



INSTITUTES, WORKSHOPS and PROGRAMS

ALPHA KAPPA ALPHA SORORITY, INCORPORATED®
88TH NORTH ATLANTIC REGIONAL CONFERENCE
 APRIL 3-7, 2019 | ATLANTIC CITY, NJ
 Atlantic City Convention Center

Soror Mary Bentley LaMar
 Regional Director

Soror Norma R. Evans
 Conference Chairman

AKANORTHATLANTIC.ORG
 CT / DC / DE / EASTERN NY / EASTERN PA / MA / ME / MD / NH / NJ / RI / VT



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MARY BENTLEY LAMAR

North Atlantic Regional Director

NORMA R. EVANS, ESQ.

Conference Chairman

AKA1908.COM/NORTHATLANTIC

Dear Sorors,

On behalf of the Planning Committee and the Sorors of Cluster IV, we welcome you to the great Atlantic City for the 88th North Atlantic Regional Conference. Sorors, history is in the making: the North Atlantic Regional Director, Mary Bentley LaMar is stepping high and leading with a high note as she and her leadership team welcome all of us to harmoniously expand our knowledge of Alpha Kappa Alpha programs and operations while focusing on our sisterhood. As always, some of the sorority's most dynamic leaders will be on hand to train you and disseminate the information needed for all to be successful.

During the conference you will have an opportunity to attend two workshops that pertain to chapter operations, and of course programs, which is the heartbeat of Alpha Kappa Alpha, Sorority, Inc. To ensure your learning experience meets your expectations, the following considerations are needed:

- ✦ Early Registration for your two (2) top choices
- ✦ Bring your registration information to verify your selected workshops
- ✦ Volunteer Facilitators and Recorders from across the Region are needed for successful execution of our workshops and institutes
- ✦ Facilitators and Recorders will be responsible for:
 - Checking Sorors into the workshops
 - Assisting the presenters as needed
 - Serving as a liaison between the presenters and the Chairman and Co-Chairmen of Workshops
- ✦ Recorders will also be asked to take notes for the presenters on matters that she may want to follow-up on with an attendee after the conference

All attendees will meet, greet and connect with Sorors from all over the Region including members of the directorate level. We hope all Sorors will consider serving in these important roles. Below please find the links to sign up to join us.

- ✦ Please use the following link to sign up to be a **Facilitator**: <https://form.jotform.com/83305574100144>
- ✦ Please use the following link to sign up to be a **Recorder**: <https://form.jotform.com/83304419016147>

The tone of this conference will be steady and impactful as we continue to exemplify excellence for Alpha Kappa Alpha in the Notable North Atlantic Region. If you need to contact us please do not hesitate to email us at 88narcworkshopschair@gmail.com.

Sisterly,

Soror Dorinda K Sapp-Nall, Chairman, Workshops, Institutes and Programs

Soror Jacqueline Tolbert-Beverly, Co-Chairman, Workshops, Institutes and Programs



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88TH NARC WORKSHOP DESCRIPTIONS

STAY POSTED FOR ADDITIONAL WORKSHOPS

WORKSHOP SESSION I

WK01 Connection

Exemplifying Excellence Through Awareness, Knowledge, Action

The International Connection Committee's workshop will communicate Alpha Kappa Alpha's legislative agenda, help identify impactful issues centered around civic engagement and community advocacy and educate on selecting candidates that promote those interests.

WK02 Constitution (SESSION I AND SESSION II)

Exemplifying Excellence by Knowing Your Documents

This interactive workshop is designed to educate participants on the importance of our sorority's governing documents. Members will have the opportunity to learn, refresh and challenge their knowledge base regarding Alpha Kappa Alpha's Constitution and Bylaws, Manual of Standard Procedure, Chapter Bylaws, and *Robert's Rules of Order Newly Revised, 11th Edition*, our parliamentary authority. The workshop will focus on areas that all active sorority members are encouraged to know and engage participants in a group activity to test mastery of the information presented.

WK03 Disaster Relief

Be Prepared...Disaster Relief 101

Attend this workshop to hear more about the Sorority's newly created Disaster Relief committee and learn how to create your *Chapter Disaster Relief Strategy* for local weather and non-weather-related emergencies.

WK04 EAF

Exemplifying Excellence Through EAF

At this informative workshop, attendees will become familiar with the mission, current programs and initiatives of the sorority's philanthropic arm, the Educational Advancement Foundation, in a fun interactive forum.

WK05 Finance

Managing Chapter Financial Operations Using the Fiscal Fitness Guide for Chapter Financial Operations

This interactive workshop provides participants with information on chapter financial procedures and operations. Participants will learn the roles and responsibilities of the financial officers, expectations of being a financial leader and guidelines for managing financial operations. Sorors will become well versed on the information included in the Fiscal Fitness Guide for Chapter Financial Operations, which includes budgeting, auditing internal controls and financial statement reporting.

WK06 Graduate/Undergraduate Task Force

Repotting the Ivy: Strengthening the Vines Between Graduate & Undergraduate Chapters

This workshop will offer ways to improve relationships between Graduate and Undergraduate chapters and sorors and outline strategies to encourage undergraduate sorors to transfer to graduate membership upon graduation.

WK07 Membership (SESSION I AND SESSION II)

Membership is Pearlfection

Come to an engaging, interactive experience to introduce *Reactivation Workplace*, the Excellence reactivation initiative. *Reactivation Workshop* provides a framework for successful membership reactivation and retention strategies. Workshop attendees will be provided best practices for reactivating and retaining sorors while discussing challenges faced by chapters in managing membership growth and sustainability. Chapters will be recognized for exceptional Reactivation Day activities and events.

WK09 MIP Undergraduate

MIP Excels with Excellence: Steps ONE, TWO and THREE

This undergraduate sorors workshop will provide attendees a step by step instructional guide on how to have a successful and impactful membership intake process. Participants should bring their own MIP Manual (Guidebook) to the workshop, in order to follow along with the presenters. The workshop will allow participants to leave with a thorough understanding of how to bring new members into the sorority with "Excellence" and submit paperwork efficiently.

WK10 Program (SESSION I AND SESSION II)

Exemplifying Excellence Through Sustainable Service – A Higher Level of Community Impact

The International Program Committee will provide a workshop designed to provide insights into how chapters are expected to successfully execute the Exemplifying Excellence Through Sustainable Service programmatic thrust, including program resources, reporting and outcome necessities for each of the five (5) program target areas.

WK13 Rituals (SESSION I AND SESSION II)

Our Sacred Rituals: Reverence, Reflection and Renewal

The Rituals of Alpha Kappa Alpha Sorority, Incorporated represent the Spiritual foundation of our sorority. Its systems of values are held sacred by sorors and must be revered and held in high esteem. Join the Rituals team for this reflective, informative and interactive workshop experience.

WK14 Sisterly Relations (SESSION I AND SESSION II)

Sisterly Relations: The DNA of AKA

This workshop will focus on strengthening our sisterly bond and exploring the importance of fostering sisterly relations within chapters. Sorors will learn strategies for maintaining a sisterly spirit during difficult situations and steps to rediscovering your passion for our sisterhood.

WK15 Standards (SESSION I AND SESSION II)

Chapter Operations: Exemplifying the Alpha Kappa Alpha Standards of Excellence Approach

This interactive workshop will provide the fundamentals of operating an effective chapter. Key areas include: chapter records management and retention, chapter assessment and end-of-year reporting. We will also review the fundamentals of transitioning toward and electronic evaluation process.

WK19 ALPHA KAPPA ALPHA SONGS I

Ceremonial Songs

Lead with a High Note at this inspiring and uplifting workshop conducted in rehearsal style. Attendees will learn and practice the proper words and vocal parts of our sorority songs, which are performed at Rituals, Founders' Day Celebrations and other appropriate ceremonies.

WORKSHOP SESSION II

WK02 Constitution (SESSION I AND SESSION II)

Exemplifying Excellence by Knowing Your Documents

This interactive workshop is designed to educate participants on the importance of our sorority's governing documents. Members will have the opportunity to learn, refresh and challenge their knowledge base regarding Alpha Kappa Alpha's Constitution and Bylaws, Manual of Standard Procedure, Chapter Bylaws, and *Robert's Rules of Order Newly Revised, 11th Edition*, our parliamentary authority. The workshop will focus on areas that all active sorority members are encouraged to know and engage participants in a group activity to test mastery of the information presented.

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WK08 MIP Graduate

MIP Excels with Excellence: Steps ONE, TWO and THREE

This graduate sorors workshop will provide attendees a step by step instructional guide on how to have a successful and impactful membership intake process. Participants should bring their own MIP Manual (Guidebook) to the workshop, in order to follow along with the presenters. The workshop will allow participants to leave with a thorough understanding of how to bring new members into the sorority with “Excellence” and submit paperwork efficiently.

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WK11 Protocol

Exemplifying Excellence in Alpha Kappa Alpha Protocol

This interactive workshop will include the study of basic protocol for all sorors. Participants will receive updates on recent changes to the Protocol Manual. This workshop is geared toward current or aspiring leaders as it relates to protocol implementation for chapter and other sorority events.

WK12 Risk Management

Exemplifying Excellence Through Effective Risk Management: It's Every Soror's Business

This workshop will discuss top Sorority risks; discuss best practices to effectively identify, assess, and mitigate risk at every level of the Sorority concerning active and inactive members; and explore the role every soror must play in mitigating risk.

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This interactive workshop will provide the fundamentals of operating an effective chapter. Key areas include: chapter records management and retention, chapter assessment and end-of-year reporting. We will also review the fundamentals of transitioning toward and electronic evaluation process.

WK16 Technology

Technology for 21st Century Chapters

Are you ready to move your chapter to its next level of Excellence in Technology? This workshop will introduce and familiarize you with the latest low to no cost tech tools and online safety measures and strategies. Join us and learn the advantages of using “Soror Online Profile” and how chapters benefit from it. Take home tech tools that your chapter will embrace and use.

WK17 Undergraduate Activities

Next Level EXCELLENCE: The Undergraduate Experience

Join the Undergraduate Activities Committee as we unveil the 2018 – 2020 program “*LEVEL UP! Leveraging EXCELLENCE through Vibrant Engagement & Leadership.*” We will introduce your undergraduate leaders at the international level, host an undergraduate town hall and provide the tools to take your chapter to the next level!

WK18 Communications

Building a Digital Marketing Plan

Digital marketing is a broad term for the various ways information can be distributed through online channels such as search engines, websites, social media platforms, email, and mobile apps. More and more organizations and individuals use these digital tools to spread their message to their target audience. However, it is not enough to just get your message out. To successfully achieve your goal, you must understand when, where and how to communicate your message. Upon completion of this workshop, participants will be able to build and execute an effective digital marketing plan.

WK19 Parliamentary First Level Membership Exam

For those Sorors who participated in the Parliamentary First Level Membership Exam Prep on Thursday. The NAP membership examination will be given during this time.

WK20 ALPHA KAPPA ALPHA SONGS II

Song Fest

Lead with a High Note at this fun-filled song exchange. Learn and share your favorite songs and chants. Attendees will build on their musical repertoire for chapter reunions, homecomings, retreats, step shows, chapter meetings and other activities.

STAY POSTED FOR ADDITIONAL WORKSHOPS



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PRE-CONFERENCE INSTITUTES

Thursday, April 4, 2019

FINANCIAL OFFICERS CERTIFICATION TRAINING

8:00 AM – 4:00 PM

FEE - \$85.00

The training is offered to current and aspiring Alpha Kappa Alpha Sorority, Inc. chapter financial officers. This one-day, interactive, hands-on certification is designed to assist the graduate chapter Tamiouchous and Pecunious Grammateus in executing their operational responsibilities. Sorors will be trained in the proper implementation of financial procedures as outlined in Fiscal Fitness Guide to Chapter Financial Procedures and referenced in several other sorority documents. A creative, learning approach will be used to enhance core competencies of certification participants. Sorors who successfully complete this training will earn the designation of Certified Chapter Financial Officer. Bring your own laptop. iPads cannot be used for this training.

GRADUATE ADVISOR'S CERTIFICATION LEVEL I

8:00 AM – 4:00 PM

FEE - \$40.00

PAID TO CORPORATE OFFICE

This training is for candidates for Graduate Advisor and Graduate Advisory Committee members and sorors in leadership positions who have never been certified.

GRADUATE ADVISOR'S CERTIFICATION LEVEL II

FEE - \$40.00

PAID TO CORPORATE OFFICE

This training is for candidates for Graduate Advisor, Graduate Advisory Committee members and sorors in leadership positions who are seeking recertification.

ANNA EASTER BROWN LEADERSHIP

8:00 AM – 4:00 PM

FEE - \$100.00

This year long leadership institute is for sorors who are looking to test their Sorority Quotient (SQ): Sisterhood, Scholarships and Service. The program will offer an opportunity to be published in regional leadership publications, credits towards AKA certifications and include a chapter visit. Graduation will be held at the 2020 NARC.

NAP FIRST LEVEL MEMBERSHIP EXAMINATION PREP COURSE

9:00 AM – 4:30 PM

FEE-\$10

A FEE WILL ALSO BE PAID TO NAP

-

**SEE NAP MEMBERSHIP
APPLICATION FOR DETAILS**

This training is for sorors who plan to take the National Association of Parliamentarian's (NAP) membership examination on Saturday. This full-day training is for those interested in learning more about parliamentary procedure and includes a cram course to prepare to take the membership examination on-site at the Conference (choose workshop #19 for the exam). Along with your sorority documents, each participant must purchase a copy of Robert's Rules of Order Newly Revised in Brief, 2nd edition. If you have one in your possession you may want to bring Robert's Rules of Order, Newly Revised, 11th edition.

MINORITY HEALTH FORUM

8:00 AM – 4:00 PM

FREE

The forum provides a community engaged platform that promotes diversity, disseminates health disparities research findings, programs, and tools, and increases awareness on health disparities.

***Must be registered for this event to attend.**



Alpha Kappa Alpha Sorority, Inc.®
Notable North Atlantic Region

Minority Health Forum

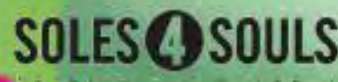
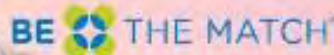
in partnership with

**The Sickle Cell Association of New Jersey
and the
NJ Department of Minority and Multicultural Health**

Healthcare Professionals will receive CEU credits

Regional Conference Community Service Opportunities

- Turning Point Day Center for the Homeless
- Soles 4 Souls
- Lions Club International
- Be The Match/National Marrow Donor Awareness





Alpha Kappa Alpha
SORORITY, INCORPORATED



GLENDA GLOVER
SUPREME BASILEUS



BERNA GREER
FINANCIAL OFFICERS' CERTIFICATION
TRAINING, CHAIRMAN

2019

FINANCIAL OFFICERS' CERTIFICATION TRAINING

This training is offered to current and aspiring Alpha Kappa Alpha Sorority chapter financial officers and members. This one-day, interactive, hands-on certification is designed to assist the graduate chapter Tamiouchos and Pecunious Grammateus in executing their operational responsibilities. Sorors will be trained in the proper implementation of financial procedures as outlined in the *Fiscal Fitness Guide For Chapter Financial Operations* and referenced in several other sorority documents. A creative, learning approach will be used to enhance the core competencies of certification participants. Sorors who successfully complete this training will earn the designation of Certified Financial Officer.

Registration will be limited to 75 sorors and priority will be given to current chapter financial officers. Sorors are responsible for downloading all class materials prior to coming to certification training.

FOC training fee: \$85.00 (Lunch included)

The FOC training fee must be received with the conference registration fee in order to be registered to attend this one day training.

**GRADUATE ADVISORS' CERTIFICATION TRAINING PROGRAM
GENERAL INFORMATION
2019 REGIONAL CONFERENCES AND 2019 LEADERSHIP SEMINAR**

Authority: *Article III, Section 22, Constitution and Bylaws and the results of sorority litigation.*

Who must receive Graduate Advisors' Certification?

- Candidates for advisor to an undergraduate chapter
- Members of the chapter's Graduate Advisory Committee
- Sorors in chapter leadership positions (Optional)
- Sorors planning to pursue international offices

What is the Graduate Advisors' Certification?

- **LEVEL I** – an introductory training for candidates for Graduate Advisor, Graduate Advisory Committee Members, sorors in chapter leadership positions who have never been certified and sorors who have allowed their certification to expire (certifications expire after three years on December 31).
- **LEVEL II** – an intermediate training for candidates for Graduate Advisor, Graduate Advisory Committee Members and sorors in chapter leadership positions who are seeking to recertify within the effective period of their certification.

What forms and documents are required for Graduate Advisors' Certification?

- From Applying Soror to Basileus or Grammateus of chapter:
 - Review application and sign verification statement
(Sorors who are serving as Basileus or Grammateus who seek to participate in the training cannot provide the verification signature for her own application. The Basileus must obtain the verification signature of the Grammateus and vice versa.)
- From Applying Soror to International Graduate Advisors' Certification Training Committee:
(PLEASE NOTE THE REGION YOU ARE REQUESTING TO TAKE THE TRAINING ON THE ENVELOPE)

Do not require a signature for delivery tracking as your package may be rejected; rather use delivery confirmation.

- ORIGINAL Application signed/dated in the presence of a notary.
- SEALED Official Transcript or Letter (with raised seal) from college/university as proof that soror is at least a five-year, post-baccalaureate graduate; transcripts will not be returned after evaluation.
- COPY of payment – \$40.00 Regional Conference or \$85.00 Leadership Seminar payment.
- Send application, transcript and copy of payment to: International Graduate Advisors' Certification Training Committee, c/o Soror Joanna Langston, PO Box 7595, Gwynn Oak, Maryland 21207. Write the region you are requesting to take training on envelope.

- From Applying Soror to Corporate Office: **Alpha Kappa Alpha Sorority, Inc.® 5656 South Stony Island Avenue, Attention: GACT , Chicago, IL 60637**
 - COPY of Application (**DO NOT SEND THE ORIGINAL APPLICATION TO CORPORATE OFFICE**)
 - Payment of \$40 – Regional Conference or \$85.00 – Leadership Seminar (cashier’s check or money order) made payable to Alpha Kappa Alpha Sorority, Inc.® (**NO PERSONAL CHECKS**). The Corporate Office will provide an email confirmation for your payment only.
 - For more immediate proof, please use the delivery confirmation with the carrier service to confirm receipt of any documentation to Corporate Office.
 - (**PLEASE NOTE THE REGION YOU ARE REQUESTING TO TAKE THE TRAINING ON THE ENVELOPE**)

Which sorors DO NOT need to submit an official transcript or official letter proving she is at least a five-year, post-baccalaureate graduate?

- Sorors applying for Level II recertification
- Sorors who have previously received Level I certification (since July 2003)

How will the soror know that she has been approved or denied for the certification training?

- Sorors will receive approval confirmation by email from the International Graduate Advisors’ Certification Training Committee. Sorors will received notification of approval 10 days before the certification training.
- OR**
- Sorors will receive denial confirmation by email from the International Graduate Advisors’ Certification Training Committee if documents are received after the postmark deadline; or are incomplete; or cannot be verified. **NOTICE OF YOUR APPROVAL OR DENIAL WILL NOT COME FROM CORPORATE OFFICE.**

What does the fee include?

- The \$40.00 Regional Conference training fee will include a training package containing the following:
 - Graduate Advisors’ Certification Training Manual
 - Undergraduate Membership Intake Manual
 - General Information for the Collegian
 - Fiscal Fitness
 - Anti-Hazing Handbook
- The \$85.00 Leadership fee will include the same course materials along with a lunch.

What is the deadline for submitting documents to the International Graduate Advisors' Certification Training Committee and Corporate Office?

- The postmark deadline for submitting documentation and fees for any 2019 Regional Conference is **February 1, 2019.**
- The postmark deadline for submitting documentation and fees for the 2019 Leadership Seminar is **April 15, 2019.**

Additional Information

- Sorors must be registered for the conference at which the Graduate Advisors' Certification Training is to be received.
- Certification and recertification expire after three years on December 31; you must be recertified prior to your expiration. Sorors who fail to recertify prior to her expiration will have to complete Level I training.
- If a soror cannot attend the certification training on the dates/location originally indicated on her application, she may request to transfer her registration to a subsequent Regional Conference (at the discretion of the Regional Directors) or the Leadership Seminar provided it is for 2019 . A soror must submit a request for transfer in writing or by email within six weeks prior to the original conference date. Requests should be submitted to **International Graduate Advisors' Certification Training Committee, c/o Soror Joanna Langston, PO Box 7595, Gwynn Oak, Maryland 21207.** Refunds are issued when member is deemed ineligible, withdraws her application or cancels conference registration and does not transfer to another conference. Refunds are scheduled to be issued after Leadership Seminar.

NO ON-SITE REGISTRATION

GRADUATE ADVISORS' CERTIFICATION TRAINING APPLICATION CHECKLIST	
COMPLETED	PART I: APPLICATION COMPLETION
	Complete Sections I & II of the Graduate Advisors' Certification Training Application. NOTE: Signature in Section II must be completed in the presence of a Notary Public.
	Have application notarized in Section III of the application.
	After notarizing, submit application to the chapter Basileus <u>or</u> Grammateus for completion of Section IV, Chapter Verification Statement. Include conference certificate of attendance annotated in Section II. Do not sign your own verification statement.
	PART II: APPLICATION SUBMISSION
	Submit documentation to International Graduate Advisors' Certification Training Committee , ORIGINAL application <ul style="list-style-type: none"> • SEALED official transcript or letter with raised university seal from college/university (<i>transcripts or letters apply ONLY to Level I and will not be returned after evaluation</i>) • COPY of payment \$40.00 for Regional Conference & \$85.00 for the Leadership • (PLEASE NOTE THE REGION YOU ARE REQUESTING TO TAKE THE TRAINING ON THE ENVELOPE)
	Submit documentation to Alpha Kappa Alpha Sorority, Inc., 5656 S. Stony Island Avenue, Chicago, IL 60637 as follows: <ul style="list-style-type: none"> • COPY of application (Do not send originals to Corporate Office) • Payment (cashier's check or money order) payable to Alpha Kappa Alpha Sorority, Inc.® (NO PERSONAL CHECKS) • Do not send any transcripts to Corporate Office • (PLEASE NOTE THE REGION YOU ARE REQUESTING TO TAKE THE TRAINING ON THE ENVELOPE)
	Maintain a copy of all submitted documentation for your records.
	Postmark deadline for documentation submission for All Regional Conferences – February 1, 2019 Leadership– April 15, 2019 NO EXCEPTIONS!!!

GRADUATE ADVISORS' CERTIFICATION TRAINING APPLICATION
POSTMARK DEADLINES:
ALL REGIONAL CONFERENCES – FEBRUARY 1, 2019
Leadership – APRIL 15, 2019

SECTION I: CONTACT INFORMATION *(Please print clearly or type)*

Name: _____ Financial #: _____

Other Names Used: _____

Address: _____ City: _____ State: _____ ZIP: _____

Email: _____ Phone: _____

Certification Training Requested (Check one): Level I ☐ or Level II ☐

☐ I am attending (insert region) _____ Regional Conference (\$40.00).
or

☐ I am attending Leadership in Nashville, TN (85.00).

Current Chapter: _____ Chapter City/State: _____ Current Region: _____

SECTION II: AFFIDAVIT *(Must be signed in presence of notary)*

I, (insert name) _____, DO HEREBY SWEAR OR AFFIRM THE FOLLOWING:
I have been a member of (insert graduate chapter) _____ Chapter for
at least two consecutive years [24 months of active membership as defined by Corporate Office]
immediately as of February 1, 2019; I have never been suspended for hazing; I have attended 2016 or
2018 Boule or the 2017 or 2018 Regional Conference; and I am aware that the 2016 regional conferences
and the 2019 Leadership Seminar does not count toward Conference Attendance.

Conference Attended: _____ Month/Year Attended: _____

Signature: _____ Date of Signature: _____

SECTION III: NOTARY

Signed and sworn before me on this _____ day of _____, 20____.

NOTARY PUBLIC *(Please sign below & stamp/seal to the right)*

Expiration Date: _____ Notary Signature: _____

SECTION IV: CHAPTER VERIFICATION STATEMENT

Based on chapter records/documents, I hereby confirm that this applicant has met the requirements for Graduate Advisors' Certification Training: (1) there are no chapter records of the applicant ever having been suspended for hazing; (2) the applicant has been a member of this graduate chapter for at least two consecutive years [24 months active membership as defined by Corporate Office] immediately as of February 1, 2019; and (3) has attended 2016 or 2018 Boule or 2017 or 2018 Regional Conference.

I am not signing my own verification statement.

Printed Name of Basileus or Grammateus _____

Signature of Basileus or Grammateus _____

Date _____



ALPHA KAPPA ALPHA SORORITY, INCORPORATED®
Notable North Atlantic Region
PRESENTS



ANNA EASTER BROWN

LEADERSHIP INSTITUTE

THURSDAY, APRIL 4, 2019

88TH NORTH ATLANTIC REGION INSTITUTE KICKOFF

- Test Your **Sorority Quotient (SQ)**:
Sisterhood, Scholarship & Service
- Program includes a chapter visit component
- Contributing editors to NAR Leadership publications
- Graduation at 89th NARC (2020)
- Credit for AKA certifications

\$100

Includes tuition and materials.

FOR INFO: AEBNARINSTITUTE@GMAIL.COM

Soror Jacqueline C. McGuire, Dean
Soror Angela L. Williams, Associate Dean
Soror Kendra Brown, Visiting Dean

Mary Bentley LaMar
Regional Director





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Conference Chairman

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NAP First Level Membership Examination Prep Course **Thursday, April 4, 2019 | 9:30 a.m. - 4:30 p.m.**

This training is for Sorors who plan to take the National Association of Parliamentarian's (NAP) membership examination on Saturday, April 6, 2019.

This full-day training is for those interested in learning more about parliamentary procedure and includes a cram course which prepares the participant to take the membership examination on-site at the Conference (also select Workshop to sit for the examination).

Along with your Sorority documents, each participant must purchase and bring a copy of **Robert's Rules of Order Newly Revised In Brief, 2nd edition**. This paperback book cost about \$7.00. If, in your possession, you may want to (should) bring **Robert's Rules of Order, Newly Revised, 11th edition** (RONR) as well.

NAP is the oldest and the largest professional non-profit association of parliamentarians in the world. Its primary objectives include studying, teaching, promoting, and disseminating the philosophy and principles underlying the rules of deliberative assemblies such as the Alpha Kappa Alpha Sorority, Incorporated® and its international network of local chapters. NAP bases its opinions and instruction on RONR, the most widely used parliamentary authority in the United States and other places.

This year's membership examination will be based on **Robert's Rules of Order Newly Revised In Brief, 2nd edition**. Depending on available time, additional discussion is welcomed on any other parliamentary issue that you may have. Sorors planning to take the examination should read and master chapters 1-11, including a focus on the examples and charts and Table D (pages 194-195).

Material for the examination will be taken from the above chapters and will consist of 40 multiple choice questions, with one question calling for the ranking in order of organizational documents. Workshop participants who plan to sit for the approximately 30 minute membership examination on-site at the Conference **MUST** complete the NAP Membership Application.

On the application, check #1, RONR In Brief and paper exam. The monitor will be:

- **Telephone:** (267) 265-7118 | **Email:** bwmrules@gmail.com
- **Name:** Bonnie W. Murdah, PRP (Professional Registered Parliamentarian)
- **Date of Examination:** April 6, 2019

Do not forget to name your state association. **The completed NAP application and payment must be sent directly to NAP at the address shown on the application no later than March 2, 2019.** The deadline date will not be extended.

Please email a copy of your application to Soror Bonnie Murdah at bwmrules@gmail.com.

*****Do NOT contact NAP asking to extend the deadline in the NARC registration packet for the workshop*****
Once registered, participating Sorors will receive additional study material via email.

NAP MEMBERSHIP APPLICATION

INSTRUCTIONS:

1. Choose the preferred exam version and format: RONR In Brief (40 questions) RONR (100 questions)
Online Exam Paper Exam
2. Designate the exam date (should be within 45 days of submitting application): _____
3. Complete the contact and demographic information. Please type or print in black ink.
4. Designate a monitor and include address and information (see side 2).
5. Calculate your national and state association dues (see dues charts included with this application).
6. Submit the completed application with your dues payment via mail or fax (credit card only).
7. The Member Registration and Examination Committee (MREC) will officially notify you of your results within 10 days of receiving the completed exam, at which time NAP will process your membership dues and you will be considered a member in good standing.

Please allow up to 14 days for processing of this application.

CONTACT INFORMATION

Name: _____

First	Middle (opt.)	Last
-------	---------------	------

Address: _____

Street	Email Address
--------	---------------

City	State/Province	ZIP/Mail Code	Country
------	----------------	---------------	---------

Phone: _____

Home	Primary	Cell	Primary	Work	Primary	Fax
------	---------	------	---------	------	---------	-----

Instructor's Name: _____

(if applicable)

First	Middle (opt.):	Last
-------	----------------	------

Your contact information will be included in the NAP members-only online directory unless you opt out. To opt out check here:

DEMOGRAPHIC INFORMATION

Please help us collect accurate demographics by answering the following questions. This information **is required** in order to process your membership. It will be used for internal purposes only to assist in developing programs and services.

Gender

Female Male

Birthdate (MM/DD/YYYY) _____

Check all that apply

I want to learn parliamentary procedure primarily to serve as a leader.

I want to learn parliamentary procedure primarily to be an effective member.

I provide parliamentary services primarily to organizations to which I belong.

I provide parliamentary services primarily to organizations to which I do not belong.

Languages I speak and write fluently

Chinese English French German Japanese
Portuguese Spanish Other _____

Skills and Talents

Audio/Visual
Budget/Financial
Investments
Editing/proofreading
Fundraising
Grant writing
Graphic/web design
Marketing/communications
Mobile apps development
Photography
Social media
Teaching adults
Teaching youth
Website development
Web meetings
Writing articles
Writing education curriculum
Writing test questions

5 MONITOR INFORMATION

Please designate a monitor for the examination. The monitor should be a member of NAP. If an NAP member is not available, ask a responsible member of the community to monitor the exam. Complete the information below; your examination will be sent directly to the designated monitor. **Monitor's address may not be the same as the applicant's address; monitor may not be a family member.**

The URL and access information for the online exam or the actual paper exam (whichever is your preferred format will be sent directly to the monitor with instructions for taking and submitting the exam.

Name: _____
First Middle (opt.) Last

Address: _____
Street

City State/Province ZIP/Mail Code Country

Phone: _____ Email: _____

MEMBERSHIP DUES

Regular Membership

First-year national dues are pro-rated on a monthly basis, as are the dues for MN, MO, OK, SC, WA, and New England. The chart below presents the prorated amount based on the month in which you are applying. A chart of state dues accompanies form.

Student Membership

An individual who is on active duty with the military or is a full-time student shall qualify for Student Membership. A full-time student shall be defined as an individual 25 years old or younger who is currently enrolled full time in a college program, high school, or home school setting.

State Association & Unit Dues

Please tell us if you are also joining an NAP unit in your local area and the name of that unit. Individuals who do not belong to a unit are considered members at large. NOTE: Unit dues are payable directly to the unit; NAP does not collect unit dues.

PAYMENT INFORMATION

I am applying for regular membership in NAP

I am applying for student membership in NAP. I am a full-time student 25 years old or younger and enrolled full time in school.

I am on active duty in the military and therefore applying for the student membership rate.

My state association should be _____

I am/will be a member of the unit _____

I will be a member-at-large

NAP regular or student member dues \$ _____

State association dues (see State Dues Chart) \$ _____

TOTAL AMOUNT ENCLOSED \$ _____

Check # _____ OR Credit Card: Visa MasterCard Discover

CSC Code _____ Exp. Date _____

Credit Card # _____

Name on Card _____

Signature

I agree to abide by the bylaws, policies, and Parliamentarian's Code of Ethics of the National Association of Parliamentarians. I have also read all the information both sides of this form and do hereby apply for membership in NAP. I further understand that being a member of NAP does not equate to being a registered or certified parliamentarian.

Signature

Date

NAP MONTHLY PRORATED DUES

Month	Regular	Student
January	\$84	\$42
February	\$77	\$38.50
March	\$70	\$35
April	\$63	\$31.50
May	\$56	\$28
June	\$49	\$24.50
July	\$42	\$21
August	\$35	\$17.50
September	\$28	\$14
October (incl. next year's dues)	\$105	\$52.50
November (incl. next year's dues)	\$98	\$49
December (incl. next year's dues)	\$91	\$45.5

Please mail or fax (credit card only) completed application with your dues payment to the following address. If paying by check, please include national and state association dues in one check payable to "NAP" in U.S. funds.

**National Association of
Parliamentarians®
213 South Main Street
Independence, MO 64050-3808
Fax: 816.833.3893**

NAP State Dues Chart

State	UM	MAL	SM	State	UM	MAL	SM
Alabama	\$10	\$10	\$5	Missouri (P)	\$15	\$15	\$7.50
Alaska*	N/A	\$0	\$0	Montana*	N/A	\$0	\$0
Alberta	N/A	\$10 (US Funds)	\$5 (US Funds)	Nebraska	\$20	\$20	UM \$20 MAL \$20
Arizona	\$15	\$15	\$7.50	Nevada	\$10	\$11	UM \$10 MAL \$11
Arkansas	N/A	\$10	\$5	New England (P)	\$15	\$15	\$7.50
British Columbia	N/A	\$15 (US Funds)	\$7.50 (US Funds)	New Jersey	\$15	\$20	UM \$15 MAL \$20
California	\$30	\$35	UM \$15 MAL \$17.50	New Mexico (P)	\$10	\$10	\$10
Colorado	\$20	\$30	UM \$10 MAL \$15	New York	\$12	\$15	\$12
Delaware	N/A	\$10	\$10	N Carolina	N/A	\$15	\$5
D.C.	\$10	\$15	\$10	N Dakota*	N/A	\$0	\$0
Electronic (P)	\$12	\$12	\$6	Ohio	\$15	\$15	\$5
Florida	\$25	\$25	UM \$12.50 MAL \$12.50	Oklahoma (P)	\$12	\$12	\$12
Georgia	\$10	\$7.50	UM \$10 MAL \$7.50	Ontario	N/A	\$0	\$0
Hawaii	\$10	\$10	\$10	Oregon	\$20	\$30	UM \$10 MAL \$15
Idaho*	N/A	\$0	\$0	Pennsylvania	\$12	\$12	\$12
Illinois	\$20	\$20	\$10	Quebec*	N/A	\$0	\$0
Indiana	\$10	\$10	\$5	S Carolina	\$15	\$15	\$15
Iowa*	\$0	\$0	\$0	S Dakota*	N/A	\$0	\$0
Japan*	N/A	\$0	\$0	Saskatchewan*	N/A	\$0	\$0
Kansas	\$6	\$6	\$6	Tennessee	\$15	\$15	\$15
Kentucky	\$10	\$10	\$10	Texas	\$15	\$20	\$10
Louisiana	\$12	\$12	\$6	Utah	\$5	\$5	\$5
Manitoba	\$5 (US Funds)	\$5 (US Funds)	\$5 (US Funds)	Virginia	\$15	\$16	\$15
Maryland	\$15	\$15	\$15	Washington (P)	\$24	\$24	\$12
Michigan (P)	\$15	\$25	\$10	West Virginia	\$10	\$10	\$10
Minnesota (P)	\$15	\$15	\$7	Wisconsin	\$15	\$15	\$15
Mississippi	\$10	\$10	\$5	Wyoming*	N/A	\$0	\$0

UM: Unit Member is a primary member of a unit within a state association

MAL: Member at Large of the state / province association does not belong to a unit

SM: Student Member - Enrolled in an academic institution as a full-time student & age 25 or younger or who is in military service

(P): Association Dues are pro-rated

*No state/province dues for unchartered states, provinces and countries

New England Association includes: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont

Alpha Kappa Alpha Sorority, Inc.
88TH NORTH ATLANTIC REGIONAL CONFERENCE
Atlantic City, New Jersey
April 3 – 7, 2019

The Notable North Atlantic Region is looking for proposed Workshops and Trainings that will lead with a high note and continue to exemplify excellence at the 2019 NARC!!

If you or someone you know would like to be considered as a potential presenter please complete and submit the form attached in the link below by January 21, 2019.

We look forward to seeing you at the conference.

<https://form.jotform.com/83294093753161>



ALPHA KAPPA ALPHA SORORITY, INCORPORATED®

88TH NORTH ATLANTIC REGIONAL CONFERENCE

APRIL 3-7, 2019 | ATLANTIC CITY, NJ

MARY BENTLEY LAMAR

North Atlantic Regional Director

NORMA R. EVANS, ESQ.

Conference Chairman

AKA1908.COM/NORTHATLANTIC

TO: Chapter Basilei and Graduate Advisors

FROM: Soror, Danielle Rowe-Jackson, Souvenir Journal Committee Chairman
Soror Daj' Kyia "Nikki" Green, Souvenir Journal Committee Vice Chairman

The Sorors of Cluster IV proudly welcome you to the 88th North Atlantic Regional Conference in Atlantic City, New Jersey. The Commemorative Souvenir Journal is a wonderful way to honor and recognize Sorors and Chapters in the Notable North Atlantic Region; and it is our hope to have your support in accomplishing this goal.

AD PRICING IS LISTED BELOW:

GRADUATE CHAPTER / GRADUATE MEMBERS / FRIENDS / FAMILY / BUSINESS	UNDERGRADUATE CHAPTER / UNDERGRADUATE MEMBERS
Inside front cover / inside back cover \$375	Inside front cover / inside back cover - \$350
Outside Back cover - \$425	Outside back cover - \$400
Full page - \$300	Full page - \$200
Half page - \$175	Half page - \$125
Belly Band - \$350	Belly Band - \$325

ADS MUST BE CAMERA READY.

Be sure to include all requested information and upload a camera-ready ad via the ad request link at: <https://form.jotform.com/83555210635151>. Please use the following naming convention with all ads - **[Chapter Name]_NARCAD 2019**. If a business or individual ad, please list the business or individual name - **[Business/Individual Name]_NARCAD 2019**. We encourage you to use high-resolution (at least 300 dpi) images to ensure high quality, clear ads. **Ads will be accepted in PDF or JPEG file formats only.**

ALL SUBMISSIONS AND PAYMENTS MUST BE RECEIVED BY FEBRUARY 4, 2019.

Please send this form and your ad electronically to narc2019journal@gmail.com

PAYMENT INFORMATION

Chapter Checks / Company Checks / Money Orders made payable: AKA North Atlantic Region. No personal checks will be accepted. Mail payment along with a copy of the completed souvenir journal advertisement form to:

Ms. Ruth Marcus-Sturgis
88th NARC Journal Ad
PO Box 2612
Bala Cynwyd, PA 19004

If you have any questions, please feel free to contact Soror Danielle Rowe-Jackson and / or Soror Daj' Kyia "Nikki" Green at narc2019journal@gmail.com.



ALPHA KAPPA ALPHA SORORITY, INCORPORATED®

88TH NORTH ATLANTIC REGIONAL CONFERENCE

APRIL 3-7, 2019 | ATLANTIC CITY, NJ

MARY BENTLEY LAMAR

North Atlantic Regional Director

NORMA R. EVANS, ESQ.

Conference Chairman

AKA1908.COM/NORTHATLANTIC

Vice Chairman - Operations
Dianna Williams-Fauntleroy, Esq.
Theta Kappa Omega

Vice-Chairman - Programs
Debora West
Lambda Omega Omega

Vice-Chairman - Social
Roselyn Holmes Grant, Esq.
Beta Alpha Omega

Vice Chairman-
Undergraduate Activities
Chika Oparaocha
Upsilon Theta

Conference Secretary
Sharon Hopson
Theta Pi Omega

Conference Administrative
Secretary
Kamala Allen
Upsilon Delta Omega

Treasurer
Shariah Dixon-Turner
Rho Theta Omega

Financial Secretary
Ruth Marcus -Sturgis
Omega Omega

Assistant Financial Secretary
Renee Banks
Lambda Omega Omega

Cluster IV Host Chapters Graduate

Beta Alpha Omega
Epsilon Upsilon Omega
Iota Epsilon Omega
Lambda Omega Omega
Nu Xi Omega
Omicron Xi Omega
Phi Eta Omega
Pi Mu Omega
Pi Theta Omega
Pi Xi Omega
Rho Gamma Omega
Rho Kappa Omega
Theta Kappa Omega
Theta Phi Omega
Theta Pi Omega
Upsilon Delta Omega
Omega Psi Omega

Undergraduates

Gamma Zeta
Iota Psi
Lambda Rho
Nu Eta
Nu Kappa
Omicron Nu
Pi Chi
Pi Iota
Rho Gamma
Rho Phi
Rho Upsilon
Zeta Sigma
Tau Eta
Tau Sigma
Upsilon Theta

Dear North Atlantic Region Soror,

I look forward to welcoming you to the 88th North Atlantic Regional Conference (NARC) on April 3-7, 2019 in Atlantic City, NJ. Our planning committees are working hard to provide you with a memorable experience, filled with opportunities to learn and fellowship.

We are committed to executing a successful NARC, *Leading with a High Note* in financial planning and management. We will work to keep our expenses low and will seek opportunities to underwrite meal events and public meetings. One of the ways we will do this is by soliciting sponsorships from Corporate and individual donors.

You are invited to participate in one of two ways:

- ✿ Assisting our Corporate Sponsorship Committee in identifying and/or securing potential Corporate Sponsors, and
- ✿ Becoming an individual donor at the **IVY/\$1,000** giving level or greater.

The enclosed Corporate Sponsorship Packet outlines the opportunities and levels of sponsorship, along with the benefits available. While we are interested in support for the North Atlantic Region at any time, please let us know of any potential leads by January 7, 2019.

We hope you will consider supporting the 88th NARC.

For further information about how to get involved by providing potential leads or to participate individually as a conference sponsor, please contact Soror Sandra Waite at

88NARCCorporateSponsorships@gmail.com or (678) 772-8819.

Sisterly,

Mary Bentley LaMar
Soror Mary Bentley LaMar

North Atlantic Regional Director

Norma R. Evans

Soror Norma R. Evans,
88th NAR Conference Chairman



ALPHA KAPPA ALPHA SORORITY, INCORPORATED®

88TH NORTH ATLANTIC REGIONAL CONFERENCE

APRIL 3-7, 2019 | ATLANTIC CITY, NJ
Atlantic City Convention Center

Mary Bentley LaMar
North Atlantic Regional Director

Norma R. Evans
Conference Chairman

CORPORATE SPONSORSHIP LEVELS

EXHIBIT AND SPONSORED EVENT/WORKSHOP OPPORTUNITIES ARE AVAILABLE

SPONSORSHIP LEVEL	BENEFITS
\$25,000+ Platinum	Exclusive NAR Conference sponsor with category exclusivity <ul style="list-style-type: none"> Recognition at Public meeting Prominent logo placement in registration materials and conference journal Prominent logo placement on AKA North Atlantic Region website Advertising and name prominence on all Conference signage Full page inside or back cover of conference journal Option to conduct a workshop and/or exhibit in vendor hall Product placement in Conference attendee bag or room drop Table and recognition at Regional Director's Dinner
\$20,000+ Gold	Exclusive Awards Gala sponsor <ul style="list-style-type: none"> Recognition at Conference Awards Gala Full page color ad in conference journal Advertising and name prominence on Awards Gala signage Option to conduct a workshop and/or exhibit in vendor hall Product placement in Conference attendee bag or room drop Table at Conference Awards Gala
\$15,000+ Silver	Luncheon sponsor (choice of Undergraduate or Graduate Recognition Luncheon) <ul style="list-style-type: none"> Recognition at undergraduate or graduate recognition luncheon Full page color ad in conference journal Advertising and name prominence on undergraduate or graduate luncheon signage Option to conduct a workshop targeting undergraduates or graduate members and/or exhibit in vendor hall Product placement in Conference attendee bag or room drop Table at undergraduate or graduate recognition luncheon
\$10,000+ Bronze	Various opportunities <ul style="list-style-type: none"> Option to conduct a workshop and/or exhibit in vendor hall 50+ Year members lounge sponsor or conference bag sponsor
\$2,500+ Patron	Non-profit or Individual donors (non-members) <ul style="list-style-type: none"> Recognition in Conference journal (individual donor page)
\$1,000+ Ivy Supporter	Individual donors (sorority members) <ul style="list-style-type: none"> Recognition in Conference journal and during plenary sessions Special Ivy Supporter ribbon on NARC badge