

# **DELTA KAPPA ALPHA**

## **CHARTER PETITION REQUIREMENTS**

Once the Chartering requirements are completed a colony must submit a formal petition for chapter status. This petition is then reviewed and voted on by the National Council. Email [dcs@dka.org](mailto:dcs@dka.org) for mailing instructions or questions.

Approach the content and formatting of this petition as if it were a professional pitch packet for a film being sent to industry investors and financiers.

The turnaround time from submitting a Charter Petition to planning and ordering all necessary materials for Chartering Ceremony is approximately 1.5-2 months. The National Council encourages all petitioning colony's to submit their petition at the beginning of a semester/quarter.

The petition must include the following:

- Hard bound cover
- Cover Page that has a Group Photo, Colony's Greek Letter, School Name, and the Term/Year (Ex. Fall 2010)
- Table of Contents
- A letter addressed to the National Council formally requesting to Charter (must be signed by all Colony members)
- Statement of DKA Values and Vision
- Colony Goals
- Current Officer Roster
- Membership Roster (By Membership Number, which is assigned in order of descending pledge class, each class sorted in descending alphabetical order by last name)
- Select Member Biographical Sketches (Biographies and Photos of some members of the Colony)
- Colony Professionalism Summary (How does the colony and it's members always exhibit professionalism?)
- Colony Culture Summary (What is the culture/environment/dynamic/tone of the colony as a group?)
- Proof of successfully submitting McClelland Challenge reports and of meeting at least Basic Level for every metric of the McClelland Challenge
- Current Colony By-Laws
- Summary of the University and Cinema School's History
- Colony History
- Overview of Colony relationship and reputation with the Cinema School Faculty, Staff, and Students
- University Student Organization System Overview
  - o List facts and figures on all professional fraternities and Cinema-related Student Organizations
  - o Short history of campus' Greek Life

- Pledge Education Program Summary (How does your colony successfully implement the Nationally-Approved TROT Program? How are the Pledge Members performing? How are the Pledge Members ready for the National Exam?)
- Public Relations and Recruitment Summary (How does your colony represent the brand of Delta Kappa Alpha?)
- Community Service and Philanthropy Activities/Events (What has your colony done? How did you do it? How well did each activity/event go and what could have been done better?)
- Financial Overview
  - Current Bank Statement (proof that the colony is not in debt and can afford to Charter)
  - Proof of savings and successful budgeting practices (copy of each proposed budget)
- GPA and Scholarship Statements of Proof
  - Average campus GPA
  - Each member's GPA
- Selected Candid Moments/Events (Photos)
- Letters of Recommendation (at least 3 from individuals who are not petitioning colony members and at least 1 of those 3 must be employed by the Cinema School/University)