**JORDAN BURGIN**

Kappa Kappa Psi, Epsilon Psi

Missouri State University

Candidate for Member at Large

**JORDAN BURGIN**

1427 E. McCanse St. Burgin2012@live.missouristate.edu

Springfield, MO 65803 (660) 281-4191

**EDUCATION**

**Bachelor of Science, Psychology** General Business Minor

*Missouri State University*, Springfield, MO Expected Graduation: May 2017

**LEADERSHIP**

**Treasurer** May 2014-Present

*Kappa Kappa Psi;* Missouri State University January 2013-Present

* Collect and record chapter dues and other fees
* Create budget and ledgers for 2014-2015 and 2015-2016 school years
* Co-lead Fundraising Committee with Committee Chair
* Planned and organized 2016 Midwest District Day

**Mentor, Social, Acting Communicator Section Leader** May 2015-December 2015

**Social Section Leader**  May 2014-December 2014

*Pride Bands;* Missouri State University August 2012-Present

* Communicate effectively the week’s events and procedures from staff to section
* Plan and organize section social events throughout the summer and school year

**WORK EXPERIENCE**

**Carhop**  November 2013-April 2015; August 2015-Present

*Sonic Drive-In;* Springfield, MO

* Assist guests with all aspects of service
* Received multiple Secret Shopper scores of 95% or greater

**Manager** December 2012-May 2014

**Student Staff**  January 2016-Present

*Missouri State University Convenience Stores;* Springfield, MO

* Train new associates on register, stocking, and opening/closing duties
* Perform refunds, voids, and exchanges through Booklog system

**Teller** March 2015-August 2015

*OakStar Bank;* Springfield, MO

* Answer phones and assist guests with banking services
* Maintain a well-balanced cash drawer and bank documents

**INTRODUCTION**

Dear Brothers, Officers, and Governors of the Midwest District of Kappa Kappa Psi, my name is Jordan Burgin. I am a member of the Epsilon Psi chapter at Missouri State University. I am in my fourth year and am a psychology major with a minor in general business. I am currently serving in my second year as treasurer in my chapter. I play baritone in the Pride Marching Band and euphonium in concert band. I have also been a section leader of The Pride for the last two years.

I am running for the office of Member at Large, and I would be more than willing to serve in any other position for which the nominations committee sees fit.

**QUALIFICATIONS**

I think the four biggest qualities the Member at Large should have are enthusiasm for the district, communication, an outgoing personality, and approachability.

The most important quality is enthusiasm for the district. The Member at Large should be willing to go above and beyond to make chapters feel welcome and included in the district, through chapter visits, Skype sessions, and Google Hangouts. If they aren’t enthusiastic about it, they won’t be as willing to make those activities happen. Next, the Member at Large has to have good communication skills. They have to be able to communicate effectively between the district and individual chapters to set up those meetings and let the chapters know what’s happening in the district. They also have to effectively communicate expectations for award packets. The Member at Large needs to be outgoing and have the confidence to approach chapters that they may have never talked to before, otherwise they can’t do the job of maintaining contact between the district and chapters. Finally, the Member at Large has to be approachable so that chapters are eager to reach out to them to coordinate chapter visits and so that members are comfortable with asking them about awards packets.

While serving as an officer in my chapter, I had to use these skills in order to organize the Spring 2016 District Day at Missouri State which was fueled by my enthusiasm to get our chapter more involved at the district level. I had to effectively communicate between my chapter, Adam Pallas, and Event and Meeting Services at Missouri State in order to get everything effectively organized. I had to be outgoing and make myself approachable in order to have a successful District Day, and it went over better than I could have ever imagined.

**AS AN OFFICER**

If I am elected as Member at Large, I want to make chapter relations a priority. I know that it can be difficult to get to know other chapters in our district because of how spread out we are, and I want to change that. I want to make at least two chapter visits per semester and take plenty of pictures for the scrapbook.

As Member at Large, I would like to introduce a housing database for the Midwest District. I know that traveling is very expensive, and Brothers and Sisters in the district are always willing to let others stay with them, but sometimes it’s hard to find people to call. It can also be awkward if you don’t personally know them. However, with the database, I would like to publish it every semester by sending an email through the Listserv and asking for those who are interested, as well as how many people they would be willing to host, and their contact information. This would be published in an Excel file to the Midwest District Dropbox for easy access to all Brothers and Sisters, as well as in the Midwest District Archives. I think having this database would make it a lot easier for Brothers to make connections across the district.

I would also reword some of the award descriptions in the award packet for readability, but I would keep all of them. I think they are all fantastic awards that represent the district well.

**CONCLUSION**

As Member at Large, I would use the qualities of enthusiasm for the district, communication, an outgoing personality, and approachability to encourage chapter relations within the district, which I used while planning the Spring 2016 District Day. I would create a housing database to make meeting other people within the district easier. Above all, I want to share my love of the Midwest District with all our chapters, no matter how far away they may be.

Thank you for your time and consideration.

AEA,

Jordan Burgin

Epsilon Psi Chapter

Missouri State University

Marissa Kyser

415 E. Monroe Street A202-A

Springfield, MO 65806

March 25, 2016

To Whom It May Concern:

The following is a recommendation for Jordan Burgin in regards to nominations for the Kappa Kappa Psi Midwest District Member-At-Large.

Jordan has been a colleague of mine at Missouri State University for the past four years, and we are both members of Epsilon Psi’s Alpha Gamma Class, initiated in Spring of 2013. Through our interactions in the band programs at Missouri State, I have seen Jordan prove herself as a worthy candidate for this position.

Though Jordan has been dedicated to her Psychology and Business degrees, her devotion, enthusiasm, and leadership in band and Kappa Kappa Psi is contagious among her colleagues. Not only is she an effective participant in multiple ensembles, she displays great leadership skills in section leader positions that involve the important tasks of mentoring and communicating with other section members.

In Kappa Kappa Psi, Jordan has served as our chapter’s Treasurer since 2014, and continues to bring new ideas that position. I have personally witnessed her self-motivation while serving on the Officer Corps with her, both as Vice President and currently as President. Jordan is well capable of achieving any goal she sets her mind to and is always excited to work with and encourage others. This past year, Jordan also took on the large task of organizing our chapter’s District Days convention, which was extremely successful.

Jordan is always outgoing and ready to meet new people, especially our brothers of Kappa Kappa Psi and sisters of Tau Beta Sigma. This has been proven through her attendance at District Convention for the past three years (2014-2016), and her communication with other chapters to promote our own District Day.

Jordan receives my highest recommendation, and I know that in this position she will serve as a great representative of our district while always striving for the highest.

Please do not hesitate to contact me with any further questions you may have at (636) 290-8723.

Sincerely, Marissa Kyser

President of Kappa Kappa Psi-Epsilon Psi 2015-2016

Vice President of Kappa Kappa Psi-Epsilon Psi 2014-2015

