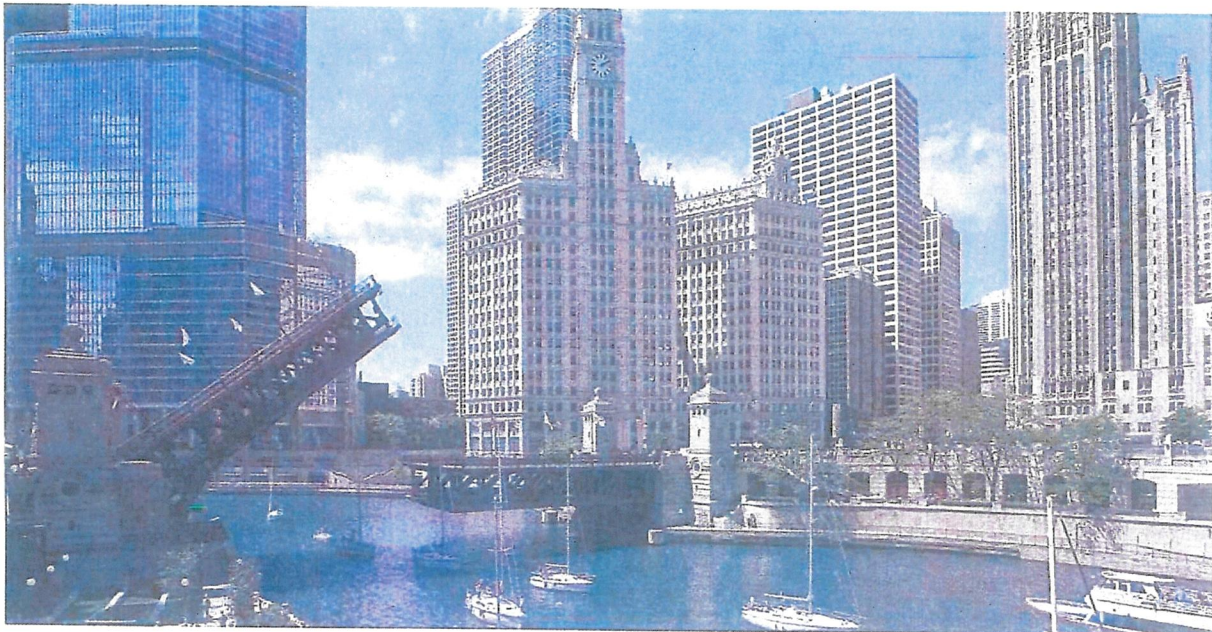




**New Kemet Harambe Chapter
Of
Blacks In Government, Region V**

Policies



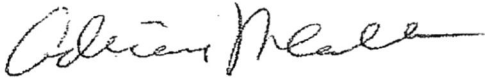
Policy: New Kemet Harambe Chapter BIG-001

Effective: February 1, 2006

Amended: April 1, 2014

Subject: Donations/Tickets/Raffles

All chapter membership participation in donations/tickets/raffles shall be voluntary. There will be no mandatory expectations of selling as it relates to tickets or raffles or participation in making monetary donations. Each member will be asked to participate and support the Chapter's efforts in this area to accomplish the mission and goals of Blacks In Government®.



Adrienne M. Callahan
President, New Kemet Harambe Chapter

POLICY: New Kemet Harambe Chapter BIG-002 EFFECTIVE: October 22, 2013

SUBJECT: Benevolence Acknowledgement for Chapter Members

The New Kemet Harambe Chapter (NKHC) of Blacks in Government will maintain a benevolence fund to acknowledge NKHC members and their immediate family members during times of bereavement. The fund amount will be decided by the NKHC Executive Board and Chapter Chaplain and budgeted before the year begins. Expenses for benevolence acknowledgement will be paid from the chapter's treasury.

The following relatives of NKHC members will be eligible to receive benevolence acknowledgement (e.g., flowers, a plant or donation):

- 1) Spouse;
- 2) Children;
- 3) Parents (including Grandparents and legal guardians); and
- 4) Siblings

The Chapter Chaplain will ensure that all benevolent acknowledgements are carried out and will maintain documentation to show that this benevolence policy was followed. This benevolence policy is to recognize, support, and comfort those during times of loss and personal suffering.



Yvette N. Coleman
President, New Kemet Harambe Chapter
Blacks In Government

POLICY: New Kemet Harambe Chapter BIG-003

EFFECTIVE: October 22, 2013

SUBJECT: Voluntary Participation in Payroll Allotments

The New Kemet Harambe Chapter (NKHC) of Blacks in Government (BIG) is a self-supporting Chapter whose membership dues/assessments and voluntary donations are paid by its members through electronic payroll, bank allotments or other acceptable methods. NKHC members demonstrate their commitment to the Chapter's vision and goals by providing financial support to this effort. This effort is known as the "Funding our Destiny" Program. The allotment amounts are based on membership category (Regular or Life) and shall be determined by the Chapter.

NKHC members are encouraged to become an active participant (e.g., by regularly attending Chapter meetings, involvement in chapter programs and activities, and /or serving on a committee) and will be eligible to receive benefits of the payroll or bank allotment program. Benefits include, but are not limited to the following Chapter related expenses:

- 1) paid annual membership dues;
- 2) chapter programs and activities;
- 3) subsidized expenses for the BIG National Delegates Assembly (limited to Chapter delegates and two (2) alternates);
- 4) subsidized expenses for BIG Region V Regional Council Meetings (limited to the Chapter representatives);
- 5) paid registration fee equivalent for the BIG National Annual Training Institute (limited to one Chapter member);
- 6) Other paid travel or training as approved by the membership; or
- 7) Other benefits, approved by the membership, which may be funded from the payroll or bank allotment program.

The above benefits will be based on availability of funds and as outlined in the Chapter's annual operating budget/plan.

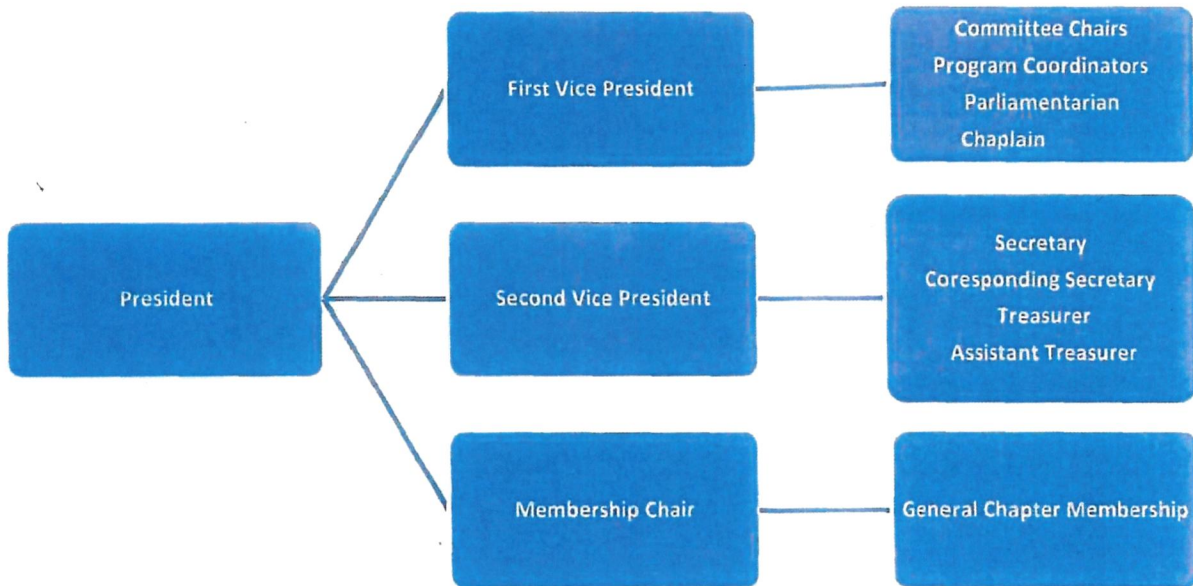
Members who participate in the Funding Our Destiny Program will be required to notify the Chapter President or Treasurer in writing when they are no longer participating in the program.



Yvette N. Coleman
President, New Kemet Harambe Chapter
Blacks In Government

SUBJECT: Communication Tree for Chapter Officers

The New Kemet Harambe Chapter (NKHC) of Blacks in Government® will maintain a communication tree to notify NKHC officers and members in instances of special meetings, a change in or cancellation of a meeting (executive committee or general membership), a member's serious illness, etc. Successive telephone calls and/or email messages shall be as follows:



When spreading information via the communications tree, the Officer will inform the person(s) of the reason for the telephone call/email message; and the NKHC officers will not make any changes to the original message to ensure all members are receiving the same message.

When an Officer is not available, the highest-ranking Officer should make the telephone call and/or email so that all persons are notified as soon as possible of the message. The Membership Chair will notify the general membership, excluding those identified in the communications tree. The Membership Chair is to provide the most current NKHC membership roster to each Officer. All communications to the membership are to be directed to the member's personal telephone number or email address.

This policy is to provide an expeditious method of communicating with the membership during times of cancellations of meetings, the call for special meetings, or during times of loss and personal suffering of members.

Ethel Leonara Crisp

Dr. Ethel Leonara Crisp
President, New Kemet Harambe Chapter
Blacks In Government®

Subject: Processing of Associate Membership Dues

1. BIG Chapters are required to use the following guidance in the processing of associate membership dues.
 - A. *Send to the National Office:*
 - (1) A check for the appropriate amount of \$25.00 for each membership being sent.
 - (2) Send Membership application and current Membership Roster with counts.
 - (3) Send to National Membership Chair or National 2nd Vice President.
 - B. *Send to the Regional Office:*
 - (1) A check for the appropriate amount of \$10.00 for each membership being sent.
 - (2) Send a current Membership Roster with counts to the Regional Treasurer.
 - (3) Send a copy of the check and a current Membership Roster with counts to the Assistant Regional Treasurer.
 - C. *New Kemet Harambe Chapter receives:*
 - (1) A check for \$5.00 or half the amount of a regular member, which is \$10.00 for each associate membership.
 - (2) Send a check for \$5.00 and a copy of the membership application to the Chapter Assistant Treasurer.
 - (3) Send a Membership Roster with counts to the President for updating the Chapter's Membership E-mail listing.

2. Associate Membership Fee:	National -	\$25.00
	Regional -	\$10.00
	NKH Chapter -	\$ 5.00
	<hr/>	
	TOTAL AMOUNT -	\$40.00



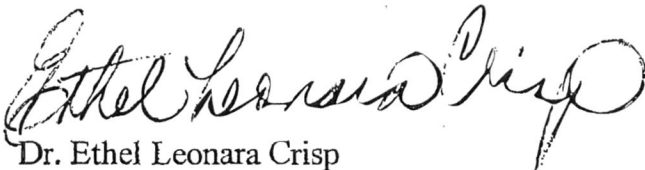
Adrienne M. Callahan
President, New Kemet Harambe Chapter

Policy: New Kemet Harambe Chapter BIG-006

Effective: July 8, 2014
Amended: November 6, 2018

Subject: Chapter Advanced Payments or Reimbursements of Hotel Lodging, Transportation and/or Meal Expenses

1. Advanced Payments or Reimbursements will be made to the Chapter's Delegates to the National Delegates Assembly and the Regional Council Representatives, to each of the Regional Council Meetings, Region V, upon the issuance of a hotel confirmation or receipt and a Request for Disbursement of Funds form (attached), within 30 working days, to the Chapter Treasurer.
2. Advanced Payments or Reimbursements of lodging will not exceed \$150.00 per delegate or regional council representative to be applied towards hotel lodging, transportation and/or meals. Any expenses that exceed \$150.00 will be the personal responsibility of the delegate or regional council representative. Advanced payments or reimbursements are based on the availability of Chapter treasury funds each year.
3. In addition, each elected delegate and regional council representative will be required to prepare a detailed summary report of the meeting (not to exceed two pages), within 10 working days, to the Chapter President. The Chapter President will send the report, via email, to the membership for their information.



Dr. Ethel Leonara Crisp
President, New Kemet Harambe Chapter
Blacks In Government®

Policy: New Kemet Harambe Chapter BIG-007

Effective: May 6, 2014

Subject: Processing of Membership Dues for Retired Members

1. BIG Chapters are required to use the following guidance in the processing of regular membership dues.

A. Send to the National Office:

- (1) A check for the appropriate amount of \$35.00 for each membership being sent.
- (2) Send current Membership Roster with counts.
- (3) Send to National Membership Chair or National 2nd Vice President.

B. Send to the Regional Office:

- (1) A check for the appropriate amount of \$10.00 for each membership being sent.
- (2) Send a current Membership Roster with counts to the Regional Treasurer.
- (3) Send a copy of the check and a current Membership Roster with counts to the Assistant Regional Treasurer.


C. New Kemet Harambe Chapter (NKHC) receives:

- (1) A check for the appropriate amount of \$10.00 for each regular retired member.
- (2) Send a check for \$10.00 and a copy of the retired member status to the Chapter Assistant Treasurer.
- (3) Send a Membership Roster with counts to the President for updating the Chapter's Membership E-mail listing.

2. Retired Regular Member Membership Fee:	National -	\$35.00
	Regional -	\$10.00
	NKH Chapter -	\$10.00
	TOTAL AMOUNT -	\$55.00

3. Retired Life or Gold-Plus Member Membership Fee:	Regional -	\$10.00
	NKH Chapter -	\$10.00
	TOTAL AMOUNT -	\$20.00

4. Retired members who were formerly in the Funding Our Destiny Program are encouraged to make a \$100.00 donation annually to assist the Chapter with its operational expenses, community outreach and educational activities, and membership goals.



Adrienne M. Callahan
President, New Kemet Harambe Chapter

Subject: National Registration Stipend for Attending BIG's Annual National Training Institute (NTI)

APPLICATION CRITERIA

1. Applicant has attended at least three (3) New Kemet Harambe Chapter (NKHC) General Membership Meetings over the past year.
2. Applicant has participated in programs/activities that NKHC has conducted over the past year.
3. A brief narrative statement (NTE two paragraphs) must be submitted to the Chapter President explaining how their attendance at the NTI will enhance their professional and/or personal development.
4. Members who are awarded a National NTI registration stipend are ineligible to receive the National NTI registration stipend for two (2) consecutive years following the award, unless there are no other applicants.
5. If the applicant is not selected by NKHC, then their application will be forwarded to the Region for consideration of any unused Region V Chapters' NTI registration stipends.

REQUIREMENTS

1. Applicant must complete, sign and return the NTI Pre-Registration Form (attached) to the Chapter President by the specified deadline date.
2. Provide hotel or transportation confirmation to show a commitment to attend the NTI.
3. Mandatory attendance in at least two (2) workshops at the NTI per day.
4. Member who attends the NTI will be responsible in providing a written report of their attendance at the workshops, Agency Forum, Opening Plenary and/or Special Events within 30 working days after returning from the NTI, to the Chapter President. The report should be a minimum of 3 pages to be sent via email by the Chapter President to the Chapter membership for their information.
5. Any expenses that are incurred beyond the registration fee or the chapter stipend for travel expenses will be the personal responsibility of the applicant.
6. If the applicant is selected and will request advance payment, they will be required to complete the Request for Disbursement Funds form (attached) and return it to the Chapter Treasurer within 30 working days before departure to the NTI. If for any unforeseen circumstance, the applicant is unable to attend the NTI, they will be required to complete a NKH Deposit Form (attached) and return all monies issued to the Chapter Treasurer within 30 working days.



Dr. Ethel Leonara Crisp
President, New Kemet Harambe Chapter
Blacks In Government®



New Kemet Harambe Chapter Blacks In Government® (BIG)

Annual National Training Institute (NTI) Conference
-- 20-- National NTI Registration Stipend

Criteria Eligibility

- Attended 3 General Membership Meetings over the past year
- Participation in programs/activities that the New Kemet Harambe Chapter has conducted over the past year (please be specific)
- Narrative (NTE 2 paragraphs) on how my attendance at this training will enhance my professional and personal development.

I attest and agree that if awarded the National NTI Stipend, I will submit my trip report to the Chapter President within 30 days after the adjournment of the NTI. If the report is not submitted, I will be deemed ineligible to apply for future New Kemet Harambe scholarships and stipends. Also, members who are awarded a National NTI registration stipend are ineligible to receive the stipend for two (2) consecutive years following the award, unless there are no other applicants.

Submitted by: _____

Date: _____

(Please attach receipts in upper right-hand corner)



New Kemet Harambe Chapter/Blacks In Government®

Deposit Form

(Please print legibly and use blue or black ink only)

Date Submitted _____

Name _____

Phone Number _____

Address, if applicable _____

Amount of Deposit _____

Committee _____

Reason for Deposit

NKHC Treasurer Use Only:

Signature _____

Date of Deposit _____

Date Received _____



{Receipts or Invoice must be attached for payment to be issued}

New Kemet Harambe Chapter

Request for Disbursement of Funds

(Please type or print legibly and use blue or black ink only)

Date Submitted

Request By

Phone Number

Check Issued To

OR Check ONE if Electronic Payment to be Issued:

Paypal Cash App email:

Address if applicable

Amount

Date Incurred

Approved Budget Line

Reason for Disbursement

(Please list expenditures and attach receipts to this form. No checks will be issued without receipts.)

Signature

Chapter President Signature

NIKHC Treasurer USE ONLY:

Date Payment Issued: _____

Method of Payment: {CashApp, Paypal, Check Number}

If Check, Date Check Mailed

Policy: New Kemet Harambe Chapter BIG-009

Effective: May 10, 2016

Amended: November 6, 2018

Subject: Chapter-Funded National Training Institute (NTI) Registration and Travel Stipend

APPLICATION CRITERIA

1. Applicant must be a Funding Our Destiny (FOD) Program participant for a period of 3 months.
2. Applicant has attended at least 6 New Kemet Harambe Chapter (NKHC) General Membership Meetings and/or events.
3. Applicant understands that the registration fee will be paid by the Chapter and the applicant will be reimbursed for travel expenses upon submittal of proper documentation, receipts, etc.
4. All other travel expenses incurred beyond the approved stipend amount are the responsibility of the applicant.

REQUIREMENTS

(Pre-Selection)

1. Applicant must complete, sign and return the Chapter NTI Pre-Registration Form (attached) no later than June 15th of each year to the Chapter President.
2. Applicant must include a brief narrative statement on the Chapter Pre-Registration Form explaining how their attendance at the NTI will enhance their professional and/or personal development.

(Post-Selection)

1. Provide hotel or transportation confirmation to show a commitment to attend the NTI.
2. Mandatory attendance at least two (2) workshops per day.
3. A written report of attendance must be provided and is due no later than 30 working days after the conclusion of the NTI.
4. Any expenses that are incurred beyond the registration fee or the chapter stipend for travel expenses will be the personal responsibility of the applicant.
5. If the applicant is selected and will request advance payment, they will be required to complete the Request for Disbursement Funds form (attached) and return it to the Chapter Treasurer within 30 working days before departure to the NTI. If for any unforeseen circumstance, the applicant is unable to attend the NTI, they will be required to complete a NKH Deposit Form (attached) and return all monies issued to the Chapter Treasurer within 30 working days.

The following criteria is established for the selection panel (Executive Committee) to consider when reviewing/selecting a recipient for the Chapter-Funded's NTI Stipend.

SELECTION CRITERIA

1. The applicant has been an FOD participant at least 90 days prior to the selection meeting date.
2. The applicant who has never attended the Blacks in Government® NTI may receive priority consideration.
3. An applicant who has served as an NKHC Officer, Chair, or Committee Member within the past year may receive priority consideration.
4. The narrative statement outlines mutual benefit to the member and the Chapter.
5. Two applicants will be selected to be identified as a primary and an alternate recipient for the Chapter-Funded's NTI registration and travel stipend. If the primary recipient's training registration is approved by their government agency, union(s), scholarship sponsor, etc. or if the primary is unable to attend for any reason, the primary will need to contact both the Chapter President and Chapter Treasurer via email immediately (within 2 business days) to inform them about the Chapter-Funded NTI registration and travel stipend. The President will then notify the alternate that they will be awarded the Chapter's NTI registration and travel stipend.
6. Once selected, members are ineligible to apply for the Chapter-Funded NTI stipend for 2 consecutive years.
7. The registration and travel stipend will be awarded based upon the availability of Chapter treasury funds each year.

ANNUAL DEADLINES

June 15 th	Deadline to apply for Chapter-Funded NTI Stipend
June 15 th – 30 th	EC Meeting to review applications and to select the recipient
July 1 st	Deadline to submit NTI's Early Registration Fee (\$725.00 estimated rate)
September 30 th	Deadline for Chapter-Funded NTI Stipend recipient to submit a written report to the Chapter President



Dr. Ethel Leonara Crisp
President, New Kemet Harambe Chapter
Blacks In Government®



New Kemet Harambe Chapter Blacks In Government® (BIG)

Annual National Training Institute (NTI) Conference
– 20– Chapter NTI Registration and Travel Stipend

Criteria Eligibility

- Funding Our Destiny Program Participant for a period of 3 months
- Attended 6 General Membership Meetings from the past year
- Participation in Chapter programs/activities for the past year (**please be specific**)
- Narrative (NTE 2 paragraphs) on how my attendance at this training will enhance my professional and personal development.

I attest that I have reviewed NKH Chapter Policy BIG-009 and agree, if awarded the Chapter- Funded NTI Registration and Travel Stipend, I will submit my trip report to the Chapter President within 30 days after the adjournment of the NTI. If the report is not submitted, I will be deemed ineligible to apply for future NKH Chapter scholarships and stipends. Also, members who are awarded a Chapter NTI registration and travel stipend are ineligible to receive the stipend for two (2) consecutive years following the award, unless there are no other applicants.

Submitted by: _____

Date: _____



New Kemet Harambe Chapter/Blacks In Government®

Deposit Form

(Please print legibly and use blue or black ink only)

Date Submitted _____

Name _____

Phone Number _____

Address, if applicable _____

Amount of Deposit _____

Committee _____

Reason for Deposit

NKHC Treasurer Use Only:

Signature _____

Date of Deposit _____

Date Received _____



(Receipts or Invoice must be attached for payment to be issued)

New Kemet Harambe Chapter

Request for Disbursement of Funds

(Please type or print legibly and use blue or black ink only)

Date Submitted

Request By

Phone Number

Check Issued To

Address if applicable

OR Check ONE if Electronic Payment to be issued:

Paypal Cash App email:

Amount

Date Incurred

Approved Budget Line

Reason for Disbursement

(Please list expenditures and attach receipts to this form. No checks will be issued without receipts.)

Signature

Chapter President Signature

NKHC Treasurer USE ONLY:

Date Payment Issued: _____

Method of Payment: (CashApp, Paypal, Check Number)

If Check, Date Check Mailed

Policy: New Kemet Harambe Chapter BIG-0010

Effective: April 7, 2015

Subject: Retirement Acknowledgement for Chapter Members

The New Kemet Harambe Chapter (NKHC) of Blacks In Government® will recognize members who chose to retire from the government (Federal, State, or City). Retirement marks the start of another period in a member's life so before they depart from their place of employment, the Chapter will take the opportunity to honor and thank them for their service career in the government. Expenses for retirement acknowledgements will be paid from the chapter's treasury.

The following criteria should apply:

- Member must be in good financial standing at least 1 year prior to their retirement date.
- Member must have been in NKHC for at least 3 years.
- Member will receive a NKHC token of recognition NTE \$100.00

The Chapter Correspondence Secretary will ensure that all retirement acknowledgements are carried out and will maintain documentation to show that this retirement policy was followed. This retirement policy is to recognize and support those who have retired from the government.



Adrienne M. Callahan
President, New Kemet Harambe Chapter

Policy: New Kemet Harambe Chapter BIG-0011 Effective: January 12, 2016

Subject: Chapter Pursuit of Excellence Scholarship (NKHC POE Scholarship)

The purpose of the NKHC POE Scholarship would be to fund job-related and other education and/or training course(s) for a Chapter member, including courses provided at training conferences held by organizations of government employees (i.e., those listed on GovLoop.com) that award continuing education credits (CEUs) or continuing professional education credits (CPECs). There would be 1 award of \$500.00 for this scholarship per year.

Application Criteria

Members, including retirees, seeking this scholarship:

- 1) Must have attended 6 NKHC General Membership meetings over the past year.
- 2) Must be a member of Funding Our Destiny (FOD) for a period of 6 months.
- 3) Must have an Individual Development Plan or Training Plan in place at the time of application, if training is related to current job functions.
- 4) Must provide a copy of the Chapter member's enrollment or registration form for verification of enrollment in an accredited college degree program, certificate program, or registration for course(s) for personal/professional development. The applicant must also include a narrative statement of how the scholarship would benefit the applicant.
- 5) Must maintain a grade point average of at least 3.0 in college courses completed, if enrolled in an accredited degree or certificate program.

Application Process

Members applying for the NKHC POE Scholarship shall provide the following information to the Ad hoc Scholarship Committee by the deadline established by the Chapter for the current funding year:

- 1) A narrative statement (NTE one paragraph) that includes a description of the course(s) to be taken and how the course(s) relates to the member's present job functions or will otherwise enhance the member's skills. If the member is taking a course(s) that awards CEUs or CPECs, please provide a course description.
- 2) A copy of the member's Individual Development Plan or Training Plan.
- 3) A copy of the member's most recent transcript, if enrolled in an accredited college degree program or certificate program.

Selection Criteria

The Scholarship Committee shall review, rank and present its recommendation to the Executive Committee based on the information provided. Recipients who receive the NKHC POE Scholarship must wait two (2) consecutive years before they are eligible to re-apply, unless there are no other applicants.



Adrienne M. Callahan
President, New Kemet Harambe Chapter

Policy. New Kemet Harambe Chapter BIG-0012 Effective: July 12, 2016
Amended: June 6, 2017
Amended: November 3, 2018

Subject: Patricia Loyd Handy Educational Scholarship Essay Competition

Purpose

The purpose of the Patricia Loyd Handy Educational Scholarship Essay Competition would be for a high school graduating senior or college undergraduate to help fund tuition, registration fees or educational materials.

Background

The Patricia L. Handy Scholarship essay competition was established in 2007 to honor Patricia Loyd Handy, former Facilities Specialist with the U.S. Environmental Protection Agency, Region 5 in Chicago, Illinois. Ms. Patricia L Handy was elected the first Treasurer position for the New Kemet Harambe Chapter (NKHC) of Blacks In Government®. Ms. Handy always exhibited a free spirit, strived for excellence, and maintained pride in all her accomplishments and endeavors. She also exhibited mentorship to young adults she encountered, and she diligently mentored each one of them to achieve their goals and aim for success in whatever they endeavored. Ms. Handy was truly an exceptional and dedicated NKHC member who worked hard and retained a legacy of love, pride, and excellence.

Application Criteria

High school graduating seniors or college undergraduates shall provide the following documents and information to the Scholarship Committee by the deadline established by the Chapter for the current funding year and to be mailed to the Chapter's post office box:

- 1) Must submit a clear photocopy of a valid school ID or letter from the school advisor or Dean of Students verifying enrollment.
- 2) Must have a 3.0 minimum grade point average.
- 3) Must submit an official school transcript.
- 4) Must provide one letter of recommendation from a non-relative reference
- 5) Prepare a minimum of 500 words, not to exceed 1,000 words, doubled-spaced, typed essay on the topic selected by the NKHC's Scholarship Committee.

Application Process

The Scholarship Committee will be responsible in preparing a one-page press release for distribution to Chicago metropolitan schools and the news media announcing the scholarship essay competition for high school graduating seniors or college undergraduates, subject to the review and approval of the Executive Committee.

Scoring Process

- 1) Accuracy and submission of appropriate credentials (Maximum 10 points)
- 2) Grade Point Average (Maximum 25 points)
- 3) Accuracy and submission of official school transcript (Maximum 10 points)
- 4) Essay (content, context, grammar ~~teal~~, punctuation, etc.) (Maximum 50 points)
- 5) Letter of recommendation (Maximum 5 points)

Maximum points per candidate is 100 points per judge. If only one applicant submits an application, then that applicant will be declared the winner by default.

The Scholarship Committee shall review, rank and present its recommendation to the Executive Committee based on the information provided.

Selection Criteria

The Scholarship Committee Chair will be responsible for providing written notification of the following information to the Executive Committee:

- A. All contestants
 - 1) Confirmation of eligibility determination upon receipt of applications.
 - 2) Results of the Patricia Loyd Handy Scholarship essay competition (i.e. winner)
- B. Winner
 - 1) There would be 1 award of \$500.00 for this scholarship per year, based upon the available of Chapter treasury funds.
 - 2) The NKHC President will declare the recipient of the scholarship.
 - 3) A congratulatory letter will be prepared by the NKHC Corresponding Secretary for the NKHC President's signature.
 - 4) An award check will be prepared by the NKHC Treasurer to be made payable to the student's chosen institution of higher learning.
 - 5) Recipients who receive the Patricia Loyd Handy Scholarship must wait two (2) consecutive years before they are eligible to re-apply, unless there are no other applicants.



Dr. Ethel Leonara Crisp
President, New Kemet Harambe Chapter
Blacks In Government®

Policy: New Kemet Harambe Chapter BIG-0013

Effective: September 5, 2017

Subject: Youth Oratorical Program

The National BIG® Training In Communications (TIC) program provides young people training in communication and leadership skills and practical experiences to develop those skills. The TIC Program is composed of two parts: a) Communications Academy, and b) Student Oratorical Contest. The TIC targets 9th – 12th grade students to compete for scholarships and awards. The TIC program enables chapters to make a positive contribution in the community, thus increasing the chapter's visibility. It provides an excellent opportunity to share with others BIG®'s mission and vision.

NKHC will comply with the following guidance in accordance with the National TIC program:

1. The NKHC Youth Oratorical Program and competition event will be coordinated by the Program and Planning Committee.
2. Contestants for NKHC's competition event shall be high school students. On an annual basis, the Program and Planning Committee will determine the grade levels for the competition.
3. NKHC will only hold the competition event if there are two or more contestants.
4. If the minimum number of contestants is not met, the competition event will be canceled; not requiring a vote from the membership.
5. All contestants will receive a certificate of appreciation for their participation in the competition event.
6. Any monies budgeted for the Youth Oratorical Program SHALL be held for the next year's budget line item or re-budgeted ONLY to support another youth program, i.e. the Patricia Loyd Handy Educational Scholarship Essay Competition or NKHC's annual donation to the Region V's Thomas A. Walton Academic Scholarship.
7. The program budget will include cash prizes for 3 winners (First, Second and Third Place) as appropriate, and actual amounts will be based upon the availability of funding.
8. Judges for the Youth Oratorical Program will include three non-members of Blacks In Government®. All judges will receive a certificate of appreciation for their participation in the competition event.



Adrienne M. Callahan
President, New Kemet Harambe Chapter

Policy: New Kemet Harambe Chapter BIG-0014

Effective: April 6, 2021

Subject: New Kemet Harambe Chapter Payment Processing

Members making payments to the chapter can pay by cash (if in person), check or electronically.

CASH - Members paying by cash will submit payments to the appropriate Committee Chair, Chapter President or to the Assistant Treasurer. The person collecting the payment is responsible for completing the New Kemet Harambe Deposit Form and providing the form and payment to the Chapter Treasurer. This ensures a quality control system for financial payments.

CHECK - Members paying by checks should submit their checks payable to the New Kemet Harambe Chapter, BIG. The memo line on the check should include a brief description of the payment. Similar to the cash payment, checks should be provided to the appropriate Committee Chair, Chapter President or to the Assistant Treasurer. If the check is mailed, it should be mailed to the attention of the Treasurer, New Kemet Harambe Chapter, P.O .Box 2732, Chicago, IL 60690. If a situation will delay the processing of a check payment, the payment can/should be mailed to the Treasurer's home address.

ACH/EFT - Members can make payments electronically. Members or the appropriate Committee Chair, Chapter President or Assistant Treasurer should notify the Treasurer via email nkhctreasurer@gmail.com to expect the payment. Electronic Payments shall be provided to the Treasurer via PayPal or Cashapp – email NKHCtreasurer@gmail.com.

Ethel Leonara Crisp

Honorable Dr. Ethel Leonara Crisp
President, New Kemet Harambe Chapter
Blacks In Government®



New Kemet Harambe Chapter/Blacks In Government®

Deposit Form

(Please print legibly and use blue or black ink only)

Date Submitted _____

Name _____

Phone Number _____

Address, if applicable _____

Amount of Deposit _____

Committee _____

Reason for Deposit

NKHC Treasurer Use Only:

Signature _____

Date of Deposit _____

Date Received _____

POLICY: New Kemet Harambe Chapter BIG-0015

Effective: January 1, 2023

SUBJECT: Processing of BIG® Transferred Memberships

Transferred Regular and Life Memberships – Members who are in good financial standing that transfer their memberships to the New Kemet Harambe Chapter (NKHC) shall pay the NKHC membership dues which includes National and Regional dues at the time of transfer **(See membership application for dues amount)**.

1. BIG® NKHC guidance on processing Transferred Regular or Life membership dues:

A. The NKHC Chapter Membership Chair:

- 1) Shall review and retrieve transferred membership applications from the National BIG Portal and file electronically.
- 2) Shall share an electronic copy of the transferred membership application to the Chapter Assistant Treasurer.
- 3) Shall send a current Membership Roster with counts to the President for updating the Chapter's Membership Email listing.
- 4) Shall send transferred membership application and current membership Roster with counts to the National Membership Team.
- 5) Shall send a current Membership Roster with counts to the Regional Treasurer.
- 6) Shall electronically share the membership report, copies of all membership applications, copies of checks and/or electronic payment receipts, and other relevant documentation (i.e., Chapter in-house roster) to the Regional Assistant Treasurer at the appropriate time.

B. The NKHC Chapter Treasurer:

- (1) Shall send dues to the National Membership Team for each transferred member.
- (2) Shall send dues to the Regional Treasurer for each transferred member.

Dr. Ethel Leonara Crisp

Honorable Dr. Ethel Leonara Crisp
President, New Kemet Harambe Chapter