

## ADMINISTRATOR AWARD OF DISTINCTION Entry Form

Nominee: <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. First Name: _____ Last Name: _____		
Nominee Title: _____		
College: _____		
Address: _____		
City: _____	State: _____	Zip: _____
Email: _____	Phone: _____	
Start Date as College Administrator at this Institution: Month _____ Year _____		
Nominating Chapter: _____		

### ELIGIBILITY

Each chapter may submit one nominee for the Administrator Award of Distinction. College Administrators (Vice President, Dean, etc.) at two-year colleges are eligible for this award. College Administrators may receive this award only once. College Presidents, Campus CEOs and State Community College Directors are not eligible for this award. Nominees should have served at least 2 years in their current position and demonstrated during their tenure a strong level of support for Phi Theta Kappa. Nominees are strongly encouraged to attend the Annual Convention in Orlando, Florida, April 8-10, 2010. Administrator Award recipients will be recognized during the Board of Directors Luncheon on Friday, April 9. Award recipients will be notified in January of 2010, and will receive one complimentary Convention Registration.

### ENTRY REQUIREMENTS

***Failure to follow any of these requirements will result in entry disqualification.***

- The Nomination must be typed in double-spaced Arial font, 10pt. size or greater, with at least one-inch margins, and must not exceed THREE one-sided, 8½" by 11" pages.
- The Nomination must include each question followed by the writer's response.
- This Entry Form must be stapled to the completed Check List and Nomination.

### NOMINATION

#### **NOMINATION To Be Completed by a Chapter Officer or Current Member**

1. Outline the nominee's response to the following question: What are the five most important ways you have supported Phi Theta Kappa?
2. Provide up to three specific examples of how the nominee encourages student success.
3. How does the nominee create opportunities for student empowerment?
4. Provide up to three specific examples of how the nominee provides direction for chapter development and participation in projects benefiting the college and community.

#### **Contact information for the college's Public Relations, Media Affairs or Public Information Office:**

*Phi Theta Kappa International Headquarters will send an official press release to college Public Relations officials if a nominee is recognized with this award. Consult college administration to confirm appropriate contact information prior to submitting this form.*

Name: _____	
Email: _____	Phone: _____

### ENTRY SUBMISSION

Please submit only ONE copy of the chapter's entry. Entries must be RECEIVED (not postmarked) by 5:00 pm CST, **December 1, 2009**. Faxed or emailed entries will not be accepted.

**Mail Entries To:** Hallmark Awards, Phi Theta Kappa Headquarters, 1625 Eastover Drive, Jackson, MS 39211.

# ADMINISTRATOR AWARD OF DISTINCTION

## Check List

Mark all items reflecting the level of support provided by the nominee.

### **Recommends or Approves Funding For**

*Advisor Travel to:*

- Regional Meetings
- International Convention
- International Honors Institute

*Member Travel to:*

- Regional Meetings
- International Convention
- International Honors Institute

*Phi Theta Kappa Programs:*

- Honors Satellite Seminar Series
- Community College Newspaper Readership Program
- Faculty/Staff Certification in Phi Theta Kappa's Leadership Development Program
- Chapter Funding beyond travel/program expenses

### **Recommends or Approves Resources**

- Office space and equipment
- Administrative support (work study, secretary)
- Release time for chapter advisor(s)
- Stipend for chapter advisor(s)

### **Member Recognition at Commencement**

- Members allowed to wear stoles and tassels
- Members serve as ushers during commencement
- Membership recognized in the printed program
- Members recognized during the ceremony
- Project Graduation is held at commencement

### **Chapter/College Relations**

*Facilitates the chapter making presentations:*

- To the Board of Trustees
- To groups visiting campus
- At faculty meetings
- At local civic clubs
- At local high schools

### **Chapter Development**

- Helped establish the chapter at the current college
- Signs letters of invitation to eligible students
- Speaks at Orientation for eligible students
- Speaks at Induction Ceremony
- Meets with chapter officers to set yearly goals
- Attends chapter meetings

### **Scholarships**

*All-State/All-USA Academic Teams:*

- Encourages submission of nominations for All-USA Academic Team
- Assists in securing funding to participate in the All-State Academic Team Ceremony
- Helped establish All-State Academic Team
- Assists in coordination of All-State Academic Team Ceremony
- Attends All-State Academic Team Ceremony
- Assisting in providing local recognition for All-State or All-USA Academic Team members

*Encourages submission of Nominees for:*

- Jack Kent Cooke Scholarship Program
- Coca-Cola Two-Year Scholarship Program
- Has helped to secure Phi Theta Kappa Transfer Scholarships at senior colleges
- Assisted in designating scholarships for Phi Theta Kappa members while at the community college

### **Phi Theta Kappa Programs**

*Met with chapter members to discuss participation in:*

- Honors Study Topic
- International Service Program
- Five Star Chapter Development Program
- Hallmark Awards Program
- Pinnacle Scholarship Award Program
- Has attended a Leadership Development Studies Program certification seminar
- Attends the Honors Satellite Seminar Series
- Arranged for speakers at chapter events
- Provides local recognition for International and Regional Awards received by the chapter and/or members

### **Regional & International Society Support**

- Works with colleagues to activate dormant chapters
- Has attended a Regional Meeting
- Has presented at a Regional Meeting
- Supported the chapter in hosting a Regional Meeting
- Has attended International Convention
- Has presented at International Convention
- Supported a member's candidacy for Regional or International office