

OFFICIAL GUIDE TO RUNNING A SUCCESSFUL PROVINCE

OUR TEAM LANDSCAPE

IT'S MORE THAN JUST ONE PERSON

IT'S ALL ABOUT OUR MEMBERS

MISSION DRIVEN, DEVELOPMENT FOCUSED

YEAR AT A GLANCE

UNDERSTAND THE ANNUAL CYCLE



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 groups 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 groups.

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Introduction

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.

This guide 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. If you are unsure of something or have additional questions, contact your GPA or a member of the Professional Staff who will 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 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 (Generalist)

- 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 or more 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.
- Supports 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.
- Encourage officers to practice and coach up when possible.

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 and stays current with updates or changes.
- Works with chapter officers to coordinate completion of eCompliance ([Edu. TKE.org](https://www.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)

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.

Province Team - Objectives

All members of the team are expected to work closely with the GPA, other volunteers and members of the Professional Staff. 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.

Programs & Conferences

Work with collegiate and alumni members as well as university partners to emphasize the importance of participation in regional and inter/national programs. Actively support groups' planning, budgeting and timely registration. TKE events include Regional Leadership Conferences, Conclave, Leadership Academy, and the Alumni Volunteer Academy. St. Jude Student Leadership and other interfraternal programs occur throughout the year.

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.

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 [TKE.org/Minimum-Standards](https://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.

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.

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.

Revitalization & Growth Groups

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 - 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 possible. Share this date with the Regional Team to be entered into the event management system, and you can then use that system to continue walking through the planning process.
- 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.



Province Team - Headquarters Coordination and Planning (cont.)

Visitation Planning

- Coordinate with the Regional Team 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.
- Log official visits in the system and document additional conversations when relevant. This shared information can be vitally important to others on the team and for historical tracking.

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 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. 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.

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: [TKE.org/YearAtAGlance](https://www.tke.org/YearAtAGlance). You can also subscribe to a calendar on this page.
- Build out your calendar with dates from individual campuses (semester start/end, Homecoming, fall/spring breaks, etc.) as well as area St. Jude Walk/Runs and other major events.
- 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.
- Make the meeting as interactive as possible. Utilize the experience of veteran volunteers. Mix some role-playing into the day. Create opportunities for dialogue along with content-based presentations.

Province Forum

The Grand Province Advisor 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.

Planning 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. Consider TKE calendars and individual school calendars (academic, sports, etc.) Be aware of St. Jude Walk/Runs and other major regional events/festivals.

Planning the Location

Campus space is often available at no cost and can be reserved by the host chapter. Consider access and travel time for your groups and whether you want to repeat or rotate locations from year to year. Be sure to plan for primary as well as for breakout and/or outdoor spaces as needed.

Planning the Program

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.

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.

Province Forum (cont.)

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 share the date with the Professional Staff, you will see the Province Forum show up online at both TKE.org/Forum and TKE.org/Events.

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.

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.

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.

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.

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 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.

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. They should contact headquarters directly with such requests.

- “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.

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.

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 - 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

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.

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

St. Jude Children's Research Hospital

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 deductible.

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

Candidate Registration

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. Teke Guides and Candidate Pins for each candidate will ship out as soon as the chapter registers the candidates.

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

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

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.

Candidates

Candidate Program

The Candidate program should last no longer than 8 weeks per the Black Book. “The Teke Guide” contains information on the history of the Fraternity, the Greek System, and information on chapter 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. 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.

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.

eCompliance

Each candidate is responsible for completing the eCompliance program and should do so as early as possible. 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.

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. 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. 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.

- 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.

Candidates

- 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.

Initiation

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

- 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.
- 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.

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 to cover at least 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#pecial-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!

Conclave

Conclave is the Biennial Meeting of Tau Kappa Epsilon's Grand Chapter. 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).

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.
- Delegates are expected to be in all sessions of the Grand Chapter to vote.

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.
- The Legislative Hearing Committee is composed of randomly selected delegates per Black Book policy. The Committee reviews proposed legislation and makes recommendations to the Grand Chapter prior to voting.

Grand Council

- Grand Council Applications will be posted at TKE.org prior to Conclave.
- Nominations Committee is composed of randomly selected delegates per Black Book policy. The Committee interviews applicants and recommends the final slate for the Grand Chapter to vote on.

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.

Conclave

- 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.

March 15 & May 15

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.

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.

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.

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.

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.

International Sweetheart

- Deadline is May 15.
- Application and Information at TKE.org/Sweetheart.

Ritual Events

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 should have 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

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.

Candidate 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.

Membership 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.

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.

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 TKE.org/Resources/Chapter-Resources.

Database Support such as Alumni Lists for specific chapters and areas can be requested from Karen Coleman KColeman@TKE.org.

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.

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.

TKE YouTube Channel TKE.org/Youtube.

The TKE Nation Podcast can be found wherever you subscribe for your podcasts. More details and full show listing is available at TKE.org/Podcast.



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For more information,
please visit TKE.org

