



THE SOUTHERN PROVINCE OF
KAPPA ALPHA PSI FRATERNITY, INC.

"Training for Leadership Since 1911"

ALABAMA ♦ THE BAHAMAS ♦ DOMINICAN REPUBLIC ♦ FLORIDA ♦ US VIRGIN ISLANDS

2025 Undergraduate Chapter of the Year Petition

Petition Instructions

The Southern Province Undergraduate Chapter of the Year Award is the highest award available to undergraduate chapters for outstanding achievement. The undergraduate chapters nominated must have at least **seven (7) members** who are in “Good Standing” with the undergraduate chapter, Province, and Grand Chapter.

- A.) A chapter with at least **7 but not more than 20 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 **21 but not more than 30 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 30 members** in good standing with the Fraternity at the Grand Chapter, Province and chapter levels is in the **large chapter** category.

The total number of members in “Good Standing” reported by the chapter will be verified by the Southern Province Achievement Committee by contacting IHQ to verify accuracy.

Petitions for the undergraduate chapter of the year award must be typed and submitted on a standard petition application secured from the Southern Province website. **The completed petition form must be postmarked by the deadline of February 8, 2025. NO EXCEPTIONS!**

- A) Send one (1) copy to the Achievement Committee Chairman
B) Send one (1) copy to each member of the Achievement Committee

A mailing list of Southern Province Achievement Committee members is included with the Chairman’s Letter, and the contact list will be posted on the Southern Province Website.



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The completed petition application must be supported with documentation. The documentation may include official letters, printed programs, brochures, newspaper articles, pictures, **none of which will be returned.**

The petition is divided into four (4) parts:

PART I – Background is general information that provides basic background information about the chapter.

PART II – College/University Certification certifies that the chapter and the undergraduates are in “**Good Standing**” with the institution. **This section must be completed and signed by an official of the college or university.**

PART III – Province Certification certifies that the chapter is in “**Good Standing**” with the Province. **This section must be completed and sign by the Southern Province Polemarch, Southern Province Keeper of Exchequer, and Southern Province Keeper of Records which will be available to be downloaded from the Southern Province website.**

PART IV – Areas of Achievement indicates the areas for which the chapter’s outstanding achievement will be considered. Convincing statements should be made to support the various areas.



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Petition Application

Name of College/University

Name of Chapter

Name of Brother (s) Submitting Petition

Total number of members in "Good Standing" confirmed by IHQ



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PART I: Background

College/ University: _____

Chapter Name: _____

Address: _____

Chapter Financial Membership: _____ Charter Date: _____ / _____ / _____

Polemarch **Signature** **Date**

Email Address: _____

Address: _____

Current Contact Number: (_____) _____ - _____, Evening (_____) _____ - _____

Keeper of Records **Signature** **Date**

Email Address _____

Address: _____

Current Contact Number: (_____) _____ - _____, Evening (_____) _____ - _____



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Chapter Advisor

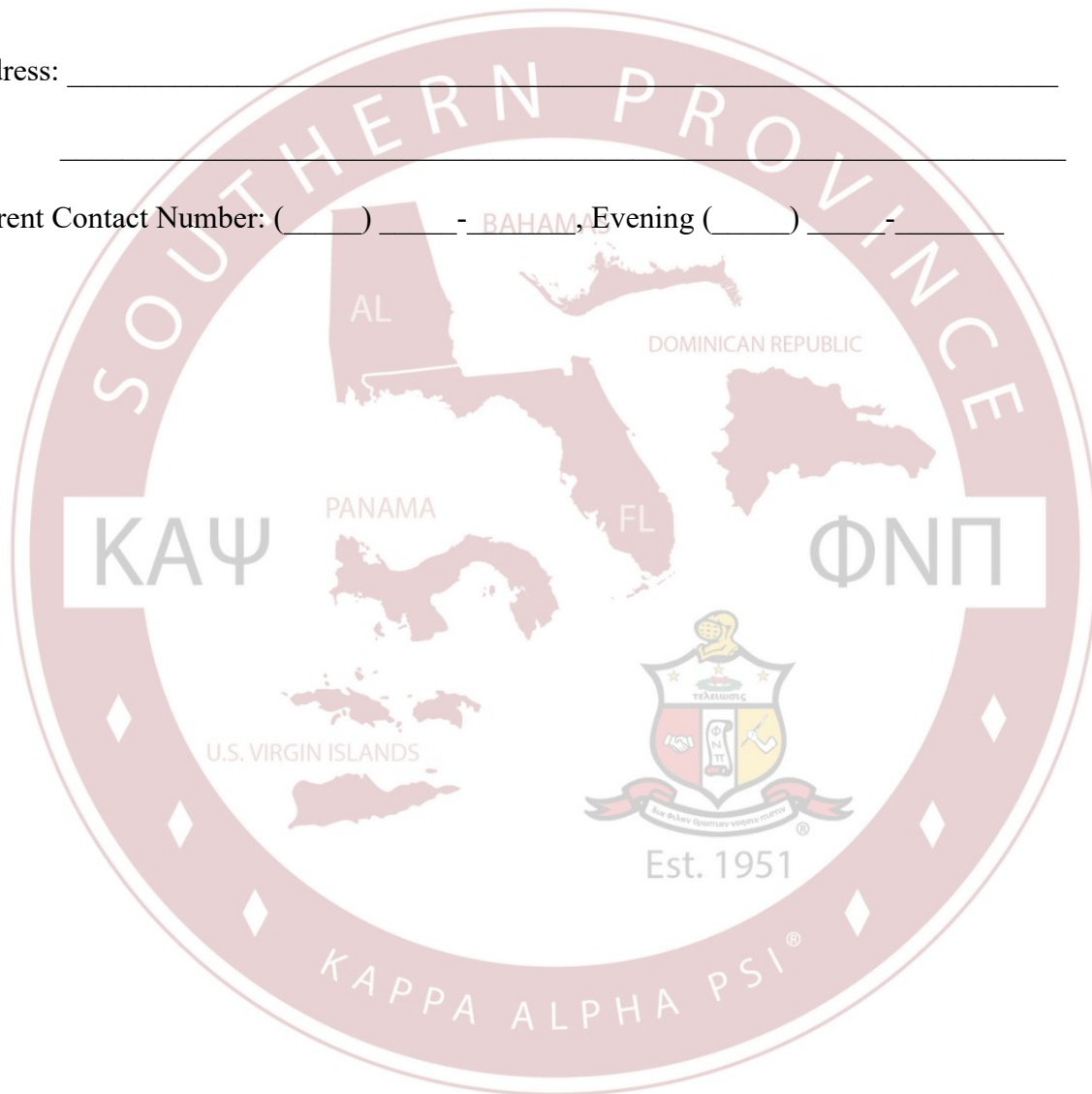
Signature

Date

Email Address _____

Address: _____

Current Contact Number: (____) _____ - BAHAMA, Evening (____) _____





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PART II: College/University Certification

Must be completed by college/university official!

We, the undersigned do hereby certify that the information (names, majors, grade point averages, credits earned and expected date of graduation) listed on the attached list to the best of our knowledge represents a true and accurate statement of the status of these students with this college/university **(Please make additional copies of this form as needed)!**

College/University Official	Title	Signature	Date
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Name: _____

Major: _____

Grade Point Average: _____ Credits Earned: _____ Graduation Year _____

Name: _____

Major: _____

Grade Point Average: _____ Credits Earned: _____ Graduation Year _____

Name: _____

Major: _____

Grade Point Average: _____ Credits Earned: _____ Graduation Year _____



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Name: _____

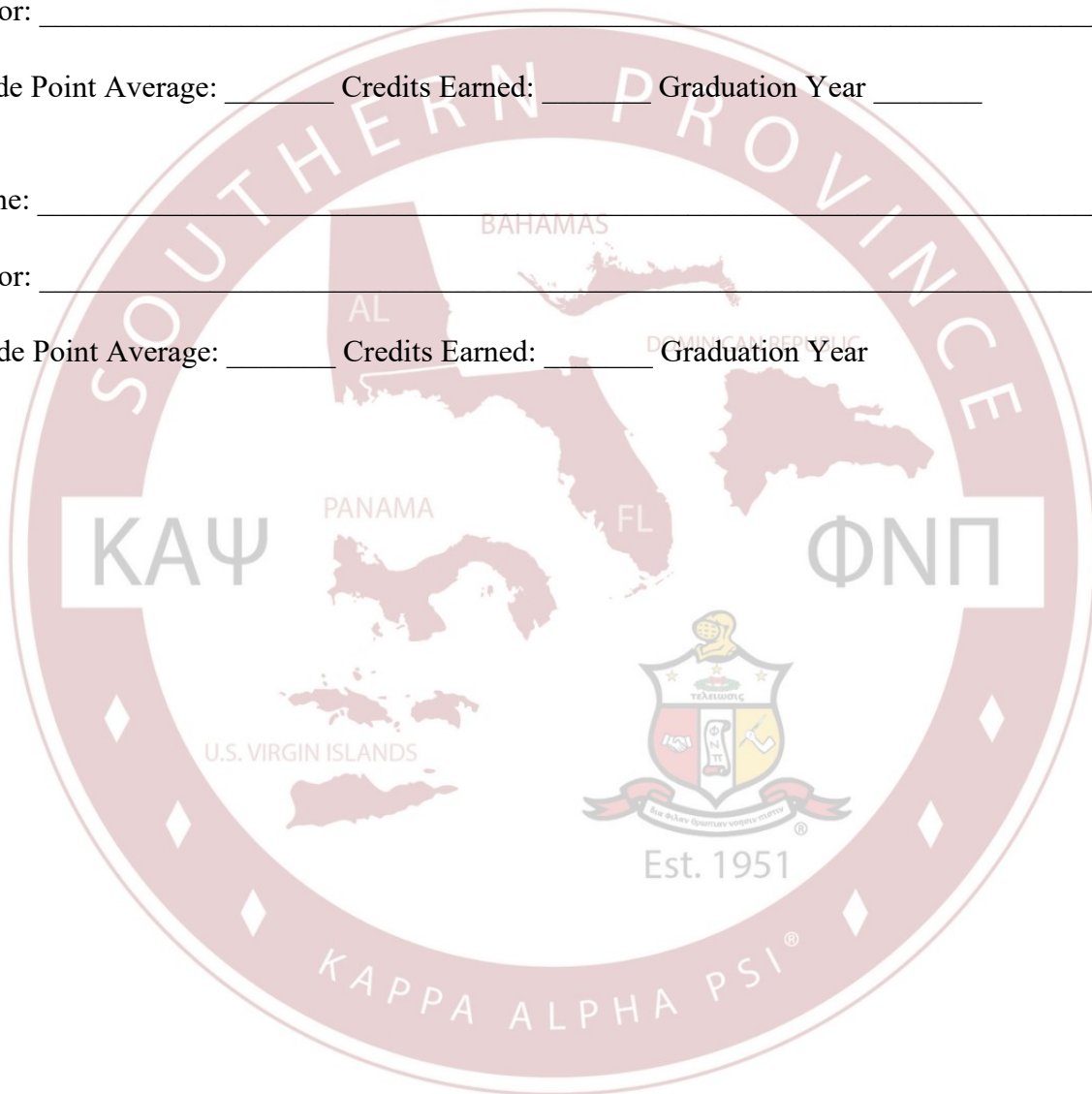
Major: _____

Grade Point Average: _____ Credits Earned: _____ Graduation Year _____

Name: _____

Major: _____

Grade Point Average: _____ Credits Earned: _____ Graduation Year _____





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PART III: Province Certification

This form must be signed and dated by each Southern Province Officer Below!

We, the undersigned do hereby certify that the above Chapter is in good standing with the Southern Province, and has paid all required dues and assessments imposed by our Province. We further attest that the Southern Province has not been notified that the Chapter is the subject of any pending disciplinary action by any level within Kappa Alpha Psi Fraternity nor are there any allegations pending against the Chapter what 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 Southern Province Alumni Chapter of the Year Award of Kappa Alpha Psi Fraternity, Inc.

Jason M. Jones

Province Polemarch

Signature

Date

Gregory L. Williams

Province Keeper of Records

Signature

Date

Ralph A. Altice

Province Keeper of Records

Signature

Date

****Copy of this page must be included with each copy of the submitted petition****



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PART IV: Areas of Achievement

Chapters are given the autonomy to answer each petition question in their own unique manner. All responses to the petition questions must be typed. Use as many pages as deem necessary to express the achievements of the chapter. Attach any additional documents, newspaper articles, programs, or pictures to support the responses of the petition questions below:

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. Describe the Chapter's relationship with the supervising alumni chapter and undergraduate chapter advisor. Also, attach a letter of support from the alumni chapter and undergraduate chapter advisor **(15 points)**.
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 **(15 points)**.
7. Describe the Chapter's involvement in improving the quality of college/university life at your institution. Describe the perception of Kappa Alpha Psi Fraternity on your campus, the Chapter's involvement in college/university clubs or organizations. Name Brothers in campus leadership positions, offices held and their roles **(10 points)**.
8. Describe any Chapter events that have involved a collaboration between your chapter and at least 1 other chapter in the Province **(5 points)**.
9. Give the names of the Chapter Brothers who hold an elective or appointed office or committee membership at the Province or Grand Chapter level **(5 points)**.