



FIVE STAR TIMELINE

This is a timeline to highlight major events, deadlines or due dates and to suggest the time of year that chapters often complete the activities of the Five Star Chapter Plan.

TAKE NOTE!

- **Many of the activities of the Five Star Chapter Plan can be completed at any time; this Five Star Timeline provides suggestions for scheduling activities**
- Not ALL of the Five Star Chapter Plan activities listed on the checklist of this poster are listed in the timeline; it highlights major events, deadlines, due dates, and activities
- This timeline is designed to provide you with an idea of the annual flow of the Five Star Chapter Plan at a glance
- Your chapter will be recognized for the highest level in the Plan for which you complete all the required activities and report them at ptk.org/fivestar
- Additional details about the activities are in the online *Chapter Leaders' Guide to Success* at ptk.org/fivestar
- **Some events should occur regularly throughout the year:**
 - ★ Update chapter activities at ptk.org/fivestar
 - ★ Raise awareness about Phi Theta Kappa and the benefits of membership
 - ★★ Conduct regular chapter meetings
 - ★★★ Get the word out – about meetings and activities – with a chapter newsletter, website, social media, and/or published articles in a college publication
 - ★★★★ Keep a complete chronicle of the chapter's activities
 - ★★★★★ The chapter's Honors in Action Project, College Project and planning for attendance at an international event or preparing a chapter entry for the Honors Case Study Challenge can involve officers and members throughout the year

JANUARY & FEBRUARY

- ★ Plan and conduct your spring membership acceptance campaign
 - ★ Spring Awareness Week events and activities, February 27 - March 3, 2017
 - ★★ January 25, final reporting date for Five Star Chapter Plan
 - ★★★ Review the Honors Program Guide to begin 2017 Honors in Action activities
 - ★★★★ January 11, 2017, by 5:00 p.m. CST, Individual Hallmark Awards entry deadline, and January 25, 2017, by 5:00 p.m. CST, Chapter Hallmark Awards entry deadline
 - ★★★★ Register for your Regional Convention: learn more at ptk.org/events/regionalmeetings (one of the regional involvement options)
 - ★★★★★ February 1, Early Registration deadline for the Annual Convention, PTK Catalyst 2017 (April 6-8, 2017, Nashville, Tennessee); find out more at ptk.org/events/annualconvention (one of the international involvement options)
 - ★★★★★ Registration opens for the Honors Institute — June 5-10, 2017, Loyola University, Chicago, Illinois (one of the international involvement options)
- ADDITIONAL IMPORTANT DATE:** February 17, 2017 Mosal and Marshall Awards Entries are due for Advisors

MARCH, APRIL & MAY

- ★ Spring Induction Ceremony
 - ★ Chapter Officer elections and Officer Team transition
 - ★ Chapter Annual Report Deadline, March 31, 2017
 - ★★ Meet with college administration about chapter goals
 - ★★ Honors in Action: identify theme and study question, plan an Honors in Action Project, initiate research
 - ★★★ Discuss College Project possibilities with college administration
 - ★★★★ Regional Convention: see ptk.org/events/regionalmeetings to learn details about your Region's convention (one of the regional involvement options)
 - ★★★★ Annual Convention, PTK Catalyst 2017: April 6-8, 2017, Nashville, Tennessee; ptk.org/events/annualconvention (one of the international involvement options)
 - ★★★★ May 7, Early Registration deadline, and May 12, final date to register for the Honors Institute — June 5-10, 2017, Loyola University, Chicago, Illinois (one of the international involvement options)
- ADDITIONAL IMPORTANT DATE:** Spring Scholarship Application opens March 2017 and closes May 2, 2017

JUNE, JULY & AUGUST

- ★ Plan and conduct your summer and/or fall membership acceptance campaign(s)
- ★★ Honors in Action Project: analyze research, explore possible actions inspired by the research
- ★★★ College Project: coordination and planning with the college administration
- ★★★★ Many Regions have summer events; learn more at ptk.org/events/regionalmeetings (one of the regional involvement options)
- ★★★★★ Honors Institute: June 5-10, 2017, Loyola University, Chicago, Illinois (one of the international involvement options)

SEPTEMBER & OCTOBER

- ★ Fall Awareness Week events and activities, September 25-29, 2017
 - ★ Fall Induction Ceremony
 - ★★ Honors in Action Project: planning and execution of event(s) and activities
 - ★★★ College Project: planning and execution of event(s) and activities
 - ★★★★ Regional Honors in Action conference (one of the regional involvement options)
 - ★★★★ Host a Phi Theta Kappa Awareness event on your campus
 - ★★★★★ Initiate Honors Case Study Challenge (part of one of the international involvement options)
- ADDITIONAL IMPORTANT DATE:** Fall Scholarship Application opens September 2017

NOVEMBER & DECEMBER

- ★ November 19 – Phi Theta Kappa's Founders Day: a great opportunity to raise awareness of Phi Theta Kappa
- ★★ Honors in Action Project: evaluation of results/impact and reflection to prepare for writing a Hallmark Award entry
- ★★★★ Share information about the Honors in Action Project with the campus, community, and/or Region
- ★★★★★ Prepare for writing 2018 Hallmark Awards entries (4 Star chapters must enter at least one awards category; 5 Star chapters must enter 3 awards categories including Honors in Action Project, College Project, and at least one individual award entry)
- ★★★★★ Honors Case Study Challenge entries due November 1, 2017 (part of one of the international involvement options)

ADDITIONAL IMPORTANT DATES:

- **December 1, 2017** – Fall Scholarship Application closes December 1, 2017
- **December 6, 2017** – Administrator and College President Awards Due
- **January 10, 2018** – Individual Awards due
- **January 24, 2018** – Chapter Awards due

2017 FIVE STAR CHAPTER PLAN



TRACK YOUR CHAPTER SUCCESS

PHI THETA KAPPA'S MISSION

ACTIVATE THE MISSION

CHAPTER ACTIVITIES

The purpose of Phi Theta Kappa shall be to recognize and encourage **scholarship** among two-year college students.

To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of **leadership** and **service**, for an intellectual climate for exchange of ideas and ideals, for lively **fellowship** for scholars, and for stimulation of interest in continuing academic excellence.

Track chapter progress on this poster for everyone to see. Advisors or chapter officers should go online to report regular progress to HQ and your region at ptk.org/fivestar.

Deadline for advisors or chapter officers to report 2017 activities online is January 24, 2018.

ONE STAR CHAPTER

Recognizing Academic Excellence, Chapter Foundations

All chapters have a default goal to be a One Star chapter. Those chapters that choose to engage in our Honors Program and initiatives and events can set a higher goal to earn more stars and use the Five Star Chapter Plan to track progress.

TWO STAR CHAPTER

Organized Chapter Leadership and Getting Started with Honors in Action

THREE STAR CHAPTER

Developing an Honors in Action Project and a College Project

FOUR STAR CHAPTER

Increased Presence on Campus and Increased Engagement in the Region

FIVE STAR CHAPTER

Further Involvement in the Region and in International Activities or Events

ONE STAR CHAPTER

Key Goals: Recognizing Academic Excellence, Chapter Foundations

One Star Level requirements are checked by Headquarters based upon information verified in the chapter's records.

- Organize the 2017 membership recruitment campaign. Campaigns should include creating awareness of Phi Theta Kappa on campus, inviting eligible students, conducting informational meetings about benefits, holding induction ceremonies and reporting members. Visit ptk.org/ChapterResources for additional information.

The **REACH Rewards** program rewards chapters with free graduation stoles for **Recognizing Excellence in Acceptance and Completion with Honors**. It encourages membership by rewarding chapters that achieve or exceed a goal for membership acceptance set by Phi Theta Kappa. The REACH Rewards will be recognized in Spring 2018 based on 2017 membership acceptance. Details at ptk.org/reach.

- Submit the Chapter Annual Report to Headquarters
- Chapter's bylaws are approved and on file with Headquarters

TWO STAR CHAPTER

Key Goals: Organized Chapter Leadership and Getting Started with Honors in Action

In addition to the One Star Level requirements, chapters must complete the following Two Star Level requirements to reach the Two Star Level. Activities may be completed in any order. Update progress at ptk.org/fivestar. Note that some requirements will be checked by Headquarters based on criteria we can verify in our records.

- Review the Five Star Chapter Plan requirements and set a goal to reach the Two, Three, Four or Five Star Level
- Conduct at least two induction ceremonies as part of the 2017 membership recruitment campaigns
- Report new officers for 2017
- Verify on the chapter directory that the college president, chapter administrator, and chapter advisor information is current, and report any changes
- Provide a structured orientation for new officers, advisors and committee chairs at the beginning of each academic term
- Chapter and/or chapter officers meet twice each month
- Chapter advisor(s) and chapter president each have the 2016/2017 Honors Program Guide (copies are mailed to advisors, and the PDF can be downloaded at ptk.org/honors)
- At least two chapter members set research objectives and goals and conduct research for one theme/study question of the 2016/2017 Honors Program Guide, *How the World Works: Global Perspectives*
- Chapter advisor(s) and officers meet with college president or other administrator to develop and discuss goals of the chapter

THREE STAR CHAPTER

Key Goals: Developing an Honors in Action Project and a College Project

The chapter must fulfill all One Star, Two Star, and Three Star Level requirements to reach the Three Star Level. Activities may be completed in any order. Update progress at ptk.org/fivestar. Note that some requirements will be checked by Headquarters based on criteria we can verify in our records.

- Develop an Honors in Action project plan (learn more at ptk.org/honors) that includes the chapter's:
 - Project objectives and goals
 - Process that will be used for meeting them
 - Leadership roles of individual chapter members and of the chapter as a group in meeting these objectives
 - Groups with which the chapter will collaborate
 - Leadership development activities and/or events for training and preparing the chapter officers and members for their leadership roles
 - Service, advocacy, or action event(s) for the college/community
- Publish chapter news in at least one of the following ways:
 - Publish a newsletter
 - Maintain a chapter website or Facebook page
 - Submit chapter news to a publication
- Implement a College Project which is determined by the chapter and college president or other administrator (learn more at ptk.org/fivestar)
- Chronicle chapter activities for historical purposes

FOUR STAR CHAPTER

Key Goals: Increased Presence on Campus and Increased Engagement in the Region

The chapter must fulfill all One Star, Two Star, Three Star, and Four Star Level requirements to reach the Four Star Level. Activities may be completed in any order. Update progress at ptk.org/fivestar. Note that some requirements will be checked by Headquarters based on criteria we can verify in our records.

- Chapter representative(s) attend at least one official regional meeting*
- Chapter is involved at a regional level in at least one of the following ways:
 - Campaign for regional office
 - Host/assume leadership role at a regional meeting
 - Participate in a Regional Honors in Action Project
 - Collaborate with at least two other chapters for an activity or event that is conducted online or in person
- Share the chapter's Honors in Action research with the campus or community
- Enter at least one category in the regional awards program. Chapters submitting an entry in Phi Theta Kappa's Hallmark Awards will automatically be entered in their regional awards program
- Host a Phi Theta Kappa Awareness event on your campus (ptk.org/awareness)

* If a chapter is more than 500 miles away from all regional meeting locations scheduled January-December, then the Regional Coordinator may substitute an alternative activity (learn more at ptk.org/fivestar)

FIVE STAR CHAPTER

Key Goals: Further Involvement in the Region and in International Activities or Events

The chapter must fulfill all One Star, Two Star, Three Star, Four Star, and Five Star Level requirements to reach the Five Star Level. Update progress at ptk.org/fivestar. Note that some requirements will be checked by Headquarters based on criteria we can verify in our records.

- Submit at least 3 entries in the 2018 Hallmark Awards including the Honors in Action Project Award, College Project Award, and at least one other individual award; details about the awards categories, judging rubrics and entry instructions can be found at ptk.org/hallmarks
- Chapter representative(s) participates in AT LEAST ONE of the following:
 - Attend 2017 Annual Convention, OR
 - Attend 2017 Honors Institute, OR
 - Attend 2017 International Advisor Education Event, OR
 - Submit an entry in the 2017 Honors Case Study Challenge (learn more at ptk.org/casehall)