

# 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](http://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](http://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
- 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](http://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](http://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](http://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](http://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