



ALPHA PHI ALPHA®

Elevating the Alpha Spirit

The Must-Know Blueprint for Collegiate Chapter Success (24-25)

Created by: Brother Senay Zedingel
68th Western Regional Assistant Vice President

Overview of Content

- **Chapter Costs**
- **Fundraising**
- **Special Events Checklist**
- **Preparation For Intake Season**
 - Fall Intake
 - Spring Intake
- **Convention/ Conferences Dates**
- **Awards**



Annual Chapter Operation Fees (24-25)

Table 1: Chapter Operations Fee

Fee	Cost
Chapter Tax	\$75
Chapter Insurance (Base)	\$700
Premium Insurance	\$75 per delegate
Western Regional Fee	\$5 per delegate
District Fee	\$5 per delegate

National dues and chapter fees paid by **September 25, 2024.



Chapter Fees - Retreat/ Conventions

1 16th Annual Western Regional Leadership Academy & College Brothers' Retreat

San Diego, CA - October 10-12, 2024

- Regular Registration: \$275.00 + \$9.25 service fee (ends September 30)
- Late Registration: \$295.00 + \$9.85 service fee (starts September 30)

2 76th Annual Western Region Convention

Long Beach, CA - April 2-6, 2025

- TBA : Expect registration rate to be \$295.00

3 National College Brother's Leadership Academy

Baltimore, Maryland - TBA

- TBA: Registration + Lodging + Dining Halls = ~\$600

4 98th General Convention

Philadelphia, Pennsylvania - TBA

- TBA: Expect registration rate to be similar range.



****Meeting Delegate strength is a requirement to engage in intake.**



Overview of Fundraising

➤ Funding Via School

- **Utilize Allocated School Funding:**

1. Tap into funds designated for student organizations by your college or university.

- **Leverage the Office of Fraternity and Sorority Life:**

1. Engage with this office to explore additional funding opportunities.
2. Ask for guidance on accessing supplemental funds or grants available to fraternities and sororities.

➤ Funding Initiatives

- **Book Sale/ Car Wash**
- **Double Good Fundraiser**
- **Snap**



Overview of Funding (continued)

➤ Funding Via Alumni Chapter

- **Engage with Alumni Chapter Early:**

1. Approach the alumni chapter during their **summer retreat** or at the beginning of their fiscal planning process (start of the fraternal year).

- **Build Rapport, Don't Just Ask for Money:**

1. Show how your chapter is self-sufficient and demonstrate past fundraising efforts.

2. Share where you've succeeded and where you've fallen short to justify the need for additional support.

- **Involve Alumni in Your Activities**

1. Invite alumni to events, share your successes, and make them feel invested in your chapter's growth.




Special Events Checklist

The **Special Event Checklist** must be submitted to the Corporate Headquarters for all events not considered a business and/or chapter meeting **30 days in advance of the event date.**

An approved form guarantees coverage for approved events under the Fraternity's General Liability.

Please click the [link](#) to access it!



**ALPHA PHI ALPHA
FRATERNITY, INC.®**
2313 SAINT PAUL STREET
BALTIMORE, MD 21218-5411

**SPECIAL EVENT
CHECKLIST**

POLICIES AND GUIDELINES

Special Events sponsored by Chapters, Districts, and Regions are covered under the General Liability policy provided by Alpha Phi Alpha Fraternity, Inc.®. If any event other than a regular business and/or chapter meeting is held, the **Special Event Checklist** application must be completed and submitted to the Corporate Headquarters for approval **(21) twenty-one days prior the event date.** Failure to submit the checklist within the deadline will result in a **\$100 late fee** to be applied to the chapter account. **ALL EVENTS** require the written approval of the Corporate Headquarters in the form of the Event Certificate before they are held by the chapter. In the event the Corporate Headquarters determines the potential liability exposure of the event is too extreme, the chapter will be asked to purchase a separate liability policy for the event or pay a surcharge for the coverage under the Alpha Phi Alpha Fraternity, Inc.® insurance program. **You will receive your insurance certificate approximately 7-10 business days before the event date listed.**

If a Special Event Checklist is not completed and approved by the Corporate Headquarters:

- the Fraternity's Insurance Policy will not extend to cover the event, meaning the chapter and individuals will be held liable should an incident occur,
- the chapter will be fined \$1,000,
- and additional fraternal sanctions may be placed on the chapter.

PLEASE ENTER THE FOLLOWING INFORMATION:

Chapter Name: _____ KEY #: _____
Chapter Type: ALUMNI COLLEGE
Region: EASTERN MIDWEST SOUTHERN SOUTHWEST WESTERN
District: _____ District Director: _____
Type of Event: _____ Event Date: _____
Title of Event: _____
Location/Address: _____
City: _____ State: _____ Zip: _____
Contact Person: _____
Contact Number: _____ Contact Email: _____
Estimated Attendance: _____
Has the event been held in the past? Yes No How many times prior? _____
Have there been any previous claims or violations? Yes No
If yes, please provide further details: _____

PLEASE SEE PAGE (4) FOR EVENT SECURITY REQUIREMENTS BASED ON ATTENDANCE.

EVENT DESCRIPTION:

CO-SPONSOR INFORMATION:

Is there a co-sponsor? Yes No Not Applicable
If yes, please list the organization: _____
Organization Contact Email: _____
Does the co-sponsor have insurance coverage? Yes No Not Applicable

PHONE: 410.554.0040 **FAX:** 410.554.0054 **EMAIL:** INSURANCE@APA1906.NET1



Special Events Checklist

If an event occurs without an approved Special Event Checklist completed:

The Fraternity's Insurance Policy will not extend to cover the event, meaning the chapter and individuals will be held liable should an incident occur

The chapter can be fined \$1,000,

Additional fraternal sanctions may be placed on the chapter.



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 City: _____ State: _____ Zip: _____
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 Has the event been held in the past? Yes No How many times prior? _____
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PHONE: 410.554.0040 FAX: 410.554.0054 EMAIL: INSURANCE@APA1906.NET



Intake Requirement Overview

● National Programs

- **Fall Intake:** Complete 3 out of 4 National Programs between *September 1, 2023*, and *September 25, 2024*.
- **Spring Intake:** Complete 3 out of 4 National Programs between *September 1, 2024*, and *January 25, 2025*.
****Must be submitted via Special Events Checklist to count.**

● IMDP & Risk Management Certification

- **Fall Intake:** By *September 8, 2024*, at least 51% of chapter members and 100% of chapter officers must complete both trainings.
- **Spring Intake:** By *January 19, 2025*, at least 51% of chapter members and 100% of chapter officers must complete both trainings.

● Chapter Officers

- **Fall & Spring Intake:** All Chapter Officers must be active and listed on AlphaMX by *September 8, 2024*.
**Mandated chapter officer positions: President, Vice President, Secretary, Treasurer, Associated Editor to the Sphinx, Chaplain, Historian, Director of Educational Activities, Dean of Membership Development.

● Dues and Delegation Requirements

- **Dues - Fall & Spring Intake:** National dues and chapter fees paid by *September 25, 2024*.
- **Delegation - Fall & Spring Intake:** Must have filled delegate strength at previous Regional and General Convention.



More Important Fall 2025 Intake Dates

1

HQ Candidate Application

- Candidate Application Opens: *Monday, August 19, 2024*
- Candidate Application Close: *Sunday, October 6, 2024*

2

Online IMDP Requests to the Region

- Chapter IMDP Requests Due: *Wednesday, September 18, 2024*
***Highly Suggested Submission Window: September 6, 2024 - September 13, 2024*
- Revised Requests Due: *Wednesday, September 25, 2024*
***The "Revised Online IMDP Requests Due" date is the FINAL chance to submit any changes to your chapter's IMDP request.*
- IMDP Request link found [here!](#)

3

Risk Management & IMDP Training Dates

- Training Dates can be found [here](#).
- View Brothers who are IMDP Certified [here](#).

4

IMDP (Three Weekends)

- Varies per district; may occur in October and/or November. Reach out to District Director.



More Important Spring 2025 Intake Dates

1

HQ Candidate Application

- Candidate Application Opens: *Monday, January 20, 2025*
- Candidate Application Close: *Sunday, March 9, 2025*

2

Online IMDP Requests to the Region

- Chapter IMDP Requests Due: *Wednesday, January 29, 2025*
***Highly Suggested Submission Window: January 17, 2025 - January 24, 2025*
- Revised Requests Due: *Wednesday, February 4, 2025*
***The "Revised Online IMDP Requests Due" date is the FINAL chance to submit any changes to your chapter's IMDP request.*
- IMDP Request link found [here!](#)

3

Risk Management & IMDP Training Dates

- Training Dates can be found [here!](#)
- View Brothers who are IMDP Certified [here.](#)

4

IMDP (Three Weekends)

- Varies per district; may occur in March - May. Reach out to District Director.



Competing for Awards - Categories

Outstanding Awards

- Outstanding College Brother of the Year
- Outstanding College Chapter of the Year
- Charles H. Wesley Brotherhood Award
- The Augustus M. Witherspoon Leadership Award

Competitions

- Belford V. Lawson Oratorical Contest
- Dr. Hobart S. Jarrett Debate Competition
- Step Show Competition

Spirit Awards

- College Brother With The Highest Grade Point Average (Sealed Transcript)
- College Chapter With The Highest Grade Point Average (Sealed Transcript)
- Chapter with the Most Registered Brothers



Competing for Awards - Timeline

1

Run at the District Level

District Conferences dates vary, so please look out for respective District Conference. Also, find out the Awards Chair for your respective district.

2

Run at the Regional Level

All the winners at the District Level, will compete at the 76th Regional Convention in Long Beach, CA.

3

Run at General Convention (In a Convention year)

In the year of a General Convention, the winners at Regional will compete at the General Convention against the other regions.



Key Takeaways

Plan Ahead

Mark important dates and deadlines in your calendar to stay organized.

Meet Requirements

Ensure your chapter meets all intake and eligibility requirements on time.

Participate in Awards

Encourage your chapter to participate in at least one competition or award category.

Engage Members

Foster a sense of brotherhood and involvement among all chapter members.





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Have a Great Fraternal Year!