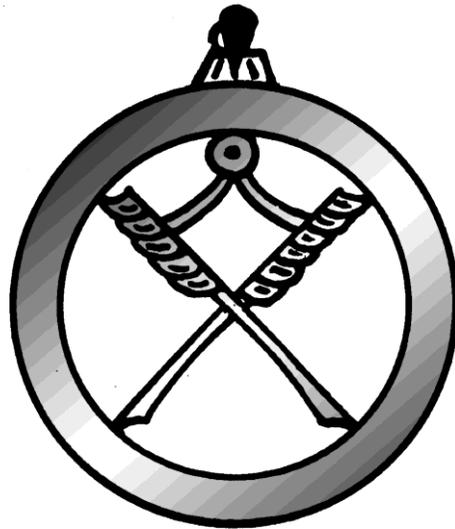


# KAPPA ALPHA ORDER

## Officer Transition Guide



## NUMBER V

Former Number V: \_\_\_\_\_

Number V: \_\_\_\_\_

Date of Transition: \_\_\_\_\_

## **DUTIES OF YOUR OFFICE**

The Number V

*Kappa Alpha Laws* – 9-135. The V – Historian. The V shall accumulate material for the history of the chapter and its members, past and present; keep the prescribed chapter register up to date; act as contact officer between the chapter and its alumni, performing such duties in this regard as may be required of him by the chapter or by the Executive Director; and be responsible to the I for the safekeeping of the chapter register, records of historical data, chapter library, pictures and other properties of a historical nature.

### **THINGS TO DO**

- |  |  |
|--|--|
| <input type="checkbox"/> Introduce yourself to the Alumnus Advisor   | <input type="checkbox"/> Create and send out parent's newsletters                        |
| <input type="checkbox"/> Introduce yourself to the Faculty Advisor   | <input type="checkbox"/> Put together/maintain alumni directory                          |
| <input type="checkbox"/> Call and introduce yourself to the House Corporation President                    | <input type="checkbox"/> Plan at least 3 alumni events this year                         |
| <input type="checkbox"/> Review the latest Report 7 from the Associate Director for Chapter Services       | <input type="checkbox"/> Send out at least 3 different items of correspondence to alumni |
| <input type="checkbox"/> Send in Report 5 - <i>The Journal</i> update                                      | <input type="checkbox"/> Ask alumni for recruitment recommendations                      |
| <input type="checkbox"/> Set a date for your chapter newsletters to be mailed out                          | <input type="checkbox"/> Maintain chapter archives                                       |
| <input type="checkbox"/> Maintain the chapter register and make sure to update it                          | <input type="checkbox"/> Write a history of your chapter if one does not exist           |
| <input type="checkbox"/> Serve as liaison for active chapter and alumni                                    | <input type="checkbox"/> Assist the Number IV in maintaining the chapter's website       |
| <input type="checkbox"/> Create a chapter Alumni Directory using National Office Directory, Facebook, etc. | <input type="checkbox"/> Keep chapter pictures stored on computer file/cd                |
| <input type="checkbox"/> Create chapter scrapbook  |  |

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### **THINGS YOU WILL NEED**

- |  |  |
|--|--|
| <input type="checkbox"/> A copy of the <i>Kappa Alpha Laws</i> * | <input type="checkbox"/> List of chapter alumni*   |
| <input type="checkbox"/> Current copy of the chapter's by-laws   | <input type="checkbox"/> Contact information for companies that provide newsletter services (i.e. Omega) |
| <input type="checkbox"/> A copy of Robert's Rules of Order*      | <input type="checkbox"/> A copy of a previous newsletter   |
| <input type="checkbox"/> Chapter register                        | <input type="checkbox"/> Scrap book  |
| <input type="checkbox"/> Chapter Communications Manual*          | <input type="checkbox"/> A good monthly calendar or planner  |
| <input type="checkbox"/> Camera                                  |  |

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*If you are missing any of the items supplied by the National Administrative Office (marked by a \*) please call (540) 463-1865.*

## CHAPTER RECORDS/ARCHIVES

### HISTORIAN

In many chapters the historian is non-existent. As the Number V, your duty is to act as the chapter's historian. The history of your chapter is unique to any other chapter on campus and to any other Kappa Alpha chapter. It is special to the active members as well as every alumni of your chapter. The upkeep requires little time and effort if continually monitored, but if too much time goes by it can be a huge job to undertake.

The chapter's history is represented in a number of ways including: the chapter minutes, the register, pictorially in scrapbooks, chapter pictures, the chapter's website, awards, and other properties of historical value to the chapter. Take the time to preserve these for the future generations of KAs in your chapter.

Use the National Administrative Office to research your chapter. They have some written chapter histories as well as copies of every *Kappa Alpha Journal* dating back to the first issue of February 1879. If your chapter has a compiled history or is making one, send a copy to the National Administrative Office and they will place it in the National Archives under your chapter. The following are some ideas that may benefit you as the historian of your chapter.

#### HISTORIAN IDEAS FOR THE NUMBER V:

1. Keep a chapter journal of every event that goes on; record details.
2. Keep a member file. Begin a notebook with a page on each active. Go to his page and enter any significant things he has done for the chapter, university, etc.
3. Present the graduating seniors with a written chapter history. Print the years they were in the chapter.
4. Give a presentation to the pledge class. Talk about the chapter's founding, traditions, university traditions, and the chapter's recent history.
5. Take quality pictures – not just party/drank pictures. Examples: brothers studying, Homecoming, Greek Week, pledge induction, university football games, intramural events, community service projects, etc.
6. Scrapbook – make it durable. If the scrapbook will contain only pictures, put the exact date and function. Identify the brothers in the pictures.
7. Do something special for the graduating seniors. Give them a certificate and hold a nice banquet. We should emphasize the impact that KA has had on their college career and staying involved in school.
8. Give an interesting fact about the chapter at each chapter meeting.
9. Have Founders' Day celebration.
10. Keep old composites in good condition. Put them out during Homecoming and alumni functions.
11. Maintain running plaques.
12. Research chapter minutes and compile a chapter history.
13. Keep the chapter library clean and in good condition.

## ALUMNI RELATIONS

### LIAISON

The chapter historian is the contact officer between the chapter and the alumni. Remember, there is no exit from our Order but by expulsion; graduation is just one step in the life of a KA. Alumni are as much a part of KA as the active members are, they just don't have as much time to put into the fraternity. It is the responsibility of the Number V to keep in contact with and inform the alumni of any relevant chapter news.

A small committee of about three people should be chosen by the Number V to assist him with alumni relations. Each member of the committee will have his own area to cover as designated by the Number V. The various alumni relation responsibilities of the Number V and his committee are:

#### Alumni Records:

- Your chapter's alumni
- A geographic region of all alumni
- Alumni by initiate year
- Any sort you want

#### Alumni Correspondence:

- Inform them of chapter news
- Inform them of alumni news
- Ask for address corrections
- Ask for rush recommendations
- Inform them of House Corporation news

#### Alumni Events:

- Advance notice in a letter and posting on chapter's website
- Reminder a few weeks prior to event
- Something they could bring wives and children to
- Be specific on dates and times

## EXCELLENCE IS OUR AIM

### ALUMNI & RECRUITMENT

Alumni can be a valuable source of potential rushee names for a chapter, and it is the privilege and responsibility of the chapter to use these names and then respond to the alumni who have given them. Upon receipt of a recommendation, a thank you letter to the alumnus must be sent out. Then the chapter should include the name on the list of names already acquired.

When it comes time to extend bids to rushees, the chapter has no mandatory requirement to give a bid simply because a recommendation has been made. The chapter ultimately makes the decision in the matter, but realize an alumnus has given a good recommendation. Fathers, for example, would love to see their sons become KAs, and this should be kept in mind when members cast their vote, especially if they live up to the KA standard.

After formal rush is over, send a follow-up letter to the alumnus to thank him again and to give him the results of the process. This will certify the continued support of your alumni.

## NO. V GOAL SETTING

### *Historian*

Does your chapter have a scrapbook that is in good taste? \_\_\_\_\_

Did your chapter appear in every *Journal* last year? \_\_\_\_\_

Do you have a written copy of your chapter history? How in depth is it? \_\_\_\_\_

### *Alumni Relations*

How many alumni events did your chapter have last year? \_\_\_\_\_

What is the goal for this year? \_\_\_\_\_

Were alumni invited to initiation last year? \_\_\_\_\_

How many newsletters were sent out last year? \_\_\_\_\_

What is the goal for this year? \_\_\_\_\_

## TRANSITION NOTES:

### MEMBER FILE FORM

#### KAPPA ALPHA ORDER MEMBER FORM

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_

CHAPTER: \_\_\_\_\_

DATE INDUCTED INTO THE ORDER: \_\_\_\_\_

DATE OF INITIATION: \_\_\_\_\_

DEGREE: \_\_\_\_\_

CHAPTER HONORS: \_\_\_\_\_

ANY ADDITIONAL INFO. WE MAY NEED TO KNOW: \_\_\_\_\_

ALSO, PLEASE LIST ALL OF THE ACTIVITIES (IN HOUSE AND OUT OF HOUSE) THAT YOU HAVE PARTICIPATED IN THIS YEAR:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_