Note* is done each year at the Southeast District Convention. The bid must be turned into the Committee on Joint Actions during their first session.
2. The host chapter shall send out the *Eighth Note* **November 15** in the Fall semester and **March 15** in the Spring.
3. The bid must be the prepared and proposed content and format, as though it was being published to the District.
4. The *Eighth Note* is published twice a year and each issue will contain the following:
 - a. A letter from a National Officer
 - b. A letter from the executive council of Tau Beta Sigma
 - c. A letter from the executive council of Kappa Kappa Psi
 - d. Any material gathered from other chapters, by the deadline
 - e. A calendar of District and national events and deadlines
 - f. The Fall edition shall contain an update for both DLC and SED from the host chapters.
2. The Host Chapter must send one copy, per issue, to each Chapter and Colony, the District Officers, Presidents of other Districts, and the National Officer

Kappa Kappa Psi District Awards

Chapter Leadership Award

To stimulate campus leadership and promulgate an uncompromising respect through the medium of the college band for gracious conduct, good taste and unswerving loyalty.

Chapter Service Award

To foster a close relationship between college bands and promote a high average of attainment by the performance of good music and selection of worthwhile projects.

Citation of Musical Excellence

To honor outstanding band members through privilege of membership extended as a reward for technical achievement and appreciation for the best in music.

Ronald J. Sarjeant Award

On July 22, 2012, Kappa Kappa Psi and the South Carolina State University Band program lost a great advocate and teacher when Ronald J. Sarjeant passed away. From 1993 to 2000, Sarje served the fraternity as Southeast District Governor, and during this time, countless brothers had the opportunity to learn from him. Mr. Sarjeant's legacy will continue to be felt in our fraternity and our district through the members he mentored. We are a better fraternity due to his service to the brotherhood.