NUMBER I’S GUIDE TO NLI

KAPPA ALPHA ORDER’S
PREMIER LEADERSHIP TRAINING

JANUARY 2-5, 2014
Dear Number I,

Congratulations on your recent election as Number I of your chapter. You have the opportunity to lead your chapter this upcoming year gaining many valuable tools that will help later in life. We recognize the importance of your position and look forward to your participation at the upcoming Number I’s Leadership Institute (NLI), January 2-5, 2014 at the Caraway Conference Center.

NLI will be a rewarding experience that will give you the tools and resources for your term. This is the time to ask questions and learn about leadership, confrontation, policies, laws, ritual, chapter operations, and most importantly share ideas with other Number I’s.

Please review the guide to be prepared and well informed about the Number I’s Leadership Institute. We are excited about your participation and involvement with our national leadership team. If you should have any questions, please feel free to contact me.

Fraternally,

Brent W. Fellows
Director of Educational Programming
WHAT TO EXPECT

The Number I’s Leadership Institute is an intensive informational and educational institute. Be ready to invest a lot of time and energy as sessions are scheduled throughout the entire weekend. Please come with a positive attitude and strong work ethic ready to learn from facilitators, general session speakers, and your peers to bring back as much information as possible.

STRUCTURE: The structure of NLI includes large group presentations followed by facilitated group discussions.

GOAL: The goal of NLI is to educate and empower the Number I’s to understand their role and responsibility as the chapter’s highest elected officer, recognize the tools and support systems provided, and understand the standards and policies of operating an active chapter of Kappa Alpha Order.


UNDERGRADUATE CONFERENCE (4-111) will take place during the weekend. The election for the National Undergraduate Chairman and National Undergraduate Vice Chairman (KA Laws 4-211) will take place during the conference. Active members that are not Number I’s and would like to attend and participate in the election process must do the following: register as an undergraduate conference attendee, pay a $150 registration fee to cover lodging and meals, submit their Fall 2013 semester grade report to verify eligibility (2.6 GPA). Lodging is not guaranteed as Number I’s and NLI Faculty members are considered first.
Caraway is an upscale Southern Baptist Conference Center situated in the middle of 1,100 wooded acres of the Uwharrie Mountains, which is located 30 minutes south of Greensboro, North Carolina.

The conference center comfortably houses all of our participants and faculty. The bedrooms are comparable to standard hotel rooms. Since Caraway is a retreat facility there are no TV’s in the bedrooms. There is a large screen TV in the lobby and wireless high speed internet is available throughout the building. Cell phone coverage is limited. For more information go to www.caraway.org.

The facility and premises are alcohol free and tobacco use is not permitted inside any of the buildings. NLI is an alcohol free event.

Participants will be required to stay on site for the entire conference. You will be randomly paired with another Number I to share a room. Please do not bring any guests or girlfriends to the conference center.
The gentlemen of Kappa Alpha Order distinguish themselves at all times by their actions and appearance. Everyone is required to be dressed in KA Casual. KA Casual can be described as slacks/khaki pants, a button down or polo shirt, dress socks, and dress shoes (no hats during sessions). Also, do not forget your Number I’s jewel!

You should expect temperatures in the mid 40’s during the day and low 30’s at night. Greensboro usually receives limited snowfall in the winter. After the sessions are over for the day, participants can change into relaxing clothes.

**Composite Picture** - Every Number I will have their picture taken for a complete NLI composite. Please bring a white button down shirt and navy blue blazer for the composite picture. We will provide a tie for the picture.

**WHAT TO BRING:**

- Willingness to learn and a positive attitude
- Government Issued Picture ID (Very important for airport)
- Personal hygiene items (see Baggage Policy)
  - (shaving cream, toothpaste, *Conference Center does NOT provide shampoo, but they do provide soap*)
- Appropriate attire
- 1 white button down shirt and navy blue blazer (for picture)
- 3 collared shirts
- 3 slacks
- Dress socks
- Dress shoes
- Personal spending money (Airport restaurants, KA Store, etc.)
- Number I’s Jewel
- Official fall chapter grade report
REGISTRATION

There is a quick turn-around from your election to Number I, registering for NLI, and arranging travel arrangements. Please register for NLI as soon as possible. **Registrations are due by Monday, December 2nd.** Please go online to our website at www.kappaalphaorder.org to register.

**Number I’s Exam**—Number I’s are required to pass the exam. Once you register, an email with instructions will be sent to your attention to take the exam. If the exam is not completed prior to attending NLI, the Number I will be required to take the exam onsite.

**Dates and Deadlines to Remember**

**December 2nd Deadlines**
- NLI Registration
- Number I’s Exam
- Number I’s Term Plan
- Receipt of the customs of the Order
- Report 10 (Officer Update)
- Roster of Members

If chapter did not apply for the National Awards for Chapter Excellence, you must submit the following reports:
- Project Outreach Report
- Operation Crimson Gift Report

**December 18th Deadline**
- Number I’s Report Card Due

**December 31st Deadline**
- Fall Semester Chapter grades

January 2 - NLI begins

January 31 - E. Fleming Mason Memorial Internship Application KAOEF Scholarship Application
As mandated by *The Kappa Alpha Laws*, each active chapter shall elect a Number I to attend NLI.

**9-112. Election of I, II and III.** The I, II and III shall be elected annually between November 1 and December 1 or at such other interval and time as the Executive Director shall approve in writing.

**9-113. Ineligibility for chapter office.** A member is ineligible for the office of I, II or III if he is indebted to the Order or one of its chapters; a member is ineligible for the office of I if he has prior knowledge that he will be unavailable for the I’s Leadership Institute.

**9-132. The II - Vice President.** The II shall perform any of the duties of the I in his absence or inability to act and generally assist the I in the discharge of his duties; count the votes on questions submitted to the chapter; report to the chapter violations of the laws of the Order when the same are not reported by the VII; and privately counsel with and advise the I concerning the discharge of his duties. The II shall become the I if the office of the I becomes vacant, or due to the I’s ineligibility to hold office, until an election can be held at a chapter meeting.

**R9-271. SCHOLARSHIP STANDARDS.**

(b) No active member or member awaiting initiation shall be eligible to attend or participate in any social function sponsored by an Active or Alumni Chapter if he has failed to maintain a grade point average of 2.60 on a 4.0 scale, or its equivalent, for the immediate preceding college semester or quarter.

(c) A member is ineligible to serve in any office of an Active Chapter if he has failed to maintain a grade point average of 2.60 on a 4.0 scale, or its equivalent, for the immediate preceding college semester or quarter.

**9-412. Attendance requirement.** The I of each Active Chapter shall attend and participate in the I’s Leadership Institute and shall satisfactorily complete the prescribed examination. In the event the I is unable to attend the I’s Leadership Institute for acceptable reasons, the II, III, or VI, in that order, may be approved by the Executive Director as his chapter's representative. The Knight Commander may, in his discretion, and with the approval of the Executive Council, require an additional officer or officers from any Active Chapter to attend the I’s Leadership Institute.

**9-413. Failure of I to attend.** Any I failing to attend the I’s Leadership Institute without an excuse approved in advance by the Executive Director may be removed by the Knight Commander. Any I who is excused from attending the I’s Leadership Institute shall satisfactorily complete the prescribed examination within 30 days after the I’s Leadership Institute, or the Knight Commander shall remove him from office.
GRADES
To remain eligible to serve as Number I, a 2.6 semester/quarter GPA must be achieved every semester/quarter (See R9-271 Scholarship Standards). To make sure every Number I has achieved a 2.6 GPA, it is mandatory for every Number I participant to submit a copy of his fall semester/quarter report card as soon as they are made available from the college/university. A copy of the report card (detailing hours achieved, class schedule, GPA, and grades) should be emailed or faxed to the attention of the chapter’s assigned Associate Director for Chapter Services by the deadline of Wednesday, December 18, 2013.

If a Number I does not submit his grade information by the deadline without a valid excuse, the Number I may be removed from office. If a Number I shows up on site and does not have the 2.6 GPA minimum requirement, he will be sent home at his chapter’s expense.

Is the Number II prepared to attend NLI in case the Number I is academically ineligible? If a Number I receives below the 2.6 GPA, the Number II (9-132) becomes the Number I (until the next chapter election) and therefore is required to attend NLI unless a chapter election occurs before NLI. The chapter will be required to purchase additional flights.

EXCUSES
Every Number I is required to attend the Number I’s Leadership Institute. However, certain circumstances arise that are out of our control. Excuses can be filed online and must be received as soon as possible.

Please note that a Number I that has prior knowledge he will be unavailable to attend NLI is not a valid excuse (9-113). Also, please understand that if the Number I is not excused and he cannot attend NLI, the Number I becomes ineligible and the Number II assumes the Number I position.

If an unfortunate death to ones immediate family occurs over the Christmas break, the Kappa Alpha Order National Administrative Office requires the Number I to submit an obituary from the local newspaper to verify the excuse to assist with negotiations for reimbursement of the conference.
The Kappa Alpha Order National Administrative Office will make all flight arrangements purchased through Canyon Creek Travel. Flight arrangements will be made for participants that live at least 4 hours or more from the Number I’s holiday or school address to Greensboro, North Carolina.

The Order will cover transportation costs including the following: plane tickets from the participant’s residence or school address, mileage reimbursement for those driving, lodging at the Caraway Conference Center, and meals on site. **Participants are required to cover any meals while traveling and any incidental expenses (airport parking, mileage to and from the airport, etc.).** Upon receipt of the Number I’s NLI registration, the Kappa Alpha Order National Administrative Office will purchase the cheapest roundtrip ticket from the closest major airports. Canyon Creek Travel will send an electronic ticket via email to each Number I.

Flights will be scheduled to arrive on **Thursday, January 2nd.** Please plan to block off the entire day for travel. Our goal is to bring everyone in on Thursday so that we can begin training after dinner.

The National Undergraduate Chairman and National Undergraduate Vice Chairman will be waiting in the baggage claim area to direct everyone to the airport shuttle van. The van will transport everyone to the Caraway Conference Center.

An airport shuttle will take everyone back to the airport at 12:00 PM. Return flights will be scheduled to leave Greensboro on Sunday, January 5th no earlier than 2:00 PM EDT.

**What if I am on vacation during Christmas break?**

If anyone is on vacation and not flying out of the closest major airport of their residence or school address, Kappa Alpha Order will work with that individual to get them to NLI. However, the person is required to pay the difference of the school or holiday address travel destination and the vacation destination.
Once a ticket has been purchased...

1. The Kappa Alpha Order National Administrative Office will not pay for any additional changes.
2. We cannot receive a refund for the ticket. Airlines do not provide refunds once a ticket has been purchased. Additional tickets will be charged to the chapter’s statement of accounts.

Airport Parking

Please consider having someone drop you off at the airport. We do not reimburse for airport parking or mileage to and from the airport.

What if the Number I becomes ineligible?

If a Number I becomes ineligible (disciplinary reason, grades, etc.) after a flight has been purchased by the Kappa Alpha Order National Administrative Office, the chapter will be required to pay his replacement’s flight. The Kappa Alpha Order National Administrative Office will charge the chapter’s statement of accounts for additional flights.

What if the Number I fails to attend?

Without a valid excuse, the Number I will be removed and the chapter and will face further disciplinary actions. The chapter will also be required to pay for costs associated with the conference (travel, lodging, meals, etc.). Missing your flight, a delayed flight or traffic delays are not valid excuses for missing NLI. Please contact the Kappa Alpha Order National Administrative Office to seek advice to help your travel situation.

What if the Number I fails to register by the December 2nd deadline?

If a Number I fails to register by the deadline, the chapter will have to reimburse the Kappa Alpha Order National Administrative Office the difference of the plane ticket based on the rate on December 2nd and the date of the late registration.
BAGGAGE POLICY

Please be advised that airlines charge for checked baggage. The NLI Baggage Policy states that no one will be reimbursed for checked baggage. Consider bringing a carry-on bag to avoid the extra costs. You will be responsible to pay for checked luggage at the airline counter.

What is my carry-on baggage allowance? It is your responsibility to check with the airline on the specifics of the carry-on policy. Most airlines allow one carry-on item onboard the aircraft, plus one personal item. All carry-on items must fit easily in a SizeCheck® unit (approximately 22" x 14" x 9"), and weigh less than 40 pounds. The FAA mandates that all carry-on items have to fit under a seat or in an enclosed storage compartment.

Liquids and Containers—Taking a few minutes to prepare may help to prevent some real hassles at security or even the frustration of having personal property confiscated. Examples of liquids and gels included in these security measures are: Beverages, Creams, Hair gel, Hair spray, Shampoo, Toothpaste, Other items of similar consistency. For all liquids, gels, aerosols, and pastes limit each container to a maximum size of 3.0 oz/100ml. Place all such items in a single quart-size, clear plastic, zip-top bag.

Packing/Check-In Suggestions
These simple hints will usually help you to breeze right through security checkpoints.
◊ Travel light—minimal clutter will speed up the screening process.
◊ Leave cigarette lighters at home.
◊ Leave your pocket-knives, scissors, and any other sharp objects at home or put them in your checked baggage.
◊ Pack any spare lithium batteries for laptops, cell phones, etc. in your carry-on luggage only.
◊ Be ready to take off your shoes and put belts, mobile phones, and metal objects in your carry-on.
◊ Take your laptop out of its case and place it in the container provided for you.
◊ Have identification and your boarding pass ready to show.
◊ Within 24 hours of your flight go ahead and check-in and print out your boarding pass.
Participants whose school address or holiday address (depending on where the Number I is located at the time of NLI) is within 4 hours (250 miles one way) of Greensboro will be reimbursed at .40 cents per mile. Reimbursements will be credited to the chapter account. Please arrive before 4:00 PM EDT on Thursday, January 2nd.

Caraway Conference Center and Camp
4756 Caraway Mountain Road
Sophia, North Carolina 27350

*Caraway is located in Randolph County, North Carolina. They are 7 miles west of Asheboro in the community of Sophia.*

**Directions To Caraway Conference Center**
**FROM RALEIGH:**
- Take 64 West to Asheboro
- Take Interstate 73 North toward Greensboro (also called 220 bypass North, Not 220 business North).
- Get in the left lane as the exit will be a left exit.
- Proceed 1 ¼ miles and take the first exit, "Asheboro Hwy 42".
- At the end of the exit ramp, turn Left onto Old Lexington Rd.
- Proceed 5 miles, bear Rt at speedway sign on Caraway Mtn Rd.
- Follow Caraway Mountain Road for 3 miles and
- The Caraway entrance will be on your Right.
DIRECTIONS

FROM CHARLOTTE/LEXINGTON:
- From I-85 North, take Exit 96 (Hwy 64 East, Zoo) toward Asheboro.
- Go 17 miles to flashing caution light.
- Turn Left onto Spenser Meadow Rd (Amity Hills Church on left).
- Drive 2 miles to stop sign.
- Turn Right onto Old Lexington Rd
- Drive a tenth of a mile to Green Farm Rd.
- Turn Left onto Green Farm Rd
- Drive 2 mi. to flashing light at intersection of Caraway Mtn Rd.
- Turn Left onto Caraway Mountain Road and drive 2 miles.
- The Caraway entrance is on the Right.

FROM GREENSBORO:
- From I-40 or I-85, take 220 South
- Take Hwy 42 Exit at Asheboro
- Turn Right (West) onto Old Lexington Rd.
- Proceed 5 mi., bear Right at speedway sign to Caraway Mtn Rd.
- Follow Caraway Mountain Rd for 3 miles.
- The Caraway entrance will be on your Right.

FROM ASHEBORO:
- From 220 Bypass (North) take Hwy 42 exit. This is a LEFT exit.
- At the end of exit ramp, turn Left (West) onto Old Lexington Rd.
- Proceed 5 mi., bear Right at speedway sign on Caraway Mtn Rd.
- Follow Caraway Mountain Rd for 3 miles.
- The Caraway entrance will be on your Right.

FROM HIGH POINT:
- Take 311 South.
- After passing Fairfield Dr & K-Mart, bear right onto Archdale Rd.
- Follow this road for approx. 13 miles through various name changes.
- This road becomes Caraway Mountain Rd.
- The Caraway entrance will be on your left.