

2019 FIVE STAR CHAPTER PLAN

TRACK YOUR CHAPTER'S SUCCESS



The mission of Phi Theta Kappa is to recognize academic achievement of college students and to provide opportunities for them to grow as scholars and leaders.

STEP 1

Display this plan in your chapter meeting room and track progress from January to December 2019.

STEP 2

Report progress updates frequently throughout the year online at ptk.org/fivestar (advisors and/or chapter officers may report updates).

STEP 3

Submit final updates by the January 23, 2020 deadline.

Note: All Five Star level requirements are checked by Headquarters based upon information verified in the chapter's records.
ptk.org/fivestar – Report progress and find additional resources

DATES TO REMEMBER

FEBRUARY 2019

- 6 Early Registration Deadline for PTK Catalyst 2019
- 13 International Officer Candidate App Due
- 25 Spring Awareness Week

MARCH

- 13 Regular Registration Deadline for PTK Catalyst 2019
- 31 Chapter Annual Report Deadline

APRIL

- 4-6 PTK Catalyst 2019 in Orlando, Florida

MAY

- 1 Spring Scholarship App Deadline*
- 1 Early Registration Deadline for Honors Institute
- 10 Late Registration Deadline for Honors Institute

JUNE

- 10-13 Honors Institute in San Diego, CA

SEPTEMBER

- 23 Fall Awareness Week

OCTOBER

- 25 Fall Scholarship App Deadline*

NOVEMBER

- 11 Honors Case Study Challenge Deadline
- 19 PTK Founders Day

DECEMBER

- 5 Administrator and Board of Trustees Hallmark Awards Deadline

JANUARY 2020

- 9 Individual Hallmark Awards Deadline
- 16 Chapter Hallmark Awards Deadline
- 23 Five Star Chapter Plan Reporting Deadline
- 31 Alumni Awards Due

**Beginning in 2019, the scholarship application will be open year-round. To be considered for Spring & Fall scholarships, applications must be completed by the dates above.*

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ONE STAR CHAPTER

Recognizing Academic Excellence and Building Chapter Foundations

- ___ Organize at least one membership recruitment campaign
- ___ Create awareness of PTK on campus (ptk.org/toolkit)
- ___ Identify eligible students
- ___ Outline a recruitment plan that includes setting a goal to be recognized as a REACH Rewards Chapter
- ___ Invite eligible students
- ___ Conduct informational meetings about benefits
- ___ Eligible students join
- ___ Hold induction ceremony
- ___ Submit Chapter Annual Report
- ___ Review Chapter Bylaws and submit any necessary revisions to Headquarters

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

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TWO STAR CHAPTER

Organizing Chapter Leadership and Engaging Members

- ___ Set a goal to achieve higher than One Star Chapter status
- ___ Organize at least two membership recruitment campaigns (*Each campaign should include all elements listed in Level One. While holding an induction ceremony for each recruitment campaign is a best practice, only one per year is required.*)
- ___ Organize Chapter Leadership:
 - ___ Report new officers
 - ___ Verify chapter/college leadership positions have been reported on the PTK Chapter Directory online
 - ___ Provide structured orientation for new chapter leaders
 - ___ Meet twice each month with chapter and/or chapter officers
 - ___ Meet with college president or other administrator to develop and discuss goals of the chapter

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THREE STAR CHAPTER

Getting Involved at the Regional Level

- Get Involved at the regional level (options include working with other chapters, participating in a Regional Project, etc.)
- Attend a regional meeting
- Chronicle chapter activities for historical purposes
- Publish/share chapter news

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FOUR STAR CHAPTER

Developing a College Project and Building Administrative Support

- ___ Implement a College Project (ptk.org/Programs/FiveStarChapterPlan/CollegeProjectIdeas)
- ___ Submit regional awards (*Hallmark Awards submissions will count as submitting regional awards*)
- ___ Host a campus PTK Awareness Event (ptk.org/mysociety/awarenessweeks)

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FIVE STAR CHAPTER

Developing an Honors in Action Project and Getting Involved at the International Level

- ___ Develop an Honors in Action Project (ptk.org/honors)
 - ___ Review the 2018/2019 Honors Program Guide: *Transformations: Acknowledging, Assessing, and Achieving Change*
 - ___ Select a theme of interest to your chapter
 - ___ Set research objectives and goals and start conducting research on the theme
 - ___ Share the chapter's Honors in Action research with campus or community
 - ___ Implement an Honors in Action Project
- ___ Submit at least 3 entries in the 2020 Hallmark Awards including the Honors in Action Project Award, College Project Award, and at least one other individual award (ptk.org/hallmarks)
- ___ Get involved at the International Level (minimum of one required):
 - ___ 2019 Annual Convention OR
 - ___ 2019 Honors Institute OR
 - ___ Completion of at least one level of the online advisor education curriculum OR
 - ___ 2019 Honors Case Study Challenge