



KAPPA ALPHA PSI® FRATERNITY, INC.

PAUL W. CAINE ALUMNI CHAPTER OF THE YEAR AWARD

Petition Instructions

The Paul W. Caine Alumni Chapter of the Year Award is the highest Grand Chapter award available to alumni chapters for outstanding achievement. The alumni chapters nominated must have at least ten (10) members who are financial with the alumni chapter, Province, and Grand Chapter of Kappa Alpha Psi® Fraternity, Inc. at the time of filing the application. The Province may select and recommend to IHQ and the Achievement Commission not more than one chapter in each category as specified below:

- A) A chapter with at least ten but not more than 30 members in good standing with the *Fraternity* at the Grand Chapter, Province and chapter levels is in the **small chapter** category;
- B) A chapter with at least 31 but not more than 60 members in good standing with the *Fraternity* at the Grand Chapter, Province and chapter levels is in the **medium chapter** category;
- C) A chapter with more than 60 members in good standing with the *Fraternity* at the Grand Chapter, Province and chapter levels is in the **large chapter** category.

Similarly, the Achievement Commission will select and recommend to the Grand Board for approval only one chapter in each category.

Petitions for the alumni chapter of the year award must be typed and submitted on a standard form secured from the Fraternity's International Headquarters. The original petition must be sent to International Headquarters and postmarked within **fourteen (14) days** of the end of the Province Council. Additionally, within the same timeframe, a hard copy of the petition should be mailed by the petitioner to the Chairman and each member of the Achievement Commission. **Or, rather than mailing a hard copy of the petition to every member of the Achievement Commission, the petitioner may elect to upload an electronic copy of the petition to the electronic storage location (the Box) that is described on the petition instruction form. The deadline for processing the petition remains the same.**

- a) Send one (1) Original to the Chairman of the Achievement Commission **OR** upload a pdf copy of the petition to the File Storage repository as discussed in item (d) below.
- b) Send one (1) copy to each Achievement Commission Member **OR** upload a pdf copy of the petition to the File Storage repository as discussed in item (d) below.
- c) You **do not** need to get the Executive Director's signature prior to submitting your petition. The signature will be affixed once International Headquarters receives its copy.
- d) A **PDF copy** of the petition may also be "uploaded" into the **File Storage Repository approved by the Grand Board** for subsequent evaluation. The PDF file must also be filed **no later than 14 days following the candidate's Province Council**. **Please note that uploading the petition to the File Storage Repository (the BOX) can be used in lieu of mailing copies to each member of the Achievement Commission, although each petitioner is still required to mail one (1) copy of the petition to the International Headquarters.**

(The instructions for uploading your PDF file to IHQ AND to Achievement Commission members are found on the last page of these instructions so that when the petition is complete, you may save an electronic copy at IHQ as part of the submission process.)

Candidates are encouraged to prepare their petitions in advance of their Province Council so that after receiving the Province Certification as described in PART III below at their Province meeting, they may distribute their petitions as described above **well in advance of the 14-day deadline**. These procedures are designed to enhance the overall efficiency of the submission and review protocols that govern the award process.

A mailing list of the Achievement Commission/Committee members can be obtained from International Headquarters. Petitions are accepted each year.

The petition is divided into four (4) parts:

PART I –The Background section provides basic information about the Chapter;

PART II - Province Certification certifies that the Province of jurisdiction. This section must be signed by the Province Polemarch and the Keeper of Records.

PART III - Grand Chapter Certification certifies that the Chapter is in good standing with the Grand Chapter and meets the statutory requirements. This section must be signed by the Executive Director.

PART IV - Areas of Achievement indicates the areas for which the Chapter's outstanding achievement will be judged. Convincing statements should be made to support the Chapter's achievements. The areas to be judged are listed below. Each area will be awarded points as indicated. Submissions should show the extent to which:

1. Chapter goals and objectives are developed and are a regular part of the Chapter's management planning (*10 Points*);
2. The Chapter's budget is consistent with its goals and objectives (*5 Points*);
3. An effective and viable Chapter Guide Right Program is ongoing (*15 Points*);
4. The Chapter provides planned and well-articulated support to undergraduate chapters and/or Senior Kappa program (*15 Points*);
5. National and province programs of Kappa Alpha Psi® are supported as an ongoing part of the Chapter's activities (*20 Points*);
6. Extra meritorious involvement with the community is demonstrated, and contributions to charitable and non-profit organizations are made (*15 Points*);
7. An effective and viable reclamation and retention program exists (*15 Points*); and
8. Chapter members hold appointive offices and/or elective positions with the province or at the Grand Chapter level (*5 Points*).
9. The winner in each of the three (3) categories will receive a plaque with the appropriate inscription.

KAPPA ALPHA PSI® FRATERNITY, INC.

GRAND CHAPTER

PAUL W. CAINE ALUMNI CHAPTER OF THE YEAR AWARD

PETITION

Name of Chapter

Membership

Submitted By

Name of Province

Date Submitted



KAPPA ALPHA PSI® FRATERNITY, INC.

PAUL W. CAINE ALUMNI CHAPTER OF THE YEAR AWARD

Petition

PART I: Background Section

Chapter Name: _____ Charter Date: ____/____/____

Address: _____

City

State

Zip Code

Chapter Financial Membership: _____ Life Members: _____ Subscribing Life Memberships: _____

Polemarch

Signature

Date

Keeper of Records

Signature

Date

Address: _____

City

State

Zip Code

Phone Number: Day (____) ____ - ____ . Ext. ____ Evening (____) ____ - ____

PART II: Province Certification

We, the undersigned do hereby certify that the above-named Chapter is in good standing with our Province, and has paid all required dues and assessments imposed by our Province. We further attest that our Province has not been notified that the Chapter is the subject of any pending allegations pending against the Chapter that would subject it to any disciplinary action. To the best of our knowledge, this petition presents a true and accurate statement of the eligibility and qualification of the Chapter for the Paul W. Caine Alumni Chapter of the Year Award of Kappa Alpha Psi® Fraternity, Inc.

Province Polemarch Signature Date

Province Keeper of Records Signature Date

Date of Province Council Meeting: From _____ To _____

PART III: Grand Chapter Certification

This chapter is eligible for consideration by the Achievement Commission. They meet all statutory provisions relative to membership, financial support of the Fraternity, and timely receipt of the petition.

Executive Director’s Signature Date

This chapter is not eligible for consideration for the Paul W. Caine Alumni Chapter of the Year Award by the Achievement Commission for the following reason(s):

- Petition received at International Headquarters after statutory deadline.
- Chapter is not in good standing with the Fraternity.
- Chapter is subject of a disciplinary action or a pending disciplinary action by the Fraternity.

Executive Director’s Signature Date

PART IV: Areas of Achievement

Chapter Name: _____ Date: _____

Please describe each area as briefly and succinctly as possible. All responses must be typed.

1. State the goals and objectives of the Chapter for the previous year and the results (10 Points).

2. Describe briefly the Chapter's budget; its development, sources of funds; distribution of resources and relationship to goals stated in item #1 (5 Points).

3. Describe the Chapter's Guide Right Program (15 Points).

4. (A) Does the Chapter sponsor an undergraduate chapter? If so, name the undergraduate chapter and give a description of the chapter's interaction with the chapter. Also include a statement on any financial support provided to the chapter. Attach a letter of support from the undergraduate chapter (15 Points).

4. (B) Does the chapter have an effective program for Senior Kappas in their chapter? If so, describe the program, the number of participants, the activities and a statement of any financial support shown in the chapter's budget, and expended on behalf of Senior Kappas. (15 Points)

NOTE: The chapter may only be awarded 15 points for Item 4. The points will be based on what the chapter does in either item. If a chapter describes activities in both 4 A & B, the one which yields the greatest number of points will be used.

5. Describe the Chapter's involvement with programs of goals announced by the Grand Chapter and Province Council (include names of programs/goals) (20 Points).

6. Describe the Chapter's involvement within the community. Identify activities under the following headings: a) political action; b) social action; c) scholarship support; d) community service; and e) contributions to charitable and non-profit organizations (20 Points).

7. Describe the Chapter's reclamation and retention efforts (15 Points).

8. Give the names of Chapter Brothers who hold an elective or appointive office or committee membership at the Province or Grand Chapter level (indicate his involvement) (5 Points).

Attach any documents, newspaper articles, programs or pictures to support the entries listed above.

Procedure to Upload Award Petition to IHQ and the Achievement Commission

Petition location on national website:

Go to the award page of the IHQ website <http://kappaalphapsi.org/caine-award/>

- 1.** There you will see the instructions and the online form for submitting the document. Your form may look a little different depending on the type of device being used but the information being asked for is the same.
- 2.** The system will accept your uploaded file and send an email message to IHQ and the Achievement Commission members notifying them you have uploaded your file. You will not be contacted unless IHQ or the Chairman of the Achievement Commission needs additional information.