TAU BETA SIGMA

FOR GREATER BANDS

NATIONAL HONORARY BAND SORORITY

APPLICATION FOR A PETITIONING GROUP

College/ University Name:	
Re-Charter (Yes/No):	
If yes, Greek Letter Designation:	



Kappa Kappa Psi & Tau Beta Sigma National Headquarters

PO Box 849 • Stillwater, OK • 74076-0849

Telephone: (405) 372-2333 • Fax: (405) 372-2363

E-Mail: kkytbs@kkytbs.org

http://www.tbsigma.org • http://www.kkytbs.org

SUBMITTING THE APPLICATION

Option 1: Save the application, scan letters of support, and email all documents to the Tau Beta Sigma National Headquarters at hqedu@kkytbs.org. Send application fee (check or money order) via Certified Mail to the Sorority National Headquarters – PO Box 849 Stillwater, OK 74076.

Option 2: Print all documents and mail along with the application fee (check or money order) via Certified Mail.

APPLICATION WINDOWS

Applications will only be accepted within the two "application windows" set by the National Council.

For a **Fall Petitioning Process**, applications must be sent between **February 1** and **June 1**. If your application is approved, the Petitioning Group will be permitted to start on September 1.

For a **Spring Petitioning Process**, applications must be sent between **September 1** and **December 1**. If your application is approved, the Petitioning Group will be permitted to start on February 1.

Any applications sent before a window opens or after it closes will be returned.

PETITIONING GROUP APPLICATION FEES

All Tau Beta Sigma petitioning group applications must be submitted with a NON-REFUNDABLE Application Fee of \$150.00. All funds sent to our National Headquarters Office must be either a check, money order, or a credit card payment taken over the phone. Please do not send cash through the mail.

APPLICATION PACKET SHOULD INCLUDE THE FOLLOWING:

Completed Application Document (Must be typed. Handwritten applications will be returned.)
Required Non-refundable Application Fee of \$150.00
Required Signatures
Evidence of Institution Accreditation
Letter of Support from Dean of Students (or campus equivalent)
Letter of Support from Director of Bands (If there is no one with this title, please contact the Department Chair, Dean of the College or other supervisory individual for the correct person to complete this letter.)
(Optional) Letter of Support from Associate/Assistant Director of Bands
List of Petitioning Group Members (Potential Petitioning Members should each be band members who reflect the diverse population of your band program.)
List of Honorary Members
Institutional Requirements for Members of Student Organizations
Institutional "Fact Book" or Similar Document (It is important for us to have a clear picture of the overall demographics and success rate of your institution. This will allow us to more accurately determine the chances of continued success of a $TB\Sigma$ chapter on your campus.)



NATIONAL HEADQUARTERS PO BOX 849 STILLWATER, OK 74076 PHONE: 405.372.2333

FAX: 405.372.2363

SCHOOL INFORMATION

College or U	Jniversity: _			
City:		State:	Zip	Code:
				ment:
	□Public □Private		•	m □ Undergraduate Music De n □ Advanced Music Degree □ Conservatory
ADMINISTR	ATION			
$\mathrm{TB}\Sigma$ requir	es coordina	ting your application	n with the colle	ege or university Student Affai
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BAND INFOI	RMATION			
		al letter of support f	om the Direct	or of Bands (required). Please
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Director of				
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Major Musical Perfo	ermances (CBDNA,	State MEA, A	ABA, Bowl Games, Honda):	
Musical and Profess	ional organizations	in the Music	Department (e.g. ΦΜΑ, ΚΚΨ, NA	AfME):
SPONSOR INFORM				
City:		State:	Zip Code:	
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PETITIONING GR				
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	-		tion has been accepted and prior to es include the following:	o the petitioning
	Petitioning Mer	nber Fee	\$135.00 Per Member	
	Honorary Mem	per Fee	\$135.00 Per Member	
	One-Time Char	er Fee	\$300.00	
Failure to pay petit removal of the peti	•	ely manner n	nay prolong the petitioning proces	s or result in the
For More info	ormation regarding th	ne petitioning	process, please visit <u>www.tbsigma.org</u>	g/expansion
REQUIRED SIGNA	TURES			
Director of Bands S	Signature		Date	
Petitioning Group	Sponsor Signature		Date	
Student Affairs Re	presentative Signa	 cure	 Date	

TAU BETA SIGMA PETIONING GROUP MEMBERS (PAGE 6)

Please list the Petitioning Group members. $TB\Sigma$ promotes equality and diversity and encourages a variety of leaders in bands. This includes, but is not limited to, diverse instrumentation, gender, year in school, and major fields of study. Petitioning Group members should reflect the diversity of your band programs.

TAU BETA SIGMA PETITIONING GROUP HONORARY MEMBERS (PAGE 10)

Please list the Petitioning Group's Honorary Members. This can include your Director of Bands, Sponsor, and other band staff.

INSTITUTIONAL REQUIREMENTS FOR MEMBERS OF STUDENT ORGANIZATIONS Please describe any restrictions on membership or university requirements. For Example, does the institution have a required GPA or number of credit hours? Are students required to attend any workshops or be cleared for intake by the institution?
INSTITUTIONAL "FACT BOOK" OR SIMILAR DOCUMENT Please provide an electronic copy (pdf attachment) or hyperlink to the institutional statistics.

LIST OF POTENTIAL PETITIONING GROUP MEMBERS (MUST BE TYPED)

NAME:
INSTRUMENT:
GENDER:
YEAR IN SCHOOL:
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MAJOR:E-MAIL ADDRESS:
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LIST OF POTENTIAL HONORARIES (MUST BE TYPED)

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