

# PIVOT

VIRTUAL CHAPTER OPERATIONS 2020-2021

Dear Sisters and Brothers,

The COVID-19 pandemic is bringing major change to all of our lives. We want to assure you that one piece of your lives that will not be gone this fall are our organizations. We recognize that changes are needed in order to follow the advice of public health experts and to put the safety and care of others first. We also recognize that serving bands, making music, and embracing each and every musician as a friend and colleague is at the core of what we do. Therefore, the information below is designed to help you do just that.

The National Councils of both Kappa Kappa Psi and Tau Beta Sigma know that each campus has its own unique procedure in place for this pandemic, and it is our hope that the information outlined below is easily adaptable to every chapter's situation. However, we want to emphasize that we are here to assist your chapter and your chapter members. If, after reading the guidance below you still have questions or concerns, please reach out to your District Counselors/Governors or send us an email at [healthandsafety@tbsigma.org](mailto:healthandsafety@tbsigma.org) or [healthandsafety@kkpsi.org](mailto:healthandsafety@kkpsi.org).

We would like to thank everyone who sent updates regarding their school and band plans for the coming terms. COVID-19 has continued to be a public health threat and has caused Tau Beta Sigma and Kappa Kappa Psi to shift how we are approaching our operations on every level. That said, we are making the following strong recommendations for chapters as you plan for the Fall:

- Your Chapter should hold all official business online. This includes Chapter meetings, Committee meetings, special events and programs, recruitment, membership education, and so on. Please see [Page 8](#) of the attached guidance for more information.
- Your Chapter should only hold in-person service projects that are necessary to the function of your band this fall. Careful consideration should be made as to what service is completed as well as how many individuals are necessary to complete a task. A list of example activities can be found on [Page 11](#) of the attached guidance.
- Your Chapter should follow all [CDC guidelines](#), national/state/local guidelines, and campus policies, and should practice social distancing when holding any in-person service projects.
- Your Chapter should amend its attendance policy for in-person events to allow for absences related to personal or family illness or concern about potential exposure. No member should be required to attend an in-person event if they are unable or uncomfortable during this time, even if the student is on campus for courses and band. Please see [Page 4](#) of the attached guidance for more information.
- Your Chapter should not plan or attend any in-person visits with any other Chapter.
- Your Chapter should coordinate with your Sponsor and DOB to ensure your Chapter is fulfilling obligations to the band program as much as you can safely do so. A few tips regarding this communication can be found on [Page 8](#) of the attached guidance.

Adherence to public health directives and guidelines is essential to the containment of COVID-19. Our Health and Safety Task Force will be monitoring the progress of COVID-19 and changes to university plans, and we will adjust our recommendations throughout the coming months if needed.

In addition to the above recommendations, Kappa Kappa Psi and Tau Beta Sigma are prohibiting chapters from performing our respective Rituals and ceremonies until further notice. Both organizations recognize the importance of Ritual to our membership education processes, so we have each developed virtual Ritual experiences for our chapters. More information about Rituals can be found on page [Page 14](#) of the attached guidance.

We recognize that some chapters may have unique challenges not listed in this guidance, and we encourage any member with chapter-specific questions to contact [healthandsafety@kkpsi.org](mailto:healthandsafety@kkpsi.org) or [healthandsafety@tbsigma.org](mailto:healthandsafety@tbsigma.org) for additional information and resources. We will be working with your Director of Bands and Chapter Sponsor(s) to provide whatever flexibility we can. So, if you are unsure in any way on how to answer a particular question or concern, contact us right away and let us figure out the best way forward.

As we continue to navigate through the weeks and months ahead, please know that your National Leadership Teams and your National Headquarters Staff are at your service. Our main goal for the Fall is to help our chapters be successful in our missions and ideals, even though the ways in which we serve may be different for now. If at any point you or your chapter need assistance with anything at all, please reach out to us. We promise to work with you as you continue to strive for the highest for greater bands.

MLITB,

Marco, Adrienne, and The National Leadership Teams of Kappa Kappa Psi and Tau Beta Sigma

<b>National Obligations</b>	<b>5</b>
Chapter Personnel Report	5
Officer and Chapter Update	6
Membership Candidate Registration Form	6
Initiate Registration Form	6
Fall Activity Report	7
Graduating Senior Report	7
<b>IMPORTANT INFORMATION</b>	<b>8</b>
District Events	8
Alumni Engagement	8
<b>Chapter Operations</b>	<b>10</b>
Director and Sponsor Communication	10
Preparing for Chapter Meetings	10
Chapter Meeting Basics	11
Service Opportunities	13
Musicianship Opportunities	13
Bonding and Fellowship Activities for Your Chapter and/or Band	14
Fundraising Opportunities	14
<b>Tau Beta Sigma National Programs</b>	<b>15</b>
<b>Membership Education Classes and/or Membership Intake</b>	<b>16</b>
Online Recruitment	16
Online Membership Education Classes	16
Ritual For Tau Beta Sigma	16
Ritual for Kappa Kappa Psi	17
<b>National Chapter Visit Programs</b>	<b>18</b>
Tau Beta Sigma Chapter Visitation Program	18
Kappa Kappa Psi Chapter Field Representatives	18

This document was updated on September 2, 2020.

**[Visit the Pivot Landing Page on our National Headquarters Page for Updates and Resources.](#)**

# NATIONAL OBLIGATIONS

For many of our chapters there will be limited ensembles this fall, if any. **The National Councils of both organizations will waive the fall requirement for membership in a band for all actives and membership candidates, regardless of whether the band is able to meet or not.** We know that some members may not be able to participate in band, even if an ensemble is meeting on campus, and no one should be penalized for putting their health first. All members have to submit dues on time, all reports are still due on time, and membership candidates have to submit on time paperwork and fees.

Chapters will need to amend any requirements of in-person attendance that do not align with the waiver for participation granted by the National Councils. To suspend your constitutions or bylaws, you will have to do the following in your first meeting back as a chapter:

1. The President will recognize anyone to make a motion after the previous minutes have been approved.
2. The motion to be made is to “suspend any rules within the Chapter Constitution (and/or bylaws) to allow virtual participation to meet the obligations of membership until the National Council has notified the chapter of a return to regular business.”
3. The motion requires a 2/3 vote in favor of the motion.
4. The motion and outcome should be included in the chapter minutes.
5. If the motion fails, please contact the National President of your organization for information on how to proceed and address any objections raised.

Any chapter questions or concerns about this change should be directed to the National Council of your organization who can have someone meet with your chapter and help you move forward while meeting all requirements and guidelines.

All membership materials, including those which would have been mailed out from the spring and summer months, will be mailed to the Director of Bands after the Chapter Personnel Report has been submitted and processed by National Headquarters (see below for more information). New member cards will be included with renewal cards for the new membership year. The Director of Bands can determine the best way to distribute these materials to members. Members should check that the chapter’s Director of Bands information is up to date before completing the Chapter Personnel Report.

## **Chapter Personnel Report**

The 2020-2021 Chapter Personnel Report for your chapter is now available for submission in the Online Membership & Reporting System (OMRS). The names that are pre-populated on this form are members who were active during the 2019-2020 academic year and persons reported as initiates during 2019-2020. Use the “Members to Add” section for any additional names that may be missing from the list (If a member is transferring to your chapter, please complete the Transfer Member Form for your respective organization prior to submitting your Chapter Personnel Report in order to verify their status and have their name added to your report. The TBSigma Form can be found [here](#), and the KKPsi Form can be found [here](#).) If you have Initiate Registration Forms that are still pending in the OMRS, those will need to be completed before your new members are available to be added to the Chapter Personnel Report. Be sure to fill out the membership status of each person listed, even if it is “inactive” or “alumni.” The Chapter Personnel Report also includes an expected graduation date. This field is required for each member reported as Active, Associate, or Conditional.

**Prior to beginning the Chapter Personnel Report**, please ask each of your members to log in to the OMRS to check their name, address, and email address. Each member has their own account and should verify that the correct information is included on their profile.

**The Online Membership & Reporting System will automatically determine whether your submitted forms are to be considered Early, On-time, or Late based on the date that the form is submitted to National Headquarters for processing.** For Chapter Personnel Reports, Chapter Personnel Updates, and Initiate Registration Forms, signed Summary Pages and fees (no signed Summary Page is required

for Honorary Initiation Forms) must also be postmarked by the following deadlines or the status of the submission will be changed to Late regardless of when the online form was stepped to a status of "Form & Payment Sent to National Headquarters." At this time when submitting dates for membership candidacy, the orientation meeting date should be used for the start of the membership candidate process. The Membership Candidate registration should be completed during the orientation meeting, while allowing for candidates to withdraw if they choose not to continue into the first candidate meeting.

**CHAPTER FEE & MEMBER DUES:** The National Organizations rely on Chapter and Member dues for operating expenses (national insurance, staff salaries, etc.), so even in the present situation Chapter Fees and Membership Dues need to be submitted. The current Chapter Fee is \$100 per chapter, and the current membership dues are \$105 per person. It is encouraged that fees and dues, along with correctly completed forms, be submitted on or before SEPTEMBER 15th\* of each year. Chapters that do not complete their online submission and postmark their signed summary page and fees by September 30th will be considered late. The Chapter will be assessed a late fee of twenty-five percent (25%) of the total member dues and chapter fee. Chapters who submit late fees or paperwork may be placed on probation. If your campus calendar has changed and courses this fall will start after September 15, please contact National Headquarters for any adjustments. If your chapter needs assistance completing forms, submitting the signed summary page, collecting dues from members, or submitting payment to the National Headquarters, please submit a [Chapter Assistance Request Ticket by filling out this form](#). Someone from NHQ will follow up with you.

*\* Chapters at schools on the quarter system should report their dues by October 1 (late fees will be due if the report is submitted after October 15) and will need to include proof from their university of their late starting date.*

## Officer and Chapter Update

If your chapter has held elections prior to August 31, please make sure that the Officer & Chapter Update is submitted and approved no later than August 31. If you hold elections after September 1, please submit the Officer & Chapter Update after the Chapter Personnel Report has a status of Transaction Confirmed or Transaction Completed.

## Membership Candidate Registration Form

**As of 2019, both Kappa Kappa Psi and Tau Beta Sigma have adopted standardized national curricula. Part of the implementation of this new curriculum is the Membership Candidate Registration Form, which is included in the OMRS for use by all chapters.** The Summary Page for the Membership Candidate Registration will need to be signed by each participating Membership Candidate. This form should be completed and submitted via mail or email (pdf) to National Headquarters within seven (7) days of the first membership education class (Module One of Tau Beta Sigma's Overture or Lesson One of Kappa Kappa Psi's Road to Wisdom).

## Initiate Registration Form

Initiate Registrations Forms do not require face-to-face interactions for completion. Therefore all chapters who will be conducting an intake process this fall should still plan to fill out the Initiate Registration Form, to collect all Initiate Fees, and to send both the form and fees into our National Headquarters for processing. This should occur upon the completion of the online Membership Education Classes. For the initiation date, please put the date in which you intend to finish your last membership education class. If chapters require assistance in getting electronic signatures on the Initiate Signature Page, please contact our National Headquarters Staff via this form. A very important note: All Initiate Forms and fees for Fall 2020 must be sent into National Headquarters no later than thirty days after you finish your classes.

## **Fall Activity Report**

The annual Fall Activity Report is still due on December 1st. This is a yearly national requirement that does not require a chapter to meet in person to complete. Remember to start this report early to give your Director of Bands (and Sponsor, if applicable) extra time to review your report and approve it before the deadline.

## **Graduating Senior Report**

Even if your campus is not able to host in-person commencement ceremonies, chapters should still fill out the Graduating Senior Report in the Online Membership Reporting System (OMRS), so that graduating seniors can be appropriately moved to Alumni Status.

## IMPORTANT INFORMATION

**Special Note Regarding the REQUIRED Summary Pages:** After the approval of the Director of Bands, your reports and forms will show a status of either "Submitted to Headquarters" or "DOB Approved, Pending Collection of Fees". If the form shows the "DOB Approved, Pending Collection of Fees" status, you will need to update the status to "Form & Payment Sent to National Headquarters" in the OMRS. At this point, you will need to print the Summary Page and gather signatures from the listed Active, Conditional, Associate or Initiate Members and/or Membership Candidates verifying that each has read, understands, and agrees to abide by the policies of the organization. The signed Summary Page, along with any required payment, must then be mailed, emailed or faxed to National Headquarters before the form's postmark deadline to be considered On-time. **Signatures may be collected digitally via the following software: DocuSign, AdobeSign, or SignNow. For assistance with this process or other paperwork concerns, please contact our National Headquarters Staff via [this form](#).**

**PAYMENT METHOD FOR OMRS FORMS:** Payments for Chapter Personnel Reports, Chapter Personnel Updates, Initiate Registration Forms, and Honorary Initiation Forms can now be accepted as follows:

- Check or Money Order Mailed to National Headquarters with signed Summary Pages included with the payment.
- By credit card by phone when you call National Headquarters at 405-372-2333. Signed Summary Pages must have already been received by mail, email ([hqsec@kkytbs.org](mailto:hqsec@kkytbs.org)) or by FAX (405-372-2363).
- NEW: By credit card or eCheck ONLINE by clicking on one of the following links. The Signed Summary Pages must be attached as a PDF.
  - ΚΚΨ: <https://www.kkpsi.org/form-payment-gateway/>
  - ΤΒΣ: <https://www.tbsigma.org/tbs-form-payment-gateway/>

If your chapter has concerns about making payments on-time for Chapter Personnel Reports, Chapter Personnel Updates, Initiate Registration Forms, and/or Honorary Initiation Forms, please reach out to our National Executive Director, Steve Nelson at: [nelson@kkytbs.org](mailto:nelson@kkytbs.org), cc'ing your respective District Governors/Counselors, National Presidents, and National Vice Presidents for Colonization and Membership.

## District Events

All District and National events through the end of 2020 will be held virtually to ensure the health of our members comes first. Both our District Councils and our National Councils are developing additional social and educational virtual events for all of our members to enjoy, so be on the lookout for more information on these events!

## Alumni Engagement

The Kappa Kappa Psi and Tau Beta Sigma Alumni Associations will be providing information to alumni on how to help your chapter and your band program during this difficult time. If alumni reach out with questions or concerns, please have them contact their respective Alumni Association first (even if they are not a member), and we will assist them. The email contacts for the Alumni Associations are [tbsaa@tbsigma.org](mailto:tbsaa@tbsigma.org) and [alumni@kkpsi.org](mailto:alumni@kkpsi.org). We will be putting out guidance on some activities you can do with your alumni and ways to help them help you in the next few months.



## 2020-2021 Chapter Paperwork Checklist During COVID-19

Paperwork	Start Date	Submitted to Sponsor	Sponsor Approved	DOB Approved	Dues and Forms Sent to NHQ	Received by NHQ	Transaction Completed
Chapter Personnel Report Due Sept. 30/Oct. 15							
Membership Candidate Registration Due 7 days after Orientation Meeting							
Initiate Registration Due 30 days after last Class							
Fall Activity Report Due Dec. 1					N/A	N/A	
Chapter Summary Report Due June 1					N/A	N/A	
Honorary Registration Due 30 days after selection							
Graduating Seniors Report Due 30 days after graduation					N/A	N/A	
Officer and Chapter Update Floating deadline, see p. 3					N/A	N/A	

*The above table can be used to track the progress of your chapters report completion.*

# CHAPTER OPERATIONS

**All chapter meetings and events should take place virtually with the exception of any essential in-person band service or service sponsored by your Director of Bands.** This ensures that 1) everyone can participate even if they are not on your campus or uncomfortable with participating for potential exposure and 2) that your Director/Sponsor(s) can participate in all chapter meetings and events as well.

Below are recommendations, tips, and resources for successful virtual chapter operations. If your chapter is struggling with technology questions or should your chapter need additional resources to be able to operate meetings and events online, please contact [healthandsafety@kkpsi.org](mailto:healthandsafety@kkpsi.org) or [healthandsafety@tbsigma.org](mailto:healthandsafety@tbsigma.org) for assistance. In the extraordinary situation where a campus or Director does not allow your chapter to meet virtually, please contact us via the email addresses above right away. There are emergency measures we can take to help your chapter meet its obligations and to help you stay connected with Kappa Kappa Psi and Tau Beta Sigma.

## Director and Sponsor Communication

Thorough communication with your Sponsor and Directors of Bands is necessary to the success of your chapter under normal conditions; it is even more important right now. Over the course of the Fall, new and updated guidance will be released often by your campus and your local governments, and we want to ensure that you have the most up-to-date information -- your Sponsor and Director of Bands can help guide you to this information. Additionally, the needs of your band program right now may not be the “normal” service of the chapter, and the best way for your chapter to effectively serve this fall is work with your Sponsor and/or Director of Bands to identify these unique needs. **Therefore, we recommend that your chapter’s Sponsor and/or Director of Bands be present at all chapter meetings and events.** This may mean that your chapter has to adjust the times of those to work around differing schedules.

The National Leadership Teams of each organization will be reaching out to Directors and Sponsors as we develop updated resources and guidance for our chapters. We recognize that your Director of Bands is not only navigating our requirements but also campus rules, regulations, and guidance. If your chapter runs into a problem contact us right away. Let us reach out to your Director and Sponsor(s) to answer their questions and look for any accommodations that are necessary given what your campus or band requires.

## Preparing for Chapter Meetings

As noted above, your chapter should hold all official business online. This includes but is not limited to chapter meetings, committee meetings, special events, and programs. We encourage chapters to meaningfully connect with their membership often, as it encourages membership retention and can be good for the overall mental well-being of chapter members.

**Choose a Platform:** For chapter meetings we encourage you to use online meeting platforms like Zoom, Google Meet, Webex, or Microsoft Teams. Many of these platforms offer a free or low cost version and include features that will help with the efficiency of your chapter meetings.



**Choose a date:** To set up your first virtual meeting with your chapter, create a Google Form, Doodle, or send a Poll Anywhere to decide on a date and time for your meeting. Even with the virtual nature of your chapter meetings, make sure that each meeting has enough attendance to meet the quorum requirements outlined in your chapter constitution. At minimum, the chapter should aim to connect once a week or every other week. Regularly scheduled chapter meetings will help to keep everyone on the same page with important updates and will sustain a sense of normalcy amid a period of change. Your chapter can discuss recurring meeting date/times during your first meeting of the term.

Separate from meeting logistics, members should be well-informed for a chapter meeting to run smoothly. The date, time, and web location should be communicated to participants in a consistent manner by sending out a calendar invite or by sending an email to your chapter members. **As you are planning your chapter meetings, make sure to include your Director of Bands and Chapter Sponsor on meeting invites.**

**Meeting Efficiency:** To help with meeting efficiency, Chapter Officers and Committee Chairs should send agenda items and supporting materials to the Chapter President for them to compile a formal agenda for your virtual meetings. If Chapter Officers or Committee Chairs do not have any discussion points for the meeting, they can submit a report for chapter members to review at their leisure.

#### [Officer/Committee Report Template](#)

The completed meeting agenda should be electronically sent or posted to the Chapter, Director of Bands, and Sponsor for all members to review at least 24 hours before the meeting begins. This will give members an idea of the business that will be discussed during the meeting. Make sure that you include the login information for chapter members to use to join the meeting -- a link, password, phone number, etc.

#### **BELOW IS AN EXAMPLE VIRTUAL MEETING AGENDA:**

- I. Call to order (President)
- II. Presentation of the Agenda( President)
- III. Officer Reports
  - A. Secretary
  - B. Treasurer
  - C. VP of Service
  - D. VP of Membership
  - E. President
- IV. Committee Meeting Reports (if any)
- V. Old Business
- VI. New Business
- VII. Announcements
- VIII. Social/ Fellowship Activity (optional)
- IX. Adjourn Meeting

## **Chapter Meeting Basics**

**Outline expectations of the meeting prior to beginning the business:** As your meeting begins, the Chapter President or Parliamentarian should outline the expectations for meeting etiquette and remind members of how voting, questions, and discussion should occur. Your chapter can translate the in-person meeting procedures that you all are familiar with to a virtual format, but you should also use technology to your advantage. Zoom includes a “Raise Hand” feature and “Chat” feature for members to comment or request the floor for discussion. If your chapter uses a different platform for meetings, become familiar with the capabilities of that platform and educate members on how to best engage in the meeting.

Here is a [Virtual Meeting Etiquette Guide](#) that your chapter can utilize as you begin your meetings this fall. This resource outlines some features specific to Zoom, but it also provides general guidance for being engaged as an attendee in a virtual meeting.

**Keep your meeting engaging:** After about 30-60 minutes of staring at a screen, your members can start to lose their attention span. Take time during the meeting to allow members to take breaks to get water, stretch, or just step away from the computer to avoid meeting fatigue. Additionally, your chapter has the opportunity to add in some fun to your virtual meetings as you would in-person meetings! Do a Pet Show and Tell, play trivia, or even create a playlist for your chapter to listen to during breaks for a mini dance break!

For additional ideas on [Bonding and Fellowship Activities](#) for your chapter review the corresponding section later on in this document.

**Voting options:** Voting can take place by using chat or polling features in your meeting platform or by utilizing additional polling or surveying apps. Make sure that your Chapter Officers or Committee Chairs notate any votes they anticipate within their agenda items so they are remembered as part of the meeting business. If possible, try to complete any chapter votes at the beginning of your meeting to ensure that important business is addressed first. As your chapter starts voting on chapter business keep these things in mind:

- 1) Make sure that your chapter has quorum, and that each member who is eligible to vote does so. Have your chapter Parliamentarian or Sergeant at Arms check attendance prior to voting and assist with counting votes.
- 2) For simple pass/fail votes, your chapter can use the raise hand functions, polling options, or simply raise their hands in the video to be counted. If you use the chat function for a vote, have each voting member privately message their vote to the Sergeant at Arms/Parliamentarian.
- 3) Make sure to notate the outcome of the vote verbally to the chapter and to also record it in the minutes.

## Other Voting Options



Should your chapter need to elect any new officers and need specific assistance with the election process, please reach out to [elections@kkpsi.org](mailto:elections@kkpsi.org) or [tbs@tbsigma.org](mailto:tbs@tbsigma.org).

**Future Planning:** During this time, your chapter has the opportunity to dive deeper into chapter operations and your traditional chapter activities to identify opportunities for improvement, expansion, or change. Use committees to review your chapter constitution, chapter operations handbook, and officer transition documents to ensure that all of these resources are in good working order for your chapter. Take time to review past and current chapter service projects, social activities, and even recruitment activities to see what things you need to keep for a later date, reimagine for a virtual environment, or retire (activities that are no longer valuable to your chapter or bands).

For additional guidance on future planning and goal setting for your chapter, contact your District Counselors/ Governors.

## Service Opportunities

As your chapter looks at ways to reimagine service opportunities this fall, please let these three key recommendations guide you:

- 1) Talk to your Sponsor and Director of Bands to discern what services are essential to or needed by your band program.
- 2) Come to your conversation with your Sponsor and/or Director of Bands with a list of ideas/projects that your chapter would like to do.
- 3) Follow all local, state, federal and university guidance for group gatherings and social distancing.

### EXAMPLE SERVICE ACTIVITIES THAT MAY BE ESSENTIAL TO BAND FUNCTIONS:

- Assembling equipment for rehearsals
- Cleaning instruments prior to distribution
- Uniform repairs prior to distribution
- Providing cat litter and small containers for spit collection to your band
- Band locker cleaning prior to use
- Creating How-To Sew a mask or How to Clean Your Instrument Videos/Workshops for your band
- Providing virtual activities (game night, Netflix watch parties, etc.) to promote community within members of the band
- Instrument check in/check out

We strongly advise against activities such as assembling chairs and stands for each rehearsal, instrument cleaning after distribution, wiping down everyone's chairs and stands for them, or hemming/repairing uniforms after distribution where multiple people are touching the same surfaces. There may be a higher risk of transmission of COVID with these activities.

If you have any questions about any activities or would like to talk about how to mitigate risk in your Chapter, please feel free to email [healthandsafety@tbsigma.org](mailto:healthandsafety@tbsigma.org) and [healthandsafety@kkpsi.org](mailto:healthandsafety@kkpsi.org).

*In addition to the above service ideas, Kappa Kappa Psi and Tau Beta Sigma hosted virtual discussions and brainstorming sessions regarding Band Service During COVID. Members from across the country discussed band and community service activities during the weeks of August 17th- 27th and shared ideas and reimaged how "traditional band service" can be completed virtually and safely. To access these ideas visit: <https://bit.ly/3kMAf4S>*

## Musicianship Opportunities

Kappa Kappa Psi and Tau Beta Sigma are sponsoring an aerosol study. Preliminary results from this study have been released and can be found here. As your chapter looks at ways to reimagine musicianship opportunities this fall with the results and recommendations of this study in mind, here are a few ways to get started!

**Virtual Group Practice Sessions:** Your chapter members can still use virtual meeting spaces to practice together; you just may have to get creative! Your chapter can assign one chapter member to lead a session on tough rhythms in your band music, to lead a session on good breathing techniques, or to lead a Fraternity/Sorority song workshop where everyone mutes their microphones to practice together! Here is a platform for remote collaboration in real time with high-end audio quality: [Cleanfeed](#).

Members can also record themselves playing an assignment on Garage Band, Audacity, or other sound-recording software, and then each member can meet with a peer leader (perhaps your music committee chair) to go over the recording together via Skype, Zoom, or Google Meet.

**At Home, Individual Practice:** You may find that your home is your only practice location due to social distancing, full practice rooms, or even a weekend trip home. Make yourself a “practice nook” where you can focus for a few minutes at a time. This can be a transitional area that serves multiple functions like your bedroom, living room, or garage.

**Additional Tips for At Home Practice:**

Share your practice with family members or roommates in short recitals.

Check with your neighbors on preferred times.

Try to stick to a routine.

Make it fun! Use a beat track instead of a metronome or play duets with friends online.

Share your work on social media!

**Resources for Instrument Care and Cleaning:**

[NFHS Covid-19 Cleaning Guidelines](#)

[Progressive Music COVID-19 Safety Tips For Musicians](#)

[NEMC Musical Instrument Safe Handling and Cleaning Guidance](#)

*In addition to the above musicianship ideas, Kappa Kappa Psi and Tau Beta Sigma hosted virtual discussions and brainstorming sessions regarding Musicianship During COVID. Members from across the country discussed Musicianship development during the weeks of August 17th- 27th and shared ideas to encourage KKPsi, TBSigma, and fellow band members to still prioritize musicianship during this time. To access these ideas visit: <https://bit.ly/323HgWC>*

## **Bonding and Fellowship Activities for Your Chapter and/or Band**

As your chapter looks at ways to reimagine bonding and fellowship opportunities this fall, here are a few resources to help you get started!

### [Games and Social Activities](#)

### [More Social Activities for your Chapter or Band](#)

*In addition to the above fellowship ideas, Kappa Kappa Psi and Tau Beta Sigma hosted virtual discussions and brainstorming sessions regarding Fellowship and Bonding During COVID. Members from across the country discussed Virtual Fellowship Activities for the band and their chapters during the weeks of August 17th- 27th. We shared ideas help chapters to find ways to keep up the morale of the band, and grow closer as Brothers, Sisters, and Friends virtually. To access these ideas visit: <https://bit.ly/3g8VNoY>*

## **Fundraising Opportunities**

As your chapter looks at ways to reimagine fundraising opportunities this fall, keep in mind that there are many opportunities for online sales. Your chapter can work with a third party vendor that will collect money electronically and then send items directly to customers on your behalf (candles, candy/food, t-shirts, etc.). Your chapter can also set up an online store for either band-branded merchandise or organization-branded merchandise. For any band-branded items, make sure that you follow the correct process outlined by your university for approval and appropriate usage for university logos and trademarked items. Please remember to use licensed vendors for [Fraternity](#) and [Sorority](#) items.

*In addition to the above fundraising ideas, Kappa Kappa Psi and Tau Beta Sigma hosted virtual discussions and brainstorming sessions regarding Fundraising During COVID. Members from across the country discussed Virtual Fundraising projects during the weeks of August 17th- 27th and shared ideas help chapters to find ways to raise funds to serve their bands virtually and safely. To access these ideas visit: <https://bit.ly/31113GD>*

# **TAU BETA SIGMA NATIONAL PROGRAMS**

For Fall 2020, Chapters, regardless of your campus being in-person or virtual, are encouraged to find ways to participate in our National Programs. The Tau Beta Sigma National Vice President for Special Projects has developed guidance, though not fully inclusive of the activities that your chapter can do, to support chapters who would like to continue to participate in our National Programs. The guidance has information on completing the Women in Music Speaker Event, Coda, and Crescendo Programs with resources for chapters to review.

For Tau Beta Sigma Chapter involvement in the Tau Beta Sigma National Programs or Focus on Five Campaign, visit [www.tbsigma.org/focuson5](http://www.tbsigma.org/focuson5) for information and guidance.

# MEMBERSHIP EDUCATION CLASSES AND/OR MEMBERSHIP INTAKE

## Online Recruitment

Among all of the many transitions that you've been asked to make in 2020 within Tau Beta Sigma and Kappa Kappa Psi, continuing the growth of the organizations will prove to be the most crucial for your chapters. It may seem like an extreme challenge, but not an impossible one. Chapters can find a plethora of resources on the topics of virtual and digital recruitment just by conducting a basic search of the internet. A great example of this would be the resources offered by Phired Up Productions, LLC, which is an education firm that provides training and programming designed to assist membership groups in their recruitment process. There are several free resources pertaining to overall recruitment that chapters can access by visiting [www.phiredup.com/free](http://www.phiredup.com/free).

In particular, here are two blogs on their website that speak directly to tips for recruitment during Covid-19:

[Digital Recruitment: "What if Recruitment is Cancelled?"](#)

[Fraternity & Sorority Will Endure](#)

*In addition to the above recruitment ideas, Kappa Kappa Psi and Tau Beta Sigma hosted virtual discussions and brainstorming sessions regarding Recruitment During COVID. These discussions, held August 17-27th, were divided into two areas: joint organization recruitment and separate organization recruitment. Members were able to brainstorm ways to host fun, informational, service-driven, and effective recruitment activities that each chapter can complete virtually and safely.*

To access the Joint KKPsi & TBSigma ideas visit: <https://bit.ly/311gNcM>

To access the KKPsi only Think Tank Recruitment ideas visit: <https://bit.ly/3h2dLKX>

To access the TBSigma only Think Tank Recruitment ideas visit: <https://bit.ly/2E48aVQ>

## Online Membership Education Classes

Chapters are encouraged to continue to conduct recruitment activities and to take membership classes for Fall 2020 via online meetings and sessions. **All membership and recruitment activities should take place virtually (This includes, but is not limited to informational meetings, MC recitals, new member showcases, probates, etc.).** This can be accomplished by using a number of online tools such as Google Hangout Meet, Google Classroom, Zoom Video Conferencing, etc. The curriculum committee for both organizations, as well as the National Councils are here to serve as resources, so please do not hesitate to reach out should your chapter require assistance in implementing an online educational experience for your Membership Candidates. Jessica Lee, Kappa Kappa Psi Vice President for Colonization and Membership can be reached via email at [jessicalee@kkpsi.org](mailto:jessicalee@kkpsi.org), and Erika Pope, Tau Beta Sigma National Vice President for Colonization and Membership can be reached at [erikapope@tbsigma.org](mailto:erikapope@tbsigma.org).

## Ritual For Tau Beta Sigma

While not ideal, until further notice, all in-person performances of our Rituals and ceremonies are prohibited. All new members who were or who will be initiated under this special order are and will be duly recognized as Sisters of the National Organization despite not having participated in any/all of our Rituals. Upon payment of new initiate fees, these members should be afforded all rights and privileges of membership. Throughout the Fall 2020 term, the National Leadership Team will be offering the Tau Beta Sigma Virtual Ritual Experience. To protect the secrecy of our Rituals, only members of the National



Leadership Team will be authorized to perform the Virtual Rituals for your Spring 2020 Initiates or Fall 2020 Membership Candidates. Chapters are not permitted to execute online performances of our Rituals in any format. Also, despite it being an option to have your Membership Candidates participate in this ritual alternative, it should be noted that this is a chapter's ONLY option to provide Candidates with a Ritual experience while operating remotely at this time. Additionally, our virtual alternative for Ritual does not replace the need for an in-person Ritual experience once they can be performed in a safe and appropriate manner. To request a Virtual Ritual Experience, please click [this link](#) to fill out the request form. Requests will be filled based on when the submission was made and the availability of Virtual Ritual Team members on the dates that have been requested. Any questions specifically regarding Ritual can be addressed to National Vice President for Colonization and Membership, Erika Pope at [erikapope@tbsigma.org](mailto:erikapope@tbsigma.org).

## Ritual for Kappa Kappa Psi

**While not ideal, until further notice, all in-person performances of the three Degrees of the Ritual or any ceremonies of Kappa Kappa Psi are prohibited.** This order supersedes the authority of Directors of Bands in the conduct of the chapter on their campus and we will work to lift the order as soon as it is safe and appropriate to do so. If your campus did not have the ability to participate in a Ritual discussion and walkthrough for a spring initiated class, a signup process with our Ritual Education & Performance team will be available soon for chapters. All new members who were or who will be initiated under this special order are and will be duly recognized as Brothers by the National Fraternity despite not having participated in any/all of our Rituals. Upon payment of new initiate fees, these members should be afforded all rights and privileges of membership.

Throughout the Fall 2020 term, the National Leadership Team will be offering a virtual alternative to in-person Rituals. You may receive a message from the National Council, Members of our Ritual Performance and Education Committee, District Governors, and/or District Officers to help organize and schedule these events. To protect the secrecy of our Rituals, only members of the National Leadership Team will be authorized to perform this alternative experience for your Membership Candidates, and chapters are not permitted to execute online performances of our Rituals in any format. It should be noted that although having your Membership Candidates participate in this virtual alternative is optional, it is a chapter's **ONLY** option to provide Candidates with a Ritual experience while operating remotely at this time. Additionally, our virtual alternative for Ritual does not replace the need for an in-person Ritual experience, once they can be performed in a safe and appropriate manner. The National Leadership Team will continue to communicate with chapters regarding Rituals, and any questions specifically regarding Ritual can be addressed to National Vice President for Colonization and Membership, Jessica Lee, at [jessicalee@kkpsi.org](mailto:jessicalee@kkpsi.org) or to the Ritual Education & Performance Committee at [ritualeducation@kkpsi.org](mailto:ritualeducation@kkpsi.org).

# **NATIONAL CHAPTER VISIT PROGRAMS**

## **Tau Beta Sigma Chapter Visitation Program**

The COVID-19 pandemic will affect Tau Beta Sigma's Chapter Visitation Program Chapter, as some chapters will not be permitted to meet in person, some chapters will have limitations on face-to-face meetings, and some Chapter Visitation Assistants (CVAs) may feel uncomfortable traveling. In order to address each situation appropriately, CVAs have been instructed to reach out to chapters affected by closures or restrictions on face-to-face meetings to discuss transitioning to hosting a Virtual Visit. Please help us ensure this outreach is successful by checking in with your chapter president on the status of your visit.

## **Kappa Kappa Psi Chapter Field Representatives**

The Kappa Kappa Psi Chapter Field Representatives will be conducting virtual meetings as traveling across states and regions presents a risk for our staff and our membership. The CFRs will work with chapters to develop an appropriate virtual schedule and ensure that all members and university staff are able to meet with the CFRs and discuss the work of the chapter and the Bands. A new form on COVID-19 chapter operations will be required for chapters that are participating in a visit. The Chapter Field Representatives will reach out to chapters to plan a visit, whether a visit was regularly scheduled for the semester prior to COVID-19.