

KAPPA ALPHA PSI FRATERNITY, INCORPORATED
SOUTHERN PROVINCE

2025-2026 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, Southern 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 community service chapter of the year award must be typed and submitted on a standard petition application from Southern Province website. The completed petition application must be emailed by the deadline of **February 28, 2026, at midnight.**

- A) Email electronic version (i.e. Flipping book, PDF, or MS Project) to all members of the Achievement Committee.
- B) One (1) hardcopy will be sent to the Achievement Committee Chairman, for archiving, after the winner is selected at Province Council

A list of Southern Province Achievement Committee members is included with the Chairman’s Letter also located on the Southern Province website. The completed petition application must be supported with documentation. The documentation may include official letters, printed programs, brochures, newspaper articles or pictures.

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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 Southern 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.

SOUTHERN PROVINCE

Established in 1951

Petition Application

KAPPA ALPHA PSI FRATERNITY, INCORPORATED
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Name of School

Name of Chapter

Submitted By Brother

Total number of members in “Good Standing” recognized by IHQ

Established in 1951

PART I: Background

KAPPA ALPHA PSI FRATERNITY, INCORPORATED
SOUTHERN PROVINCE

2025-2026 Undergraduate Chapter of the Year Petition

College/University: _____

Chapter Name: _____

Address: _____

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

1.

Polemarch _____ Signature _____ Date _____

Email Address _____

Address: _____

Current Contact Number: (____) ____ - ____

2.

Keeper of Records _____ Signature _____ Date _____

Email Address _____

Address: _____

Current Contact Number: (____) ____ - ____

3.

Established in 1951

Chapter Advisor's Name _____ Signature _____ Date _____

Email Address _____

Address: _____

Current Contact Number: (____) ____ - ____

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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 _____

Established in 1951

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, Inc. 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 Undergraduate Chapter of the Year Award of Kappa Alpha Psi Fraternity, Inc.

Jason M. Jones, ESQ

Province Polemarch

Signature

Date

Gregory L. Williams

Province Keeper of Records

Signature

Date

Ralph A. Altice

Province Keeper of Exchequer

Signature

Date

*** A copy of this page must be included within each 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 **(10 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 one other chapter in the Southern Province **(10 points)**.
9. Give the names of the Chapter Brothers who hold an elective or appointive office or committee membership at the Southern Province or Grand Chapter level **(5 points)**.