

Caitlyn Colca  
Secretary/Treasurer  
Beta Sigma-University of Houston

# Letter of Intent

Dear Brothers of the Southwest District,

I am writing to express my enthusiasm for the opportunity to run for the position of district Secretary/Treasurer. My name is Caitlyn Colca, and I am a sophomore music education major at the University of Houston and a Brother of the Beta Sigma chapter. Throughout my time as a brother, I have had the honor of serving as chapter Treasurer. This has increased my passion for leadership and working to make this brotherhood the best it can be.

I have been inspired to run for a higher office because I love being able to serve my fraternity and give back to an organization that has brought so much to my life. I bring a lot of experience and in particular organization skills and attention to detail necessary for a position such as Secretary/Treasurer. I have experience making budgets for multiple organizations and have taken minutes in the past. I also pride myself on my communication skills, which I believe is very important for a job like this, as well as my quick replies to others and professionalism when communicating.

Overall, I love serving my local chapter and am always looking for more opportunities to give back and serve the fraternity I would love the opportunity to serve Kappa Kappa Psi on a more widespread platform such as at the district level. I hope you see my eagerness to serve, my qualifications, and my love for this brotherhood throughout the rest of this application.

Thank you for your time, Brother Caitlyn Colca

# Chapter Letter of Recommendation

Chris Andrade

President of Beta Sigma

University of Houston

28 February 2025

Dear Southwest District Nominations Committee,

It is my honor to recommend Caitlyn Colca for consideration of the Secretary-Treasurer position in the Southwest District Council. As the president and primary representative of the Beta Sigma Chapter of Kappa Kappa Psi, I have come to learn much about Caitlyn and her abilities. As a result, I know that she would make an excellent candidate for her desired position due to her constant striving for excellence and her outgoing, trustworthy, personable character.

Throughout the past academic year, Caitlyn has served as the treasurer of the Beta Sigma chapter, and she has proven to be diligent, innovative, reliable, and more in all responsibilities pertaining to her position. To elaborate, at the beginning of the academic year, when dues needed to be submitted to nationals, she assisted me in establishing a deadline for the chapter dues and communicated all information necessary to ensure payment of dues to the chapter. It is because of her diligence and efforts that the Beta Sigma Chapter was able to submit dues early - and thus the CPR early - to receive the Early Bird award, the first award our chapter has received in 8 years. Additionally, she has had several successful, innovative fundraisers and fundraising ideas that have been well received by the chapter. For example, she executed a successful raffle in the fall semester that raised a significant amount of money for the chapter. Furthermore, she has begun working on several fundraising ideas in the spring semester, including selling merchandise to our alumni for our chapter's 75th anniversary celebration in May and selling buttons of varying designs and sizes at the Southwest District Convention. Caitlyn has headed many of these projects on her own with minimal guidance and thus has proven to be a reliable and responsible officer of the chapter through her continued dedication to her position.

In addition to being an excellent officer, Caitlyn exudes many excellent qualities as an individual, including but not limited to her honesty, trustworthiness, and passion, that would be of benefit to any team environment. For instance, when I met Caitlyn as a membership candidate of the fraternity, I recall my belief that she would make an excellent brother due to her strong passion and enthusiasm for all the personal and academic activities she partakes in. Once she became a brother and began her position as treasurer, she proved my assumption correct by carrying that same level of passion through not only her role as treasurer but also as a brother. There have been multiple instances where I found myself in need of personal counsel, and she has often been able to offer it not only to me but to others as well. When we have these aforementioned interactions, I know I am able to trust her with my afflictions and depart from our conversations with a more positive frame of mind through her cheery attitude and jocular remarks, a trait of hers that many have had the pleasure of experiencing. It has been made clear to me and the brothers of Beta Sigma that Caitlyn makes a concerted effort to serve not only the fraternity but the brothers in their personal endeavors.

Overall, Caitlyn Colca has proven herself to be an excellent brother of Kappa Kappa Psi and an excellent candidate for the position of Secretary-Treasurer. She is an individual who I earnestly believe takes the interests of the fraternity to heart and does her best to uphold them. She is a passionate, energetic, brilliant individual who truly embodies our fraternity motto: Strive for the Highest.

AEA,  
Chris Andrade  
President of Beta Sigma  
University of Houston

P.S. While I physically wrote the contents of this letter, the entire Beta Sigma chapter has read the letter, approved it, and found it to be an excellent depiction of Caitlyn Colca.

# Academic Letter of Recommendation

Peggy Russell  
Professor of Flute  
Moores School of Music  
University of Houston  
[prussell@cougar.net.uh.edu](mailto:prussell@cougar.net.uh.edu)

Dear Southwest District Nominating Committee:

It is with great enthusiasm that I nominate Caitlyn Colca for the position of District Secretary/Treasurer of the Beta Sigma chapter of Kappa Kappa Psi. Caitlyn has been my flute student for 2 years at Moores School of Music, but I have known her since high school when she participated in the "Flood Fire" camp where I was teaching.

Caitlyn is passionate about playing flute, teaching flute, band (concert and marching), and this organization. In her flute lessons she exceeds expectations and brings enthusiasm to learning how to teach concepts to her students. To say she is inquisitive is an understatement: she is always asking the 'why and how' when it comes to teaching beginner flute concepts. Her passion for music includes playing a brass instrument in Spirit of Houston while she makes great leaps in her flute playing. In flute choir she does a spectacular job on bass flute! I have helped Caitlyn gain confidence in performing for others on the flute and her tone and rhythm have improved exponentially.

Caitlyn has many traits that will make her the perfect candidate for this position. She is supportive and sensitive to others, artistic, organized and has great collegiality. I think she will be a great educator. She will volunteer to help with anything. I have really appreciated her commitment to volunteering to help with the Houston Flute Club Flute Fest .

She is a bright ray of sunshine, and I look forward to our lessons together and witnessing her growth musically and personally. She would be a terrific asset to Kappa Kappa Psi!

Peggy Russell

# Resume

## EDUCATION

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8/2023-present  
Houston, Texas

### **University of Houston, Moores School of Music**

- GPA: 3.61
- Working towards a Bachelor of Music in Music Education
- Studies flute with Peggy Russell

8/2020 - 5/2023  
Houston, Texas

### **Lone Star College Cy-Fair**

- GPA: 3.67
- All classes taken in a dual enrollment program while in high school

## WORK EXPERIENCE

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2/24-Present

### **Flute Lessons Teacher**

*Cypress Ranch High School/Smith Middle School/Cobb 6th Grade Campus*  
15+ hrs/week

- Works with younger flute players in the program, to gain better playing fundamentals and work them on Solo and Ensemble/Region band preparation

7/24-Present

### **Marching Tech**

*Langham Creek High School*  
6+ hrs/week

- Works with members of the marching band to gain better fundamental marching skills, cleaning drill, and rehearsal procedures

## ACTIVITIES

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3/23-present

### **Kappa Kappa Psi-Beta Sigma**

*Chapter Treasurer/District Liaison*  
32 weeks/year

- Volunteering and supporting the Spirit of Houston and the greater music community, through service, music, leadership, and brotherhood
- Creates budget, plans fundraisers, and organizes chapter and individual due payments.
- In charge of reaching out, communicating events and keeping the chapter informed on events happening outside of our local chapter

2/2025-present

### **Kappa Kappa Psi-Southwest district**

*Jurisdiction Committee*

- Meets with 6 members from around the district to discuss possible changes to the constitution to be presented at the upcoming district convention

8/2023-present

**University of Houston Marching Band/Cougar Brass**

*Member (Baritone)*

28 weeks/year

- Attends rehearsals multiple times a week, working to support the University of Houston Football, Volleyball, and Basketball teams and encourages spirit throughout the University of Houston

8/2023-present

**University of Houston Symphonic Band/Winds**

*Member (Flute)*

32 weeks/year

- Attends rehearsals multiple times a week, working on high-level concert band music, gaining better ensemble, and playing fundamentals

11th-12th

**Tri-M Music Honor Society**

*Band Representative (11th), President (12th)*

30 weeks/year

- 100+ volunteer hours
- Help find events, finalize chapter members, and make sure the chapter runs smoothly, worked closely with chapter sponsors, and officers to plan events for the organization

# Platform

I believe I would make an excellent District Secretary/Treasurer because I am Organized, have experience in similar areas, work well with other people, and am dedicated to serving Kappa Kappa Psi further. I have a lot of experience keeping up with regular communication with many groups that would easily transfer over to a position like this. Throughout my time as my chapter treasurer, I had to keep regular communication with all members of the chapter to organize the payment of dues and organize individual payment plans when necessary I would transfer this over to working on a district level by setting up a schedule by which I would send out reminders and information to members of the district. Something else I would like to implement is sending out the district meeting minutes along with a summary of what the council will be doing over the coming month to all the presidents so they have the information to communicate directly to their chapters to further strengthen that line of communication with chapter presidents and to allow all chapters to know what is being done on a district level. I also believe it would bring more awareness to district officer positions, hopefully spiking interest in running to more brothers around the district.

I also have a lot of experience working with parents as a private lessons teacher where I have gained a lot of professionalism in writing emailing and reaching out to new people which would transfer over very well into reaching out to new chapters and working with the district governors to make sure that I am representing the district in a positive professional way. I also understand that answering questions is a large part of communication, this would be tackled by setting aside time at the end of every day to answer texts and emails to make sure that no one waits more than 48 hours to have questions answered. Another addition I would like to add is a form on the district website for which



members of the district would be able to submit questions easily and I would then be able to reply to them Via email.

Another very important job of the District Secretary/Treasurer is making and keeping a budget throughout the entire year. For this, I would follow a similar model to what I have done over the past year with my chapter. I have a spreadsheet divided up by category, with equations keeping the amount left per category easy to find. (Pictured below is the Beta Sigma budget, which would be used as a template).

Item	Budgeted cost	Amount spent	Amount left
Recruitment	\$350	\$124.73	\$225
Honorary's Dues	\$300		\$300
Fundraising	\$300	\$95.62	\$204
Regalia	\$150		\$150
G-suite/Phone/Domain	\$82	\$27	\$55
Chapter dues	\$100	\$100	\$0
Pool	\$150	\$61	\$89
TOTAL:	\$1,432	\$407.95	\$935
*Does not include District or National Convention*			

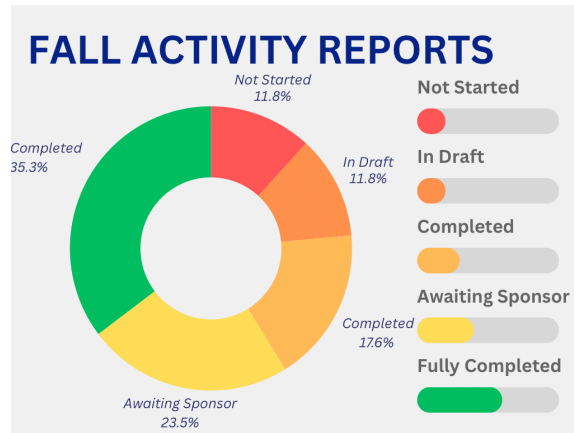
This would just be an overall look at the financial spending for the year and I would have individual pages for each officer's spending which would function in a similar fashion. To keep up with a system like this I would create a Google form for officers to submit any purchases they make so I can easily track them all in one place to keep the budget as up-to-date as possible. In addition to this I would like to have a small summary of all the months spent by the district council to the minutes each month to maximize communication with brothers.

For the District website, I would add the form I previously mentioned where people can submit questions they have, then add a frequency-asked questions section right below it after a bit of receiving questions to avoid the replies being backed up/to allow common questions to be answered right on the website so that the answers are readily available.

Another addition to the website is regular usage of the calendar on the front page to add a visual reminder for people visiting the website, which would include the following:

- Early bird/Regular deadline for chapter personal reports
- District events registration deadlines
- District workshop/Convention dates
- District Officer application deadline
- Important dates in Kappa Kappa Psi history

I also think it would be helpful to in addition to the graphic on Instagram/Website showing which chapters have completed paperwork have a pie chart showing the percentage of chapters in the southwest District that have completed things to give the perspective that we are all working together to complete a common goal and making it look like a team project we are all working on as a team. (Example Graphic below)



Overall, my goals in this position would be to maximize communication, and organization by making all minutes and budgets easy to read and easy to access so that all chapters in the southwest district feel represented and connected to the district council, to not only do the job of the Secretary/Treasurer but to truly represent and serve the entire district.