

## MEMORANDUM

*To:* KGP College and University Liaisons

*From:* Pat Baumgarten, KGP National President, and Susan Lackey, III VP

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### ***What should I do as a KGP liaison?***

1. Make an appointment to meet in person or via e-mail with the administrator designated to work with Kappa Gamma Pi on campus. We will advise you from the National Office the name of the current contact. We suggest that you make this appointment as soon as possible at the beginning of the academic year as in the spring the college schedules get very hectic and administrators have less time available for meetings.
2. Read over the suggested “script” to prepare for your meeting. Review the KGP website for background information
3. Be aware of the specific “statistics” related to your own college, *i.e.*, did the administration nominate new members this year? Did they award the Saint Catherine medal? Do they use honor cords for recognition? Again, such details can be obtained from the National Office.
4. Arrive for your meeting with a confident, positive attitude! Your personal communications with the administrator can project the image of a strong, growing organization with a rich history and a vital future.
5. Select specific topics from our script to mention at a first meeting. Don’t try to cover all material at one meeting. Be prepared to answer questions regarding the Cornaro Scholarship, the Saint Catherine Medal and the National Service Projects. Other ideas for discussion topics can be found in issues of the KGP *NEWS*.
6. Please remember that this is a dialogue – not an interview! We want to share our goals, our activities, our mission with the college. How can we help? What can we do to make the nomination process easier? Ask the administrator to post the bulletin board information card in a prominent location.
7. If you have other questions before your meeting, contact your Chapter President, Regent or the KGP National Office.
8. After your meeting, fill out the Liaison Report form and return them to the KGP National Office.
9. Thank you for your willing involvement in this important work!

## **Liaison Meeting Script**

### ***What is Kappa Gamma Pi?***

Kappa Gamma Pi was founded 85 years ago in 1926 as an honor society for outstanding lay women graduates of Catholic colleges. Over the years membership criteria have been expanded to permit the nomination of men, members of religious communities, college administrators and alumnae(i). A college or university may nominate baccalaureate degree, masters degree or Ph.D. degree graduates.

### ***What is Kappa's Mission?***

Kappa Gamma Pi, the National Catholic College Graduate Honor Society, exemplifies excellence in leadership, scholarship, faith and service.

### ***What advantages does Kappa affiliation offer to our colleges?***

Kappa is 85 years old, with a prestigious history of leadership and service. Over 52,000 honor graduates of Kappa colleges and universities have been nominated to membership. Members live all over the world. The goal of achieving Kappa membership upon graduation is an incentive to students to develop and encourage scholarship and leadership skills. Kappas are eligible for the Cornaro Scholarship for Graduate Studies. Kappa offers organizational support for Catholic higher education. Reprint rights for lecture and seminar materials are available for KGP *NEWS* articles.

### ***What is the Saint Catherine Medal?***

The Saint Catherine Medal is an annual student award presented at Kappa affiliates. The medal may be awarded to an undergraduate or graduate student who represents the high ideals of a Catholic college education. The medal is available in four metallic finishes and may be engraved or not, depending on the wishes of the administration. Medals are purchased from the KGP National Office.

### ***How do you nominate a person for a Saint Catherine Medal?***

The recipient is selected by the affiliate's staff and faculty based on demonstration of leadership and service. This student is not required to have the GPA necessary for graduation with honors. Some Saint Catherine Medal recipients go on to become KGP members at graduation; others do not.

### ***What is the Cornaro Scholarship?***

The Cornaro Scholarship for Graduate Studies was established in 1984 for members of Kappa Gamma Pi who have been accepted by an accredited university and will begin or continue graduate studies. Currently the award is \$5000, nonrenewable, and the stipend may be applied as needed for any graduate expenses. The scholarship is named for Elena Lucrezia Cornaro Piscopia, the first woman to earn a university degree in 1678.

### ***How does one qualify for the Cornaro Scholarship?***

One must be a member of Kappa Gamma Pi and have been accepted into an accredited graduate program. The scholarship award is based on the following criteria: academic achievement, volunteer service, leadership activities and financial need.

***How does a graduate acquire a scholarship application?***

The form with the corresponding details for submission of all documents is available from the KGP website, [www.kappagammapi.org](http://www.kappagammapi.org).

***Where do you send the application forms after they are completed?*** Applications, with all accompanying documentation, must be sent to the Cornaro Committee Chair, by April 20, 2012, as outlined on the application form.

***When is the best time for our college to nominate new members to Kappa?***

After the completion of seven semesters (therefore, during the last semester before graduation), students who have attained a GPA sufficient for graduation with honors and have demonstrated outstanding leadership abilities, may be nominated by the administration. Complete packets of nomination forms are provided to all affiliates in early January.

By completing the nomination process early in the semester, the college gives the KGP National Office time to process the new members, prepare personalized membership certificates and return them to the college for presentation at a special ceremony, honors convocation or other such academic event. This allows Kappa the needed visibility that on-campus presentations and awards engender, rather than the National Office forwarding the certificates directly to the new members.

***Should we purchase KGP honor cords?***

KGP honor cords are a very attractive mahogany brown and ivory twist with tassels. When worn with academic cap and gown on our campuses, the cords offer a distinctive way to identify Kappa graduates and Kappa faculty members. Cords may be purchased in any quantity from the KGP National Office. The administrator should request an order form.

***General questions ...***

***In what ways can Kappa help your college?***

***When can I meet with potential Kappa nominees and/or make a Kappa presentation on your campus?***

***May a Kappa participate in the presentation of the Saint Catherine Medal and/or membership certificates on campus?***

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We hope that this script helps you and inspires you to come up with some queries of your own.

Enjoy your liaison experience!