

Kayla Lennon

Eta Delta Chapter, Tau Beta Sigma
National Honorary Band Sorority, Incorporated



Northeast District Secretary/Treasurer
Candidacy Packet

TAU BETA SIGMA

NORTHEAST DISTRICT



Eta Delta Chapter
Tau Beta Sigma
National Honorary Band Sorority, Incorporated

To the Sisters of the Northeast District,

Of all of the sayings and mottos that our organization has, one has always been my favorite: "It is an honor to be selected to serve." Over the years I have learned from my Chapter, National and District Leaders, and many sisters that I have had the opportunity to meet, that it is service that is at the heart of our sisterhood. This mantra has proved true during my time as a sister of Tau Beta Sigma. That is why it is a privilege to be offering my candidacy for the role of Secretary/Treasurer for the Northeast District.

This role is unique in the way that it requires duties that are essential to the official responsibilities of the District Council as well as tasks that provide an opportunity to connect and recognize the chapters within the District for their accomplishments. If selected for this role I will remain organized, timely, and flexible to ever changing situations. I believe I have the creative capacity to design flyers and an eye for social media management. I am confident that I am more than qualified, determined, and dedicated enough to serve in this role.

In my job as the Operations Manager of Advisory Neighborhood Commission 7F I already do many of the duties of a Secretary or Treasurer. Every month I have to take and distribute the minutes at our Executive and General Commission Meetings, as well as set the agenda for them. I also have to manage the Quarterly Financial Report for the Commission so even though I have never served as a Chapter Treasurer I am no stranger to dealing with finances. In addition to all of those duties I am also the head of communications for the Commission. This means that I send out our monthly email blasts using Mailchimp, as well as communicating directly via email to any constituent comments, government organizations, or any of the speakers at our meetings. I know that all of these skills will translate well onto the District Council if I am selected to serve.

In my first year as a sister, I served as both the Historian and the Corresponding Secretary of my chapter. Serving as the Corresponding Secretary acclimated me to the practice of creating visually appealing newsletters to share with our Alumni, as well as communicating with other chapters and organizations on a regular basis. As the Historian, I most enjoyed creating content and posting on our social media pages. I think it is so critical during these times that we use social media to connect us and showcase what makes us special. It would be my mission to utilize the social media pages to provide updates on information, Focus on Five Activities, special events, and highlight sisters in the district throughout the year.

During my time in the sisterhood we have never had more than seven people in our chapter at a time. This has caused all of our work to be extremely collaborative and for everyone to have a hand in everything that goes on in the chapter. I would take Eta Delta's tight knit leadership style to the District Council and continue a culture of sisterhood and service that sets such a great example of leadership for the Northeast District. It would truly be an honor to be selected to serve as the Northeast District Secretary/Treasurer.

MLITB,

Kayla "Sweet Sorrow" Lennon
1-H Δ -2019
Eta Delta Chapter President

Kayla Lennon

Washington, DC | (513) 442-9093 | klennon19@gmail.com

EDUCATION

HOWARD UNIVERSITY, Washington, DC

Bachelor of Arts in Political Science and Sociology, May 2021

- GPA: 3.90

UNIVERSIDAD DEL MAR, Oaxaca, Mexico

Certification of Completion for Intensive Spanish Immersion Program, Summer 2021

- GPA: 4.0

TAU BETA SIGMA EXPERIENCE

ETA DELTA CHAPTER, INITIATED APRIL 2019, HOWARD UNIVERSITY

- *President (April 2020 - Present)*
 - Manages official forms and maintains chapter communication with District and National Officers.
 - Creates agendas and presides over weekly meetings with full knowledge of parliamentary procedure.
- *Corresponding Secretary (December 2019- March 2020)*
 - Maintained communications between other campus organizations, Alumni, and other chapters.
 - Created four Alumni Newsletters that included updates on sisterhood, programming, and band activities.
- *Historian (April 2019 - March 2020)*
 - Kept records of photos of band and chapter operations, events, and service.
 - Created digital content for social media platforms and District Award submissions.
 - Managed chapter Instagram and Twitter accounts.

CONVENTIONS AND MEETINGS ATTENDED

- Southern Precinct Meeting, *Virtual* (2021)
- NED Convention, *Virtual* (2020)
 - Programs Committee Co-Chair
 - Received the “Chapter Spirit Award” for participation in the NED Games and social media participation in the #13DaysofTBS during my tenure as Historian
- Southern Precinct Meeting, *Morgan State University* (2020)

ADDITIONAL ACTIVITIES AND FUTURE PLANS

- Spoke on the 4Gr8rKnowledge podcast in April of 2020 about band, COVID changes and chapter operations.
- Beginning a Master of Public Affairs program at a university within the Northeast District.

WORK/CAMPUS EXPERIENCE

WOMEN OF REVOLT, INC., Washington, DC

Newsletter Committee (April 2020 - Present), Public Relations Committee (September 2018 - Present)

- Documents community service projects and creates content for the bi-monthly newsletter.
- Managed social media handles and content in order to interact with larger audiences via Twitter and Instagram.
- Supports the organization’s motto: enriching, empowering, and educating women in our community.
- Serves the greater community through wellness events, tutoring, food drives, and other service events.

ADVISORY NEIGHBORHOOD COMMISSION 7F, Washington, DC

Operations Manager (February 2020 - Present), Intern (October 2019 - January 2020)

- Supports ANC with logistics and digital content for meetings and community events.
- Maintains minutes for ANC's monthly executive and general commission meetings.
- Drafts Resolutions, official letters, and other Commission documents on behalf of the ANC.
- Creates content and graphics for communication as the Point of Contact for over 2000 constituents.

THE AFRICAN AMERICAN POLICY FORUM, Remote

Administrative Intern, June 2020 - August 2020

- Received training for programs, projects, and operations under Kimberle Crenshaw.
- Researched strategies to increase community engagement and AAPF's social media footprint.
- Analyzed texts pertaining to intersectionality and critical race theory.

THE OFFICE OF SENATOR ROB PORTMAN, Cincinnati, OH

Legislative Intern, June 2020 - July 2020

- Answered and entered more than 150 constituent phone calls into Intranet Quorum over 3 weeks.
- Authored and researched information for policy memorandums regarding the US-UK Trade Agreement, the Kashmiri Conflict, the Hong Kong Security Rule, and North Korea-South Korea Relations.

PERFORMING ARTS

HOWARD UNIVERSITY S.H.O.W.T.I.M.E. MARCHING BAND, Washington, DC

August 2018 - Present

- Plays clarinet in the world famous award winning show-style marching band.

HOWARD UNIVERSITY CHORALE, Washington, DC

August 2017 - Present (Co-Section Leader August 2019 - Present),

- Sings soprano in the advanced ensemble for Convocation, Commencement, and other performances.
- Assists with administrative organization and printing, robe organization, and sectional instruction.

HU JAZZ, Washington, DC

Co-section Leader (August 2017 - May 2018)

- Sang soprano in the ensemble focused on jazz a cappella technique.
- Assisted with administrative music organization and sectional instruction.

HONORS AND AWARDS

GAMMA CHAPTER OF DISTRICT OF COLUMBIA PHI BETA KAPPA SOCIETY

February 2020 - Present

- Gained membership in America's most prestigious honor society for liberal arts and sciences.

PI SIGMA ALPHA POLITICAL SCIENCE HONORS SOCIETY

Spring 2019 - Present

- Gained acceptance into the honor society highlighting collegiate political science scholars.

SKILLS

Social Media Management

Canva

Adobe Spark

Notetaking

Public Speaking

Mailchimp

Problem Solving

Robert's Rules of Order

List of Goals

1. District Obligations
 - a. Take complete and accurate District Council Meeting Minutes and distribute them in a timely fashion.
 - b. Collect and distribute Chapter contact information to all Chapters in the District.
 - c. Keep accurate records of District funds and distribute them to the Counselors and Council accordingly.
 - d. Evaluate where the Council stands in reference to the previous Council's budget monthly.
2. District Convention
 - a. Keep chapters informed with email and social media posts about registration and attendance for Precincts and District Convention.
 - b. Take complete and accurate District Convention Minutes and distribute them in a timely fashion.
3. Social Media & Chapter Engagement
 - a. Share important National and Council updates via social media platforms and the upkeep of the NED website.
 - b. Launch a #NEDtoNatCon campaign to encourage chapters to attend NatCon and highlight the awards given to NED sisters.
 - c. Highlight Chapter Charter Days via Instagram and Facebook throughout the year.
 - d. Allow for Chapters to do Instagram takeovers for football games, interesting programming, and special events.
 - e. Provide updates for Fall Deadlines, Focus on Five Completion, and other accomplishments.
 - f. Host office hours with chapters in the District to discuss budgets and fundraising techniques.
 - g. Create a database of fundraisers, programming, and service projects completed by Chapters to be redistributed to chapters for future inspiration.
 - h. Repost chapter activities and highlights as they tag the NED page.
 - i. Host leadership, new member, and sister spotlights throughout the years.
 - j. Spotlights for HBCU Chapters during Black History Month
 - k. Present an overview of the National Brand Identity & Guidelines to ensure Chapters utilize our graphics and colors properly.

Projected Timeline

1. March 2021
 - a. Final NEDCon Highlights
 - b. Founder's Day Celebration
 - c. Life Membership Discount Reminder
 - d. NatCon Reminder/Updates - #NEDtoNatCon
2. April 2021
 - a. New President Feature
 - b. New VPM Feature
 - c. New VPSP Feature
 - d. New Secretary/Treasurer Feature
 - e. Celebrate Ramadan Post
 - f. NatCon Reminder/Updates - #NEDtoNatCon
 - g. Send out form for Graduating Sister Spotlights
3. May 2021
 - a. Good Luck on Finals post
 - b. Congratulations to the Class of 2021 and everyone for making it through the year
 - c. Begin Senior Spotlights and post throughout the month
 - d. NatCon Reminder/Updates - #NEDtoNatCon
 - e. Send out form for Spring 2021 Initiate Spotlights
 - f. Begin collecting Chapter Officer Information
4. June 2021
 - a. Happy Pride Month Posts
 - b. Happy African-American Music Appreciation Month Post
 - c. Begin Spring 2021 Initiate Spotlights
 - d. Celebrate Juneteenth Post
 - e. NatCon Reminder/Updates - #NEDtoNatCon
 - f. Send out form for SisTAUs of Summer Spotlights
5. July 2021
 - a. Big push for NatCon planning, chapter plans and excitement - #NEDtoNatCon
 - b. Happy Fourth of July Post
 - c. 75th Celebration Highlights and NatCon Highlights
 - d. Begin highlighting awards won by NED Chapters/Sisters
 - e. Begin SisTAUs of Summer Spotlights
 - f. Send form for Band Camp Takeovers
6. August 2021
 - a. Continue SisTAUs of Summer Spotlights
 - b. Begin Band Camp Takeovers
 - c. Welcome Back to School posts
 - d. Send out form for Football Game Takeovers/Spotlights
 - e. Pre-school Office hours for Secretaries and Treasurers

7. September 2021
 - a. Begin Football Game Takeovers/Spotlights
 - b. Hispanic Heritage Month Post
 - c. Due dates reminder post
 - d. First Secretary, Treasurer, and Office Hours Meeting (respectively)
8. October 2021
 - a. Continue Football Game Takeovers/Spotlights
 - b. Next Secretary, Treasurer, and Office Hours Meeting (respectively)
 - c. Happy Halloween Post
9. November 2021
 - a. Due Dates Reminder Post
 - b. Next Secretary, Treasurer, and Office Hours Meeting (respectively)
 - c. Happy Thanksgiving Post
10. December 2021
 - a. Due dates final Post
 - b. Happy Holidays from the NED Council
 - c. Happy Hanukkah Post
 - d. Joyous Kwanzaa Post
 - e. Merry Christmas Post
11. January 2021
 - a. Happy New Year Post
 - b. New Semester Post
 - c. Next Secretary, Treasurer, and Office Hours Meeting (respectively)
 - d. Precinct Meeting Reminders/Updates/Highlights
 - e. NEDCon Reminders/Updates
 - f. Send out form for Pep Band Takeovers/Highlights
12. February 2021
 - a. Black History Month Post
 - b. Precinct Meeting Reminders/Updates/Highlights
 - c. NEDCon Reminders/Updates
 - d. Begin Pep Band Takeovers/Highlights
 - e. Happy Valentines Day Post
 - f. Continued NEDCon Deadline/Award Posts
13. March 2021
 - a. Women's History Month Post
 - b. Continued NEDCon Deadline/Award Posts
 - c. Begin 13 Days of TBS
 - d. NEDCon Coverage

This is a general plan in addition to posting Chater Days as they happen and reposting tagged posts and story highlights as they occur. Thank you for your time and consideration!



Eta Delta Chapter
Tau Beta Sigma National Honorary Band Sorority, Incorporated

HOWARD
UNIVERSITY

22 February 2021

To Whom It May Concern,

We, the Eta Delta Chapter of Tau Beta Sigma National Honorary Band Sorority, Incorporated would like to provide this letter of recommendation and support of Soror Kayla Lennon. It is with great pleasure that we approve her candidacy in the election of the 2021-2022 Northeast District Council as Secretary/Treasurer.

We can affirm that we have verified her Active status as the 2020-2021 Chapter President of the Eta Delta Chapter. Throughout Ms. Lennon's years in Howard University's Band program, she has always exemplified the qualities of an outstanding bandswoman. Kayla Lennon is pragmatic, insightful, and creative- a positive addition to any team she joins.

Within our organization and beyond, Ms. Lennon easily creates an aura of productivity and positivity whether it be in a professional or casual setting. She is not only goal oriented, but also considerate and realistic- while always taking into account the needs and processes of others. Within our chapter's Board, she has served as the Historian, Corresponding Secretary, Committee Chairs, and is our current Chapter President. We believe that Ms. Lennon is a visionary and look forward to seeing her succeed in any environment.

It is an honor to recommend Soror Kayla Lennon to the Northeast District Council of Tau Beta Sigma National Honorary Band Sorority, Incorporated.

Sincerely,

The Executive Board of Eta Delta Chapter

Cortney Gilliam

Joanna Ramirez

Kylah Maxwell

Oluseji Olatupo



HOWARD UNIVERSITY

Research Administrative Services

Northeast District Council,
Tau Beta Sigma, National Honorary Band Sorority, Inc.

February 26, 2021

Dear Council Members,

I am writing to proudly recommend Kayla Lennon to the position of the NED Secretary/Treasurer for the 2021-2022 term. As the chapter's sponsor for the past 3 years, I have witnessed Kayla's induction journey into the chapter to her current position as Chapter President as one of leadership, ambition, and innovation.

Kayla is such a pleasure to work with; her work ethic, exemplary academic pursuits, commitment to the chapter and the band program are actions I truly admire. I sometimes marvel at how she can do it all with such a great attitude, patience, and determination. Kayla's capacity to lead, listen and communicate effectively to her chapter are her best foundational qualities. She is also very dependable, very prompt, efficient with submitting items on time, organized with superior interpersonal communicative skills.

With her relentless motivation, love of the sisterhood and exceling at everything she commits to. Kayla would bring a wealth of intelligence, creativity, and awesome social media skills to the District Council. Eta Delta has a long history of serving the Council and I wholeheartedly know that Kayla will be an excellent addition as well.

If you have any questions, feel free to contact me at erica.crawley@howard.edu, ecrawley27@gmail.com or 7572325655.

Thank you for your consideration,

Erica Crawley
Chapter Sponsor, Eta Delta Chapter
Tau Beta Sigma, National Honorary Band Sorority, Inc.



HOWARD UNIVERSITY

Office of University Choirs & Bands

February 25, 2021

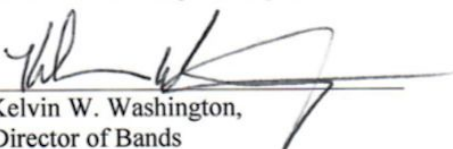
To whom it may concern,

I am writing this letter on behalf of Kayla Lennon for the position of Tau Beta Sigma Northeast District Secretary/Treasurer. I met Kayla in the spring of 2018 when she wanted to learn how to play clarinet so she could join the Howard University S.H.O.W.T.I.M.E Marching Band. Since that meeting, I have seen her transform into a leader in our ensemble and a leader for this campus.

Kayla is an integral part of the Eta Delta Chapter Tau Beta Sigma National Honorary Band Sorority, Inc. As current chapter president, she has done an amazing job in leading even in the face of the COVID-19 pandemic. As band director and campus advisor I can attest to the tireless work that Kayla puts into this organization and band program, as well as her studies. Kayla is always readily available to help the band whether it be to pass out uniforms, print music, or put on events to help the well being of the entire band. She is highly respected by the band staff and all of the students in our program and uses her excellent communication skills to work through tasks efficiently and effectively.

What makes Kayla the best person for this position is not only her timeliness or her organizational skills, but it is her willingness to serve and help others. Kayla never hesitates to offer help, solve a problem, or make somebody smile. She often talks to me about the work she wants to do in the community after graduation and I can see that her commitment to public service and dedication inspires those around her. Any opportunity that gives her the tools to help people at a greater capacity is an opportunity that she should have. I highly recommend her for the Northeast District Secretary/Treasurer.

Sincerely,


Kelvin W. Washington,
Director of Bands
Howard University





ADVISORY NEIGHBORHOOD COMMISSION 7F
Government of the District of Columbia
"Crossroads East of the River" Where Communities Come Together

2/23/2021

To whom it may concern,

I am writing to recommend Kayla Lennon for the position of NED Secretary Treasurer for Tau Beta Sigma. I first met Kayla when I was a guest speaker in her State and Local Government Class at Howard University. At the end of my speech I told that class that we were looking for interns for my campaign when the time came. Kayla immediately came up to me and said that she would be willing to help as an intern, volunteer, anyway that she could serve the DC community. When she sent me her resume later that day I had a more permanent position for her in mind.

I offered Kayla to intern with the Advisory Neighborhood Commission 7F for Ward 7 of Washington D.C. and she readily accepted. She had been working with me and the other Commissioners alongside our Chief of Staff since October 2019 and she has been doing an incredible job. As an intern her duties included taking minutes at our General Commission Meetings, creating digital content for the Commission including blogs and newsletters, researching logistics for meetings and community events, and helping out with other tasks as needed. She has been great interacting with constituents at events and we are lucky to have her.

In January of 2020 Kayla was promoted to Operations Manager. During this transition Kayla had been instrumental in making sure that the Commission ran smoothly. Because of this new role Kayla has taken on responsibilities such as drafting resolutions and letters of support, researching data to aid the ANC in decision making, setting the agenda for general commission meetings, and taking over the email correspondence with constituents and community organizations. In the wake of COVID-19 she has also been extremely helpful with our online meetings and helping the seniors in our ward with questions about the technology. She is exceedingly qualified for any position dealing with communicating information to a large group of people. She is organized, driven, and a great addition to any team. I highly recommend her for the role of Secretary Treasurer.

Yours truly,

Tyrell Holcomb
Chairperson, ANC 7F
7F@anc.dc.gov

Monika Monk

Life Member #3042

NED Vice-President of Special Projects 2014-2015

Chapter Visitation Assistant for Tau Beta Sigma National Honorary Band Sorority, Inc.

To whom it may concern:

It is an honor and a privilege to recommend Kayla Lennon for the position of Northeast District Secretary/Treasurer. Kayla is the true definition of an exceptional leader. She went above and beyond, as her role as Chapter President, to increase communication at all levels in the chapter. She is very prompt, always prepared, and brings a positive attitude when fulfilling the responsibilities of her role.

Kayla has constantly demonstrated creativity when coming up with ways to make sure her chapter stays involved in the NED's events, Howard's events, and chapter events. She is a team player and has always asked questions and sought help when needed. In addition, she makes sure that the chapter continues to communicate with neighboring schools around Howard. Even though she is Chapter President, Kayla also has stayed informed on the chapter's budget and chapter fundraisers; she is always coming up with different fundraising ideas and ways the money can help their band, like for new uniforms.

I cannot think of anyone more deserving of the position of Northeast District Secretary/Treasurer than Kayla Lennon. She is a trustworthy, understanding, and a very hard-working sister. I believe that she will bring positive ideas for communication, budgeting, and fundraising to the Northeast District.

Sincerely,

Monika Monk

Life Member #3042

NED Vice-President of Special Projects 2014-2015

Chapter Visitation Assistant for Tau Beta Sigma National Honorary Band Sorority, Inc.

10801 Lockwood Dr. Suite 210, Silver Springs, MD 20901 Office (301) 298-1040- Fax (240) 867-7178

February 28, 2021

To the Northeast District Nominations Committee:


It is my extreme pleasure to write this letter of recommendation in support of Ms. Kayla Lennon's candidacy for Northeast District Secretary/Treasurer. I have worked with Ms. Lennon through the Eta Delta Chapter of Tau Beta Sigma where she currently serves as the chapter president. As a past National President of the organization and an Alumnae of Howard University and the band program, I have come to recognize leadership, integrity, and dedication. Ms. Lennon personifies these characteristics in her actions as a student leader. Ms. Lennon is smart, efficient, creative, hard-working and compassionate. Her commitment to Tau Beta Sigma, the band, her studies, and her community speaks to her character as well as her humanity. Ms. Lennon has a servant's heart and the intelligence to change the world.

Ms. Lennon is the leader the Northeast District needs. She has shown that she can balance academic excellence with leadership while remaining grounded and hopeful. Ms. Lennon does this with patience for her fellow students and a sense of purpose that is fostered in self-motivation.

As a physician, especially in today's world, I recognize the need for the current generation to carry the torch of innovation and leadership in all areas of study. Ms. Lennon is a servant-leader, a Renaissance woman, and can add excellence to any position she is involved in. She has proven this in her current endeavors and I have no doubt that she will do the same if given the opportunities afforded her through service to the NED. She is not only a stellar student, she is an amazing human-being.

I recommend Ms. Kayla Lennon without reservation. Please feel free to contact me with any questions or if you need additional information.

Respectfully Submitted,



Kathryn D. Kelly, MD

Past National President, Tau Bet Sigma, National Honorary Band Sorority, Inc.
Life Member, Eta Delta Chapter, Howard University