

GAINING ADMINISTRATIVE SUPPORT

Presented by

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Key Points:

- Network! Become known as a reliable resource to the campus – available to give tours, serve as waitstaff, graduation ceremony ushers, open houses, campus-wide events, etc.
- Show faculty/ administration appreciation
 - Report results after each project or activity to the college president, Board of Directors or Trustees, the Foundation, or any other group.
 - Have students give reports after every travel experience. Thank the administration for allowing them the opportunity
- Do a college project as described in the Five Star Program (Level Three) to fulfill a need on the campus
- Take advantage of non-financial support – office space, meeting rooms, usage of copying facilities
- Promote Phi Theta Kappa programs that bring positive publicity to the chapter AND the college (All-USA Academic Team, Guistwhite Scholarships, Honors Satellite Seminars, International Service Program, Project Graduation, etc.)