



**THE  
STANDARD**

An Operational Manual that is a product of the Guide Right initiative of Kappa Alpha Psi Fraternity, Inc.

[www.natlkappaleague.org](http://www.natlkappaleague.org)

**Kappa Youth  
Leadership &  
Development  
League**



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# MESSAGE FROM THE NATIONAL GUIDE RIGHT COMMISSION

## FOREWORD

Brothers:

Thank you for your leadership, your efforts, and your commitment to Guide Right and to participating in the Guide Right Centennial. Our theme for the 2022-23 academic school year is “**Preparing Youth for Success**”. Please keep our Guide Right activities focused on our students. The welfare, progression, and achievement of youth are why we do Guide Right. I ask each Chapter and Brother to do a little bit more in Guide Right than you did last year. Which will result in the continued exponential growth in the impact of Guide Right. Thanks to you Guide Right continues to grow and impact young people. **We are the Oldest, Most Successful Mentoring Organization for Young People of Color!**

**The National Guide Right Plan is divided into two components, (1) Core Four Initiatives and (2) Enhanced Initiatives and Partnerships.**

**Core Four Initiatives: These four crucial initiatives should be included in every Guide Right program.**

### **College Prep Series**

**Naviance** is an online tool to assist students with ACT/SAT prep, college scholarships, and tutoring. The key modules to focus on are ACT/SAT Prep, Career Key, TestPrep, Achieve Works Intelligences, Achieve Works Personality, Strengths Explorer and Achieve Works Skills. Students will be recognized for completion of recommended modules with NGR apparel. There is PC and smartphone access. For more information contact Diallo Smith at [smithdiallo@gmail.com](mailto:smithdiallo@gmail.com).

**College Signing Day** recognizes graduating high school seniors going to college (starts in the Spring). For more information contact Terry Ward at [terryward619@gmail.com](mailto:terryward619@gmail.com).

**National Kappa League Virtual College Tours** are zoom visits to colleges that include videos, admissions, and question and answer with current students and alumni. For more information contact Draon Glenn at [draonglenn@gmail.com](mailto:draonglenn@gmail.com).

**National Kappa League Virtual College Conversations** are panel discussions with current college students discussing the college experience and lessons learned. For more information contact Draon Glenn at [draonglenn@gmail.com](mailto:draonglenn@gmail.com).

## Social Action/Community Service

Each Chapter should engage in a social action/community service event or activity. There are national events you can utilize, such as National Voter Registration Day (#KLGetOutandVote) or Room2Read. There will be an emphasis on “Getting Out the Vote” for the midterm elections. The contact is Kevin Burnett at [kburnett57@yahoo.com](mailto:kburnett57@yahoo.com).

## College Success

Staying in contact, continuing to mentor and support Former Guide Right/Kappa League Students in College. Our goal is a *90% Graduation Rate* (within 6 years of high school graduation).

1. Local Chapters should stay in contact and assist former students through their college graduation. This will be done by guidelines provided to local chapters by the National Guide Right.
2. National College Success Mentoring program: We will select 50 former students to participate in a virtual mentoring program that would meet periodically to present key topics to college students and assist with mentoring the students through mentoring groups. The contact is Scott Johnson at [estate\\_preservation@yahoo.com](mailto:estate_preservation@yahoo.com).

## IGRAD

IGRAD is an online, self-paced financial literacy program. Students can sign up at [guideright.igrad.com](http://guideright.igrad.com). Students will be recognized with NGR apparel for completion of recommended modules. The following are the modules we are recommending for each student:

- ❖ Banking with Financial Institutions
- ❖ Creating a Budgeting (and sticking to it)
- ❖ Setting Up an Emergency Fund
- ❖ Understanding Credit Reports & Scores
- ❖ Choosing a School and Understanding the Cost
- ❖ Finding Scholarships to help pay for school
- ❖ Finding Your Dream Career
- ❖ Borrowing Smart and Preparing for Higher Education
- ❖ Understanding Your Paycheck and W-2
- ❖ Creating a Financial Plan for Your Goals and Priorities
- ❖ Getting Out of Debt
- ❖ Managing Financial Stress

For more information contact Kevin Burnett at [kburnett57@yahoo.com](mailto:kburnett57@yahoo.com) or Draon Glenn at [draonglenn@gmail.com](mailto:draonglenn@gmail.com).

## Guide Right Certification

All Chapters with a Guide Right program must complete Guide Right Certification. This includes best practices for child safety and organization, with background checks and youth protection/child safety training. This is an online form. The link for the safety training is <https://www.scouting.org/training/youth-protection/>. Any child safety or child protection course is allowed. The deadline for completion is November 1st. Guide Right Certification will be available at [kapsi-ngrc.org](http://kapsi-ngrc.org). For information on the system contact Doug Scarbor at [dougthekappa@gmail.com](mailto:dougthekappa@gmail.com).

**Enhanced Initiatives, Processes & Partnerships:** These optional programs are for Guide Right programs to implement over and above the Core Initiatives above.

### Kappa League TV

Each Chapter is requested to submit at least one video throughout the year highlighting Guide Right activities, lessons, community service, and member achievements (no performances) to the **Kappa League TV on youtube**. We ask that every Kappa League/Guide Right student subscribe to Kappa League TV. You can also create a local Kappa League TV channel for your Guide Right program. The contact is John Marshall Jones at [newleef@gmail.com](mailto:newleef@gmail.com).

### National Guide Right Social Media

Each chapter should submit at least 3 articles, photos, or videos (no performances) to the National Guide Right Social Media at [kapsiguideright@gmail.com](mailto:kapsiguideright@gmail.com).

Please encourage your students and Brothers to follow the following:

For students: <https://www.instagram.com/nationalguideright/>

For parents and Brothers: <https://www.facebook.com/guideright>

For students, parents and Brothers: <https://natlkappaleague.org> and **Kappa League TV on youtube**

Our objective this year is to:

1. Increase the number of subscribers to Kappa League TV;
2. Increase our Social Media Presence by posting 100 Positive Video Reporting items on the National Guide Right Social Media.

## #Campaigns

#iamachievement campaign: Social media campaign for Guide Right students to promote their achievements, accomplishments, and their plans for the future. The campaign duration is all year with special emphasis on April 2-30, 2023.

#whykappasmentor campaign: Social media campaign for Kappas promoting why they mentor and volunteer for Guide Right. The campaign is all year with special emphasis on January 2-31, 2023.

#KLGetOuttheVote campaign: Social media campaign focusing on voter education and encouraging participation in the November elections. Reminder we are nonpartisan and do not support any candidate, party, or political issue.

## STEM

STEM: Each Chapter should consider implementing at least one of the following:

1. Get involved with NSBE Jr
2. Utilize [Code.org](https://code.org) for free programming training
3. Have a STEM Career Fair

The contact is Doug Scarbor at [dougthekappa@gmail.com](mailto:dougthekappa@gmail.com).

## Boy Scouts of America Partnership

For those students completing their Eagle Scout badge, contact Sam Boyd ([sgboyd3@yahoo.com](mailto:sgboyd3@yahoo.com)) for a recognition pin.

## Learn2Live

Partnership with NOBLE features an interactive workshop with students and law enforcement. The focus will be on presenting to clusters of 50 students or more. For more information contact Oscar Neely at [neelycoach@aol.com](mailto:neelycoach@aol.com).

## Guide Right Incubator

Program to assist Chapters with improving their programs.

## Senior Project

A National Project focused on Kappa League seniors. Kappa League seniors should participate in the national project to promote public awareness and understanding. It will be led by the National Kappa League Board. (Contact – Kevin Burnett [kburnett57@yahoo.com](mailto:kburnett57@yahoo.com)).



## Online Leadership Conference

The National Kappa League Online Leadership Conference will be open to all Kappa League/Guide Right students and will be led by the National Kappa League Board (contact Kevin Burnett at [kburnett57@yahoo.com](mailto:kburnett57@yahoo.com)).

## National Guide Right Institute

National virtual courses on relevant subjects. Past courses have covered Leadership, PODcasting, and college prep. For more information contact Kevin Burnett at [kburnett57@yahoo.com](mailto:kburnett57@yahoo.com).

## National Kappa League Board

Kappa Leaguers selected from across the country to provide insight, advice, and leadership to the National Guide Right program. For more information contact Kevin Burnett at [kburnett57@yahoo.com](mailto:kburnett57@yahoo.com).

## National Guide Right Awards

Jay Crosby, Leon Steward, Social Action Community Service, Mel Davis, Bert V. Wadkins, Undergrad Guide Right Chapter of the Year, Student of the Year (9/10<sup>th</sup> Grade and High School) and KLTV Awards will be selected, and presented at the 86<sup>th</sup> Conclave. For more information contact Samuel Boyd at [sgboyd3@yahoo.com](mailto:sgboyd3@yahoo.com) or Doug Scarbor at [dougthekappa@gmail.com](mailto:dougthekappa@gmail.com).

## Best Practices

Best Guide Right practices available to be shared with other Chapters. For more information contact Samuel Boyd at [sgboyd3@yahoo.com](mailto:sgboyd3@yahoo.com).

## Guide Right Mentor Training

A training stream for present and future Guide Right leaders. This will include a Guide Right Mentor Conference. For more information contact Oscar Neely at [neelycoach@aol.com](mailto:neelycoach@aol.com) or Doug Scarbor at [dougthekappa@gmail.com](mailto:dougthekappa@gmail.com).

## Planning Tool

An online program to assist with managing your Guide Right program. For more information contact Jeremiah Mormon at [jeremiah@lakelandtoursms.com](mailto:jeremiah@lakelandtoursms.com).

## Military Veterans Leadership Partnership

Members of the military discuss leadership principles and career opportunities in the Army. The focus will be on presenting to clusters of 50 or more students. For more information contact Oscar Neely at [neelycoach@aol.com](mailto:neelycoach@aol.com).

**National Guide Right Debate Tournament**

For more information contact Scott Johnson at [estate\\_preservation@yahoo.com](mailto:estate_preservation@yahoo.com).

**Math Competition – SWAG Competition – Poetry Slam Competitions**

Spring Semester, for more information, contact Kevin Burnett at [kburnett57@yahoo.com](mailto:kburnett57@yahoo.com).

**National Guide Right Student Leadership Forum**

Advanced student leadership conference at the 86<sup>th</sup> Conclave. Limited to 25 students.

**Entrepreneurship**

National initiative to teach Guide Right/Kappa League students about entrepreneurship.

**Down Here on the Ground PODcast**

Guide Right PODcast led by Kevin Burnett ([kburnett57@yahoo.com](mailto:kburnett57@yahoo.com)).

**National Guide Right Conference Calls**

National calls for all Brothers involved in Guide Right in September 2022, November 2022, January 2023, March 2023, and May 2023.

**Province Guide Right Chairman Conference Calls**

August 2022, October 2022, December 2022, February 2023, and April 2023.

**COVID Guidelines**

The CDC states “People living in rural areas, people with disabilities, immigrants, and people who identify as American Indian/Alaska Native, Black or African American, and Hispanic or Latino have been disproportionately affected by COVID-19”.

Always follow state and local government directives regarding COVID. Youth and adults who have symptoms of respiratory or gastrointestinal infections, such as cough, fever, sore throat, vomiting, or diarrhea, should stay home and not attend Guide Right/Kappa League events. Please encourage handwashing at events with food or drink.

See the following link for additional guidelines:

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html>

The **National Guide Right goals** for this year are to

1. Improve Communication with Students
  - a. Implement at least 1 process improvement.
2. Raise the Profile of Guide Right
  - a. Larger presence at the Conclave
  - b. Increase KLTV subscribers and Viewing Hours by 10%
  - c. Increase awareness of GR by 10% via Social Media.
3. Improve Processes
  - a. Implement at least 3 process improvements
4. Improve Student Experience
  - a. Implement at least 3 new programs.

Our main goal is to make your local program more effective. Thank you for your service and dedication to Guide Right and the students that you mentor.

Yours in the Bond,



*“Guide Right does not belong to the Commission,  
it belongs to the Kappa Alpha Psi Fraternity.  
It is up to every true Kappa to contribute to its future success.”*

*- Leon W. Steward*

# STARTING A KAPPA LEAGUE PROGRAM

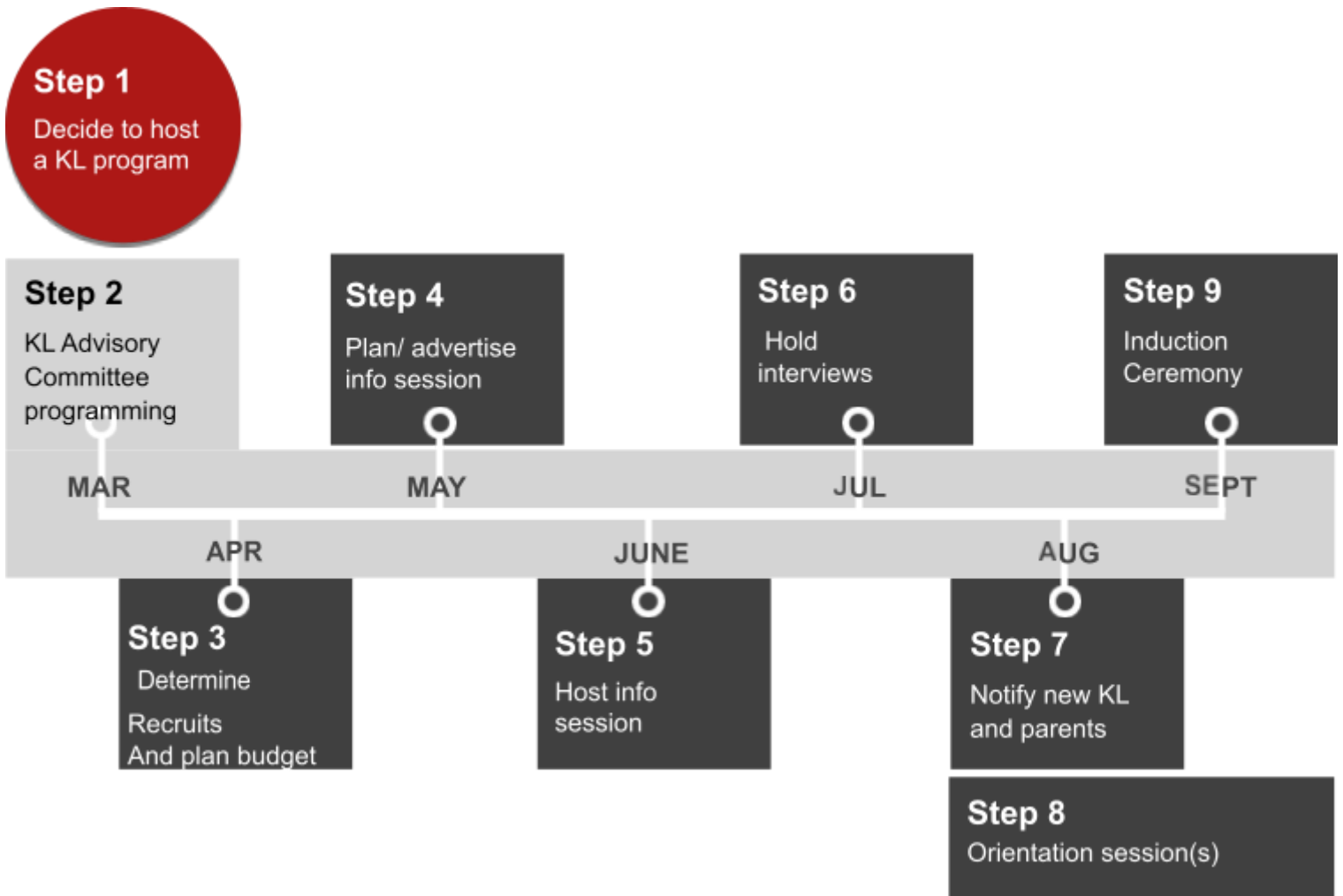
Step 1	<p>Make the decision to host a Kappa League program!</p> <ul style="list-style-type: none"> <li>• Form the Kappa League Advisory Committee (Guide Right members must complete background screening)</li> </ul>
Step 2	<p>Kappa League Advisory Committee programming</p> <ul style="list-style-type: none"> <li>• Solicit Kappa Men(tors) to assist with program execution</li> <li>• Develop activities that align with the VII Phases of Kappa League</li> <li>• Build the Kappa League operating budget</li> <li>• Start the Guide Right Certification Process</li> </ul>
Step 3	<p>Determine source of recruitment (a designated school, community-at-large, church youth group, etc.)</p>
Step 4	<p>Plan and advertise an informational session</p> <ul style="list-style-type: none"> <li>• Reach out to the Province Kappa League Director for suggestions/ guidance/ assistance</li> </ul>
Step 5	<p>Host the informational session, inviting prospective students and parents (or the community-at-large)</p> <ul style="list-style-type: none"> <li>• Distribute the membership application to perspective candidates</li> </ul>
Step 6	<p>Schedule and host interviews with interested candidates</p>
Step 7	<p>Choose and notify the perspective Kappa Leaguers/ parents of their selection</p>
Step 8	<p>Conduct an orientation session, outlining program expectations:</p> <ul style="list-style-type: none"> <li>• Kappa Leaguers</li> <li>• Parents</li> <li>• Child Safety Training for Parents</li> </ul>
Step 9	<p>Host the mandatory Induction Ceremony, officially welcoming the Kappa Leaguers and parents at the beginning of the school year</p>

## 9

*Essential steps to establish a  
Kappa Youth Leadership & Development League program*

## TIMELINE FOR STARTING A KAPPA LEAGUE PROGRAM

*For illustrative purposes: 7-month timeline, from program inception to Induction Ceremony*



*Continue reading to take your program from good... to GREAT!*

### *Program Start-up Checklist*

The community served by our chapter has a youth population that can benefit from a Kappa League program	<input type="radio"/>
Our program has a Kappa League Advisory Committee	<input type="radio"/>
Our Kappa League Advisory Committee understands their role in developing our Kappa League program	<input type="radio"/>
Our Kappa League program has developed a realistic and comprehensive implementation timeline	<input type="radio"/>
Our Kappa League program is adequately funded	<input type="radio"/>
The Polemarch has confirmed the members of the Kappa League Advisory Committee	<input type="radio"/>
Our Kappa League provides an initial informational session with prospective Kappa Leaguers and their parents/ guardians	<input type="radio"/>
Our Kappa League program has a screening procedure for prospective Kappa Leaguers	<input type="radio"/>
Each of our Kappa Men(tors) has been informed of a mandatory background check	<input type="radio"/>
Ensure that each Mentor has completed the Youth Protection Training	<input type="radio"/>
Our Kappa League program has documented programming ideas that align with the 7 Phases of Kappa League	<input type="radio"/>
Our Kappa League program has developed a Membership Handbook for the Kappa Leaguers	<input type="radio"/>
Our Kappa League program has scheduled a Kappa League Induction Ceremony	<input type="radio"/>
Our Kappa League program has filed a Guide Right Certification form with our Province Guide Right Director	<input type="radio"/>

*A standard framework that ensures Kappa League is functioning with core operating principles, while keeping local program autonomy*

# INTRODUCTION

## ABOUT THIS GUIDEBOOK

This manual is intended to provide a working model, used by some of the leading Kappa Youth Leadership & Development League programs across the country. Starting a mentoring program can be a lot of work, but the information provided in this guidebook should actually save you time. Chapters in the planning phase are more likely to find the recommendations helpful to guide decision-making. Programs that are already up and running, can use this guide as an assessment tool to gauge the current state and which aspects may need improvement.

This guidebook is not meant to be the only resource used or the definitive source on any of the topics covered. Instead, it is meant to offer your program a solid understanding of what it takes to build a successful Kappa Youth Leadership & Development League program. It should be the resource that inspires you to implement new ideas and refine your program's strategies and services over time.

### KL MANUAL COMMITTEE

Special thanks to the KL Manual Committee for their outstanding leadership to make this guidebook a reality. The committee was charged to ensure that Kappa League is compatible and complementary in program and philosophy.

<b>Southeastern</b>	<b>Eastern</b>
<b>Oscar Neely*</b> Greenville (SC) Alumni	<b>Douglas V. Scarbor</b> Hyattsville / Landover (MD) Alumni
<b>Southeastern</b>	<b>Southeastern</b>
<b>Kenneth Brown</b> Beaufort Jasper Hilton Head (SC) Alumni	<b>Marvin Dawson</b> Thomasville (GA) Alumni
<b>Western</b>	<b>Southeastern</b>
<b>John Marshall Jones</b> Los Angeles (CA) Alumni	<b>Perry Ledbetter</b> Brunswick (GA) Alumni
<b>Southeastern</b>	<b>Northeastern</b>
<b>Jarrod Walker</b> Greenville (SC) Alumni	<b>Ben Jackson</b> Stanford (CT) Alumni

\* committee chairman

*A standard framework that ensures Kappa League  
is functioning with core operating principles,  
while keeping local program autonomy*





# GUIDE RIGHT

## The National Service Program

### OVERVIEW

The National Guide Right (NGR) is a program for the educational and occupational guidance of youth, primarily inspirational and informational in character. Its reach extends to high schools and colleges alike, giving due attention to the needs of collegiate Brothers. Conceived in 1921 by Leon W. Steward and adopted at the twelfth Grand Chapter Meeting of Kappa Alpha Psi, Guide Right became the fraternity's national service program. Jesse Jerome Peters, later to become the eighth Grand Polemarch, was chairman of the committee, during the administration of W. Ellis Stewart as Grand Polemarch. That insured adoption of the Program as the Fraternity's national service project. **This is the oldest and most successful mentorship program in the United States.**

The purposes of the Guide Right Service Program are to place the training, experience, and friendly interest of successful men, at the disposal of youth needing inspiration and counsel regarding their choice of a life career, while the community is made aware of the problems that may be encountered as these youth seek to realize lives of usefulness.

### OBJECTIVES OF GUIDE RIGHT

1. To Create the Next Generation of Leaders
2. Prepare students for college
3. Mentor students to college graduation
4. To positively impact youth through mentoring and training
5. To prepare youth for academic success in middle school, high school, and college.
6. To learn by interaction and doing

The National Guide Right Plan is divided into two components. See below.

Core Four Initiatives	Enhanced Initiatives and Partnerships includes...	
College Prep Series Social Action/Community Service College Success iGrad	Kappa League TV NGR Social Media #Campaigns STE(A)M Senior Project	Boys Scouts of America Learn2Live Military Veterans Leadership Entrepreneurship National Guide Right Institute

*Guide Right encompasses many youth-oriented programs however, the flagship initiative is the Kappa Youth Leadership & Development League*

# KAPPA YOUTH LEADERSHIP & DEVELOPMENT LEAGUE

## Youth Leadership Program

The Kappa Youth Leadership & Development League is a program designed to aid young men to grow and develop their leadership talents in every phase of human endeavor. This national initiative commonly referred to as “Kappa League,” is a program for the educational, occupational, and social guidance of male students in grades 6th-12th.

Kappa League was founded on February 12, 1969, by the Los Angeles Alumni Chapter of Kappa Alpha Psi Fraternity, Inc., at Alain LeRoy Locke High School. Kappa League was adopted by the Grand Chapter of Kappa Alpha Psi Fraternity, Inc. at the 56th Grand Chapter which was held August 12-15, 1970. The founders of the Kappa Instructional Leadership League were Mel L. Davis and Elder Watson Diggs Awardee and Edgar H. Bishop.

Under the chairmanship of Mel Davis, the Los Angeles Alumni Chapter’s Social Action Program took the form of a training activity for young men of Alain Leroy Locke High School. Called the Kappa Instructional Leadership League, it was designed to help young men grow, receive, and develop their leadership talents in every phase of human endeavor. It provided both challenging and rewarding experiences, which richly enhanced their lives. Membership was open to male students from the tenth through the twelfth grades. The fraternity sought to help these young men to achieve worthy goals for themselves and make constructive contributions to their community when leadership roles become the responsibility.

Kappa League provides both challenging and rewarding experiences to enhance the lives of the participants. Since the fundamental purpose of Kappa Alpha Psi is ACHIEVEMENT, it is therefore the Fraternity's primary purpose to help these young men achieve worthy goals for themselves and make constructive contributions to their community when they assume leadership roles.

## KAPPA LEAGUE TV AND SOCIAL MEDIA

Brothers, as we move into the new millennium it is important to acknowledge that digital communications have become the medium of choice amongst our Kappa Leaguers. With that in mind we are establishing a set of goals and guidelines that will allow us to communicate effectively and will help us to avoid bottlenecks of information that keep our Kappa Leaguers and their parents from taking full advantage of all the programs that Kappa League has to offer.

*Kappa League provides both challenging and rewarding experiences to enhance the lives of the participants*

## YOUTUBE - KAPPA LEAGUE TV

Established in 2018, Kappa League TV has become the central medium for documentation of our national and local Kappa League activities. The videos posted on Kappa League TV allow Brothers, Kappa Leaguers, and parents to review the activities and best practices of Kappa League chapters worldwide. It also allows for the National Guide Right Council to disseminate important organizational information on an “evergreen” platform meaning that essential information, that may remain unchanged for years, can live in a location where every Kappa League chapter can access it instantaneously simply by visiting the channel. With that in mind, these are our recommended best practices:

Every Kappa League chapter, their mentors, Kappa Leaguers, and their parents should subscribe (and turn on notifications) to KappaLeague.TV

Every Kappa League chapter should begin their meetings with a Kappa League TV “Saturday Morning” video to stay updated on new information regarding core four initiatives, college readiness, scholarship attainment, and many more.

Every Kappa League chapter should make themselves aware of the different opportunities in Kappa League TV media such as Kappa League TV news, podcasting, gaming, college scholarships, etc.

Every Kappa League chapter should submit 1 video each year of your signature community service event.

Below are Kappa Alpha Psi Fraternity’s guidelines for setting up and using your chapter’s YOUTUBE channel:

**Account Settings:** Kappa League Chapters may also create a YouTube account for chapter videos that may be of interest to those who cannot attend certain chapter events. The following settings are used by International Headquarters and are recommended to minimize liability to the fraternity:

- **Username:** The chapter name should be used.
- **Profile Picture:** A chapter logo or image representative of Guide Right or Kappa League may be used. Copyright symbol must be included. Chapters may not use prohibited official marks and symbols of the fraternity.
- **Privacy:** Keep all liked videos, liked playlists, and subscriptions private. These may be interpreted as endorsements.
- **Email Notifications (optional):** Disable email notifications. Excessive email notifications may clutter the chapter email inbox.
- **Live Events:** Chapters may stream live public events only with the express approval of the province Kappa League Director or his designee.

## FACEBOOK and INSTAGRAM

Both Facebook and Instagram present an excellent opportunity for Kappa League chapters to share their individual achievements and successes, as well as view announcements and instructions of national Guide Right initiatives. We recommend each chapter:

- Follow both our national Facebook and Instagram pages.
- Post and/or review our Facebook/Instagram pages for weekly updates.
- <https://www.facebook.com/groups/natlkappaleague>
- <https://www.instagram.com/nationalguideright>

\*We also recommend that each province establish a Facebook page if you don't have one.

Account Creation: Chapters and provinces may create a Facebook and/or Instagram account. The following information should be used:

- Name: The chapter name should be used.
- Email: An email address owned by the chapter should be used.
- Username: The username is limited to 30 characters.
- Profile Picture: A chapter logo or image representative of Guide Right/Kappa League may be used. Copyright symbol must be included. A chapter may not use prohibited official marks and symbols of the fraternity.
- Bio: The Official Instagram account of the \_\_\_\_\_ Kappa League Chapter of Kappa Alpha Psi Fraternity, Inc., a non-profit organization that trains for leadership and is committed to community service.
- Website: The chapter website may be used. If the chapter does not have a website, a link to the International Website may be provided.
- Live Events: Chapters may stream live public events only with the express approval of the province Kappa League Director or his designee.

*Social media platforms are great for vehicles for Kappa Leaguers to share their individual achievements and successes*

## THE BAND APP

This app is the newest addition to our social media communications space. It is the premier chat application that allows members to communicate important information in real-time. Our National Kappa League Board has chosen the Band App applications as their preferred means of communication.

1. We recommend that every Kappa League chapter establish its own Band App group specifically for chapter communications.
2. We also recommend that every Province Kappa League director download Band App as it will allow for seamless and direct communications from our National Director to every Kappa Leaguer and their parents.

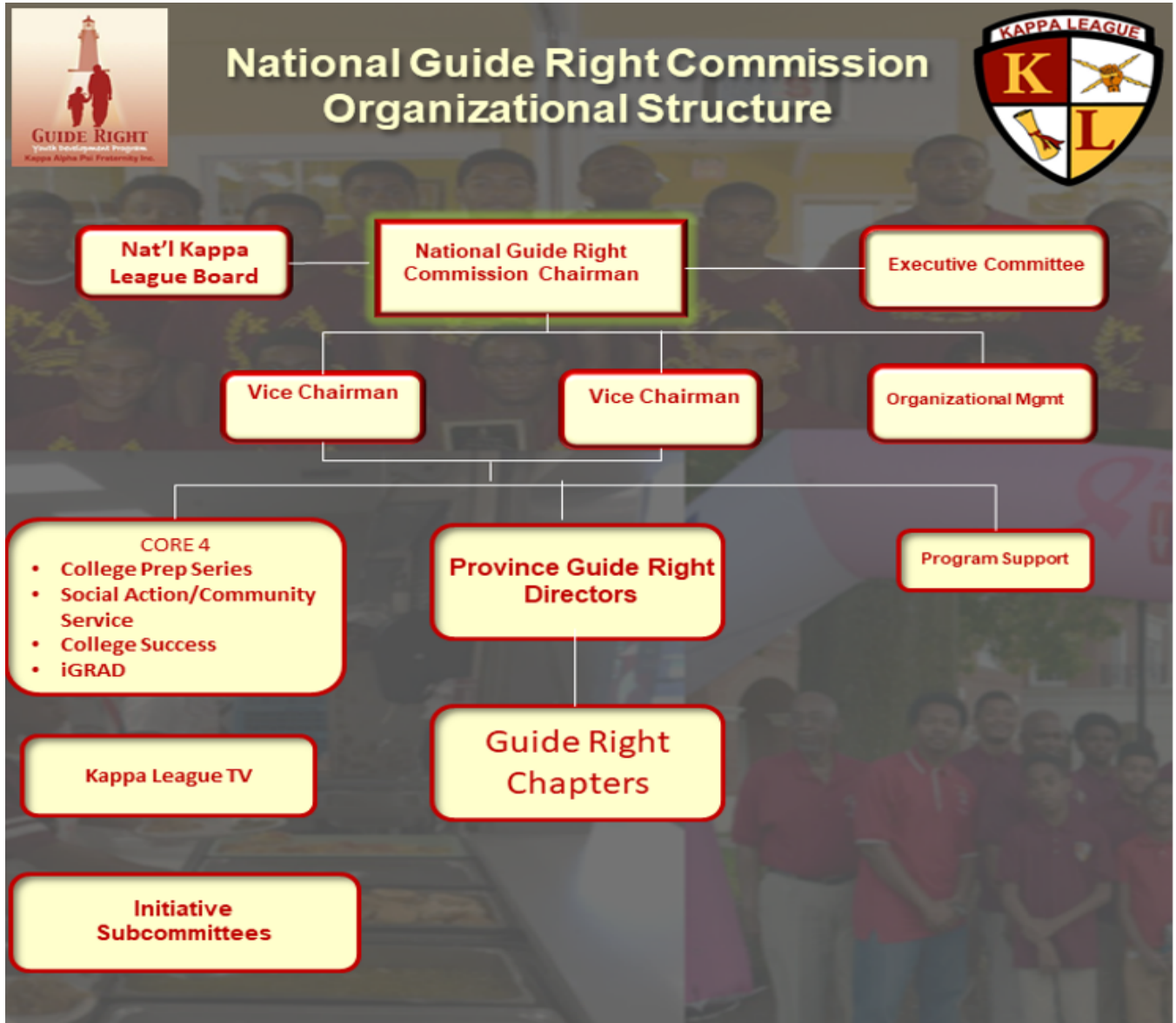
Account Creation: Chapters and provinces may create a Band App account. The following information should be used:

- Name: The chapter name should be used.
- Email: An email address owned by the chapter should be used.
- Username: The username is limited to 30 characters.
- Profile Picture: A chapter logo or image representative of Guide Right/Kappa League may be used. Copyright symbol must be included. A Chapter may not use prohibited official marks and symbols of the fraternity.
- Bio: The Official Band App account of the \_\_\_\_\_ Kappa League Chapter of Kappa Alpha Psi Fraternity, Inc., a non-profit organization that trains for leadership and is committed to community service.
- Website: The chapter website may be used. If the chapter does not have a website, a link to the International Website may be provided.
- Live Events: Chapters may stream live public events only with the express approval of the province Kappa League Director or his designee.

*BAND is the free communication app for groups trusted by team leaders around the world. Create a free and secure space for your group to communicate better.*

# KAPPA LEAGUE ORGANIZATIONAL MODEL

Listed is the model that governs Kappa League, providing consistency in communication channels and operations, replicated in each province of Kappa Alpha Psi Fraternity, Inc.



Province Guide Right Chairman	
<i>PROVIDE...</i>	<ul style="list-style-type: none"> <li>◆ Programming ideas</li> <li>◆ Assistance to Kappa Men(tor)</li> </ul>
<i>ASSESS...</i>	<ul style="list-style-type: none"> <li>◆ Kappa League data analytics</li> <li>◆ Kappa League program evaluation</li> </ul>
<i>SUSTAIN...</i>	<ul style="list-style-type: none"> <li>◆ Program relevancy and enhancements</li> <li>◆ Focus on minority male achievement</li> <li>◆ Updates to the Kappa League Manual</li> </ul>

# KL GOVERNING STANDARD

## Fundamentals Applicable to All Kappa League Programs

### NAME

The name of this social action initiative, under the direction of Kappa Alpha Psi Fraternity, Inc., shall be the Kappa Youth Leadership & Development League, commonly referred to as “Kappa League.” To distinguish one Kappa League program from another, it is recommended that the city name of the sponsoring alumni chapter be included in the Kappa League program’s name (i.e.: Mobile Kappa League or Kappa League of Memphis).

### SPONSORSHIP

Kappa League programs are sponsored by alumni chapters of Kappa Alpha Psi Fraternity, Inc. If an alumni chapter does not have a Kappa League program and its collegiate chapter is expressly interested in implementing a program, it is only under the direct supervision of the alumni chapter. This special circumstance requires the authorization of the National Guide Right Commission Chair.

### PROTOCOL

Kappa League is a youth leadership program, sponsored by Kappa Alpha Psi Fraternity, Incorporated. It is NOT a high school fraternity, nor are the members considered to be Jr. Kappas.

### LIABILITY

All Guide Right programs, including Kappa League, shall be covered by the insurance policy issued to Kappa Alpha Psi Fraternity, Inc. The Guide Right Director or a designated Kappa League Advisory Committee member should submit the Insurance Event Checklist at least 21 days prior to each scheduled event/ meeting via [kappaorg.com](http://kappaorg.com) and wait for the approval.

### PURPOSE

The purpose of Kappa League is to be a national youth leadership program dedicated to “Training Young Men of Color for Leadership, Achievement, and Service” by providing exposure to tangible examples of achievement while cultivating the potential of each of its members in a powerful, personal, and intentional way.

### MISSION STATEMENT

The mission of Kappa League is to develop the next generation of leaders and achievers of impact and influence in the world.

### CONFIDENTIALITY

Each Kappa League program is responsible to protect the confidentiality of its participants. Judgment should be used when sharing information about Kappa Men(tors), Kappa Leaguers, and their families. Records will be considered the property of the local chapter of Kappa Alpha Psi Fraternity, Inc.

*Kappa League is NOT a high school fraternity,  
nor are the members considered to be Jr. Kappas*

## GOALS

The goals of the Kappa League program are:

- ◆ For each young man to discover his unique skills and abilities to find and fulfill his purpose in life
- ◆ Prepare young men (particularly those of color) to become leaders of impact and influence
- ◆ Promote academic achievement by encouraging enrollment in honors and advanced placement (AP) courses
- ◆ To obtain 100% high school graduation and collegiate/trade school acceptance and subsequent graduation.
- ◆ Train Kappa Leaguers to become role models of positive change for other youth within their school and community

## GUIDE RIGHT CERTIFICATION

Beginning in 2015, the National Guide Right Committee (NGRC) implemented a mandatory Guide Right Certification requirement that must be completed in order for chapters to be able to conduct their Guide Right Programs. The purpose of the Guide Right Certification is to implement best practices to mitigate risk and promote safety while operating their Guide Right Programs. The Guide Right Certification is also used to collect valuable information from Guide Right Programs that are used by the National Guide Right Committee to evaluate the effectiveness of our programs and to collect valuable data that can be used to seek grants to support our efforts. Chapters that do not comply with the Guide Right Certification requirement are prohibited from conducting any Guide Right activities and are referred to their respective Province Polemarch to be placed on Cease & Desist until the Guide Right Certification requirement has been met.

All chapters with an active Guide Right Program must complete the Guide Right Certification. Chapters without an active Guide Right Program must also complete the Certification, but with limited information required. To complete the Guide Right Certification for chapters with an active Guide Right Program, the following items must be completed:

- Perform yearly background checks (Level 3) for all members and external volunteers who will have ongoing access to the youth in your program (Core Mentoring Members)
  - Newly initiated members, Undergraduate members, and members in the military are exempt from the background check requirement
  - Members or external volunteers who work in the school system need to provide evidence that a background check was performed
- Complete a limited audit of Guide Right finances
- Includes verification that monies allocated to Guide Right were only expended on approved Guide Right activities



- Submit IHQ Event Insurance Checklist information for all Guide Right activities involving non-members of Kappa Alpha Psi at least 21 days prior to the event.
  - The first submission at the beginning of the program must include all planned Guide Right activities for the year
  - Subsequent activities or changes to previously submitted activities must be submitted no later than 3 weeks prior to the activity
- Take an accredited Youth Protection Training Course
  - All members and external volunteers must complete a Youth Protection Training Course
  - Any Youth Protection Training Course can be used as long as it produces a completion certification that will be maintained by the chapter Keeper of Records
- Implement a Social Media Policy and monitor chapter and Guide Right social media to prevent inappropriate postings
- Provide requested information about your Guide Right Program

To complete the Guide Right Certification, electronic signatures are required from the chapter's Polemarch, Keeper of Records, Guide Right Chairman, and Risk Manager affirming that all of the information entered for the Certification is true and accurate, and certifying that their Guide Right Program will NOT do any of the following:

- utilize line names or line numbers
- have crossing jackets or clothing with line names or line numbers
- have a probate or coming out show
- have hazing of any type
- use any type of hand signs








The Guide Right Certification must be completed yearly no later than November 1st of each year. It is important to note that some provinces require their chapters to complete the Guide Right Certification at the same deadline established for Chapter Certification. Please reach out to your respective Province Guide Right Director for more information.

Failure to complete the Guide Right Certification by the deadline will result in a Cease & Desist Order from your Province Polemarch. All Guide Right Certifications are also subject to a random audit to be performed by each Province Guide Right Director. Failure to provide the requested information for an audit will also result in a Cease & Desist Order from your Province Polemarch.

*Failure to complete the Guide Right Certification by the deadline will result in a Cease & Desist Order from your Province Polemarch.*

## 7 PHASES OF KAPPA LEAGUE

Through club-oriented activities, the officers and members 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:



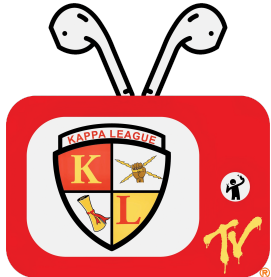
<b>Phase I</b> 	<b>Self Identity/ Purpose</b>
<b>Phase II</b> 	<b>Training</b>
<b>Phase III</b> 	<b>Competition Phase</b>
<b>Phase IV</b> 	<b>Social</b>
<b>Phase V</b> 	<b>Health Education</b>
<b>Phase VI</b> 	<b>Economic Empowerment &amp; Education</b>
<b>Phase VII</b> 	<b>College &amp; Career</b>

## INSIGNIA

### Colors

The colors shall be burgundy and white. Optional accent colors are gold, black and brown, used in the Kappa League emblem.

### Emblems

<p><b>LOGO</b></p> <p>The official Kappa League logo is the fist clenching lightning bolts, signifying the harnessing of energy. Man recognized the force and value of the energy generated by lightning and set out to harness the same.</p>	
<p><b>SHIELD</b></p> <p>The shield shall be a crest shape bearing the letters KL below Kappa League. The shield is also decorated with a diploma representing academics and a fist-clenching lightning bolt, signifying the harnessing of energy.</p>	
<p><b>BANNER</b></p> <p>The banner shall be rectangular in form, with a recommended size of 3' x 5', and properly hung on display.</p> <p>A border may be added to strengthen the banner. If used, the border shall be Burgundy.</p>	<ul style="list-style-type: none"> <li>• <u>Basic Colors:</u> Burgundy and White</li> <li>• <u>Optional Accent Colors:</u> Gold, Black, Brown</li> <li>• <u>Background:</u> White</li> <li>• <u>Lettering:</u> Burgundy</li> <li>• <u>Lightning Bolts:</u> Gold (Yellow)</li> <li>• <u>Hand:</u> Black or Brown</li> <li>• <u>Chapter (city) name:</u> may be inserted on the Banner under "League". Try to make the Chapter (city) fit flush with the word "League".</li> </ul>
<p><b>KAPPA LEAGUE TV MARK</b></p> <p>This mark shall consist of a red rectangle; containing - the shield, a youth taking a selfie displaying the "peace" sign inside of a circle (knob), and the letters "TV" in gold. The top of the rectangle (TV) should have a pair of AirPods forming a "v" shape to resemble antennas.</p>	

## STATEMENT OF POSITION

Kappa League programs are expected to adhere to the following:

1. Kappa League programs SHOULD NOT copy the traditions, culture, fraternal grip, hand signs, or any other customs of Kappa Alpha Psi Fraternity, Inc.
2. The use of the term “probate” or “probate show” is strictly prohibited
3. Video postings of Kappa League programming SHOULD BE monitored by the sponsoring alumni chapter to ensure that the content is suitable for youngsters and funders to view. The following list is an example of content that should be removed if found on YouTube, Facebook, Twitter, Instagram, or any other social media platform:
  - ◆ Kappa Leaguers emulating a pledge or hazing process
  - ◆ Promoting sexual behaviors and/ or the exploitation of females in a derogatory fashion
  - ◆ Songs or lyrics of songs that contain profanity, sexually explicit material, references to drugs, hazing or the perpetration as a member of Kappa Alpha Psi Fraternity, Inc.
  - ◆ Inappropriate dress (i.e., sagging pants, loose sneakers, inappropriate graphic t-shirts, etc.)
  - ◆ Promotion/ showcase of social events with flyers using unauthorized or inappropriate images of females, violence and/or the Kappa Alpha Psi Fraternity, Inc. logo
4. Kappa League social events MUST have prior approval and be supervised by the Kappa League Advisory Committee or the Guide Right Director
5. Kappa League paraphernalia SHOULD NOT contain Greek letter symbols or be combined with the Kappa Alpha Psi Fraternity, Inc. logo
6. No promotional flyers with Kappa League should be used in promoting events that are inappropriate or with images that are inappropriate
7. Derogatory or defamatory language SHOULD NOT be posted on social media or in public at any time, especially when an association is directly identifiable to a member of a Kappa League program

# ELEMENTS OF EFFECTIVE PRACTICE FOR MENTORING

## RECRUITMENT

### Enlisting Appropriate Program Participants

Recruitment focuses on enlisting appropriate Kappa Men(tors) and Kappa Leaguers, by realistically describing the program's objectives and expected outcomes. Seeking ideal program participants should build positive attitudes and good energy, especially when skills, backgrounds, and needs best match the goals and structure of the program.

#### KAPPA MEN(TORS)

It is important for each Kappa League program to realistically describe the requirements, rewards, and challenges of mentoring when considering Kappa Men(tors). Setting realistic expectations for probable Kappa Men(tors) may help to address concerns of lack of time or no previous mentor experience.

Recruitment Materials (i.e., a programming calendar that lists activities that align with the 7 Phases of Kappa League), are useful and may attract Kappa Men(tors) to a particular activity or subject matter and dispel worries about the time commitment involved.

Mentoring is a compelling and worthwhile activity. Likewise, there are many benefits associated with being Kappa Men(tors). Having motivational interactions and impact on youth is just one of many examples of the benefits. Mentoring provides a great opportunity to learn new skills through hands-on experience working with youth and watching Kappa Leaguers grow and develop into leaders.

#### KAPPA LEAGUERS AND PARENTS/ GUARDIANS

It is not uncommon for (prospective) new Kappa Leaguers to divulge that they don't know what to expect in a mentoring program and/or in a mentoring relationship. Oftentimes, enrollment is prompted, and the process is navigated by a parent/ guardian. To minimize anxiety and to develop both positive and realistic expectations, it is important to provide information about what mentoring is and how it can be helpful. Orientation materials should accurately reflect the benefits, practices, successes, and challenges of being mentored in a Kappa League program.

Given that the Kappa League program has a clear mission, goals, and established practices, targeted efforts to recruit prospective Kappa Leaguers are an ideal strategy. Kappa Leaguers and Parents/ Guardians can also serve as program ambassadors and should be encouraged to assist in identifying and referring appropriate prospective members.

## SCREENING

### Time, Commitment, and Personal Qualities

Screening focuses on vetting Kappa Men(tors) to determine whether they have the time, commitment, and personal qualities to be a safe and effective mentor; and evaluating prospective Kappa Leaguers to determine if they have the time, commitment, and desire to be effectively mentored.

In general, mentoring programs are considered “high-risk” for the occurrence of abuse. The practices and policies included in this manual are designed to enhance the likelihood that everyone served by the Kappa League program is suitable and committed to making the mentoring relationship a positive experience. Screening emphasizes keeping Kappa Leaguers safe.

Background checks are the practice that most programs emphasize in the mentor screening process, but it is also one that can create the most confusion and questions. The rules and processes for conducting criminal history checks may vary from state to state, but it is **REQUIRED** for all Kappa Men(tors) and volunteers that regularly serve in a Kappa League program.

Although members of Kappa Alpha Psi Fraternity, Inc. are not required to interview to be a Kappa Men(tor), interviews and reference checks are optional components of the screening process. If a Kappa League program decides to interview potential Kappa Men(tors), the Polemarch of that respective chapter must participate in the interview process and agree with the decision to accept the interviewee as a Kappa Men(tor). The intent of the interview is to uncover safety-related red flags and other information that might influence participation in the Guide Right program.

Commitment and suitability are attributes that should be considered to ensure that Kappa League program participants are right for and devoted to the mentoring experience. Prospective Kappa Leaguers and their parent/ guardian should be made aware of the minimum 10-month commitment (September - June). Longer-term mentoring relationships are consistently associated with more benefits to Kappa Leaguers than shorter-term relationships. The most critical aspect of a mentoring relationship is that it lasts for the intended duration, to achieve program outcomes. The Kappa League program is intended to produce measurable positive change and growth in all Kappa Leaguers.

Prospective Kappa Leaguers and parents/guardians should complete a membership application. At a minimum, the application should be designed to collect important contact information in case of an emergency, as well as information regarding interests, college and career aspirations, and acknowledgment of the time commitment to the Kappa League program.

## TRAINING

### Knowledge, Attitudes, and Skills

Training is essential to the success of a Kappa League program by ensuring that Kappa Men(tors), Kappa Leaguers and their parents/ guardians have the basic knowledge, attitudes, and skills needed to sustain the mission statement and goals of the program.

#### KAPPA MEN(TORS)

Kappa Men(tor) training is a vital component of the Kappa League program. Training is an opportunity to disseminate key themes, strategic messages, and national initiatives for the good of Kappa League. It is also a time to discuss ethics and safety in mentoring, as well as to cascade specific risk management practices for keeping both the Kappa Men(tor) and Kappa Leaguer safe. Training and support will be provided twice during the fraternal year: 1) C. Roger Wilson Leadership Conference and 2) Province Council Meeting. The Guide Right Director is required to attend all training and while optional, it is strongly suggested that the Kappa League Advisory Committee representatives participate in these training sessions.

As a practice, the Province Guide Right Director should ensure the following topics are covered within a training presentation/ workshop:

- I. Kappa Alpha Psi Fraternity, Inc. - Guide Right guidelines and policies, especially noting revisions, additions, and deletions
- II. Kappa Alpha Psi Fraternity, Inc.- Guide Right Certification requirements
- III. Kappa Men(tor) expectations and good practices
- IV. Child safety
- V. Upcoming national initiatives, dates, and program participation expectations

#### KAPPA LEAGUERS AND PARENTS/ GUARDIANS

When training Kappa Leaguers and parents/ guardians, it is important to begin the mentoring relationship with an approach that is youth-centered, collaborative, emphasizes relationship building and goal-directed. Kappa League programs should leverage orientation sessions and/ or the Induction Ceremony to formally train new and returning members, parents, and guardians. At a minimum, the listed topics should be highlighted in the Kappa Leaguers and Parent/ Guardian Training:

- I. Purpose of the Kappa League program (mission statement, goals, phases, etc.)
- II. Program requirements, expectations, and desired outcomes
- III. Kappa Alpha Psi Fraternity, Inc. - Guide Right guidelines and policies
- IV. Role of the Parent/ Guardian

## **MATCHING AND INITIATING**

### **Mentoring Relationships**

Matching helps create appropriate mentoring relationships by using strategies most likely to increase the odds that the relationship will be safe and effective. Initiating is the step that formally establishes the mentoring relationship.

Kappa League is a group-based mentoring program that meets on a regular basis, for an agreed-upon length of time. As a group mentoring program, the mentoring relationships in the circle include those between the Kappa Men(tors) and/ or facilitators and the Kappa Leaguers, as well as the peer mentoring relationships among the Kappa Leaguers themselves. The suggested Kappa Men(tor) to Kappa Leaguers ratio should not exceed 1:10. At a minimum, there should be one (1) Kappa Mentor for every ten (10) Kappa Leaguers.

## **MONITORING AND SUPPORT**

### **Kappa League Program Needs**

Monitoring is critical to mentoring not only to create satisfying and successful relationships, but also to adjust to changing Kappa League program needs, and to ensure safety. Support ensures ongoing advice, problem-solving, training, and access to resources for the duration of the Kappa League program year.

The National Guide Right Commission will regularly survey, collecting data that validates and reports the state of Guide Right, including information specifically related to Kappa League programs. A Guide Right report should be given during each monthly, local chapter meeting of Kappa Alpha Psi Fraternity, Inc., apprising the general body of the accomplishments and achievements related to Guide Right/ Kappa League. This is an ideal venue to solicit feedback and/ or support from the general body and the Polemarch. Additionally, while not required, it's a good practice for each Kappa League Advisory Committee to conduct a program evaluation to gather feedback and gauge the direction of their respective program.

## **CLOSURE**

### **Affirms The Contributions**

Bringing a mentoring relationship to closure in a way that affirms the contributions of both the Kappa Men(tor) and the Kappa Leaguer is essential to ensuring the relationship ends with positive consequences. Closure is a normal stage in a mentoring relationship.



# KL MEMBERSHIP

## Eligibility Requirements and Induction

The members of the Kappa League shall be those male persons who have been duly inducted into the Kappa League program. Once inducted, the young man shall thereafter be a member of that program, as well as a member of the National Kappa Youth Leadership & Development League.

## MEMBERSHIP ELIGIBILITY

The members of Kappa League shall consist of male students properly enrolled in middle and/ or high school (grades 6th – 12th), who meet the membership eligibility requirements as stipulated by the sponsoring alumni chapter of Kappa Alpha Psi Fraternity, Inc. Prospective candidates should attend orientation meetings to acquaint themselves with the goals and expected outcomes of the respective Kappa League program. After the successful completion of orientation, prospective candidates should participate in the Kappa League Induction Ceremony.

At a minimum, each person inducted into the Kappa League program shall, at the time of induction:

- ◆ Be 12-18 years old
- ◆ Demonstrate a desire to participate in the program and be willing to abide by Kappa League program rules; Participation in this program is a privilege, not a right.
- ◆ Be able to obtain parental/guardian permission and ongoing support for participation in the program
- ◆ Agree to a one-year commitment to the program
- ◆ Complete the screening procedure (application, interview, and orientation)

## INDUCTION CEREMONY

The Induction Ceremony is an integral part of formally welcoming prospective members into Kappa League and getting them unified to start the leadership program. All male participants (prospective candidates, current and past Kappa League members) must wear dress pants, dress shoes with socks, a collared shirt, and a necktie (a sport coat or suit is optional). All members of Kappa Alpha Psi Fraternity, Inc. in attendance, should be in a suit and tie.

The Induction Ceremony is not a closed event and attendance by parents/ guardians/ immediate family members should be encouraged to witness their young man's commitment to the program. It is strongly recommended that this event take place at the beginning of the program year.

*Members shall have the privilege of participation in all Kappa League activities and elections, except when privilege has been revoked for failure to maintain the KL Pledge or any other actionable consequence*

# KL PROGRAM FUNDAMENTALS

Build a New or Strengthen an Existing Kappa League Program

## DESIGN AND PLANNING

Program design and planning are important considerations in building your chapter's program, as the design is the blueprint you will follow to carry out all other aspects of the program. There are three programmatic themes to keep in mind when designing a Kappa League.

**Leadership Development:** The primary power of mentoring lies in the relationship with a Kappa Men(tor) who serves as a role model and life skills coach. In this capacity, the activities are centered primarily on developing character and teaching leadership skills.

**Academic Achievement:** Incorporates a more intentional effort to positively influence Kappa Leaguer's academic success. The Kappa Men(tor) should allow time to talk about being successful in school, the benefits of developing good study habits, and the discipline of doing homework. Always remember to stress that the Kappa League program seeks to achieve academic success.

**Career Counsel:** The focus is to expose and help Kappa Leaguers explore career direction. Activities should have a career development component that may include opportunities for the Kappa Leaguer to visit the Kappa Men(tor's) workplace, participate in structured career activities, and/ or deliver guidance with college preparation or post-high school assistance.

**Personal Development:** As Kappa Men(tors), one of the primary tasks is helping Kappa Leaguers develop new or improved competencies. These are the skills, knowledge, and attitudes Kappa Leaguers need to reach their important career and life goals.

**Parental Support Programming:** Involving parents in mentoring services is one of the best things a program can do to ensure its success. Programs whose parents, guardians, and other caregivers work in concert with mentors and program staff are more likely to see positive changes in youth and improved program outcomes.

## OPERATING BUDGET

Kappa League programs are funded in a variety of ways; from a Guide Right line item in the alumni chapter's budget, program underwriting by (Kappa) 501c3 foundations, applying for program-specific grants and Kappa League chapters generating its own revenue to cover expenses. No matter the funding source, it's important to operate your Kappa League with realistic goals and to manage within the respective budget.

## PROGRAMMING TOPICS BY PHASE

The 7 Phases of Kappa League and example topics to consider for programming activities:

PHASE I - SELF-IDENTITY/ PURPOSE	PHASE II - TRAINING	PHASE III - COMPETITION
<ul style="list-style-type: none"> <li>● Discipline</li> <li>● Assurance</li> <li>● Awareness</li> <li>● Appearance</li> </ul>	<ul style="list-style-type: none"> <li>● Study Skills</li> <li>● Time Management</li> <li>● Leadership</li> <li>● Organization</li> </ul>	<ul style="list-style-type: none"> <li>● Politics</li> <li>● Debate/ Spoken Word</li> <li>● Sports</li> </ul>
PHASE IV - SOCIAL	PHASE V - HEALTH EDUCATION	PHASE VI - ECONOMIC EMPOWERMENT & EDUCATION
<ul style="list-style-type: none"> <li>● Religion</li> <li>● The Arts</li> <li>● Entertainment</li> <li>● Conversation/ Communication</li> <li>● Etiquette/Manners</li> </ul>	<ul style="list-style-type: none"> <li>● Physical Fitness</li> <li>● Sex Education</li> <li>● Drugs</li> <li>● Health &amp; Safety</li> </ul>	<ul style="list-style-type: none"> <li>● Stock Market</li> <li>● Fundamentals of Banking</li> <li>● Earning, Saving, Spending</li> <li>● Cash vs. Credit</li> </ul>
PHASE VII - COLLEGE & CAREERS		
<ul style="list-style-type: none"> <li>● Academic Readiness</li> <li>● High School &amp; Beyond</li> </ul>	<ul style="list-style-type: none"> <li>● Career Day</li> <li>● College Admissions</li> </ul>	<ul style="list-style-type: none"> <li>● Financial Aid Workshops</li> <li>● Survival Skills</li> </ul>

## COMMUNITY SERVICE/ VOLUNTEER SERVICE

All Kappa League programs are encouraged to include a community service/ volunteer service component. Social awareness events like these provide the Kappa Leaguers with personal involvement in addressing the problem, making a direct impact that benefits the targeted community.

**Community Service:** identifying and addressing a social issue in the community. This requires the Kappa Leaguer to look beyond himself and reach out to an issue faced by our society today (i.e., poverty, abuse, elderly citizen, homelessness).

**Volunteer Service:** assisting where needed and does not necessarily address a social issue. Kappa Leaguers should keep a log of these activities for use when applying for college, job applications, awards, and scholarships.

### RECORD OF SERVICE HOURS

Although it is the responsibility of the Kappa Leaguer to keep the actual record of the hours of service performed, the respective Kappa League program should provide adequate documentation of an event to help the Kappa Leaguer track the activities. Listed are suggested details that should be included on the community service/ volunteer service document, issued by the respective Kappa League program and/ or service agency:

- The Kappa Leaguer's Name
- Date of Activity
- Community Service/ Volunteer Service Location
- Community Service/ Volunteer Service Description
- Hours Logged
- Signature of the Guide Right Director and/ or a representative from the Service Agency (including Contact Name and Phone #)

### PROGRAM EVALUATION

As your program starts to build a solid foundation based on the information in this guide, you may find a program evaluation (p. 21) helpful in gauging your progress. If your program is already up and running, the program evaluation can be used to assess current strengths and challenges. No matter how established the Kappa League program is, every program has opportunities for improvement and the Kappa League Advisory Committee can use this tool to regularly review its program.

# KL ADVISORY COMMITTEE

## Skills, Commitment, and Vision

There is perhaps no program component that is more critical than the support of a strong Kappa League Advisory Committee. This committee serves as the core support for the Kappa League program and should be staffed by energetic and knowledgeable Kappa Men. Running an effective Kappa League is not easy and there are many nuances and programmatic details that can have a big impact on outcomes for the Kappa Leaguers.

It is important to note that each alumni chapter's Polemarch is responsible for adequately confirming the members of the Kappa League Advisory Committee, ensuring each member is suitable for mentoring the young men in its respective Kappa League program.

This task is absolutely an essential part of risk management for the program. Just one incident of abuse or mistreatment of youth in your Kappa League program may destroy everything your program has worked to achieve. Additionally, the level of commitment and having the necessary traits to be an effective Kappa Men(tor) should be considered.

This committee should set realistic expectations and explore opportunities to continue the Kappa/ Kappa League relationship for subsequent years. Choose a committee of brothers with strong leadership abilities and management skills who can manage a wide range of responsibilities, including

- ◆ Managing the overall program
- ◆ Recruiting program participants
- ◆ Cultivating and maintaining external contacts/ relationships for program enhancement
- ◆ Developing and maintaining all program documentation
- ◆ Coordinating programming/ mentoring activities
- ◆ Developing a plan to recognize program participants
- ◆ Developing a plan to evaluate the program, including soliciting participant feedback
- ◆ Tracking operating expenses and program metrics
- ◆ Documenting the growth of the chapter's program
- ◆ Supervise the Social Media account(s)

*Each alumni chapter's Polemarch is responsible for adequately confirming the members of the Kappa League Advisory Committee*

# KAPPA MEN(TORS)

## Creating and Cultivating Relationships

As a mentor, the purpose is to provide social, academic and/or career-oriented support to the Kappa Leaguers. Just as a Kappa League program participant is expected to give a one-year commitment, Kappa Men(tors) should be able to accept the role for a one-year term.

Kappa Men(tors) have an obligation to communicate with Kappa Leaguers and their families in ways that are honest, transparent, and respectful. Kappa Men(tors) must especially be attentive to honoring time commitments and meeting schedules, while always carrying themselves in a way that reflects positively on the Kappa League program and Kappa Alpha Psi Fraternity, Inc.

Kappa Men(tors) should be familiar with these fundamentals:

1. Be friendly, but not necessarily a friend: Listen to the young men, understand the obstacles youth perceive in school or life and help him identify possible solutions.
2. Be a role model: Speaks for itself, however, the expectation is for you to demonstrate values of punctuality, dependability, and reliability.
3. Accept the program participants: The Kappa Leaguers may be of a different religion, culture, or economic circumstance than you. You are expected to respect the Kappa Leaguers "who they are" and to better understand and appreciate their background.
4. Always encourage the Kappa Leaguers to do well in school: Instill the importance of education, both personally and professionally.
5. Set goals: Work with the Kappa Leaguers to develop long-range goals for their academic and personal life. The success of the relationship will depend on you helping the Kappa Leaguers transform their goals into manageable (short-term), actions.

### KAPPA MEN(TOR) REQUIREMENTS

- Be at least 18 years of age and a financial member of an Alumni or collegiate chapter
- Be willing to adhere to all Guide Right policies and procedures
- Agree to a one-year commitment to the program
- Should have no charges or allegations of pedophilia or any criminal convictions of any kind within the last 7 years
- Not use alcohol or controlled substances around Kappa Leaguers
- Kappa Men(tors) should complete a criminal background check
- Complete youth protection training
- Maintain healthy boundaries & professional relationships with parents/guardians

# KL OPERATING BUDGET

## A Financial Plan

Budgeting is an essential process of allocating financial resources to planned activities, projects, and services that your Kappa League program will undertake in a given year. The budget serves as a management tool, reflecting decisions that will underwrite the work aimed at making the program a success for the Kappa Leaguers. It's important to operate your Kappa League with realistic goals and to manage within the respective budget.

**For an example of the budget, please click [here](#).**

Kappa League programs are funded in a variety of ways; from a Guide Right line item in the alumni chapter's budget, program underwriting by (Kappa) 501c3 foundations, applying for program-specific grants, and Kappa League chapters generating its own revenue to cover expenses.

Program Expenses to Consider...	
Program activities/meetings:	<ul style="list-style-type: none"> <li>• KL phase activity</li> <li>• food</li> </ul> (Per meeting, multiplied by the # of planned meetings)
Group outings/field trips:	<ul style="list-style-type: none"> <li>• transportation</li> <li>• admission fees</li> <li>• Meals</li> </ul>
Recognition:	<ul style="list-style-type: none"> <li>• Induction Ceremony</li> <li>• end-of-year celebration</li> <li>• award/ recognition events</li> </ul>
Training:	<ul style="list-style-type: none"> <li>• materials for Kappa Men(tor)</li> <li>• Special parent gatherings</li> </ul>
Background Check/ Screening:	<ul style="list-style-type: none"> <li>• cost of background checks for the Guide Right Committee (any chapter members having direct contact with program participants (minors))</li> </ul>
Facilities:	<ul style="list-style-type: none"> <li>• space</li> <li>• access to internet service</li> <li>• audio/ visual equipment</li> </ul>

## BUDGET ELEMENTS

**Income:** The amount of money you expect to take in for the coming fiscal year, broken down by sources.

**Expenses:** The amount of money you expect to spend in the coming fiscal year, broken down into the categories you expect to spend it in.

Many budget items can be secured through in-kind contributions of funds, supplies, or services or through matching contributions by sponsoring organizations. Listed are suggestions to build a comprehensive budget:

INCOME SOURCES	EXPENSE CATEGORIES
New Members Application Fee Dues Local Chapter Contribution Foundation Contribution Fundraising Activity Donations Other:	Facility / Meeting Space Rental Awards Charitable Donations Food Supplies Transportation Honorariums Apparel Advertising Misc. Website Induction Ceremony Group Outing/ Trip/ Admission Fee National KL Registration Database Background Check/ Screening Training College Tour

*To sustain an effective Kappa League program, it is recommended that the Kappa League Advisory Committee develop a budget that plans for the entire program year*



# KL PROGRAM OPERATIONS

## OFFICERS

Each Kappa League program will abide by a governance structure of Officers and an Executive Board.

The officers of a Kappa League program shall be:

- ◆ President
- ◆ (First) Vice-President
- ◆ Second Vice-President (optional)
- ◆ Third Vice-President (optional)
- ◆ Secretary
- ◆ Treasurer
- ◆ Historian
- ◆ Sergeant of Arms

The executive board shall be comprised of::

- ◆ President
- ◆ (First) Vice-President
- ◆ Secretary
- ◆ Treasurer
- ◆ Kappa League Advisory Committee representative(s)

## MEETINGS

Members of Kappa League shall attend General Membership meetings, minimally once a month, during the Kappa Alpha Psi Fraternity, Inc. fraternal year (September – June) or the academic calendar in your city. One-third of the total membership constitutes a quorum to hold a meeting. Each meeting should open up with a video from KLTV.

The Executive Board (select Kappa League officers, representatives from the Kappa League Advisory Committee, and appointed Kappa League committee chairs) should meet prior to each General Membership meeting, to properly plan the agenda and address special topics that will be covered. As a good practice, officers and committee chairs should submit written reports.

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## ELECTIONS

The Kappa League Advisory Committee is responsible for developing the nominations slate and providing overall guidance for the election of Kappa League officers. To assure that all Kappa League program participants have a chance at leading, no elected officer may hold more than one office, at the same time (for the duration of that year). The qualifications and duties for each office are to be determined by the Kappa League chapter Bylaws, as approved by its Kappa League members.

Kappa League members will elect officers by voting ballot. Elections should be held annually at the May meeting so that the officers are in place for the start of the upcoming calendar/ academic year. Selected Kappa League participants and members of the Kappa League Advisory Committee will count ballots and announce election results.

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## VACANCY

A presidential vacancy shall be filled in order of succession beginning with the first vice-president, the second vice-president, etc. If necessary, the Kappa League Advisory Committee can appoint another member to this position, if the candidate meets the official criteria.

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## APPOINTMENT

The Kappa League Advisory Committee may appoint other positions for inclusion on the Executive Board.

# KL OFFICERS

## Duties

### PRESIDENT

- A. Act as the chief executive officer of the Kappa League.
- B. Preside as a nonvoting member at all meetings of the Board of Directors and General Membership.
- C. Be an ex-officio member of all committees of the Kappa League,
- D. Be empowered to appoint any special committees for the general welfare of the Kappa League.

### (FIRST) VICE-PRESIDENT

- A. Oversee programs and projects.
- B. Be an ex-officio member of all committees of (a) immediately above.
- C. Be an assistant to the President for all executive tasks.

### SECOND VICE-PRESIDENT

- A. Oversee the following areas of responsibility: Parliamentarian, Sergeant-at-Arms, Constitution, Bylaws, Historian, and Public Relations.
- B. Be an ex-officio member of all committees of (a) immediately above.
- C. Be an assistant to the President for all executive tasks.

### THIRD VICE-PRESIDENT

- A. Oversee membership recruitment and activation.
- B. Be an ex-officio member of all committees of (a) immediately above,
- C. Be an assistant to the President for all executive tasks.

### SECRETARY

- A. Keep minutes of all meetings of the Board of Directors and General Membership.
- B. Maintain a book of records containing the minutes listed in (a) immediately above.
- C. Handle all correspondence for the Kappa League.
- D. Be assisted by a corresponding and recording secretary whose duties shall be assigned by the Secretary and will have the power to appoint members to this position.

**TREASURER**

- A. Be chairman of the Ways and Means Committee,
- B. Collect and record all dues and assessments,
- C. Be an ex-officio member of all fund-raising committees,
- D. Be assisted by a collection and recording Treasurer whose duties and appointments shall be made by the Treasurer.

**HISTORIAN**

- A. Record in the Kappa League scrapbook all activities of historical interest,
- B. Maintain the Kappa League archives.

**SERGEANT AT ARMS**

- A. Keep order in the meeting,
- B. Make all decisions in parliamentary procedure.

# PROGRAM EVALUATION

The National Guide Right Commission will regularly survey, collecting data that validates and reports the state of Guide Right. While not required, it's a good practice for each Kappa League Advisory Committee to gather feedback and gauge the direction of their respective program. Listed are topic areas and questions that are best suited for focus group discussion.

## KAPPA LEAGUER FOCUS GROUP QUESTIONS

- ❖ Do you think it is important to have a program like Kappa League, here in this community? Why or why not?
- ❖ Why did you join/start participating in this Kappa League program?
- ❖ Do you look forward to attending the program?
- ❖ Do you think that you are doing better in school since you started coming to the Kappa League program?
- ❖ How interested are you in the things that you do here?
- ❖ What would you tell others about the program who do not participate?
- ❖ What would you be doing if you weren't coming to the program?
- ❖ Do you have any ideas to make the program better?
- ❖ What is your favorite part of the program?
- ❖ Are you comfortable talking with the Kappa Men(tors)? Why or why not?
- ❖ Do you think the Kappa Men(tors) encourage positive interactions amongst the Kappa Leaguers? How is this done?
- ❖ What activities are young men your age, that ARE NOT part of Kappa League, doing in your community?
- ❖ How have you grown since joining Kappa League?

## PARENT FOCUS GROUP QUESTIONS

- ❖ Do you think there is a need for Kappa League in your community?
- ❖ Why did you enroll your son in the Kappa League program?
- ❖ How many years has your child been in the mentoring program?
- ❖ Does your son enjoy going to the Kappa League program?
- ❖ Are you satisfied with the Kappa League program?
- ❖ In what ways has the Kappa League program affected your son (use the listed prompts to get the conversation going):
  - Behavior
  - School performance
  - School attitude/motivation
  - Family contribution
  - College/ Career outlook
- ❖ Does your son feel better about himself since joining Kappa League?
- ❖ Would you recommend this Kappa League program to other parents?
- ❖ Have you been involved with the program in any way? If not, what prevents you from being involved?
- ❖ What are the best things about the program in your opinion?
- ❖ What are some things you would like to see changed?
- ❖ What do you think are the greatest benefits your son has received because of the Kappa League and having a mentor?
- ❖ Does your son discuss activity learnings and outcomes with you?
- ❖ Does this Kappa League program meet your expectations of a mentoring program?
- ❖ Does this Kappa League program keep you informed of its activities? If not, what method of communication works best for you?

**KAPPA LEAGUE ADVISORY COMMITTEE FOCUS GROUP QUESTIONS**

- ❖ What demographic does your Kappa League program serve (at-risk, local area, high achievers, etc.)? What demographic would your Kappa League program aim to serve?
- ❖ How long (years) has your chapter sponsored its program? Has the program evolved over the years?
- ❖ How many Kappa Leaguers were enrolled this past year? On average, how many Kappa Leaguers attended the program regularly? If applicable, how did you address drop-off in program participation?
- ❖ What is the participant grade range in your program? Do you see the need to include younger/ older students to expand your program?
- ❖ Does your Kappa League program have a regular meeting place? If not, what steps have been taken to address this?
- ❖ What is/ are your program funding source(s)? What are your plans to increase program revenue to support your operating budget?
- ❖ How does your Kappa League program recruit new members? Do prospective Kappa Leaguers complete an application? If so, are the applications screened?
- ❖ Does your program host an informational session, orientation meetings, and an induction ceremony?
- ❖ Are your Kappa Leaguers matched with a Kappa Men(tor)?
- ❖ Does your program do community-based activities? Does your program do a community service project?
- ❖ How often does your Kappa League Advisory Committee meet? Are sub-committees used to plan and execute program activities?
- ❖ How often do you meet with your Kappa Leaguers? Do you see a need to meet more often?
- ❖ Does your Kappa League program utilize mentors that are not members of Kappa Alpha Psi Fraternity, Inc.?
- ❖ What schedule does your Kappa League program run (year-round, fraternal year, quarterly, summer only, or other)?
- ❖ Does your Kappa League program have measurable goals? What are your Kappa League program success factors/ desired outcomes? How does your program measure success? If applicable, what obstacles prevented your program from obtaining its goals?
- ❖ What activities did your Kappa League program do this past year? What worked and what did not work?
- ❖ What changes would you consider making to your Kappa League program?

- ❖ Does your Kappa League program include participation from your collegiate chapter? How involved is your collegiate chapter in your Kappa League program?
- ❖ How involved are the Kappa League parents? How many parent volunteers are there? Do you communicate regularly with the parents? What ideas do you have to grow parental participation?
- ❖ Does your program follow the 7 Phases of Kappa League? If not, why is that?
- ❖ Do you publish Kappa League program accomplishments/ achievements via your Province communication channel and/ or the National Kappa League website? How has your Kappa League program leveraged the various social media outlets to publicize program activities, accomplishments, and achievements?
- ❖ Has your program been recognized by your community? If so, how and why? Does your Kappa League program petition for Guide Right awards?
- ❖ How has your Kappa League program changed the lives of its members?
- ❖ Do you continue contact with Kappa League graduates? What ratio of your Kappa League graduates continue to college? If not 100%, what choices have the remaining Kappa League graduates made? If applicable, what could have been different for those Kappa League graduates that chose not to pursue a college degree?
- ❖ What are some challenges that your program has experienced this past year?
- ❖ What are some successes you have experienced in the program so far?
- ❖ Are there any community organizations that work with the program? In what ways do these organizations provide support?
- ❖ Does the program engage in planned and continuous evaluation? Are there ways for the Kappa Leaguers and their parents to make suggestions about the program?
- ❖ When thinking about the conversations taking place during meetings and activities how much of the youth's voice is heard? What percentage of time do the adults speak versus the youth? (The youth should be heard at least 50% of the time.)



# GUIDE RIGHT POLICIES

## REGARDING THE FOLLOWING POLICIES

The policies listed in this manual should be used as a guideline and resource to facilitate your program. Each chapter has the flexibility to customize the policies and procedures according to your program.

### ELIGIBILITY POLICY

It is the practice of the Kappa Youth Leadership & Development League that each participant must meet the defined eligibility criteria. Kappa Men(tors) should be knowledgeable of and understand all eligibility criteria required for Kappa Men(tor) and Kappa Leaguer's participation in the program.

#### **Kappa Men(tor) Eligibility Requirements:**

- ❖ Be at least 19 years of age
- ❖ Be willing to adhere to all Guide Right Policies
- ❖ Agree to a one-year commitment to the program
- ❖ Commit to spending time and be willing to communicate with the Kappa Leaguer(s)
- ❖ Complete the background screening procedure
- ❖ Agree to attend Guide Right/ Kappa Men(tor) training as required
- ❖ Have access to reliable transportation
- ❖ Have a current driver's license, auto insurance, and good driving record
- ❖ 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 use alcohol or controlled substances in an excessive or inappropriate manner

#### **Kappa Leaguer Eligibility Requirements:**

- ❖ Be 12–18 years old
- ❖ Demonstrate a desire to participate in the program and be willing to abide by all applicable Guide Right Policies and Kappa League guidelines/ practices
- ❖ Be able to obtain parental/guardian permission and ongoing support for participation in the program
- ❖ Agree to a one-year commitment to the program
- ❖ Be willing to communicate with the Kappa Men(tor)
- ❖ Complete application and screening procedure
- ❖ Agree to attend meetings and actively participate as required

## SCREENING POLICY

It is the practice of the Kappa Youth Leadership & Development League that each Kappa Men(tor) and Kappa League applicant completes a screening procedure.

At a minimum, the following screening procedures are required for Kappa Men(tor) and Kappa Leaguer applicants. The Polemarch and Guide Right Director must ensure that each applicant completes these established minimum screening procedures:

### Kappa Men(tor) Screening Procedures

- ❖ Background screening to check criminal history: state criminal history, child abuse registry, sexual offender registry
- ❖ All Kappa Men(tors) are expected to meet the criteria in the Eligibility Policy.

### Prospective Kappa Leaguer Screening Procedures

- ❖ Attend pre-induction orientation sessions
- ❖ Complete application and/ or interview
- ❖ Obtain parent/guardian consent

The decision to accept an applicant into the program will be based upon a final assessment done by the Kappa League Advisory Committee at the completion of the prospective Kappa Leaguers screening procedure. The Kappa League Advisory Committee has final approval for an applicant's acceptance into the program.

Documentation of the screening process should be maintained for each applicant and archived according to the chapter's record retention policy.

## CONFIDENTIALITY POLICY

It is the practice of the National Guide Right Commission to protect the confidentiality of its participants and their families. Further, Kappa Men(tors) are required to keep information about Kappa Leaguers/ families confidential, except for the limits of confidentiality listed below.

For the Kappa Youth Leadership & Development League to provide a responsible and professional service to participants, it is necessary to ask Kappa Men(tors), Kappa Leaguers, parents/guardians, and other outside sources to occasionally divulge personal information about the prospective participants and their families, including

- ❖ Information gained from prospective and current Kappa Leaguers, about themselves and/or their families, in application to and during program participation
- ❖ Participants' names and images gained from participants themselves, program meetings, training sessions, and other events
- ❖ Information gained about participants from outside sources including confidential (personal) references and school staff

Records will be considered the property of the local chapter of Kappa Alpha Psi Fraternity, Inc.

## **Limits of Confidentiality**

Information from Kappa Men(tors) and Kappa Leaguers may be shared with individuals or organizations as specified below under the following conditions:

- ❖ Information may be gathered about program participants and shared with other participants, individuals, or organizations only upon receipt of signed “release” forms from parents/guardians of prospective/current Kappa Leaguers.
- ❖ Identifying information (including names, photographs, videos, etc.) of program participants may be used in program publications or promotional materials only upon written consent of the parents/guardians of prospective/current Kappa Leaguers.
- ❖ Information may only be provided to law enforcement officials or the courts pursuant to a valid and enforceable subpoena.
- ❖ Information may be provided to legal counsel in the event of litigation or potential litigation involving the agency. Such information is considered privileged information, and its confidentiality is protected by law.
- ❖ Kappa League Advisory Committee members are mandatory reporters and as such, must disclose information indicating that a Kappa Men(tor) or Kappa Leaguer may be dangerous to or intends to harm himself or others.

## **Safekeeping of Confidential Records**

The Guide Right Director (local chapter) is considered the custodian of confidential records. It is his responsibility to supervise the management of confidential information in order to ensure safekeeping, accuracy, accountability, and compliance with Kappa Youth Leadership & Development League policies.

## **Requesting Confidential Information from Other Agencies**

A Kappa Leaguer’s right to privacy shall be respected by the Kappa League program. Requests for confidential information from other organizations or persons shall be accompanied by a signed release from the Kappa Leaguer’s parent/ guardian.

## TRANSPORTATION POLICY

It is the practice of the Kappa Youth Leadership & Development League to allow Kappa Men(tors) and participant parents/ guardians to transport Kappa Leaguers in their private vehicles. The Guide Right Director must ensure that all Kappa Men(tors) meet the following criteria prior to transporting Kappa Leaguers:

- ❖ All mentors must own a car or have access to reliable, insured transportation.
- ❖ All mentors must possess a valid driver's license and present proof of auto insurance upon request.
- ❖ The Kappa Youth Leadership & Development League requires that Kappa Men(tors) obey all traffic laws and ensure the use of seat belts at all times.
- ❖ If an accident occurs while the mentor is engaged in mentoring, it should be reported to the appropriate law enforcement officials promptly.
- ❖ The mentor must carry a copy of the Kappa Leaguer's health insurance information in the transporting automobile, in case of emergency.

If any of the above policies are not followed, the Kappa Men(tor) shall not be allowed to transport Kappa Leaguers in a private automobile.

If your Kappa League program is school-based, the school is likely to have a transportation policy and accompanying forms/ paperwork

## OVERNIGHT VISITS AND OUT-OF-TOWN TRAVEL POLICY

It is the practice of the Kappa Youth Leadership & Development League to encourage Kappa Men(tors)/ Kappa Leaguers visits within their own community. Local community, overnight visits are strictly prohibited.

### **OVERNIGHT VISITS AND OUT-OF-TOWN TRAVEL ARE ONLY PERMITTED AFTER THE FOLLOWING CONDITIONS HAVE BEEN ADDRESSED:**

- ❖ Out-of-town travel may occur only with approval from both the Guide Right Director and parent/ guardian. Out-of-town travel may occur only with the accompaniment of the Kappa Men(tor) or other persons designated by the fraternity.
- ❖ All parties must report the nature of the activity and the purpose of all such occurrences during monthly contact with the respective local chapter and the Province Guide Right Director and/ or Province Polemarch.

For all admissible out-of-town travel, the parent/guardian must sign a permission slip stipulating:

- ❖ Their child is permitted to travel with the mentor to the predetermined destination, specifying names and the location(s) being traveled to.
- ❖ Permission for medical treatment in the case of a medical emergency.

For any and all admissible out-of-town travel, the Kappa League Advisory Committee must issue a detailed itinerary of the trip, and provide this to the parent/guardian, the local chapter, and the Province Polemarch prior to leaving, and include the following:

- ❖ The destination(s)
- ❖ Phone numbers of the places being visited, and lodging establishments
- ❖ Times and dates of departure and arrival at each location being visited
- ❖ Expected time of return

For out-of-town trips of more than one day's duration, the mentor should check in with the parent/guardian daily by phone, if possible.

There should NEVER be a case when the Kappa Leaguer and the Kappa Men(tor) share in any lodging accommodation.

During permissible out-of-town travel, the Kappa Men(tor) should review and abide by all terms outlined in the transportation

## **MANDATED REPORTING POLICY**

It is the practice of the Kappa Youth Leadership & Development League that the (local chapter) Kappa League Advisory Committee must report any suspected child abuse and/or neglect by a Kappa Men(tor) or a Kappa League participant immediately. All such suspected reports must be made to appropriate local and/ or state authorities within that Province. The Kappa Men(tor) and/or Guide Right Director shall follow the Reporting of Child Abuse and Neglect Procedure.

Any Kappa Men(tor) or volunteer accused of child abuse or neglect will be investigated by the respective Province. Contact with program youth will be restricted or constrained and/ or the person in question placed on cease and desists from the fraternity or program participation per the decision of the Province Polemarch until such investigation is concluded.

Refer to Reporting of Child Abuse and Neglect Procedure (page 69) for common signs and reporting guidelines.

## USE OF ALCOHOL, DRUGS, TOBACCO, AND FIREARMS POLICY

It is the policy of the Kappa Youth Leadership & Development League to prohibit and discourage the use of drugs, alcohol, and firearms. Kappa Leaguers and Kappa Men(tors) are prohibited from using drugs/ alcohol or possessing firearms while engaged in the mentoring relationship. Any suspected violations should be reported to the local chapter Guide Right Director.

Alcoholic Beverages: No member of the Kappa League program will possess or consume beer, wine, or other alcoholic beverages while actively engaged or prior to actively engaging in mentoring, nor shall any participant endorse the use of alcohol. Kappa Men(tors) and Kappa Leaguers may go to a location where minors are allowed, and alcohol is served provided that the Kappa Men(tor) and Kappa Leaguers do not consume any alcohol.

Drugs: No member of the Kappa League will manufacture, possess, distribute, or use any illegal substance while engaged in mentoring or otherwise.

Tobacco: The intent of the Kappa League program is to create a smoke- and tobacco-free environment. To that end, smoking and the use of all tobacco products are prohibited on the premises of the Kappa League meeting and those involved with the program must refrain from the use of such products while engaged in mentoring. The use of tobacco products includes but is not limited to cigarettes, cigars, pipes, chewing tobacco, snuff, or other matters or substances that contain tobacco.

Weapons, Firearms, and Other Dangerous Materials: The possession or use of firearms, firecrackers, explosives, toxic or dangerous chemicals, or other lethal weapons, equipment, or material while participating in Kappa League program activities is strictly prohibited.

Any violation of this policy will result in the immediate suspension and/or termination of the mentoring relationship. In addition, violations of this policy may result in notification being given to legal authorities that may result in arrest or legal action and may be punishable by fine and/or imprisonment.

## UNACCEPTABLE BEHAVIOR POLICY

It is the policy of the Kappa Youth Leadership & Development League that unacceptable behaviors will not be tolerated on the part of Kappa Men(tors) or Kappa Leaguers while participating in the program. This policy is in addition to behavioral requirements stipulated in other policies or procedures within this manual. This policy in no way is intended to replace or take precedence over other policies or procedures including, but not limited to, the following:

- ❖ Confidentiality Policy
- ❖ Transportation Policy
- ❖ Overnight Visits and Out-of-Town Travel Policy
- ❖ Mandatory Reporting of Child Abuse and Neglect Policy
- ❖ Use of Alcohol, Drugs, Tobacco, and Firearms Policy

**Several behaviors are regarded as incompatible with Kappa League goals, values, and program standards and therefore are considered unacceptable and prohibited while participants are engaged in Kappa League program activities:**

- ❖ Unwelcoming physical contact, such as inappropriate touching, patting, pinching, punching, and physical assault
- ❖ Unwelcoming physical, verbal, visual, or behavioral mannerisms or conduct that denigrates, shows hostility, or aversion toward any individual
- ❖ Demeaning or exploitive behavior of either a sexual or nonsexual nature, including threats of such behavior
- ❖ Display of demeaning, suggestive, or pornographic material
- ❖ Known sexual abuse or neglect of a child
- ❖ Denigration, public or private, of any Kappa Leaguer parent/guardian or family member
- ❖ Denigration, public or private, of political or religious institutions or their leaders
- ❖ Intentional violation of any local, state, or federal law
- ❖ Drinking while driving or being under the influence of alcohol
- ❖ Possession of illegal substances

Any unacceptable behavior, as specified but not limited to the above, will result in a warning and/or disciplinary action including suspension or termination from participation in the mentoring program.



# PROCEDURES

## KAPPA LEAGUE INFORMATIONAL / ORIENTATION SESSIONS

### 1st Meeting

Invite a group of students and parents to an assembly or public meeting where they will be informed about Guide Right- the National Service Program of Kappa Alpha Psi Fraternity, Inc. The speakers should be both alumni and collegiate brothers. Encourage the students to participate in your program by explaining the purpose, requirements, and benefits of Kappa League membership.

Distribute Individual Data Sheets/Applications to all students attending the assembly and set a date for the return of the form.

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After reviewing the returned Individual Data Sheets/ Applications, formally invite those desiring to become members of the Kappa League program to an orientation meeting and/ or interview.

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### 2nd Meeting

- Distribute Leadership Notebook Fillers (Kappa League members or sponsoring chapters will procure the binders)
- Explain the Organizational Structure
- Explain Officer Duties and Procedures
- Outline Fraternity sponsored programs:
  - Cultural enrichment activities
  - Leadership observation tours
  - Socials
  - Religious emphasis services
  - Tutorial programs
  - Retreats
  - Awards
  - Presentations
  - Moving-up exercises
- Discuss areas for Kappa League members to initiate interesting projects which give them leadership training:
  - Peer tutorial programs
  - Socials
  - Sport participation and attendance
  - Kappa League management
  - Community projects

## RUNNING A KAPPA LEAGUE MEETING PROCEDURE

### General Membership Meeting Agenda

- I. Call to Order
- II. KLTV
- III. Minutes of Last Meeting (Secretary)
- IV. Financial Report (Treasurer)
- V. Committee Reports
- VI. Old Business
- VII. New Business
- VIII. Program/ Activity/ Guest Lecturer
- IX. Advisor's Remarks
- X. President's Remarks
- XI. For the Good of Kappa League/ Adjournment

### CALL TO ORDER

**President:** (Standing) This regular meeting of the Kappa League is now called to order. Let us stand and be led in the Pledge of Allegiance by \_\_\_\_\_.

**Members:** (Standing and reciting the Pledge of Allegiance)

**President:** Invocation will be rendered by \_\_\_\_\_.

**Members:** (Standing during invocation)

**President:** What is the purpose of the Kappa League?

**Members:** The purpose of the Kappa League is to promote and develop the leadership potential of its members through participation in club-oriented activities and at the same time motivate them to raise their aspiration level.

**President:** What is our Pledge?

**Members:** I pledge that as a member of this Kappa League, I will faithfully and truly perform, to the best of my ability, the duties and responsibilities to uphold the objectives of good leadership development.

**President:** Be seated. This meeting is now open for the business that is to be presented to the membership.

## MEETING MINUTES PROCEDURE

Meeting minutes should be taken at every Kappa League meeting to document the business conducted during the meeting. An archive for the Kappa League program should be established to retain all documents and records associated with the Kappa League program.

Meeting minutes should correspond with the General Membership Meeting Agenda, documenting the date, time, attendance, topic discussions, and motions. The meeting minutes should follow:

I. Call to Order	document date, time, members in attendance
II. KLTV	Select on video from the .... to display
III. Minutes of the Last Meeting	document the reading of the minutes, any additions/ corrections, and motions
IV. Financial Report	document the reading of the financial report, any additions/ corrections and motions
V. Committee Reports	written reports can be attached to the meeting minutes and all motions should be duly noted in the meeting minutes
VI. Old Business	document topics discussed and all motions should be duly noted in the meeting minutes
VII. New Business	high-level notes should be taken, and all motions should be duly noted in the meeting minutes
VIII. For the Good of Kappa League	high-level notes are optional
IX. Advisor's Remarks	high-level notes should be taken
X. President's Remarks	high-level notes should be taken
XI. Adjournment	document meeting end time

## INDUCTION CEREMONY PROCEDURE

The Induction Ceremony should be led by the Guide Right Director, Kappa League Advisory Committee representatives, and the Kappa League President (if applicable).

**Advisor:** The Kappa Youth Leadership & Development League is a program designed to aid young men to grow and develop their leadership talents in every phase of human endeavor. This national initiative commonly referred to as “Kappa League,” is a program for the educational, occupational, and social guidance of male students in grades 8-12.

Since the fundamental purpose of Kappa Alpha Psi is ACHIEVEMENT, it is therefore the Fraternity's primary purpose to help our young men achieve worthy goals for themselves and make constructive contributions to their community when they assume leadership roles.

To the prospective candidates of the \_\_\_\_\_ Kappa League, parents, guests, and the members of Kappa Alpha Psi Fraternity, Inc. here united, we are gathered to induct (insert #:\_) young men, who by their presence today, are dedicating themselves to developing their leadership ability.

**President:** Thank you Mr. \_\_\_\_\_. Who seeks membership in the Kappa Youth Leadership & Development League?

**Advisor:** The following candidates seek admittance. Please stand and come forward when you hear your name called. [read the names of the candidates]

**President:** The purpose of the Kappa League is to promote and develop the leadership potential of its members through participation in club-oriented activities and at the same time motivate them to raise their aspiration level. Members in Kappa League are asked to understand and display the following characteristics:

**Humility-**The state of quality of being modest of mind or spirit; demonstrated by the use of "Sir", "Please", and "Thank You".

**Deference- A** yielding in wishes, with courtesy and respect demonstrated by maintaining the discipline of mind and body.

**Unity-** The being together as one for a common cause.

**Discipline-** The training to develop self-control, character, orderliness, and efficiency demonstrated by not losing one's temper and effective organization of one's time.

**Awareness-** Being informed or cognizant of something through alertness in observing or interpreting what one sees, hears, or feels demonstrated by creating, planning, executing, and reporting ideas.

Do you understand these qualities?

**Candidates:** We do!

**President:** (Turn to the advisor) ... I now present these candidates for membership into Kappa League.

**Advisor:** In every aspect of our lives, we are rewarded for the efforts we put forth, in our careers by promotion or advancement; in politics by winning success; in sports by triumph; and in the care of our bodies by good health and long life.

At this point, I will explain the Kappa League symbols. (Display the logo and shield for candidate viewing)

Logo	Shield
<p>The official Kappa League logo is the fist clenching lightning bolts, signifying the harnessing of energy. Man recognized the force and value of the energy generated by lightning and set out to harness the same. The exercises of the Kappa League will develop young men who will be able to handle leadership responsibilities when the role of leadership becomes their duty.</p>	<p>The shield is a crest shape bearing the letters KL below Kappa League. The shield is also decorated with a diploma representing academics and a fist clenching lightning bolt, signifying the harnessing of energy.</p>

**Advisor:** By the power vested in me as an Advisor to the \_\_\_\_\_ Kappa League and implementation of Guide Right, the National Service Program of Kappa Alpha Psi Fraternity, Inc., I will administer the Kappa League pledge. Please repeat after me.

**Members:** I pledge that as a member of this Kappa League, I will faithfully and truly perform, to the best of my ability, the duties and responsibilities to uphold the objectives of good leadership development.

**Advisor:** Welcome to the Kappa League!

Kappa Leaguers should greet the new Kappa Leaguers with a handshake, in an orderly manner. Kappa League certificates, pins, etc. can be given out at this time.

## REPORTING OF CHILD ABUSE AND NEGLECT PROCEDURE

No matter your state laws, learning the appropriate ways to respond to suspected maltreatment is a major step toward protecting children. It is the responsibility of all individuals and community members — not just mandated reporters — to respond to the suspected maltreatment of any child.

SUSPECTED CHILD ABUSE AND NEGLECT REPORTS MUST BE MADE TO APPROPRIATE LOCAL AND/OR STATE AUTHORITIES WITHIN THAT PROVINCE. ALSO, THE PROVINCE POLEMARCH SHOULD BE NOTIFIED ONCE THE APPROPRIATE AUTHORITIES HAVE BEEN CONTACTED. (See the [How to Make a](#)

[Report](#) section that follows)

In most states, reports are anonymous and there's generally no reason to be hesitant about making a report if you genuinely suspect that child abuse is occurring. The laws of most states don't punish people for making a good-faith effort to report child abuse. A reporter might, however, be punished if he or she was reporting child abuse without any basis for such a belief, and if the report was motivated entirely by a desire to get the reported person in trouble with the law – known as malice.

### How to Make a Report

Call the appropriate local and/ or state authorities. Be prepared to provide certain information, including:

- ❖ Details – the child's or young person's name, age, and address
- ❖ Indicators of harm – the reason for believing that the injury or behavior is the result of abuse or neglect
- ❖ Reason for reporting – the reason why the call is being made now
- ❖ Safety assessment – assessment of immediate danger to the child or children. For example, information may be sought on the whereabouts of the alleged abuser or abusers
- ❖ Description – description of the injury or behavior observed
- ❖ Child's whereabouts – the current whereabouts of the young person
- ❖ Other services – your knowledge of other services involved with the family
- ❖ Family information – any other information about the family
- ❖ Cultural characteristics – any specific cultural or other details that will help to care for the child, for example, cultural origins, interpreter or disability needs.

A report should still be made, even if you don't have all the information listed above. The reporter's identity is protected unless they provide written consent for it to be disclosed or it is required by order of the Court.

**Listed are common signs to look out for:**

PHYSICAL ABUSE	
<u>Physical Indicators</u>	<u>Behavioral Indicators</u>
<ul style="list-style-type: none"> <li>• Unexplained bruises and welts</li> <li>• Unexplained burns</li> <li>• Unexplained fractures</li> <li>• Unexplained laceration or abrasions</li> </ul>	<ul style="list-style-type: none"> <li>• Wary of adult contacts</li> <li>• Behavioral extremes (aggressiveness, withdrawal)</li> <li>• Frightened of parents</li> <li>• Afraid to go home</li> <li>• Reports injury by parents</li> </ul>
PHYSICAL NEGLECT	
<u>Physical Indicators</u>	<u>Behavioral Indicators</u>
<ul style="list-style-type: none"> <li>• Consistent hunger, poor hygiene, inappropriate dress</li> <li>• Consistent lack of supervision, especially in dangerous activities or long periods</li> <li>• Constant fatigue or listlessness</li> <li>• Unattended physical problems or medical needs</li> <li>• Abandonment</li> </ul>	<ul style="list-style-type: none"> <li>• Begging, stealing food</li> <li>• Extended stays at school (early arrival and late departure)</li> <li>• Constantly falling asleep in class</li> <li>• Alcohol or drug abuse</li> <li>• Delinquency (e.g., thefts)</li> <li>• States there is no caregiver</li> </ul>
SEXUAL ABUSE	
<u>Physical Indicators</u>	<u>Behavioral Indicators</u>
<ul style="list-style-type: none"> <li>• Difficulty in walking or sitting</li> <li>• Torn, stained or bloody underclothing</li> <li>• Pain or itching in genital area</li> <li>• Bruises or bleeding in external genitalia, vaginal or anal areas</li> <li>• Venereal disease, especially in pre- teens</li> </ul>	<ul style="list-style-type: none"> <li>• Withdrawn, fantasy or infantile behavior</li> <li>• Bizarre, sophisticated, or unusual sexual behavior or knowledge</li> <li>• Poor peer relationships</li> <li>• Delinquent or run away</li> <li>• Reports sexual assault by caregiver</li> </ul>
EMOTIONAL MALTREATMENT	
<u>Physical Indicators</u>	<u>Behavioral Indicators</u>
<ul style="list-style-type: none"> <li>• Habit disorders (sucking, biting, rocking, etc.)</li> <li>• Conduct disorders (antisocial, destructible, etc.)</li> <li>• Neurotic traits (sleep disorders, speech disorders, inhibition of play)</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior extremes: (compliant, passive, aggressive, demanding)</li> <li>• Overly adoptive behavior: (inappropriately adult, inappropriately infant)</li> </ul>



# CHILD SAFETY

## Safety Guidelines Designed to Protect Program Participants

### SUPERVISION

- Kappa Men(tors) and designated volunteers are responsible for the supervision of the program participant.
- At no time should the Kappa Leaguer be left unsupervised or left with someone else during an activity.

### IF THE KAPPA LEAGUER GETS SICK

- Never give medication unless given either verbal or written permission from the parent/guardian.
- Ask if the young man has any allergies to medication.
- Take the Kappa Leaguer home and inform the parent/guardian of the symptoms.

### IF ACCIDENT OR INJURY OCCURS

- Non-Emergency- Apply basic first aids (Band-Aid, ice, etc.)
- Decide whether the activity can continue.
- Notify parent/guardian of the injury.
- Emergency- Refer to the emergency contact information form.
- Make the necessary arrangements to address medical needs.
- Notify the parent/guardian.
- Report accident/injury to the Guide Right Director.

### USING PUBLIC RESTROOMS

- Escort the young man to any public restroom to ensure safety.

## RETURNING CHILD HOME AFTER AN ACTIVITY

- Escort the Kappa Leaguer to the door to ensure his safety.
- Check in with the parent/guardian at this time, letting him/her know how the activity went.
- Communicate any concerns about the young man privately with the parent/ guardian.

## RIDING IN OR OPERATING MOTOR VEHICLES

- General safety rules must be followed.
- A seatbelt must be used, and airbag safety guidelines followed.
- Life preservers must be worn on any watercraft.
- Helmets must be worn on motorcycles, dirt bikes, snowmobiles, etc.
- Parent/guardian consent is required before a Kappa Leaguer can operate any motorized vehicles or equipment.
- State or a local municipality may require proper safety training/certification- permits and/or licensure for a minor to operate a certain kind of vehicle.

## ACTIVITIES THAT ARE NOT PERMITTED

- Activities that involve free falling (e.g., bungee jumping, hang gliding, parachuting, parasailing).
- Extreme variation sports (e.g., aerial tricks on bicycles, skis, snowboards, skateboards, and water skis).
- Flights on private planes, helicopters, sailplanes, hot air balloons, and blimps.
- Activities that involve shooting a projectile at another person.
- Riding all-terrain vehicles.

## WHEN ENGAGING IN HIGH-RISK ACTIVITIES

*(Such as rock climbing, scuba, white water rafting, etc.)*

- Clear with Guide Right Director and Polemarch, prior to the event.
- Identify any specialized skills, training, equipment, and supervision needed.
- Teach, practice, and develop necessary skills and safety precautions.
- Contact parent/guardian for approval.
- Snowmobiles, personal watercraft, motorcycles, and go-carts are okay with proper safety training and attire (helmet, life vest).

## PET CARE/ CONTROL

- Kappa Leaguers should be carefully introduced to pets. Be aware that they may have no experience with animals.
- Consider the Kappa Leaguer's fears and allergies.
- Establish boundaries and instruct Kappa Leaguer of appropriate care and treatment of pet.
- Make sure the pet is secured if it does not like children.

## PERSONAL BOUNDARIES

- Respect the Kappa Leaguer's need for personal space and privacy.
- Provide separate/private areas for a Kappa Leaguer to change or bathe.
- Nude swimming, showering with, or bathing a child is not permitted
- Affection is best expressed through positive /affirming comments.
- Physical affection may be expressed using a handshake, high five, pat on the back, or hug.
- NO sitting on laps, wrestling, teasing, massage, or touch of any private areas (genitals, buttocks, etc.)
- Never sleep or nap with a Kappa Leaguer in the same bed, sleeping bag, or sofa.
- Contact the program coordinator if there are any concerns about a program participant's or boundaries, expression of affection
- Consult with the parent/guardian before discussing values, sexuality, religion, and life choices with a program participant.
- Never come between the parent/guardian and the Kappa Leaguer, respect parental role and authority.

## DISCIPLINE/ SETTING LIMITS

- Physical discipline is never allowed.
- State expectations for behavior and any boundaries.
- Verbally address behavior concerns, and clarify what needs to change or happen.
- If the Kappa Leaguer does not respond, take him home and inform the parent/guardian.

## GIFT GIVING, DONATIONS, WORK FOR PAY

- Gifts are okay for birthdays, holidays, special events, or recognition of personal achievement. Dollars spent on gifts should be limited to \$50 or less.
- Gifts should never be purchased and kept at the Kappa Men(tor)'s home.
- Donations of furniture, clothing, money, computers, bikes or any professional services are discouraged and must be discussed with Guide Right Director.
- Providing opportunities for the Kappa Leaguer to earn money should be discussed with the parent/guardian.

## USE OF ALCOHOL, DRUGS, TOBACCO

- Use of alcohol, drugs, and tobacco (including vaping) is prohibited when with the Kappa Leaguer on an activity and prohibited during any fraternity-sponsored event where children are present.

## SUSPECTED ABUSE, NEGLECT, MALTREATMENT, SAFETY ISSUES

- Report to program coordinator for consultation.
- If a child is in immediate danger contact legal authorities.
- Personal stressors / life changes:
- Update the Guide Right Director of changes in jobs, address, phone, e- mail, work schedule, availability, etc.
- Update the Guide Right Director of changes in Kappa Leaguer's family, living situation, placement, health issues, safety issues, availability, inappropriate requests, etc.

# AWARDS

## Recognition for Outstanding Guide Right Achievement

### GUIDE RIGHT DIRECTOR OF THE YEAR (COLLEGIATE)

**THE MEL L. DAVIS AWARD** – in honor of Past Journal Editor Mel L. Davis who successfully along with Elder Watson Diggs Awardee, Edgar H. Bishop, founded the Kappa Instructional Leadership League. This award is reserved for an Undergraduate Brother who has demonstrated outstanding Guide Right Leadership.

### GUIDE RIGHT DIRECTOR OF THE YEAR (ALUMNI)

**THE BERT V. WADKINS AWARD** – presented to the most outstanding Alumni Guide Right Advisor or Director, named in honor of Elder Watson Diggs Laureate Bert V. Wadkins who successfully guided the Guide Right Program in Oklahoma City for a period of 50 years (1937-87).

### OUTSTANDING GUIDE RIGHT PROGRAM

**THE JAY CROSBY AWARD** – presented to the most outstanding Guide Right Program, named in honor of Elder Watson Diggs Laureate Jay Crosby, who served as founder and mentor of the Dayton Kappa League Program.

### OUTSTANDING GUIDE RIGHT MEMBER

**THE LEON W. STEWARD AWARD** - awarded to award the most outstanding member of a Guide Right Program, named in honor of the founder of the National Guide Right movement of Kappa Alpha Psi Fraternity, Inc.

**SOCIAL ACTION - COMMUNITY SERVICE** - awarded to recognize a member of a Guide Right Program doing outstanding Social Action Community Service work.

**HIGH SCHOOL STUDENT OF THE YEAR** - awarded to recognize the most outstanding high school student of a Guide Right Program.

**9/10TH GRADE STUDENT OF THE YEAR** - awarded to recognize the most outstanding 9th or 10th-grade student of a Guide Right Program.

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Kappa League Operation Budget. Created by Kenneth Brown

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