

Five Steps

to starting a



Kappa Sigma Fraternity **Alumni Chapter**

1. Compose a list of at least 10 alumni brothers who are interested in starting the alumni chapter. To be in compliance with the Kappa Sigma Fraternity's governing rules and regulations, the brothers who will make up the new alumni chapter should either
 - (A) be living in close proximity to each other (in which case the alumni chapter will be known by a name consistent with a certain city, region, or geographic area, i.e. The Atlanta Alumni Chapter of Kappa Sigma, or the Upstate New York Kappa Sigma Alumni Chapter);
 - or
 - (B) all be former members or affiliates from a particular chapter. (i.e. the Gamma-Chi Alumni Chapter of Kappa Sigma, or the Kansas State Alumni Chapter of Kappa Sigma)
2. Complete the Alumni Chapter Update Form with a listing of the officers of the new chapter (Grand Master, Grand Procurator, Grand Master of Ceremonies, Grand Treasurer, and Grand Scribe) and an Employer Identification Number (EIN). The Alumni Chapter Update Form and Sample SS-4 Form (to obtain the EIN) are on the Kappa Sigma Website.
3. Provide a time and location where the alumni chapter will hold its regular meetings (this will be advertised on the Kappa Sigma website)
4. Submit the following fees:

\$100 Alumni Chartering Fee
\$300 Yearly Dues
\$400 TOTAL
5. Ship all documentation and fees to

Kappa Sigma Headquarters
ATTN: Alumni Chapter
P.O. Box 5066
Charlottesville, Virginia 22905

For questions please call 434-295-3193 or email: michaelp@hq.kappasigma.org