



Hunter Burks

Southwest District
Secretary-Treasurer



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Letter of Intent

Dear Brothers of the Southwest District,

This is being written to present my passion for running for the position of Secretary-Treasurer for the Southwest District of Kappa Kappa Psi. My name is Hunter Burks, and I am a Music Education major at the University of Houston and a brother of the Beta Sigma Chapter of Kappa Kappa Psi. In my time as a brother, I have held the position of being the Beta Sigma Secretary, of which fulfilling my duties has given me the desire to strive to do more as not only a person, but as a leader and a brother of Kappa Kappa Psi.

The inspiration I had to run for a higher office for the Southwest District is rooted in my love for providing back to the fraternity that gives me a feeling of purpose and happiness. One reason I would be qualified is due to the organizational skills that I possess. For example, a current project of mine is organizing the Beta Sigma Google Drive to be more accessible to those who will be in search of any necessary chapter materials, such as Agendas, Minutes, Officer Guides, Archived Media and more. I also believe I hold the communication skills necessary to hold such a position, as I respond to personal messages/emails within a very quick and timely manner so that whatever is needed from me is done as soon as possible, which I believe is an important quality to have for this position.

Overall, I gain true joy when I get to help and serve my local chapter of Kappa Kappa Psi, and find serving at the district level as an amazing way to expand my servitude to a greater height that would help the entirety of the fraternity. I hope this letter helps show my desire to give back and serve, as well as show my qualifications and my passion for defining what it means to truly be a brother.

Thank you, Brother Hunter Burks

Resume

Education

2025 - Today

University of Houston, Moore's School of Music

Houston, Texas

- Degree: Music Education Bachelor's Degree
- Studies Bass Trombone under Brian Kauk

Kappa Kappa Psi

04/2025 - Today

Kappa Kappa Psi - Beta Sigma

Chapter Secretary

- In charge of taking and maintaining chapter attendance, as well as taking minutes for chapter meetings and keeping the chapter drive organized.

02/2026 - Today

Kappa Kappa Psi - Southwest District

Jurisdiction Committee

- Meets with other members of the Southwest District to discuss constitutional changes to be presented at the Southwest District Convention.

Music Activities

01/2025 - Today

Symphonic Winds - University of Houston

Principal Bass Trombonist

- Rehearse multiple times a week, working on musical fundamentals as well as performing higher level music repertoire.

02/2025 - 05/2025

Moore's Symphony Orchestra - University of Houston

Bass Trombonist

- Rehearsed for 6 hours a week for 3 months, performing in the orchestra's performance of the opera Turandot, with long stretches of focused rehearsal time.

08/2023 - Today

Spirit of Houston Marching Band & Cougar Brass - University of Houston

Trombone/Sousaphone Marcher

- Rehearses for 6 hours a week, as well as participation at University sporting events for Football, Basketball & Volleyball.

Platform

Communication with Chapter Presidents

An important duty of a district officer is to keep communication with other chapter presidents to make sure that they are filling out their necessary paperwork in a timely manner. A way I would make sure this would happen is through directly messaging and emailing chapter presidents with reminders on upcoming forms that may be due, at LEAST 2 weeks in advance and a second reminder around 5 days to a week before a given form is due. This can also be consolidated into a group chat with given presidents, as if they have any questions regarding anything they need to turn in, they can ask in the group chat and in turn my response can be noted by any other presidents who may have had such questions.

Maintaining Financial Records

When it comes to maintaining financial records, I know how to work with excel and spreadsheets to keep things like a district budget organized. When it comes to expanding the uses of finances however, I would like to implement a grant that would help provide money to chapters who may not have the funds possible to attend District Convention every year. If need be for this idea to come to fruition, I would be more than happy to try to organize a district-wide fundraiser to obtain the funds to make this become a possibility. Some ideas can be something along the lines of a Popcorn Fundraiser, a raffle for a gift basket, or maybe a collaboration with a fast food location to use a certain code at checkout.

Platform

Website

I believe that the Southwest District website could benefit from a few changes, such as a slight revamp of the design of the home page. For example, I would actively update the home page to include anything important coming up for the district, such as upcoming District Development Days, which would help spread awareness of these such events and potentially increase districtwide engagement. I could implement this with an announcements tab under the Kappa Kappa Psi section of the website. I can also work with the future Member-At-Large to help promote the website on the Instagram, so that more brothers of the Southwest are aware of its existence and maximize its utilization. I am also interested in possibly making a new graphic for the front page to make the page more visually appealing, of which can be worked on in tandem with Tau Beta Sigma's Secretary-Treasurer

New ALTO & Monthly Newsletter

When it comes to the New ALTO, a goal of mine is to make it noticed more by the Southwest District to garner more attention to all chapters of the district and what they do. For the Southwest District Newsletter, I do want to keep it the same for the most part and believe its overall structure is efficient, but I have an issue with the email automatically going to spam, however this issue cannot be fixed via email (as the issue just persists), so I would like to work with the Member at Large on posting the monthly Newsletter onto the Southwest District Instagram, as our social medias is our most efficient way of spreading information across the district. If that doesn't work, I would like to get more use out of the Southwest District Discord Server, as I believe it is underutilized and could be a great use of getting both the Newsletter and the New ALTO across since the emails go to spam.



KAPPA KAPPA PSI

National Honorary Band Service Fraternity
Beta Sigma Chapter- University of Houston

Chartered January 21, 1950



Caitlyn Colca

Beta Sigma Chapter President

Southwest District Secretary/Treasurer

University of Houston

11 February 2026

Dear Southwest District Nominations Committee,

It is with great enthusiasm that I recommend Hunter Burks for Southwest District Council and specifically for the position of Secretary/Treasurer. As the President of the Beta Sigma chapter, I have spent a great deal of time working with Hunter, and as a result I have gotten to see his astounding work ethic, his attention to detail, and his jocular demeanor.

Over the past academic year the Beta Sigma chapter has had the honor of having Hunter Burks serve as our chapter secretary. Throughout this role, he has always been extremely efficient with his communication with the chapter. Hunter always reminds the chapter to fill out correspondence, and would send out the minutes within 48 hours of meeting every single week and taking initiative to solve chapter problems, such as re-organizing our entire Google Drive workspace. Hunter has also implemented weekly reminders of all required events for the week as well as reminders about our weekly letter days. Hunter greatly expanded the duties of the secretary as he found new ways to help improve our chapter. This exemplifies Hunter's detail oriented work ethic, meticulous attention to detail, and dedication to going above and beyond for the chapter.

Other than his written role as secretary, Hunter exhibits phenomenal brotherhood throughout the chapter. He is a level headed individual who exhibits many important qualities of a good district officer, such as being independent, being proactive, having excellent time management skills, and being a consistently reliable brother. I can recall many times where I went to Hunter at a time of personal need and was able to find personal council in him. In addition to being an outstanding brother, Hunter is also an outstanding friend. Hunter has always been an extremely kind and thoughtful friend, not only to me but to all members of the Beta Sigma Chapter and beyond. He is a supportive and uplifting friend to all who get to know him,

supporting the brothers not only in fraternal matters but also in personal endeavors, showing that brotherhood goes beyond the confines of the chapter but is a true connection with others.

Hunter Burks has been an exceptional brother of the Beta Sigma Chapter and exemplifies the qualities necessary to serve effectively as Southwest District Secretary/Treasurer. He consistently acts in the best interest of the fraternity, approaching every responsibility with integrity, accountability, and attention to detail. Hunter demonstrates strong organizational skills and clear communication, both of which are essential for success in this role. Beyond his technical abilities, he embodies the true spirit of Kappa Kappa Psi through his dedication to service, leadership, and brotherhood. I am confident that he will represent our chapter and the fraternity as a whole with professionalism, reliability, and a genuine commitment to excellence. With all of that being said, it is with great pleasure that I recommend Hunter Allan Burks for the position of Southwest District Secretary/Treasurer for the 2026-2027 term of office.

AEA,
Caitlyn Colca
Beta Sigma Chapter President
Southwest District Secretary/Treasurer
University of Houston

While this letter was written primarily by Caitlyn Colca, Chapter president, it was read through during chapter meeting and the entire Beta Sigma chapter believes it represents Hunter Burks in good faith.