

KAPPA ALPHA PSI FRATERNITY, INCORPORATED

SOUTHERN PROVINCE

2025-2026 Undergraduate Chapter Community Service of the Year

Petition Instructions

The Southern Province Undergraduate Chapter Community Service Award is the highest award available to undergraduate chapters for outstanding community service. The undergraduate chapters submitting must have at least **seven (7) members** who are in **“Good Standing”** with the Grand Chapter, Southern Province, and undergraduate 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 community service 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 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 mailing list of Southern Province Achievement Committee members is included with the Chairman’s Letter and can be located on KappaOrg.com. The completed community service 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 signed by the Southern Province Polemarch, Southern Province Keeper of Exchequer, and Southern Province Keeper of Records. This form will be available upon request from the Province Director of Operations after verification of being compliant with all Grand Chapter and Southern Province Requirements.**

PART IV – Community Service Areas of Achievement indicates the areas for which the Chapter’s outstanding community service will be considered. Convincing statements should be made to support the various areas.

SOUTHERN PROVINCE

Established in 1951

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Petition Application

Name of Chapter

City/State

Name of Brother (s) Submitting Petition

SOUTHERN PROVINCE

Established in 1951

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

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PART I: Background

Chapter Name: _____

Charter Date: ____/____/____

Address: _____

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

Polemarch	Signature	Date
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Email Address: _____		
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Address: _____		
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Current Contact Number: (____) ____ - ____, Evening (____) ____ - ____

SOUTHERN PROVINCE

Established in 1951

Keeper of Records	Signature	Date
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Email Address _____		
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Address: _____		
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Current Contact Number: (____) ____ - ____, Evening (____) ____ - ____

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Chapter Advisor _____

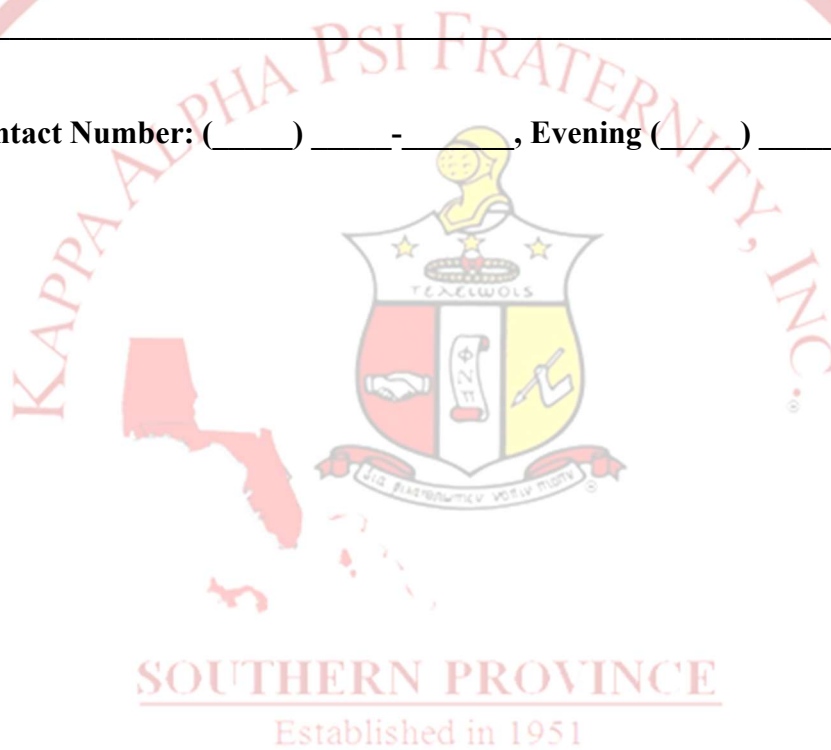
Signature _____

Date _____

Email Address _____

Address: _____

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



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PART II: College/University Certification

This form 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: _____			
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Major: _____			
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Grade Point Average: _____	Credits Earned: _____	Graduation Year _____	
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Name: _____			
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Major: _____			
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Grade Point Average: _____	Credits Earned: _____	Graduation Year _____	
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Name: _____			
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Major: _____			
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Grade Point Average: _____	Credits Earned: _____	Graduation Year _____	
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Name: _____			
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Major: _____			
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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 _____

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 _____

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 Community Service 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 Records

Signature

Date

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

PART IV: Community Service Areas of Achievement

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

1. Describe the Chapter's Guide Right Program **(20 points)**.
2. 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 **(20 points)**.
3. Describe the chapter's involvement with programs of goals announced by the Grand Chapter and Southern Province (include names of programs/goals) **(20 points)**.
4. Describe the Chapter's involvement within the community. Identify activities under the following headings **(40 points)**:
 - a) Political Action
 - b) Social Action
 - c) Scholarship Support
 - d) Community Service
 - e) Contribution to charitable and non-profit organizations