

# *Advising 101*

## **Structure**

Phi Theta Kappa has three levels:

- Local level - Campus Chapters.
- Regional level - 29 regions. Each has: Regional Coordinator, meetings, and awards
- International level – Approximately 1200 chapters from around the world.

Describe Phi Theta Kappa as an **International Honor Society for two-year Colleges**.

To print ΦΘΚ, type the letters 'FQK' then change the font to 'symbol'.

Advisors and Chapter Presidents who have been reported to Headquarters will receive a Chapter Resource Manual. You can download the Resource Manual from the website. Your region may publish a Regional Handbook, which will have information on Regional Programs.

## **Orientation and Induction**

- Recruit students to accept membership when they are invited to join. More members = more leaders and more active members.
- Promote Phi Theta Kappa, so students, faculty, administration are aware of the organization.
- Campaign resources and materials available on PAM.

Make the orientation as exciting as possible. Include current officers/members.

- Show pin, gold tassel, stole
- Play Good as Gold DVD
- Scholarship Opportunities
- Travel Opportunities
- Follow-up: 2<sup>nd</sup> letter, personal contact, telephone tree.

Make the Induction Ceremony as impressive as possible.

- Dress up; candles and roses;
- Invite College President and/or administrators to have roles
- Speakers: faculty member, local dignitary, a regional officer, regional coordinator
- Invite family and friends of inductees and all faculty and staff to the ceremony.
- Host a reception following the ceremony.
- Take a photo, write up press release, and post the photo on a campus bulletin board.

## **Officers/Goals**

- Determine your officer structure
- Elect officers
- Report officers at [www.ptk.org](http://www.ptk.org), so they receive valuable information.
- New officer training/retreat
  - Leadership development and teambuilding activities
  - Set goals for the Five Star Chapter Development program
  - Set goals for the Hallmarks: Leadership, Scholarship, Service and Fellowship.
  - Develop yearlong calendar of activities

## Calendar

- Chapter Meetings, orientations, inductions, activities, events
- Deadlines for 5-star, Hallmark Awards, Scholarships
- Your college's academic calendar
- Region meetings
- International Convention and the International Honors Institute

## Five Star Chapter Development Program

- Guideline for specific activities to ensure excellence in Phi Theta Kappa programs
- The Advisor or Chapter President can complete forms on-line. The goal form is set on the first update. Update forms are due **April 30, Sept. 30, Nov. 30, 2007 and Feb. 1, 2008**. (If you miss a deadline, submit the form as soon as possible.)

## Focus on the Hallmarks

Setting goals and planning activities around Scholarship, Leadership, Service, and Fellowship will make your chapter a valuable asset to your college, and not just another club. Plan a comprehensive program in each of the Hallmarks. Comprehensive means that some activities are for developing members and the chapter, some involve the entire campus, some activities reach into the community, and some have a regional and/or international scope.

The **Scholarship Hallmark's** major component is the Honors Study Topic.

- 2006-08 Honors Study Topic is: "Gold, Gods, and Glory: The Global Dynamics of Power"
- A timely, international, issue-orientated, interdisciplinary two-year study
- Program guide and resources to help chapters implement the program

The minor component of the Scholarship Hallmark is tutoring, mentoring, and recognizing scholarship of faculty and students.

The **Leadership Hallmark** has the major component of taking leadership roles on campus, in the community, and with Phi Theta Kappa. The minor component is to provide leadership training and development for members, students and community.

The **Service Hallmark** has the major component of the International Service Program.

- 2006-08 Service Program is "Operation Green: Improving Our Communities".
- Four focus areas: Education, Recycling, Beautification, and Clean-Up.
- Register at [www.ptk.org](http://www.ptk.org) to become a Chapter of Service and report your results.

The minor component of the Service Hallmark is other service activities involving campus, community, regional and/or International Service.

The **Fellowship Hallmark** should be incorporated into the other Hallmarks. Plan Fellowship Activities and then determine a leadership, scholarship, or service activity that can be incorporated into the event (for example, a dance with an environmental theme or have the entry fee be a canned good or children's book). Comprehensive program that helps members get to know each other better, reaches out to the college campus, invites community people to campus, and promotes fellowship regionally and/or internationally.

## Hallmark Awards

- Your chapter can enter Hallmark Awards on both the Regional and International levels
- Contact your Regional Coordination for information on entering Regional Awards. Your chapter could win a scholarship for the Honors Institute (valued around \$900).
- When the Int'l service program and Honors Study Topic changes in one year, the next year's entry can use examples from both topics.
- Information, entry forms, tips, sample entries, and judging rubrics are available online for International Awards.

## Simplify the Award Entry Process

- Immediately after you set your goals, write up a narrative on your goals for the Hallmarks of Service, Scholarship and Leadership—keep in mind the major and minor components of each Hallmark as you write up your goals.
- Also, as soon as you complete an activity, write up a thorough description of the activity and a paragraph on the outcomes of the activity—including quantitative data (how many people attended, how much money raised, how many hours volunteered, how many members involved, etc). Also include subjective data (comments, quotes that show impact the event had on a person's life).
- When the time comes for Hallmark entries, you should have much of it written

## Civic Engagement Initiative

Phi Theta Kappa has a diverse offering of programs and initiatives that identify community problems and vigorously seek to serve the public good.

Some of the programs under the Civic Engagement Initiative include:

- International Service Program
- Project Graduation: Feed a Body, Feed a Mind
- Project Vote Smart
- USA Today Readership Program
- American Cancer Society Relay for Life
- Peace Corps

## Resources

- The Phi Theta Kappa website [www.ptk.org](http://www.ptk.org) contains the most current information.
- Advisor Corner: leadership briefs for training, programs, forms
- Use PAM—all your information in one place and a great tool for recruiting members.
- When in doubt send questions to [member.services@ptk.org](mailto:member.services@ptk.org)
- HQ staff members
  - Tom Rowden, Chapter Officer Coordinator [Tom.Rowden@ptk.org](mailto:Tom.Rowden@ptk.org)
  - Kimberly Wooten, Advisor Services Coordinator [Kimberly.Wooten@ptk.org](mailto:Kimberly.Wooten@ptk.org)
  - Phylliss Duvall, PAM expert [Phylliss.Duvall@ptk.org](mailto:Phylliss.Duvall@ptk.org)
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