

PHI THETA KAPPA
INTERNATIONAL HONOR SOCIETY OF THE TWO-YEAR COLLEGE

Center for Excellence
Mississippi Education & Research Center
1625 Eastover Drive
Jackson, MS 39211-6431



Alumni Office
Phone: 601.984.3577
Fax: 601.984.5477
alumni.office@ptk.org

Alumni Association Annual Report 2008

Reporting activities of calendar year 2007

Please return this completed and signed annual report to Headquarters no later than **MARCH 17, 2008**.
Alumni Associations must submit an annual report each year to maintain active status. Any association remaining inactive for five years will be retired.

Alumni Association Name: _____

Host College or University: _____

Association Address: _____

Type of Association (indicate one) Regional Community University
If community-based, what population do you represent? _____

Status (indicate one): Active Inactive Reactivating

Alumni Association Advisor (Name & Title): _____

Address: _____ City/State _____

Telephone: _____ Email address: _____

Co-Advisor (Name & Title): _____

Address: _____ City/State _____

Telephone: _____ Email address: _____

Please attach names of any additional co-advisors

Alumni Association President: _____

President's original two-year college and chapter: _____

Term of Office: From (month/year): _____ To (month/year): _____

Address: _____ City/State _____

Telephone: _____ Email address: _____

Please attach names, offices, and email for all additional officers.

Alumni Meetings:

How many times did your association meet in calendar year 2007? _____ Dates: _____

Membership

What is your total active membership? _____

How many new members were inducted into your association in 2007? _____

Were those names reported to the Alumni Office at Headquarters? Yes _____ No _____

Please submit a list of all active members. Please include name, name when inducted (if different), original college and chapter of induction into Phi Theta Kappa, current mailing and email addresses.

Bylaws:

Did your association revise its bylaws this year? Yes _____ No _____

Programming:

What is your association's web address? _____

Does your association publish a newsletter? Yes _____ No _____

If so, how often? Monthly _____ Quarterly _____ Annually _____ Occasionally _____

Please include the Alumni Office at Headquarters in your newsletter mailing list.

Scholarships

Does your association support or administer any scholarships? Yes _____ No _____

If so, please include application procedures and criteria.

The Internal Revenue Service requires each alumni association to submit an Annual Report to Headquarters, including a signed statement indicating that gross receipts in the year did not exceed \$25,000, in order to be included in the Phi Theta Kappa federal group income tax return. For additional information, contact Director of Financial Services Charles Lowe at 601.984.3565. **The following authorization is necessary to comply with Internal Revenue Service Guidelines:**

I authorize Phi Theta Kappa to include the above named affiliated association in its Federal Group Tax Return for the period ending December 31, 2005, and affirm that the association's gross receipts during the year did not exceed \$25,000.

Signature of Alumni Advisor responsible for correspondence with Headquarters

Please include the following documents with this annual report:

- Copies of any Newsletters or flyers not already shared with Headquarters
- A list all active members. Please include name, name when inducted (if different), original college and chapter of induction into Phi Theta Kappa, current mailing and email addresses.

Thank you for taking the time to complete this Alumni Association Annual Report! Please return this completed and signed form with the required attachments by March 17, 2008. If you need assistance, please contact Courtney Taylor in the Alumni Office at Courtney.Taylor@ptk.org or telephone 601.984.3577

By Mail:

Alumni Office
Phi Theta Kappa International Headquarters
1625 Eastover Drive
Jackson, Mississippi 39211

By Fax:

601.987.5477.