

# GRADUATE ADVISORS' CERTIFICATION PROGRAM: GENERAL INFORMATION

2010 REGIONAL CONFERENCES/2010 BOULE

**AUTHORITY:** Given in Article III, Section 22 of Alpha Kappa Alpha Sorority, Incorporated Constitution and Bylaws and the results of the California lawsuit.

## **Who should receive Graduate Advisor Certification?**

- Candidates for advisor to an undergraduate chapter
- Members of the Graduate Advisory Committee

## **What is the Graduate Advisor Certification Training?**

- LEVEL I — for candidates for Graduate Advisor and Graduate Advisory Committee members who have *never* been certified.
- LEVEL II — for candidates for Graduate Advisor and Graduate Advisory Committee members who are seeking re-certification.
- LEVEL III (only at 2010 Boule) — for Sorors who have been Graduate Advisors for 10 years AND who want to train to be “trainer-assistants” in their region.

## **What attachments are required with the application for GA Certification?**

- Form #GACT06710-02 (the Affidavit) must be filled out AND notarized by a notary public.
- One of three documents must be attached to verify that the Soror meets the 5-year criterion—sealed official transcript OR a notarized copy of the college degree OR an official letter from the college from which the Soror graduated with the degree received and date received.
- The Application (Form #GACT06710-01) must be attached for demographic information.

## **Which sorors do NOT need to attach an official transcript, notarized degree, or an official letter.**

Sorors who are applying for Level II or Level III training in 2010 AND who were certified in 2007, 2008, or 2009 DO NOT have to submit a 5-year postgraduate document with their application and affidavit.

## **Why must applicants attach the required affidavit and 5-year postgraduate document?**

- Alpha Kappa Alpha Sorority must document that all Graduate Advisors and Graduate Advisory Committee members have the required documents for the database.

## **How will the soror know she has been approved for the GA training?**

- Each applicant will receive a confirmation e-mail. Applicant **MUST** provide email address and present financial card for admission to training.
- Documents that are received after the absolute postmark deadline (February 26, 2010) OR are incomplete OR do not certify eligibility for training will receive an email of denial.

## **What does the fee include?**

- The fee for the 2010 Graduate Advisors' Certification Training is \$50.
- The \$50 fee includes the training documents and a boxed lunch.
- The training package for the 2010 Graduate Advisors' Certification Training sessions will contain the following documents:
  - *Graduate Advisors' Certification and Procedure Manual*
  - *Alpha Kappa Alpha Sorority, Incorporated® Anti-Hazing Handbook*
  - *Undergraduate Membership Intake Manual*
  - “General Information for the Collegian” brochure
  - *Official Guide to Alpha Kappa Alpha Protocol*
  - *Fiscal Fitness* — guide to chapter financial procedures
  - *So Now You're Elected: A Guide to Effective Leadership and Chapter Operations*

## **What's the deadline for sending documents for 2010 GA training?**

- The postmark deadline is February 26, 2010. ALL documents must be mailed in ONE PACKAGE to Soror Jo Ann Clark. If mailing in advance, use the P.O. Box #; if mailing overnight, use FedEx or UPS (not U.S. Postal Priority) to the physical address 505 MLKing Drive, Langston, OK 73050;  
**NO DOCUMENTS WILL BE ACCEPTED AFTER THE FEBRUARY 26, 2010 POSTMARK!**
- Send the required fee for materials with your conference registration; **DO NOT SEND THIS FEE TO SOROR JO ANN CLARK!**
- No documents will be accepted ON-SITE. Do not include unnecessary documents in the packet; e.g., copies of financial cards, previous certification, life membership certificates, etc. **SEND ONLY WHAT IS REQUIRED.**

**No Paperwork—No Training!**

## GRADUATE ADVISOR CERTIFICATION PROGRAM APPLICATION

APPLICATION FORM #GACT06710-01 • MUST BE POSTMARKED BY FEBRUARY 26, 2010 RETAIN A COPY FOR YOUR RECORDS

### PART I — CONTACT INFORMATION

DATE: \_\_\_\_\_

SOROR: \_\_\_\_\_  
PRINT FULL NAME

MAILING ADDRESS: \_\_\_\_\_  
STREET/P.O. BOX                      CITY                      STATE                      ZIP CODE

CONTACT: \_\_\_\_\_  
PHONE #                                      EMAIL (REQUIRED)

### PART II — SORORITY INFORMATION

CERTIFICATION TRAINING REQUESTED (CHECK ONE):  LEVEL I    LEVEL II    LEVEL III

Conference preferred for training: \_\_\_\_\_

SOROR'S CURRENT CHAPTER: \_\_\_\_\_

FINANCIAL CARD #: \_\_\_\_\_ (required)

REMINDER: Financial Card and a photo ID must be presented for admission to training.

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SIGNATURE OF SOROR

**PLEASE SEND THIS APPLICATION, WITH NOTARIZED AFFIDAVIT (FORM GACT06710-02 BELOW), AND YOUR 5-YEAR DOCUMENT (IF REQUIRED) IN ONE PACKAGE, TO: SOROR JO ANN R. CLARK, PO BOX 505, LANGSTON, OK 73050.  
(Physical address: 505 MLKing Dr., Langston, OK 73050)**

**SEND FORMS ONLY — NO PAYMENTS TO THIS ADDRESS**

### PART III — ATTACHMENTS NEEDED

With this application form (#GACT06710-01), the soror must enclose the following affidavits:

- [1] Form #GACT06710-02 – Affidavit (see below)
  - at least two years' membership (24 consecutive months) in current graduate chapter
  - verification of never having been suspended for hazing
  - verification of attendance at ONE of the last two boules (2006 or 2008) OR one of the last two Regional Conferences (2008 or 2009)
- [2] Affidavit verifying that Soror is at least a five year post graduate from an undergraduate college or university program. Documentation must be either:
  - a sealed official transcript  
OR
  - a notarized copy of the college or university degree  
OR
  - a letter on college/university stationery with embossed official seal from the college/university records official.

## AFFIDAVIT

FORM #GACT06710-02 MUST ACCOMPANY GRADUATE ADVISOR CERTIFICATION PROGRAM APPLICATION

I, Soror \_\_\_\_\_, by my signature below hereby certify and affirm the following:

- that I have been a member of \_\_\_\_\_ graduate chapter for AT LEAST two consecutive years;
- that I have never been suspended for hazing;
- that I have attended ONE of the last two boules, OR ONE of the last two Regional Conferences;

\_\_\_\_\_  
CONFERENCE ATTENDED

\_\_\_\_\_  
DATE OF CONFERENCE

- that I have also enclosed one of the documents (in Part III) to satisfy the 5-year criterion.

\_\_\_\_\_  
SIGNATURE OF SOROR

\_\_\_\_\_  
DATE OF SIGNATURE

ACKNOWLEDGEMENT — I, \_\_\_\_\_, a notary public in and for \_\_\_\_\_ do certify that \_\_\_\_\_, who is known to me as or proved by reliable documentation to be the person who executed this form (GACT06710-02) bearing the signature date of \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, personally appeared before me in \_\_\_\_\_ and acknowledged the same to be her free act and deed.  
Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

MONTH                      YEAR

NOTARY PUBLIC: \_\_\_\_\_ MY COMMISSION EXPIRES: / /