



OMEGA PSI PHI FRATERNITY, INC.

The "Talented" Tenth District

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Tenth District Time and Place Committee

Hosting Application Package Instructions

The Hosting Application Package includes an instructional cover letter and the official Hosting Application Form (HAF). The HAF is a formal request from your chapter to the Time and Place Committee that your chapter wishes to enter the pool of host chapters. To complete the HAF, please adhere to the following:

- The decision to enter the pool must be voted upon and approved by the chapter at a regular meeting with a chapter voting quorum.
- The HAF must be completed and signed by the Chapter Basileus and KRS. HAFs that are not complete or received by the established due date will be returned to the sender.
- Submit the HAF via email to the Time and Place Committee Chairman no later than **February 28th of each year.**
- Also submit a copy of the HAF to the DR and DKRS.

Chapters in the Five Year Rotation Instructions

All chapters in the Five Year Rotation should proceed as follows:

- Have a representative at the Time and Place Committee meeting each year at the Tenth District Convention. (There should be a scheduled time on the proposed agenda, and if not, the Committee Chairman will call for a meeting during the Tenth District Convention. The reason for the meeting is to ensure that your chapter can still host the District Convention according to the scheduled date and to answer any questions or concerns that you and/or the District may have.)
- Host chapters should submit their hotel choices to the District Convention Arrangements Committee (DCAC) with any pertinent information two (2) years prior to hosting the District Convention. Don't negotiate deals with your hotel of choice. The DCAC Chairman will negotiate the hotel contract for the host chapter and the Tenth District.

FRIENDSHIP IS ESSENTIAL TO THE SOUL