

KAPPA LEAGUE PROGRAM POLICY & PROCEDURE MANUAL

KAPPA ALPHA PSI FRATERNITY, INC. BACKGROUND

Early in the 20th century, African-Americans were socially ostracized throughout the United States, especially on the campus of Indiana University in the Midwest. This unacceptable behavior caused 10 African-American students to unite and confront this injustice. It was the vision of these astute men which enabled them to form Kappa Alpha Psi Fraternity, Incorporated on January 5, 1911 on the campus of Indiana University. The Founders of the fraternity sought a formula that would immediately raise the consciousness of African-American collegians and stimulate them to accomplishments higher than they might have imagined. Fashioning Achievement as its fundamental purpose, Kappa Alpha Psi began uniting college men of culture, patriotism, and honor in a bond of fraternity. Chapters spread in succession throughout the Midwest and eventually throughout the country and worldwide. Today there are more than 500 chapters with more than 100,000 members located throughout the United States with foreign chapters in the United Kingdom, Korea, Japan, Germany, Bermuda, and the Bahamas.

The **Guide Right Program**, conceived in 1922, is the most important national social outreach program of Kappa Alpha Psi Fraternity, Inc. The purposes of the Guide Right Service Program are to: (1) place the training, experience, and friendly interest of successful men at the disposal of youth needing inspiration and counsel regarding their choices of a life's career; and (2) to arouse the interest of the entire community in the problems of youth as they seek to realize lives of usefulness. Today, National Guide Right programs provide programming, role models, mentors, and financial assistance for at risk youth in communities throughout the country.

Mission In order to serve young men between the ages of 12 and 18, the mission of the Guide Right Committee is: (1) to promote goals, aims, and objectives of the fraternity, in a manner that is consistent to and appropriate for our targeted audiences, (2) to uphold the original charge of Guide Right, and (3) to incorporate the necessary tools which will enable us to adapt to today's changing landscape and environment.

The mission of the Bowie/Mitchellville (MD) Alumni Chapter, hereafter referred to as BMAC, Kappa League Program is to become a mentoring institution that creates the next generation of America's influential, inspirational, and

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transformational leaders of the 21st Century. The full name for the Kappa League is Kappa Instructional Leadership League, hereafter referred to as the Kappa League.

The basic objectives of Guide Right are as follows:

1. To help youth, especially those of high school graduating classes, in their selection of courses leading to vocations compatible with their aptitudes and personalities.
2. To assist students, while they are in training, to get started in employment, and to progress successfully in their chosen fields.
3. To assist parents in the handling of their children by giving them opportunities to talk over their problems with those who know and are successful in their chosen vocations.
4. To afford the less fortunate youths a respite from the drudgery of the streets, through sponsored trips to ball games, zoological gardens, museums, picnics, hikes, etc.
5. To inform youth of the values of higher education, of assistance available for continuous educational pursuits, scholarships, loans, professional counseling, fellowships, etc.; of various occupational and professional opportunities; and of current labor demands and the trends on the labor market, supply rewards, etc.

The Kappa League is one of the Guide Right programs that is designed to improve the self-image of African-American youth in the community by providing them with challenging and rewarding experiences that will enhance their lives.

Our Kappa League program was designed in direct response to the continuing crisis in the African-American community regarding our younger males. The program addresses some of those problems facing the African American youth through a variety of seminars, lectures, field trips and workshops which are all geared toward improving such characteristics as the student's cultural awareness/diversity, academic achievement, emotional, mental, and physical development.

Our **goals** for BMAC Kappa Leaguers:

1. For all members of the BMAC Kappa League Program to graduate from high school and attend a 4-year post-secondary institution.
2. To create a new generation of dynamic, influential and inspirational young leaders that will make an impact in all five sectors of society throughout the world (*See Academic Strand Selection*).
3. For the Kappa League to be used as an instrument to create an environment of positive peer pressure through academic and community service led programs.

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ACADEMIC STRAND SELECTION

The goal of the Academic Stand Selection program is to identify the professional career interest of the Kappa Leaguers in order to give them a head start in succeeding in their career of choice. Once they select their Academic Strand they will be provided mentorship that will give them greater insight and information in their professional career of choice. Students will be integrated into career programs of their interest starting in the 9th Grade. The strands are: (1) Business, (2) Science, (3) Law, (4) Education and (5) the Arts.

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PROGRAM DESCRIPTION

Since the fundamental purpose of Kappa Alpha Psi Fraternity, Inc. is Achievement, it is the Fraternity's primary purpose to help the young men of the Kappa League achieve worthy goals and to make constructive contributions to their communities when they become leaders.

Elections are held and the Kappa Leaguers are instructed on the duties of each office, Parliamentary procedures, and meeting facilitation. Committees are formed for planning and coordinating specific activities.

All sessions are held on Saturdays, except for any special activity that may be during the week. During the sessions, the Kappa Leaguers learn Parliamentary procedures, meeting facilitation, and work on presentation, written, oratorical, and interpersonal skills through various activities associated with the operation of the Kappa League club. The club activities, workshops/lectures, and field trips combined are designed to assist in the growth and development of the Kappa Leaguer. The Kappa Leaguers are involved in planning and executing at least two (2) community service activities during the school year. The Kappa Leaguers will also select and vote on at least three (3) field trips for the year. Field trips selected must adhere to the goals and purposes of the Kappa League.

The following sections describe the policies and procedures that govern the operation of the program. The following definitions are to be used to describe the individuals associated with the Kappa League Program.

- **"PROGRAM DIRECTOR"** shall mean and refer to the Guide Right Director
- **"PROGRAM CHAIRMAN"** shall mean and refer to the Kappa League Program Chairman
- **"MENTOR"** shall mean and refer to members of the Kappa League Program Committee
- **"MENTEE"** shall mean and refer to the Kappa Leaguer
- **"PARTICIPANT"** shall mean and refer to any person participating in the Kappa League Program.

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KAPPA LEAGUE PROGRAM PLANNING PROCEDURE

The following procedure is used to plan for the entire year of Kappa League Meetings in advance. After the half year of meetings, the agenda for each Kappa League Meeting should be flexible enough to allow the Mentees to pick their own field trips and when they should occur. Also, their community service idea will be performed sometime during the second half of the program year.

1. In May of each year, acquire a copy of the PGPCS calendar (www.pgcps.org) for the upcoming school year.
2. Kappa League Meetings are held at least twice a month, generally from 10:00 AM to 1:00 PM. Identify Saturdays in each month during the school year on the PGPCS calendar avoiding Saturdays that are:
 - Not after a school holiday on Friday or preceding a Monday holiday
 - Not the Saturday at the beginning or end of the Winter or Spring break
 - Not in conflict with other major chapter/fraternity events such as College Prep Workshop, CRWLC, Province Council Meeting, etc.
3. An Open House should be planned for some time during the second week of school. The purpose of the Open House Meeting is to meet prospective Mentees and their parents/guardians and provide them with information on the Kappa League Program. They will also find out about the process of becoming a member of the program and program benefits. At the end of the meeting, the parents can pick-up an application package if they choose to proceed with the process.
4. The first Kappa League Meeting should be scheduled for the first Saturday in October

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KAPPA INSTRUCTIONAL LEADERSHIP LEAGUE

By Arthur M. Price, Jr.

At the 56th Grand Chapter meeting, Kappa Alpha Psi Fraternity, Inc. voted to study the inclusion of a Social Action project referred to as the Kappa League, into the Guide Right Program. The project embodies all the aspects of leadership development and self-motivation for career achievement. The study proved feasible and is now recommended for full chapter participation.

Through club oriented activities, the officers and membership of the Kappa League perform projects that will expose them to planning, execution, reporting ideas, and simulating good leadership characteristics designed to raise their aspiration levels. All activities and programs are taken from one or more of the following phases:

- Phase I – Self Identity
- Phase II – Training
- Phase III – Competition
- Phase IV – Social
- Phase V – Health Education

Since the fundamental purpose of Kappa Alpha Psi Fraternity, Inc. is **achievement**, it is the Fraternity's primary purpose to help young men of the Kappa League achieve worthy goals and to make constructive contributions to their communities when they become leaders.

HOW THE KAPPA LEAGUE OPERATES

Students who are members of the Kappa League meet regularly each month. Separate planning sessions and Board of Directors' meetings are held on the Wednesday preceding the regular membership meetings.

The Phase requirements are as follows:

Phase I – SELF IDENTITY

- A. Discipline
- B. Assurance
- C. Awareness
- D. Appearance

Each member is required to: (1) research the definition of each area under the Phase; (2) provide their own definition of each area; and (3) be exemplary of each area of the Phase as denotes good leadership characteristics.

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Phase II – TRAINING

- A. Academic
- B. Career-Choice
- C. Preparation
- D. Organization

Each member is required to chart his academic course of study, prepare a profile of his career, write an autobiography, and organize his procedures for post-high school education.

Phase III - COMPETITION

- A. Politics
- B. Career Advancement
- C. Sports

Each member is exposed to politics through Kappa League, local, state, and national elections. They will experience career advancement techniques through application, interview, and self-sell practice. They will practice good conduct of fair play in sports and gain the art of sophisticated, competitive participation in simulated areas that will affect their lives.

Phase IV- SOCIAL

- A. Religion
- B. The Arts
- C. Entertainment
- D. Conversation/Communication
- E. Etiquette/Manners

Each member will be exposed to religious emphasis services, the arts, and various types of entertainment. They will practice conversation versus communication and etiquette versus manners.

Phase V – HEALTH EDUCATION

- A. Physical Fitness
- B. Sex Education
- C. Drugs
- D. Health & Safety

OFFICER OPERATION PROCEDURES

In addition to the duties set forth in the Bylaws of the Kappa League, the following procedures will assist in ensuring a successful tenure.

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NOTE: Officers/Chairmen are encouraged to make written reports at all meetings.

PRESIDENT

- ◆ Prepares agenda for each meeting.
- ◆ Contacts all participants to make sure his meetings are well executed and interesting.
- ◆ Determines whether any courtesies are to be extended and/or communications sent by the Secretary.
- ◆ Follows-up on appointments and assignments to assure success.
- ◆ Coordinates plans and programs with Kappa Advisors.

VICE PRESIDENTS

- ◆ Review reports and progress with officer positions for which he is responsible.
- ◆ Advises the President of his plans and progress.
- ◆ Prepares to be called upon with meeting inputs in area of responsibility.

1ST VICE PRESIDENT

- ◆ Maintains Kappa League calendar — makes sure there is no conflict of interest.

2ND VICE PRESIDENT

- ◆ Determines that meeting place and seating arrangements are in order

3RD VICE PRESIDENT

- ◆ Supervises the new member commission.
- ◆ Maintains the Incentive Point System.

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DIRECTORSHIPS

- ◆ Manages all projects in his portfolio.
- ◆ Coordinates activity with 1st Vice President.
- ◆ Activates membership to work on committees with 3rd Vice President.
- ◆ Reviews all Chairman Planning Guides submitted on projects under his portfolio before they are submitted to the Board of Directors/Membership.

SECRETARIES

- ◆ Maintains record of attendance.
- ◆ Sends notices to delinquent members.
- ◆ Handles all reinstatement procedures.

TREASURER

- ◆ Notifies all delinquent members through the Secretary.
- ◆ Clears all reinstatements where dues were the cause.

HISTORIAN

- ◆ Maintains Kappa League camera and procures and processes film.
- ◆ Obtains and maintains copies of all news items for the scrapbook.

PUBLIC RELATIONS

- ◆ Publishes the Kappa League newsletter.
- ◆ Handles all mailings to Kappa League members, Boosters, Court, and Parents.

SERGEANT-AT-ARMS

- ◆ Distributes all handouts at the meetings.
- ◆ Collects fines.
- ◆ Assists in preparing the meeting room for meetings.
- ◆ Maintains law and order (with Justice) at all meetings.

COLLEGE PREP WORKSHOP COORDINATION

The following tasks are broken down by month and can be used as guidelines for executing the COLLEGE PREP Workshop. It is recommended that each task be assigned a date and be tracked.

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| AUGUST | <ul style="list-style-type: none"> ➤ Fall COLLEGE PREP Workshop date to be the Saturday immediately preceding the first SAT Exam in October ➤ Secure Workshop presenters for determined date and time ➤ Meet with Hospitality Committee Chairman to determine facility location. Location for the fall workshop must have the capacity to seat at least 200 students and lunch room facility ➤ Survey facility to ensure it meets requirements ➤ Prepare agenda for COLLEGE PREP presenters |
| SEPTEMBER | <ul style="list-style-type: none"> ➤ Prepare flyer for distribution ➤ Prepare chapter website to accept COLLEGE PREP Workshop registrations ➤ Post flyer to chapter website, collected email addresses, print media, radio media, and PG Schools website ➤ Collect registrations from chapter website ➤ Send email to individuals to confirm registration along with information on any chapter event going on at that time |
| OCTOBER | <ul style="list-style-type: none"> ➤ Contract caterer with estimated number of participants ➤ Collect registrations from chapter website ➤ Send email to individuals to confirm registration along with information on any chapter event going on at that time |
| NOVEMBER | <ul style="list-style-type: none"> ➤ Collect registrations from chapter website ➤ Send email to individuals to confirm registration along with information on any chapter event going on at that time ➤ Secure chapter banner and coat-of-arms for displays ➤ Prior to event, prepare registration check-in list, blank registrations ➤ Prep Brothers of duties at event ➤ Execute Event ➤ Send receipts for payment to COLLEGE PREP presenters and caterer to reconcile accounts |

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OPEN HOUSE PROGRAM COORDINATION

The following tasks are broken down by month and can be used as guidelines for executing the Open House Program. It is recommended that each task be assigned a date and be tracked.

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| JULY | <ul style="list-style-type: none">➤ Open House Program date to be the first Saturday in October➤ Secure Open House presenters for determined date and time➤ Meet with Hospitality Committee Chairman to determine facility location. Location for the Open House must have the capacity to seat at least 60 students and lunch room facility➤ Survey facility to ensure it meets requirements➤ Prepare agenda for Open House presenters |
| AUGUST | <ul style="list-style-type: none">➤ Prepare flyer for distribution➤ Prepare chapter website to accept Open House program registrations➤ Post flyer to chapter website, collect email addresses, print media, radio media, and PG Schools website➤ Collect registrations from chapter website➤ Send email to individuals to confirm registration along with information on any chapter event going on at that time |
| SEPTEMBER | <ul style="list-style-type: none">➤ Contract caterer with estimated number of participants➤ Collect registrations from chapter website➤ Send email to individuals to confirm registration along with information on any chapter event going on at that time |
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RECRUITMENT POLICY

It is the policy of the Kappa League Program that there will be ongoing recruitment activities for potential Mentees. Also, outreach activities will be developed for new mentors. As such, an Annual Recruitment Plan will be developed and will include recruitment goals and strategies to achieve those goals. This plan will be kept current with any ongoing adjustments. Additionally, a detailed Recruitment Activity Plan will outline specific tasks and activities.

The Program Chairman assumes lead responsibility for the recruitment of new mentors and mentees. The Program Director and Advisory Board members will support the Program Chairman in these activities as required.

INQUIRY POLICY

It is the policy of the Kappa League Program that all inquiries regarding participation in the Kappa League Program be forwarded to the Program Chairman. The Program Chairman must respond to the inquiry within two business days providing Kappa League Program overview, criteria for participation, time commitment, and date of next Interest Meeting, if planned. Transmission of the information can be via phone, e-mail or U. S. mail. All inquiries must be documented on an inquiry log.

ELIGIBILITY POLICY

It is the policy of the Kappa League Program that each participant must meet the defined eligibility criteria. The Mentors should be knowledgeable of and understand all eligibility criteria required for potential Mentors and Mentees participation in the program.

Extenuating circumstances may be reviewed at the discretion of the Program Chairman and acceptance may then be allowed with the written approval of the Program Director and the Advisory Board when all eligibility requirements are not clearly met. These instances are expected to be rare.

Mentor Eligibility Requirements

- Must be a financial member of the Bowie/Mitchellville (MD) Alumni Chapter of Kappa Alpha Psi Fraternity, Inc.

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- Be willing to adhere to all Kappa League Program Policies and Procedures
- Agree to a one-year commitment to the program
- Commit to spending a minimum of four hours a month at the Kappa League sessions
- Complete the screening procedure
- Agree to attend mentor orientation/trainings as required
- Have a clean criminal history
- Have never been accused, arrested, charged, or convicted of child abuse or molestation
- Not be a convicted felon. If the applicant has been convicted of a felony, then they may be considered only after a period of seven years with demonstrated good behavior and an appropriate and corrective attitude regarding past behaviors.
- Not be a user of illicit drugs
- Not use alcohol or controlled substances in an excessive or inappropriate manner
- Not be currently in treatment for substance abuse. If a substance abuse problem has occurred in the past, the applicant must have completed a non-addictive period of at least five years
- Not currently be under treatment for a mental disorder or have been hospitalized for a mental disorder in the past three years
- Not have falsified information during the course of the screening process

Mentee Eligibility Requirements

- Must be African-American, middle or high school aged, male student properly enrolled in school.
- Must not be currently under suspension or other disciplinary action by his school.
- Must not have any derogatory behavior rating on last report card
- Must reside in Prince George's County, Maryland
- Demonstrate a desire to participate in the program and be willing to abide by all Kappa League Program policies and procedures
- Be able to obtain parental/guardian permission and ongoing support for participation in the program
- Agree to a one-year commitment to the program
- Commit to spending a minimum of eight hours a month in Kappa League sessions
- Complete screening procedure
- Agree to attend mentee orientation/trainings as required
- Be willing to participate in the Kappa League activities

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SCREENING POLICY

It is the policy of the Kappa League Program that each prospective Mentor and Mentee applicant must complete a screening procedure. All Mentors must be trained and required to carefully follow the screening procedures.

At a minimum, the following screening procedures are required for prospective Mentor and Mentee applicants. The Mentors must ensure that each applicant completes these established minimum screening procedures:

Mentor Screening Procedures

- Complete written application
- Check criminal history: state criminal history, child abuse registry, and sexual offender registry. Same checks must be performed in all states resided in as an adult.
- Provide three personal references
- Complete personal interview
- Attend four-hour mentor training

Mentee Screening Procedures

- Complete written application
- Obtain parent/guardian consent
- Provide School and Community Reference Forms
- Complete personal (mentee) interview
- Attend two-hour Mentee training

The decision to accept an applicant into the program will be based upon a final assessment done by Mentors at the completion of the prospective Mentor or Mentee screening procedure. The Program Chairman has final approval for an applicant's acceptance into the program. No reason will be provided to mentor applicants rejected from participation in the program.

All mentors are expected to meet the eligibility criteria. However, extenuating circumstances may be reviewed at the discretion of the Program Chairman and acceptance may then be allowed with written approval of the Program Director and the Advisory Board when all eligibility requirements are not clearly met. These instances are expected to be rare.

Documentation of the screening process must be maintained for each applicant and placed in confidential files accessible only to the Program Chairman, Program Director or Advisory Board.

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RECRUITMENT PROCEDURE

1. All new staff members receive training on the principles of volunteer recruitment and are required to understand the mentoring program's recruitment plan.
2. The Program Chairman will take the lead in developing the Annual Recruitment Plan with input for mentoring program staff, the Program Director, and Advisory Board. Planning should be finalized, including agency and board approvals, one month prior to the beginning of the new school year.
3. The Program Chairman will complete a detailed Quarterly Recruitment Activity Plan of specific tasks, roles and responsibilities, and a week-by-week timeline, incorporating other staff, the Program Director, and Advisory Board members to implement specific recruitment activities. This activity plan must be reviewed and approved by the Program Director and/or Advisory Board prior to implementation.
4. The Program Chairman is responsible for ensuring implementation of the Annual Recruitment and Quarterly Activity Plans.
5. Efforts will be made to hold a recruitment plan review and planning meeting quarterly prior to development of the next quarter's plan to include the Program Chairman, full Advisory Board, and Program Director, as well as other program staff or others of concern.
6. The Program Chairman will finalize and distribute the quarterly recruitment activity plan to the agency staff and the board.
7. The Program Chairman will provide the yearly budget for recruitment and marketing activities. The Advisory Board is responsible for tracking and monitoring expenditures.
8. Based on tracking data and the overall effectiveness of the recruiting efforts, staff will revise the strategy as needed.

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INQUIRY PROCEDURE

All persons inquiring to be program participants must be referred to the Program Chairman. All Mentors must follow the inquiry procedure as outlined below:

1. All inquiries regarding participation in the Kappa League Program must be forwarded to the Program Chairman to be answered within two business days.
2. Program Chairman provides a general verbal overview of the program to all phone and in-person inquiries including:
 - Overview of program and program purpose
 - Time and duration commitments
 - Overview of screening requirements
3. All prospective participants requesting to learn more and/or wanting to attend an Interest Meeting will receive the following materials in person or by mail:
 - Program Overview
 - Time and duration commitments
 - Overview of screening requirements
 - The times and dates of upcoming Interest Meeting
5. The Program Chairman must then hold separate one-hour Interest Meeting as needed to provide more detailed information about the program. Interest Meetings are held primarily to create interest among prospective participants and allay any concerns they may have about the program.
6. After prospective participants attend the Interest Meeting and submit an application, the Program Chairman may then begin the screening procedure for those who are interested and willing to make the required commitment.

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MENTOR SCREENING PROCEDURE

In accordance with the Kappa League Program screening policy, Mentors should complete the steps below to determine if a candidate qualifies to become a Mentor.

1. Once an application is received, the Program Chairman will review for completeness, and then begin the screening process.
2. A staff file should be created for all prospective staff members who return a completed application. A Mentor Contact Sheet should be kept on top of one side of each file. The file should also contain the Mentor Assessment Summary followed by all other application materials and interview notes. As each component of the screening process is completed, update the checklist on the Mentor Assessment Summary.
3. The Program Chairman will do the following:
 - Make an appointment and conduct an in-person interview with the prospective Mentor.
 - Process the criminal history, child abuse registry, *and* sexual offender registry checks
4. Based on all information gathered above, complete the Mentor Assessment and make a determination as to the appropriateness of the participant's involvement in the program.
5. Send out an acceptance or rejection letter to the applicant based on the overall assessment of appropriateness.
6. If applicant is rejected, the applicant's file should be placed into the file area of ineligible applicants.
7. If the applicant is accepted, the mentor must complete an initial two-hour training session prior to participation in the Kappa League sessions.