KAPPA ALPHA ORDER

Officer Transition Guide

NUMBER V

Former Number V: ______________________________________

Number V: ____________________________________________

Date of Transition: _____________________________________

EXCELLENCE IS OUR AIM

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

☐ Introduce yourself to the Alumnus Advisor
☐ Introduce yourself to the Faculty Advisor
☐ Call and introduce yourself to the House Corporation President
☐ Review the latest Report 7 from the Associate Director for Chapter Services
☐ Send in Report 5 - The Journal update
☐ Set a date for your chapter newsletters to be mailed out
☐ Maintain the chapter register and make sure to update it
☐ Serve as liaison for active chapter and alumni
☐ Create a chapter Alumni Directory using National Office Directory, Facebook, etc.
☐ Create chapter scrapbook

☐ Create and send out parent’s newsletters
☐ Put together/maintain alumni directory
☐ Plan at least 3 alumni events this year
☐ Send out at least 3 different items of correspondence to alumni
☐ Ask alumni for recruitment recommendations
☐ Maintain chapter archives
☐ Write a history of your chapter if one does not exist
☐ Assist the Number IV in maintaining the chapter’s website
☐ Keep chapter pictures stored on computer file/cd

THINGS YOU WILL NEED

☐ A copy of the Kappa Alpha Laws*  ☐ List of chapter alumni*
☐ Current copy of the chapter’s by-laws  ☐ Contact information for companies that provide newsletter services (i.e. Omega)
☐ A copy of Robert’s Rules of Order*  ☐ A copy of a previous newsletter
☐ Chapter register  ☐ Scrap book
☐ Chapter Communications Manual*  ☐ A good monthly calendar or planner
☐ Camera

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

<table>
<thead>
<tr>
<th>Alumni Records:</th>
<th>Alumni Correspondence:</th>
<th>Alumni Events:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your chapter’s alumni</td>
<td>Inform them of chapter news</td>
<td>Advance notice in a letter and</td>
</tr>
<tr>
<td>A geographic region of all</td>
<td>Inform them of alumni news</td>
<td>posting on chapter’s website</td>
</tr>
<tr>
<td>alumni</td>
<td>Ask for address corrections</td>
<td>Reminder a few weeks prior to</td>
</tr>
<tr>
<td>Alumni by initiate year</td>
<td>Ask for rush recommendations</td>
<td>event</td>
</tr>
<tr>
<td>Any sort you want</td>
<td>Inform them of House Corporation news</td>
<td>Something they could bring</td>
</tr>
<tr>
<td></td>
<td></td>
<td>wives and children to</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Be specific on dates and times</td>
</tr>
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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:

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.

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:

___________________________

___________________________