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2018



# Chapter Advisor Handbook

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The National Fraternity  
of Kappa Delta Rho, Inc.

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**Revised January 2018**

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# Part One: General Information



The National Fraternity  
of Kappa Delta Rho, Inc.

# I. KDR Chapter Advisor's Handbook

The purpose of this handbook is to explain the important duties and responsibilities of the Chapter Advisor in a manner by which the Chapter Advisor may use as a ready reference guide. It is hoped that the use of this handbook will increase the pride and satisfaction of the Chapter Advisor and, as a result, the overall quality of fraternity life in our undergraduate chapters



## II. The Chapter Advisor: An Overview

This handbook is intended to provide guidance to KDR Chapter Advisors. They can be either a man or a woman who is an Alumnus, an initiated Brother of KDR, or employee of the host institution. As a Chapter Advisor you are entrusted with responsibilities to parents, school administrators, chapter officers, undergraduate members of your chapter, the National Fraternity, the chapter Alumni Corporation/Association (if applicable), and the Chapter alumni.

The men in the Chapter will look to you for guidance and must always remember that your time is a valuable asset to them. Therefore, they have a responsibility to the Fraternity and to you. Continuity for the Chapter rests with you. Maintaining continuity is one of our greatest opportunities.

## II. The Chapter Advisor: An Overview (cont'd)

There are four basic components which constitute the chapter advisor's role. They can be used as points of departure in seeking a full understanding of what an advisor does:

1. **The chapter advisor establishes and maintains a close relationship with the chapter and serves as a teacher, counselor and FRIEND; but, never a buddy.**
2. **The chapter advisor does not do for the chapter that which it could and should do for itself - They continually help the chapter to achieve maximum self-sufficiency.**
3. **The chapter advisor provides the chapter with continuity, understands the chapter's dynamic situation and adjusts their approach to fit ever-changing conditions.**
4. **The chapter advisor communicates to the chapter the established policies and recommended procedures of the Kappa Delta Rho Fraternity and university.**

This is paradoxically the easiest, but at the same time the most demanding aspect of the advisory role. Establishing rapport with the chapter is truly the foundation for successful advising. The chapter should feel free to approach you for assistance on any matter - on a fraternal or personal basis. "Friend", in this context, can be defined as one who has gained the respect and confidence of the individual chapter members. In some situations, the advisor/chapter relationship becomes strained and unproductive when the elements of friendship and respect are missing. This is why establishing and nurturing this relationship is so crucial to an advisor's effectiveness. Endeavor to be liked by the chapter, but even more, to be respected as an advisor.

You will want to have frequent contact with the chapter members. It is important to attend not all, but as many chapter meetings, recruitment functions, intramural games, and other events as possible in order to establish this much needed rapport. It is highly encouraged that you attend at least two meetings a month.

The Chapter Advisor establishes and maintains a close relationship with the chapter and serves as a mentor, counselor, and friend but not a buddy.

## II. The Chapter Advisor: An Overview (cont'd)

It has been said that it is easier to do something yourself than it is to get others to do it. However, to be genuinely helpful to the chapter, you will want to cautiously avoid doing too much for them.

By letting the chapter work on problems themselves, with some guidance from the Chapter Advisor, the Brothers gain:

1. **Personal satisfaction of having solved an important problem**
2. **Value for what they have worked for**
3. **Practice in the art of dealing with businesses, making contacts with people in the community, and managing financial matters**
4. **Appreciation for their decisions and actions**

A Chapter Advisor **must always** avoid the possibility of the chapter becoming overly dependent upon him.

Continuity in a fraternity chapter is provided through familiarity with previous obstacles and solutions. As their advisor, the guidance you give can help them avoid similar setbacks year after year. Your knowledge of chapter programs, traditions, and alumni allows you to serve as a stabilizing force. In short, the continuity you provide ensures that the chapter will progress continually.

The Chapter Advisor does not do for the chapter that which it could and should do for itself. He continually helps the chapter achieve maximum self-sufficiency.

The Chapter Advisor provides the chapter with continuity, understands the chapter's dynamic situation, and adjusts his or her approach to fit ever-changing conditions.

## II. The Chapter Advisor: An Overview (cont'd)

Each chapter has certain privileges and responsibilities by being part of Kappa Delta Rho. You are the vital link between the local chapter and the National organization. You can help to ensure a mutually beneficial relationship by highlighting the benefits and reciprocal responsibilities and communicating the policies and procedures of the Fraternity.

Several resources are available to assist you in the achievement of this task. Familiarize yourself first with this Handbook- the primary source document for information on chapter operations and responsibilities. Each Chapter Advisor will also receive a copy of the Constitution and By-Laws of Kappa Delta Rho Fraternity. The National Office also provides available manuals which address virtually all areas of chapter and alumni programming.

The Chapter Advisor has knowledge of the established policies and recommended procedures of the Fraternity.

## III. Attributes of a Successful Chapter Advisor

1. The first and paramount qualification should be their love for the Kappa Delta Rho Fraternity and a belief in the value of the fraternity experience, together with a desire to give young men the opportunity to share that experience. They should bring to this important position the zeal, enthusiasm, and willingness to do the work that it demands. They must be interested in their job. That means not only interest in the chapter, but also in the entire Fraternity, for they are primarily a liaison between the two with an equal duty to both.
2. Their character and ideals must be beyond question. No matter how good their other qualifications are, they will fail if they cannot be looked to as an example of the Fraternity's highest ideals.
3. They must exhibit confidence in and respect of the undergraduates and the alumni.
4. They should have a youthful spirit and a deep interest and faith in youth. They should enjoy the company of young people.
5. They should have sufficient time, energy, interest, enthusiasm, and inclination to share with the chapter to properly carry out his duties and responsibilities.
6. They should be an organizer and a motivator and be willing to enlist the support and assistance of others in accomplishing the chapter's objectives.

# III. Attributes of a Successful Chapter Advisor (cont'd)

7. They should be willing to give freely of his time whenever they are needed. Their responsibilities as Chapter Advisor must be balanced against the many other demands on their time.
8. They should have a firm belief in the college fraternity system and a general knowledge concerning it.
9. They should keep abreast of changes in membership selection procedures, social attitudes, and morals of conduct.
10. They must know their Fraternity and its methods of operation. To view basic operations and expectations of a chapter president [click here](#).
11. They should live reasonably close to the chapter and be within easy access for regular consultation.
12. They must have patience to an unlimited degree.
13. They should be able to express themselves clearly and forcefully when the occasion arises.
14. They should be a good listener and possess good judgment.
15. They must not be formal or distant in their relationship with the men of the chapter.
16. They should encourage enthusiasm. A wise counselor will seek to direct enthusiasm and not curb it.
17. They should expect to be misunderstood and misinterpreted at times and have to spend time in working with the men to have better understanding of the topic or issue at hand. Remember the fraternal experience is the ultimate learning lab for leadership. Always look at the situation from a mentor's perspective.
18. They should be ready to take a stand on issues as circumstances may require, and especially be fearless to promptly advise against violation of Federal, State, Local, Host Institution policies, Kappa Delta Rho's Constitution, By-Laws, Ritual, risk management and its policy against Hazing and the penalties for such violations.
19. They must have a tactful approach as their achievements will be accomplished by persuasion and not by decree.
20. They should work together with university officials keeping abreast of changes in university policies.
21. They should meet periodically with the alumni advisor to discuss chapter situations. These meetings should enable both to better evaluate the chapter and to make better decisions.

# IV. Early Warning Signs

The Chapter Advisor is in a key position to provide a periodic, objective review of chapter operations. In most cases, they have the benefit of prior knowledge and experience in the chapter which increases their objectivity and enables them to identify and respond to early warning signals at their onset. Where these early warning signals are not attended to quickly enough by the Chapter Advisor they may develop into a chapter crisis from which the chapter may never recover.

Below are summarized many of the most common, and most important, early warning signals which require immediate attention:

## General Early Warning Signs

**1. Lack of Strong Leadership** - Elections can sometimes run as popularity contests. Officers are elected because they look like leaders but really have no ambition to lead. Once in office, these officers attempt to keep everyone happy and not “rock the boat.” An early warning signal for ineffective leadership training in the chapter is uncontested elections.

**2. Lack of Discipline** - Early warning signals include constant disciplinary problems with the university or community which go unresolved at the chapter level and/or extensive physical damage to the chapter house. Also, having an advisory board that is ineffective in carrying out their responsibilities to holding the Brotherhood accountable for their actions. All of these are costly to the reputation and strength of Kappa Delta Rho. Growing intolerance of fraternity mischief has made this a major reason for loss of recent Kappa Delta Rho chapters.

**3. Breakdown in Communication** - Do the chapter officers command the respect of the chapter? Are they trusted to make decisions, or are all decisions brought before the chapter for vote? Do Brothers and new members enter into cordial and respectful dialogue with one another and you? How often is the Chapter Advisor contacted and informed of chapter activities? All of these are early warning signals of a breakdown in communication which may result in a breakdown in credibility, trust, morale and unity throughout the chapter.

**4. Rationalization** - How many times have you heard the chapter say “we’re unique!”? Does the chapter readily excuse their lack of success in recruitment by claiming that they sought quality rather than quantity? Are they blaming the university, other fraternities, or a poorly maintained chapter house for their failures? If so, it is time the chapter stands up and addresses the real problems.

**5. Apathy** - Most chapters will identify this as their most significant problem. A few Brothers do all the work. Apathy is not a problem but rather a symptom of a problem (i.e. a poor and misdirected new member education program, lack of member pride and self-worth to the chapter, ineffective chapter leadership). It usually takes an “outsider” to point these real problems out to the chapter and help them in resolving them.

**6. Arrogance and Autonomy** - This is usually the opposite of apathy. The chapter prides themselves in their autonomy from the university, Fraternity, other fraternities, alumni, and even their Chapter Advisor. A fine line exists between pride and arrogance when a chapter is convinced

# IV. Early Warning Signs (cont'd)

of its own perfection. Recognizing that even in the best chapters, problems are reoccurring, the chapter's self-imposed autonomy will preclude the assistance from others in a position to help when such assistance is needed.

## Specific Early Warning Signals

**1. High Accounts Receivables** - This typically reflects weak chapter leadership and a poor understanding of the financial operations of the chapter. The end result is typically massive year-end financial shortages or a lack of social activities, closing the kitchen, individual assessments, and/or deferring new member and initiation fees.

**2. Irregular use of the Ritual** - Experience has proven that the strongest chapters of Kappa Delta Rho are those who practice the Ritual regularly. Without elaborating, let us acknowledge this fact as a lesson for chapter strength. The lessons of the Ritual are only meaningful to those who understand and practice them.

**3. Recruitment Reporting** - The Chapter Advisor should insure that all new members and initiates are reported to the National Office promptly and their fees paid. The usual tendency is to spend any money remaining in the checking account of the chapter.

**4. Poor Recordkeeping** - The Chapter has lost track of all manuals, report forms, previous correspondence, etc. Financial records have been misplaced or do not exist. The Chapter has no

record of previous new members or initiates. Poor recordkeeping, financial or otherwise, precludes a successful officer transition. If your chapter is constantly complaining that they do not have the necessary report forms, or if you hear the officers say "I didn't know I had to do that," the chapter may need your help organizing a proper recordkeeping system and/or assistance in filling out the various report forms. Misapplication of finances due to poor record keeping can cause prolonged problems for the chapter which could span the course of several years, thus decreasing the chapter's rush opportunities, social opportunities, philanthropy and community involvement.

## **4. House Maintenance and Occupancy** -

These two warning signals typically go hand in hand. Poor maintenance will lead to low house occupancy. Is the chapter having a hard time filling the chapter house? Do they have a large out-of-house membership? Does the condition of their chapter house reflect pride in KDR and the chapter? If not let's find out why.

**6. Poor Alumni Relations** - Does the chapter blame their problems on the alumni? What is the chapter doing to cultivate alumni support? Unless attitudes toward alumni change, the alumni will not be there when they are really needed.

**7. Social Activities** - Do the social activities of the chapter show class and respect? Are they creative? Do they revolve only around alcohol? What do the Brothers and new members discuss in their spare

# IV. Early Warning Signs (cont'd)

time or at dinner? We can learn much about the quality of each chapter by listening closely to the topics they discuss in their spare time.

**8. New Member Retention** - A poor new member retention rate (usually less than 75%) is a good indication of a poor recruitment techniques and new member education program. It is also an early warning signal of perhaps a deeper problem such as poor grades, chapter morale, or a poor fraternity experience available upon initiation.

**9. Scholarship** - This should be the *number one* priority for each individual student, but is often one of the lowest priorities in the chapter. ***Future trends predict that scholastic excellence will be a major characteristic of all successful Fraternity chapters.*** Does the chapter provide a suitable atmosphere for studying? Is there a written scholarship program? Is this the type of

environment in which you would invest your own son's future?

**10. Campus and Community Relations** - Ask around campus and the community to see what others think of the Kappa Delta Rho chapter. What do the women on the campus think of the men in Kappa Delta Rho? How would they rate Kappa Delta Rho among other fraternities? How do other fraternity men view Kappa Delta Rho? Do the neighbors enjoy the presence of Kappa Delta Rho in their community? Why or why not?

These are only a few of the most common early warning signals. Use of the Values and Standards Program will help the chapter to identify other areas which may need your attention. Other early warning signs may come to your mind based on your past experience in Kappa Delta Rho.

# Part Two: Duties and responsibilities of the Chapter Advisor



The National Fraternity  
of Kappa Delta Rho, Inc.

# I. The Chapter Advisor & the Undergraduate Chapter

## Defining the Relationship

Remember there are **four basic components** which constitute the Chapter Advisor's relationship with the undergraduate chapter:

1. The Chapter Advisor establishes and maintains a close relationship with the chapter and serves as a teacher, counselor, and friend.
2. The Chapter Advisor does not do for the chapter that which it could and should do for itself. Rather, they continually help the chapter achieve maximum self-sufficiency.
3. The Chapter Advisor provides the chapter with continuity, understands the chapter's dynamic situation and adjusts their approach to fit the ever changing conditions.
4. The Chapter Advisor communicates to the chapter the established policies and recommended procedures of the Kappa Delta Rho Fraternity. In like manner, the Chapter Advisor should expect from their undergraduate chapter open lines of communication so that the Chapter Advisor may be aware of upcoming events and matters of which they may provide their advice to resolve potential problems.

What can the Chapter Advisor do regarding potential chapter problems? The key to success is to remain flexible. View each problem or situation as unique in its own right. The solution will depend on the problem or group of problems as well as your personality and that of the chapter. Do not hesitate to enlist the support of others; i.e., your Alumni Advisors, National staff members, other Kappa Delta Rho chapters, alumni corporations, or the university. A coordinated approach will usually result in more long-term success with fewer headaches along the way.

# I. The Chapter Advisor & the Undergraduate Chapter (cont'd)

## Housekeeping (For those chapters with houses)

1. Ensure that the chapter house is maintained in an orderly fashion. Encourage good housekeeping procedures.
2. Make regular inspections of mechanical systems or have them made by a qualified inspector.
3. Ensure that the chapter house is sound and that needed repairs are reported to the alumni corporation or the host institution.
4. Ensure that the exterior and grounds are maintained for the best image of Kappa Delta Rho.
5. Ensure that the alumni corporation installs a reliable smoke detection system and all other safety equipment required by law, the National Fraternity, and the university.

## Financial Management

1. Ensure that all reporting and payments are accurate and prompt, putting particular emphasis on the reporting of new members and initiates.
2. Review the semester Chapter budget and insure that it is submitted to the chapter for consideration a semester before it is put into place
3. The Chapter Advisor should constantly review all expenditures of the chapter to assure that priorities are maintained and that the chapter is operating in sound financial condition.
4. The Chapter Advisor should review the chapter budget for potential financial problems. The chapter books should be reviewed at the end of each semester or term.

5. Accounts receivables should be reviewed periodically. The Chapter Advisor should inform the National staff for direction to correct such problems.
6. The Chapter Advisor should make certain that an annual audit is conducted of the chapter's financial records and that the Internal Revenue Service receives a Form 990 from the chapter by January 15th annually.

## Recruitment

1. **Enlist alumni support and involvement in recruitment.** Emphasize the need for complete chapter involvement.
2. Enlist the talents of other interested alumni to work closely with the Senior Tribune and/or Recruitment Chair and invite a National staff member to assist when necessary or desirable.
3. Counsel the chapter on the importance of any recruitment effort and how a successful recruitment relates to the success of the chapter in other areas.
4. Assist the chapter in establishing a recruitment goal and reviewing recruitment expenses according to this goal.
5. Always challenge and encourage the chapter to reach or exceed their goal in recruitment.
6. Be on the lookout for campus or IFC recruitment restrictions which may impede the chapter's recruitment efforts and report the restrictions to the Director of Fraternal Operations as soon as they are identified.
7. Utilize your position as spokesperson for a group of alumni from the university when necessary to prevent changes in university recruitment/membership policies which would adversely affect the chapter.

# I. The Chapter Advisor & the Undergraduate Chapter (cont'd)

## New Member Education

1. Review the new member syllabus and the expectation sheet with the Junior Tribune to ensure they are following the National guidelines.
2. Review the Policy on Hazing with the chapter and stress that hazing in any form is prohibited by the National Fraternity, school policy and state law.
3. Stress scholarship to the new members and that good study habits result in good scholarship.
4. Stress early and often in the new member education process that Kappa Delta Rho Fraternity includes lifelong membership.
5. Foster and encourage alumni to meet and mentor the new members and older members of the chapter.

## Discipline

It is the intent of the Kappa Delta Rho Fraternity to have all matters of a disciplinary nature resolved by the chapter's Advisory Board whenever possible. When this is not successful the chapter should consult with the Director of Fraternal Operations and or the Executive Director to resolve the matter. Depending on the seriousness of matter it may or may not involve the National Judicial Committee.

## Ritual

1. Chapter Advisors should stress the fact that all formal meetings must be conducted in **strict** accordance with the Ritual of the Kappa Delta Rho Fraternity.
2. Chapter Advisor should ensure that all members when attending formal meetings and ritual. Appropriate dress is Business Attire. At minimum a Coat, tie, khakis and dress shoes are required.
3. Chapter Advisors should promote the use and understanding of the Ritual whenever possible.

## Initiation

1. The Chapter Advisor or an alumnus designated by the Chapter Advisor should be in attendance at all chapter initiation ceremonies.
2. During the initiation ceremony, the Chapter Advisor must ensure that all practices adhere strictly to the Ritual of the Kappa Delta Rho Fraternity.
3. The Junior Tribune should notify the Director of Fraternal Operations of any upcoming initiation at least two weeks prior.

## Alumni Relations

1. Chapter Advisors should ensure that the Propraetor is sending at least one Chapter newsletter to all of the chapter alumni and parents of the current undergraduate chapter annually. The Propraetor should work in conjunction with the Director Office Operations.
2. The Chapter Advisor should when possible contribute to the newsletter by providing an article for the Chapter newsletter.
3. The Chapter Advisor should encourage the Propraetor and undergraduate chapter to promote seasonal alumni activities, which would involve both local chapter and area Kappa Delta Rho Alumni. These events should emphasize the importance of maintaining ongoing alumni contact.
4. If the chapter has a chapter advisor and an Alumni Advisor then the Chapter Advisor should work in collaboration with the Alumni Advisor in assisting the seniors in transitioning to alumni status and identifying means for their continued involvement in Kappa Delta Rho.

The Chapter Advisor depends on the Alumni Advisor to serve as the liaison between the chapter's alumni corporation and undergraduates. **THE CHAPTER**

# II. The Chapter Advisor & the Executive Committee

## Defining the Relationship

The Chapter Advisor serves as a sounding board for the Executive Committee and the programs which they wish to introduce. In this manner, the Chapter Advisor ensures the continuity of the chapter and a continued positive relationship with their alumni, the Fraternity, and the campus administration. It is here that the Chapter Advisor can maximize chapter development. The Consul of the undergraduate chapter should be responsible for keeping the Chapter Advisor abreast of all dates, times, and locations of chapter events and alert the Chapter Advisor to any potential difficulties which may exist in the undergraduate chapter. The Chapter Advisor serves as a mentor, advisor, listener, and chief moral supporter of the chapter. The Chapter Advisor is encouraged to maintain an informal atmosphere with all Executive Committee officers as to keep the lines of communication, respect, and brotherhood open.

## Duties & Responsibilities

1. Ensure proper and effective transition between chapter officers.
2. Encourage and/or sponsor officer retreats with the Chapter Advisor.
3. Work closely with the Quaestor to ensure that the chapter remains financially sound.
4. Encourage and/or expect responsible enforcement by the Executive Committee of the National Fraternity's and host institution's policies before the chapter where necessary.
5. The Chapter Advisor and Alumni Advisor are encouraged to attend as many Executive Committee meetings as possible.
6. The Chapter Advisor shall be responsible for ensuring that all officers are performing their duties as prescribed in the National Constitution, By-Laws of the Kappa Delta Rho Fraternity, and the By-Laws of the undergraduate chapter.
7. The Chapter Advisor should review the chapter visit report with the Executive Committee and discuss how to incorporate all of recommendations made by visiting National staff.
8. Ensure that all correspondence received by the chapter has been properly distributed and read at a chapter meeting or posted.

# III. The Chapter Advisor & the Alumni Corporation

## Defining the Relationship

The Chapter Advisor serves as an important liaison between the undergraduate chapter and the Alumni Corporation. In many instances, unhealthy misunderstandings between the chapter and the Alumni Corporation arise from a lack of communications between the two. Those chapters who typically have good relations with their Alumni Corporation also have an effective Chapter Advisor. This enables the Chapter Advisor to represent the interests of the undergraduate chapter and its relationship with the Alumni Corporation.

## Duties & Responsibilities

1. Advise the Alumni Corporation of any matters in the chapter that might affect the Alumni Corporation.
2. Respond promptly to any requests for information made by the Alumni Corporation.
3. Advise the Alumni Corporation of any changes in administrative policy of the school or the National Fraternity, which may affect the Alumni Corporation.
4. Periodically provide to the Alumni Corporation an overview of the operational performance of the undergraduate chapter.
5. Report on the status of the chapter at all Alumni Corporation meetings.
6. Chapter Advisors should make recommendations to the Alumni Corporation on areas that might improve their functioning with regard to the Chapter and Kappa Delta Rho Fraternity.

# IV. The Chapter Advisor & the National Office

## Defining the Relationship

The Kappa Delta Rho National Office is charged with the daily administration of the Fraternity, coordinating the developmental activities of Kappa Delta Rho, and serving the needs of our members. The Chapter Advisor can be assured of an immediate response to their request or the request of the chapter directed through the Chapter Advisor. In cases where an immediate response to a particular need is not received, the Chapter Advisor is encouraged to contact the Director of Fraternal Operations or the Executive Director personally. The Chapter Advisor must also be immediately responsive to requests for information or action received from National staff members and should take time to thoroughly review information received from the National Office, for that information is likely relevant to the chapter he serves.

## Duties & Responsibilities

1. The Chapter Advisor should act promptly upon any request from the National Office.
2. The Chapter Advisor should keep the Director of Fraternal Operations apprised of any administrative policies of the school, alumni, or chapter which may affect the chapter.
3. The Chapter Advisor should monitor closely all reports submitted to the National Office for accuracy.
4. The Chapter Advisor should be prepared to follow up on all requests of the chapter for service or assistance by National staff members if any difficulties should arise.
5. The Chapter Advisor should develop a good working relationship with the National staff to ensure prompt attention to their needs.
6. The Chapter Advisor should submit copies of any information which may be of historical value to the chapter or National Fraternity for inclusion in their Chapter Archives.
7. Chapter Advisors should be familiar with the services offered by the National Fraternity and promote these services among his undergraduate Chapter.
8. The Chapter Advisor should review thoroughly all information received from the National Office for information which may be of relevance to his undergraduate chapter.

# V. The Chapter Advisor & the Educational Leadership Instructors

## Defining the Relationship

**Educational Leadership Instructors (ELIs)** are sent to visit each undergraduate chapter of Kappa Delta Rho at least once annually to provide an objective review of chapter operations and to assist the Chapter Advisor and chapter in fulfilling their potential. ELIs will make every effort to contact the Chapter Advisor upon arrival for information and advice in consulting with the chapter. The Chapter Advisor can be of assistance in furthering the potential benefits of a National staff visit by ensuring that the ELI has comfortable accommodations in the chapter house or with Brothers if no chapter house exists. Arrangements should be made prior to the visit for the ELI to visit with the Chapter Advisor, Alumni Corporation, university administrator, Executive Committee, undergraduate chapter, new members, and any other interested alumni or undergraduate Brothers.

## Duties & Responsibilities

1. The Chapter Advisor should inform the Director of Fraternal Operations of recommended scheduling for his chapter which may be in need of an ELI visit.
2. Upon receipt of the notice of the ELI's visit (usually sent two weeks in advance), the Chapter Advisor may wish to contact the ELI to advise him of any situation which he should be familiar with prior to his visit and to encourage the ELI to call him prior to his visit with the Chapter.
3. The Chapter Advisor should plan to meet personally with the Educational Leadership Instructor at least once during the visit.
4. The Chapter Advisor should expect a report from the ELI outlining topics discussed during his visit.
5. The Chapter Advisor should ensure that adequate facilities are provided for the ELI during his visit. The Chapter is aware of the upcoming visit and is prepared to take advantage of this opportunity and that arrangements have been made for the ELI to meet with anyone that the Chapter Advisor deems necessary or beneficial.
6. The Chapter Advisor should assist the ELI in ensuring proper timing of visits during times when they may be most effective for the chapter and the Alumnus Advisor.
7. The Chapter Advisor should be on the lookout for potential Educational Leadership Instructors and inform the Director of Fraternal Operations of any such candidates.

# VI. The Chapter Advisor & the Campus Administration

## Defining the Relationship

We must be aware that the chapter exists by the mutual consent of the Kappa Delta Rho Fraternity and the host institution at which it is located. The Chapter Advisor is in a prime position to serve as an effective liaison and information source to both the undergraduate Chapter and the host institution. Special attention should be given to developing a strong, positive relationship between the Chapter Advisor and the school's Fraternity Advisor so as to become aware of any potential difficulties before they develop and to coordinate efforts and talents toward a prominent position of Kappa Delta Rho on each respective campus.

## Duties & Responsibilities

1. The Chapter Advisor should keep abreast of campus situations as they affect the Chapter.
2. The Chapter Advisor should promote active interaction between the advisors of other fraternities on campus.
3. The Chapter Advisor should be alert to any changes in university policies which may affect the chapter or the Fraternity.
4. The Chapter Advisor should promote undergraduate interaction and involvement throughout the campus, particularly on the InterFraternity Council, and Student Government.

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# VII. The Chapter Advisor & Parents

## Defining the Relationship

We must recognize that many parents are not familiar with fraternities. They may harbor grave concerns about fraternities and the implications of their son joining one. The maturity, Age, and reputation of the Chapter Advisor will enable him to dispel these concerns of the parents much more effectively than can the undergraduates themselves.

## Duties & Responsibilities

The Chapter Advisor may assume the responsibility of coordinating the efforts and awareness of the parents, alumni, and undergraduates, and resolving any problems that their son may face. These concerns may first be brought to the Chapter Advisor's attention by either a parent, their son, or the undergraduate chapter.

# VIII. The Chapter Advisor & Non-University Community

## Defining the Relationship

It is important that all Kappa Delta Rho chapters live as responsible neighbors and maintain a mutually beneficial and harmonious relationship with all neighbors. As a mature adult and a responsible citizen, the Chapter Advisor can provide the chapter members with proper direction in maintaining a positive relationship and serve as an adult liaison between the chapter and their surrounding community.

## Duties & Responsibilities

1. The Chapter Advisor should promote good relations between the chapter and the non-university community entities such as local schools and non-profit organization.
2. The Chapter Advisor should counsel the chapter on the benefits of positive exposure through community projects within the non-university community.

# Part Three:

## Events and Awards



The National Fraternity  
of Kappa Delta Rho, Inc.

# I. Events

## Elmon M. Williams Leadership Conferences

Chapter Advisors are encouraged to attend the Elmon M. Williams Leadership Conference. These professional conferences provide training in areas of personal development and chapter management.

## National Conventions

The National Convention brings all chapters of the Fraternity together to conduct the business and plan for future development. An undergraduate delegate from each chapter will incur expenses to attend to be paid by the Chapter. Chapter Advisors are encouraged to attend. The National Fraternity will provide for registration fees and will provide lodging which will be a shared room with another chapter advisor.

# II. Awards & Recognitions

## Scholarship/Leadership Awards

Applications for these awards are sent to each chapter in March to be returned to the National Headquarters by the first of May.

## Chapter Assessment and Awards (Regional and National)

The Chapter Standards Program which was introduced in 1984 to assist chapters in identifying areas of strength and those areas in need of improvement, while recognizing the strong chapters of Kappa Delta Rho. This program was revised in 2008 to an assessment program based on 12 chapter operation metrics. The assessment is also used to determine regional awards and 50% of the points for Robert D. Corrie Award for Most Outstanding Chapter of the year.

The Robert D. Corrie Award for Most Outstanding Chapter also known as the Corrie Gavel is determined by the following metrics: Total Percentage on the Chapter Assessment; National Office Points; Recruitment (Gross and Percentage Increase); and Advisor Recommendations.

There are several other National awards and they are:

## Dr. Harold Osborn Award for Intramural Sports

Doctor Harold Osborn was a 1922 graduate of the Eta Chapter at the University of Illinois and won the Gold Medal in the Decathlon and High Jump at the 1924 Olympics. He is still the only man to win both events. Because of his athletic accomplishments the fraternity has named the outstanding intramural sports award in his memory.

## Donald C. Wolfe Award for Outstanding Chapter Newsletter

Kappa Delta Rho's outstanding newsletter award is given in recognition of Donald C. Wolfe. Brother Wolfe graduated from Rho Chapter at Lafayette College and later served the fraternity as National Executive Secretary from 1952 to 1959.

## Gino A. Ratti Award for Outstanding Alumni Relations

As one of the ten founding fathers of Kappa Delta Rho, Gino Ratti designed our Coat of Arms and was known for his strong beliefs in fraternal ideals. Our alumni relations award is named after this brother and is presented to acknowledge those chapters who have displayed exemplary relations with their alumni.

# II. Awards & Recognitions (cont'd)

## **George E. Shaw Award for Public Relations**

As the first pledge of Kappa Delta Rho at Middlebury College, George E. Shaw became known as "Mr. KDR". Brother Shaw wrote and edited the 1955 History of Kappa Delta Rho and the internationally acclaimed Credo. We remember Brother Shaw with the Public Relations Award.

## **John V. Dempsey Award for Best Chapter Website**

A 1990 graduate of our Upsilon Alpha Chapter at Parks College/Saint Louis University, Brother Dempsey has volunteered his valuable time and wisdom as the Webmaster of the National Fraternity since 1996. This award honors the dedication put forth by brother Dempsey.

## **John L. Blakely Award for Philanthropic Projects**

Brother John L. Blakely, a member of our Eta Chapter at the University of Illinois, is honored and remembered with the award for outstanding philanthropic contribution. Brother Blakely served as Kappa Delta Rho's National President from 1946 to 1950.

This award is given in two categories-small chapters of under 25 brothers, and large chapters of over 25 brothers.

## **George Kimball Award for Outstanding Social Service**

As a founder of Kappa Delta Rho, George E. Kimball presided over the Commons Club at Middlebury College. Under his leadership and dedication, some of the members

of this club eventually developed into what is today a bond of over 24,000 initiates. His dedication to the community is remembered with the award for outstanding social service.

## **E. Mayer Maloney Award for Outstanding Faculty Relations**

A graduate of our Nu Chapter at Indiana University, Brother Maloney served as the National Executive Secretary from 1940 to 1944 and again from 1968 to 1980. His tenure with Kappa Delta Rho is fondly remembered and forever associated with the Faculty Relations Award.

## **Leo T. Wolford Award for Outstanding Campus Involvement**

As a graduate of the Epsilon Chapter at Franklin College, Leo T. Wolford was a dedicated and involved brother. He served as the Fraternity Grand Consul from 1921 through 1924 and as National President from 1936 through 1941. The Leo T. Wolford Award is presented to those chapters exhibiting outstanding campus involvement.

Every year in March the online application site for the National Awards is opened for chapters to submit their applications. When a chapter submits the application it is directly to the Director of Fraternal Operations and the National Awards Committee. All applications are due no later than the end of the first week of May.

