

# 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](mailto: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](mailto: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 TBΣ chapter on your campus.)



**NATIONAL HEADQUARTERS**  
**PO BOX 849 STILLWATER, OK 74076**  
**PHONE: 405.372.2333**  
**FAX: 405.372.2363**

**SCHOOL INFORMATION**

College or University: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Approximate Size of Enrollment: \_\_\_\_\_

- Public       Two Year       Semester System       Undergraduate Music Degree
- Private       Four Year       Quarter System       Advanced Music Degree
- Conservatory

**ADMINISTRATION**

TBΣ requires coordinating your application with the college or university Student Affairs Office. Please provide an official letter of support from the Student Affairs Office or Representative (required). Please attach the letter to this application.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Is your institution an accredited college or university? \_\_\_\_\_

Accreditation Agency: \_\_\_\_\_

**BAND INFORMATION**

TBΣ requests an official letter of support from the Director of Bands (required). Please attach letter(s) to this application.

Director of Bands: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Ensembles and approximate number of members for each:

- Concert Band \_\_\_\_\_       Jazz Band \_\_\_\_\_       Marching Band \_\_\_\_\_
- Symphonic Band \_\_\_\_\_       Wind Ensemble \_\_\_\_\_       Basketball Band \_\_\_\_\_
- Other Ensembles: \_\_\_\_\_

Major Musical Performances (CBDNA, State MEA, ABA, Bowl Games, Honda):

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Musical and Professional organizations in the Music Department (e.g. ΦMA, ΚΚΨ, NafME):

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**SPONSOR INFORMATION**

Sponsor's Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

**PETITIONING GROUP INFORMATION**

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

**PETITIONING GROUP FEES FOR TAU BETA SIGMA** \* All fees are subject to change without notice.

All petitioning group fees are due after the application has been accepted and prior to the petitioning group's installation as an Active Chapter. Those fees include the following:

Petitioning Member Fee	\$135.00 Per Member
Honorary Member Fee	\$135.00 Per Member
One-Time Charter Fee	\$300.00

Failure to pay petitioning fees in a timely manner may prolong the petitioning process or result in the removal of the petitioning group.

For More information regarding the petitioning process, please visit [www.tbsigma.org/expansion](http://www.tbsigma.org/expansion)

**REQUIRED SIGNATURES**

\_\_\_\_\_  
Director of Bands Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Petitioning Group Sponsor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Affairs Representative Signature

\_\_\_\_\_  
Date

**TAU BETA SIGMA PETITIONING GROUP MEMBERS (PAGE 6)**

Please list the Petitioning Group members. TBΣ 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?

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**INSTITUTIONAL “FACT BOOK” OR SIMILAR DOCUMENT**

Please provide an electronic copy (pdf attachment) or hyperlink to the institutional statistics.

http://\_\_\_\_\_

**LIST OF POTENTIAL PETITIONING  
GROUP MEMBERS  
(MUST BE TYPED)**

NAME: \_\_\_\_\_  
INSTRUMENT: \_\_\_\_\_  
GENDER: \_\_\_\_\_  
YEAR IN SCHOOL: \_\_\_\_\_  
MAJOR: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
PREVIOUS MEMBER OF TBΣ OR ΚΚΨ?: \_\_\_\_\_

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PREVIOUS MEMBER OF TBΣ OR KKΨ?: \_\_\_\_\_

**LIST OF POTENTIAL HONORARIES  
(MUST BE TYPED)**

NAME: \_\_\_\_\_  
GENDER: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
PREVIOUS MEMBER OF TBΣ OR ΚΚΨ?: \_\_\_\_\_

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