

## 2020 Distinguished Chapter Officer Award

Distinguished Chapter Officers are selected based on the recipients' demonstration of leadership, promotion of Phi Theta Kappa programming and other engagement in the Society, and enthusiasm for the Society's Hallmarks. International Officers are not eligible for this award during their year of tenure.

The chapter may nominate up to two individual officers for this category who were elected to a chapter leadership position during the 2019 calendar year, including a chapter president. However, team leaders or committee chairpersons who have been appointed (not elected) may NOT be nominated for this award. A student may receive this award only once.

### **DEADLINE:**

**Thursday, January 9, 2020 at 5:00 pm CST**

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***Word Count Limit: 400 words per question with the exception of 200 words for Advisor Nomination, Question 2.***

### **Chapter Nomination: To be completed by a Chapter Officer or Current Member.**

1. Describe the nominee's most significant leadership roles in planning and implementing chapter projects (such as Honors in Action and/or College Project) and/or other chapter development activities (membership growth, local activities, increasing participation in membership benefits such as PTK Edge, PTK Connect, scholarships, Five Star Chapter Plan, Hallmark Awards, etc.). Be sure to include details on the nominee's contributions to setting goals, tracking progress and evaluating outcomes.
2. Describe the scope of the nominee's contributions on the chapter, college, community and/or regional level. Provide detailed examples of how the nominee's efforts impacted the success of the projects/activities while describing outcomes relating to specific chapter goals.
3. Provide specific examples of how the nominee has positively influenced one or more chapter members.

### **Advisor Nomination: To be completed by a Chapter Advisor.**

1. Describe the nominee's knowledge and promotion of Phi Theta Kappa programming and opportunities (e.g., Honors in Action, College Project, Five Star Chapter Plan, PTK Edge, PTK Connect, scholarship opportunities, Hallmark Awards, regional and/or international events, etc.).
  2. Describe the specific duties and responsibilities of the nominee's office(s). Be sure to include details for each office held by the nominee in the past calendar year.
  3. Provide specific examples of how the nominee has distinguished himself/herself in going above and beyond fulfilling the duties and responsibilities of office, particularly related to leadership, cooperation with others, communication skills, and follow-through.
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***The entry will be judged in its entirety based on the following criteria. Maximum score is 75 points.***

## **PLANNING/IMPLEMENTATION**

10 points

Strong evidence and specific details about how the nominee took the lead in developing effective plans for implementing activities, tracking the chapter's progress, and evaluating outcomes of chapter projects and/or chapter development activities.

8 points

The nominee shared a key leadership role in developing plans for implementing activities, tracking the chapter's progress and/or evaluating outcomes of chapter projects and/or chapter development activities.

6 points

The nominee contributed to developing plans for implementing activities while tracking the chapter's progress OR evaluating outcomes of chapter projects and/or chapter development activities.

4 points

Not enough evidence provided to show nominee's role in planning or tracking chapter's progress.

## **LEADERSHIP**

10 points

Nominee showed strong initiative in effectively implementing major activities. This includes effectively organizing, delegating, forming committees/teams to engage others in leadership roles, and providing recognition for team members. Examples of "major activities" include those related to Honors in Action Projects (research, a substantial leadership role and/or initiating leadership development activities, service learning, advocacy or other action component of Honors in Action); implementing effective membership recruitment strategies; taking lead role in organizing eligible student orientation meetings and/or induction ceremonies; overseeing College Project collaboration with the college administration, team captain or committee chair for Relay For Life event, etc.

8 points

Nominee was a key player in implementing major activities. This may include any of the following: effectively organizing, delegating, forming committees/teams, or providing recognition for team members.

6 points

Nominee was significantly involved in implementing at least one major activity.

4 points

Not enough evidence detailing nominee's leadership role in the chapter.

### **IMPACT/SCOPE**

10 points

The entry provides clearly defined, quantitative and qualitative examples of the positive, substantial impact the nominee's efforts had at the chapter, college, community AND in the region (examples can include but are not limited to number of persons affected by a project, increased membership, amount of funds raised, an increase in chapter's prestige, increased regional involvement, increased interaction between college and community, increased administrative support for the chapter, etc.)

8 points

The entry provides detailed quantitative and qualitative evidence of the nominee's positive impact in at least three areas: chapter, college, community, region.

6 points

The entry gave some detailed quantitative and/or qualitative evidence of the nominee's impact in at least two areas: chapter, college, community, region.

4 points

The nominee's leadership had minimal impact in only one area: chapter, college, community or region.

### **MENTOR/ROLE MODEL**

10 points

The nominee has a powerful presence among his/her peers as a student role model (high academic achievement, extracurricular leadership roles, and genuine interest in helping fellow students –e.g., by serving as a tutor or volunteering as a college ambassador, etc.) AND served as an effective mentor to other chapter officers and members (encouraging scholarship first, helping engage members in chapter activities, helping others develop their leadership skills, etc.) His or her ongoing interactions with others led to several specific examples of positive, personal and professional development experiences for others.

8 points

The nominee has a consistent presence among his/her peers as an effective role model for chapter officers and members. His or her interactions with others led to more than one specific example of a positive, personal and professional development experience for others.

6 points

The nominee interacted positively among his/her peers. His or her interactions with others led to at least one specific example of a positive, personal or professional development experience for another person.

4 points

Little evidence to support the nominee's role as an effective mentor/role model.

### **COOPERATIVE EFFORT**

10 points

Without question, the nominee demonstrated a strong commitment to working with all stakeholders in the chapter's projects (from chapter members to college officials to community agents) AND sought continuous improvement in chapter operations and programming. He/she responded to any challenges with flexibility and creativity to keep the chapter's projects on track.

8 points

The nominee demonstrated a commitment to working with all stakeholders in the chapter's projects. He/she responded to challenges with flexibility or creativity to keep the chapter's projects on track.

6 points

Nominee collaborated effectively with some stakeholders in the chapter's projects. Some evidence of flexibility or creativity in addressing any challenges.

4 points

Not enough details provided of effective cooperative effort.

### **COMMUNICATION**

10 points

The nominee demonstrated excellence in communication skills with a strong commitment to thorough and effective communication with all stakeholders in the chapter's projects. Evidence shows the nominee made a significant effort, ensuring all parties were well informed throughout the projects/activities.

8 points

Nominee's communication skills were above average and demonstrated a well-thought-out plan to ensure effective communication with stakeholders in the chapter's projects/activities.

6 points

Some mention of nominee's communication methods, but not enough details to determine effectiveness of nominee's communication skills.

4 points

Little evidence of nominee's communication skills.

### **KNOWLEDGE OF PHI THETA KAPPA PROGRAMMING/OPPORTUNITIES**

10 points

The nominee demonstrated a strong, comprehensive knowledge of Phi Theta Kappa programming and the opportunities available to members. He/she kept well-informed of Society news and updates and made it a priority to share information frequently with fellow chapter leaders and members.

8 points

The nominee demonstrated knowledge of Phi Theta Kappa programming and opportunities available to members. He/she kept informed of Society news and updates and made an effort to share information frequently with fellow chapter leaders and members.

6 points

Evidence shows he/she shared some Society information with fellow chapter leaders and members.

4 points

Not enough evidence given to demonstrate nominee's interest in Phi Theta Kappa programming and opportunities available to members. He/she only shared information pertaining to the local chapter.

#### **PRESENTATION**

5 points

Spelling and grammar are faultless. Entry is well-written and easy to follow.

3 points

A few errors in spelling and/or grammar. Entry has some awkward writing OR does not give enough specific details.

1 point

Spelling and/or grammar errors throughout. Writing is disjointed and does not give enough specific details.