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
2019 FIVE STAR CHAPTER PLAN

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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)
- 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