OFFICIAL GUIDE TO RUNNING A SUCCESSFUL PROVINCE

TAU KAPPA EPSILON
Better Men for a Better World

HOW TO BUILD A PROVINCE TEAM
IT'S MORE THAN JUST ONE PERSON

TIPS TO HELP YOU
ANSWERS TO THE FREQUENTLY ASKED QUESTIONS

EXPANSION
HOW TO SUPPORT THE EXPANSIONS IN YOUR PROVINCE

Overview

The Province Structure was designed and proposed by a Volunteer Task Force in 2002 to provide more consistent visitation, programming, and support for our chapters. The Task Force proposed a system of Provinces to serve all of the chapters in a specific geographic area. The size of the Province varies by the density of chapters in the area. On average the intended size for Provinces was eight chapters.

Introduction

This guide is organized around a fiscal year in the Fraternity. It is designed to help keep the team on track and planning ahead. There are reminders of items to check on and many links to additional resources. The guide ends with contact information for Headquarters Professional Staff members you will work with during the year. If you are unsure of something or have additional questions, they are available to take your call and work with you to get the answers you need.

1. Planning

Province Team Structure, Objectives, Province Landscape, Planning Meetings. Headquarters Coordination, Province Forum

2. Visitation and Support

Recruitment, Rosters, Risk Management, Visitation, Standards, St. Jude, Candidates, Officer Transition, Regional Leadership Conference, Annual Report, Awards, Conclave

3. Additional Resources

Ritual, Expansion, New Chapters, Revitalization, Chapter Support Team, Province Team Recruitment, FAQ, Contacts

Province Teams, Province Forums, and even this guide would not exist if it were not for the effort of the Volunteer Task Force and hundreds of Alumni Volunteers who have served the Fraternity over the past decade. The work of the Province Level volunteers has helped this model to evolve to better serve chapters over time. Share your feedback and ideas so we can continue to refine the model for our Fraters.

Province Team

A good Province Team will have a mix of specialist advisors who work on specific issues and generalists who help to provide regular visitation. All members of the team will coordinate their work with their Regional and Associate Regional Directors. Think of your team purely in terms of skills and roles. It is important not to think of Province Teams in terms of hierarchy. Successful teams may exchange roles over time based on the time commitment of their Province volunteers.

Grand Province Advisor

- Coordinates the work of the Province Advisors.
- Frequent communication with Regional and Associate Regional Director.
- Responsible for coordinating and executing a Province Forum annually.
- Coordinates membership roster updates with Regional Team annually.
- Helps to set chapter and Province goals annually.
- Coordinates Province plans with overall regional goals.
- Attends Conclave, Regional Leadership Conferences and William V. Muse Alumni Volunteer Academy.
- Creates a working relationship with university partners.

Province Advisor (General)

- Provides visitation and check-in with designated chapters.
- Provides assistance with all areas of chapter operation.
- Coordinates with Regional Team to stagger visitation and follow-up.
- Files visitation reports and coordinates follow-up actions where needed.
- Will work with one to two chapters in a designated area.

Province Team

Province Advisor (Recruitment)

- Collects recruitment plans and goals from each chapter during the summer.
- Helps chapters and colonies to develop their recruitment plans and set goals.
- Works to understand campus recruitment policies to assist chapters.
- Facilitates a recruitment presentation at Province Forum.
- Follows up with groups on their recruitment results vs. goals.
- Helps each group to register new candidates.
- Works with groups to evaluate and refine their plan each semester.

Province Advisor (Ritual)

- Works with chapters to develop a regular schedule for ritual meetings.
- Conducts an inventory of the ritual equipment at each chapter annually using the ritual equipment checklist.
- Coordinates colony initiation and other special events.
- Helps chapters to understand and utilize all ritual types including Formal Meetings, Induction, Initiation, Order of the Founders, Knights of Classic Lore and Fraternity for Life.

Province Advisor (Finance)

- Reviews chapter budgets twice a year for each chapter in Province.
- Helps groups understand fee structure and local needs.
- Coordinates with local Chapter Advisor and Board of Advisors to review and approve budget annually.
- Works with Regional and Finance Team on payment plans for chapters with A/R issues.
- Helps to communicate critical financial deadlines to the groups in the Province.
- Develops a working knowledge of GreekBill and other payment systems.

Province Team

Province Advisor (Risk)

- Develops an understanding of Risk Management Guidelines.
- Works with chapter officers to coordinate completion of eCompliance (http://edu.tke.org) training by all members and candidates. Follows up on completion.
- Understands insurance policies and procedures for third-party coverage.
- Works with members of the Risk Team to facilitate educational programs.
- Directs any risk issues or incidents in the Province to the Risk Team.

Province Advisor (Alumni Engagement)

- Works closely with Alumni Engagement Director and with GPA.
- Encourages and promotes establishment of Alumni Associations.
- Develops initiatives for active alumni engagement throughout the Province.
- Assists with volunteer recruitment for the Province Team and for local roles as needed.
- Supports new volunteer orientation and ongoing development for all volunteers.
- Encourages and promotes alumni participation in programs (Forum, RLC, Alumni Volunteer Academy, Conclave).
- Serves as a resource for volunteer and collegiate leadership throughout the Province.
- Assists with the planning and implementation of the annual Province Forum(s)

This Province Team structure has been implemented and used by volunteers across the United States and Canada. This is something to build to if you are just starting out. We need to find the most qualified people for each role. It is better to leave a position unfilled until we find the right person for the job.

Province Team - Objectives

The Province Team is expected to work closely with their Regional Director and Associate Regional Director. Regular communication is vital to meet the needs of our collegiate chapters and colonies.

Visitation

Use the suggested visitation schedule in this guide to coordinate four visits per year for each group in the Province.

Province Forum

Conduct a Province Forum each year that provides basic skills training as well as higher level thinking to the groups in your Province. The Province Team may utilize TKE Professional Staff as well as international volunteers to help facilitate Province Forums.

Recruitment

Help your groups to develop a recruitment plan prior to the start of the academic year. Work with them to register their candidates and help the groups to refine their recruitment plan throughout the year.

Rosters

Rosters will be completed by the start of the fall term and September 15 by Grand Province Advisor, Regional Director or Associate Regional Director.

Finance

Work with your groups to set a budget before the end of the academic year for the following fiscal year. Help groups with A/R issues establish payment plans with the Finance Team. Provide finance programming at Province Forums.

Officer Transition

The TKE Officer Transition Guide is a great resource. Visit during or after a transition. Build a relationship and be a resource to the new officers. Encourage the local advisors to help facilitate an officer transition retreat.

Conferences

Work with the chapter, local alumni and university partners to get chapter members registered for Regional Leadership Conferences, Conclave, Charles R. Walgreen, Jr. TKE Leadership Academy, and regional programs like Northeast Greek Leadership Association.

Province Team - Landscape

Develop an understanding of the entire Province. Look at the health of existing chapters. Understand the history of the area including non-operating chapters. Recognize opportunities at universities that have never hosted a TKE chapter. Create a long-term vision and a plan for the Province and build a team around it.

Current Chapters

Develop an understanding of their short- and long-term goals. Listen to their needs and interests. Get to know local advisors including the university advisors. Develop a visitation plan that helps them to hit then exceed their goals.

Interest Groups

It is important to visit interest groups very early. Evaluate the group. Are they doing this for the right reasons? Is this a campus that should have a chapter? Work closely with the Regional and Expansion Teams. Interest groups with the right focus can become successful chapters very quickly.

Revitalization

Do you have any chapters that are chronically below minimum standards on campus and in the Fraternity? Create an action plan to address these issues with the chapter, local advisors, university partners and the Regional Team. You can find minimum standards at www.tke.org/minimum-standards.

Current Colonies

A colony is a probationary group within the Fraternity. The Province Team should work with these groups to establish a chartering date early and follow up often.

Non-Operating Chapters

Why did the chapter close? Is there an alumni group with interest in bringing it back? Is the university open to expansion? Is there documentation of a proposed return date from the chapter's closure? Work with the Regional and Expansion Teams to create a return plan.

Potential Expansion

Does the campus meet the requirements to have a TKE chapter as a four-year accredited institution? Does it have a Fraternity System? Can it support a Fraternity System? As you learn more, share your information with the Regional and Expansion Teams.

Province Team - Planning Meeting

The Province Team should meet in person early in the summer to evaluate the previous fiscal year and focus on plans for the year ahead. This meeting is also a great opportunity to get potential new Province Advisors to join the team. The Province Planning Meeting should be a fun event that the team looks forward to each year.

Focus on Work

- A large planning calendar should be present. Academic Calendars that run from July to June are typically available early in the summer. This will allow the team to plan dates for the Province Forum and visitation throughout the year.
- Academic Calendars for most universities covering the following year will be available online as a PDF prior to the start of the summer. The TKE Year at a Glance Calendar is typically out at this time as well. Copies of these should be present: www.tke.org/yearataglance. You can also subscribe to a calendar on this page.
- Homecoming dates as well as the St. Jude Walk (www.tke.org/walk) should be available online. Adding these to the Province Calendar early will help you reach chapters at the right time.
- You should check in with the Fraternity office on your campuses to see if they have any key dates or focus areas to share. Recruitment dates and policies are helpful.
- Invite members of the Regional Team from TKE Headquarters. If they can make it out, this will help coordination for the year.

Focus on Fun

- Remember everyone on the team is a volunteer. Some may be brand new to the idea of volunteering. Successful planning meetings are fun planning meetings. Having a cookout or going out after your wrap-up will give the team some time to bond.
- Check dates that work for this meeting in advance. Check on travel for each team member and pick a central location. Plan travel into your start time.
- Mix some role-playing into the day. Give new team members some scenarios that have been encountered on the road and let them work through solutions.

Province Team - Headquarters Coordination and Planning

TKE Headquarters is a busy place in the summer. New staff will often start in the summer. Staff training and planning will happen alongside the typical summer outreach from chapters and alumni looking to get a jump on the year. Leadership Academy planning and facilitation as well as additional professional development conferences will have much of the staff on the road for periods of time. Conclave years add additional travel and logistical work to the staff.

Forum Planning

- Set your Province Forum date as soon as you identify a date that is free for your chapters. Enter this date into the event management system at eventmgmt.tke.org and share with the Regional Team to get it on their calendars.
- If you are looking for particular guest speakers and facilitators for your Forum, early summer is the time to get on their calendars. You will notice the staff reaching out to you around this time as well so that they can include you in their plans.
- Chapter Excellence Awards are presented at Conclave. In non-Conclave years, these are presented during a chapter meeting or at a Province Forum. Let the Professional Staff know if you would like these to present at a Province Forum.

Visitation Planning

- Coordinate visitation with the Regional Team. You should work to avoid overlap on visits unless it is an intentional joint visit. If you are planning separate visits, be sure to allow time between them for follow-up.
- Share your experiences of the chapter and university with the Regional Team. You may have a better sense of logistical issues like lodging and transportation than someone who is visiting 50 chapters. You may have a sense of chapter needs or things that the university is looking for to share.

Key Leader Training/Regional Planning Conferences

- The entire Regional Team will come together to finalize visitation plans and programming needs for the year ahead.
- Make time for this event and plan ahead so that you can have as much of your Province Team there as possible.

Province Forum

The Province Forum is the primary opportunity for chapters and colonies in your Province to have good local sessions on chapter and individual development. Your Province Team is responsible to set up, market, and facilitate a Province Forum each year. Province Forums can have the potential to reach more attendees from an individual chapter than any other program. They are intended to be nearby, low cost, and easily accessible. Since their inception as Province Educational Conferences over a decade ago, these have been volunteer led, staff supported programs. Early planning will allow you to bring high-level facilitators and presenters to work alongside your team. The next few pages will cover Province Forum planning in detail.

Setting the Date

Chapters may not be aware of significant dates on their calendar when you are planning in the summer. Your best bet is to do some homework and set a date.

TKE Year at a Glance Calendar

Review the Year at a Glance calendar at www.tke.org/yearataglance.

Academic Calendars

Almost every university will have their calendar online by the end of their spring term. Check these looking for midterms, fall breaks, and other dates to avoid.

Sports Schedules

These are typically online in the summer. If it is not a complete schedule, at least homecoming should be set. Look for these dates and avoid them.

St. Jude Walk

Many of the chapters in the United States will participate in the St. Jude Walk/Run to End Childhood Cancer. These dates are typically set in the spring and can be found at www.tke.org/walk.

Setting the Location

- Look for a centrally located campus in the Province that is easily accessible to all of your chapters.
- Space should be available at no cost on a campus in your Province. You may need to let the host chapter make the room reservations.
- Some Provinces will successfully rotate the location from campus to campus each year. This is also a good way to build connections between chapters.

Province Forum

Event Management System

The Event Management System is often referred to as a Forum in a Box. This powerful tool gives your team the ability to market your event, register attendees online, message potential participants, make nametags, and check in attendees. The system will also help you to budget, keep planning on track and even reimburse you for some expenses. You should start using this system immediately as it lets you store notes and generate ideas for your review in the future. You can find the system at eventmgmt.tke.org.

The Grand Province Advisor should already have access to the system and your Province Forum. He can add everyone else to the facilitation team including students from the host chapter who are helping set up the event. As soon as you set your date in the system, you will see the Province Forum show up online at both www.tke.org/forum and www.tke.org/events.

Planning Timeline

The Event Management System is built on a timeline of tasks to simplify planning the Forum. You can start using the system at anytime. These dates are suggested to give you as much time as possible to secure guest facilitators and participants.

Assign Program Coordinator
(4-6 months out)

The Program Coordinator will have primary responsibility for all aspects of the event. He will work to keep the entire team on track for this event.

Register Your Team
(4 months out)

Identify your committee, identify chapters and colonies to attend, identify potential keynote speaker, enter committee into Event Management System and ensure they all have access. Login will be the same as their MyTKE.org login .

Pre-Planning and Registering Your Event
(2 months out)

Determine if you will have a meal, confirm pre-commitment of attendance from groups, finalize event date, finalize location, confirm facility size, confirm program size, utilize cost calculator to determine event cost, set start and end times, create agenda and make the initial event announcement.

Province Forum

Finalize Your Event Details
(6 weeks out)

Confirm meeting space, finalize curriculum content, finalize speakers and assign curriculum, workshop speaker prep call #1, confirm keynote speaker, publish the event, open registration, and begin social media marketing the Forum.

Logistics Acceleration
(3 weeks out)

Workshop speaker prep call #2, marketing to chapter and colony officers, and pre-plan meals.

Calm Before the Storm
(2 weeks out)

Discuss A/V needs with workshop presenters and keynote speaker. Discuss room setup with workshop presenters. Logistics check-in with host chapter, set logistics information in the system which displays it on the TKE.org website.

Week of Conference
(Week of event)

Host final workshop speaker prep call with all key forum facilitators, confirm attendance, print name badges, last minute attendee marketing, send logistics email to participants, assign workshop space, confirm meal with vendor, purchase supplies, and print materials and handouts.

Day Before Event

Program and logistics coordinator arrive, ensure completion of week of conference action items, event space sound & A/V check, event rehearsal, and finalize & print agendas.

Day of Event

Pre-event Staff check in, set up check-in table, prep event space, on-site registration, arrange meal service, set up snacks and drinks and event tear down and cleanup.

Post Event
(7 days after)

Complete reimbursement check request form, send out survey and provide Forum in a Box feedback.

Province Forum

This system will prompt you with dates to complete tasks to help keep the team on track and it will help avoid having things slip through the cracks. The feedback asked for at the end will allow you to help make the system better for the following year.

As you are planning the event, ask questions of the Headquarters Staff, particularly if they are attending. Encourage other Province Teams to attend your Forum. Attend their Forum if you can. These programs get better as facilitators learn from each other.

If you are on a campus having the Fraternity Life Advisor or other staff help facilitate, this will build connections and provide additional viewpoints for participants.

This program is originally intended for the fall term when it can have the greatest impact on recruitment, candidates, and overall chapter goals. Some Provinces will also add a spring Forum with a specific focus for their chapters.

Each Forum is a little different. These range from one-day drive-in events to weekend camp outs. Craft a program that works for your Province and share your experience with others. This should be a fun and fulfilling event for participants and your team.

Province Forum

Sample Program

Registration and Check-in

Several tables and volunteers greeting participants will make this a smooth process. Have some coffee, snacks, pads, pens, and water nearby for participants.

Icebreakers

You may want to utilize an experiential icebreaker activity to get the group moving around and energized. Encourage participants to sit with people they don't know.

Opening Session

A large group session is an opportunity to welcome participants, set expectations, share agenda, introduce team, and to point out session locations. This will typically include a general video or TKE Professional Staff presentation.

Breakout Sessions

You can use one room for a small Forum and one main room plus multiple breakout rooms for a larger Forum. As the program grows, you will maximize the experience by having multiple sessions at one time.

Lunch

A lunch session is a great opportunity to present awards and recognize chapter accomplishments. As participants wrap up lunch, a keynote speaker can begin.

Experiential Session

A second experiential session after lunch will energize participants after sitting for lunch and the keynote session.

Breakout Sessions

An afternoon track of sessions should be upbeat and energetic. Encourage facilitators to engage participants and provide opportunities for them to speak.

Recruitment

This is a critical topic that should have a general session, breakout session, or both. Bring in an energetic speaker with recruitment experience.

Province Forum

Risk Management

A risk management session should be part of the program. Decide which aspects of risk management you will cover. Public Image, Title IX, Hazing, Sexual Assault, and Alcohol are all potential topics. Think about a guest facilitator with a background in one of these areas to help facilitate a general or breakout session.

Closing Session

A general closing session will provide a capstone to the day, provide an opportunity to share facilitator contacts, thank those who helped, cover questions and give takeaway assignments to participants.

Recruitment

Most of our chapters need some level of support when it comes to recruitment. They may not even know they need assistance here. It is essential for the Province Advisor working with the chapter and the Province Advisor for Recruitment to know what is happening with each group in your Province. This is an example listing of work to be done.

Summer

- **Recruitment Goal:** What is the goal for new initiates in the fall and spring at the chapter? Does this goal number replace the seniors who are graduating? Does it take into account the number of members who typically transfer each year? Is the chapter growing or shrinking? Get their recruitment goal. Share it with the Regional Team assigned to the chapter. Be sure to include it in your reports.
- **Goal of Recruitment:** Numbers are important but perhaps more important is the WHY of recruitment. New people bring new ideas and perspective. Who are they looking for? Do they have members on campus? Are they leading clubs and organizations? Are they looking to improve the chapter GPA? Are new members contributing? Get at the qualitative conversations around who they are recruiting and encourage a prospect list to be developed with all contact information and a bio in the summer.
- **Recruitment Plan:** Have they shared their recruitment plan with the team? What does this look like? Do they have events lined up? Do they have flyers, shirts, calendars, an adequate budget? Are they using their resources wisely? This is something to record in a report and share with the Regional Team.
- **Recruitment Kit:** Each chapter gets a free recruitment kit in the fall and spring at no additional cost. Have they ordered it (tke.org/supplies)? You can access this report in the Chapter Module and follow up to ensure that the chapter has more resources. Also, there is a digital recruitment center at www.tke.org/rush with useful images, flyers, and more.
- **Recruitment Visit:** Do you have a chapter that needs extra help? New and rebuilding groups often need extra help. Existing groups may need a push after graduating a large group of seniors. Summer is the time to lock in special recruitment visits or training calls from Professional Staff members. The credibility your team will get by securing an all-star to help with recruitment is well worth some time on the phone and a few emails to help the group.

Recruitment

Fall

- Check in on university or IFC recruitment policies. Make sure the chapter is aware of these and in compliance with them. Check in with the chapter during their recruitment period. Are they getting as many people as they thought they would? Where are they struggling? Record the soft "rush results;" if they say that they have 15 new people, make a note of it. If there are 6 the following week, you and others working with the group can follow up to help them make adjustments.
- Bid cards are in the recruitment kits. Is the chapter using them? Do they have enough? Check in on the actual bids extended and accepted. Once bids are accepted, be sure the chapter is registering their new candidates so their books and pins are shipped out. Remember, candidate kits ship the following business day after the officers register their candidates.
- Encourage the Recruitment Chairman and the chapter leadership. If they did well, make sure to congratulate them. If they fell short, help determine why and coach them on ways to make adjustments.

Winter

- Almost everyone joining in the spring was on campus in the fall. They should maintain some winter break communications with prospective members.
- The chapter should carefully evaluate the fall recruitment period and make adjustments for spring. Look at the plan. Did it work? Did it not? Help them make very specific adjustments for the spring term.
- This is a good time to make sure they have their spring recruitment kit and to look over the recruitment guide located at: tke.org/guides.

Spring

- For chapters with deferred recruitment where freshmen can't join until spring, this is the big semester. For the other chapters, this is also a big opportunity to bring in anyone they missed in the fall. Get regular updates.
- Check in on bid dates, accepted bids and be sure that the chapter gets their candidates registered so their materials are shipped out.
- Spring is a good time to do a second candidate class if the chapter didn't hit their goals. There tends to be some additional Professional Staff availability for recruitment visits in the spring as well.

Rosters / AMF Worksheets

Membership Rosters must be completed between the beginning of the fall term and September 15 each year. Updated rosters are critical to ensure accurate billing and to understand who is on campus for insurance purposes. The Grand Province Advisor, Regional Director or Associate Regional Director should complete the roster for each group with each Prytanis.

Chapter/Colony Officer

Completes AMF preparation document available in the module on September 1. This is a worksheet the officer can print to update the status of each member on paper prior to their conversation with the Grand Province Advisor.

Grand Province Advisor

Schedule an uninterrupted 15-20 minute time slot for a call with each chapter or colony. You will need a computer with Chapter Module access.

Log in to Chapter Module (module.tke.org) prior to start of call.

Go to Forms section to find AMF Worksheet 1 - Pre-Questions. This form is an overview of number of members in the chapter. Complete this form while talking to chapter officer.

Go to Forms section for AMF Worksheet 2 - Roster. This will list each chapter member. Update their year in school, if they have graduated, transferred, or left school. Please indicate where transfer students went.

Go to Forms section for AMF worksheet 3 - Post Questions. This form is a simple summary that will complete the roster, allows you to make corrections and add any returning members back to the roster.

Additional Conversation

There may be some brief pauses while forms are saving in this process. This provides an opportunity for additional conversation. The call should not be purely transactional. It is an introductory call and an opportunity to check in on the group.

- Check in on recruitment plan and goal.
- Discuss need to recruit in senior heavy chapters.
- Reminder of Province Forum.
- Check that officers are up to date in the Chapter Module.
- What are their needs? Make notes, share with Regional Team.
- Is there a St. Jude Walk locally? Are they attending?
- Do they have their recruitment kit?

Rosters / AMF Worksheets - Inactive/Demit

During your call, you may hear of members who wish to "go inactive" or leave the Fraternity permanently. Inactive status requests and requests to demit membership must be completed in the Chapter Module by the chapter officer. **Do not mark any of these members as left school or graduated.** Update their year in school the same as every other member. Inactive status requires CEO approval. Demit requests are processed by Headquarters and approved by the CEO. The process the chapter will use for each of these situations is outlined below.

Inactive

1. Go to Chapter Module > Forms > Membership - Request to be Inactive
2. Select how many members you are completing this form for
3. Select the member(s) you are completing the form for
4. Download the form with the link provided
5. Each requesting member must complete the form
6. Officer or yourself uploads the form with the upload button under the name of requester
7. Submit form and wait for approval from CEO
8. Once decision is made, person submitting the form & Prytanis get an email.

Demit

1. Go to Chapter Module > Forms > Membership - Request to Demit
2. Select how many members you are completing this form for
3. Select the member(s) you are completing the form for
4. Download the form with the link provided
5. Each requesting member must complete the form
6. Officer or yourself uploads the form with the upload button under the name of requester
7. Submit form and wait for approval from CEO
8. Once decision is made, the person submitting the form & Prytanis get an email.

It is critical that rosters are completed accurately. You are not helping the chapter by listing someone as graduated or left school if they are still on campus. Inactive Status was built in for members in particularly difficult situations. List a member with their year in school and be sure the officer understands the steps above.

Risk Management

Continued support and vigilance throughout the year on Risk Management issues is essential. This section is not intended as a full risk management overview. It is expected that the entire Province Team will review and utilize the resources found online at tke.org/riskmanagement.

The items below will help you during the year.

Risk Management Guidelines

The best approach to Risk Management is a proactive one. Education, reminders and repeated messaging from your team can help us to avoid incidents. It is essential that all members read and understand our Risk Management Guidelines.

- **Risk Management Guidelines** should be presented to the entire chapter twice a year and to each new candidate class. This presentation is typically led by the Pylortes. A review of University Guidelines should be included here.
- **eCompliance** is a video review of Risk Management Guidelines that is followed by a short quiz on the content. Each member and candidate of the Fraternity is required to complete the eCompliance program on an annual basis. The program is accessed at edu.tke.org using the member's MyTKE.org login credentials for access. The Province Team will see updates in the Chapter Module and on the dashboard of each chapter that lists members who need to complete eCompliance.

Incidents

Any chapter incident needs to be reported to the Risk team immediately. Don't guess at the severity of the event. It is better to make a call and ask than to assume. Small issues that aren't addressed immediately can become something larger. Make a call and follow the process on these.

- Our first concern must be for anyone who is injured. The chapter should call for emergency services before making any other calls.
- An Incident Report form must be completed as soon as possible following the incident. A chapter officer typically completes this report. Visit tke.org/riskmanagement to find the latest version of this report.
- A member of the Risk Management team will take the lead on the incident. Communications to and from the chapter will be going through him. He will take the lead on University communication.

Risk Management

- Media inquiries must go to the Chief Information Officer, Alex Baker. It is important to have a consistent line of communication. Alex will handle statements and comments to any media including university newspaper.
- The Province Team will be in communication with the Risk Management and potentially the Communication team during an incident. It is important to get to know these Professional Staff members and build a working relationship with them.

Certificate of Insurance

Chapters may ask you how to get a copy of their certificate of insurance. Typically, this is a university request or something needed for an event. The General Liability Certificate is in the Chapter Module on the Documents tab. Officers and Advisors can log in to get this.

- Login to Chapter Module.
- Click on Documents.
- Select Risk Management.
- Select Certificate of Insurance for a PDF of the General Liability Certificate. *This form may not display properly on some mobile devices. All fields are filled in. This should display properly on a laptop.*
- “Additional Insured” requests must be submitted to James R. Favor and Company. Only James R. Favor and Co. can approve these requests.

Province Forum

Risk Management should be a part of every Province Forum. Making this an interactive presentation and involving local experts including University Staff or TKE Professional Staff can make an abstract topic relevant and real to your groups.

- Risk Role Play with members divided into groups given real world scenarios to react to can build problem solving skills and encouragement to head off a situation before it leads to an incident.
- Faculty and Staff may have a particular area of expertise to share with your groups. Issues like sexual assault prevention and Title IX presented by an expert in the field will benefit both students and advisors.
- Build a relationship with the Risk team and ask for their support and input on the Forum presentation.

Visitation

The groups in your Province will likely see your team more often than they see a full-time Professional Staff member in person. The staff to chapter ratio makes your work with the chapters and colonies essential. It is critical that you coordinate your efforts with the Headquarters Staff. The Regional Team member working with your chapters is the most essential person to build a relationship with. You should both be familiar with local issues and on the same page when it comes to your chapters. Visitation Reports will help facilitate but should not replace periodic phone calls.

Visitation Schedule

- Each chapter in the Province should have four visits per year. A Regional Team member or other Headquarters Staff member should be making one of these visits.
- Coordinate the Province Team visits to have the greatest impact on the chapters. For example, if a group needs help with recruitment and someone on the team can help them recruit, he should be visiting during recruitment.
- Visitation should be purposeful. Chapters should feel value when your team is there. Visiting to say you did doesn't add anything. Ask what they need and follow up. Purposeful visitation will transform your chapters.
- Anniversary events, chartering and other milestones should be on your team's calendar early. Help the chapter maximize these events with additional speakers, presenters, and proclamations.
- Fraternity Life Advisor visits will help the university understand that the group is supported. Four chapter visits a year coordinated with the university plus Chapter Advisors checking in to two meetings per month will exceed many other organizations on campus.

Visitation

Visitation Reports

It is important to log your visits in a timely manner to help others who are working with the chapter understand that you have been there so they have a starting point for follow-up. Checking the Chapter Module for visitation reports before visits will allow you to do the same. If something seems critical or needs a rapid follow-up, feel free to call the appropriate Professional Staff member at the conclusion of your visit.

- Login to the Chapter Module
- Go to the Forms Section
- Volunteer/Staff Visits is at the bottom of this page
- Select the appropriate form for your interaction:
    - **Chapter Evaluation** is a general overview that helps understand the health of a chapter. Using this twice a year will help chapters set and track goals.

    - **Chapter Interaction** will allow you to log all interactions including simple conversations at conferences. There is a section for the date and type of interaction as well as fields for categories discussed. Use the fields appropriate to the interaction. You do not need to complete all fields. There is also an option to upload documents here. If you have something relevant to the chapter from a university or a copy of chapter goals, you can upload them.

    - **Follow-Up Actions** is a simple form that provides space for a description of the follow-up action. It includes a completion due date and a form upload option if you wish to include additional documents for follow-up.

    - **Note/Phone** is to make a note and log a call to a chapter. It includes the date of the call. It includes a selection box for important notes. It includes a box to describe the nature of the call. This is useful for roster calls, recruitment results, conference attendance and items others may call about.

    - **Visit** is in the same format as the Interaction Form. Use the visitation form for a full chapter visit. Save the interaction form for other interactions. This will help with reporting and tracking to know when a chapter was last visited.

Visitation

Key Result Areas and Goals

When a chapter officer or a volunteer logs into the Chapter Module, the first thing they will see is a chart of Key Result Areas and Goals. These goals can help guide your visit with the chapter. These goals should be attainable for most groups and they should be working to exceed, not simply hit, these goals.

- Goals are set for the entire Fraternity, then broken down to each chapter based on their size and performance. These goals should align to internal goals of the chapter and university expectations.
- Many Universities have accreditation programs such as 5 Star that recognize, rate, and reward chapters. In many cases, these will correlate with KRA. The chapters should be in the habit of updating the Chapter Module and their university's reports often. A Province Team member check-in when nothing is reported will help them stay on track. Groups shouldn't have an extremely low KRA score until April. They should be making progress throughout the year.
- Early visits and summer retreats should start with the chapter setting their own goals. Ask them what their goals are before you discuss the KRA goals. As a rule, chapters and colonies should set goals that exceed KRA.
- Feedback is important and the Province Team should know the local conditions impacting a chapter. If there is something impacting their goals, let the HQ Staff know so adjustments can be made to scorecards. For example, a University recruitment cap of 28 on a chapter with a KRA goal of 32 isn't helping. A Philanthropy goal of $500 isn't helping a group with an annual event that raises $5,000.

Visitation

Minimum Standards

Start from an aspirational place on visits. Help the chapter or colony to realize their own goals. Starting with the minimum standard will cause a chapter to shut down if they are below the standard. Instead of forcing them into a defensive place, help them to understand how being above the standard will help them reach their goals.

- Every TKE chapter must have at least 20 men. Colonies require at least 35 men to charter.
- All chapters must be current (less than 90 days A/R) on financials to the Fraternity.
- All chapters must achieve at least 60% of their Key Result Area Goals on the TKE Chapter Module.

Visitation

Understanding Minimum Standards

Membership is based on the minimum size required to operate a chapter. Instead of starting with 20 as an arbitrary number we need to think in terms of chapter operations. Each chapter has eight officers. Chapters run by committee. Typically a chapter will have a recruitment, social, philanthropy, athletic, and fundraising committee. The names and quantity of committees varies, but most chapters will have at least five of them. A successful committee will have members in addition to the chairman. Committee by definition requires more than one person. A minimum chapter size of 20 leaves us with seven additional members to fill all committee roles. When you add in members serving as Resident Advisors and those who are leaders in other campus organizations, you quickly arrive at the 35 members required to charter a new chapter.

Finance is self-explanatory. Chapters should be able to set their budget and dues in the summer based on the current per person fee structure. Adequate chapter size will allow fixed costs to be spread out amongst the members, reducing their impact. Members typically work in the summer making dues collection easier. Discounts for early payment of Risk Management Fees, Annual Membership Fees, and Chapter Assessment coupled with summer dues collection will allow the chapter's resources to go further. Remember, chapters should always pay their current fees first. If you have a chapter that has aged debt, work with the chapter, their advisors and the Headquarters finance team to create a payment plan to resolve this issue. If you need a budget template or need to review the current fee structure, please visit tke.org/finance.

Key Result Area goals are not very high benchmarks. Each chapter should easily hit 60% of the KRA goal. Don't let this be an issue for any of your groups. Look at their scorecards. The group with a bunch of zeros probably hasn't reported anything. Logging in during a chapter visit and reviewing what they have done will probably get the chapter over 60%. Occasionally, you will find a chapter that really hasn't done anything but most of the time, it will be a case of not reporting.

Visitation - Do's and Don'ts

It is important for the entire Province Team to set guidelines and expectations for a chapter or colony visit. Your team is being entrusted with a great deal of responsibility. Your chapter will look to your team to be the experts in the room on a wide range of subjects. Your professionalism will set a tone and your behavior is something that the chapter may model.

Punctuality Matters! TKE Time is the same as the time on your watch. Plan ahead and arrive early. This may frustrate you a time or two when the chapter arrives late but it will also frame a conversation on the importance of starting and ending on time.

Social Events are for them—not for you. Aside from a formal event like chartering or a Red Carnation Ball, these should be off limits for your team. Showing up at a social event creates a lot of gray area. This may put additional liability on your team. Attendance will also reduce your credibility.

DWYSYWD! Do what you say you will do. Don't over promise and under-deliver.

Don't Assume! Ask questions about acronyms you don't understand and try not to leave the chapter wondering about something you could have asked them.

Follow-up matters. If something feels urgent, don't wait for your visitation report and hope someone sees it. It is ok to make that call immediately.

Experts! You are expected to be an expert on all things TKE. Everyone will look at you as the expert. If you don't know, ask. Every volunteer and staff person has someone they will text or call regularly when they just don't know the answer. If you aren't sure, don't be afraid to get back to the group on something.

The Bus. Don't throw others under the bus or talk negatively about someone else who is there to support the chapter. It is easier to stay positive during a visit. Keep moving forward and don't dwell on negativity from prior visits.

Language matters! Nationals isn't the correct terminology when referring to the Headquarters. Using proper terminology sets a tone for the group.

Location matters! Meeting on campus will allow a common ground for your visit. Meeting at a chapter house may give you a better sense of how an outsider sees the chapter. Understand what you are trying to accomplish and locate accordingly.

New Volunteers should make their early visits with someone seasoned who helps to set a tone and expectations.

St. Jude Children's Research Hospital

Tau Kappa Epsilon's partnership with St. Jude Children's Research Hospital is in its second commitment. TKE has committed $2.6 million over six years to name a Proton Therapy unit at the hospital. This follows a $1 million over five year commitment to name an MRI suite that was completed a full year ahead of schedule. Chapter participation in the St. Jude partnership has been expanding each year of the partnership. Chapters are setting increasingly ambitious goals and are hosting incredible events to support the cause. More information on the St. Jude partnership can be found at tke.org/st-jude.

St. Jude Walk/Run to End Childhood Cancer

- **St. Jude** holds its signature St. Jude Walk/Run during Childhood Cancer Awareness Month in September of each year. Locations across the United States are announced months in advance with incentives offered for early registrations. Learn more: TKE.org/walk.
- **Fundraising Portals** and team pages for chapters and Alumni Associations are available from St. Jude. They can be set up in moments and provide chapters with a professional platform for fundraising.
- **Gold Level Sponsorship** is a commitment from Tau Kappa Epsilon to raise $100,000 for the walk as a result of the collective effort of all of our teams.
- **The Walk** is typically a fun day spent working for a great cause. There are presentations, prizes, and plenty of attractions on hand before the walk kicks off. Teams will often dress alike, bring flags and banners and make their presence known. This is a great opportunity to get chapters in your Province together outside of the typical TKE conference setting. The walk also falls in the midst of recruitment for many of our chapters. The walk is open to friends, family, and anyone else who wishes to participate. Chapters are welcome to bring friends who may be interested in joining the Fraternity.

St. Jude and Province Forum:

- St. Jude has local offices across the United States and a staff that travels to help support organizations and events. With sufficient notice, St. Jude may be able to have a representative at your Province Forum to make a presentation.
- Brochures and other educational materials may be available for Province Forums with sufficient notice.
- Video introductions and short informational clips about our partnership as well as additional fundraising resources are available for you to use during the Province Forum.

St. Jude Children's Research Hospital

Fundraising Sites

St. Jude has provided a host of resources for chapters to use in their fundraising efforts. Logging into the Chapter Module, you will see a Fundraising with St. Jude section on a chapter page. Clicking the Donate to St. Jude button will bring you to the chapter's St. Jude Page. From here, the chapter can access additional resources.

- Personal and Team Fundraising website can be set up and customized, allowing the chapter to accept donations for St. Jude online.
- Email Templates are available here that chapters can customize and send to family and friends.
- Fundraising tips and videos will help chapters get started and plan events.
- Raising funds using the St. Jude sites will allow donors to make their contributions directly to St. Jude.
- St. Jude will credit the donations to the chapter and ensure they receive proper credit for their work. Donations to the St. Jude sites will show up in the Chapter Module as a St. Jude donation.
- Donors will be credited for their donations by St. Jude and receive appropriate receipts for Tax Purposes directly from St. Jude.

Alternative Sites

Some chapters will want to use a site like GoFundMe or another crowdsourcing platform to accept donations for their events. In most cases, this is simply a matter of a chapter chairman or officer being unaware of the St. Jude sites.

- GoFundMe is good for non-charitable donations like a personal fundraising effort. It is not suitable for use when fundraising for a 501(c)3 charity.
- Funds will not be credited to the chapter until after they receive them from the site they have used and they have cut a check to St. Jude. This causes a ton of headaches for the chapter and TKE HQ staff to track down the checks.
- Alternative Sites will typically take a percentage of the funds raised. In some cases, this can be up to 10% of the total funds raised.
- Donations to a personal GoFundMe page are not tax deductible. Donors will not receive any receipts for Tax Purposes and must be told their donation is not tax deducible.

St. Jude Children's Research Hospital

Check-in and Reconciliation

- Visit each chapter's fundraising page to see their St. Jude donations.
- Discrepancies should be reported to Nate Lehman nlehman@tke.org.
- St. Jude Walk Teams can be accessed from the main St. Jude Walk Page or at TKE.org/walk. You can check to see if your chapters have signed up for a local or virtual event here. Virtual walk events are for groups with no walk in their immediate area.

Candidates

Each semester, your chapters will be actively recruiting new members to join the Fraternity. This is an exciting time and one that your team should be particularly invested in. As your team develops, you will start to see Tekes come full circle from bid acceptance to chapter officer to graduation and volunteering. The transition from recruitment to candidate class requires a check-in from the Province Team. You may even want to coordinate visitation so that one of your four visits occurs during this time.

Check in with an email and phone calls as the chapter recruitment period is ending. Find out how recruitment went. Find out how many members the chapter recruited, how many accepted bids and who they are. Help the chapter register candidates via the TKE Chapter Module.

Candidate Registration

It is the responsibility of the chapter officers to register the new members. To register their candidates, chapter officers need to follow these simple steps.

1. Log on to module.tke.org
2. Click on the Member button
3. Select Submit Candidates
4. Submit each New Member with the required information Name, Email, Phone.
5. Click the Submit Candidate Class button, enter the shipping address and induction date and hit submit.

Chapter officers should use a personal email for each candidate to ensure that the candidate receives his validation link. Do not use school email addresses.

Candidate Validation

1. Candidate will receive a validation link after the chapter registers the candidate class. These links will resend weekly until the candidate validates.
2. Each candidate must click the link to create a MyTKE.org profile. They will enter the rest of their information and sign their membership agreement.
3. Candidates can pay their candidate fee from the validation link.

Candidates

Candidate Materials

- Teke Guides and Candidate Pins for each candidate will ship out as soon as the chapter registers the candidates.
- The candidates do not need to pay or validate their membership for these materials to ship.
- The chapter will be asked to confirm their shipping address during the registration process to ensure that the materials arrive at the right location.
- Candidate materials should be issued to each candidate and be used for the entire candidate process.

Induction

The Induction ceremony is in the Silver Book. It is a ceremony considered private but it is not a ritual or secret. This event may be opened up to special invited guests. Some chapters have invited parents or their Fraternity Life Advisor.

- Induction should start the candidate process. Candidates should be presented with their Teke Guide, Candidate Pin and Big Brother.
- Chapters should be encouraged to work on Big Brothers during the recruitment period so they are assigned at induction.
- Province Advisor for Ritual should check in to be sure the chapter understands and is using induction.

Candidate Program

The Candidate program should last a total of six weeks. "The Black Book" has a requirement that initiation occur within eight weeks. The chapter that proposed the legislation that made the candidate period eight weeks did so to account for gaps in their schedule such as spring break. The intent was actually a six-week program.

- Blueprint Program is a continuing educational program that exists online in MyTKE.org for chapters that have installed The Blueprint. A six-week candidate plan is a part of the Blueprint Program.
- "The Teke Guide" contains information on the history of the Fraternity, the Greek System, and information on chapter operations. The Blueprint Program contains little in terms of history or operations. The Blueprint is all about personal development. Chapters using the program will say that the Teke Guide and Blueprint together form a complete program.

Candidates

- Professional materials and a quality program are going to help candidates appreciate the investment they are making in the chapter. The goal of each chapter in a candidate program should be members who are committed and ready to work to make the chapter better—not simply good candidates.
- Pledge Books do not have a place in the candidate program. It is important for chapter officers to understand that books containing interviews and other information they have not presented to the candidates directly will be interpreted as an official part of their program.

Candidate Status Types

Candidates are responsible to validate their membership, sign member agreements, complete eCompliance, and pay fees online. The Province Team can check in on the status of candidates from the Chapter Dashboard and the TKE Chapter Module. The dashboard has a summary of candidates under the headline New Members.

- **Unvalidated Candidates** have not clicked the validation link they were sent. They cannot access anything. Validation links are resent every week. The RD/ARD working with the chapter can make email corrections.
- **Unpaid Candidates** have validated their membership and need to pay their Candidate Fee.
- **Paid Candidates** have paid their Candidate Fee.*
- **Initiate** has been their Candidate and Initiation Fee.*
- **DNI** has been reported as did not initiate by the chapter.
- **Errors** typically occur when a candidate pays their initiation fee before paying their candidate fee.*
- **Cumulative Candidates** is a total of all candidates who registered for the year including the ones who did not initiate.

**These three statuses are independent from the candidate clicking his validation link. This validation is required for him to complete eCompliance or to log into MyTKE.org.*

Candidates

eCompliance

Every candidate is responsible for completion of the eCompliance program. It is critical that they understand Risk Management policies. The Province Team can check on this by clicking KRA Details in the top navigation or by clicking any item in the KRA Scorecard.

- Self-Validation Summary will show you how many candidates validated and how quickly they validated.
- A list of all candidates is under the self-validation summary. This shows the date that the candidate was added and their validation status.
- eCompliance Summary is under the Risk Management Education heading to the right of the candidate list. This shows all members and candidates and their eCompliance status. Have Access shows which members can access the system. Anyone who does not have access needs to validate their membership and create a MyTKE.org account.
- eCompliance may be accessed at edu.tke.org with the username and password that the candidate created when they validated their membership.
- eCompliance may be completed anytime after the candidates validate their membership. Encourage chapters to have them do this early in the process.
- This is an easy part of the process to check in on. A quick login and reminder to a chapter from a member of your team every week or so will help the chapters get this done.

Candidates

Candidate Finance

Chapters must be upfront about all fees due by candidates and initiates. New members should be paying all of their fees online after they validate their membership. You may still find some chapters collecting fees and paying them via invoice. In some cases, this works. In all cases, this creates the potential for fees not being paid in a timely manner. The best option is to have candidates pay their candidate/initiation fee directly to HQ. This also prevents money being used for AMFs or other items.

- Candidate Fee must be paid within 15 days of bid acceptance. Once the candidate is registered, the chapter has 14 days to ensure that the candidate has paid their fee. After 15 days, the chapter is responsible for the candidate fee even if the candidate drops. Candidate fees are non-refundable.
- Initiation Fee must be paid within 15 days of initiation. If the initiation fee is not paid within 15 days of initiation, a 40% penalty fee will be added to the chapter statement.
- Penalty Fees are actually billed on January 5 and May 10. This schedule is shared in the Year at a Glance calendar (tke.org/yearataglance).
- Penalty Fees are intended as an incentive to get new members paid. They are billed well after initiation in most cases.
- In a six-week program, 15 days occurs a third of the way into the program. If TKE is not a good fit for the candidate two weeks into the program, the officers can report candidates as Did Not Initiate via the Chapter Module. After 15 days, the chapter will need to pay the candidate fee even if the candidate is reported as Did Not Initiate.

Candidates

Initiation

At the end of the six-week candidate process, the chapter will initiate their candidates. The Province Team should check and help the chapter understand ritual. Scheduling a chapter visit for initiation will help you to support ritual.

- Colonies cannot do ritual by themselves. They will need equipment and support to help them facilitate ritual. Province Team should help them to coordinate initiation.
- Badges and Certificates are shipped when initiation fees are paid. If the chapter has scheduled initiation, they should get fees submitted so materials can ship prior to the initiation date. A quick email to Shirley Mills smills@tke.org letting her know the initiation date can help to get materials delivered in time for presentation at initiation. You should allow a week or two for delivery here and plan ahead to make this happen.
- Encourage the chapter to rehearse prior to initiation in order to make this a meaningful experience. Ask if you have questions or need support for ritual.

In addition to all of your check-in work on candidates, you should be familiar with university rules for new members and check to see the chapter is in compliance.

Officer Transitions

Every chapter and colony should be holding officer elections on an annual basis. This means that each year your team will need to build relationships with a new group of officers. Arranging your visitation schedule so that your team is on site just after an election can ease the transition process. As your team develops and visits, the entire chapter will get to know you. This will help the transition process.

- Elections may occur for the academic year just before the end of the year in the late spring or on a calendar year in the winter.
- You may see both of these in your Province. Chapters that recruit heavily in the fall typically use a calendar year election. Chapters with deferred recruitment that do not recruit first semester freshmen often use an academic year election schedule. The timing of elections evolved to provide a seasoned team during major recruitment periods.
- In the case of an academic year election, your team should arrange a visit with the new officers soon after their election to help them understand and prepare for year-end deadlines. They should be reminded of awards applications and annual report deadlines to ensure these are completed.

Officer Transition Guide

The Fraternity released an Officer Transition Guide to help members understand and use the transition period effectively.

- Officer Descriptions are found at the start of the guide. This may sound simple but we do have officers who don't fully understand what they have agreed to do when they are elected. A review of their duties is critical for a smooth transition.
- A Retreat Guide is contained within the Transition Guide. A retreat should be conducted after the election to correspond with the beginning of a new semester or the new academic year.
- The guide can be found at TKE.org/guides.

Advisor Transition

Chapters may elect their Chapter Advisor at the same time as their annual election. Even if they elect the same person again, this is a good time to check in and sync up with the Chapter Advisor. He or she should be helping to facilitate the chapter retreat. Check in on their needs and have a conversation about the chapter's progress during the past year.

Regional Leadership Conference

Regional Leadership Conferences occur at the start of the Spring Term each year. These are staff led and volunteer supported programs that provide in-depth leadership education to participants. The Province Team can play a crucial role in helping chapters to maximize this opportunity. RLC is a residential program that has more of a financial and time commitment than a Province Forum. Chapters that participate in RLC are more successful in the long term than those that do not.

Planning

- RLC dates and locations are typically announced in the late summer to allow chapters to build them into their calendar. They happen in February each year.
- Successful chapters will typically budget an amount for RLC that approximates one Quad (4-Person) registration.
- Early Bird Specials have been a fixture of RLC for the past decade. Planning ahead and registering early will help chapters make the most of this conference.
- RLC is a residential program so participants are expected to stay on site. It will typically cost less for participants to register with a hotel room at the early bird rate than to register without housing.

Regional Leadership Conference

Funding

- University funding is typically available for recognized student groups to attend leadership programming. Check with Student Government or the department in charge of Student Activities Funds.
- University funding questions should be asked during the summer. This is when there is the greatest flexibility in budgets and time for applications to be submitted.
- The Regional Leadership Conferences are open to all students regardless of their membership in the Fraternity. This program is not exclusive to Tekes and may qualify for funding. Typically you will hear "No, our school won't give us money for that." This often precedes an ask by the group. Even if a group is denied funding for RLC, they should ask and have the conversation. An FAQ sheet can be found at TKE.org/rlc.
- Special Projects Funds from the TKE Educational Foundation allow alumni to donate money earmarked for educational conferences or for the educational components of a house. Any alumnus can donate to help chapters attend RLC. Learn more at: tke.org/foundation/areas-to-support#special-projects

Collective Excitement

Your team should plan to attend RLC if they can. RLC weekends are fun and informative for everyone. Facilitator applications are available in the fall for members of the team who would like to help present. Chapters will be looking forward to seeing each other again after your Forum. Be sure they know about RLC!

Spring Province Forum

There is an expectation your team will complete one Province Forum per year. In some cases, the Forum will fall in the spring semester. The Forum section earlier in this book should be used to guide your spring Province Forum if it is the only forum you are doing during the year. This section is for Province Teams who are adding a second forum after the Regional Leadership Conferences in the spring.

Specialty Forums

Some Provinces will use the Spring Term as an opportunity to get their chapters together to focus on a particular topic. It is important not to engage in conference overload or to compete with RLC. Some of the spring Forums that have added value to for their participants in the past include:

Ritual Forum as a full-day program helping chapters to understand and develop ritual. Emphasis on the performance or ritual and equipment might be topics.

Blueprint Forum that combines both a Blueprint Installation for several chapters and activities designed to help members better utilize the “brotherhood activities” mentioned in the Blueprint Program could be a part of a Blueprint Forum.

Career Forum facilitated by the Province Team with the support of a recruiting firm or career services office can help members refine their resumes and prepare for interviews. This type of program should use professional facilitators.

Key Leader Forum for graduating seniors who want to volunteer at the chapter and province level can be coordinated with the RD/ARD.

New Officer Forum takes the idea of a transition retreat up a few notches. While the officers and advisors should still conduct an officer retreat with their home chapters, an officer forum helps new officers better understand their roles and responsibilities so they can prepare for a successful year.

Spring Province Forum

Forum Registration

A spring Forum should still be listed and utilize the Event Management System at eventmgmt.tke.org. Nate Lehman (nlehman@tke.org) can work with you to set up your specialty spring Forum in this system. Much like the traditional Forum, the specialty Forum will have an online registration and planning system if you use the Event Management System to set up and plan the program.

Don't force a Forum! You have plenty of work to do as a Province Team. These secondary Forums have worked well in some years for some of our Province Teams. Look at your schedules and the needs of your chapters. If this is something that works, go ahead and use it. If this is something that is a burden for you and your chapters, then don't do it. Remember, every program should add value—not stress.

Annual Report, Awards, and More

There is a natural tendency for many people not to ask for praise. This is a good trait in general; in TKE, however, you do need to apply for awards, scholarships and recognition. Your team has a crucial role to play in helping your chapters remember these deadlines. There is nothing worse than explaining to delegates at Conclave that they didn't get awards because they simply didn't apply.

Scholarship Applications

- Deadline is March 15.
- Application is online at tke.org/foundation/scholarships.
- Some Chapter Specific Scholarships can open to all if a member from that chapter does not apply. Encourage members to apply for everything they can.

Leadership Academy

- Deadline is March 15.
- Application is online at tke.org/programs/leadership-academy.
- Incomplete applications will result in an applicant not being selected.

Awards of Excellence

- Deadline is May 15.
- Applications are online at tke.org/resources/awards.
- Eligibility for four of seven excellence awards makes a chapter eligible for Top TKE.
- Top Teke Individual and Top Teke Recruiter applications should be complete and supported with all required documentation.

Annual Report

- Deadline is May 15.
- Report will auto-populate with Chapter Module data.
- Officers can log in to Chapter Module and select Forms to complete this report. Province Team will see if chapter completed this on module dashboard. You should push to have the Province done before May 15.

International Sweetheart

- Deadline is May 15.
- Application and Information at tke.org/sweetheart.

Conclave

Conclave is the Biennial Meeting of Tau Kappa Epsilon's Grand Chapter. The Grand Chapter is made up of representatives from all active chapters, Alumni Associations, and living Past Grand Prytani. Unlike many of our peers in the Fraternity world, the Grand Chapter is structured so that collegiate chapters have the majority of the votes. At meetings of the Grand Chapter, the collegiate votes may ultimately decide who serves on the next Grand Council and what Legislative Changes are made to "The Black Book" (Constitution and Bylaws of the International Fraternity).

Black Book Legislation

- Proposals for legislative amendments are due for submission on January 31 of a Conclave year. Announcements for submissions will be posted at TKE.org.
- A Legislative Hearing Committee will meet to discuss proposals and make recommendations prior to the Second Session of the Grand Chapter.
- The Legislative Hearing Committee is composed of randomly selected delegates per Black Book policy.

Grand Council

- Grand Council Applications will be posted at TKE.org prior to Conclave.
- A Nominations Committee will meet with each applicant prior to the Second Session of the Grand Chapter and make recommendations for a full Grand Council slate to the Grand Chapter.
- Nominations Committee is composed of randomly selected delegates per Black Book policy.

Delegates

- Each chapter is required to send a delegate to Conclave to vote on legislation and the Grand Council.
- Conclave Savings Plan is paid by each chapter at the rate of $250 per semester to cover the registration cost of their delegate.
- Mileage Stipend is a straight-line there and back stipend to help support the travel of the chapter's one Conclave delegate. This is not a mileage or travel reimbursement for actual cost. The stipend is paid with a prepaid debit card presented on the last morning of Conclave. The policy is outlined in "The Black Book."
- Delegates are expected to be in all sessions of the Grand Chapter to vote.

Conclave

Conclave Programs

Conclave will include a full slate of business meetings, awards presentations, service project and social events. TKE.org/conclave will have a full schedule as each Conclave approaches.

- Friends and Family is a full program of activities for the friends and family of alumni who are attending Conclave.
- Service Project will include all alumni and collegiate participants as well as Friends and Family.
- Awards are presented during full sessions of the Grand Chapter and are broken up during the weekend. As the schedule is released, check in with your chapters that are receiving awards to ensure they are present.

Conclave Funding

- Conclave Savings Plan can be used to cover the cost of a delegate or be used to supplement the registration of a full delegation. Early bird pricing and group packages will go further using the Conclave Savings Plan funds.
- Fraternity Life Advisors will be aware of organizations having conventions like Conclave each year. Early conversations about university support and funding should be directed to this person.
- Special Projects Funds can be used to support Conclave registration since this is an educational program of the Fraternity.
- Chapters will often budget some money for Conclave registration during Conclave years.

Charter Presentations

- Charter presentations are made at Conclave only. Chapters are presented a certificate in lieu of charter at their chartering banquet.
- Colonies should be aware of the charter presentation and plan accordingly. Conclave is every two years so chartering members may graduate prior to actually getting their charter. Your team can make this clear and help the colony plan their Conclave experience.
- Chapter members should plan accordingly to ship their charter and any other awards back home following Conclave.

Ritual

Ritual is a reminder of the values and founding principles of Tau Kappa Epsilon. Chapters should be doing a ritual meeting each month. A Province Advisor for Ritual can help to educate and reinforce the performance of ritual. Remember that colonies do not have ritual equipment or the ability to do ritual on their own. Your team can work with local chapters to secure equipment and resources for them.

The Silver Book contains all rituals and requirements for ritual. Each chapter has eight Silver Books. Learn more about ordering ritual equipment here: tke.org/resources/ritual.

Formal Meetings contain a ritual opening and seating. This will add less than 10 minutes to standard meeting time.

Induction must be held for each candidate class. These should be done at the beginning of each candidate class. Candidates are formally welcomed in this private ceremony. They receive a Big Brother, Candidate Pin, and Teke Guide. This ceremony can be opened to invited guests but is not a public event. Officers should register candidates ahead of induction to receive materials.

Initiation must be held for each candidate class. This ritual is done at the conclusion of the candidate process and is the only way for someone to become a Teke. Membership Badge and Certificate should be presented at initiation. Initiation fees paid in advance of initiation and coordination is important to get materials.

Installation of Officers is the formal acceptance of an officer or advisor position. This ritual must be a part of any officer or advisor transition. All officers and any advisors who are initiated Fraters should be installed. New officers and advisors should be reported at module.tke.org at the time of installation.

Order of the Founders recognizes chapter members who have met the requirements for this level of fraternal achievement as outlined in The Blueprint. Certificate located at: tke.org/certificates.

Knights of Classic Lore recognizes chapter members who have met the requirements for this level of fraternal achievement as outlined in The Blueprint. Certificate located at: tke.org/certificates.

Fraternity For Life recognizes graduating seniors who have met the requirements for this level of achievement as outlined in The Blueprint. This is also used to recognize alumni who are recommitting to be involved in the Fraternity. Chartered Alumni Associations receive Fraternity for Life Pins at no additional cost for this ritual. Certificate located at: tke.org/certificates.

Ritual - Support

Pins and Guides for each candidate are shipped out together when the chapter registers a candidate class. The chapter will confirm their mailing address in the registration process. If there are issues with materials not arriving after candidates are registered, it is typically because they have been delivered but are in a mailroom on campus. Shirley Mills can track these and help with any issues - smills@tke.org.

Badges and Certificates are shipped after the candidate and initiation fees are paid. These will go to the chapter mailing address. At the end of the semester, the materials will be held at the Headquarters if there isn't a good winter/summer mailing address on file. Shirley Mills (smills@tke.org) can track these and resolve any issues.

Silver Books are issued to each chapter at no cost. They are updated periodically. The current edition was published in 2007. Silver Books can be replaced when worn or damaged by submitting a order on the Chapter Module. The chapter will receive a shipping label to return the old books.

Scrolls are issued to each chapter at the time of chartering. When the scroll is full, a new page can be ordered by emailing Shirley Mills. Chapters should check this in advance. This is a good item to double check on a visit. Scroll numbers should be reported in the module after initiation. New scrolls can be ordered via the Chapter Module as well.

Equipment should be kept in good condition and should be stored in a clean, dry, secure environment. This should be checked on visits. Replacement equipment can be ordered from the TKE Chapter Module or from Collegiate Regalia for some items like candle stick holders.

Questions about ritual are common. The Professional Staff is available to answer questions about the performance of ritual and to clear up anything you may not understand.

Alumni should be invited back for ritual. Ritual ties the entire Fraternity together and participation in ritual helps alumni to stay connected. Make some time to answer any questions visiting alumni may have prior to ritual.

Ritual needs to be a special and transformative experience for all members. It is a reminder of our values and helps to keep a chapter focused. It is important to help chapter officers feel comfortable with performing ritual. The Province Team can help by including ritual content in Province Forums, encouraging participation in Regional Leadership Conferences and by encouraging Conclave attendance. New colonies provide an opportunity to bring all of the chapters in the Province together for ritual. Look for opportunities to increase understanding and use of ritual.

Expansion

Expansion to new campuses is an exciting and rapid way to grow your Province. Nothing is as exhilarating as working with a new group that is eager to do everything right. Expansion will renew your team and may even help the surrounding chapters to step up their game by introducing new energy into the area. It is important to understand the expansion process and to recognize new opportunities for growth. It is critical that the new group get all of the support they need to charter and succeed. It is just as important to be sure your team is in a position to support all of the existing chapters as the Province grows.

Cold Start Expansion

The Expansion Team is working on an expansion plan to bring TKE to campuses with a structured expansion program. These campuses open up for expansion by fraternities periodically and solicit proposals from them.

- Campuses issue Requests for Proposals when they open for expansion. These should be sent to the Expansion Team at the Offices of the Grand Chapter if one comes up in your Province.
- The Headquarters will produce an Expansion Proposal if it seems that a chapter could succeed on campus. The Expansion Team will be in communication with the Province Team during this process.
- An expansion presentation will be made on campus by the Expansion Team if the proposal is accepted. Your team may be a part of this presentation.
- The Headquarters and University agree to a start date if the proposal is accepted. This date may be several years after the presentation.
- The Expansion Team will work with your Province Team to prepare as the expansion date approaches. Work may include generating leads to be a part of the new chapter.
- Full-time expansion staff will spend several weeks to as much as a full semester on campus recruiting and working to develop a new group.
- Cold start expansion groups are required to meet the same recognition requirements as any new TKE group.

Expansion

Interest Group Expansion

An interest group is a group of students on a campus that finds out about Tau Kappa Epsilon and wants to start a new chapter. These groups will typically submit an expansion request at tke.org/expansion.

- The interest group will get a call or email from the Expansion Team and a visit soon after from the Province Team or a member of the Headquarters Staff.
- The initial visit and conversations will answer questions and help to determine if this group is a good fit for Tau Kappa Epsilon.
- The interest group and Expansion Team will start conversations with the university about their expansion process on campus. Some campuses will have a separate process for interest group expansion. Some campuses will want to see a formal proposal and presentation. All campuses will want to know that there is a vibrant and supportive alumni volunteer network and Headquarters support for the new group to help them succeed.
- If the interest group has school support and seems viable, their next step is to work on meeting colony requirements.

Requirements to Become a Colony

A colony is a group that is recognized by the Fraternity. They are supported and insured as they work to meet the requirements to become a fully chartered chapter of the Fraternity. Both cold start expansion groups and interest group expansions are required to meet these requirements to become a colony. A new colony must be approved by the Grand Council to be recognized.

- The Colony must have a minimum of 20 members.
- The Colony must have a letter of school support.
- The Colony must have a Chapter Advisor.
- The Colony must have a primary inspection.

Expansion

Chartering Requirements

Colony Status is a provisional recognition. All colonies should be working to charter. The Province Team should be checking in to remind them that this is their goal. The colony is required to submit a Petition to Charter for a vote by the Grand Council if they meet the requirements below. A new colony on a campus where TKE has not had a chapter previously also requires a vote by the entire Grand Chapter.

- Achieve a minimum score of Satisfactory using the Chapter Assessment Tool established by the Grand Council.
- Membership as follows, providing in either case that 80% of the members must be planning on and qualified to return as active collegiate members the subsequent academic year.
- Number of members equal to the median size of fraternities on campus, but in no case less than 35 members on a campus of 4,999 full-time males, no less than 40 members on a campus of 5,000–9,999 full-time males, no less than 50 members on a campus of 10,000+ full-time males.
- Each individual is required to have equal to or above the minimum GPA considered to be in good standing by the university/college.
- The Colony Grade Point Average must be equal to or greater than the campus all men's average. If this is not calculated, a letter from the Fraternity Life Advisor is required.
- Have an active Chapter Advisor. It is also useful to have an active campus or faculty advisor.
- Functioning Board of Advisors (Board of Directors).
- Be incorporated as a not-for-profit corporation under the laws of the state or province. The name Tau Kappa Epsilon or letters TKE must be included as part of the name of the corporation. A copy of the corporation paperwork as approved by the state or province must be filed with the Offices of the Grand Chapter at the time of petitioning.
- Written approval from the college or university prior to the date of installation as a chapter.
- Demonstrate strong participation in campus activities. For example, Student Government, Student Senate, Judicial Board, Student Activities Board, Class Officer, IFC, Yearbook, Newspaper, etc.

Expansion

- Hold a retreat prior to installation as a chapter. At the retreat, specific objectives are to be established and should be based on the chapter goals for the year following installation. A copy of these goals shall be included in the chartering petition.
- Be financially stable, which includes having a zero-dollar balance with the Offices of the Grand Chapter. At the time of petitioning, the chartering fee as well as the individual fees for each member to be initiated at chartering must be paid.
- At least one collegiate member must attend a Conclave and a minimum of three collegiate members must attend a Regional Leadership Conference.
- Colony Progress Reports must be submitted to the Offices of the Grand Chapter and may be included in the petition.

Notes and Exceptions

- In the case of campuses with no recognition for fraternities, a letter from the Grand Province Advisor explaining this should be included in the petition. This is not a typical situation and will apply primarily to Canadian groups.
- If an all male GPA is not calculated or if the university does not use GPA as a metric, a letter of explanation should be provided by the Fraternity Life Advisor on university letterhead.
- If the colony started and chartered during a single biennium between Conclaves, an explanation should be included in the chartering petition. The colony will be expected to have members at the next Conclave after chartering if they are approved.
- A Federal Employer Identification Number (EIN) will be required to incorporate as a corporation in the state and to open a bank account. This number should also be provided in the chartering petition.
- More Resources: tke.org/resources/chartering.

Expansion

Chartering Weekend

As the colony is preparing their chartering petition, they also need to be preparing for their chartering weekend. The Province Team and Headquarters Staff should be helping to guide the new group along with their local advisors so that they are meeting all of the chartering requirements. You should also help them plan their chartering weekend. **A resource guide on chartering can be sent to you by request.**

- Encourage the chapter to live within their means and plan a chartering banquet that works for them.
- Invite University Officials and encourage them to be part of the banquet.
- Ensure that awards are tasteful and serious. Gag awards are not needed.
- A Grand Council Member will be the Chief Installing Officer. Meet members of the Grand Council at conferences and be sure to invite them to be CIO early.
- Ritual and Chartering Banquet can happen the same day. Typically, they occur over a weekend. Ensure that rooms are reserved in advance.
- Alumni invitations to chapter and area alumni should be extended early.
- Parents and other supportive family members should be invited and encouraged to be a part of the Chartering Banquet.
- Work with the chapter to ensure the cost of the weekend works for all of their members. Every member of the colony should be present.

Expansion

Province Team Support

The new group will need consistent support from your team. In particular, your support is critical for a few key milestones.

- The Province Team or Headquarters Staff will need to complete the primary inspection. Only a volunteer may complete the secondary inspection.
- It should take between one and three semesters for a group to colonize and charter. It is important to keep them focused on chartering. Groups that decide they already are a fraternity at the colony stage tend not to succeed.
- The colony cannot complete ritual without support. Coordinate with the Headquarters Staff and local chapters to complete initiation for colony members. The first initiation is a good time to present a colony charter. This is recognition of their status as a colony.
- Helping to recruit and train a Chapter Advisor and a Board of Advisors is a good idea. Having the Province Team become the advisors can put too much on your plates. The Alumni Engagement Team can provide support here.
- Helping the colony with logistics like budgeting, bank accounts, university requirements, and understanding how to operate it is critical as they get started. Remember, this is a brand new group. They need everything.
- Help the colony make positive connections and avoid negative influences.

Expansion - First Year After Chartering

There is an intense excitement and drive as an interest group becomes a colony and finally, a fully chartered chapter. This process typically takes two to three semesters. In some cases, it has happened in as little as six months. This initial excitement and the thrill of chartering are sometimes met with a "sophomore slump" the year after chartering. As a Province Team, it is important to remember all of the promises we made the university community when the new chapter started. It is important to remind the new chapter of their obligation to fulfill all of those promises.

Sophomore Slump

There are a few causes to this condition. It is important to understand them so you can help the chapter move beyond them quickly.

- Founders graduating and taking all of the talent with them.
- Things need to be harder for the next candidate class because they aren't like the founders. The founders in many cases were in the right place at the right time.
- They feel it is ok to sit back and relax now that they have the charter.
- The chapter sees everyone else on campus is complacent and don't feel the need to be any better.
- The advisors move on to something else after chartering.

Expansion - First Year After Chartering

Raise the Bar

The most critical piece of the chartering petition is the chapter retreat. Members should be encouraged to talk about what they want and what comes next. This conversation needs to happen again at chartering and again next term.

- Engage all members in the conversation. Everyone from the chapter founder to the newest member should be encouraged to throw ideas at the wall to see what sticks.
- Competition isn't only on campus. Be sure they know who their peers are in TKE and understand what those peers are doing. This might be a chapter in the Province or across the country. The new chapter should look to them as competition.
- The Board of Advisors should actively be working on a plan for the next five years and having conversations about how the actions the chapter takes today impact the plan for the future. Make no small plans. Set big goals!
- Province Forum, Regional Leadership Conference, Leadership Academy and Conclave all matter. Meet more people, build the network, and keep pushing forward.
- Every new member matters. New members bring new ideas. They are just as smart as the founders. Engage them in meetings. Encourage their input.

Expansion - Revitalization

Sometimes, chapters get stale. They get off track one year and never seem to get it back. There may be issues with chapter size, risk management, campus reputation, finance or, in most cases, a combination of all of the above. There are countless stories of Top TKE chapters that were stuck at eight members with no hope in sight before one person came along who got them moving. A chapter revitalization project can be every bit as exhilarating as building a new chapter. It has been said that there is no problem in a chapter that 20 new men can't fix.

Step One

- Be honest when you recruit. If the chapter is terrible, tell people that and let them know this is their chance to be a part of rebuilding a chapter on campus. They can have a hand in building their own fraternity.
- Pledge process needs to go and it needs to be replaced with an orientation that gives the new members an understanding of how to run the chapter. They should go to all meetings, get to know everyone on campus, and start planning events on day one. Memorizing random facts isn't needed.
- People who aren't on board should be given an easy out.

Step Two

- Initiate the new members and get them into officer roles. If possible, they should already be recruiting the next group to be a part of the chapter.
- A chapter retreat should be held and big audacious plans should be shared.
- Get the chapter working with as many campus organizations as they can.

Step Three

- Think and work like a start-up. Help the chapter try new ideas, and when they fail, encourage them to try something else. As long as it complies with Risk Management Guidelines and university policies, then "YES, that sounds cool," should be the answer to the suggestions this group produces.
- Work on developing the Board and Chapter Advisor. Be sure they understand the direction and are aligned to help the group moving forward.
- Go back to the well. The founding principles of TKE will support everything this group is doing. Look to Opportunity Out of Defeat for inspiration.
- Share the story far and wide. Take pictures at events. Submit everything to THE TEKE. Put out a newsletter, market with social media, issue press releases for big events, and get a chapter website.
- Remember everyone is equal. Don't let up on this and treat anyone as a "pledge." If they set a goal of being 60 members, then be 60 equals.
- Ensure that the candidate program keeps this spirit alive for years to come.

Chapter Support Team

Each chapter should have a network of volunteers supporting it. This network should not be thought of in a hierarchical sense. It should be thought of as a group of people filling specific roles to help a chapter accomplish their goals. If the team is in communication and working together, the chapter will be able to do anything.

- **Chapter Advisor** should be in the most direct contact with the chapter. He or she should be attending one to two chapter meetings per month.
- **Board of Advisors** is made up of a Chairman, Vice Chairman, Secretary and Treasurer as well as the Chapter Advisor, Chapter Prytanis, and Chapter Crysophylos. Boards may add additional members as needed.
- **Campus/Faculty Advisor** is a faculty or staff member on campus who acts as a liaison between the chapter and the university.
- **Fraternity Life Advisor** is the campus based professional assigned to work with fraternities. Some institutions will have an entire team while others may have one person wearing many hats or nobody at all.
- **Alumni Association** is an alumni organization designed to keep alumni engaged. They may provide support to the chapter in a variety of ways. Alumni Associations will often spearhead chapter projects like scholarships, housing and capital campaigns. They can also help fill other volunteer roles.
- **Headquarters Staff** members will support the chapter remotely and with visitation. They provide programming, risk management support and education.

Chapter Support Team

Working Together

- Communicate when the team is visiting the chapter. If all of the stakeholders and supporters are in place, try to let them know what you are doing. There may not be time to meet everyone but at least you can communicate shared concerns and initiatives.
- Province Forum provides an opportunity to get the advisors together. Invite the whole team particularly if there is programming for them at the Forum.
- Encourage the chapter to share their goals with the entire support team. This sounds obvious but there are times when the Fraternity Life Advisor only gets basic paperwork and not a clear understanding of everything the chapter is looking to accomplish. If there are major initiatives, encourage the chapter to invite everyone to a meeting to talk about the project.

In the short run, it is important for the Province Team to develop a functional understanding of what each chapter's support team looks like. If there are gaps, let others know the chapter is working to fill them. The Alumni Engagement Team may be able to provide some support with potential candidates for volunteer roles.

Chapter Support Team - Recruitment

Much like a chapter or colony, the Province Team must be in the business of recruiting new members. Reading back over the job descriptions at the front of this guide and thinking of them as roles that you may swap in and out of will help you to understand the need to grow the team. There is nothing more disruptive to the team or to the chapters you serve than finding out that a key member of your group is leaving the area without having someone who can realistically fill their role.

Volunteer Development

- Graduating seniors are used to working with your team. They have seen Province Forums, Regional Leadership Conferences, and Conclaves. They may know most of your team already. If you know someone who would be a great fit for the team, ask him to start helping with events. Have them attend Key Leader Training events.
- Volunteer Requests come in to tke.org periodically. Request that these be sent to the Grand Province Advisor. Read through the request; reach out with an email and a call. Interview the person making the request in person to be sure they are a good fit for the team and volunteering for the right reasons.
- Look for alumni who have a specific skillset to help as a specialist Province Advisor. He may not understand that he can be a part of the team and help to support chapters. Often, we make volunteering seem complex and arduous. If you see someone who can support the team as a specialist, talk to him and help him get involved. Be clear on time expectations and don't ask for more than he can do.

Role Clarity

- Be clear on expectations and set a tone of seriousness for the new team members. Make sure they understand the level of professionalism expected during chapter visits and other official interactions.
- Set very clear expectations for younger volunteers to help them make a separation between socializing with their peers and working as a volunteer.
- Appearance, social media posts and visitation follow-up will all make or break the credibility of the Province Team. Inviting members who aren't aligned to join your team can ruin things for everyone.

With more than 225,000 living alumni to choose from, filling out your volunteer team shouldn't be that difficult. Take your time to find the right people for each position.

Resources & Contact Information

Chapter Module (module.tke.org) will be live for all members of the Province Team when they are entered into the system as a Province Advisor or Grand Province Advisor. Every member of the team should see each chapter in Province when logging in. For access issues, please email support@tke.org.

Chapter Resources and information on everything from "The Black Book" to Ritual Equipment can be found at http://tke.org/resources/chapter-resources.

Database Support such as Alumni Lists for specific chapters and areas can be requested from the Alumni Engagement Team.

Key Leader Training events can be set up for your Province as part of a Province Forum or for specific chapters and advisors by contacting the Alumni Engagement Team. Events can also be set up for additional Province Team training.

Volunteer Dropbox has been set up to share resources amongst members of the volunteer team. Everything from videos to presentations will be found here: dropbox.com/sh/csn793l5wlryvup/AABIJwMvwKi6tkKZnTeGGMiha?dl=0.

Regional Calls will be scheduled periodically to share information around the area and between Provinces.

Upcoming Events can be found and posted at tke.org/events.

Province Forum setup can be found at eventmgmt.tke.org.

Member Information can be updated at my.tke.org.

Fee Structure can be found at tke.org/resources/finance.

Scholarship Applications tke.org/foundation/scholarships/apply.

Leadership Academy tke.org/programs/leadership-academy.

Regional Leadership Conference tke.org/programs/rlc.

Province Boundaries tke.org/resources/provinces.

Contact Information

You should get to know all of the volunteers in your region and across TKE Nation. Alumni Volunteer Academy, Conclave, and Regional Leadership Conferences provide opportunities for all of us to develop our skills as volunteers.

The Regional Director and Associate Regional Director will be your primary staff contacts but we encourage you not to stop there. Reach out and build connections with everyone at the Offices of the Grand Chapter.

Should you have questions or need additional support, please feel free to contact us at www.tke.org/contact.


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Established January 10, 1899, Tau Kappa Epsilon is a men's social fraternity founded on the honest convictions of Love, Charity and Esteem.
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