

PIVOT



VIRTUAL CHAPTER OPERATIONS

2021-2022

August 19, 2021

Dear Sisters and Brothers,

As we begin the 2021-2022 school year, the National Councils of Kappa Kappa Psi and Tau Beta Sigma wanted to provide you with updated guidance regarding Chapter operations. As COVID-19 is continuing to affect our lives, our campuses, and our band programs, we once again ask that all of our Chapters follow the advice of public health experts and the guidance given to you at the campus, local, state, and federal levels. We recognize that many of you may be feeling fatigued in your mitigation efforts, but we encourage everyone to remain vigilant in your efforts to ensure the health and safety of your families, friends, Sisters, Brothers, and fellow band members. We truly appreciate all that you have done to continue to live out our missions and ideals during the ongoing change in the status of the pandemic. We are continually inspired by each Chapter's ingenuity, resolve, compassion, and positive presence in the face of great trials. You continue to inspire us!

Moving into the 2021-2022 school year terms, please note that the following updates have been made to our PIVOT! Chapter Operations Guide:

- A waiver for band participation will be granted by both National Councils, on a case by case basis. However, members must still be enrolled in coursework at their college or university and be in good standing with their university or college to be active members.
- Additional information has been provided for conducting in-person Fraternity and Sorority Rituals.
- Some Chapters may now be able to host in-person activities/events: Chapters should only host in-person social, service, membership, or fundraising activities/events during the 2021-2022 school year if the following criteria are in place:
 - ◇ Your campus activities office, Dean of Students, Office of Greek Life, or other authorizing body is permitting your Chapter to host in-person activities/events on your campus.
 - ◇ Your chapter activity/event has been approved by your Director of Bands and/or Chapter Sponsor in writing. This may include your Director of Bands and/or your Chapter Sponsor approving a semester calendar of events.
 - ◇ Your Chapter follows all campus, local, state, and federal health and safety guidance.
 - ◇ Your Chapter does not penalize members who feel uncomfortable attending these activities/events.

The National Councils of Kappa Kappa Psi and Tau Beta Sigma know that each campus continues to have their own unique procedure in place while navigating the unknowns of the new variants of the virus. It is our hope that the information outlined in PIVOT! continues to be easily adaptable to every Chapter's situation. At this time, we ask that each Chapter complete [this Google Form](#) to share information from your university as it pertains to their COVID-19 protocol.

Questions about how to keep each other safe and how to navigate your campus' guidelines can be directed to: healthandsafety@tbsigma.org or healthandsafety@kkpsi.org. Thank you in advance for your timely assistance in sharing this information.

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 has always been 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 contact us. We promise to work with you as you continue to strive for the highest for greater bands.

MLITB,

Jessica Lee, 2021 - 2023 Kappa Kappa Psi National President
 Erika Pope, 2021 - 2023 Tau Beta Sigma National President
 The National Leadership Teams of Kappa Kappa Psi and Tau Beta Sigma

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NATIONAL OBLIGATIONS

All Active and Associate Members should be enrolled college or university students, who are actively participating within their band program. However, for many of your Chapters there still may be a limit to the ensembles being offered this year. We also recognize that some members may not be able to participate in a band at all, even if an ensemble is meeting. No one should be penalized for putting their health first. For Chapters who have Active Members that may need a band or large ensemble participation waiver due to university mandated restrictions, the National Presidents for each organization will review requests for waivers on a case by case basis. Requests should be put into writing via email from the Chapter Sponsor with the Director of Bands cc'ed, and emailed to your respective leadership team: council@kkpsi.org or council@tbsigma.org. All members and membership candidates are still responsible for submitting all dues or fees on time and all deadlines for annual National paperwork are still in effect.

For Chapters that may need to amend any requirements of in-person attendance to align with any waiver for participation granted by the National Councils, you will have to do the following in your first meeting back as a Chapter to suspend your constitutions or bylaws:

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.

Chapter FEE & MEMBER DUES

The National Organizations rely on Chapter and Member dues for operating expenses (national insurance, staff salaries, etc.). The current Chapter Fee is \$100 per Chapter, and the current membership dues are \$115 per person. It is encouraged that fees and dues, along with accurately completed forms, be submitted on or before SEPTEMBER 15* of each year. Chapters that do not complete their online submission and postmark their signed summary page and fees by September 30 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](#) to make adjustments.

* 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.

Chapter Personnel Report

The 2021-2022 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 or were reported as new initiates during the 2020-2021 academic year. 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 you can start your 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 personal email address (the use of a non-school affiliated email address in the OMRS is recommended). 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 set to a status of “Form & Payment Sent to National Headquarters.”

Officer and Chapter Update Form

If your Chapter held elections prior to August 31, please make sure that the Officer & Chapter Update is submitted and approved no later than August 30. 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 completing First Degree.

Initiate Registration Form

Initiate Registration 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 Membership Education Classes. See the section below on “How to Collect Signatures Electronically.” **All Initiate Forms and fees must be sent into National Headquarters within thirty days (30) of completing Third Degree.**

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 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, uploaded to the online payment form, or faxed to National Headquarters before the form’s postmark deadline to be considered On-time. At this point, you will need to update the status to “Form & Payment Sent to National Headquarters” in the OMRS.

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) 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, cc’ing your respective District Governors/Counselors, National Presidents, and National Vice Presidents for Membership and Expansion.

How to Collect Signatures Electronically

The collection of signatures from Chapter members, candidates, and new initiates are required on each of the national reports listed above. For Chapters that are able to meet in-person, you will most likely collect the appropriate signatures in-person. However, some Chapters may not be permitted by their university to meet in-person or may choose to operate under a hybrid system of in-person vs virtual meetings and may choose to collect signatures electronically. For tips on how to do this, click on this [link](#) and review the following PDF that gives a step-by-step procedure on collecting electronic signatures.

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.

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. 15/Oct. 15							
Membership Candidate Registration Due 7 days after First Degree							
Initiate Registration Due 30 days after Third Degree							
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 initiation							
Graduating Seniors Report Due 30 days after graduation					N/A	N/A	
Officer and Chapter Update Floating deadline					N/A	N/A	

The above table can be used to track the progress of your Chapter's report completion.

District Events

All District and National events through the end of 2021 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 alumni@kkpsi.org and tbsaa@tbsigma.org. the Graduating Senior Report in the Online Membership Reporting System (OMRS), so that graduating seniors can be appropriately moved to Alumni Status.

CHAPTER OPERATIONS

All Chapter meetings and events should take place based on the protocols set in place by your university. It is recommended that Chapters consider using a hybrid model of in-person and virtual Chapter meetings. This ensures that:

- Everyone can participate even if they are not on your campus or uncomfortable with participating for potential exposure.
- Your Director/Sponsor(s) can participate in all Chapter meetings and events as well.

As the Fall 2021 semester begins, we ask that each Chapter submit their institution's COVID-19 protocol to the appropriate email address: healthandsafety@kkpsi.org or healthandsafety@tbsigma.org. In the situations where a campus or Director does not allow your Chapter to meet in-person, please contact us via the email addresses above right away.

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 to 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.

Preparation for Online Business Meetings

As noted above, it is recommended that Chapters consider holding **SOME** official business meetings virtually. This may include 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. The following guidance is for Chapters that continue to choose to host online meetings.

Choose a Platform: For Chapter meetings we encourage you to use online meeting platforms such as 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.

Virtual Meeting Platforms



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 for Service
 - D. VP for 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 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 during in-person meetings! Do a Pet Show and Tell, play trivia, or even create a playlist for your chapter to listen to during a mini dance break!

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 also record it in the minutes.

Other Voting Options



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

Service Opportunities

As your Chapter looks at ways to reimagine service opportunities this year, please let these five key recommendations guide you:

1. Talk to your Sponsor and/or 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. Don't be afraid to think out of the box and remember to think about what your bands need now vs. what they may have needed in the past.
4. Even now, it's important to think about long term goals and projects you may want to undertake, as they can help guide your other operations, so don't forget to think about the future as well.
5. 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

Resources for Instrument Care and Cleaning:

- [NEHS COVID-19 Cleaning Guidelines](#)
- [Progressive Music COVID-19 Safety Tips For Musicians](#)
- [NEMC Musical Instrument Safe Handling and Cleaning Guidance](#)
- [International Coalition Performing Arts Aerosol Study](#)

We strongly advise chapters to take extra health precautions when executing service activities such as assembling chairs and stands for rehearsals, instrument cleaning after distribution, sanitizing surfaces such as stands and chairs, or hemming/repairing uniforms after distribution. There may be a higher risk of transmission of COVID-19 with these activities, due to multiple people touching the same surfaces.

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 and healthandsafety@kkpsi.org.

Bonding and Fellowship Activities for Your Chapter and/or Band

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

[Games and Social Activities](#)

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

[Socially Distanced Musicianship Opportunities](#)

Fundraising Opportunities

As your Chapter looks at ways to reimagine fundraising opportunities this year, 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.

TAU BETA SIGMA NATIONAL PROGRAMS

For the 2021-2022 school year, Chapters are encouraged to consider using a hybrid approach to participating in National Programs by hosting virtual and in-person activities. While all challenges can be done virtually, Chapters are specifically encouraged to hold the Women in Music speaker event online (Blue Stripe), as this provides an opportunity for a larger audience, and wider range of speaker choices. The For Greater Practice Initiative (Black Stripe) can also be done remotely, as it fosters individual practice on one's instrument. The Tau Beta Sigma National Vice President for Special Projects has developed guidance 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 for information and guidance.

KAPPA KAPPA PSI NATIONAL PROGRAMS

Our band members are always doing exemplary work but, particularly in the last year and a half, those who support and lead our bands have worked day and night to be sure that they survive and we should want to honor them. While the next submission deadline for many of [our awards](#) and the [AEA Scholarship](#) isn't until January 1, 2022, we encourage you to start thinking about applying now and reaching out to the Vice President for Programs on how you can make your application as effective as possible. In addition, you can submit nominations or get materials for the [Citation of Excellence](#), the F. Lee Bowling Musical Excellence Award or the [Silver Baton](#) at any time during the year. If you're able to safely do so, presenting these awards are great ways to honor outstanding band members and can be a fantastic service.

We're currently planning out programming and panels for the fall featuring resources on service, fostering our relationship with Tau Beta Sigma, what it means to be a Brother, and, of course, our annual Month of Musicianship in November, and we'll be sharing more information on all of this on our social media channels.

MEMBERSHIP EDUCATION CLASSES AND/OR MEMBERSHIP INTAKE

New Member Recruitment

Chapters should continue to conduct recruitment activities during the 2021-2022 school year. **Chapters are encouraged to consider using a hybrid approach to member recruitment and member education by hosting virtual and in-person activities.** Hybrid recruitment can include hosting exclusively in-person/virtual events or hosting an in-person event with a virtual option for those who prefer to be virtual.

Here are some things for you to consider as you are recruiting new members for your Chapter:

- Connect with your Greek Life or Student Activities offices to receive guidance on group gatherings or in-person events for your institution.
- It is EVERYONE'S responsibility to assist in the recruitment of new members for your Chapter. Ensure that all members of your Chapter feel empowered to talk about Kappa Kappa Psi/Tau Beta Sigma.
- Instead of putting the responsibility on the membership educator, create a recruitment committee to develop activities for your upcoming recruitment process.
- Meet with your Sponsor and/or Director of Bands to share your recruitment plan for the year. Ask for their assistance with recruitment and feedback on your current plan. This can look like allowing your Chapter to announce recruitment events during band, crediting the service provided to your Chapter/joint Chapters, and helping to identify leaders in the band who would be ideal members of Kappa Kappa Psi or Tau Beta Sigma.
- Harmonize your recruitment efforts with other music greek organizations to reduce discord that may come from competition. Host joint informational meetings or even joint recruitment events to show each organization's values to your campus and how each organization benefits your bands.
- Continue communication with potential new members outside of your initial conversations:
 - ◊ Invite them to follow a recruitment group or join a GroupMe to learn about upcoming recruitment activities.
 - ◊ Invite them to the next recruitment activity, or keep your "door open" for any questions that they may have about Kappa Kappa Psi or Tau Beta Sigma.
- Think People First: Develop a recruitment strategy that allows your Chapter to actively connect with the members of your band and future members of your Chapter.
- Host recruitment events that allow your band members to serve alongside you, so they understand what our organizations do.

If your Chapter needs additional support for recruitment, contact your District Governors or District Counselors, and/or your District VP for Membership for assistance.

Membership Education Classes

During the 2021-2022 school year, Chapters are encouraged to consider conducting recruitment activities to take membership classes. Chapters are encouraged to consider using a hybrid approach to member education by hosting virtual and in-person activities. Chapters can use several online tools such as Google Meet, Google Classroom, Zoom Video Conferencing, Discord, etc., for the online classes and corresponding resources created by their respective curriculum committees. The curriculum committees for both organizations and the National Councils are here to serve as resources, so please do not hesitate to reach out should your Chapter require assistance in implementing a hybrid educational experience for your Membership Candidates.

Visit the following websites for the most up-to-date information on the Kappa Kappa Psi and Tau Beta Sigma Curriculums and resources for implementation:

KKΨ: www.kkpsi.org/curriculum

TBΣ: www.tbsigma.org/overture

For assistance with membership education implementation, don't hesitate to get in touch with curriculum@kkpsi.org and overture@tbsigma.org.

Ritual For Tau Beta Sigma

Chapters are permitted to perform in-person Rituals and ceremonies of Tau Beta Sigma for the 2021-2022 school year. All Ritual and ceremony performances must take place following the guidance provided by your university for in-person events and group gatherings.

We encourage Chapters to conduct a performance of the Ritual with members initiated via the Virtual Ritual Experiences, participating as Membership Candidates to experience the Ritual in-person from that perspective.

Chapters have three (3) options regarding Tau Beta Sigma Ritual and ceremonies during the 2021-2022 academic year.

1. Chapters are permitted to perform **IN-PERSON** Rituals and ceremonies ONLY if their university/college allows for in-person events.
 - To perform in-person Rituals, Chapters must ensure that these events and dates are reflected in their Chapter's Membership Education Plan (MEP) Form and Calendar. The MEP form can be found at www.tbsigma.org/overture.
 - Chapters must ensure that they review their university/college COVID-19 and public health guidelines. If there are any limitations on how many people can be in a closed space at one time, Chapters must plan accordingly to abide by their university/college's guidelines.
 - ◊ If such limitations exist, Chapters are encouraged to split up the Membership Candidates into different Ritual performances and limit the attendees.
2. Chapters are permitted to request a **VIRTUAL** alternative to in-person Rituals (performed by the National Leadership Team), if their university/college does NOT allow for in-person events or if no Membership Candidates can attend in-person Rituals.
 - 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.
 - To schedule a virtual Ritual, please email overture@tbsigma.org.
3. Chapters are permitted to offer a **HYBRID** Ritual experience by incorporating both in-person and virtual Ritual events. This option should be used sparingly and only if absolutely necessary.
 - If Chapters can host in-person events, they are permitted to perform IN-PERSON Rituals.
 - If Chapters have Membership Candidates that cannot attend in-person Rituals due to health/safety concerns, Chapters are encouraged to request VIRTUAL Rituals.

- To schedule a virtual Ritual, please email overture@tbsigma.org.
- If Chapters are unsure of what to do or if the public health situation has changed on your campus, please email the National Vice President for Membership and Expansion, Siobhan Wilkes (siobhan@tbsigma.org) for further guidance.

Chapters should keep the following considerations in mind as they transition back into in-person Ritual performances:

- Connect with your Greek Life or Student Activities offices to retain guidance on group gatherings or in-person events for your institution.
- Consider your Ritual space for one that allows for distancing amongst your participants and audience members (as required by your university).
- To reduce the spread of aerosols, opt for a recording of music instead of live music performances during your Rituals or Ceremonies.
- Chapters are encouraged to consult guidance provided by their institution regarding non-university-sanctioned travel before inviting Chapters from another campus AND before traveling to other campuses to attend a Ritual.
- If you are taking a larger class, consider performing the Rituals with half of the class to reduce the number of individuals in a space. This can be accomplished by hosting a Ritual twice (back to back), so half of the class is in the Ritual room at a time.
- If Chapters do not have enough Active/Conditional members to perform in-person Rituals, they are encouraged to request virtual Rituals by emailing the Tau Beta Sigma Curriculum Committee at overture@tbsigma.org.

The National Leadership Team will continue to communicate with Chapters regarding Rituals. Any questions specifically regarding Ritual can be addressed to National Vice President for Membership and Expansion, Siobhan Wilkes, at siobhan@tbsigma.org.

Ritual for Kappa Kappa Psi

Chapters have three (3) options regarding Kappa Kappa Psi Ritual and ceremonies during the 2021-2022 academic year.

1. Chapters are permitted to perform **IN-PERSON** Rituals and ceremonies ONLY if their university/college allows for in-person events.
 - To perform in-person Rituals, Chapters must ensure that these events and dates are reflected in their Chapter's calendar submission for review by the Curriculum Committee (curriculum@kkpsi.org).
 - Chapters are permitted to perform in-person Rituals for chapter members who were previously initiated virtually. These ritual performances may take place at any point throughout the academic year as long as the chapter has DOB/Sponsor approval. Please note that this only applies to initiated members. Any ritual performance that includes Membership Candidates needs to be included in your chapter's calendar submission to the Curriculum Committee.
 - Chapters must ensure that they review their university/college COVID-19 and public health guidelines. If there are any limitations on how many people can be in a closed space at one time, Chapters must plan accordingly to abide by their university/college's guidelines.
 - ◊ If such limitations exist, Chapters are encouraged to split up the Membership Candidates into different Ritual performances and limit the attendees.
2. Chapters are permitted to request a **VIRTUAL** alternative to in-person Rituals (performed by the National Leadership Team), if their university/college does NOT allow for in-person events or if no Member Candidates can attend in-person Rituals.
 - To request virtual Rituals, please email the Ritual Education & Performance Committee at Ritualeducation@kkpsi.org.
 - To the best of their abilities, Chapters must ensure that these events and dates are reflected in their Chapter's calendar submission for review by the Curriculum Committee (curriculum@kkpsi.org).

3. Chapters are permitted to offer a **HYBRID** Ritual experience by incorporating both in-person and virtual Ritual events. This option should be used sparingly and only if needed due to special circumstances.
- If Chapters can host in-person events, they are permitted to perform IN-PERSON Rituals.
 - If Chapters have Membership Candidates that cannot attend in-person Rituals due to health/safety concerns, Chapters are encouraged to request VIRTUAL Rituals.
 - To request virtual Rituals, please email the Ritual Education & Performance Committee at Ritualeducation@kkpsi.org.
 - If Chapters are unsure of what to do or if the public health situation has changed on their campus, please email National Vice President for Membership and Expansion, Bang Co (bangco@kkpsi.org) for further guidance.

Chapters should keep the following considerations in mind as they transition back into in-person Ritual performances:

- Connect with your Greek Life or Student Activities offices to retain guidance on group gatherings or in-person events for your institution.
- Consider your Ritual space for one that allows for distancing amongst your participants and audience members (as required by your university).
- To reduce the spread of aerosols, opt for a recording of music instead of live music performances during your Rituals or Ceremonies.
- Chapters are encouraged to consult guidance provided by their institution regarding non-university-sanctioned travel before inviting Chapters from another campus AND before traveling to other campuses to attend a Ritual.
- If you are taking a larger class, consider performing the Rituals with half of the class to reduce the number of individuals in a space. This can be accomplished by hosting a Ritual twice (back to back), so half of the class is in the Ritual room at a time.
- If Chapters do not have enough Active/Conditional members to perform in-person Rituals, they are encouraged to request virtual Rituals by emailing the Ritual Education & Performance Committee at Ritualeducation@kkpsi.org. Chapters may also email National Vice President for Membership and Expansion, Bang Co (bangco@kkpsi.org) for further guidance.

Special Notes:

- 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.
- To protect the secrecy of our Rituals, only members of the National Leadership Team will be authorized to perform this VIRTUAL alternative experience for your Membership Candidates, and Chapters ARE NOT permitted to execute online performances of our Rituals in any format.
- Additionally, our virtual alternative for Ritual does not replace the need for an in-person Ritual experience once they can be performed safely and appropriately. The National Leadership Team will continue to communicate with Chapters regarding Rituals. Any questions specifically regarding Ritual can be addressed to National Vice President for Membership and Expansion, Bang Co, at bangco@kkpsi.org or to the Ritual Education & Performance Committee at ritualeducation@kkpsi.org.

NATIONAL CHAPTER VISIT PROGRAMS

Tau Beta Sigma Chapter Visitation Program

The Chapter Visitation Program will continue into the 2021-2023 biennium. However, as the new variants of the COVID-19 virus continue to affect our communities, the National Council will be working with Tau Beta Sigma's Chapter Visitation Assistants (CVAs), to offer a hybrid edition of the program. Because some Chapters may not be permitted to meet in-person and some CVAs may still feel uncomfortable traveling, we will be reviewing each Chapter's status to determine the practicality of offering them an in-person or 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 (CFRs) will resume in-person meetings. They will be traveling across multiple states and regions while mitigating risks for our staff and our membership. The CFRs will work with Chapters to develop an appropriate visit schedule and ensure that all members and university staff are able to meet with them and discuss the work of the Chapter and the Bands. If your Chapter has been selected for a visit, promptly complete the required visit forms including the COVID-19 Chapter Operations Form sent to you through the email you provided in the OMRS. These forms allow you to send the CFR's your specific School or University's COVID-19 policies. If there is an outbreak of COVID-19 in the Chapter, in the band program, at the school, or you have personal concerns about COVID, please let the CFR's know immediately and they can work on meeting virtually. More information will be released in August and September to schedule these meetings.