



# CONVENTION COOKBOOK

A RECIPE FOR SUCCESS  
FOR ALL CHAPTERS

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MIDWEST DISTRICT MEMBER-AT-LARGE  
2020-2021

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# FOREWORD



Photo Courtesy of  
Kappa Kappa Psi & Tau Beta Sigma  
National Convention 2019

## WELCOME

### A Brief Introduction

Let me preface this ebook with a story. Epsilon Psi is the Kappa Kappa Psi chapter residing in Springfield, MO at Missouri State University. This is my home chapter and the place where my membership process began. The brothers of Epsilon Psi are passionate and dedicated, and this sentiment was undoubtedly passed down to me. I am forever grateful to my home chapter and owe the members of Epsilon Psi the credit to my development in the fraternity.

Epsilon Psi makes frequent visits to district and national conventions, and we have a good relationship within our district and other Midwest chapters, however, I noticed that our chapter struggled to get more of our brothers interested and involved in our travels. I wanted to get more of our members to convention, so I took it upon myself to plan my chapter's trip. I gathered a surplus of knowledge about how to travel as a chapter, and believe that other chapters would benefit from this information. Here is a document that will aid chapters who have never traveled as a large group or want to find new innovative ways to do so. This document serves as a formula to follow, and by doing so any chapter in our district will have the tools to experience conventions and create meaningful relationships within the district and across chapters. Traveling as a chapter is a great way to promote brotherhood, leadership, musicianship, and service, and offers a great chance to engage brothers in our fraternity in ways they never might have before.

## HOW TO USE THIS ISSUE:

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Please use this issue as a guide for your chapter's planning. Additionally, I will be available for support through all of your endeavors. Please use my email to contact me with any questions:  
[mwdmal@kkpsi.org](mailto:mwdmal@kkpsi.org)

# WHY IS CONVENTION IMPORTANT?

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Convention is a great time for fraternal bonding and continuing education. There is nothing like the convention experience!

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## 1. BROTHERHOOD

There are not many times that you can meet up with hundreds of brothers for a fun-filled weekend. Convention is the perfect opportunity for that experience. The relationships you make at convention will create a lasting bond unlike any other. Additionally, the connections between districts and brothers will be something that we can all cherish forever.

## 2. CONTINUING EDUCATION

At convention, you may get the chance to sit in on workshops, reading bands, and educational experiences. New district officers are elected, and each chapter gets a vote and a stake in the future of the district. This is a great place for your voice to be heard, and for you to learn so much more about the fraternity!

# TIMELINE

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## September/October

- Figure out when & where convention is
- Ask if chapter members would be interested in traveling as a group
- Establish a few people to head the planning process

## November/December

- Begin looking for financial support from your university
- Begin fundraising or planning the finances of the trip
- Clearly outline costs for chapter members so they can prepare

## January

- Research and explore accommodation options
- Explore transportation options
- Finalize numbers for the above options and present them to the chapter

## February

- Make a final decision on accommodations
- Give chapter members a finalized cost of attendance
- Decide on transportation plan

## March

- Finish up reservations & register for convention
- Pack your bags
- Head out to convention

# PHASE ONE: PLANNING & FUNDING

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## PLANNING-

Planning for group travel includes many steps that can easily become overwhelming. It is important to recruit a friend to help with the process. It is also a good idea to work with your chapter's treasurer. They can provide a lot of funding guidance and support throughout the process.

## FUNDING-

There are several ways you can help fund your trip. One of those is to look for activity and organization funding at your university. Often times, the funding comes with stipulations so make sure you ask your student engagement office what requirements you need to fulfill to get the funding.

# PHASE TWO: BOOKING & NUMBERS

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## BOOKING-

When you are booking accommodations for your group, be sure you know the rules and regulations for the establishment. For example, if you book an airbnb that allows 12 people but you have 13, contact the host to see if they will allow it, or if you need to find a different accommodation. The last thing you want is to travel to a new city and not have an accommodation suitable for the group.

## NUMBERS-

Numbers are so important for planning convention! It is important to determine the number of people traveling with you as soon as a month before convention. The number of people you have coming with you can determine what accommodation you book, how you are traveling, and how much information you may need to compile if you are using university funds.

# PHASE THREE: FINALIZING & PREPARING

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## FINALIZING-

When finalizing your plans, make sure to check that your accommodations have been confirmed, members are getting registered for convention, and any paperwork you need to fill out for your university is turned in on time. When our university helped fund our trip, we had to turn in a form one week prior to the trip, detailing the students attending, what cars were driving, and the contact info for all the students. Make sure items like these are wrapped up so you can have a stress free and fun convention!

## PREPARING-

Finally, it is time to prepare for the trip! Pack your bags and don't forget souvenir and food money. Make sure all members are registered, gas is in the car, and your pin is in your bag because you are ready for a fun and informational time at convention with your brothers from all around!



# DEBRIEFING

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When you get home from convention, I suggest you do two things to complete the planning process and the experience:

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## 1. PAPERWORK

If you traveled on your university's funds, you will likely need to turn in receipts or other paperwork to get your reimbursements. This will likely need to be done within a week post-attendance.

## 2. SHARING THE EXPERIENCE

Once you get home, I highly suggest compiling some photos and information from the event to share with your chapter. From business to brotherhood, share it all so that chapter members who were not in attendance can still see what was going on!

# FUNDRAISING IDEAS

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Fundraising can be very successful without elaborate planning and a large task force. All you need is a few brothers and some good ideas!

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## GARAGE SALE-

Clean out all of the old junk you may have lying around and gather some brothers for a community garage sale. My tip is pricing everything as a dollar. It is easy to do, and you will sell a lot!

## BAKE SALE-

If you have some good bakers in your chapter, consider having a bake night to prepare bagged treats. This is such an easy way to make money and only requires 1-2 people at the booth.

## ICE CREAM BAR-

Set up a table at your campus with individual ice cream cups and root beer floats. This is a super yummy and fun way to make money. You can also market your chapter and participate in a little bit of campus outreach.

# BONDING IDEAS

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It is not often that chapters get a chance to spend time together and not do work. Take some time to have fun with your brothers and bond!

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## GROUP DINNER-

There is nothing better than gathering around the table for a hot meal. Consider going to a group dinner or working together to cook a large meal. Spaghetti is always easy and the time spent together is priceless!

## GAME NIGHT-

Nothing compares to a good competitive game night. Have members bring their favorite games. Whether it is Settlers of Catan, Ticket to Ride, or Monopoly, you are sure to have some fun!

## SOMETHING LOCAL-

Perhaps the city holding convention has an event happening, a famous park, or something fun like a bowling alley. This is a great way to sight-see and spend quality time with brothers.

# FLEXIBLE ACCOMMODATIONS

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There are many options for accommodations with groups and it is important to explore them all! A good option is one that fits the group best!

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## HOST HOTEL-

Typically, the host chapter will have a hotel accommodation option set up for you to book. This is usually very close to the convention site, near other brothers in the district, and sometimes the site of the banquet. It is a great option!

## AIRBNB-

Airbnb is a great option for larger groups. I have found that it typically offers a lower cost per person, but is often times further away from the convention site. The airbnb usually offers a kitchen and on site laundry, making it an often cheaper alternative to hotels.

## LOCAL BROTHERS-

If you are traveling with a small group and are very good friends with local brothers or family, you may be able to stay with them to get a little to no cost option. Staying with brothers is nice because they can sometimes show you around in the extra time!

# CLOSING & RESOURCES

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Overall, convention needs to be experienced by more than just a few brothers. Traveling and participating should be an option for everyone. I hope this resource helps your journey and assists you through a very exciting process. Should you get lost or have any questions, please feel free to reach out to me personally. I would be more than happy to assist you and point you in the right direction.

I cannot wait to see you at convention!

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