Kappa Alpha Psi Fraternity, Incorporated
Southwestern Province
80th Province Council

Keeper of Records Report

Mark A. Gallashaw, Sr.
SWP Keeper of Records

"Rebirth, Reclaim, Recommit, by Leaving No Brother Behind"

Kappa Alpha Psi Fraternity, Incorporated
Southwestern Province
80th Province Council

Types of Reports and Items Required for Effective Chapter Management		
TYPE OF REPORT/ITEM DUE	**DUE DATE**	**WHO TO SEND TO**
Election of Officers (Undergrad)	March 1	SWP
Election of Officers (Alumni)	May 30	SWP
Officers Report (Undergrad)	October 31	IHQ/SWP Polemarch/KOR
Officers Report (Alumni)	June 30	IHQ/SWP Polemarch/KOR
Chapter Membership Report	March 30	IHQ/SWP Polemarch/KOR
Tax Report (IRS Form 990N) Long or e-Post Card	Annually (1 October)	Chapter Certification/Province KOR
National Membership Dues	October 1	IHQ
Provincial Membership Dues	October 1	SWP KOE
Province Chapter Dues	Province Certification Deadline	SWP KOE

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Types of Reports and Items Required for Effective Chapter Management		
TYPE OF REPORT/ITEM DUE	**DUE DATE**	**WHO TO SEND TO**
Regular Formal Meeting (Undergrad)	Per Semester	Retained by Chapter KOR
Regular Formal Meeting (Alumni)	Per month	Retained by Chapter KOR
Grand Chapter Delegate Registration Fee	Every 2 years	IHQ
CRWLC Delegate Registration Fee	Annually September	SWP KOE

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Submitting Alumni Officer Report (Due 30 June Annually)		
Do		Don't
Submit your report as soon as possible		Wait until 30 June to submit the report
Completed report shortly after chapter officer elections (IMMEDIATELY)		Wait until it gets close to the deadline
Send the Report to IHQ, Province Polemarch and Province Keeper of Record		Just send your officer report to IHQ
Use KappaOrg.com to complete your report. (It is an acceptable format)		
Avoid fines for submitting late		

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Submitting Undergrad Officer Report (Due 31 October Annually)		
Do		Don't
Submit your report as soon as possible		Wait until 30 June to submit the report
Completed report shortly after chapter officer elections (Within a week or 2)		Wait until it gets close to the deadline
Send the Report to IHQ, Province Polemarch and Province Keeper of Record		Just send your officer report to IHQ
Use KappaOrg.com to complete your report. (It is an acceptable format)		
Avoid fines for submitting late		

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Example of Officer Report Kappaorg.com Format.

This format is now acceptable by IHQ as an official report.

It still needs to be send to all interested individuals as specified.

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Alumni Chapter Officer Report
October 5, 2015
Statute 20. ELECTION OF CHAPTER OFFICERS

Section 4. No member of a chapter or alumni association shall be eligible for office who is under expulsion, under suspension or placed on probation by the Fraternity or his college. In the case of undergraduate chapter, no member shall be eligible for the office whose cumulative grade point average is below the equivalent of a 2.5/4.0.No member shall be eligible for the office who is "Not in Good Standing" with the Fraternity at any administrative level.

Section 5. Each chapter and alumni association shall submit a chapter officers report to the Province Polemarch of jurisdiction and the Executive Director within 30 days of the chapter election. Failure to file a chapter officers Report within 30 days of the chapter election may subject the chapter to a fine determined by the Grand Board in accordance with statuate 3, Section 7.

Lake Charles Alumni
PO Box 1401
Lake Charles, LA 70602

Formal Chapter Meeting Information
1st Sunday of the Month @ 05:00 PM
723 Board Street Lake Charles, LA 70601

OFFICE	MEMBER #	NAME	ADDRESS	CONTACT
Polemarch	20050889	Mark Gallashaw	1707 Charlotte Drive Deridder,LA,70634	337-348-9059 markgal@bellsouth.net
Vice Polemarch	20131076	Ryan Preatto	1025 Deesport St. Apt. C Lake Charles,LA,70601	504-913-4160 preatto@yahoo.com
Keeper of Records	6801097	Quincy Hider	1908 2nd Street Lake Charles,LA,70601	337-564-5065 qlhidertech@yahoo.com
Keeper of Exchequer	9300942	Timothy Sensley	2905 Wilson Drive Lake Charles,LA,70607	337-274-2960 sensley@msn.com
Strategus	7200190	Robert Handy Jr	2706 Walden Dr. Lake Charles,LA,70607	337-474-4187 handyr@suddenlink.net
Lieutenant Strategus	7301306	Wayne Williams	3005 General Collins Lake Charles,LA,70615	337-477-2654 twojazzlovers@aol.com
Historian	5000583	Bernard Beaco	2727 General Doolittle Street Lake Charles,LA,70615	337-477-8619 bernardrbeaco@gmail.com
Reporter	20050889	Mark Gallashaw	1707 Charlotte Drive	337-348-9059

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Submitting Chapter Membership Rosters

Chapter Rosters must be submitted Annually. Chapter rosters will include the following information.

Membership Number	Members First Name	Middle Initial	Last Name	Address	City	State	Zip
20050889	Mark	A	Gallashaw	1707 Charlotte Drive	DeRidder	LA	70634

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Chapter Tax Exempt ID Applications

There are still chapters within the Province that has not gotten reinstated 501(C)3 Tax Exempt Status. If you don't have it by now, you are not an exempt organization.

Catch: 1. When chapters were first notified concerning this action, they had a certain amount of time to get it completed. If your chapter has not, you will not be certified until you can show proof that the proper documents have been submitted to the IRS. Your chapter certification will be conditional pending granting of the Exemption.

Catch 2. The original fee of $100.00 was for a limited time. The fee now is $400.00.

Catch 3: You have to send a copy of your completed application to the SWP KOR.

If you need help filling out the forms, please contact me for help.

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Brothers, if you need my assistance, here's how to reach me.

My Contact information is:

Mark A. Gallashaw
1707 Charlotte Drive
DeRidder, LA 70634
337-348-9059
markgallashawswpkor@gmail.com

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