2016 FIVE STAR CHAPTER PLAN

FIVE STAR TIMELINE

This timeline is to highlight major events, deadlines or due dates to support the plan for the year that chapter officers will complete the activities of the Five Star Chapter Plan.

TAKE NOTE!

• Many of the activities of the Five Star Chapter Plan can be completed any time. The Five Star Chapters are flexible.

• Not all of the Five Star Chapter Plan activities listed in this Guide are required by the honor society; however, it highlights major events, deadlines, due dates, and key times.

• This timeline is designed to provide you with an idea of when the annual Five Star Chapter activities should be completed and to report them at ptk.org/fivestar

• Additional events for which you are in the Chapter’s Leaders’ Guide to Success and should record in your planning:

• Spring Awareness Week and online at

• Fall Awareness Week and online at

• Spring Induction Ceremony and online at

• Fall Induction Ceremony and online at

• Honors in Action Project: research, explore, possible action beyond the research

• Chapter Cohesion and planning with the College Project and planning for attendance at an international event or preparing a chapter entry for the Honors in Action Project, College Project, or FAME awards.

• Chapter representative(s) participate in AT LEAST one of the following:

• Submit the Chapter Annual Report for headquarters.

• Chapter’s bylaws are approved and file with headquarters.

ONE STAR CHAPTER

Key Goals: Reorganizing Excellence, Academic Excellence, Chapter Foundations

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

• Organize the 2016 membership recruitment campaign. Campaigns should include creating awareness of Phi Theta Kappa on campus, meeting eligible students, conducting informational meetings about benefits, holding induction ceremonies and reporting members. Visit ptk.org/casechall for additional information.

• The REACH Rewards program rewards chapters with free graduation stickers for Recognizing Excellence in Academic Excellence and Completion with Honors. It encourages membership by rewarding chapters that achieve or exceed a goal for membership acceptance. Details in ptk.org/reach

• Submit the Chapter Annual Report to headquarters.

• Chapter’s bylaws are approved and filed with headquarters.

TWO STAR CHAPTER

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

In order to move to the Two 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 for any activities that are not completed and plan for the Three, Four, or Five Star Level.

• Conduct at least two induction ceremonies as part of the 2016 membership recruitment campaigns.

• Report new officers for 2016 using the officer reporting tool

• Verify on the chapter directory that the college president, chapter advisor, 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 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 participate in regional events 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 activities.

• Submit the Chapter Annual Report to HQ and your region at

• Chapter advisor(s) and officers present at meetings and report results to the leadership.

• New student officers receive a fellowship.

• 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 events for training and preparing the chapter officers and members for their leadership roles

• Service, advisory, 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

• Implement a College Project which is determined by the chapter and college president or other administrator (learn more at ptk.org/fivestar)

• Chronic 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, and Three 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

• Organize a student event that is a regional 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

• Submit the Honors in Action Project, College Project, and campus-wide project

• 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)

• A chapter is more than 500 miles away from all regional meetings 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. 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

• Organize a student event that is a regional 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

• Submit the Honors in Action Project, College Project, and campus-wide project

• Enter at least one category in the regional awards program. Chapters submitting an entry in PHI THETA KAPPA’S MISSION

The purpose of Phi Theta Kappa is to recognize and encourage scholarship among enrolled college students. In order to receive this purpose, Phi Theta Kappa shall provide opportunities for the development of leadership skills through involvement in exchange of ideas and facts, for the betterment of students, and for the continuing excellence for academic excellence.

CHAPTER ACTIVITIES

ONE STAR CHA...