

TRACK YOUR CHAPTER 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 poster in your chapter meeting room and track progress from January to December 2018.

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, 2019 deadline.

DATES TO REMEMBER!

FEBRUARY 2018

- 14 Early Registration Deadline for PTK Catalyst 2018
- 14 Alumni Awards Due
- 21 International Officer Candidate App Due
- 26 Spring Awareness Week

MARCH

- 1 Spring Scholarship App Opens
- 28 Regular Registration Deadline for PTK Catalyst 2018
- 31 Chapter Annual Report Deadline

APRIL

- 19-21 PTK Catalyst 2018 in Kansas City, MO

MAY

- 1 Spring Scholarship App Deadline
- 11 Early Registration Deadline for Honors Institute
- 21 Late Registration Deadline for Honors Institute

JUNE

- 18-23 Honors Institute in Villanova, PA

SEPTEMBER

- 15 Fall Scholarship App Opens
- 24 Fall Awareness Week

NOVEMBER

- 7 Honors Case Study Challenge Deadline
- 15 Fall Scholarship App Deadline
- 19 PTK Founders Day

DECEMBER

- 5 Administrator Hallmark Awards Deadline

JANUARY 2019

- 9 Individual Hallmark Awards Deadline
- 23 Chapter Hallmark Awards Deadline
- 23 Five Star Chapter Plan Reporting Deadline

ONE STAR CHAPTER

Recognizing Academic Excellence, 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 to Headquarters any necessary revisions

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

TWO STAR CHAPTER

Organized Chapter Leadership and Getting Started with Honors in Action

- ___ 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
- ___ Get Started with Honors in Action:
 - ___ 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

THREE STAR CHAPTER

Developing an Honors in Action Project and a College Project

- ___ Develop an Honors in Action Project (ptk.org/honors)
- ___ Implement a College Project (ptk.org/Programs/FiveStarChapterPlan/CollegeProjectIdeas)
- ___ Chronicle chapter activities for historical purposes
- ___ Publish/share chapter news

FOUR STAR CHAPTER

Increased Presence on Campus and Increased Engagement in the Region

- ___ Attend a regional meeting
- ___ Get involved at the regional level
- ___ Share the chapter's Honors in Action research with campus or community
- ___ Submit regional awards (*Hallmark Awards submissions will count as submitting regional awards*)
- ___ Host a campus PTK Awareness Event (ptk.org/mysociety/awarenessweeks)

FIVE STAR CHAPTER

Further Involvement in the Region and in International Activities or Events

- ___ Submit at least 3 entries in the 2019 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):
 - ___ 2018 Annual Convention OR
 - ___ 2018 Honors Institute OR
 - ___ Completion of at least one level of the new, online advisor education curriculum OR
 - ___ 2018 Honors Case Study Challenge

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