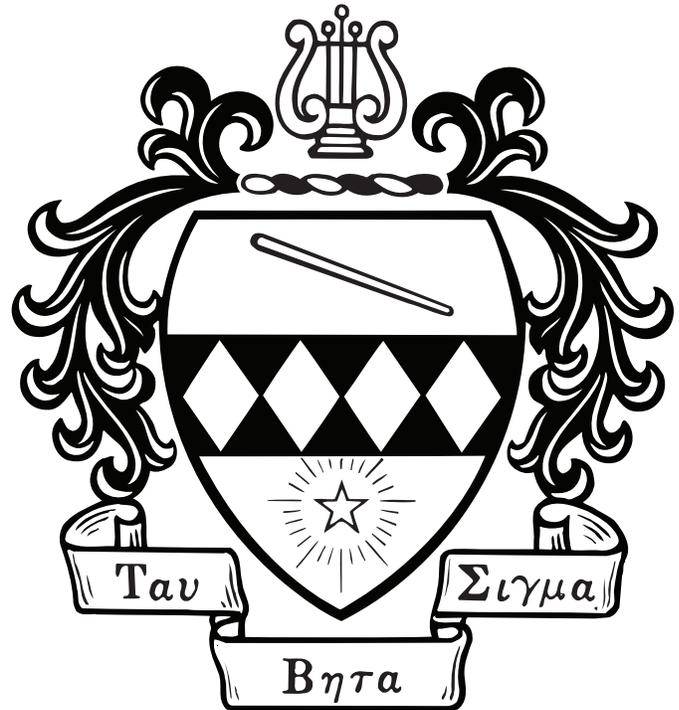


# ONLINE MEMBERSHIP & REPORTING



# GUIDEBOOK

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*for* KAPPA KAPPA PSI & TAU BETA SIGMA  
2013-2015 EDITION

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# Background

At the 2009 National Convention, Kappa Kappa Psi National Vice President for Colonization & Membership Derrick Mills introduced his idea for an online membership database to replace the limited system that had been in use at National Headquarters since 1997. This new database would not only perform the functions of the old system, but would also allow chapters to submit the vast majority of their paperwork online. The National Chapters of Kappa Kappa Psi and Tau Beta Sigma voted to move forward with the proposed membership database and reporting system, and a contract was signed the following month with the IT company selected to design and host the system.. Once the contract was signed, work began on the design and testing of this new system. It has been a challenging and complex project, but the Online Membership & Reporting System (OMRS) successfully launched on November 1, 2012 to Chapter, District and National Officers. Login information began going out to the rest of our members on November 12, 2012. Within a few days, all initiated members of Kappa Kappa Psi and Tau Beta Sigma that had valid e-mail addresses on file with HQ received login information for the Online Membership & Reporting System. The 2012 Fall Activity Report was the first major test of the OMRS, and several bugs were identified in the system. By January 2013, all of the identified bugs were corrected and Phases 1 & 2 of the OMRS development were concluded. Following the 2013 Winter Council Meeting, several items of the Phase 3 plan for development were begun, with completion by the District Convention season. The remainder of Phase 3 has been planned and will begin development and gradual rollout in June 2013.

Beginning November 1, 2012, Chapters may no longer submit paper forms for the following: Chapter Personnel Report, Chapter Personnel Update, Initiate Registration Form, Honorary Initiation Form, Fall Activity Report, and Chapter Summary Report. Chapter Officers will now complete these forms through the OMRS which is available at <https://online.kkypbs.org>

National Headquarters will provide regular updates to this document as new forms are added or process changes are implemented.

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# Member Profiles

Every initiated member of Kappa Kappa Psi & Tau Beta Sigma has his or her own profile in the Online Membership & Reporting System. Since this is your own record of Fraternity/Sorority involvement, it should not be passed down to other members. The basic member profile consists of the following components: contact information, membership information (current & past), initiation dates & chapter member number, and a record of any donations that you may have made to Kappa Kappa Psi and/or Tau Beta Sigma. Chapter, District, and National Officers have additional components on their profiles which will be discussed in more detail later.

Many of you will notice in your past memberships that not every year of your membership is listed. This is due to limitations of the legacy database that was used from 1997-2012. That system only recorded current membership status and your date of initiation. The OMRS now tracks membership on an annual basis, but only had the information that was in the legacy system to start with. Over time, membership records will be updated in the OMRS based on the paper Chapter Personnel Reports and Officer Updates submitted by chapters.

Others may notice a discrepancy between their membership number on their profile, and the number maintained in chapter records. The member number (also known as an initiation number or scroll number) listed in the OMRS matches that on the Master Roster maintained at HQ, and is considered your official membership number. Discrepancies in numbering are often due to initiates and honoraries not being reported, or not being reported in a timely manner. Still other chapters do not assign honoraries a member number on the roster that they maintain.

On the following pages you will find examples of a member profile and the options available on the site for an individual who has been involved in the organization for a number of years and is now a Life Member, and a profile for an Active member with only a couple years of involvement:

## Basic Parts of the Member Profile:

- 1 Whichever organization you belong to will be displayed at the top. This particular Life Member was initiated in Kappa Kappa Psi and is an honorary member of Tau Beta Sigma, so both crests are displayed.
- 2 This will list your full name.
- 3 Contact information including E-mail address, phone numbers, and mailing address.
- 4 Memberships fall into either the Current or Past Memberships; Current Memberships are those that are valid during the current membership term and those that have no ending date:
  - Active, Conditional, & Associate: Sept 1 - Aug 31
  - Inactive, Alumni & Life: starts with the date the status was reported and has no end date
  - TBSAA: starts with the date the application was processed, and ends on December 31
  - KKPsiAA: starts with the date the application was processed, and ends on May 31
- 5 Past Memberships are those membership terms that have expired. In this example, you will see a completed record for someone who was Active for 7 school years, and served several terms as a District Officer.



## Welcome, Life Member



### Contact Information

Address:

Email Address:

Home Phone:

Work Phone:

Cell Phone:



[Update Profile](#) [Change Password](#) [Change Email](#)



### Current Memberships

Member Of	Position	Status	Date
Alpha <b>KKΨ</b>	Chapter Member	Life	Aug 6, 2007–Present (5 years)
National <b>TBS</b>	Chapter Member	Honorary	Jul 26, 2008–Present (4 years)
Life Members <b>TBS</b>	Chapter Member	Life	Oct 29, 2009–Present (3 years)
Life Members <b>KKΨ</b>	Chapter Member	Life	Aug 6, 2007–Present (5 years)
KKPsiAA (National)	KKY AA member	Active	Aug 6, 2007–May 31, 2015 (7 years)



### Past Memberships

Note: Past membership dates may not be completely accurate due to limitations with the legacy system. If you have any questions or concerns, please email [hqacc@kkytbs.org](mailto:hqacc@kkytbs.org).

Member Of	Position	Status	Date
TBSAA (National)	TBS AA member	Active	Oct 29, 2009–Dec 31, 2010 (1 year)
Southwest District <b>KKΨ</b>	President	Active	Apr 16, 2005–Apr 14, 2007 (1 year)
Southwest District <b>KKΨ</b>	Member-at-Large	Active	Apr 17, 2004–Apr 16, 2005 (11 months)
KKY/TBS (National)	HQ Alumni, Chapter & Colony Affairs Coordinator	Active	Feb 27, 2008–Aug 31, 2009 (1 year)
Alpha <b>KKΨ</b>	Chapter Member	Active	Dec 2, 2001–Aug 31, 2002 (8 months)
Alpha <b>KKΨ</b>	Chapter Member	Active	Sep 1, 2002–Aug 31, 2003 (11 months)
Alpha <b>KKΨ</b>	Chapter Member	Active	Sep 1, 2003–Aug 31, 2004 (11 months)
Alpha <b>KKΨ</b>	Chapter Member	Active	Sep 1, 2004–Aug 31, 2005 (11 months)
Alpha <b>KKΨ</b>	Chapter Member	Active	Sep 1, 2005–Aug 31, 2006 (11 months)
Alpha <b>KKΨ</b>	Chapter Member	Active	Sep 1, 2006–Aug 31, 2007 (11 months)
Alpha <b>KKΨ</b>	Chapter Member	Active	Sep 1, 2007–Aug 31, 2008 (11 months)

### Initiations

Date	Chapter	Number
Oct 29, 2009	Life Members <b>TBS</b>	2800

-- continued on next page --

## Past Memberships

Note: Past membership dates may not be completely accurate due to limitations with the legacy system. If you have any questions or concerns, please email [hqacc@kkpsi.org](mailto:hqacc@kkpsi.org).

Member Of	Position	Status	Date
TBSAA (National)	TBS AA member	Active	Oct 29, 2009–Dec 31, 2010 (1 year)
Southwest District KKΨ	President	Active	Apr 16, 2005–Apr 14, 2007 (1 year)
Southwest District KKΨ	Member-at-Large	Active	Apr 17, 2004–Apr 16, 2005 (11 months)
KKY/TBS (National)	HQ Alumni, Chapter & Colony Affairs Coordinator	Active	Feb 27, 2008–Aug 31, 2009 (1 year)
Alpha KKΨ	Chapter Member	Active	Dec 2, 2001–Aug 31, 2002 (8 months)
Alpha KKΨ	Chapter Member	Active	Sep 1, 2002–Aug 31, 2003 (11 months)
Alpha KKΨ	Chapter Member	Active	Sep 1, 2003–Aug 31, 2004 (11 months)
Alpha KKΨ	Chapter Member	Active	Sep 1, 2004–Aug 31, 2005 (11 months)
Alpha KKΨ	Chapter Member	Active	Sep 1, 2005–Aug 31, 2006 (11 months)
Alpha KKΨ	Chapter Member	Active	Sep 1, 2006–Aug 31, 2007 (11 months)
Alpha KKΨ	Chapter Member	Active	Sep 1, 2007–Aug 31, 2008 (11 months)

## Initiations

Date	Chapter	Number
Oct 29, 2009	Life Members TBS	2800
Jul 26, 2008	National TBS	114 (Honorary)
Aug 6, 2007	Life Members KKΨ	4015
Dec 2, 2001	Alpha KKΨ	1218

6

Time: 0.43 second(s)  
Memory (peak): 11.25MB bytes  
Files: 328 included  
Session: tbnjaglkautb35s0nrqgs00f1  
Connects: 1  
Queries (129): sum:0.26/min:0.00/max:0.11/avg:0.00  
Copyright ©2010-2013 Kappa Kappa Psi & Tau Beta Sigma  
All Rights Reserved

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This section shows your dates of initiation and your official Initiation Number (also known as a Member Number, Roster Number, and Scroll Number) on the Master Roster.

## Editing your Membership Profile

The profile contains a great deal of information about your involvement in Kappa Kappa Psi and Tau Beta Sigma, but can it be updated? The answer is yes, certain information is always editable to the member while other information can only be updated by National Headquarters.

You can edit your information by clicking on the Update Profile button on your home page, which is located just below your contact information. There are additional options to update your e-mail address and password as well.

Home Chapters Submit Feedback Settings Log out

Welcome,  
Contact Information  
Address:  
Email Address:  
Home Phone:  
Work Phone:  
Cell Phone:

Update Profile Change Password Change Email



### Update Profile

**Personal Information**

Salutation:

Name:

Goes By/Nickname:

Maiden Name:   
Leave blank if no Maiden Name

Profession:

**Contact Information**

IM Name:

Permanent Email After Graduation:

Home Phone:

Work Phone:

Cell Phone:

Fax Number:

**Current Mailing Address**

Country:

Address 1:

Address 2:

City:  State:

Zip Code:

Parents' Address:  Yes  No

**Permanent Mailing Address**

Country:

Address 1:

Address 2:

City:  State:

Zip Code:

Copy Current to Permanent

**Membership Information**

Graduation Date:

Instrument:

Time: 0.22 second(s)  
 Memory (peak): 14MB bytes  
 Files: 362 included  
 Session: j3ecb5is1menn9rq6tt2adadf0  
 Connects: 1  
 Queries (13): sum:0.01/min:0.00/max:0.00/avg:0.00  
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 All Rights Reserved

The Update Profile Page has five sections that you can edit information in. You will notice that it does not include Current Memberships, Previous Memberships, and Initiation information; those fields are maintained strictly by National Headquarters.

- 1 The Personal Information section will have your name as it was reported when you were initiated (and any updates made since). The Goes By/Nickname field should be used to specify if you prefer to be addressed by something other than your first name, however, it is not for chapter nicknames.
- 2 The Contact Information provides National Headquarters and National Officers with phone numbers and an additional e-mail address if necessary.
- 3 The Current Mailing Address section should be used to show where you currently reside. For students, this is likely different than your permanent address
- 4 Permanent Address is where you should receive official correspondence and documents. For students, this should most likely be your parent or guardian's address.
- 5 The only part of membership information that you can adjust is your Graduation Date and Instrument. For those who graduated prior to 2000, it is likely that HQ has no graduation date on file for you.

Now that we have examined your personal profile, we will look at what else is available to every member of Kappa Kappa Psi and Tau Beta Sigma as part of the OMRS. You will notice three menu items in the blue stripe below the crest(s) at the top of the screen: Home, Chapter Search and Submit Feedback. Home takes you to your personal profile, so we will look at the other two items now.

## Chapter Search

The Chapter Search option provides a similar function to the chapter directory that was tied to the legacy database system. However, the information returned from the Chapter Search in the OMRS provides much greater detail than what is available to non-members. To use the chapter search click the link, and you should see the following:

The screenshot shows the Chapter Search interface. At the top, there are logos for Kappa Kappa Psi and Tau Beta Sigma. Below the logos is a navigation bar with 'Home', 'Chapters', and 'Submit Feedback' on the left, and 'Settings' and 'Log out' on the right. The main content area is titled 'Chapter Search' and contains a search form on the left and search results on the right.

**Search Form:**

- Name:
- School:
- Organization:
  - KKY
  - TBS
- District:
  - District I
  - District II
  - District III
  - District IV
  - District IX
  - District V
  - District VI
  - District VII
  - District VIII
  - District X
  - District XI
  - Midwest
  - N/A
  - National
  - North Central
  - Northeast
  - Southeast
  - Southwest
  - Western
- Status:
  - Active
  - Colony
  - Inactive
  - Suspended
  - Probation
  - Investigative Hold
  - Administrative Hold
- Buttons:

**Search Results:**

2 chapters found

<< first < prev 1 next > last >>

Greek	Name	School	Organization	District	Status
AP	Alpha Rho	Northeastern State University	KKY	Southwest	Probation
AP	Alpha Rho	University of South Dakota	TBS	Midwest	Inactive

<< first < prev 1 next > last >>

**Footer:**

Time: 0.55 second(s)  
 Memory (peak): 28MB bytes  
 Files: 358 included  
 Session: tbnjaglkautb35s0nrbsq00fr1  
 Connects: 1  
 Queries (77): sum:0.04/min:0.00/max:0.01/avg:0.00  
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The Chapter Search page provides a number of options to narrow your search including chapter name, school, organization, district, and chapter status. In the above example, we entered only a chapter name and received the results for the Alpha Rho Chapter of Kappa Kappa Psi and the Alpha Rho Chapter of Tau Beta Sigma. You will see that it returns only a basic result with the Chapter Name, School, Organization, District, and Chapter Status. To view more information about the chapter, click on the chapter name and you should see the following:

# AP *Alpha Rho Chapter* KKΨ

Status: Probation  
 Organization: KKY  
 District: Southwest  
 School: Northeastern State University  
 Address: Northeastern State University  
 612 N Grand Box 26  
 Tahlequah, OK 74464  
 United States

## Current Memberships

Member Name	Position	Status	Date
Aaron Sanders	Corresponding Secretary	Active	Aug 6, 2012–Aug 31, 2013 (1 year)
Dr. Norman A. Wika	Director of Bands	Honorary	Sep 1, 2007–Present (5 years)
Dr. Norman A. Wika	Sponsor	Honorary	Sep 1, 2007–Present (5 years)
Darrah Killian	Treasurer	Active	Aug 6, 2012–Aug 31, 2013 (1 year)
Troy Dean Shatwell	Vice President	Active	Aug 6, 2012–Aug 31, 2013 (1 year)
Misti Leighanne (Lunn) Suggs	Chapter Member	Active	Aug 31, 2012–Aug 31, 2013 (1 year)
Mr. Aaron John Heller	Chapter Member	Active	Aug 31, 2012–Aug 31, 2013 (1 year)
Ms. Sophie Adelaide Smith	Alumni and Recording Secretary	Active	Sep 1, 2012–Aug 31, 2013 (11 months)
Ms. Shelby Nicole Getter	President	Active	Sep 1, 2012–Aug 31, 2013 (11 months)

## Contributions

Date	Type	Amount	Notes
Oct 20, 2011	SOS <small>KKΨ</small>	\$20.00	
Feb 8, 2008	All Aboard <small>KKΨ</small>	\$50.00	

## Chapter History

No comments have been added yet.

Time: 0.21 second(s)  
 Memory (peak): 11.25MB bytes  
 Files: 329 included  
 Session: tbnjaglkautb35s0nrbsq00fr1  
 Connects: 1  
 Queries (80): sum:0.06/min:0.00/max:0.02/avg:0.00  
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Similar to your own Member Profile, each Chapter has its own profile that contains similar information.

- 1 This provides basic contact information for the chapter including the mailing address. Also included is the District the chapter belongs to and the current chapter status.
- 2 Similar to your member profile, the Current Memberships section lists all members of the chapter with a current membership status of Active, Conditional, or Associate. The Director of Bands and Sponsor will also be listed if they are an initiated member of the chapter. If you notice that your Sponsor or DOB is not listed on your chapter's profile, it is likely that they have never been initiated (active or honorary) in your chapter; or if they have, it was never reported to National Headquarters.
- 3 A feature that is not currently available on the member profile, but is viewable at the chapter level is the Contributions History. Any donations made by the chapter are logged in the OMRS and show the date, amount donated, and what the money was donated for.
- 4 The Chapter History section, which remains blank in the example above, details the status history of the Chapter. For example, when a chapter is placed on Administrative/Investigative Hold, Probation, is Suspended, or is dropped a notification of that status change, the date, and a reason will be displayed here.

# Chapter Officer Profiles

Chapter Officers (including Sponsor and Director of Bands) have the same profile components as other members, but add a few extra features. You will notice a new menu on the right hand side of the profile page that will allow chapter officers to create new forms for submission. Along with the Create New Forms menu, several additional options have been added to the horizontal menu at the top of the profile.

**1**  **KAPPA KAPPA PSI** **2**

Home Chapters Member Search Search Submissions Submit Feedback Settings Log out

Welcome, Chapter Officer

Contact Information

Address:

Email Address:  
Home Phone:  
Work Phone:  
Cell Phone:

Update Profile Change Password Change Email

Current Memberships

Member Of	Position	Status	Date
Alpha <b>KKΨ</b>	President	Active	May 13, 2013–Aug 31, 2013 (3 months)

Past Memberships

Note: Past membership dates may not be completely accurate due to limitations with the legacy system. If you have any questions or concerns, please email [hqacc@kkyrbs.org](mailto:hqacc@kkyrbs.org).

Member Of	Position	Status	Date
Alpha <b>KKΨ</b>	Chapter Member	Active	Sep 1, 2012–May 13, 2013 (8 months)
Alpha <b>KKΨ</b>	Chapter Member	Active	Mar 11, 2012–Aug 31, 2012 (5 months)

Initiations

Date	Chapter	Number
Mar 11, 2012	Alpha <b>KKΨ</b>	1361

3

Create New

- [Chapter Summary Report](#)
- [Fall Activity Report](#)
- [Graduating Seniors Report](#)
- [Honorary Initiation](#)
- [Initiate Registration](#)
- [Officer & Chapter Update](#)
- [Sponsor & DOB Update](#)

Time: 0.45 second(s)  
Memory (peak): 11.5MB bytes  
Files: 330 included  
Session: ipvd9e72neb2b7de0ufk9bprf7  
Connects: 1  
Queries (184): sum:0.29/min:0.00/max:0.10/avg:0.00  
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All Rights Reserved

- 1** You can see by the crest at the top that this individual is a member of Kappa Kappa Psi.
- 2** The Chapter Officer Menu has added Member Search and Search Submissions options to the horizontal menu in addition to other options available to Chapter Members. We will look at these options on the following pages.
- 3** The Create New Form Menu on the right allows Chapter Officers to begin working on forms/reports to submit to National Headquarters. These include: Chapter Personnel Report, Chapter Personnel Update, Chapter Summary Report, Fall Activity Report, Graduating Senior Report, Honorary Initiation, Initiate Registration, Officer & Chapter Update, and Sponsor & DOB Update. The Chapter Personnel Report and Chapter Personnel Update are only available for part of the year and do not show in the list above.



### Welcome, Sponsor / DOB

#### Contact Information

Address:

Email Address:

Home Phone:

Work Phone:

Cell Phone:

[Update Profile](#) [Change Password](#) [Change Email](#)

#### Create New

- [Chapter Summary Report](#)
- [Fall Activity Report](#)
- [Graduating Seniors Report](#)
- [Honorary Initiation](#)
- [Initiate Registration](#)
- [Officer & Chapter Update](#)
- [Sponsor & DOB Update](#)

#### Your Pending Submissions

Submission	Chapter	Status	Last Updated
<a href="#">Officer &amp; Chapter Update</a>	<a href="#">Beta Lambda</a> <small>KKΨ</small>	Pending Sponsor Approval	Jun 28, 2013 12:01pm

#### Other Pending Submissions

Submission	Chapter	Status	Last Updated
<a href="#">Initiate Registration</a>	<a href="#">Beta Lambda</a> <small>KKΨ</small>	Not Submitted	Nov 4, 2012 6:00pm
<a href="#">Fall Activity Report</a>	<a href="#">Beta Lambda</a> <small>KKΨ</small>	DOB Approved, Submitted to Headquarters	Dec 7, 2012 8:20am

#### Current Memberships

Member Of	Position	Status	Date
<a href="#">Beta Lambda</a> <small>KKΨ</small>	Director of Bands	Honorary	Apr 29, 2012–Present (1 year)
<a href="#">Beta Lambda</a> <small>KKΨ</small>	Sponsor	Honorary	Apr 29, 2012–Present (1 year)
<a href="#">Theta Xi</a> <small>TΒΣ</small>	Chapter Member	Honorary	Feb 6, 2000–Present (13 years)
<a href="#">Iota Omega</a> <small>KKΨ</small>	Chapter Member	Honorary	Apr 9, 1999–Present (14 years)

#### Past Memberships

Note: Past membership dates may not be completely accurate due to limitations with the legacy system. If you have any questions or concerns, please email [hqacc@kkytbs.org](mailto:hqacc@kkytbs.org).

Member Of	Position	Status	Date
Southwest District <small>KKΨ</small>	Governor	Active	Apr 15, 2000–Apr 7, 2001 (11 months)

#### Initiations

Date	Chapter	Number
Feb 6, 2000	Theta Xi <small>TΒΣ</small>	63 (Honorary)
Apr 9, 1999	Iota Omega <small>KKΨ</small>	58 (Honorary)

Time: 0.11 second(s)  
 Memory (peak): 11MB bytes  
 Files: 326 included  
 Session: n2tnqum6v4rq3bhsha2wp766c5  
 Connects: 1  
 Queries (18): sum:0.01/min:0.00/max:0.00/avg:0.00

4

5

4 The Your Pending Submissions section of the profile will show any forms that are still in process that were created by the individual who is logged in. To edit a form or change the submission status, click on the form in the section.

5 The Other Pending Submissions section of the profile will show any forms started by another member of your chapter that are still in progress. The form links in the section will allow the Sponsor and Director of Bands to access reports that are awaiting his or her review and approval. Items in this section will also be viewable by other chapter officers, however they will not be able to edit the form.

**Note that the Pending Submissions sections only appear on the profile if the chapter has forms in the submission process.**

The Chapter Search tool available to Chapter Officers is the same as what was previously described on the Member Profile, so instead we will look at the other menu options that are available.

## Member Search

Chapter Officers have the ability to view the profile of any member of his or her chapter. This is a great tool for contacting chapter alumni, or checking to see if a member left in good standing. As you can see in the example below, the Chapter field is locked to the specific chapter that the officer is from.

- 1 The name field allows you to search for a specific individual, or it may be left blank to return multiple results.
- 2 As previously mentioned, chapter officers may only search within his or her own chapter, and the Chapter dropdown menu is locked.
- 3 If you want to further limit the results returned, you can also search by membership date, positions held, and/or membership status.

## Search Submissions

Did your previous officers submit all the forms they were supposed to? You can check by using the Search Submissions menu. Once on the search page, you will have the option to search by Submission Type (what form/report) and/or Submission Status. Like with the Member Search, officers are limited to viewing only results from his or her own chapter.

Time: 0.21 second(s)  
Memory (peak): 12.5MB bytes  
Files: 348 included  
Session: ipvd9e72neb2b7de0ufk9bprf7  
Connects: 1  
Queries (129): sum:0.04/min:0.00/max:0.01/avg:0.00  
Copyright ©2010-2013 Kappa Kappa Psi & Tau Beta Sigma  
All Rights Reserved

- 1 Select a Submission Type of Officer & Chapter Update, Chapter Personnel Report, Chapter Personnel Update, Chapter Summary Report, Fall Activity Report, Graduating Senior Report, Honorary Initiation, Initiate Registration, or Sponsor & DOB Update. You can leave the field blank and your search will return all form types.
- 2 You can also limit your search by choosing one of the following options on the Submission Status dropdown: DOB Approved, Pending Collection of Fees; DOB Approved, Submitted to Headquarters; DOB Approved, Transaction Completed; Draft, Form & Payment Sent to National Headquarters; Not Submitted; Requires Corrections; Sponsor Approved, Pending Collection of Fees; Sponsor Approved, Pending DOB Approval; Submitted for Sponsor Approval; Submitted to Headquarters; Transaction Completed; or Transaction Confirmed. You can leave the field blank and your search will return all status types.

Now that we are familiar with the Chapter Officer's Profile, we should look at the various reports/forms that are available to officers and the submission process for each.

## Officer & Chapter Update

The Officer and Chapter Update should be submitted anytime you hold officer elections or change the contact information for your chapter. It is important that each time this form is submitted, all current officers are listed, as it updates the Current & Past Memberships sections of each incoming and outgoing officer. You will also be limited to an election date during the current school year, so make sure you get this updated as soon as you hold elections. But also be aware that if an outgoing officer has created a form/report in the OMRS, he or she will no longer have the ability to edit that submission once they are no longer listed as a current officer. At this time, only the officer that creates a form has the ability to edit it; keep this in mind as you submit the Officer & Chapter Update. Notice the instructions at the top of the form; they will update with each change in Submission Status.



KAPPA KAPPA PSI

Home Chapters Member Search Search Submissions Submit Feedback Settings Log out

### Officer & Chapter Update for Alpha Chapter KKY

**How To Submit**

1. Complete the form below.
2. When you are ready to submit, press the "Submit" button at the bottom of the form.
3. Your submission will be reviewed, and you will receive an email notification with further instructions.

*(If you are not ready to submit, you can save your progress and submit later by pressing the "Save Draft" button below.)*

**Chapter Information**

Chapter: Alpha KKY  
District: Southwest  
School: Oklahoma State University

**School Year**

2013 - 2014

**Mailing Address**

Country: United States  
Address 1: 218 Seretean Center  
Address 2: Oklahoma State Univer  
City: Stillwater State: OK  
Zip Code: 74078-407

**Physical Address**

Please provide a street name and number or a building and room number, not a US Post Office Box. Your membership cards and shingles are sent UPS which cannot deliver to a PO Box.

Country: United States  
Address 1: 218 Seretean Center  
Address 2: Oklahoma State Univer  
City: Stillwater State: OK  
Zip Code: 74078-407

**Contact Information**

Website: http://http://www.kkp  
Email: alpha@kkpsi.org  
Phone: 405-249-7762

**Author**  
Lee Sturm  
**Status**  
Draft  
**Created**  
Jun 27, 2013 10:29am  
**Updated**  
Jun 27, 2013 10:29am  
**Deadline Status**  
N/A  
**Chapter Status**  
Active

1

2

**3** Chapter Dates

School Date System:  Semester  
 Quarter

**4** Officers

Officer Election Date:   
Date Format Example: MM/DD/YYYY

President:

Vice President:

Recording Secretary:

Corresponding Secretary:

Treasurer:

Alumni Secretary:

**5** Misc Officers

Officer Name:	<input type="text" value="Ms. Courtney Fraser"/>	<input type="button" value="x"/>
Position:	<input type="text" value="Chancellor"/>	
Officer Name:	<input type="text" value="Saebyl Mary Paige McDougle"/>	<input type="button" value="x"/>
Position:	<input type="text" value="Membership Educator"/>	
Officer Name:	<input type="text" value="Mr. Robert Schwartz"/>	<input type="button" value="x"/>
Position:	<input type="text" value="Music Chair"/>	
Officer Name:	<input type="text" value="Elisa Constanca Elizondo"/>	<input type="button" value="x"/>
Position:	<input type="text" value="Parliamentarian"/>	
Officer Name:	<input type="text" value="Nicole Domonique Reed"/>	<input type="button" value="x"/>
Position:	<input type="text" value="Recording and Correspond."/>	

+ Add Another

**6** Submission Status

Select a status:  Not Submitted  
 Submitted for Sponsor Approval

- 1 Each time this form is submitted, double-check all three areas of contact information to ensure everything is correct.
- 2 This section shows the current status of your form and when it was last updated. On forms that have specific deadlines, you can also see if it is On-Time or Late.
- 3 Is your school on a Semester or Quarter System? This will affect the due dates for the Chapter Personnel Report and Chapter Personnel Update.
- 4 The Officers Section includes the most common officers, which were also the only ones that were collected prior to the launch of the OMRS. You can only select Chapter Members who have a status of Active or Associate to serve as an officer. If an officer serves in multiple offices, see if there is a combined listing in the Misc Officers Section. This is most common with the Secretary positions. If a member holds all secretary positions, please select Secretary in the Misc Officers and leave the other Secretary fields blank.
- 5 The Misc Officers section allows the chapter to list all of their officers, not only those with the most common titles. If your chapter has an officer that is not listed, please contact HQ at [kkytbs@kkytbs.org](mailto:kkytbs@kkytbs.org) to see if it can be added.
- 6 To submit a form for approval (or the next phase of the approval process), select the appropriate status and then click submit. You may also save your work without submitting by clicking the Save Draft Button.

Each form / report in the OMRS follow a specific workflow, or submission process that begins with the creation of the report and ends with its approval. At any point in the process, a status of "Requires Corrections" can be submitted if there are errors in the form that need to be updated.

### Submission Process: Officer & Chapter Update

1. Outgoing Officer Creates New Officer & Chapter Update
2. The form creator sets status to "Submitted for Sponsor Approval"
3. Sponsor approves the form by submitting a status of "Sponsor Approved, Pending DOB Approval"
4. The Submission is completed and member profiles are updated when the DOB approves the form by submitting a status of "DOB Approved, Transaction Completed"

If your DOB is also your Sponsor, he or she will only have to approve the form once.

### Sponsor & DOB Update

This form will most likely be submitted the least often of any of those available to Chapter Officers. It will only need to be submitted if your school has had a change of Director of Bands, if the DOB appoints a new Chapter Sponsor, or if the contact information for the Sponsor or DOB has changed. Remember that the Sponsor serves at the discretion of the Director of Bands and may not be appointed by the Chapter.



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### Sponsor & DOB Update for Alpha Chapter KKΨ

**How To Submit**

1. Complete the form below.
2. When you are ready to submit, press the "Submit" button at the bottom of the form.
3. Your submission will be reviewed, and you will receive an email notification with further instructions.

*(If you are not ready to submit, you can save your progress and submit later by pressing the "Save Draft" button below.)*

**Chapter Information**

Chapter: Alpha KKΨ  
District: Southwest  
School: Oklahoma State University

**School Year**

2013 - 2014

**Sponsor**

The name and email of the Sponsor will be automatically associated via the Sponsor membership for this chapter. The address for the Sponsor is editable when updating the Chapter record; note that this only changes the address in the Chapter record. To change the Sponsor membership record, please go to the "Sponsor & DOB Update" submission form. HQ will review and make changes manually.

Name: Mr. Wayne E. Bovensche  
Country: United States  
Address 1: 218 Seretean Center  
Address 2: Oklahoma State Univer  
City: Stillwater State: OK  
Zip Code: 74078  
Phone: 405-744-8983  
Email:

**Director of Bands**

The name and email of the DOB will be automatically associated via the DOB membership for this chapter. The address for the DOB is editable when updating the Chapter record; note that this only changes the address in the Chapter record. To change the DOB membership record, please go to the "Sponsor & DOB Update" submission form. HQ will review and make changes manually.

Name: Dr. Joseph P. Missal  
Country: United States  
Address 1: 218 Seretean Center

Author: Lee Sturm  
Status: Draft  
Created: Jun 27, 2013 10:30am  
Updated: Jun 27, 2013 10:30am  
Deadline Status: N/A  
Chapter Status: Active



- 1 The first part of the Sponsor & DOB Update page shows your current Sponsor & DOB and the associated contact information. You will notice in the example that the e-mail address field appears blank. This is normal because the e-mail address is tied to the individual’s personal profile. Before submitting an update for this information, double check with your Sponsor & DOB to see if they are able to login to the OMRS.
- 2 This section allows you to change your Sponsor, or to update his or her contact information.
- 3 Many Chapters have two or more Sponsors. In this case, you can click the “Add Another” button which will provide another New Sponsors Info box for you to complete. At the present time, only one Sponsor will display on the Chapter Profile, but each of them will have access to the OMRS as a Chapter Sponsor.
- 4 This section allows you to change your Director of Bands, or to update his or her contact information.

### ***Submission Process: Sponsor & DOB Update***

1. Chapter Officer (or Sponsor /DOB) creates Sponsor & DOB Update
2. The form creator sets status to “Submitted to Headquarters”
3. National Headquarters Staff Member manually updates the member and chapter profiles
4. Form is completed when HQ Staff Member sets status to “Transaction Completed”

### **Graduating Senior Report**

The Graduating Senior Report (GSR) can be submitted at any time during the school year, but it is recommended that you submit a copy for Fall graduates at the same time you are completing the Fall Activity Report and a copy for Spring graduates while completing the Chapter Summary Report. The GSR can only be submitted for individuals who have a current membership status of Active, Conditional, or Associate, so it is important that this form is submitted during the correct school year. Kappa Kappa Psi members have an additional reason to make sure that this form is submitted properly; recent graduates receive one free year membership in the Kappa Kappa Psi Alumni Association.



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### Graduating Seniors Report for Alpha Chapter KKY

**How To Submit**

1. Complete the form below.
2. When you are ready to submit, press the "Submit" button at the bottom of the form.
3. Your submission will be reviewed, and you will receive an email notification with further instructions.

*(If you are not ready to submit, you can save your progress and submit later by pressing the "Save Draft" button below.)*

**Chapter Information**

Chapter: Alpha KKY  
 District: Southwest  
 School: Oklahoma State University

**School Year**

2012 - 2013

**Members**

Member:  

Graduation Date:   x

Date Format Example: MM/DD/YYYY

+ Add Another

**Submission Status**

Select a status:  Not Submitted  
 Submitted for Sponsor Approval

**Comments**

No comments have been added yet.

Author  
Lee Sturm  
Status  
Draft  
Created  
Jun 27, 2013 10:26am  
Updated  
Jun 27, 2013 10:26am  
Deadline Status  
N/A  
Chapter Status  
Active

Time: 4.13 second(s)  
 Memory (peak): 82MB bytes  
 Files: 379 included  
 Session: ipvd9e72neb2b7de0ufk9bprf7  
 Connects: 1  
 Queries (244): sum:0.26/min:0.00/max:0.06/avg:0.00  
 Copyright ©2010-2013 Kappa Kappa Psi & Tau Beta Sigma  
 All Rights Reserved

- 1 The Member dropdown box will allow you to select from all chapter members with a current membership status of Active, Conditional, or Associate.
- 2 The date entered in the Graduation Date box will update that portion of the member profile, and will be used for the start date of the graduate's Alumni status.
- 3 Click on the Add Another button to add additional members to the Graduating Senior Report.

### Submission Process: Graduating Senior Report

1. Chapter Officer Creates New Graduating Senior Report
2. The form creator sets status to "Submitted for Sponsor Approval"
3. Sponsor approves the form by submitting a status of "Sponsor Approved, Pending DOB Approval"
4. DOB approves the form by submitting a status of "DOB Approved, Transaction Completed" *If your DOB is also your Sponsor, he or she will only have to approve the form once.*

- Profile changes are made when HQ changes the form status to "Transaction Confirmed" and is completed when HQ sets a status of "Transaction Completed."

## Chapter Personnel Report

The Chapter Personnel Report (CPR) is how the chapter notifies National Headquarters who is going to be active for the current school year. This report is due on September 15 for semester schools, and October 1 for quarter schools. To be considered submitted, the CPR must have received Sponsor & DOB approval in the OMRS, have a status of "Form & Payment Sent to Headquarters", the summary page must be signed by all Active, Conditional, and Associate Members, and the summary page & payment mailed to HQ. Each of the above conditions must be met prior to September 30 (October 15 for quarter schools) to avoid late fees. After that date, a 25% late fee will be added to the chapter fee and member dues. National Headquarters reserves the right to change the status of any form that has been set to a status of "Form & Payment Sent to Headquarters" prior to the deadline if the payment is not postmarked by the deadline as well.


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### Chapter Personnel Report for *Kappa Zeta Chapter* KKY

**What's Next**

The form & payment for this submission have been received by national headquarters. The submission will be updated once the transaction has been completed.

[Edit Submission](#)

[Shingles](#) [Membership Cards](#)

**Chapter Information**

Chapter Kappa Zeta KKY

District Southeast

School Wake Forest University

**Fees Due**

Fee	Qty	Price	Amount
Chapter Fee	1	\$75.00	\$75.00
Active Members Registered	26	\$85.00	\$2,210.00
Conditional Members Registered	4	\$85.00	\$340.00
Alumni Members Registered	2	\$0.00	\$0.00
Late Fee (25%)			\$656.25
<b>Total</b>			<b>\$3,281.25</b>

**Officers**

Officer Election Date: (n/a)

President: (n/a)

Vice President: (n/a)

Recording Secretary: (n/a)

Corresponding Secretary: (n/a)

Treasurer: (n/a)

Alumni Secretary: (n/a)

**Misc Officers**

Officer Name: Jamie Floyd	Position: Vice President of Membership
Officer Name: Erin Saner	Position: Vice President of Service
Officer Name: Laura Williams	Position: Membership Educator
Officer Name: Richard Sponholz	Position: Sergeant of Arms

**Existing Members**

Member: Yodeline Guerrier	Membership Status: Active
Member: Rachel Dobson	Membership Status: Conditional

**Author**  
Kalyn Ann Hamilton

**Status**  
Transaction Confirmed

**Created**  
Nov 4, 2012 9:59pm

**Updated**  
Dec 19, 2012 3:24pm

**Deadline Status**  
Late

**Chapter Status**  
Active

[Edit Status](#)

Member: Bianca Sanchez  
Membership Status: Active

Member: Gabrielle McCarter  
Membership Status: Active

**Members to Add**

Member: Alexander Metz  
Membership Status: Conditional

**Comments**

Aaron Matthew Moore  
Changed status from *Form & Payment Sent to National Headquarters to Transaction Confirmed*  
**System changes applied.**  
12/19/2012 15:24:38

Aaron Matthew Moore  
Changed status from *DOB Approved, Pending Collection of Fees to Form & Payment Sent to National Headquarters*  
**Deadline status set to Late.**  
12/19/2012 15:24:19

Aaron Matthew Moore  
Changed status from *Sponsor Approved, Pending DOB Approval to DOB Approved, Pending Collection of Fees*  
12/19/2012 15:23:44

Aaron Matthew Moore  
Changed status from *Submitted for Sponsor Approval to Sponsor Approved, Pending DOB Approval*  
12/19/2012 15:23:19

Aaron Matthew Moore  
Changed status from *Draft to Submitted for Sponsor Approval*  
12/19/2012 15:22:59

- 1 As with all forms, you should see a colored box at the top with instructions for the next required step. This particular form is seen from an HQ vantage point after it has been "Transaction Confirmed."
- 2 At the "Transaction Confirmed" and "Transaction Completed" stages, National Headquarters has the ability to print membership cards for members.
- 3 The box on the right shows the current status of the form, the original author, and the date the form was created and last edited.
- 4 The Fees Due section will automatically update to show how much money is owed with this form. If the form is completed after the deadline, the OMRS will automatically add in the late fees.
- 5 The Officers and Misc Officers Sections will be pre-populated with the current chapter officers and cannot be updated in this form. They are listed for record keeping purposes.
- 6 The Existing Members section will list all chapter members that have an Active, Conditional, or Associate membership at the August 31st of the previous year's membership. An updated status is required for each of these members.
- 7 The Members to Add section works much like the Graduating Senior Report. It will allow you to select members from the chapter roster that did not pre-populate into the Existing Members section if they are returning to an Active, Conditional, or Associate Status. This section will also be used for any new transfer members. However, if you have a transfer member you will need to contact HQ at [hqacc@kkytbs.org](mailto:hqacc@kkytbs.org) with the member's name, previous chapter, and chapter transferring to prior to completing the CPR. National HQ Staff will manually add the transfer member to your roster so that you may submit their dues.
- 8 The Comments section of the form shows when each status change to the form occurred and who made the change. Additional comments can be made if there are corrections needed on the form.

To successfully complete a Chapter Personnel Report, a summary page and payment must be submitted to National Headquarters in addition to receiving the required approvals in the OMRS. Many people have asked why they still have to mail anything in since we are doing our reporting online. The answer is actually pretty simple, and has two parts. The first is submitting the paperwork by mail lets National Headquarters know which chapter the payment is for. The second reason is part of our insurance liability; by signing the form, each Active, Conditional, And Associate Members signifies that they have read, understand, and agree to abide by the policies of Kappa Kappa Psi and Tau Beta Sigma.

The Summary Page is generated simply by printing the form. When it is printed, you should notice that the formatting has changed and signature lines have appeared for each member.

**Print**  
Total: 6 sheets of paper  
Cancel Print

Destination: Office Printer  
Change...

Pages: All  
e.g. 1-5, 8, 11-13

Copies: 1

Layout: Landscape

Margins: Default

Options:  Headers and footers  
 Background colors and images

Print using system dialog... (Ctrl+P)  
Open PDF in Preview

Chapter Personnel Report for Kappa Zeta Chapter (KKY)

Chapter Information  
Chapter: Kappa Zeta (KKY)  
District: Southeast  
School: Wake Forest University

Author: Kalyn Ann Hamilton  
Status: Transaction Confirmed  
Created: Nov 4, 2012 9:59pm  
Updated: Dec 19, 2012 3:24pm  
Deadline Status: Late  
Chapter Status: Active  
Edit Status

Fee	Qty	Price	Amount
Chapter Fee	1	\$75.00	\$75.00
Active Members	26	\$85.00	\$2,210.00
Registered			
Conditional	4	\$85.00	\$340.00
Members Registered			
Alumni Members	2	\$0.00	\$0.00
Registered			
Late Fee (25%)			\$656.25
Total			\$3,281.25

Officers  
Officer Election Date: (n/a)  
President: (n/a)  
Vice President: (n/a)  
Recording Secretary: (n/a)  
Corresponding Secretary: (n/a)  
Treasurer: (n/a)  
Alumni Secretary: (n/a)

Misc Officers  
Officer Name: Jamie Floyd Position: Vice President of Membership  
Officer Name: Erin Saner Position: Vice President of Service  
Officer Name: Laura Williams Position: Membership Educator  
Officer Name: Richard Sponholz Position: Sergeant of Arms

Existing Members  
By signing below, we confirm that each member has reviewed and accepted the policies on Hazing, Discrimination, and Controlled Substances

Member: Yodeline Guerrier  
Membership Status: Active  
Signature: \_\_\_\_\_

- 1 The Fees Due section should match what you saw before printing, and will automatically update to show how much money is owed with this form. If the form is completed after the deadline, the OMRS will automatically add in the late fees.
- 2 The box on the right shows the current status of the form, the original author, and the date the form was created and last edited.
- 3 The Officers and Misc Officers Sections will display the pre-populated Chapter Officers.
- 4 The Existing Members & Members to Add sections have been reformatted to include a signature line for each member. You must gather signatures from all Active, Conditional, and Associate Members before mailing this form. Signatures are not required for Inactive and Alumni members.

**Print**  
Total: 6 sheets of paper  
Cancel Print

Destination: Office Printer  
Change...

Pages: All  
e.g. 1-5, 8, 11-13

Copies: 1

Layout: Portrait  
Landscape

Margins: Default

Options:  Headers and footers  
 Background colors and images

Print using system dialog... (⌘P)  
Open PDF in Preview

6/2/13 Chapter Personnel Report for Kappa Zeta [KKY] - KKY & TBS

Existing Members  
By signing below, we confirm that each member has reviewed and accepted the policies on Hazing, Discrimination, and Controlled Substances

Member: Yodeline Guerrier  
Membership Status: Active  
Signature: \_\_\_\_\_

Member: Rachel Dobson  
Membership Status: Conditional  
Signature: \_\_\_\_\_

Member: Sara Gamble  
Membership Status: Active  
Signature: \_\_\_\_\_

Member: Kalyn Ann Hamilton  
Membership Status: Active  
Signature: \_\_\_\_\_

Member: Alexandra Koblan  
Membership Status: Active  
Signature: \_\_\_\_\_

Member: Maegan Wells  
Membership Status: Active  
Signature: \_\_\_\_\_

Member: Leya Wood  
Membership Status: Active  
Signature: \_\_\_\_\_

Member: Richard Sponholz  
Signature: \_\_\_\_\_

6/2/13 Membership Status: Active  
Signature: \_\_\_\_\_

Member: Erin Saner  
Membership Status: Active  
Signature: \_\_\_\_\_

Member: Kelley Stanford  
Signature: \_\_\_\_\_

### Submission Process: Chapter Personnel Report

1. Chapter Officer creates new Chapter Personnel Report (only one CPR may be submitted per year).
2. Once completed, the author submits the form with a status of "Submitted for Sponsor Approval."
3. Sponsor approves the form by submitting a status of "Sponsor Approved, Pending DOB Approval!"
4. DOB approves the form by submitting a status of "DOB Approved, Pending Collection of Fees" *If your DOB is also your Sponsor, he or she will only have to approve the form once.*
5. The author collects required fees and changes the status to "Form & Payment Sent to National Headquarters."
6. Author prints the summary page and gathers signatures from all Active, Conditional, & Associate Members.
7. Author mails the summary page and payment to National Headquarters.
8. National Headquarters processes the payment and changes the form status to "Transaction Confirmed."
9. Membership cards are printed and form status updated to "Transaction Completed."
10. Membership cards are mailed to the chapter.

### Chapter Personnel Update

The Chapter Personnel Update (CPU) is how the chapter notifies National Headquarters of any mid-year status changes including reporting any additional dues paying members after the Chapter Personnel Report has been submitted. The CPU has the same due date of September 15 for semester schools, and October 1 for quarter schools. Any submissions after September 30 (October 15 for quarter schools) will incur a 25% late fee. National Headquarters reserves the right to change the status of any form that has been set to a status of "Form & Payment Sent to Headquarters" prior to the deadline if the payment is not postmarked by

the deadline as well.

The CPU functions the same as the Chapter Personnel Report, but lacks the Existing Members section. You only need to report members that have a change in membership status when submitting a CPU.



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## Chapter Personnel Update *for Beta Tau Chapter* TBS

The Chapter Personnel Update (CPU) is used to report and pay dues for those who will be active, associate, or conditional members with the chapter this year that were not reported as one of these statuses on the Chapter Personnel Report or to report a status change (ie. Conditional to Active).

This report must be submitted to National Headquarters with sponsor and Director of Bands approval by September 30 and becomes late if submitted after that date. After that date, the form is considered late and a 25% late fee will be charged. (For Schools starting after September 15th, you have until October 15th to submit this form.) You may work on this form and save your progress and continue entering information at another time. To do so, click "Save Draft" at the bottom of the page.

### Chapter Information

Chapter: Beta Tau TBS  
District: Southeast  
School: University of Mississippi

Author  
LaShaunda Smith  
Status  
Submitted for Sponsor Approval  
Created  
Nov 2, 2012 6:17pm  
Updated  
Feb 11, 2013 11:06am  
Deadline Status  
Late  
Chapter Status  
Active

### School Year

2012 - 2013

### Members to Add

Complete the information below for each member that requires a status change. For those who have not already paid dues, you will need to submit payment to National Headquarters. To change the status for more than one member, use the "Add Another" button to add each additional member.

To request a member transfer, please email headquarters.

Member:	Erika Gaston	⌵	✕
Membership Status:	Active	⌵	
Member:		⌵	✕
Membership Status:		⌵	
Member:		⌵	✕
Membership Status:		⌵	

+ Add Another

### Submission Status

The chapter president and sponsor should use this section to provide notification that the report is ready for review, requires changes, or is ready to submit to National Headquarters. Once the status has been changed and the form submitted, new status options will become available. Once you have made a selection and added comments (if necessary) click on the Submit button below. The date the form is set to "Form & Payment Sent to National Headquarters" shall be used to determine whether the form is considered On-Time or Late. The summary page will show the amount due that should be submitted to National Headquarters. You can view the status of this form from your home page to see if it has been processed by National Headquarters.

Select a status:  Submitted for Sponsor Approval  
 Requires Corrections  
 Sponsor Approved, Pending DOB Approval

- 1 The box on the right shows the current status of the form, the original author, and the date the form was created and last edited.
- 2 The Members to Add section allows you to choose members from the chapter roster and select a membership status.
- 3 The Fees Due section will automatically update to show how much money is owed with this form. If the form is completed after the deadline, the OMRS will automatically add in the late fees. The Total due will only reflect any members who have not previously paid dues for the current school year.



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### Chapter Personnel Update *for Beta Tau Chapter* TBΣ

**What's Next**  
 This submission is pending your review. Please review the submission by pressing the "Edit Submission" button below.

[Edit Submission](#)

**Chapter Information**

Chapter [Beta Tau](#) TBΣ  
 District [Southeast](#)  
 School [University of Mississippi](#)

**Fees Due**

Fee	Qty	Price	Amount
Active	1	\$85.00	\$85.00
Conditional	1	\$0.00	\$0.00
Late Fee (25%)			\$21.25
<b>Total</b>			<b>\$106.25</b>

**Members to Add**

Member: [Erika Gaston](#)  
 Membership Status: [Conditional](#)

Member: [Doris Eloise Forbes](#)  
 Membership Status: [Active](#)

**Comments**

[Ms. LaShaunda LaQuita Smith](#)  
 Changed status from *Draft* to *Submitted for Sponsor Approval*

**Deadline status set to *Late*.**  
 11/02/2012 18:17:22

[Add Comment](#)

**Author**  
 Ms. LaShaunda LaQuita Smith

**Status**  
 Submitted for Sponsor Approval

**Created**  
 Nov 2, 2012 6:17pm

**Updated**  
 Jun 28, 2013 6:02pm

**Deadline Status**  
 Late

**Chapter Status**  
 Active

[Edit Status](#)

3

### Submission Process: Chapter Personnel Update

1. Chapter Officer creates new Chapter Personnel Update.
2. Once completed, the author submits the form with a status of "Submitted for Sponsor Approval."
3. Sponsor approves the form by submitting a status of "Sponsor Approved, Pending DOB Approval."
4. DOB approves the form by submitting a status of "DOB Approved, Pending Collection of Fees" *If your DOB is also your Sponsor, he or she will only have to approve the form once.*
5. The author collects required fees and changes the status to "Form & Payment Sent to National Headquarters."
6. Author prints the summary page and gathers signatures from all Active, Conditional, & Associate Members.
7. Author mails the summary page and payment to National Headquarters. The summary page must be mailed to National Headquarters even if the form shows a balance due of \$0.00. HQ Staff will not know that the form is ready to be processed until the signed summary page has been received at Headquarters.
8. National Headquarters processes the payment and changes the form status to "Transaction Confirmed."
9. Membership cards are printed for anyone who had not previously received one, and form status updated to "Transaction Completed."
10. Membership cards are mailed to the chapter.

# Initiate Registration

The Initiate Registration Form (IRF) is used to report new members of the chapter to National Headquarters. Once this form is completed, recently initiated members will receive an e-mail welcoming them to the organizations and providing a link to set up his or her account in the OMRS. When this form reaches the "Transaction Completed" status, new membership records are created for the individuals listed on the IRF and include his or her initiation date and master roster number. To be considered on-time, this form must receive Sponsor & DOB Approval, have a status of "Form & Payment Sent to National Headquarters", and the signed summary page and payment mailed to Headquarters within 30 days following 3rd Degree.

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## Initiate Registration for Alpha Chapter KKV

### How To Submit

1. Complete the form below.
2. When you are ready to submit, press the "Submit" button at the bottom of the form.
3. Your submission will be reviewed, and you will receive an email notification with further instructions.

*(If you are not ready to submit, you can save your progress and submit later by pressing the "Save Draft" button below.)*

This form should be used to report the initiation of new members. All members must be reported and the initiation fee must be paid for each. New members are not considered initiated until this form has been processed by National Headquarters. The form must be submitted no later than 30 days following the date of initiation. After that date, the form is considered late and a 25% late fee will be charged. You may work on this form and save your progress and continue entering information at another time. To do so, click "Save Draft" at the bottom of the page.

#### Chapter Information

Chapter: Alpha KKV  
District: Southwest  
School: Oklahoma State University

#### School Year

2013 - 2014  
The school year should not be changed UNLESS you are submitting an egregiously late report for a previous year

#### Initiation Summary

The day, month, and year of initiation is REQUIRED. This form cannot be processed without it.

Date of Initiation:   
Date Format Example: MM/DD/YYYY

#### Initiates

To add more than one new member, use the "Add Another" button to add each additional new member.

Salutation:

Name:

Maiden Name:   
Leave blank if no Maiden Name

Email Address:

Instrument:

Country:

Address 1:

Address 2:

City:  State:

Zip Code:

Author: Lee Sturm  
Status: Draft  
Created: Jun 27, 2013 10:28am  
Updated: Jun 27, 2013 10:28am  
Deadline Status: (Based on Date of Initiation)  
Chapter Status: Active

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- 1 The box on the right shows the current status of the form, the original author, and the date the form was created and last edited. On the deadline status, you can see that it has not been determined because the initiation date has not been entered on the form.
- 2 Select the appropriate school year for when the initiation was held. This field will automatically default to the current school year, and will not need to be changed unless you are reporting initiates from a previous school year.
- 3 A complete initiation date is required in order to process this form. You must submit a separate IRF for each initiation date.
- 4 Complete all information for your initiates. Remember that the order that they are listed on this form is the order they will be assigned member numbers on your chapter roster. Each initiate listed must have a valid and unique e-mail address for the form to be processed.
- 5 You can use the Add another button to add as many initiates to the form as needed.
- 6 Once the IRF has a status of "Transaction Confirmed", National HQ Staff has the ability to print cards and shingles for the new members.
- 7 You can see that the form page shows the total amount due once it has been submitted for approval. If the form has not been set to a status of "Form & Payment Sent to National Headquarters" within 30 days of the initiation date listed, the OMRS will automatically charge late fees.

**KAPPA KAPPA PSI** **TAU BETA SIGMA**

Home Chapters Member Search Create Chapter Create Member Search Submissions Reports Admin Submit Feedback Settings Log out

### Initiate Registration for Alpha Chapter KKY

**What's Next**  
The form & payment for this submission have been received by national headquarters. The submission will be updated once the transaction has been completed.

[Edit Submission](#)

[Shingles](#) [Membership Cards](#)

#### Chapter Information

Chapter: **Alpha** KKY  
 District: **Southwest**  
 School: **Oklahoma State University**

#### Fees Due

Fee	Qty	Price	Amount
Initiation Fee	1	\$95.00	\$95.00
<b>Total</b>			<b>\$95.00</b>

#### Initiation Summary

Date of Initiation: **4/1/2013**

#### Initiates

Salutation: (n/a)  
 Name: **Jared**  
 Middle Name: (n/a)  
 Last Name: **Croston**  
 Maiden Name: (n/a)  
 Email Address: **jared@test.kkytbs.org**  
 Instrument: **tuba**  
 Country: **United States**  
 Address 1: **401 E. 9th Ave.**  
 Address 2: (n/a)  
 City: **Stillwater**  
 State: **OK**  
 Zip Code: **74074**

**Author**  
 Aaron Matthew Moore  
**Status**  
 Transaction Confirmed  
**Created**  
 Mar 11, 2013 5:13pm  
**Updated**  
 Mar 11, 2013 5:14pm  
**Deadline Status**  
 On-Time  
**Chapter Status**  
 Active

To successfully complete an Initiate Registration Form, a summary page and payment must be submitted to National Headquarters in addition to receiving the required approvals in the OMRS. Many people have asked why they still have to mail anything in since we are doing our reporting online. The answer is actually pretty simple, and has two parts. The first is submitting the paperwork by mail lets National Headquarters know which chapter the payment is for. The second reason is part of our insurance liability; by signing the form, each newly initiated member signifies that they have read, understand, and agree to abide by the policies of Kappa Kappa Psi and Tau Beta Sigma.

The Summary Page is generated simply by printing the form. When it is printed, you should notice that the formatting has changed and signature lines have appeared for each new member.

The screenshot displays a 'Print' dialog box on the left and the 'Initiate Registration for Alpha Chapter' form on the right. The dialog box includes options for destination (Office Printer), pages (All), copies (1), layout (Landscape), margins (Default), and options (Headers and footers checked). The form background shows the following details:

- Chapter Information:** Chapter Alpha [KKY], District Southwest, School Oklahoma State University.
- Fees Due:**

Fee	Qty	Price	Amount
Initiation Fee	1	\$95.00	\$95.00
<b>Total</b>			<b>\$95.00</b>
- Initiation Summary:** Date of Initiation: 4/1/2013
- Initiates:** By signing below, we confirm that each member has reviewed and accepted the policies on Hazing, Discrimination, and Controlled Substances.
- Member Details:**
  - Salutation: (n/a)
  - Name: Jared
  - Middle Name: (n/a)
  - Last Name: Croston
  - Maiden Name: (n/a)
  - Email Address: jared@test.kkytbs.org
  - Instrument: tuba
  - Country: United States
  - Address 1: 401 E. 9th Ave.
  - Address 2: (n/a)
  - City: Stillwater
  - State: OK
  - Zip Code: 74074
  - Signature: \_\_\_\_\_
- Comments:**
  - Aaron Matthew Moore Changed status from Form & Payment Sent to National Headquarters to Transaction Confirmed
  - System changes applied. 03/11/2013 17:14:58
  - Aaron Matthew Moore Changed status from DOB Approved, Pending Collection of Fees to Form & Payment Sent to National Headquarters.

### Submission Process: Initiate Registration Form

1. Chapter Officer creates new Initiate Registration Form.
2. Once completed, the author submits the form with a status of "Submitted for Sponsor Approval."
3. Sponsor approves the form by submitting a status of "Sponsor Approved, Pending DOB Approval."
4. DOB approves the form by submitting a status of "DOB Approved, Pending Collection of Fees."  
*If your DOB is also your Sponsor, he or she will only have to approve the form once.*
5. The author collects required fees and changes the status to "Form & Payment Sent to National Headquarters."
6. Author prints the summary page and gathers signatures from all new members
7. Author mails the summary page and payment to National Headquarters. HQ Staff will not know that the form is ready to be processed until the signed summary page has been received at Headquarters.
8. National Headquarters processes the payment and changes the form status to "Transaction Confirmed."

9. Membership cards and shingles are printed, and form status updated to "Transaction Completed."

10. Membership cards and shingles are mailed to the chapter.

## Honorary Initiate Registration

The Honorary Initiate Registration is used to report new honorary members of the chapter to National Headquarters. Once this form is completed, recently initiated members will receive an e-mail welcoming them to the organizations and providing a link to set up his or her account in the OMRS. When this form reaches the "Transaction Completed" status, new membership records are created for the individuals listed on the Honorary Registration and include his or her initiation date and master roster number. To be considered on-time, this form must receive Sponsor & DOB Approval, have a status of "Form & Payment Sent to National Headquarters", and the summary page and payment mailed to Headquarters within 30 days of the initiation date listed on the form. Like on other money-based forms, the amount due will be shown once the form has been submitted for Sponsor approval.

Home Chapters Member Search Search Submissions Submit Feedback Settings Log out

### Honorary Initiation for Alpha Chapter KKΨ

**How To Submit**

1. Complete the form below.
2. When you are ready to submit, press the "Submit" button at the bottom of the form.
3. Your submission will be reviewed, and you will receive an email notification with further instructions.

*(If you are not ready to submit, you can save your progress and submit later by pressing the "Save Draft" button below.)*

This form should be used to report the initiation of new honorary members. All members must be reported and the initiation fee must be paid for each. Members are not considered initiated until this form has been processed by National Headquarters. The form must be submitted no later than 30 days following the date of initiation. After that date, the form is considered late and a 25% late fee will be charged. You may work on this form and save your progress and continue entering information at another time. To do so, click "Save Draft" at the bottom of the page.

**Chapter Information**

Chapter: Alpha KKΨ  
District: Southwest  
School: Oklahoma State University

**School Year**

2013 - 2014 ▾  
The school year should not be changed UNLESS you are submitting an egregiously late report for a previous year

**Initiation Summary**

The day, month, and year of initiation is REQUIRED. This form cannot be processed without it.

Date of Initiation:   
Date Format Example: MM/DD/YYYY

**Initiates**

To add more than one new honorary member, use the "Add Another" button to add each additional new member. Make sure to complete each question for each honorary member.

Salutation:

Name:  First  Middle  Last

Maiden Name:   
Leave blank if no Maiden Name

Email Address:

Country:

Address 1:

Address 2:

City:  State:

Zip Code:

Profession:

Reason for granting Honorary Membership:

Author: Lee Sturm  
Status: Draft  
Created: Jun 27, 2013 10:27am  
Updated: Jun 27, 2013 10:27am  
Deadline Status (Based on Date of Initiation):  
Chapter Status: Active

1

2

3

4

- 1 The box on the right shows the current status of the form, the original author, and the date the form was created and last edited. On the deadline status, you can see that it has not been determined because the initiation date has not been entered on the form.
- 2 Select the appropriate school year for when the initiation was held. This field will automatically default to the current school year, and will not need to be changed unless you are reporting honorary initiates from a previous school year.
- 3 A complete initiation date is required in order to process this form. You must submit a separate Honorary Initiation Form for each initiation date.
- 4 Complete all information for your honoraries. Remember that the order that they are listed on this form is the order they will be assigned member numbers on your chapter roster. Each member listed must have a valid and unique e-mail address, a brief biography, and the reason they are being granted honorary status in order for the form to be processed. It is also important to specify if the honorary has previous been initiated into either Kappa Kappa Psi or Tau Beta Sigma (or if they may have a Never Initiated entry for serving as a Chapter Sponsor or DOB). Like on previous forms, you can use the Add another button to add as many honoraries to the form as needed.

### ***Submission Process: Honorary Initiation Form***

1. Chapter Officer creates new Honorary Initiation Form.
  2. Once completed, the author submits the form with a status of "Submitted for Sponsor Approval."
  3. Sponsor approves the form by submitting a status of "Sponsor Approved, Pending DOB Approval."
  4. DOB approves the form by submitting a status of "DOB Approved, Pending Collection of Fees."  
*If your DOB is also your Sponsor, he or she will only have to approve the form once.*
  5. The author collects required fees and changes the status to "Form & Payment Sent to National Headquarters."
  6. Author prints the summary page mails it and payment to National Headquarters. HQ Staff will not know that the form is ready to be processed until the summary page has been received at Headquarters.
  7. National Headquarters processes the payment and changes the form status to "Transaction Confirmed."
  8. Membership cards and shingles are printed, and form status updated to "Transaction Completed."
  9. Membership cards and shingles are mailed to the chapter.
- 

### **Fall Activity Report**

The Fall Activity Report (FAR) is one of two required reports that details the activities of your chapter throughout the school year. This form deals with the time period of June 1- December 1, and is due no later than December 1 each year. Failure to submit consecutive Fall Activity Reports and Chapter Summary Reports will cause your chapter to be automatically placed on Probation. The first several sections of this report will be pre-populated based on information previously submitted on the Officer & Chapter Update and the Sponsor & DOB Update. In the remainder of the report, make sure that a complete and accurate answer is provided in each text box.



## Fall Activity Report for Alpha Chapter KKΨ

### How To Submit

1. Complete the form below.
2. When you are ready to submit, press the "Submit" button at the bottom of the form.
3. Your submission will be reviewed, and you will receive an email notification with further instructions.

(If you are not ready to submit, you can save your progress and submit later by pressing the "Save Draft" button below.)

Please answer all questions to the best of your ability. Confirm all information with the appropriate officers and discuss the information provided with chapter members and the chapter sponsor. This report must be submitted to National Headquarters with sponsor approval by December 1 and becomes late if submitted after that date. You may work on this form and save your progress and continue entering information at another time. To do so, click "Save Draft" at the bottom of the page.

### Chapter Information

Chapter: Alpha KKΨ  
 District: Southwest  
 School: Oklahoma State University

### School Year

2013 - 2014

The school year should not be changed UNLESS you are submitting an egregiously late report for a previous year

### Mailing Address

Double check that the following address is correct.

If not, please submit and wait for acceptance of an Officer & Chapter Update Form prior to submitting or saving this form

Country: United States  
 Address 1: 218 Seretean Center  
 Address 2: Oklahoma State Univer  
 City: Stillwater State: OK  
 Zip Code: 74078-407

### Physical Address

Address must be a street name and number or a building and room number, not a US Post Office Box. Your membership cards and shingles are sent UPS which cannot deliver to a PO Box.

Double check that the following address is correct.

If not, please submit and wait for acceptance of an Officer & Chapter Update Form prior to submitting or saving this form

Country: United States  
 Address 1: 218 Seretean Center

Author  
 Lee Sturm  
 Status  
 Draft  
 Created  
 Jun 27, 2013 10:25am  
 Updated  
 Jun 27, 2013 10:25am  
 Deadline Status  
 Error (out of range)  
 Chapter Status  
 Active



- 1 The box on the right shows the current status of the form, the original author, and the date the form was created and last edited. On the deadline status, you can see that in this example as an Error(out of range) message. If you see this error on your form, it is because you are attempting to submit the FAR too early in the specified school year.
- 2 Select the appropriate school year for the FAR. It should automatically select the current school year, but may be set to previous years if the chapter did not submit an FAR for another school year.
- 3 The Chapter contact information and Chapter Officers listings will be pre-populated based on the information that is current in the chapter profile at the time the report is started. If you change officers before submitting the FAR, this information will not update.

1

### National Obligations

Number of Active Members' Dues Paid:

Number of Conditional Members' Dues Paid:

Number of Associate Members' Dues Paid:

Number of Initiates Registered This Fall:

Number of Honorary Members Registered This Fall:

2

### Activities/Operations

For each question below, use the "Add Another" button to add additional activities to your answer.

Describe the service, social, financial, musical and leadership projects undertaken by your chapter this fall that have promoted the purposes of Kappa Kappa Psi:

Name of Activity:

Date:

Location:

Description:

+ Add Another

Describe the activities your chapter has undertaken that have promoted college bands:

Name of Activity:

Date:

Location:

Description:

+ Add Another

Describe the activities your chapter has done to celebrate Kappa Kappa Psi's National Month of Musicianship in November:

Name of Activity:

Date:

Location:

Description:

+ Add Another

1

Complete the National Obligations section with information for any fees paid during the fall semester. You can verify this information by accessing any Chapter Personnel Reports, Chapter Personnel Updates, Initiate Registration Forms, and Honorary Registration Forms submitted prior to December 1.

2

The second section of the form will have a selection of questions that vary depending on whether you are in Kappa Kappa Psi or Tau Beta Sigma. For each question, you can add additional activities by clicking the Add Another button.

3

### Membership Education

Did your chapter have a membership class this fall? If no, you may skip the Membership Education Syllabus section below and submit your report.:

Did you initiate your new members before December 1st?:

Please provide examples of how your chapter actively recruits potential new members in the bands on your campus:

Describe a membership education activity that best promotes the Five Purposes of Kappa Kappa Psi:

Describe the manner in which your chapter has facilitated the required Hazing Workshop and the date it was completed:

4

### Membership Education Syllabus

Name of Activity:

Date:

Location:

Purpose:

x

Additional Description:

+ Add Another

### Submission Status

The chapter president and sponsor should use this section to provide notification that the report is ready for review, requires changes, or is ready to submit to National Headquarters. Once the status has been changed and the form submitted, new status options will become available. Once you have made a selection and added comments (if necessary) click on the Submit button below.

Select a status:  Not Submitted  
 Submitted for Sponsor Approval

✓ Submit

📄 Save Draft

🗑️ Discard

3

The Membership Education section must also be completed entirely in order to submit your report, and will consist of different questions depending on your organization. Please provide detailed answers for each of the questions in the section.

4

The Membership Education Syllabus section only has to be completed if you begin your membership education process during the Fall Semester. Use the Add Another button to create an entry for each activity held during your membership education process. Every field in this section must be completed for each activity listed.

### Submission Process: Fall Activity Report

1. Chapter Officer creates new Fall Activity Report.
2. Once completed, the author submits the form with a status of "Submitted for Sponsor Approval."
3. Sponsor approves the form by submitting a status of "Sponsor Approved, Pending DOB Approval."
4. DOB approves the form by submitting a status of "DOB Approved, Submitted to Headquarters."  
*If your DOB is also your Sponsor, he or she will only have to approve the form once.*
5. National Headquarters reviews the submission and changes the form status to "Transaction Confirmed."

## Chapter Summary Report

The Chapter Summary Report (CSR) is one of two required reports that details the activities of your chapter throughout the school year. Unlike the FAR, this form deals with the entire school year, and is due no later than June 1 each year. Failure to submit consecutive Fall Activity Reports and Chapter Summary Reports will cause your chapter to be automatically placed on Probation. The first several sections of this report will be pre-populated based on information previously submitted on the Officer & Chapter Update and the Sponsor & DOB Update. In the remainder of the report, make sure that a complete and accurate answer is provided in each text box.



KAPPA KAPPA PSI

Home Chapters Member Search Search Submissions Submit Feedback Settings Log out

### Chapter Summary Report for Alpha Chapter KKΨ

#### How To Submit

1. Complete the form below.
2. When you are ready to submit, press the "Submit" button at the bottom of the form.
3. Your submission will be reviewed, and you will receive an email notification with further instructions.

*(If you are not ready to submit, you can save your progress and submit later by pressing the "Save Draft" button below.)*

#### Chapter Information

Chapter: Alpha KKΨ  
District: Southwest  
School: Oklahoma State University

#### Mailing Address

Double check that the following address is correct.  
If not, please submit and wait for acceptance of an Officer & Chapter Update Form **prior** to submitting or saving this form

Country:   
Address 1:   
Address 2:   
City:  State:   
Zip Code:

#### Physical Address

Address must be a street name and number or a building and room number, not a US Post Office Box. Your membership cards and shingles are sent UPS which cannot deliver to a PO Box.  
Double check that the following address is correct.  
If not, please submit and wait for acceptance of an Officer & Chapter Update Form **prior** to submitting or saving this form

Country:   
Address 1:   
Address 2:   
City:  State:   
Zip Code:

Author: Lee Sturm  
Status: Draft  
Created: Jun 27, 2013 10:24am  
Updated: Jun 27, 2013 10:24am  
Deadline Status: Error (out of range)  
On-Time:   
Chapter Status: Active

- 1 The box on the right shows the current status of the form, the original author, and the date the form was created and last edited. On the deadline status, you can see that in this example as an Error(out of range) message. If you see this error on your form, it is because you are attempting to submit the FAR too early in the specified school year.
- 2 Select the appropriate school year for the FAR. It should automatically select the current school year, but may be set to previous years if the chapter did not submit an FAR for another school year.

- 3 The Chapter contact information and Chapter Officers listings will be pre-populated based on the information that is current in the chapter profile at the time the report is started. If you change officers before submitting the FAR, this information will not update.

4

School Year

2012 - 2013

The school year should not be changed UNLESS you are submitting an egregiously late report for a previous year

School Dates (Semester System)

Please provide dates for the next academic year.

Fall Semester Begins:

Fall Break Begins:

Fall Break Ends:

Fall Semester Ends:

Spring Semester Begins:

Spring Break Begins:

Spring Break Ends:

Spring Semester Ends:

5

School Dates (Quarter System)

Please provide dates for the next academic year.

Fall Quarter Begins:

Fall Quarter Ends:

Winter Quarter Begins:

Winter Quarter Ends:

Spring Quarter Begins:

Spring Quarter Ends:

6

Chapter Finances

Beginning of the Year Balance:

Income:

Money Available (add lines 1 and 2):

Expenses (money used to support your band program):

End of the Year Balance (subtract line 4 from line 3):

Please list two major fundraising activities currently being used to provide chapter operational funds:

- 4 The School Year option will automatically set to the current school year, but may be changed if you are submitting a Chapter Summary Report for a previous school year.
- 5 The School Dates (Semester System) and School Dates (Quarter System) should list dates for the next school year. This allows the National Councils and Chapter Field Representatives to work on programming and prepare for chapter visits. You only need to complete either the Semester or the Quarter sections based on what system is used by your school.
- 6 Make sure your Chapter Treasurer is aware early in the year what questions are asked in the Chapter Finances section of the CSR to allow them to collect that information throughout the year. By tracking these items, he or she can have the required information ready as you begin work on the CSR.
- 7 Most of the information in the Band Program section can be gathered from your band secretary or someone else in the music/band office. Make sure you don't wait until the end of the semester, or they might not be in the office.

7

Band Program

Number of Students in the Marching Band:

Number of Men in the Marching Band:

Number of Women in the Marching Band:

Number of Music Majors in the Marching Band:

Number of Students in the Concert Band(s):

Number of Men in the Concert Band(s):

Number of Women in the Concert Band(s):

Number of Music Majors in the Concert Band(s):

Number of Students in the Jazz Band(s):

Number of Men in the Jazz Band(s):

Number of Women in the Jazz Band(s):

Number of Music Majors in the Jazz Band(s):

Number of Students in the Pep Band(s):

Number of Men in the Pep Band(s):

Number of Women in the Pep Band(s):

Number of Music Majors in the Pep Band(s):

Names of the Performance Groups:

8

Chapter Demographics

Number of First Year Members:

Number of Second Year Members:

Number of Third Year Members:

Number of Fourth Year Members:

Number of Fifth Year Members:

Number of Members that are Graduates:

Number of Members that are Males:

Number of Members that are Females:

Number of Members that are Music Majors:

- 8 The Chapter Demographics section should report what year in school each member is rather than their year in the organization.
- 9 Like the Fall Activity Report, there are specific questions to answer based on your organization. This example shows the questions on a TBΣ Chapter Summary Report.
- 10 The Membership Education section must also be completed entirely in order to submit your report, and will consist of different questions depending on your organization. Please provide detailed answers for each of the questions in the section; these may be the same questions that were asked on the FAR.
- 11 The Membership Education Syllabus section should account for every activity related to your membership education process that took place after December 1, and should include any Continuing Membership Education Program activities. Use the Add Another button to create an entry for each activity held during your membership education process. Every field in this section must be completed for each activity listed.
- 12 Before approving the CSR, the Chapter Sponsor should complete the Sponsor Endorsement section. Their comments should reflect his or her opinion of the work done by the chapter during the school year.

9

10

11

12

**Activities/Operations**

Describe the service, social, and leadership projects undertaken by your chapter this year that have enhanced the college band program on your campus:

Describe how your chapter participates in the National Programs (e.g., Women In Music, Sorority Archives, Awards) of the Sorority:

**Membership Education**

How many membership classes did your chapter have this academic year?:

Did you initiate any new members after December 1st?:

Please provide examples of how your chapter actively recruits potential new members in the bands on your campus:

Describe a membership education activity that best promotes the Ideals of Tau Beta Sigma:

Describe the manner in which your chapter has facilitated the required Hazing Workshop and the date it was completed:

**Membership Education Syllabus**

Name of Activity:

Date:

Location:

Purpose:

Additional Description:

✕

[+ Add Another](#)

**Sponsor Endorsement**

This section is for **Sponsor use only**.

Sponsor Endorsement:

**Submission Process: Chapter Summary Report**

1. Chapter Officer creates new Chapter Summary Report.
2. Once completed, the author submits the form with a status of "Submitted for Sponsor Approval."
3. Sponsor approves the form by submitting a status of "Sponsor Approved, Pending DOB Approval."
4. DOB approves the form by submitting a status of "DOB Approved, Submitted to Headquarters."  
*If your DOB is also your Sponsor, he or she will only have to approve the form once.*
5. National Headquarters reviews the submission and changes the form status to "Transaction Confirmed."

---

**Notifications**

Now that you have started a new form submission and selected a status of "Submitted for Sponsor Approval" how do you and the other people involved in the approval process know that there is a form that requires action on your part? Each time the submission status is updated, a notification e-mail is sent to the author of the form and the person who needs to take action on the form.

The screenshot displays an email interface with a search bar at the top and a navigation menu. The main content area shows an inbox with four emails from 'KKY/TBS Online'. Each email is marked with a red circle containing a number (1-4). The emails describe the progression of an 'Initiate Registration' submission status, from initial approval to final completion. Each notification includes a link to the submission page.

The example above shows the notification history for a completed Initiate Registration Form beginning with the notification sent once the form has been approved by the Director of Bands. *Please note that for the links to take you directly to the form, you must already be logged in to the OMRS.*

- 1 In each notification e-mail, the body of the e-mail will show the current status of the submission, the previous status, and who made the update. In this case, the Director of Bands has approved the Initiate Registration Form by changing the Status from “Sponsor Approved, Pending DOB Approval” to “DOB Approved, Pending Collection of Fees”.
- 2 In this notification, the chapter officer has collected the fees and signatures on the summary page and mailed those to HQ, and updates the submission status to “Form and Payment Sent to National Headquarters”.
- 3 In this notification, the payment has been received and verified by National Headquarters and the submission status updated to “Transaction Confirmed”
- 4 The final notification received is when the submission status is set to “Transaction Completed” by National Headquarters. This notification lets you know that any card, shingles, and/or membership pins have been shipped to the chapter’s physical address.

# District Officer Profiles

District officer have a different set of tools available to them than Chapter Member and Chapter Officers. Just like with Chapter Officers, District Officer profiles have all of the features included on the Member Profile. Whether a District officer has access to submit chapter forms/reports depends on whether they are a Chapter Officer as well, if not they may only have additional items in the horizontal menu at the top of the profile. If the individual serves as an officer on both the chapter and district levels, they will also have access to the Create New Form menu on the right hand side of the profile page. This level of access is available to District Officers, Governors, and Counselors.

The screenshot shows a web interface for a District Officer profile. At the top left is the Tau Beta Sigma crest (1). The header includes navigation links: Home, Chapters, Member Search, Search Submissions, Reports (2), and Submit Feedback. The main content area starts with a welcome message and contact information fields for Address, Email Address, Home Phone, Work Phone, and Cell Phone (4). Below this are buttons for Update Profile, Change Password, and Change Email. The 'Current Memberships' section contains a table (3) with columns for Member Of, Position, Status, and Date. The table lists two memberships: one as a Chapter Member for Theta Lambda TBS from Sep 1, 2012 to Aug 31, 2013, and another as President for Southeast District TBS from Apr 7, 2013 to Apr 7, 2014. A 'Past Memberships' section follows with a note and a table listing a past role as VP for Special Projects for Southeast District TBS from Apr 1, 2012 to Apr 7, 2013.

Member Of	Position	Status	Date
Theta Lambda TBS	Chapter Member	Active	Sep 1, 2012–Aug 31, 2013 (11 months)
Southeast District TBS	President	Active	Apr 7, 2013–Apr 7, 2014 (1 year)

Member Of	Position	Status	Date
Southeast District TBS	VP for Special Projects	Active	Apr 1, 2012–Apr 7, 2013 (1 year)

- 1 You can see by the crest at the top that this individual is a member of Tau Beta Sigma.
- 2 The District Officer Menu has added a Reports menu to the other options available to Chapter Officers. We will look at the available reports on the following pages.
- 3 The entry in the Current Memberships shows an entry for Southeast District TBS as the District President. You will note that the dates do not conform to the membership dates that were discussed in the Member Profile section. District Officers terms run from District Convention to District Convention.
- 4 In the example above, the District Officer does not also serve as a Chapter Officer, so the Create New Reports menu is not available.

1



2

## Welcome, District Officer

### Contact Information

Address:

Email Address:  
Home Phone:  
Work Phone:  
Cell Phone:

### Create New

- [Chapter Summary Report](#)
- [Fall Activity Report](#)
- [Graduating Seniors Report](#)
- [Honorary Initiation](#)
- [Initiate Registration](#)
- [Officer & Chapter Update](#)
- [Sponsor & DOB Update](#)

4

### Current Memberships

Member Of	Position	Status	Date
Midwest District <a href="#">KKΨ</a>	President	Active	Mar 10, 2013-Apr 1, 2014 (1 year)
Iota Omega <a href="#">KKΨ</a>	Vice President	Active	Apr 24, 2013-Aug 31, 2013 (4 months)

### Past Memberships

*Note: Past membership dates may not be completely accurate due to limitations with the legacy system. If you have any questions or concerns, please email [hqacc@kkytbs.org](mailto:hqacc@kkytbs.org).*

Member Of	Position	Status	Date
Iota Omega <a href="#">KKΨ</a>	Chapter Member	Active	Sep 1, 2012-Apr 24, 2013 (7 months)
Midwest District <a href="#">KKΨ</a>	Vice President	Active	Mar 27, 2011-Apr 1, 2012 (1 year)
Midwest District <a href="#">KKΨ</a>	President	Active	Apr 1, 2012-Mar 1, 2013 (11 months)
Iota Omega <a href="#">KKΨ</a>	Chapter Member	Active	Mar 6, 2010-Aug 31, 2010 (5 months)

### Initiations

Date	Chapter	Number
Mar 6, 2010	Iota Omega <a href="#">KKΨ</a>	199

Time: 0.77 second(s)  
Memory (peak): 11.5MB bytes  
Files: 330 included  
Session: n10bcq5gjmbldah01s2edpg6a5  
Connects: 1

3

- 1 You can see by the crest at the top that this individual is a member of Kappa Kappa Psi.
- 2 The District Officer Menu has added a Reports menu to the other options available to Chapter Officers. We will look at the available reports on the following pages.
- 3 The entry in the Current Memberships shows an entry for Midwest District KKΨ as the District President. You will note that the dates do not conform to the membership dates that were discussed in the Member Profile section, and are different than the dates in the previous example since the conventions were held on different dates.
- 4 In the example above, the District Officer also serves as a Chapter Officer, so the Create New Reports menu is available on the right side of their profile.

## Chapter Search

The Chapter Search feature allows District Officers to look up the Chapter Officers for chapters in his or her district, and also provides basic contact information for the chapter.



## TAU BETA SIGMA

Home Chapters Member Search Search Submissions Reports Submit Feedback Settings Log out

**HI** Eta Iota Chapter TBS

Status: Administrative Hold  
Organization: TBS  
District: Northeast  
School: Delaware State University  
Address: 1200 North Dupont Highway  
c/o Director of Bands  
Dover, DE 19901  
United States

**Current Memberships**

Member Name	Position	Status	Date
Rachelle Dumornay	Chapter Member	Active	Apr 29, 2013–Aug 31, 2013 (4 months)
Lykeerah Newman	Chapter Member	Active	Sep 1, 2012–Aug 31, 2013 (11 months)
Ms. Shaquya Ma'rae Bankhead	Chapter Member	Active	Apr 29, 2013–Aug 31, 2013 (4 months)
Ms. Jasmine McLeod	President	Active	Apr 29, 2013–Aug 31, 2013 (4 months)
Ms. Tiffany Quattlebaum	Vice President	Active	Apr 29, 2013–Aug 31, 2013 (4 months)
Ms. Leah Williams	Recording Secretary	Active	Apr 29, 2013–Aug 31, 2013 (4 months)
Ms. Chandra Lloyd	Corresponding Secretary	Active	Apr 29, 2013–Aug 31, 2013 (4 months)
Ms. Gabrielle Kenner	Treasurer	Active	Apr 29, 2013–Aug 31, 2013 (4 months)
Ms. Shayla Wortham	Vice President of Special Projects	Active	Apr 29, 2013–Aug 31, 2013 (4 months)
Ms. Kendra Gravely	Historian	Active	Apr 29, 2013–Aug 31, 2013 (4 months)
Ms. Nicole Matthews	Parliamentarian	Active	Apr 29, 2013–Aug 31, 2013 (4 months)

**Contributions**  
(No contributions found for this chapter)

**Chapter History**

Mr. Dale E. Croston  
Changed status from Active to Administrative Hold  
Onto Administrative Hold for Hazing allegation  
06/14/2013 16:27:48

- 1 The Chapter name that was selected on the Chapter Search option will be displayed, the page header will show the chapter name in both Greek letters and in English.
- 2 This provides basic contact information for the chapter including the mailing address. Also included is the District the chapter belongs to and the current chapter status. In this example, the chapter is on Administrative Hold.
- 3 Similar to your member profile, the Current Memberships section lists all members of the chapter with a current membership status of Active, Conditional, or Associate. In this example, neither the Director of Bands nor Sponsor are listed, so it is likely that they have never been initiated (active or honorary) in this chapter; or if they have, it was never reported to National Headquarters. Though not available at this time, District Officers will soon be able to click on members' names and access their contact information.
- 4 A feature that is not currently available on the member profile, but is viewable at the chapter level is the Contributions History. Any donations made by the chapter are logged in the OMRS and show the date, amount donated, and what the money was donated for.
- 5 The Chapter History section provides a status history of the chapter. Each notification of a status change will include the previous status, the new status, the reason for the status change, and the date.

## Member Search

The Member Search feature allows District Officers to look up the current membership status of any member, and also provides an e-mail address for each individual. This tool can also be used by District Convention Host Chapter Coordinators to verify membership status at convention registration. To set up this access, District Convention Coordinators will need to contact National Headquarters at [kkytbs@kkytbs.org](mailto:kkytbs@kkytbs.org) prior to the start of their convention.

**Member Search**

Name:

Organization:

- KKY
- TBS
- KKPsiAA
- TBSAA
- NAA
- KKY/TBS

Chapter:

Start Date On or After:

Date Format Example: MM/DD/YYYY

Positions:

- 1st Vice President
- 2nd Vice President
- Alumni and Corresponding
- Alumni and Recording Secre

Status:

- Active
- Alumni
- Associate
- Conditional

Show Past & Future Records

1 result found in 1.40 seconds

Name	E-mail	Member Of	Status	Position	Start Date
Virginia Foster	vjf0001@auburn.edu	<a href="#">Theta Lambda</a> TBS	Active	Chapter Member	Aug 31, 2012

Time: 1.90 second(s)  
Memory (peak): 28MB bytes  
Files: 381 included  
Session: aeq6k3fralk19g2g2rjrl1t76  
Connects: 1  
Queries (78): sum:1.41/min:0.00/max:1.22/avg:0.02  
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All Rights Reserved

- 1 The name field allows you to search for a specific individual, or it may be left blank to return multiple results.
- 2 Unlike Chapter Officers, District Officers may search for members from any chapter.
- 3 If you want to further limit the results returned, you can also search by membership date, positions held, and/or membership status.
- 4 The search results will return the Member Name, E-mail Address, Chapter, Current Membership Status, and the starting date for the Current Membership Status.

## Submission Search

Since the OMRS launched, the submission search tool has become a favorite of District Officers. This search page allows District & National Officers to search by a large number of options: Organization, Chapter, or District; Submission Type (Form/Report), and/or Submission Status. The availability of the this search form has allowed National & District Officers to see who has completed or is working on forms in real time. Prior to the OMRS, this information was only available once a form had been completed and processed by National Headquarters; now it is available to review as soon as a draft is saved or submitted for approval.



TAU BETA SIGMA

Home Chapters Member Search Search Submissions Reports Submit Feedback
Settings Log out

### Submission Search

Chapter:  
Eta Xi [TBS]

Submission Type:  
[Dropdown]

Submission Status:  
[Dropdown]

27 results found in 0.05 seconds  
Page 1 of 2 pages

Submission	Chapter	School	Status	Last Updated
<a href="#">Chapter Summary Report</a>	Eta Xi [TBS]	Georgia Southern University	Transaction Completed	May 31, 2013 11:23am
<a href="#">Initiate Registration</a>	Eta Xi [TBS]	Georgia Southern University	Transaction Completed	May 6, 2013 11:15am
<a href="#">Fall Activity Report</a>	Eta Xi [TBS]	Georgia Southern University	Transaction Completed	Dec 10, 2012 2:19pm
<a href="#">Officer &amp; Chapter Update</a>	Eta Xi [TBS]	Georgia Southern University	DOB Approved, Transaction Completed	Dec 10, 2012 1:16pm
<a href="#">Chapter Personnel Report</a>	Eta Xi [TBS]	Georgia Southern University	DOB Approved, Transaction Completed	Oct 1, 2012 12:00am
<a href="#">Chapter Summary Report</a>	Eta Xi [TBS]	Georgia Southern University	DOB Approved, Transaction Completed	May 30, 2012 12:00am
<a href="#">Honorary Initiation</a>	Eta Xi [TBS]	Georgia Southern University	Transaction Completed	Dec 12, 2011 12:00am
<a href="#">Initiate Registration</a>	Eta Xi [TBS]	Georgia Southern University	Transaction Completed	Dec 12, 2011 12:00am
<a href="#">Fall Activity Report</a>	Eta Xi [TBS]	Georgia Southern University	DOB Approved, Transaction Completed	Dec 2, 2011 12:00am
<a href="#">Chapter Personnel Report</a>	Eta Xi [TBS]	Georgia Southern University	DOB Approved, Transaction Completed	Sep 30, 2011 12:00am
<a href="#">Fall Activity Report</a>	Eta Xi [TBS]	Georgia Southern University	DOB Approved, Transaction Completed	Dec 13, 2010 12:00am
<a href="#">Initiate Registration</a>	Eta Xi [TBS]	Georgia Southern University	Transaction Completed	Nov 24, 2010 12:00am
<a href="#">Chapter Personnel Report</a>	Eta Xi [TBS]	Georgia Southern University	DOB Approved, Transaction Completed	Sep 20, 2010 12:00am
<a href="#">Chapter Summary Report</a>	Eta Xi [TBS]	Georgia Southern University	DOB Approved, Transaction Completed	May 20, 2010 12:00am
<a href="#">Fall Activity Report</a>	Eta Xi [TBS]	Georgia Southern University	DOB Approved, Transaction Completed	Nov 30, 2009 12:00am
<a href="#">Initiate Registration</a>	Eta Xi [TBS]	Georgia Southern University	Transaction Completed	Nov 17, 2009 12:00am
<a href="#">Chapter Personnel Report</a>	Eta Xi [TBS]	Georgia Southern University	DOB Approved, Transaction Completed	Sep 21, 2009 12:00am
<a href="#">Chapter Summary Report</a>	Eta Xi [TBS]	Georgia Southern University	DOB Approved, Transaction Completed	Jun 2, 2009 12:00am
<a href="#">Initiate Registration</a>	Eta Xi [TBS]	Georgia Southern University	Transaction Completed	May 6, 2009 12:00am
<a href="#">Fall Activity Report</a>	Eta Xi [TBS]	Georgia Southern University	DOB Approved, Transaction Completed	Dec 1, 2008 12:00am

<< first - prev 1 2 next - last >>

1 In this example, a specific chapter has been selected, with no other filters applied. When a chapter is selected, the options to filter by Organization or District disappear.

2 By only filtering results by chapter, all reports started or submitted by a chapter are displayed.



### Submission Search

241 results found in 0.25 seconds  
Page 1 of 13 pages

District:

Submission Type:

Submission Status:

Submission	Chapter	School	Status	Last Updated
<a href="#">Chapter Summary Report</a>	Iota Rho TBS	Spelman College	Transaction Completed	Jun 7, 2013 9:23am
<a href="#">Chapter Summary Report</a>	Theta Rho TBS	Bethune-Cookman College	Sponsor Approved, Pending DOB Approval	Jun 7, 2013 8:52am
<a href="#">Chapter Summary Report</a>	Gamma Eta TBS	Mississippi Valley State University	Submitted for Sponsor Approval	Jun 5, 2013 4:00pm
<a href="#">Chapter Summary Report</a>	Iota Nu TBS	East Carolina University	Transaction Completed	Jun 4, 2013 11:16am
<a href="#">Chapter Summary Report</a>	Theta Gamma TBS	Alcorn State University	Transaction Completed	Jun 3, 2013 5:13pm
<a href="#">Chapter Summary Report</a>	Iota Omicron TBS	Benedict College	Transaction Completed	Jun 3, 2013 8:35am
<a href="#">Chapter Summary Report</a>	Iota Delta TBS	University of West Georgia	Transaction Completed	Jun 2, 2013 1:56pm
<a href="#">Chapter Summary Report</a>	Eta Omicron TBS	Johnson C. Smith University	Transaction Completed	Jun 1, 2013 9:44pm
<a href="#">Chapter Summary Report</a>	Theta Upsilon TBS	Winston-Salem State University	Transaction Completed	Jun 1, 2013 8:28pm
<a href="#">Chapter Summary Report</a>	Iota Gamma TBS	Fort Valley State University	Transaction Completed	Jun 1, 2013 4:30pm
<a href="#">Chapter Summary Report</a>	Epsilon Lambda TBS	North Carolina Central University	Transaction Completed	Jun 1, 2013 2:47pm
<a href="#">Chapter Summary Report</a>	Epsilon Alpha TBS	University of South Carolina	Transaction Completed	Jun 1, 2013 2:46pm
<a href="#">Chapter Summary Report</a>	Zeta Tau TBS	Valdosta State University	Transaction Completed	Jun 1, 2013 2:44pm
<a href="#">Chapter Summary Report</a>	Epsilon Chi TBS	South Carolina State University	Transaction Completed	Jun 1, 2013 2:41pm
<a href="#">Chapter Summary Report</a>	Theta Nu TBS	Clark Atlanta University	Transaction Completed	May 31, 2013 4:27pm
<a href="#">Chapter Summary Report</a>	Zeta Kappa TBS	Albany State University	Transaction Completed	May 31, 2013 2:04pm
<a href="#">Chapter Summary Report</a>	Eta Xi TBS	Georgia Southern University	Transaction Completed	May 31, 2013 11:23am
<a href="#">Chapter Summary Report</a>	Beta Xi TBS	University of Florida	Transaction Completed	May 31, 2013 11:20am
<a href="#">Chapter Summary Report</a>	Zeta Iota TBS	Jackson State University	Transaction Completed	May 31, 2013 9:25am
<a href="#">Chapter Summary Report</a>	Iota Mu TBS	University of Memphis	Transaction Completed	May 31, 2013 9:15am

<< first < prev 1 2 3 4 5 6 7 8 9 10 next > last >>

3

4

- 3 In the second example, the search is filters by Southeast District (TBS), and is further filtered by Chapter Summary Report. With a District selected as the first filter, the options of Organization and Chapter search have disappeared.
- 4 By filtering the search by District and a specific Submission Type, the results return a listing of every Chapter Summary report on record in the OMRS for only chapters in the Southeast District of Tau Beta Sigma.

## Reports

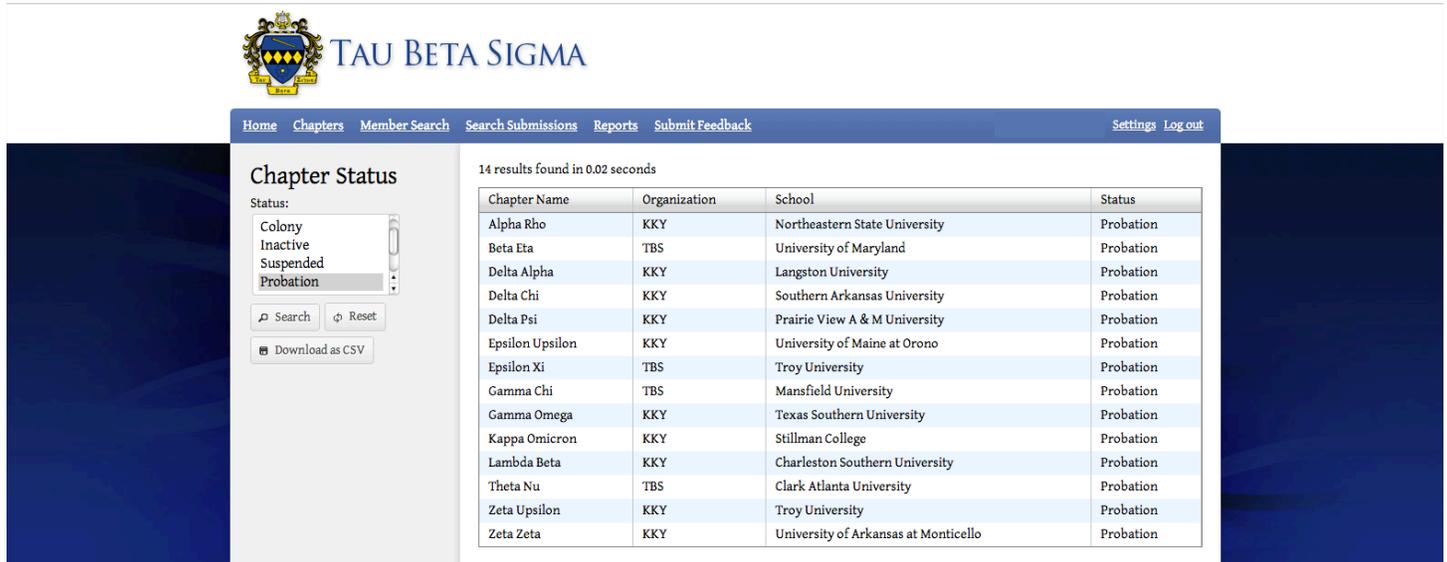
The reports menu provides additional tools for District Officers, National Council & Board of Trustees, and National Headquarters. Different reports are available based upon the level of access. District officers currently have access to the following: Chapter Mailing List, Chapter Status Report, District Convention Eligibility List, Status & Membership Report, and a Sponsor & DOB List. We will look closer at the two most used of these reports.



The screenshot shows the TAU BETA SIGMA website interface. At the top left is the organization's crest and logo. A navigation bar contains links for Home, Chapters, Member Search, Search Submissions, Reports, and Submit Feedback. On the right of the navigation bar are links for Settings and Log out. The main content area is titled "Reports" and lists several report options: Chapter Mailing List, Chapter Status, District Conventions Eligibility, Status and Memberships, and Sponsor and DOB List. In the bottom right corner, there is a technical status box displaying performance metrics: Time: 0.15 second(s), Memory (peak): 10.5MB bytes, Files: 317 included, Session: aeq6k3fralk19g2g2rjr1e1t76, Connects: 1, Queries (70): sum:0.02/min:0.00/max:0.00/avg:0.00, and Copyright ©2010-2013 Kappa Kappa Psi & Tau Beta Sigma All Rights Reserved.

## Chapter Status Report

The Chapter Status Report is a quick way to check which chapters are on a specific chapter discipline status. The available choices are: Active, Colony, Inactive, Suspended, Probation, Investigative Hold and Administrative Hold. The example below shows a search for all chapter currently on Probation. You may also select multiple filter options, for example, all chapters currently on Probation, Suspended, or one of the Hold statuses.



The screenshot displays the "Chapter Status" report on the TAU BETA SIGMA website. On the left side, there is a "Status:" filter box with a dropdown menu showing options: Colony, Inactive, Suspended, and Probation. Below the dropdown are "Search" and "Reset" buttons, and a "Download as CSV" button. The main content area shows "14 results found in 0.02 seconds" and a table with the following data:

Chapter Name	Organization	School	Status
Alpha Rho	KKY	Northeastern State University	Probation
Beta Eta	TBS	University of Maryland	Probation
Delta Alpha	KKY	Langston University	Probation
Delta Chi	KKY	Southern Arkansas University	Probation
Delta Psi	KKY	Prairie View A & M University	Probation
Epsilon Upsilon	KKY	University of Maine at Orono	Probation
Epsilon Xi	TBS	Troy University	Probation
Gamma Chi	TBS	Mansfield University	Probation
Gamma Omega	KKY	Texas Southern University	Probation
Kappa Omicron	KKY	Stillman College	Probation
Lambda Beta	KKY	Charleston Southern University	Probation
Theta Nu	TBS	Clark Atlanta University	Probation
Zeta Upsilon	KKY	Troy University	Probation
Zeta Zeta	KKY	University of Arkansas at Monticello	Probation

- 1 The Status box on the left will allow you to select a single chapter status or multiple statuses.
- 2 Currently, results are returned for all chapters meeting the specified criteria for both organizations. Future development will allow a search by organization and/or district.

## Status and Membership Report

Before the launch of the OMRS, the Status & Membership (S&M) was only available to the National Council, Governors, and Counselors, and only upon request. The S&M is now available in real time, and access includes District Officers. For a District Officer, this tool allows him or her the ability to see who has submitted reports this year, and whether they were late or on-time. Please note that this report only reflects submissions that have been completed. Chapters may have forms in progress that are not listed here because they have not yet been approved.



## TAU BETA SIGMA

Home Chapters Member Search Search Submissions Reports Submit Feedback
Settings Log out

### Status And Membership

Organization:

School Year:

Submission Key:

Late  
Early

Chapter Key:

Colony  
Investigative / Administrative Hold  
Probation  
Suspended

### Midwest

Name	University	CPR	CPU	FIR	SIR	FAR	HON	CSR	CSR Last Year
Alpha Theta	North Dakota State University	Sent (9 Paid)	N/A	Sent (4 Total)	N/A	Sent	Sent (3 Total)	Sent	Sent
Alpha Iota	University of Minnesota	Sent (13 Paid)	N/A	Sent (16 Total)	N/A	Sent	N/A	Sent	Sent
Alpha Mu	The Wichita State University	Sent (4 Paid)	N/A	Sent (1 Total)	N/A	Sent	N/A	N/A	Sent
Beta Psi	South Dakota State University	Sent (9 Paid)	N/A	N/A	N/A	Sent	N/A	Sent	Sent
Gamma Zeta	Emporia State University	Sent (2 Paid)	N/A	N/A	N/A	Sent	N/A	N/A	Sent
Delta Kappa	Kansas State University	Sent (35 Paid)	N/A	Sent (12 Total)	N/A	Sent	Sent (1 Total)	Sent	Sent
Delta Xi	Missouri University of Science and Technology	Sent (28 Paid)	N/A	N/A	Sent (11 Total)	Sent	N/A	Sent	Sent
Zeta Delta	University of Kansas	Sent (11 Paid)	Sent (1 Paid) (1 Total)	N/A	Sent (7 Total)	Sent	N/A	Sent	Sent
Zeta Nu	University of Northern Iowa	Sent (20 Paid)	N/A	Sent (3 Total)	Sent (1 Total)	Sent	Sent (1 Total)	Sent	Sent
Zeta Omega	University of Missouri	Sent (16 Paid)	N/A	Sent (16 Total)	N/A	Sent	Sent (2 Total)	Sent	Sent
Theta Mu	University of Nebraska at Kearney	Sent (14 Paid)	Sent (1 Paid) (1 Total)	Sent (10 Total)	N/A	Sent	Sent (1 Total)	Sent	Sent
Theta Xi	Iowa State University	Sent (27 Paid)	Sent (0 Paid) (7 Total)	N/A	Sent (16 Total)	Sent	Sent (1 Total)	Sent	Sent

### North Central

Name	University	CPR	CPU	FIR	SIR	FAR	HON	CSR	CSR Last Year
Alpha Gamma	Kent State University	Sent (14 Paid)	Sent (0 Paid) (6 Total)	N/A	Sent (9 Total)	Sent	Sent (2 Total)	Sent	Sent
Alpha Delta	Ohio University	Sent (21 Paid)	Sent (0 Paid) (1 Total)	Sent (3 Total)	Sent (13 Total)	Sent	Sent (2 Total)	Sent	Sent

- 1 To generate the Status & Membership Report, you must first select an organization and school year in the dropdown boxes on the left.
- 2 Beneath the dropdown boxes, you will notice a Submission Key and a Chapter Key that will identify the color coding on the report. The items in the Submission Key reference specific forms/reports and the Chapter Key highlights the Chapter Discipline Status of a chapter at the time the most recent report of the selected school year was completed.
- 3 Results are sorted by District, and provide information on the Chapter Personnel Report, and Chapter Personnel Updates, Fall & Spring Initiates, Fall Activity Report, and Honorary Members reported, the Chapter Summary Report, and the previous year's Chapter Summary Report.

# National Officer Profiles

National Officer (both National Council and Board of Trustees) profiles build upon the access granted to District Officers, but allow greater access to forms, reports, and member profiles. You will notice in the example below that the member profile looks the same as it does for other levels of membership. Menu items for National Officers also appear the same as at the District Officer level.

Since a large part of the features available to National Officers has already been discussed in previous sections, we will only look at those that are different. Also, like at the District Officer level, the Create New Reports menu box is only available if the individual is also serving as a Chapter Officer, Sponsor, and/or Director of Bands.



KAPPA KAPPA PSI

TAU BETA SIGMA



Home Chapters Member Search Search Submissions Reports Submit Feedback Settings Log out

## Welcome, National Officer

### Contact Information

Address:  
 Email Address:  
 Home Phone:  
 Work Phone:  
 Cell Phone:

Update Profile Change Password Change Email

### Current Memberships

Member Of	Position	Status	Date
Alpha	Chapter Member	Honorary	Mar 30, 2008–Present (5 years)
Alpha	Chapter Member	Honorary	Nov 22, 2009–Present (3 years)
Gamma Xi	Chapter Member	Life	May 3, 2003–Present (10 years)
Southwest District	Chapter Member	Honorary	Apr 18, 2009–Present (4 years)
Life Members	Chapter Member	Life	Apr 9, 2007–Present (6 years)
KKY (National)	National VP for Student Affairs	Active	Jul 23, 2011–Jul 23, 2013 (2 years)
Western District	Chapter Member	Honorary	Apr 6, 2013–Present (2 months)

### Past Memberships

Note: Past membership dates may not be completely accurate due to limitations with the legacy system. If you have any questions or concerns, please email [hqacc@kkytbs.org](mailto:hqacc@kkytbs.org).

Member Of	Position	Status	Date
NAA (National)	NAA member	Active	Apr 9, 2007–Dec 31, 2007 (8 months)
KKPsiAA (National)	KKY AA member	Active	Jun 25, 2009–May 31, 2013 (3 years)
Northeast District	District Alumni Liaison	Active	Mar 13, 2005–Mar 17, 2006 (1 year)
Northeast District	VP for Colonization/Membership	Active	Mar 17, 2006–Mar 20, 2007 (1 year)
KKY (National)	Chapter Field Representative	Active	Jan 22, 2008–Jun 16, 2010 (2 years)

### Initiations

Date	Chapter	Number
Apr 6, 2013	Western District	9 (Honorary)
Nov 22, 2009	Alpha	1324 (Honorary)
Apr 18, 2009	Southwest District	33 (Honorary)
Mar 30, 2008	Alpha	926 (Honorary)
Apr 9, 2007	Life Members	3980
May 3, 2003	Gamma Xi	552

Time: 0.13 second(s)  
 Memory (peak): 10.25MB bytes  
 Files: 323 included

## Chapter Search

The Chapter Search feature allows National Officers to look up the current active membership of a chapter, as well as the contact information for that chapter. National Officers also have direct access from this form to the profile for each chapter member.



KAPPA KAPPA PSI

TAU BETA SIGMA



Home Chapters Member Search Search Submissions Reports Submit Feedback Settings Log out

### A Alpha Chapter TBS

Status: Active  
 Organization: TBS  
 District: Southwest  
 School: Oklahoma State University  
 Address: 218 Seretean Center  
 Oklahoma State University  
 Stillwater, OK 74078-4077  
 United States

#### Current Memberships

Member Name	Position	Status	Date
<a href="#">Dr. Joseph P. Missal</a>	Director of Bands	Honorary	Sep 1, 1986–Present (26 years)
<a href="#">Lisa R. (Macdonald) Croston</a>	Sponsor	Life	Sep 1, 2006–Present (6 years)
<a href="#">Meagan Anders</a>	Treasurer	Active	Sep 1, 2012–Aug 31, 2013 (11 months)
<a href="#">Alexanne Schallner</a>	Chapter Member	Active	Sep 1, 2012–Aug 31, 2013 (11 months)
<a href="#">Meg Sheehan</a>	Chapter Member	Active	Sep 1, 2012–Aug 31, 2013 (11 months)
<a href="#">Bailey Wallace</a>	President	Active	Sep 1, 2012–Aug 31, 2013 (11 months)
<a href="#">Caroline Ruth Lee</a>	Chapter Member	Active	Sep 1, 2012–Aug 31, 2013 (11 months)
<a href="#">Jonathan Talley</a>	Parliamentarian	Active	Sep 1, 2012–Aug 31, 2013 (11 months)
<a href="#">Mr. Andrew Franklin Barnes</a>	Chapter Member	Active	Apr 7, 2013–Aug 31, 2013 (4 months)
<a href="#">Mr. Kyle Emmett Meraz</a>	Chapter Member	Active	Apr 7, 2013–Aug 31, 2013 (4 months)
<a href="#">Mr. James Paden Ferguson</a>	Chapter Member	Active	Apr 7, 2013–Aug 31, 2013 (4 months)
<a href="#">Ms. Emily Renae Thygesen</a>	Chapter Member	Active	Apr 7, 2013–Aug 31, 2013 (4 months)
<a href="#">Ms. Sara Kahina Hadidi</a>	Chapter Member	Active	Apr 7, 2013–Aug 31, 2013 (4 months)
<a href="#">Ms. Candis Kay Kelly</a>	Chapter Member	Active	Apr 7, 2013–Aug 31, 2013 (4 months)
<a href="#">Ms. McKenzie Leigh Ferree Olson</a>	Chapter Member	Active	Apr 7, 2013–Aug 31, 2013 (4 months)
<a href="#">Ms. Courtney Dawn (Young) Young</a>	Chapter Member	Active	Apr 7, 2013–Aug 31, 2013 (4 months)
<a href="#">Haley Bates</a>	Chapter Member	Active	Apr 23, 2013–Aug 31, 2013 (4 months)
<a href="#">Jonathan Talley</a>	Chapter Member	Active	Apr 23, 2013–Aug 31, 2013 (4 months)
<a href="#">David Lutz</a>	Chapter Member	Active	May 7, 2013–Aug 31, 2013 (3 months)
<a href="#">David Lutz</a>	Membership Educator	Active	May 7, 2013–Aug 31, 2013 (3 months)
<a href="#">Ms. Amy Elizabeth Engmark</a>	Secretary	Active	May 7, 2013–Aug 31, 2013 (3 months)

#### Contributions

Date	Type	Amount	Notes
Sep 20, 2011	ReMember (2011) <span>TBS</span>	\$65.00	

#### Chapter History

No comments have been added yet.

Time: 0.38 second(s)  
 Memory (peak): 11MB bytes  
 Files: 328 included  
 Session: j3ecb5islmann9rq6tt2adadf0  
 Connects: 1  
 Queries (19): sum:0.23/min:0.00/max:0.17/avg:0.01

1

1 The Chapter profile appears the same to National Officers as it did to District Officers, with one exception. Each member's name is a hyperlink on this level of access. Clicking on the name will take the officer to the member profile for that individual.

## Member Search

The Member Search feature allows National Officers to look up the current membership of an individual, as well as the contact information for that individual. National Officers also have direct access from this form to the profile for any member returned in the search.


KAPPA KAPPA PSI
TAU BETA SIGMA


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Home Chapters Member Search Search Submissions Reports Submit Feedback
Settings Log out

### Member Search

Name:

Organization:

KKY

TBS

KKPsiAA

TBSAA

NAA

KKY/TBS

Chapter:

Start Date On or After:

Date Format Example: MM/DD/YYYY

Positions:

1st Vice President

2nd Vice President

Alumni and Corresponding

Alumni and Recording Secy

Status:

Active

Alumni

Associate

Conditional

Show Past & Future Records

1,471 results found in 2.57 seconds  
Page 1 of 74 pages

Name	E-mail	Member Of	Status	Position	Start Date
<a href="#">American Drum</a>	(n/a)	(n/a)	(n/a)	(n/a)	(n/a)
<a href="#">Bands of America</a>	(n/a)	(n/a)	(n/a)	(n/a)	(n/a)
<a href="#">Eric L. Abraham</a>	(n/a)	(n/a)	(n/a)	(n/a)	(n/a)
<a href="#">Eric Adams</a>	(n/a)	(n/a)	(n/a)	(n/a)	(n/a)
<a href="#">Frederick D. Adams</a>	(n/a)	(n/a)	(n/a)	(n/a)	(n/a)
<a href="#">Eric Aho</a>	(n/a)	<a href="#">Beta Psi</a> <span style="background-color: #ccc; padding: 2px;">KKY</span>	Honorary	Chapter Member	Oct 11, 2000
<a href="#">Eric Ward Aho</a>	(n/a)	<a href="#">Eta</a> <span style="background-color: #ccc; padding: 2px;">KKY</span>	Life	Chapter Member	Apr 23, 1976
<a href="#">Eric Ward Aho</a>	(n/a)	<a href="#">Life Members</a> <span style="background-color: #ccc; padding: 2px;">KKY</span>	Life	Chapter Member	Dec 20, 1978
<a href="#">Eric R. Albers</a>	(n/a)	(n/a)	(n/a)	(n/a)	(n/a)
<a href="#">Erick R. Alden</a>	(n/a)	(n/a)	(n/a)	(n/a)	(n/a)
<a href="#">Erica Alderdice</a>	(n/a)	(n/a)	(n/a)	(n/a)	(n/a)
<a href="#">Roderick Alexander</a>	(n/a)	(n/a)	(n/a)	(n/a)	(n/a)
<a href="#">Eric R. Alexius</a>	(n/a)	(n/a)	(n/a)	(n/a)	(n/a)
<a href="#">Frederick Milton Alford</a>	(n/a)	(n/a)	(n/a)	(n/a)	(n/a)
<a href="#">Dr. Eric Matthew Allen</a>	eric.m.allen@ttu.edu	<a href="#">Alpha Omicron</a> <span style="background-color: #ccc; padding: 2px;">KKY</span>	Honorary	Chapter Member	Dec 3, 2012
<a href="#">Frederick H. Allen</a>	(n/a)	(n/a)	(n/a)	(n/a)	(n/a)
<a href="#">Frederick Mathew Allen</a>	(n/a)	(n/a)	(n/a)	(n/a)	(n/a)
<a href="#">Eric Almeida</a>	almeida.isu@gmail.com	(n/a)	(n/a)	(n/a)	(n/a)
<a href="#">Frederick V. Alonzi</a>	fredalonzi@ou.edu	<a href="#">Delta</a> <span style="background-color: #ccc; padding: 2px;">KKY</span>	Honorary	Chapter Member	Nov 25, 2012
<a href="#">Eric Ryan Ambler</a>	(n/a)	(n/a)	(n/a)	(n/a)	(n/a)

<< first < prev **1** 2 3 4 5 6 7 8 9 10 next > last >>

Time: 3.04 second(s)  
 Memory (peak): 27.75MB bytes  
 Files: 378 included  
 Session: j3ecb5is1mnn9rq6tt2adadf0  
 Connects: 1

Queries (18): sum:2.56/min:0.00/max:2.36/avg:0.14  
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 All Rights Reserved

- 1 The Member Search results appear the same to National Officers as they did to District Officers, with one exception. Each member's name is a hyperlink on this level of access. Clicking on the name will take the officer to the member profile for that individual.
- 2 Members that do not have a current membership status in the OMRS are listed with an n/a response generated in the Member Of, Status, Position, and Start Date columns.

## Reports

Each report available to District Officers is also available to National Officers. At this time, National Officers also have access to one additional report titled Graduating Seniors.

The screenshot shows the top navigation bar with logos for Kappa Kappa Psi and Tau Beta Sigma. The main menu includes: Home, Chapters, Member Search, Search Submissions, Reports, Submit Feedback, Settings, and Log out. A sidebar on the left lists reports: Chapter Mailing List, Chapter Status, District Conventions Eligibility, Status and Memberships, Sponsor and DOB List, and Graduating Seniors. The main content area displays technical performance metrics: Time: 0.11 second(s), Memory (peak): 10.25MB bytes, Files: 313 included, Session: j3ecb5islmsnn9rq6tt2adadf0, Connects: 1, and Queries (10): sum:0.00/min:0.00/max:0.00/avg:0.00. Copyright information for 2010-2013 is also present.

## Graduating Senior Search

Though available to National Officers, the Graduating Senior Search feature is most commonly used by National Headquarters. This search feature generates a report of all graduating seniors within a specified date range. The results can also be filtered by organization and membership status. The results display the member's name, e-mail address, chapter, member status, graduation date, and mailing address.

The screenshot shows the 'Graduating Seniors' search results page. The left sidebar contains filters for Organization (KKY, TBS, KKPsiAA, TBSAA, NAA, KKY/TBS), Graduation From Date (11/01/2012), Graduation To Date (08/31/2013), and Status (Active, Alumni, Associate, Conditional). The main area shows a table of 641 results. The table columns are Name, E-mail, Member Of, Status, Graduation Date, and Address. The first few rows are as follows:

Name	E-mail	Member Of	Status	Graduation Date	Address
<a href="#">Emelia Abbe</a>	test-133550@test.interworks.com	<a href="#">Epsilon</a> TBS	Conditional	05/01/2013	
<a href="#">Jennifer Ann Abell</a>	test-123692@test.interworks.com	<a href="#">Zeta Omicron</a> TBS	Active	05/01/2013	
<a href="#">Brenda Acosta</a>	test-109154@test.interworks.com	<a href="#">Gamma Tau</a> TBS	Active	05/01/2013	
<a href="#">Alison Agvent</a>	test-134641@test.interworks.com	<a href="#">Gamma Kappa</a> TBS	Active	05/01/2013	
<a href="#">Tyler Albright</a>	test-129372@test.interworks.com	<a href="#">Epsilon Alpha</a> TBS	Active	05/01/2013	
<a href="#">Billy Allen</a>	test-145952@test.interworks.com	<a href="#">Epsilon Theta</a> TBS	Active	08/01/2013	
<a href="#">Breanna Allen</a>	test-125456@test.interworks.com	<a href="#">Delta Theta</a> TBS	Active	05/01/2013	

# HQ Staff Profiles

Members of the National Headquarters Staff have access to all items that are available to Chapter Members and Chapter, District & National Officers, as well as having edit abilities on all forms and profiles. Like Chapter Officers, National HQ Staff also has a role to play in the approval of many of the forms/reports submitted by chapters.

**1** →

**2**

**3**

Home Chapters Member Search **Create Chapter** **Create Member** Search Submissions Reports Submit Feedback Settings Log out

## Welcome, HQ Staff

Contact Information

Address:

Email Address:

Home Phone:

Work Phone:

Cell Phone:

Update Profile Change Password Change Email

Create New

Chapter: Alpha [TBS]

Chapter Summary Report  
 Fall Activity Report  
 Graduating Seniors Report  
 Honorary Initiation  
 Initiate Registration  
 Officer & Chapter Update  
 Sponsor & DOB Update

### Other Pending Submissions

Submission	Chapter	Status	Last Updated
<a href="#">Chapter Summary Report</a>	Mu Omega KKY	Not Submitted	Jun 10, 2013 6:49pm
<a href="#">Chapter Summary Report</a>	Theta Gamma KKY	Not Submitted	Jun 8, 2013 7:19pm
<a href="#">Initiate Registration</a>	Beta KKY	Not Submitted	Jun 7, 2013 5:09pm
<a href="#">Chapter Summary Report</a>	Beta KKY	Not Submitted	May 31, 2013 3:43pm
<a href="#">Initiate Registration</a>	Lambda Eta KKY	Not Submitted	May 31, 2013 1:10pm
<a href="#">Graduating Seniors Report</a>	Iota Nu TBS	Not Submitted	May 31, 2013 11:13am
<a href="#">Officer &amp; Chapter Update</a>	Beta Rho KKY	Not Submitted	May 31, 2013 8:57am
<a href="#">Officer &amp; Chapter Update</a>	Theta KKY	Not Submitted	May 31, 2013 1:29am
<a href="#">Officer &amp; Chapter Update</a>	Lambda Chi KKY	Not Submitted	May 30, 2013 9:52pm
<a href="#">Chapter Summary Report</a>	Lambda Iota KKY	Not Submitted	May 28, 2013 9:40am
<a href="#">Initiate Registration</a>	Epsilon Iota TBS	Not Submitted	May 27, 2013 10:40pm
<a href="#">Chapter Summary Report</a>	Alpha Theta KKY	Not Submitted	May 25, 2013 3:02pm
<a href="#">Sponsor &amp; DOB Update</a>	Theta Beta KKY	Not Submitted	May 24, 2013 4:19pm
<a href="#">Chapter Summary Report</a>	Theta Epsilon KKY	Not Submitted	May 22, 2013 11:41am
<a href="#">Officer &amp; Chapter Update</a>	Alpha Upsilon TBS	Not Submitted	May 21, 2013 1:48pm
<a href="#">Initiate Registration</a>	Alpha Sigma KKY	Not Submitted	May 20, 2013 9:09pm
<a href="#">Honorary Initiation</a>	Gamma Sigma KKY	Not Submitted	May 15, 2013 3:17pm
<a href="#">Officer &amp; Chapter Update</a>	Zeta Omicron KKY	Not Submitted	May 15, 2013 3:11pm
<a href="#">Chapter Summary Report</a>	Iota Beta TBS	Not Submitted	May 15, 2013 11:33am
<a href="#">Chapter Summary Report</a>	Psi KKY	Not Submitted	May 15, 2013 12:48am

- 1** The horizontal menu for HQ Staff members add additional menu options that are not available to other membership levels. The two new menu items are Create Chapter and Create Member.
- 2** The Create New Form/Report menu always appears on the HQ Staff profile, however, unlike chapter officers, HQ Staff members have the ability to create a new report for any chapter.

- 3 The Other Pending Submissions section is also greatly expanded on the HQ Staff profile. Instead of only being able to view the specific chapter(s) that an individual is an officer of, HQ Staff members are able to see all pending submissions in the OMRS.

## Create New Chapter

This tool is used by National Headquarters to add new colonies to the OMRS to allow chapter and member tracking to begin. HQ Staff members also see the following view when editing the profile for other members. You will notice additional reference fields that are available to National Headquarters that are not available at other membership levels.

KAPPA KAPPA PSITAU BETA SIGMA

[Home](#) [Chapters](#) [Member Search](#) [Create Chapter](#) [Create Member](#) [Search Submissions](#) [Reports](#) [Submit Feedback](#) [Settings](#) [Log out](#)

### Create New Chapter

#### Chapter Information

Chapter Name:

District:

School:

Status:

Tax ID:

#### Mailing Address

Country:

Address 1:

Address 2:

City:  State:

Zip Code:

#### Physical Address

Please provide a street name and number or a building and room number, not a US Post Office Box. Your membership cards and shingles are sent UPS which cannot deliver to a PO Box.

Country:

Address 1:

Address 2:

City:  State:

Zip Code:

#### Contact Information

Website:

Email:

Phone:

### Sponsor

The name and email of the Sponsor will be automatically associated via the Sponsor membership for this chapter. The address for the Sponsor is editable when updating the Chapter record; note that this only changes the address in the Chapter record. To change the Sponsor membership record, please go to the "Sponsor & DOB Update" submission form. HQ will review and make changes manually.

Name:

Country:

Address 1:

Address 2:

City:  State:

Zip Code:

Phone:

Email:

### Director of Bands

The name and email of the DOB will be automatically associated via the DOB membership for this chapter. The address for the DOB is editable when updating the Chapter record; note that this only changes the address in the Chapter record. To change the DOB membership record, please go to the "Sponsor & DOB Update" submission form. HQ will review and make changes manually.

Name:

Country:

Address 1:

Address 2:

City:  State:

Zip Code:

Phone:

Email:

### Colony

Colony Date:

Colony Advising Person Name:

Colony Advising Person Email:

Colony Advising Chapter:

Installation Date:

Installation Officer:

Colony Notes:

Notes are placed in chapter history.

### Chapter Dates

School Date System:  Semester  
 Quarter

Founding Date:

Drop Date:

Re-Colonization Date:

## Create New Member

New members are typically added to the OMRS through the Initiate Registration and Honorary Initiation Forms, but this tool allows National Headquarters to add create new members in the OMRS if needed. Creating a member from this form requires the same information that is collected on the Initiate Registration Form. HQ Staff members also see the following view when editing the profile for other members. You will notice additional reference fields that are available to National Headquarters that are not available at other membership levels.



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Home Chapters Member Search Create Chapter Create Member Search Submissions Reports Submit Feedback Settings Log out

### Create Member

#### Personal Information

Salutation:

Name:  First  Middle  Last

Goes By/Nickname:

Maiden Name:   
Leave blank if no Maiden Name

Email Address:

Profession:

#### Contact Information

IM Name:

Permanent Email After Graduation:

Home Phone:

Work Phone:

Cell Phone:

Fax Number:

#### Current Mailing Address

Country:

Address 1:

Address 2:

City:  State:

Zip Code:

Parents' Address:  Yes  No

#### Permanent Mailing Address

Country:

Address 1:

Address 2:

City:  State:

Zip Code:

#### Transfer Notes

Notes:

#### Membership Information

Graduation Date:

Instrument:

Notes:

#### Podium Subscription

Subscription #:

Time: 0.21 second(s)  
Memory (peak): 13.5MB bytes  
Files: 362 included

National Headquarters currently has access to two additional reports that are not available to other membership levels: Accounting & Allocation and Podium Subscription.



KAPPA KAPPA PSI

TAU BETA SIGMA



Home Chapters Member Search Create Chapter Create Member Search Submissions Reports Submit Feedback Settings Log out

## Reports

- [Chapter Mailing List](#)
- [Chapter Status](#)
- [District Conventions Eligibility Status and Memberships](#)
- [Sponsor and DOB List](#)
- [Graduating Seniors](#)
- [Accounting and Allocation](#)
- [Podium Subscription](#)

Time: 0.11 second(s)  
 Memory (peak): 10MB bytes  
 Files: 313 included  
 Session: kif80d5ap0d011mpihco3cb9a2  
 Connects: 1  
 Queries (10): sum:0.00/min:0.00/max:0.00/avg:0.00  
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## Accounting and Allocation Report

This report is used to determine the total number of member dues and initiate fees paid during a set period of time. The National Accountant uses information from this report to determine totals for the fall and spring District Allotments.



KAPPA KAPPA PSI

TAU BETA SIGMA



Home Chapters Member Search Create Chapter Create Member Search Submissions Reports Submit Feedback Settings Log out

## Accounting And Allocation

Organization:

KKY

School Year:

2012 - 2013

Accounting From Date:

06/01/2012

Accounting To Date:

05/31/2013

Search Reset

Download as CSV

Submission Key:

Late

Early

Chapter Key:

Colony

Investigative / Administrative Hold

Probation

Suspended

### Midwest

Name	University	CF	MD	OT MD	Ini.	OT Ini.	Total	
Alpha Theta	University of Northern Colorado	On-time	21	21	7	7	28	
Alpha Iota	University of Colorado	On-time	27	27	22	22	49	
Alpha Nu	University of Wyoming	On-time	35	35	17	17	52	
Beta	Montana State University	Late	4	0	0	0	4	
Beta Tau	Wichita State University	On-time	6	6	0	0	6	
Gamma Delta	Wayne State College	Early	16	16	11	11	27	
Delta Gamma	Missouri University of Science and Technology	Early	32	32	12	12	44	
Delta Xi	Emporia State University	On-time	11	11	5	3	16	
Epsilon Pi	Kansas State University	On-time	14	14	13	0	27	
Epsilon Psi	Missouri State University	Early	30	28	9	9	39	
Epsilon Omega	University of Nebraska at Lincoln	On-time	15	15	13	13	28	
Eta Zeta	University of Kansas	On-time	19	19	7	7	26	
Eta Pi	University of Northern Iowa	Early	21	21	11	11	32	
Eta Upsilon	University of Missouri at Columbia	On-time	22	22	8	8	30	
Theta Rho	Lincoln University	On-time	11	10	0	0	11	
Iota Psi	University of Nebraska at Kearney	On-time	14	14	8	5	22	
Iota Omega	Iowa State University	Early	35	35	24	24	59	
Kappa Alpha	University of Minnesota	On-time	38	31	20	7	58	
Kappa Delta	Northwest Missouri State University	Early	35	35	15	15	50	
Kappa Iota	University of Nebraska at Omaha	Early	14	14	10	10	24	
Xi	Colorado School Of Mines	Early	17	17	7	7	24	
21	District Totals		21	437	423	219	188	656

### North Central

Name	University	CF	MD	OT MD	Ini.	OT Ini.	Total
Alpha Beta	Butler University	On-time	36	36	20	20	56
Alpha Delta	Ohio University	On-time	39	36	11	0	50
Alpha Zeta	Indiana University	On-time	39	39	14	0	53
Beta Kappa	Bowling Green State University	On-time	37	37	17	17	54

# Podium Subscription Report

Podiums are printed and mailed twice per year, this report is used by National Headquarters to generate the mailing list that is sent to the printing company who ships the Podium to chapters and subscribers.



KAPPA KAPPA PSI

TAU BETA SIGMA



Home Chapters Member Search Create Chapter Create Member Search Submissions Reports Submit Feedback Settings Log out

## Podium Subscription

Podium #:

6,306 results found in 0.26 seconds  
Page 1 of 316 pages

Name	E-mail	Graduation Date	Address
<a href="#">Edmon Low Library</a>	(n/a)		Attn: Acquisitions/Periodicals Oklahoma State University Stillwater, OK 74078
<a href="#">.A. Abbott</a>	(n/a)		
<a href="#">Donald B. Abbott</a>	(n/a)		
<a href="#">Paul Bergen Abbott</a>	(n/a)		
<a href="#">Michael Lee Abegg</a>	(n/a)		
<a href="#">Dawn Marie Abens</a>	(n/a)		
<a href="#">Judith Carol (Stewart) Abernathy</a>	(n/a)		
<a href="#">James Lewis Abolt</a>	(n/a)		
<a href="#">Jimmie C. Abram</a>	(n/a)		
<a href="#">John David Acheson</a>	(n/a)		
<a href="#">Joseph Edwin Acker</a>	(n/a)		
<a href="#">Alice Adams</a>	(n/a)		
<a href="#">Caroline Beth Adams</a>	(n/a)		
<a href="#">David W. Adams</a>			
<a href="#">Dennis LeRoy Adams</a>			
<a href="#">Evelyn Lorene (Evans) Adams</a>			
<a href="#">Felicia Michelle Adams</a>			
<a href="#">Franklin Jones Adams</a>			
<a href="#">John Howard Adams</a>			
<a href="#">Katherine Anne Adams</a>			

<< first < prev 1 2 3 4 5 6 7 8 9 10 next > last >>

Time: 0.38 second(s)  
Memory (peak): 12.25MB bytes  
Files: 355 included  
Session: pdgg6nnmk32vap2r1j12u21q7  
Connects: 1  
Queries (13): sum:0.25/min:0.00/max:0.15/avg:0.02  
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# Admin Profiles

Admin profiles are similar to the National HQ Staff Profiles, but have an additional menu item labeled Admin. This menu provides details on site status and allows the Admin to update membership fees for each organization.



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[Home](#) [Chapters](#) [Member Search](#) [Create Chapter](#) [Create Member](#) [Search Submissions](#) [Reports](#) [Admin](#) [Submit Feedback](#) [Settings](#) [Log out](#)

## Admin

[Site Status](#)

### Manage Fees

- [Manage KKY Fees](#)
- [Manage TBS Fees](#)
- [Manage KKPsiAA Fees](#)
- [Manage TBSAA Fees](#)
- [Manage NAA Fees](#)
- [Manage KKY/TBS Fees](#)

Time: 0.20 second(s)  
Memory (peak): 10.75MB bytes  
Files: 319 included  
Session: 3s73hikuct8ok59apefij01io0  
Connects: 1  
Queries (75): sum:0.02/min:0.00/max:0.00/avg:0.00  
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## Manage Fees

Kappa Kappa Psi, Tau Beta Sigma, and the related Alumni Associations each have their own fee structure for annual dues and other fees. This menu allows an Admin user to update the prices anytime the National Chapter or Alumni Associations vote to change their dues and fees.



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TAU BETA SIGMA



[Home](#) [Chapters](#) [Member Search](#) [Create Chapter](#) [Create Member](#) [Search Submissions](#) [Reports](#) [Admin](#) [Submit Feedback](#) [Settings](#) [Log out](#)

## Manage Fees for TBS

Chapter Fee:   
Active:   
Alumni:   
Associate:   
Conditional:   
Inactive:

Time: 0.24 second(s)  
Memory (peak): 12.5MB bytes  
Files: 353 included  
Session: 3s73hikuct8ok59apefij01io0  
Connects: 1  
Queries (74): sum:0.02/min:0.00/max:0.00/avg:0.00  
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# Flow Charts for Form Processes

The following pages provide a graphical example of the process involved with each of the forms discussed in the Chapter Officers Profile section.

*Each color on the flowchart represents the responsibility of a different person:*

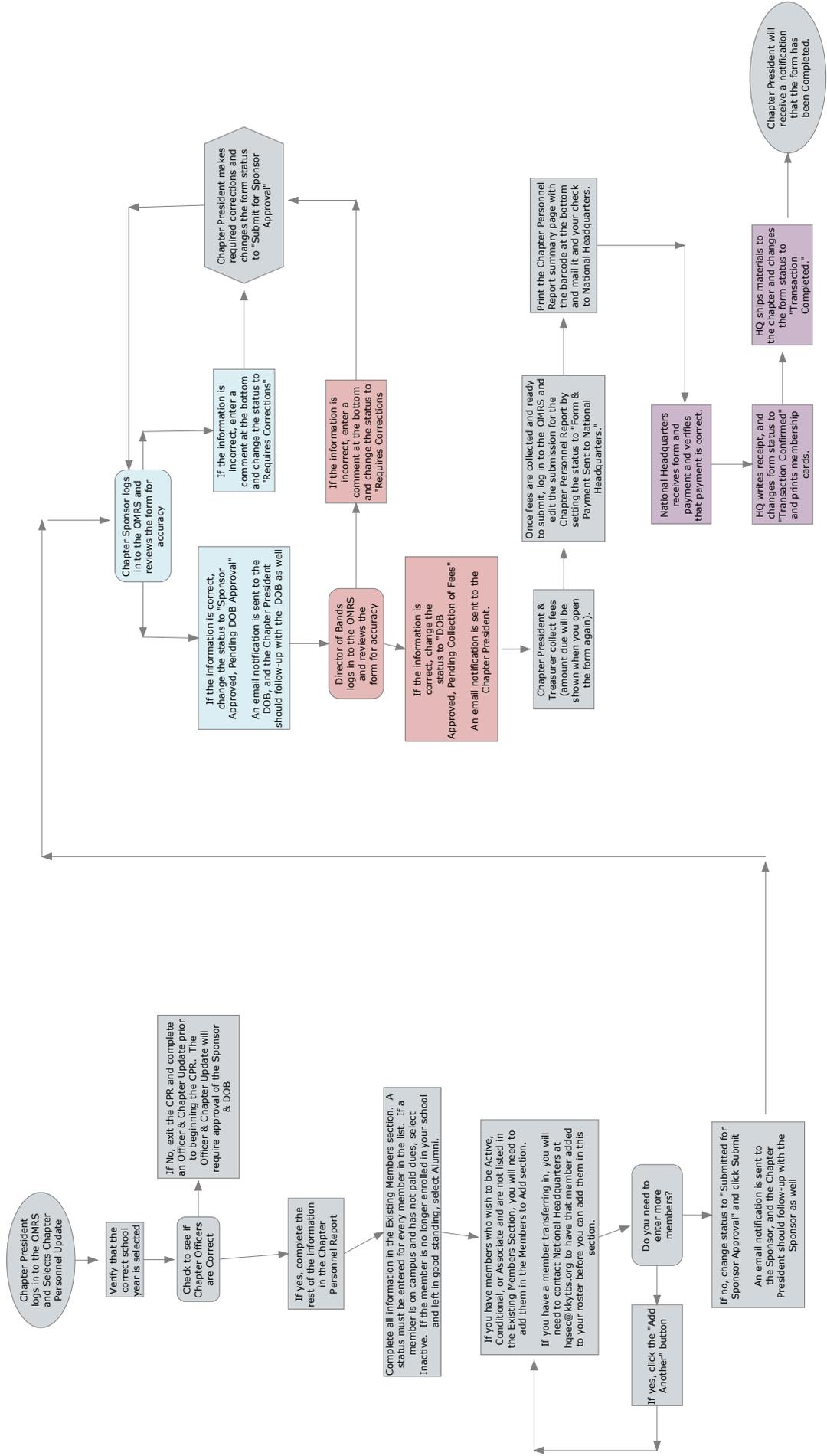
Actions /  
Responsibilities of  
Chapter President

Actions /  
Responsibilities of  
Director of Bands

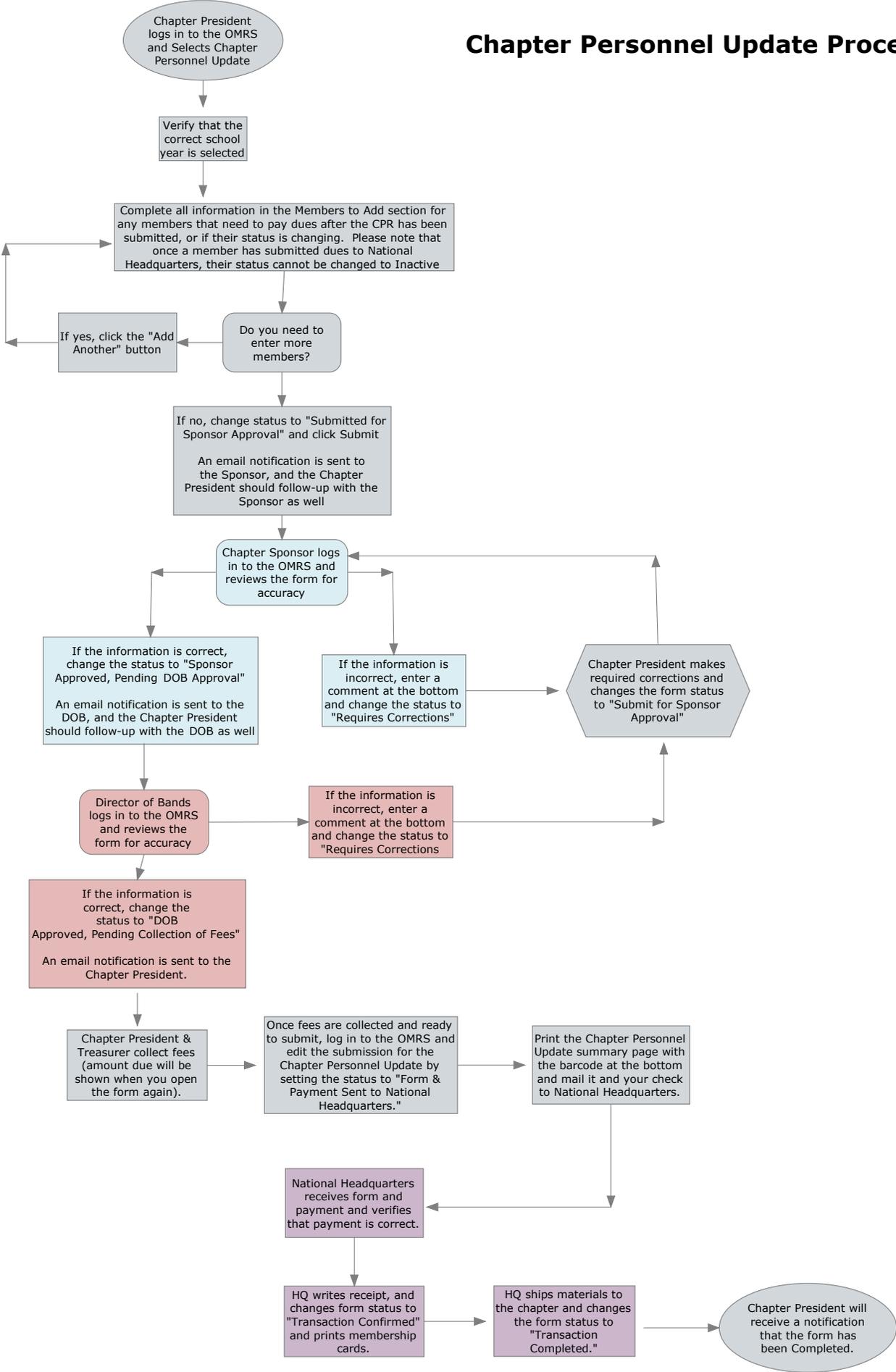
Actions /  
Responsibilities of  
Chapter Sponsor

Actions /  
Responsibilities of  
National  
Headquarters

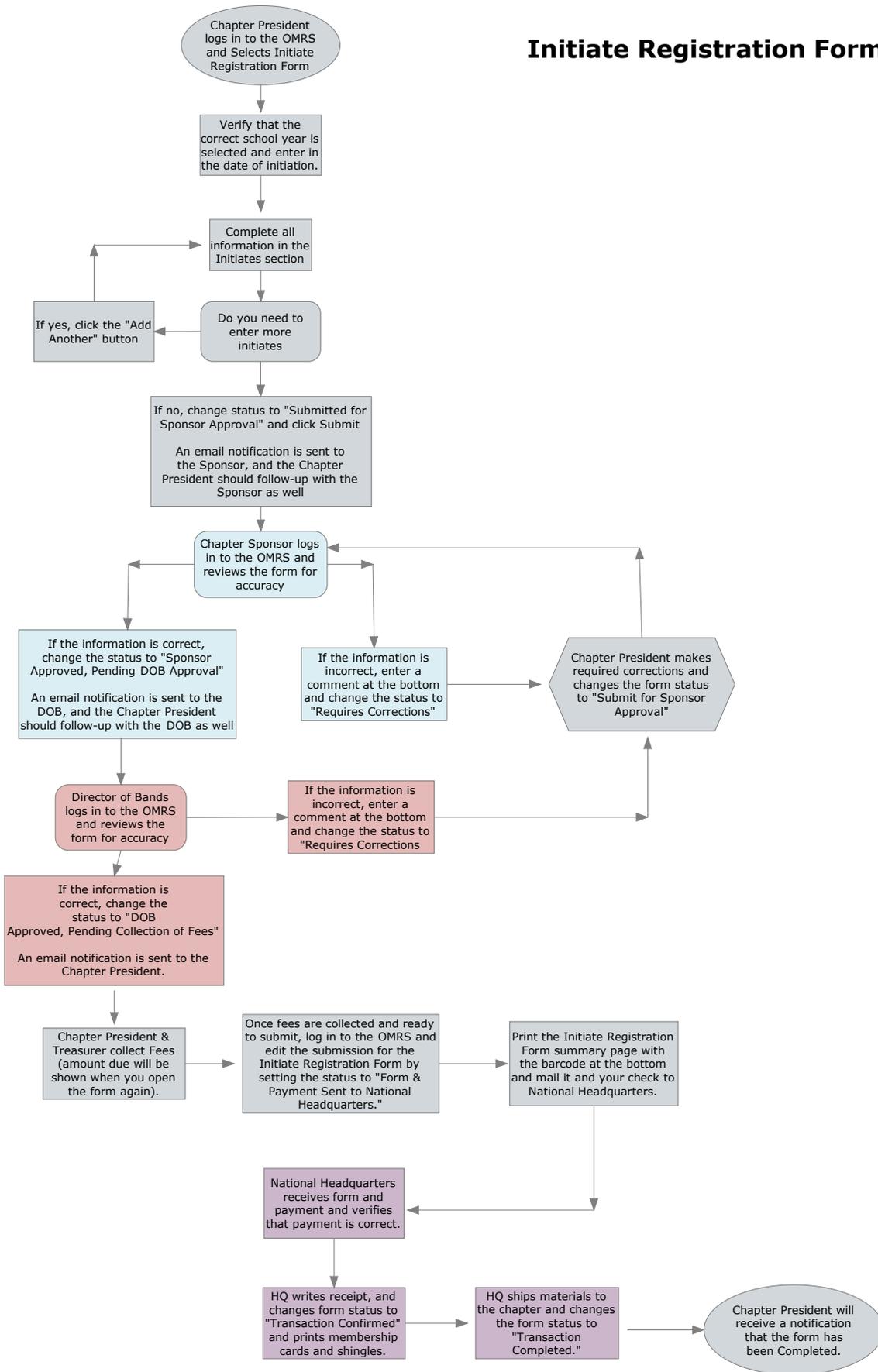
# Chapter Personnel Report Process Guide



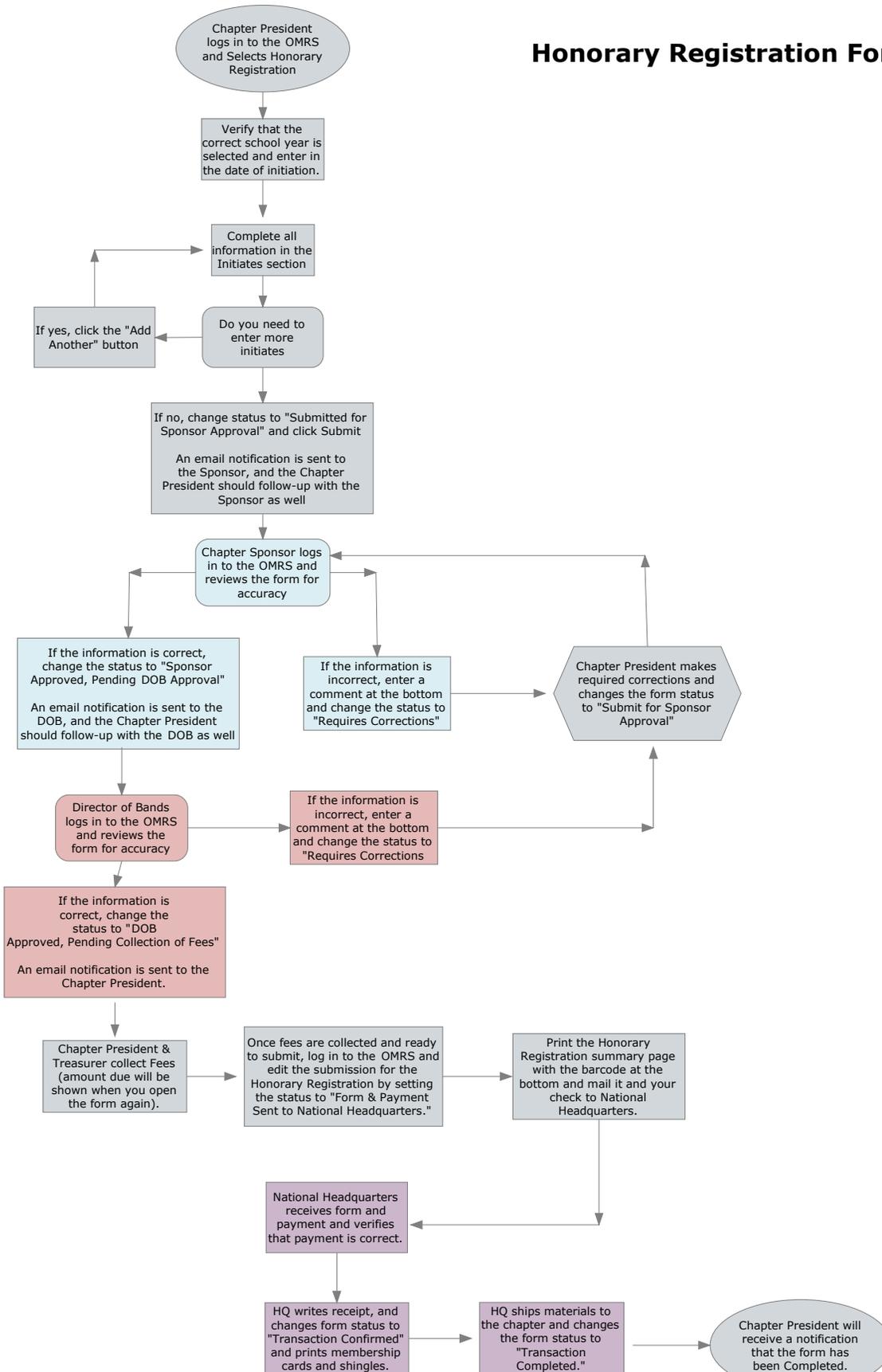
# Chapter Personnel Update Process Guide



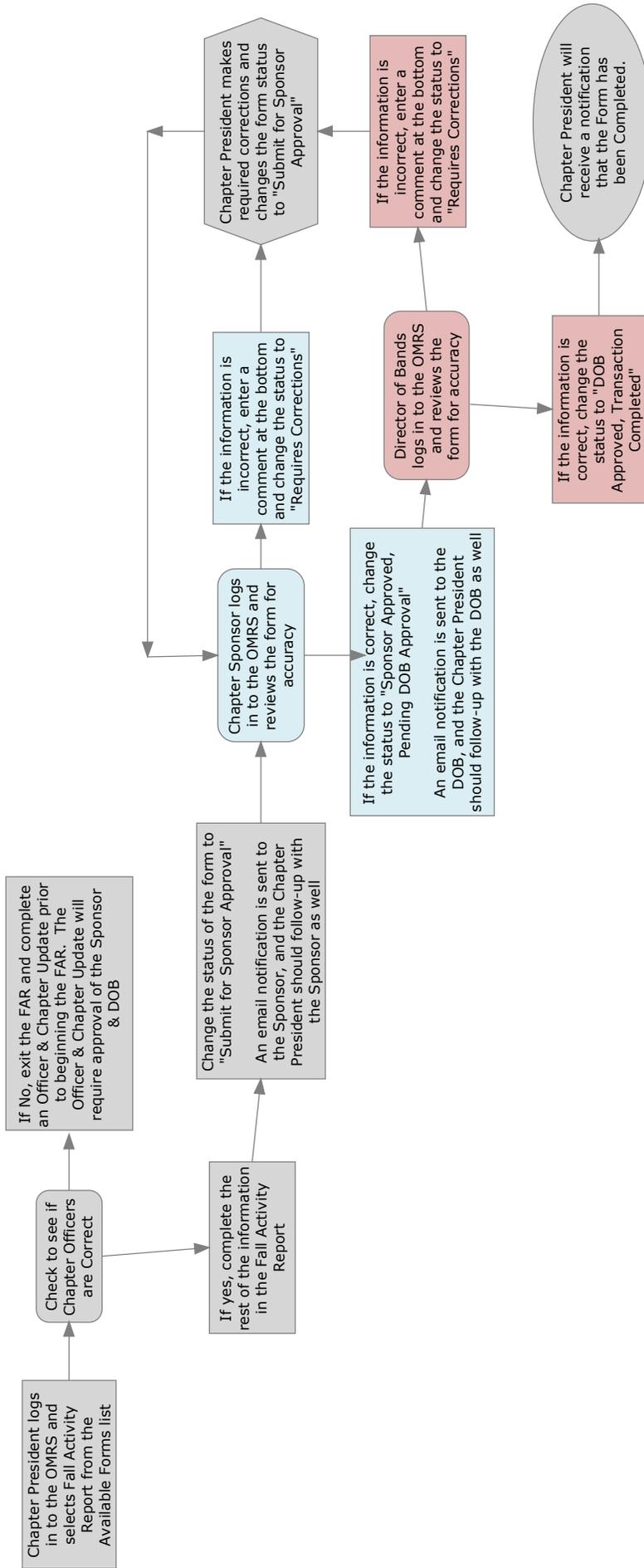
# Initiate Registration Form Process Guide



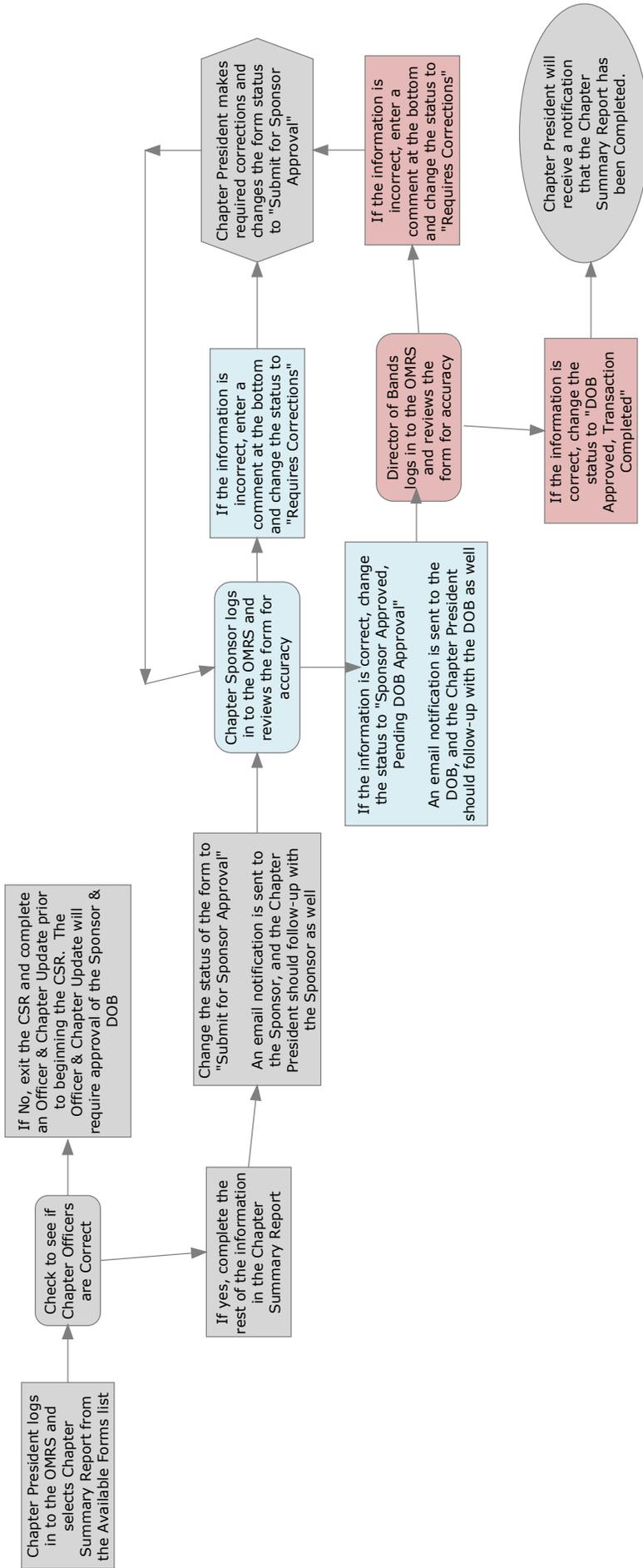
# Honorary Registration Form Process Guide



# Fall Activity Report Process Guide



# Chapter Summary Report Process Guide



# Officer & Chapter Update Process Guide

