

Kappa Alpha Order

National Reporting System

All Reports can be found online at www.kappaalphaorder.org/portal.

Report 1

Fall Dues and Insurance Report

This report allows you to update your chapter's active member roster and current officers by noting those who have graduated, transferred or left school.

The deadline for filing this report is **September 30th**, after which a fine of \$5.00* per member will be in effect.

Fees per active brother are: \$255.00* per active per year (\$95.00* for annual dues and \$160.00* for insurance per year). Fall new members do not pay insurance or dues the first semester.

Report 2

Induction Report

This report records the information for your new members.

A check for the induction fees (\$80.00 per member awaiting initiation) is to be submitted to the National Office within 48 hours of induction.

*NOTE: The induction fees do not include the fees for the induction packets. The packets must be ordered separately from the National Office and will not be sent automatically. You must submit a check for \$20 for each packet ordered. (An induction packet includes *The Varlet*, badge of member awaiting initiation, *To Manners Born To Manners Bred*, *The Talisman* and *Hazing the Fratricide of Brotherhood*.)

Report 3

Mid-Year Report

This report provides financial information needed for IRS 990 filing purposes. The fiscal year runs concurrent with the National Administrative Office and ends June 30 of each year. The 990 EZ, 990-N, and 990 should be filed with David Hawkins at Raetz & Hawkins by September 15th.

This report is due to the National Office by **September 15th**.

Report 4

Initiation Report

This report is used to record the initiation of new members.

The initiation fee is \$250.00* per new member. Report 4 is due at least **two weeks** prior to initiation. Badges will be shipped upon submission and should arrive in time for the ceremony. (Shingles will be ordered and shipped directly to the chapter. Please allow four to six weeks for delivery.)

Report 5**The Kappa Alpha Journal Submission**

This report calls for chapters to submit items for the *Kappa Alpha Journal*. Although the National Administrative Office will send out requests during the year, your chapter may submit information to the Director of Communications at any time. Please mail or email photographs with your Report 5 when possible.

Report 6**Spring Dues and Insurance Report**

This report helps to update your chapter membership. Also for new members, new initiates and anyone who did not pay in full in the fall, the insurance assessment is \$80.00* and dues are \$47.50*. The deadline for filing this report is **February 28th**, after which a fine of \$5.00* per member will be in effect.

Report 7**Associate Director for Chapter Services
Chapter Report**

The Associate Director for Chapter Services will report on his visit to a chapter and give his analysis of the chapter and its programs. The chapter, the Alumnus Advisor, the Greek Advisor and the Province Commander will each receive a copy after the consultant finishes his visit to the chapter.

Report 8**Province Commander's Report**

The Province Commander will visit each chapter in his province at least once a year. Following that visit, he will report on the chapter's status. This report is filed with the National Office.

Report 9**End of the Year Report**

This report provides the National Office with summer address information for chapter officers. It is due prior to the close of the spring semester.

Report 10**Chapter Annual Report**

This report provides the National Office with the updated officer and committee information following chapter elections. It must be filed by **December 5th**.

*Fees are subject to change