

The Gamma-Rho/ Kappa Sigma Checklist



KAPPA SIGMA FRATERNITY

FELLOWSHIP • LEADERSHIP • SCHOLARSHIP • SERVICE



Our Vision

Gamma-Rho's vision is to provide our members with a great college experience; to ensure they are career-ready; to start a lifetime of friendships; and help them have successful lives.

- We will be a values-driven organization.
- We will be innovative and not afraid to lead.
- We will adapt as it makes sense and will collaborate with our campus & community stakeholders.
- We will focus on creating a fun and healthy environment.
- We will provide a quality living-learning environment.
- We will recruit those focused on academics, campus & chapter involvement, career-readiness, diversity & inclusion, leadership development, service and respect for differences, as well as those with a competitive spirit.
- We will on-board our members successfully, ensure our members are career-ready, and help them develop a lifetime affinity to Gamma-Rho, Kappa Sigma and the University of Arizona.

Administration

- Vision and goals developed; progress on goals evaluated weekly by EC and monthly by the chapter; goals posted in the Chapter House
- Kappa Sigma and UA awards applications followed to ensure we win
- Elections follow a application, nominating committee interviews and slating
- Written programs developed for all areas and placed on website and in Dropbox or Google Drive

Meetings

- Attend Kappa Sigma district, regional and national leadership conferences
- Formal chapter meeting every 2-4 weeks that follows Roberts Rules of Order & Ritual
- EC meeting every week (with the advisors at least every other week)
- Officer & committee chair meeting bi-weekly
- Advisor, EC and committee chairs retreat each semester
- EC, Alumni Relations Chair, Parent Relations Chair, Homecoming Weekend Chair, Family Weekend Chair/Mom's & Dad's Weekends, House Manager attend quarterly Educational Foundation & House Corp meetings
- Invite alumni to attend a meeting per month (virtual)

Reporting

- File Kappa Sigma and UA fees and reports on time
- Post meeting minutes for alumni & undergrads to see

Finances

- Develop a budget and follow it; evaluate weekly
- Pay A/P timely
- Ensure A/R current
- Ensure chapter 990 report filed
- Rent paid to House Corp timely but also members pay up front or sign up for payment plan that automatically gets paid

Housing & Property

- Master and individual leases signed for the next school year by October/November
- Housing certification followed with Green-Yellow-Red (chapter must apply for the house annually)
- List of names of live-in's with address, email, cell phone, room lived in, parents names, address, email, home phone and cell phone (due by March)
- The house must be cleaned daily
- Social events require security, even for non-alcohol events; allow two events with alcohol per semester
- No bars in rooms or the property
- House rules reviewed before move-in
- Rooms have walk-thru bi-weekly and whole property monthly

Accountability & J-Board

- Member acceptance form signed by all members and used as needed
- J-Board of four members plus GP meet weekly (an advisor in attendance)
- Parent communication on how we address accountability
- Bylaws, social events and house rules developed and followed
- Code of conduct reviewed and signed

Academics & Scholarships

- Minimum standards set for officers, chairs, big brothers and house live-in's
- Ensure members apply for Kappa Sigma Endowment Fund Scholarships and Gamma-Rho Scholarships
- Scholarship winners posted in the house and on the website

Public Relations

- Alumni relations, campus relations, community relations, Kappa Sigma
- relations and parent relations program approved by chapter and advisors
- Campus partners plan developed
- Monthly e-news and posts to social media & website
- Alumni and parent events each semester
- Campus partners event annually
- Newsletter twice per year

Career, Campus & Chapter Involvement & Leadership Development

- Career resources, mentoring and monthly speaker series
- All members involved on campus and in the chapter
- 4-year leadership program in place
- Resume and LinkedIn profiles complete by all members

Pledge & Member Education

- Ensure all Kappa Sigma and University programming our followed
- Pledge and member education program approved by the chapter and advisors
- Lifetime commitment to Gamma-Rho, Kappa Sigma and UA taught
- Educational programming – academic, alcohol & drug, career & leadership, diversity & inclusion, health & wellness, lifetime commitment, no hazing, etc

Philanthropy & Service

- \$100 minimum per member raised or donated and 25 hours or more per year
- Charities we support profiled on our website and in the house
- Ask charities we support to speak to the chapter
- Support Kappa Sigma causes

Recruitment

- Recruitment plan approved by the chapter and advisors
- 20-30 members per year initiated

Ritual

- All members at pledging level and GM and/or GMC level
- Line of ritual discussed at every formal meeting

Senior Sendoff

- Welcome to alumni status dinner each semester
- Have fill out a graduating senior form each semester

Social

- Variety of events
- No more than two events per semester with alcohol which then must have servers and security
- All events must have security



www.uakappasigma.org | www.kappasigma.org

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