

Oklahoma-Arkansas Region of Phi Theta Kappa

Regional Officer Application Materials 2026-2027



BRIEF OVERVIEW

To ensure that all student candidates and advisors in the Oklahoma-Arkansas Region have access to the information, we are uploading this omnibus document to the regional website. Unfortunately, regions are restricted to a single document upload on the regional website. Advisors, please check your email address on file with PTK and look for emails from our Regional Coordinator, Dr. Rebekah Robinette, which will include information about obtaining separate forms.

Within this document, you will find the following key sections and information:

- Rules and Regulations
- RO Application - Candidate Portion
- RO Application - Advisor Portion

Be aware that before a candidate completes the student portion, the student should meet with the chapter advisor to review all rules and regulations. This will ensure a fair process is followed for all candidates.

Rules & Regulations

REGIONAL OFFICERS

The regional officers of the Oklahoma-Arkansas (OK-AR) Region of Phi Theta Kappa serve the members and chapters of Arkansas and Oklahoma. With a rich tradition of excellence, we offer two leadership positions: Arkansas President and Oklahoma President.

MISSION STATEMENT

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

INTRODUCTION

This section contains the rules and regulations for candidacy and the election process. The Regional Leadership Team may adjust rules to serve our students and chapters better; however, chapters will be notified when these changes occur.

IMPORTANT DATES

Mark the following dates in the calendars of both the candidate and chapter advisors. ***These dates are essential to the success of our Regional Officer team; newly elected Regional Officers should plan to attend these activities before declaring their candidacy.***

- Declaration of candidacy deadline: **February 19, 2026**
- Draft of candidate speech due (optional): February 26, 2026
- Regional Convention 2026: **March 6, 2026**
- PTK Catalyst 2026: **March 26 to March 28, 2026**
- Regional Officer Training: **May 27-29, 2026 (Mountainburg, AR)**
- Chapter Institute: October 29-31, 2026 (Fort Smith State Park, Mountainburg, AR)
- Regional Convention 2027: Date TBD, but usually early March
- PTK Catalyst 2027 (pending): April 8 to April 10, 2027 (Grapevine, TX)

The following pages contain more information about candidates, candidacy, and the election process.

QUICK LINKS

Web links to Google Forms are as follows:

- Officer Interest Form: <https://forms.gle/RJtHzBH7VqJipNDf8>
- Student Portion of Application: <https://forms.gle/bXJMbtfavGZKcW8>

Note: These are repeated and embedded in the Declaring Candidacy section of page 2.

CANDIDATES

Candidates for regional officer must meet the following criteria.

- Candidate must be an active member of Phi Theta Kappa in good standing.
- Candidate must be currently enrolled at a community college in the region
- Candidate must remain enrolled at a community college in the Oklahoma-Arkansas region for the entire year after the election (March 2026 until March 2027)
- Candidate may not be an outgoing regional officer

Each chapter may have ONE declared candidate for regional office during the election cycle. This ensures fair and equal access for all chapters in the region.

Current (outgoing) Regional Officers may not participate in the campaign process to support any candidate, as they serve the region in their role.

DECLARING CANDIDACY

The essential process of declaring candidacy includes the following:

- Completion of [interest form](#) (optional, but helpful)
- Completion of [Student Portion of Application](#) (required; Google form preferred)
- Completion of Advisor Portion of Application
 - Required
 - Includes signatures of both the candidate and a chapter advisor
 - Outlines rules, roles, expectations, and financial responsibilities
 - Is emailed to the Regional Leadership Team after completion

Candidates may NOT publicize their candidacy on social media in any way (neither on personal nor chapter pages).

ELECTION REGULATIONS

Phi Theta Kappa candidates for regional officer (RO) must meet the requirements of the Regional Officer Candidate application form and submit it per its provisions.

Candidates may not campaign outside the home chapter before the convention. This includes social media posts, meetings, Zoom calls, etc. Violating this rule results in immediate disqualification.

Current (outgoing) ROs may not participate in campaigns for any candidate.

Election period

- The election takes place at the Regional Convention.
- Candidates must physically attend the Regional Convention to run for office.
- Candidates make themselves available to the Election Committee (Regional Coordinator Team, outgoing Regional Officers) and others designated by the Election Committee during the preliminary events leading up to the election.
- Election Committee members may not sit in on any candidate from their chapter.

Regional Convention Campaign Events

- Candidate check-in is 8:00 AM on the day of the Regional Convention
- Candidate speeches & interviews occur during the First General Session
- Candidate rally occurs during the College Fair break
- Candidates must attend the final session of the convention (awards)

These items are more fully explained in the following sections.

Check-in

Candidates must arrive by 8:00 AM on the day of the Regional Convention to be briefed by the Regional Leadership Team and view the convention space.

Candidates should be dressed to be in front of and speaking to the convention body. We expect the following:

- Professional dress (at least business casual)
- No holes, rips, or stains on clothing
- No college logos (you're running to be elected for the region)
- General recommendation: A plain polo shirt and khakis are reasonable; anything above that is great, but not required

Candidate speeches

Each candidate will present a 60- to 90-second speech (timed, clock visible), presented to the regional convention attendees about their candidacy.

- These should emphasize the candidate's leadership experience, etc.
- Speeches must not include presentation aids.
- Think "Why you should vote for me" as a theme
- A suggested speech structure, worksheet, and tips for preparing your speech is provided on the last 3 pages of this document

Candidate Rally

All candidates participate in the candidate rally, held in the convention room during our College Fair. During the rally, candidates are provided a table to serve as their "booth" for their campaign.

- The convention facility provides a table of comparable size for each candidate.
- Candidates may decorate their tables with a plain tablecloth or one with a Phi Theta Kappa logo.
- Candidates may have ONE display board on their table with a maximum 36-inch by 48-inch size (think tri-fold). Information on the board may include
 - Phi Theta Kappa pillars (Scholarship, Leadership, Service and Fellowship), and how the candidate meets these
 - Campaign pledges and slogans
 - Candidate information (brief bio, career goals, hobbies, etc.)
 - Leadership philosophy

Candidate Interview

During the Second General Session, candidates will be interviewed in front of the convention.

- Questions will focus on topics associated with leadership, service, and personal narratives or experiences
- Candidates may not receive identical questions; however, some may overlap
- Candidates may be interviewed by the represented state simultaneously (i.e., all Oklahoma candidates, then all Arkansas candidates)
- This breakdown may vary by the number of candidates available
- A list of potential topics (incomplete and non-comprehensive) will be provided with the Advisor Portion

Election Process

After the candidate rally, chapters should caucus to determine their voting plan. Elections will be completed electronically. To facilitate this:

- Each chapter will name a delegate at sign-in
 - Delegate must be a member of the chapter (no advisors or current RO)
 - Delegate must physically attend the entire convention
 - Delegates will receive a sample ballot
- Elections will be held following the candidate rally, using the delegates' emails
- Elected ROs will be announced during the banquet on Saturday

CHANGES FROM PREVIOUS ELECTION CYCLES

To promote equity and inclusion for all chapters, the following elements have changed in our election processes and procedures.

- No candidate or chapter may post about a candidacy on social media; we want to ensure fair access to all candidates and reinforce the value of our convention
- Candidates may NOT distribute anything to members or chapters (this reduces cost, which can be a barrier for some students and chapters)
- Candidates may NOT have a campaign staff at the regional convention; however, chapters may help prepare the candidate's display board before the convention
- The display board is **STRONGLY** recommended to help members and advisors get to know the candidates and their view of Phi Theta Kappa
- Candidates offer a campaign speech to help all attendees get to know them
- Candidates will have an interview (not trivia questions) during the convention
- ***All election activities will happen on the one day of the Regional Convention***

SUGGESTED MODEL FOR CANDIDATE SPEECH

The following represents the suggested (not required) model for a brief, clear candidate speech. Candidates should be thoughtful about the words they choose to represent themselves and to promote their best selves to those gathered at the regional convention.

This structure is used to develop an elevator-pitch style presentation and is based on the public speaking model, Monroe's Motivated Sequence. All five steps are outlined below.

This speech is strictly timed, with a maximum duration of 90 seconds. The recommendation is to speak for approximately 75 seconds.

Grab Attention

Grab the audience's attention by helping them find a way to focus on you and your message. A thought-provoking question or startling statement can be a great choice here. If you do choose to open with a question, be sure you ask something that is open-ended and that cannot be answered with a yes or no response.

Establish Need

Explain what you believe the audience needs by setting us up to think about you in the role. Ultimately, you will be the person trying to sway us to vote for you, so help us understand why we should want and need you to be the person we elect.

Satisfy Need

Again, this is ultimately a speech about you. Explain to the audience how you are the person we want to elect as a way to meet the need you established in step two.

Visualize the Future

In this step, you'll explain what you bring to the position that helps us satisfy the need you establish. This is a great place to tell a brief story about your leadership, to explain what skills and knowledge you bring to the position, and to help us visualize what you will do as an elected leader of the region.

Call to Action

In this step, you remind us of the basic part of this speech: Vote for me! When you complete this part of the speech, you should remind the audience that the only way to accomplish your goals is to be elected.

MONROE'S MOTIVATED SEQUENCE WORKSHEET

Use this worksheet to help you organize your ideas to present your best self to the audience. If you did want to send a draft for review, be sure you do so by February 26, 2026, to Mat Herrman, Associate Regional Coordinator. You can email him at herrman@uaccm.edu.

Grab Attention

Establish Need

Satisfy Need

(Hint: You will satisfy your need; include your name in this part!)

Visualize the Future

Call to Action

(Hint: You want them to vote for you; be clear and ask for that!)

SUGGESTIONS FOR SUCCESS

Students often find themselves nervous about public speaking, but a lot of public speaking is learning to talk to people individually and then in small groups. Here are some basic tips to help you be more effective.

Write out your speech first

Looking at the suggested structure on the previous page, be sure you organize your speech fully and think about each word you include. Choose words carefully because each word and phrase sends a message to us about how you think and what you find important.

A recommendation is to keep your entire speech to between 180 and 220 words.

This may seem like a lot, but it is condensed speaking, which is why every word you choose matters. You want to convey your complete idea with the most clarity and thought possible.

Practice speaking aloud with your drafts

Start rehearsals early to help hone your message and think through the best phrasing, places to breathe, when and how to accent words with gestures or facial expressions, etc.

One recommendation is to practice in different ways and in front of different audiences. Ask friends and family for genuine feedback, especially on places you can improve.

You can record your rehearsals and view them to check how much you rely on notes, when and how you look up, where you are using gestures, and how effective you appear overall.

Cut your notes

As you practice, try to get what you ***need*** onto one side of a single 4-inch by 6-inch note card. The more you practice, the easier it will be to get your “feel” for the message you want to create and convey.

Dress the part

Be sure some practice sessions include dressing up, either in the clothes you plan to wear for your presentation or in similar attire. This helps you mimic the situation more fully and enables you to feel how your clothes move with you. Take time to do this, and you can greatly improve your delivery.

RO Application - Candidate Portion

This document reflects the items candidates must provide to the Regional Coordinator and Associate Coordinators to declare candidacy. If members cannot complete the [online form](#) (preferred method), they may email a Word document (or PDF) responding to the following items.

Complete form link: <https://forms.gle/bXJMbtchfavGZKcW8>

ESSENTIAL INFORMATION

This section of the Regional Officer application provides essential information for the regional leadership team to ensure eligibility for candidacy. **All items are required.**

1. Provide your preferred email address.
2. Provide your name (first, preferred/nickname, and last name)
3. Indicate whether you want to be elected as Oklahoma President or Arkansas President
4. What two-year college do you attend (please type out fully and do not abbreviate)
5. Name your Phi Theta Kappa chapter
6. Name your chapter's contact advisor
7. Provide the contact advisor's email address
8. Affirmation of attendance at a 2-year college in Oklahoma or Arkansas for the entire term of office (March 2026 until March 2027); this may be a single credit hour each term.
9. Provide a tentative graduate date from your 2-year college (anticipated month and year)

CONTACT INFORMATION

This section enables the regional leadership team to maintain effective contact with our student leaders. This information is not shared outside of regional leadership. **All items are required.**

1. Date of birth
2. Mailing address (physical/postal)
3. Cell phone number

OPEN-RESPONSE ITEMS

These items help us get to know you better as a candidate. Please be as thorough as possible and proofread responses carefully, as they are shared with delegates. **All items are required.**

1. Explain why you want to be a regional officer.
2. Describe how you are involved in your chapter's activities.
3. Describe the leadership skills, abilities, and training you can bring to this position.
4. Provide a short biography of yourself that will be suitable to post on the Phi Theta Kappa website, pending your election. **The biography should be between 100 and 150 words and should provide a general overview of your major, career goals, and brief description of why you chose to join Phi Theta Kappa.**
5. Include a clean, clear, and professional-appearing photo of your face (a headshot) in your application materials. Your photo and biography will be submitted to PTK headquarters for the regional website if elected.

Once this information is verified, we will forward the advisor portion to the listed contact advisor. This portion requires signatures from both the candidate and advisor.

RO Application – Advisor Portion

Although this section is labeled as the advisor portion, ultimately, these forms need to be signed by both the candidate and a current chapter advisor from the campus.

Tips for your candidate's successful completion of the application:

1. Review the rules & regulations with your candidate (separate document)
2. Discuss with them the requirements of public speaking, presenting themselves well, and interacting with all members and advisors of the region
3. Write the known dates of Regional Officer events in your calendars
4. Discuss the expectations outlined on the following pages, especially items designated in ***bold and italics***; these items are financial and require your chapter's acknowledgment
5. Discuss any questions or concerns your candidate has with any part of this process, as well as the support of the chapter in their candidacy

REMINDERS

Candidates MUST submit a brief (100- to 150-word) biography and headshot for inclusion on the Phi Theta Kappa regional website.

Candidates are not to submit this form until **after** the Student Portion is complete and the Regional Coordinator Team has verified eligibility.

CHECKLIST SIGNATURES

Please initial under the designated space on the following two pages, then sign and date at the end of the form.

When the candidate and their advisor have met, discussed, initialed, and signed this form, the advisor should scan the form to PDF and email it to all members of the Regional Coordinator Team (information below).

Regional Coordinator

Dr. Rebekah Robinette (Rebekah.Robinette@np.edu)

Associate Regional Coordinators

Dr. Julie Flegal-Smallwood (Julie.FlegalSmallwood@redlandsc.edu)

Mr. Mathew Herrman (Herrman@uaccm.edu)

Candidate Initials	Advisor Initials	Criterion/Item
_____	_____	I acknowledge the candidacy of a member of our chapter.
_____	_____	I have reviewed and understand OK-AR Regional Officer elections' rules, regulations, and procedures.
_____	_____	The candidate must attend the Regional Convention 2026 to run for a regional officer position.
_____	_____	The candidate is expected to speak at the convention, must be available to the Regional Leadership Team, and must interact with all convention participants.
_____	_____	If elected, the candidate must remain enrolled in at least one credit hour at a community college in Oklahoma or Arkansas with an active PTK chapter during their entire time as an RO (Spring 2026 to Spring 2027).
_____	_____	If elected, the candidate must attend RO training May 27-29, 2026 , to fulfill regional officer responsibilities or <u>forfeit the position</u> .
_____	_____	<i>The chapter or the candidate covers costs for RO travel to and from the Regional Officer training.</i>
_____	_____	<i>The region covers costs for lodging and food for the Regional Officer training.</i>
_____	_____	If elected, the Regional Coordinator team assigns duties; most responsibilities will be outlined during RO training.
_____	_____	The Regional Coordinator team may modify responsibilities during the term of office, but the student is responsible for communicating concerns as they arise.
_____	_____	Communication is fundamental to leadership; if elected, the candidate must remain in regular contact with the Regional Coordinator team and chapter advisors.
_____	_____	Regional Officer responsibilities generally require 5 hours or fewer per month, outside of designated regional events (Training, Catalyst, Chapter Institute, Regional Convention).
_____	_____	The candidate must act responsibly and maintain the highest ethical and appropriate behavior standards while participating in all PTK activities at the chapter, regional, and international levels.
_____	_____	The candidate must actively participate in chapter activities and fulfill their regional responsibilities.

Candidate Initials	Advisor Initials	Criterion/Item
_____	_____	If elected, the chapter advisor and student must remain in contact about the student's regional responsibilities.
_____	_____	If elected, the candidate is responsible for ensuring their officer medallion, name tag, and regional polo are brought and worn during official PTK regional activities and events.
_____	_____	<i>The region will cover the candidate's registration for regional events (Chapter Institute and Regional Convention) and a room.</i>
_____	_____	<i>The chapter or student will cover costs of travel to and from regional events, as well as food (unless otherwise noted).</i>
_____	_____	<i>If elected, the candidate should attend PTK Catalyst in March 2026 to represent the region, and the candidate or chapter is responsible for the costs of travel to and from Catalyst, as well as most meals (except those designated by the Regional Coordinator).</i>
_____	_____	<i>The region's financial responsibility is to cover a Regional Officer's registration to Catalyst 2026 and a shared hotel room.</i>
_____	_____	<i>Paid registration and shared room costs for PTK Catalyst 2027 (April 8-10, 2027, in Grapevine, TX) are contingent on fulfilling all designated Regional Officer responsibilities.</i>
_____	_____	<i>The chapter or candidate remains responsible for travel and food costs to and from Catalyst 2027.</i>

The signature below indicates that I have read and understood all the information outlined above. If I do not follow these guidelines, the Region's Election Committee will suspend my campaign and disqualify me from continuing my bid for Regional Officer.

Candidate signature: _____

Date: _____

Chapter advisor signature: _____

Date: _____