



KAPPA KAPPA PSI
NATIONAL HONORARY BAND FRATERNITY

Application for Colonization

College/ University Name: _____

Re-Charter (Yes/No): _____

If yes, Greek Letter Designation: _____



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

Submitting the Application

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

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

Application Windows

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

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

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

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

Colonization Fees

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

To be submitted with the Application:

Non-Refundable Application Fee: \$150.00

To be submitted after Application Approval:

Colony Member Fee: \$125.00 per member

Honorary Member Fee: \$50.00 per member

One-time Charter fee: \$300.00

Application Checklist

- ☐ **Completed Application Document** *(Must be typed. Handwritten applications will be returned.)*
- ☐ **Required Non-refundable Application Fee of \$150.00**
- ☐ **Required Signatures**
- ☐ **Evidence of Institution Accreditation**
- ☐ **Letter of Support from the Dean of Students (or campus equivalent)**
- ☐ **Letter of Support from the Director of Bands**
(If there is no one with this title, please contact the Department Chair, Dean of the College or other supervisory individual for this correct person to complete this letter)
- ☐ **(Optional) Letter of Support from Associate/Assistant Director of Bands**
- ☐ **Overview of the Band Program History and Accomplishments**
- ☐ **Listing of at least ten (10) Colony members that reflects a diverse population of band members.**
- ☐ **The colony president should also include an overview of the colony recruitment process that was used to select members.**
(Kappa Kappa Psi is the leading co-educational fraternity that is dedicated to promoting and advancing college and university band programs. Kappa Kappa Psi expressly prohibits discrimination as outlined in our policies. We are committed to a fraternity that provides equal access and opportunity to all eligible band members, and the colony application should represent the full diversity of the band program. We expect all brothers and those affiliated with the Fraternity to be committed to this goal.)
- ☐ **Listing of Honorary Members**
- ☐ **Listing of Colony Officers**
- ☐ **Your College/University's Factbook**



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

SCHOOL INFORMATION

College or University: _____

City: _____ State: _____ Zip Code: _____

Approximate Size of Enrollment: _____

- | | | | |
|----------------------------------|------------------------------------|--|---|
| <input type="checkbox"/> Public | <input type="checkbox"/> Two Year | <input type="checkbox"/> Semester System | <input type="checkbox"/> Undergraduate Music Degree |
| <input type="checkbox"/> Private | <input type="checkbox"/> Four Year | <input type="checkbox"/> Quarter System | <input type="checkbox"/> Advanced Music Degree |
| | | | <input type="checkbox"/> Conservatory |

ADMINISTRATION

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

Name: _____ Title: _____

Department: _____

Mailing address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax #: _____ Email: _____

Is your institution an accredited college or university? _____

Accreditation Agency: _____

BAND INFORMATION

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

Director of Bands: _____

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

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____ Email: _____

Ensembles and approximate number of members for each:

Concert Band _____ Jazz Band _____ Marching Band _____

Symphonic Band _____ Wind Ensemble _____ Basketball Band _____

Other Ensembles: _____

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

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

SPONSOR INFORMATION

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

Sponsor's Name: _____

Position/Title: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____ Email: _____

COLONY INFORMATION

Colony Interest Group Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____ Email: _____

COLONY FEES FOR KAPPA KAPPA PSI

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

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

All other colonization fees are due after the application is accepted and prior to colony installation, which include Colony Member Fee of \$125.00 per colonist, Honorary Member Fee of \$50.00 per honorary, and the Charter Fee of \$300.00. Failure to pay fees in a timely manner may result in an extension of the colony process or removal.

For More information regarding the colonization process, please see the Colonization Handbook at:
www.kkpsi.org/membership/starting-a-chapter

REQUIRED SIGNATURES

Interest Group President Signature

Director of Bands Signature

Dean of Students/Representative Signature

Sponsor Signature

Affiliate Groups

Chapters of Kappa Kappa Psi and Tau Beta Sigma are prohibited from participating in auxiliary programs and affiliate groups. This includes, but is not limited to establishing, supporting, affiliating with, or initiating individuals and/or groups who are unrecognized by the Fraternity and/or the Sorority yet act in the name of Kappa Kappa Psi and/or Tau Beta Sigma. Examples include: to sweethearts, Love Notes, MIKKY Clubs, Tau Gents, Mr. Tau Beta Sigma, Miss Kappa Kappa Psi, or groups at other colleges/universities or at high schools/secondary schools.

Alcohol, Illegal Drugs and Controlled Substances

In any activity or event sponsored or endorsed by a chapter of Kappa Kappa Psi or Tau Beta Sigma, including those that occur on or off campus:

1. Kappa Kappa Psi and Tau Beta Sigma members and guests must comply with all federal, state, provincial, and local laws. No person under the legal drinking age may possess, consume, provide, sell or be provided alcoholic beverages.
2. Kappa Kappa Psi and Tau Beta Sigma members and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while at any activity or event sponsored or endorsed by the Kappa Kappa Psi or Tau Beta Sigma.
3. Alcoholic beverages must be provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.). BYOB (Bring your own beverage) and similar events are prohibited.

Third Party Vendor

- i. The Third Party Vendor (TPV) must be properly licensed by the appropriate local and state authority. This might involve both a liquor license and a temporary license to sell on the premises where the function is to be held.
- ii. The TPV must be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider.
- iii. The TPV must assume, in writing executed in the chapter name of Kappa Kappa Psi Fraternity or Tau Beta Sigma Sorority, all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
 1. Check identification cards upon entry
 2. Identify those who are of legal age to consume alcohol
 3. All alcohol sales are cash/credit per drink to individuals
 4. Refrain from serving minors
 5. Refrain from serving individuals who appear to be intoxicated
 6. Maintain absolute control of ALL alcohol containers present
 7. No excess alcohol – opened or unopened – is to be given, sold, or furnished to the chapter
- iv. A guest list is required for all social events and attendance is in compliance with rule #8 contained within this policy.
- v. Event monitors are required for all social events including one chapter officer.

4. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
5. Alcoholic beverages must not be purchased with Kappa Kappa Psi and Tau Beta Sigma funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
6. A chapter must not co-host or cosponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol, illegal drugs, or controlled substances.
7. A chapter must not co-host or cosponsor an event with a bar, event promoter, or alcohol distributor; however, a chapter may rent a bar, restaurant, or other licensed and insured third party vendor to host an event.
8. Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter must utilize a guest list system. Attendance at events with alcohol must not exceed local fire or building code capacity of the host venue.
9. Any event or activity related to the new member joining process (e.g., recruitment, intake, etc.) must be substance free. No alcohol or other controlled substances may be present if the event or activity is related to new member activities, meetings, or initiation into Kappa Kappa Psi or Tau Beta Sigma including but not limited to "bid night," "Big/Little" events or activities, "family" events or activities, and any Ritual or ceremony.
10. Members and membership candidates, as well as their guests at an activity, must not permit, encourage, coerce, glorify, or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

Assault and Battery

In any activity or event sponsored or endorsed by chapters of Kappa Kappa Psi and/or Tau Beta Sigma, including those that occur on or off campus, no chapter, member, or guest shall engage in assault and battery, as defined by the laws in the jurisdiction in which the activity or event occurs.

Branding and Scarification

All members and membership candidates of Kappa Kappa Psi and Tau Beta Sigma are prohibited from participating in or facilitating body modification of any person in an unlicensed environment or from forced or coerced body modification of any person at licensed establishments. This includes but is not limited to branding/scarification, which is the modification of the human body through burning, cutting, or other types of abrasion to the human skin or other areas.

Convention Attendance

All alumni members of Kappa Kappa Psi and Tau Beta Sigma attending District or National Conventions, or other regional meetings sponsored by a District or National Chapter must have either a Life Membership or a current National Kappa Kappa Psi Alumni Association or National Tau Beta Sigma Alumni Association membership.

Discrimination

Kappa Kappa Psi and Tau Beta Sigma expressly prohibit discrimination by any component part of the Fraternity or Sorority or by any person acting on behalf of the organizations on the basis of race, ethnicity, color, national origin, sex, ability status, religion, age, marital status, veteran status, gender identity, gender expression, or sexual orientation.

Firearms, Explosives, or Other Incendiary Devices

All members of Kappa Kappa Psi and Tau Beta Sigma must comply with all federal, state, provincial, and local laws and campus policy as it relates to firearms, explosives, or other incendiary devices. Firearms, explosives, or other incendiary devices are prohibited from all chapter activities or events.

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. The term “hazing” means any intentional, knowing, or reckless act committed by a person, whether individually or in concert with other persons, against any individual or group of individuals, regardless of affiliation, whether or not committed on campus property, for the purpose of recruiting, joining, initiating, admitting, affiliating, or for the purpose of retaining membership in an organization that causes an individual or group of individuals to do any of the following, but not limited to the following regardless of a person’s willingness to participate:

1. Be coerced to violate federal, state, provincial, and/or local law or to violate campus and/or Kappa Kappa Psi and Tau Beta Sigma policy.
2. Be coerced to consume any food, liquid, alcoholic liquid, drug, or other substance in any noncustomary manner which subjects the individual or group of individuals to a substantial risk of emotional or physical harm which includes but is not limited to sickness, vomiting, intoxication, or unconsciousness.
3. Endure brutality of a physical nature, including but not limited to whipping, beating, paddling, branding, dangerous physical activity, or exposure to elements or endure threats of such conduct that results in mental or physical harm.
4. Endure brutality of a mental nature, including but not limited to activity adversely affecting the mental health or dignity of the individual, sleep deprivation, mandatory wearing of pins, regalia or other clothing, exclusion from social contact, required communication on demand or in a specific manner, or conduct that could result in extreme embarrassment or endure threats of such conduct that results in mental or physical harm.
5. Endure any other activity which adversely affects the health and safety of an individual, including but not limited to the disruption of academic performance or class attendance, line ups, calisthenics, or personal, physical, or financial servitude.

Human Dignity Policy

Kappa Kappa Psi and Tau Beta Sigma prohibits behaviors that intends to be undignified, threatening, intimidating, or harassing to another person or group or within member activities. This behavior includes but is not limited to participating in activities that are discriminatory, demeaning or destructive, lying, cheating, theft, and/or libel/slander.

Membership Education

Chapters of Kappa Kappa Psi and Tau Beta Sigma must adhere to all Kappa Kappa Psi and Tau Beta Sigma Risk Management Policies during the membership education process for the protection of membership candidates, prospective band members, and future members of our organizations. The membership education process extends from any formal or informal recruitment of potential members through their membership education process and to their full initiation into active membership. In addition:

1. All chapters must submit all required reports for the membership education process by the established National Headquarters deadlines, including but not limited to membership candidate reports and initiation reports. Those reports will be included in any award considerations as well as penalty and disciplinary procedures for late and missing reports.
2. Prior to beginning a membership intake process, all chapters must submit their membership education calendars and all other chapter membership education-related activities not included in their organization's national curriculum documents by the established deadlines of the national organization. All membership education calendars and membership education-related activities must be reviewed for policy compliance before a chapter's membership intake can occur.
3. Membership education classes and Rituals must take place on campus in a "neutral" space. Examples of a neutral space include classrooms, the library, the music building, and other academic areas to which students would normally have access. Private rooms in residence halls are not acceptable. Students must follow local campus policies for access to space including hours of access and maximum occupancy.
4. Chapters are prohibited from hosting events at a business whose primary function is the serving of alcoholic beverages for consumption on the premises, including but not limited to bars. However, the following off-campus events are allowed as part of the membership education process:
 - a. Social events or fundraisers that occur at a 3rd –party commercial establishment. Bowling alleys, skating rinks, video game/arcade venues, and other similar social activities that occur at a business are acceptable. Eating at a restaurant or hosting profit-share fundraisers with a restaurant are also acceptable.
 - b. Social or sporting events that occur on public property during times when the location is normally open to the public (e.g. softball, football, soccer, etc. in a public park or on publicly accessible fields during normal operating hours).
 - c. Service projects that are directly related to band service but must be performed in specific off-campus locations (e.g. moving or repairing band equipment or uniforms at off-campus storage facilities).

Membership Presentation Shows/Probate Shows

For chapters of Kappa Kappa Psi and Tau Beta Sigma to host a membership presentation show, (also known as probate shows, probates, intake shows, etc.) the following policy is in place:

1. Shows must happen in accordance with campus and band policies and all members and membership candidates must comply with all federal, state, provincial, and local laws, campus policies, and the policies and values of Kappa Kappa Psi and Tau Beta Sigma.
2. The Director of Bands must approve the show material and of all practices, and they must be in attendance at the performance.
3. Presentation shows must take place no more than thirty (30) calendar days after members have been initiated into Kappa Kappa Psi or Tau Beta Sigma, and the presentation show dates must be in an approved membership education calendar.
4. All participants should not be forced to participate and must freely agree to participation in any practices and the performance. Chapters may not discriminate, harass, refuse membership, or harm any member or membership candidate who refuses to participate.
5. Any show attire must not impede the ability of the participant to move, breathe, or see.
6. Vulgarity, sexually explicit material, and profanity are prohibited. This includes, but is not limited to, inappropriate attire, sexually suggestive moves, cursing, and profane gestures.
7. Verbal attacks of or harassment on another organization, whether intentional or not, are prohibited.

Retaliation

All members of Kappa Kappa Psi and Tau Beta Sigma are prohibited from retaliation against any individual – members and non-members – for reporting, inquiring, or cooperating with a report around a violation of Fraternity/Sorority or campus policies or of any federal or state laws/statutes. Retaliation is any action, statement, or behavior that is designed to punish an individual for filing a compliance report, cooperating with a compliance investigation, seeking guidance regarding a compliance concern, or to deter one from taking any such action.

Sexual Misconduct

All members of Kappa Kappa Psi and Tau Beta Sigma must comply with all federal, state, provincial, and local laws and campus policies related to sexual misconduct. This includes, but is not limited to, definitions around consent, sexual violence, sexual harassment, domestic violence, dating violence, stalking, and sexual exploitation.

Policy Distribution:

Copies of Kappa Kappa Psi and Tau Beta Sigma Risk Management Policies are available at kkpsi.org/resources/policies and tbsigma.org/policies.

How to Report

There are numerous options to report a potential violation of these policies:

- In the case of an emergency where you have concerns for the health and safety of yourself or others, call 911.
- Contact your chapter president, chapter sponsor/Director of Bands, or any member of the National Leadership Team.
- Call the Kappa Kappa Psi/Tau Beta Sigma National Headquarters : 405-372-2333
- Email the Kappa Kappa Psi/Tau Beta Sigma National Headquarters: kkytbs@kkytbs.org
- Use the anonymous "Report a Problem" form:
 - o Tau Beta Sigma: <https://www.tbsigma.org/report-a-problem/>
 - o Kappa Kappa Psi: <https://www.kkpsi.org/resources/report-a-problem>

Signatures acknowledge review, acceptance, and adherence to all fraternity policies as an affiliated organization.

REQUIRED SIGNATURES

Interest Group President Signature

Director of Bands Signature

Dean of Students/Representative Signature

Sponsor Signature

KAPPA KAPPA PSI COLONY MEMBERS

Please list the colony members. *KKΨ* requires a diverse population of the band program.

Kappa Kappa Psi is the leading co-educational fraternity that is dedicated to promoting and advancing college and university band programs. Kappa Kappa Psi expressly prohibits discrimination as outlined in our policies. We are committed to a fraternity that provides equal access and opportunity to all eligible band members. We expect all brothers and those affiliated with the fraternity to be committed to this goal.

NAME: _____
INSTRUMENT: _____
GENDER: _____
YEAR IN SCHOOL: _____
MAJOR: _____
E-MAIL ADDRESS: _____
PREVIOUS MEMBER OF *KKΨ* OR *TBΣ?*: _____

NAME: _____
INSTRUMENT: _____
GENDER: _____
YEAR IN SCHOOL: _____
MAJOR: _____
E-MAIL ADDRESS: _____
PREVIOUS MEMBER OF *KKΨ* OR *TBΣ?*: _____

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**All Colonist / Honorary info must be typewritten.*

NAME: _____
INSTRUMENT: _____
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PREVIOUS MEMBER OF KΨ OR TBS?: _____

KAPPA KAPPA PSI COLONY HONORARY MEMBERS

Please list the colony's Honorary Members. This can include your Director of Bands, Sponsor, and other band staff.

NAME: _____
INSTRUMENT: _____
GENDER: _____
ROLE/POSITION: _____
E-MAIL ADDRESS: _____
PREVIOUS MEMBER OF KKΨ OR TBΣ?: _____

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**All Colonist / Honorary info must be typewritten.*

KAPPA KAPPA PSI COLONY OFFICER LIST

NAME	E-MAIL	POSITION