

Minn-Kota



Regional Handbook



PHI THETA KAPPA[®]
HONOR SOCIETY

2016-2017

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Regional Coordinator

Vicky Knickerbocker

Inver Hills Community College
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Inver Grove Heights, MN 55076

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Regional Officers 2016-2017

President

Vacant

South District Vice President

Alpha Kappa Alpha Chapter
Normandale Community College
Bloomington, MN
Representative: Raymond Martinez

North District Vice-President

Alpha Omicron Beta Chapter
Inver Hills Community College
Inver Grove Heights, MN
Representative: Emily Hanek

Communications Director

Phi Xi Chapter
North Hennepin Community College
Brooklyn, MN
Representative: Matt Cici

Secretary/Historian

Omicron Chapter
Rochester Community and Technical College
Rochester, MN
Representative: Oscar Villarreal

Regional Officer

Beta Xi Alpha Chapter
St. Paul College
St. Paul, MN
Representative: Sam Peters

Regional Advisory Council Members 2016-2017

Past President

Alpha Eta Zeta
Ridgewater College
Willmar, MN
Trevor Johnson
Trevor.Johnson@ridgewater.edu

President

Alpha Eta Zeta
Ridgewater College
Willmar, MN
Angie Hatlestad
Angie.Hatlestad@ridgewater.edu

Vice President

Vacant

Secretary

Alpha Eta Zeta
Ridgewater College
Willmar, MN
Jon Wood
Jon.Wood@ridgewater.edu

South District Coordinator

Beta Xi Alpha
Saint Paul College
Saint Paul, MN
Beth Arnold
Beth.Arnold@saintpaul.edu

North District Coordinator

Alpha Delta Alpha
Anoka-Ramsey Community College
Coon Rapids, MN
John Herbert
John.Herbert@anokaramsey.edu

History of Minn-Wi-Kota Regional Officers

1972

Pres: Upsilon Omega, Brainerd CC
Vice Pres: Theta Rho, Hibbing CC
Sec/Hist: Omicron Nu, Presentation CC

1973

Pres: Omicron Omicron, Fergus Falls CC
Vice Pres: Zeta Eta, Austin CC
Sec/Hist : Omicron, Rochester CC

1974

Pres: Phi Xi, North Hennepin CC
Vice Pres: Omicron, Rochester CC
Sec/Hist: Zeta Eta, Austin CC

1975

Pres: Omicron, Rochester CC
Vice Pres: Alpha Alpha Gamma, Lakewood CC
Sec/Hist: Phi Xi, North Hennepin CC

1976

Pres: Omicron Omicron, Fergus Falls CC
Vice Pres: Psi Xi, UM Waseca
Sec/Hist: Phi Xi, North Hennepin CC

1977

Pres: Alpha Alpha Gamma, Lakewood CC
Vice Pres: Zeta Eta, Austin CC
Sec/Hist: Phi Xi, North Hennepin CC

1978

Pres: Sigma Alpha, Northland CC
Vice Pres: Phi Xi, North Hennepin CC
Sec/Hist: Sigma Upsilon, UM Crookston

1979

Pres: Zeta Iota, Mesabi CC
Vice Pres: Psi Xi, UM Waseca
Sec/Hist: Sigma Alpha, Northland CC

1980

Pres: Phi Xi, North Hennepin CC
Vice Pres: Alpha Delta Upsilon, Cambridge CC
Sec/Hist: Sigma Alpha, Northland CC

1981

Pres: Alpha Epsilon Sigma, Minneapolis CC
Vice Pres: Omicron, Rochester CC
Sec/Hist: Alpha Delta Upsilon, Cambridge CC

1982

Pres: Alpha Delta Alpha, Anoka-Ramsey CC
Vice Pres: Alpha Delta Upsilon, Cambridge CC
Sec/Hist: Phi Xi, North Hennepin CC

1983

Pres: Alpha Delta Upsilon, Cambridge CC
Vice Pres: Phi Xi, North Hennepin CC
Sec/Hist: Alpha Epsilon Sigma, Minneapolis CC

1984

Pres: Psi Xi, UM Waseca
Vice Pres: Alpha Epsilon Sigma, Minneapolis CC
Sec/Hist: Omicron, Rochester CC

1985

Pres: Phi Xi, North Hennepin CC
Vice Pres: Alpha Delta Upsilon, Cambridge CC
Sec/Hist: Psi Xi, UM Waseca

1986

Pres: Alpha Kappa Alpha, Normandale CC
Vice Pres: Alpha Delta Upsilon, Cambridge CC
Sec/Hist: Phi Xi, North Hennepin CC

1987

Pres: Omicron, Rochester CC
Vice Pres: Phi Xi North Hennepin CC
Sec/Hist: Alpha Delta Upsilon, Cambridge CC

1988

Pres: Alpha Delta Alpha, Anoka-Ramsey CC
Vice Pres: Alpha Delta Upsilon, Cambridge CC
Sec/Hist: Zeta Eta, Austin CC

1989

Pres: Phi Xi, North Hennepin CC
Vice Pres: Alpha Kappa Alpha, Normandale CC
Sec/Hist: Alpha Epsilon Sigma, Minneapolis CC

1990

Pres: Alpha Delta Alpha, Anoka-Ramsey CC
Vice Pres: Alpha Delta Upsilon, Cambridge CC
Sec/Hist: Phi Xi, North Hennepin CC

1991

Pres: Alpha Kappa Alpha, Normandale CC
Vice Pres: Alpha Epsilon Sigma, Minneapolis CC
Sec/Hist: Phi Xi, North Hennepin CC

1992

Pres: Alpha Kappa Alpha, Normandale CC
Vice Pres: Phi Xi, North Hennepin CC
Sec/Hist: Sigma Alpha, Northland CC

1993

Pres: Phi Xi, North Hennepin CC
 Vice Pres: Alpha Delta Upsilon, Cambridge CC
 Sec/Hist: Alpha Delta Alpha, Anoka-Ramsey CC
 Honors Chair: Alpha Delta Upsilon, Cambridge CC
 Newsletter Ed: Alpha Kappa Alpha, Normandale CC

1994

Pres: Alpha Alpha Gamma, Lakewood CC
 Vice Pres: Alpha Delta Upsilon, Cambridge CC
 Sec/Hist: Phi Xi, North Hennepin CC
 Honors Chair: Omicron, Rochester CC
 Newsletter Ed: Omicron Omicron, Fergus Falls CC

1995

Pres: Alpha Delta Upsilon, Cambridge CC
 Vice Pres: Alpha Kappa Alpha, Normandale CC
 Sec/Hist: Omicron Omicron, Fergus Falls CC
 Honors Chair: Phi Xi, North Hennepin CC
 Newsletter Ed: Omicron, Rochester CC

1996

Pres: Phi Xi, North Hennepin CC
 Vice Pres: Alpha Delta Upsilon, Cambridge CC
 Sec/Hist: Alpha Rho Alpha, Rainy River CC
 Honors Chair: Alpha Kappa Alpha, Normandale CC
 Newsletter Ed: Omicron, Rochester CC

1997

Pres: Alpha Delta Upsilon, Cambridge CC
 Vice-Pres: Alpha Pi Phi, Alexandria TC
 Sec/Hist: Alpha Rho Alpha, Rainy River CC
 Honors Chair: Omicron, Rochester C&TC
 Newsletter Ed: Alpha Alpha Gamma, Century CC

1998

Pres: Alpha Pi Phi, Alexandria TC
 Vice-Pres: Alpha Delta Upsilon, Cambridge CC
 Sec/Hist: Alpha Kappa Alpha, Normandale CC
 Honors Chair: Alpha Delta Alpha, ARCC
 Newsletter Ed: Omicron Omicron, Fergus Falls CC

1999

Pres: Alpha Pi Phi, Alexandria TC
 Vice-Pres: Alpha Delta Upsilon, Cambridge CC
 Sec/Hist: Alpha Kappa Alpha, Normandale CC
 Honors Chair: Alpha Delta Alpha, ARCC
 Web Master (Appt): Alpha Pi Phi, Alexandria TC

2000

Pres: Alpha Delta Alpha, Anoka-Ramsey CC
 Vice-Pres: Alpha Delta Upsilon, Cambridge CC
 Sec/Hist: Alpha Omicron Beta, Inver Hills CC
 Honors Chair: Alpha Rho Alpha, Rainy River CC
 Web Master (Appt): Alpha Pi Phi, Alexandria TC
 Minn Rep: Alpha Kappa Alpha, Normandale CC
 Dakota Rep: Alpha Rho Iota, Williston State College
 Wisc Rep: Beta Beta Psi, Madison Area TC

2001

Pres: Alpha Delta Alpha, Anoka-Ramsey CC
 Vice-Pres: Alpha Pi Phi, Alexandria TC
 Sec/Hist: Sigma Alpha, Northland C&TC
 Honors Chair: Alpha Kappa Alpha, Normandale CC
 Web Master (Appt): Alpha Pi Phi, Alexandria TC
 Minn Rep: Alpha Rho Alpha, Rainy River CC
 Dakota Rep: Alpha Rho Iota, Williston State College
 Wisc Rep: Beta Beta Psi, Madison Area TC

2002

Pres: Alpha Epsilon Sigma, Minneapolis C&TC
 Vice-Pres: Alpha Delta Upsilon, Cambridge CC
 Sec/Hist: Alpha Delta Alpha, Anoka-Ramsey CC
 Honors Chair: Alpha Kappa Alpha, Normandale CC
 Web Master (Appt): Alpha Pi Phi, Alexandria TC
 Minn Rep: Alpha Rho Alpha, Rainy River CC
 Dakota Rep: Beta Kappa Beta, Kilian CC
 Wisc Rep: Beta Beta Psi, Madison Area TC

2003

Pres: Alpha Delta Alpha, Anoka-Ramsey CC
 Vice-Pres: Alpha Delta Upsilon, Cambridge CC
 Sec/Hist: Alpha Upsilon Gamma, Lake Superior CC
 Honors Chair: Alpha Kappa Alpha, Normandale CC
 Web Master: Alpha Delta Upsilon, Cambridge CC
 Minn Rep: Beta Eta Chi, Ridgewater C, Hutchinson
 Dakota Rep: Alpha Omicron Beta, Inver Hills CC
 Wisc Rep: Beta Beta Psi, Madison Area TC

2004

Pres: Alpha Delta Alpha, Anoka-Ramsey CC
 Vice-Pres: Alpha Omicron Beta, Inver Hills CC
 Sec/Hist: Alpha Kappa Alpha, Normandale CC
 Honors Chair: Phi Xi, North Hennepin CC
 Web Master: Beta Kappa Xi, Hennepin TC
 Minn Rep: Omicron Omicron, MN State C&TC
 Dakota Rep: Alpha Epsilon Sigma, Minneapolis CC
 Wisc Rep: Beta Beta Psi, Madison Area TC

2005

Pres: Alpha Kappa Alpha, Normandale CC
Vice-Pres: Alpha Delta Upsilon, ARCC, Cambridge
Sec/Hist: Sigma Alpha, Thief River Falls
Honors Chair: Phi Xi, North Hennepin CC
Minn Rep: Alpha Epsilon Sigma, MN C&TC
Dakota Rep: Kappa Omicron, Bismarck St. College
Wisc Rep: Beta Beta Psi, Madison Area TC

2006

Pres: Alpha Delta Alpha, ARCC, Coon Rapids
Vice-Pres: Alpha Delta Upsilon, ARCC, Cambridge
Sec/Hist: Phi Xi, North Hennepin CC
Honors Chair: Alpha Alpha Gamma, Century College
Minn Rep: Alpha Omicron Beta, Inver Hills CC
Dakota Rep: Kappa Omicron, Bismarck St. College
Wisc Rep: Beta Beta Psi, Madison Area TC

2007

Pres: Alpha Omicron Beta, Inver Hills CC
Vice-Pres: Alpha Alpha Gamma, Century College
Sec/Hist: Beta Nu Chi, Western TC
Honors Chair: Alpha Delta Alpha, ARCC, CR
Minn Rep: Phi Xi, North Hennepin CC
Dakota Rep: Vacant
Wisc Rep: Beta Beta Psi, Madison Area

2008

Pres: Alpha Omicron Beta, Inver Hills CC
Vice-Pres: Zeta Eta, Riverland CC, Austin
Honors Chair: Alpha Alpha Gamma, Century College
Minn Rep: Phi Xi, North Hennepin CC
Dakota Rep: (vacant)
Wisc Rep: Beta Nu Chi, Western TC

2009

Pres: Alpha Kappa Alpha, Normandale CC
North Dist VP: Kappa Omicron, Bismarck State
South Dist VP: Alpha Delta Upsilon, ARCC, Camb.
Wisc. Dist VP: Beta Nu Chi, Western TC

2010

Pres: Alpha Kappa Alpha, Normandale CC
North Dist VP: Vacant
South Dist VP: Alpha Delta Upsilon, ARCC, Camb

2011

Pres: Alpha Omicron Beta, Inver Hills CC
North Dist VP: Alpha Delta Alpha, ARCC, CR
South Dist VP: Zeta Eta, Riverland CC, Austin
Wisc Dist VP: Beta Lambda Sigma, Lakeshore TC
Comm Dir: Alpha Kappa Alpha, Normandale CC
Sec/Hist: Beta Xi, Saint Paul College

2012

Pres: Alpha Kappa Alpha, Normandale CC
North Dist VP: Omicron Omicron, MN State C&TC
South Dist VP: Alpha Delta Upsilon, ARCC, Camb.
Wisc Dist VP: Beta Beta Psi, Madison Area TC
Sec/Hist: Beta Nu Chi, Western TC
Comm Dir: Beta Theta Tau, Dakota County TC

History of Minn-Kota Regional Officers

2013

Pres: Alpha Delta Upsilon, ARCC, Cambridge
North Dist VP: Zeta Eta, Riverland CC, Austin
South Dist VP: Alpha Omicron Beta, Inver Hills CC
Sec/Hist: Alpha Alpha Gamma, Century College
Comm Dir: Alpha Kappa Alpha, Normandale CC

2014

Pres: Zeta Eta, Riverland CC, Austin
North Dist VP: Alpha Upsilon Gamma, Lake
Superior College
South Dist VP: Alpha Omicron Beta, Inver Hills CC
Sec/Hist: Vacant
Comm Dir: Alpha Kappa Alpha, Normandale CC

2015

Pres: Alpha Eta Zeta, Ridgewater CC, Willmar
North Dist VP: Alpha Upsilon Gamma, Lake
Superior College
South Dist VP: Vacant
Sec/Hist: Phi Xi, North Hennepin CC
Comm Dir: Alpha Kappa Alpha, Normandale CC

Unit 1



Minn-Kota Region of Phi Theta Kappa Bylaws

(2013)

Chapter I. Organization

Section 1. Regional Organization

Minn-Kota is an organization of Phi Theta Kappa chapters in the states of Minnesota, North Dakota, and South Dakota.

Section 2. Regional Districts

The Region is divided into two districts: Minn-Kota North, which generally consists of chapters in North Dakota and in Minnesota north of a line extended from the Dakotas' border; and Minn-Kota South, which generally consists of the chapters in South Dakota and in Minnesota south of the extended Dakotas' border. A chapter may petition to be moved to a different district if moving would enable the chapter to be more active within the district. The Regional Coordinator will maintain a list of which chapters belong to each district.

Chapter II. Purpose of Organization

The purpose of the organization shall be to provide a means through which Phi Theta Kappa chapters in the Minn-Kota region may better achieve the goals of Phi Theta Kappa in the hallmark areas of Scholarship, Leadership, Service and Fellowship and to encourage and promote participation by all members in the programs of Phi Theta Kappa.

Chapter III. Voting

Each active chapter has one vote in regional elections and shall designate one member to serve as the chapter's voting delegate. A quorum shall consist of those chapters in good standing present at the Regional Meeting. A simple majority shall be required for all votes except those specified otherwise within the bylaws.

Chapter IV. Election of Regional Officers

Section 1. Officer Positions

- A. The officers for the organization shall be a President at large, a Vice President from each District, a Communications Director, and a Secretary/Historian.

Section 2. Election Requirements

- A. Chapters choosing to run for office must complete an officer chapter application form (available from the Regional Coordinator or in the Regional Handbook) prior to the Regional Convention.
- B. Nominations for officers may also be made from the floor at the Regional Convention

- provided an officer chapter application is completed within 30 days.
- C. Chapters may be a candidate for only one Regional Office per year.

Section 3. Election Process

- A. Officers shall be elected annually at the Regional Convention to serve during the following academic year.
- B. Officers shall be elected by receiving a plurality of the votes cast at the Regional Convention. In case of a tie, a random drawing will determine the selection.
- C. Any chapter may run for the positions of President, Communications Director, and Secretary/Historian. Preferably, a chapter from within the District should run for the District Vice President position. However, if no chapter from within the district runs for the position, a chapter from outside of the District may run for that position.
- D. The officers of the organization shall be elected as chapters. After election, the officer chapters shall select an individual member to fulfill the officer duties and shall inform the Regional Coordinator of the name of the selected individual in writing no later than two weeks prior to the Phi Theta Kappa Annual Convention. If the selected individual is unable to continue in his/her capacity for any reason, the chapter shall select an individual member to replace the original designee and shall inform the Regional Coordinator of the change in writing immediately.
- E. If no chapter runs for and is elected to a given officer position, resulting in an open position, the Regional Coordinator and Advisory Council may work together to appoint a chapter to fill the position.
- F. The member selected to fulfill the officer duties for an elected chapter must be a member in good standing of the officer chapter.
- G. The members selected to fulfill the officer duties shall be installed at the summer Chapter Leadership Academy (formerly known as the Summer Honors in Action or Summer Planning Meeting) and shall assume the duties of their offices immediately. Regional Officers will be expected to plan for at least one extra day for training prior to the conference.

Section 4. Officer Duties

In addition to fulfilling the specific goals outlined (below) for each officer position, all members selected to represent their chapter as a Regional Officer must agree to fulfill these general duties:

- A. All Regional Officers
 1. The member designated to fulfill the officer duties must abide by the Regional Officer's Honor Code.
 2. The member designated to represent his/her chapter agrees to assist the Regional Coordinator when called upon, perform additional duties as delegated, and report all activities to the rest of the chapter, its officers, and its advisors.
 3. The member designated to represent his/her chapter as a Regional Officer will attend the three annual regional conferences (including the summer Chapter

Leadership Academy, the Fall Leadership Conference, and the Spring Regional Convention).

4. Additionally, each member designated to represent his/her chapter as a Regional Officer will promote positive, effective communication among the Regional Officer team, the Regional Coordinator, and the Regional Advisory Council of Chapter Advisors.

B. President

1. Preside over the general sessions during regional meetings (as assigned) by opening/closing each session and by assisting the host chapter(s) as needed for other introductions, announcements, etc.
2. In consultation with the Regional Coordinator, appoint one of the Vice Presidents to preside (in the capacity outlined above) if unable to attend a regional meeting.
3. Assist the Regional Coordinator in promoting chapters' participation in the International Programs such as Five-Star Chapter Development, Pinnacle Program, Honors in Action, as well as all regional projects and initiatives.
4. Take a leadership role in promoting/maintaining communication between Regional Officers.
5. Help the Regional Officer team achieve any goals the team sets, including any Regional Honors in Action projects.
6. Work with Chapter, Chapter Advisors, Regional Coordinator, and Regional Officer Team to plan and host or co-host the spring Regional Convention.

C. District Vice Presidents

1. When appointed, preside (in the capacity outlined above) at any regional meeting or activity.
2. Work with Chapter, Chapter Advisors, Regional Coordinator, and Regional Officer Team to plan and host or co-host a District Fall Leadership Conference (and as many other meetings as the District elects to have).
3. Preside over the general sessions during their District Fall Leadership Conference by opening/closing each session and by assisting the host chapter(s) as needed for other introductions, announcements, etc.
4. Act as a liaison among the chapters in their District and between those chapters and the Regional Coordinator and Regional President.
5. Reach out to all chapters in their District to encourage chapter development through the Five Star Chapter Development Plan and individual participation in Competitive Edge and CollegeFish.
6. Help the Regional Officer team achieve any goals the team sets, including any Regional Honors in Action project.

D. Communications Director

1. Produce a Regional newsletter that promotes regional meetings and reports on regional and chapter events at least twice per year, preferably in September and February.

2. Send the newsletter via e-mail to the Regional Coordinator, District Coordinators, and chapter advisors, who will then distribute the newsletter to chapter officers and members; the Regional Coordinator will ensure the newsletter is posted on the Regional web site.
3. Optionally, the Communications Director may also choose (in coordination with the Regional Coordinator) to use Facebook, a Blog, a web site, or other technological vehicles to promote communication and interaction between chapters within the region.
4. Help the Regional Officer team achieve any goals the team sets, including any Regional Honors in Action project.

E. Secretary/Historian

1. Take notes at all meetings of the Regional Officers.
2. Take notes at all regional meetings.
3. Submit summaries of Regional events to the Communications Director and the Regional web site coordinator for inclusion in the newsletter.
4. Submit notes from officer meetings and the Regional Convention, along with photographs (if applicable), to Regional Coordinator for archiving.
5. Help the Regional Officer team achieve any goals the team sets, including any Regional Honors in Action projects.

Chapter V. Regional and District Meetings

Section 1. Meetings

There will be a minimum of two full Regional meetings held annually: one in spring semester and one during the summer.

Each District shall meet at least once a year in fall semester. Districts may choose to meet additional times during the year.

Section 2. Meeting Sites

Regional Meetings: The Regional Convention in spring semester will be hosted or co-hosted by any chapter at a central location in Minnesota to enable the highest level of attendance from the entire Region. The summer Chapter Leadership Academy (formerly known as the Honors in Action or Summer Planning Conference) may be planned and hosted or co-hosted by any chapter throughout the Region. Chapters interested in hosting or co-hosting the Regional Convention or the Chapter Leadership Academy must complete the “Request to Host a Regional/District Meeting” form found in the Regional Handbook. The form must be submitted to the Regional Coordinator no later than two weeks before the spring Regional Convention. The Regional Coordinator and Advisory Council will review the forms during a meeting at the Regional Convention, select the host chapter(s), and announce the selections for the upcoming year by the end of the Regional Convention. In the case that no “Host” applications are submitted for the summer Chapter Leadership Academy, the Regional Coordinator and Advisory

Council may appoint a chapter (or chapters) to host (or co-host) the event.

District Meetings: Vice Presidents in each District will be responsible for planning and hosting or co-hosting the Fall Leadership Conferences.

Chapter VI. Regional Dues

Regional dues in the amount of \$5.00 per member will be collected by each chapter at induction and submitted to Phi Theta Kappa with the International Membership Fee. International will deposit these dues into the Minn-Kota account and report them to the Regional Coordinator.

Chapter VII. Regional Coordinator

The Regional Coordinator shall meet qualifications and fulfill the responsibilities outlined in the Phi Theta Kappa Constitution and Bylaws and as stated by Phi Theta Kappa's Board of Directors and those responsibilities in the Minn-Kota by-laws. The Coordinator shall be appointed by the Executive Director of Phi Theta Kappa International.

Chapter VIII. Regional Advisory Association

All Minn-Kota Phi Theta Kappa chapter advisors automatically are members of the Regional Association of Chapter Advisors, or RACA, a non-dues paying organization that meets at each Minn-Kota Regional event. Members of the Advisory Executive Committee will be elected from among the RACA membership.

Chapter IX. Regional Advisory Council

Section 1. Membership

The Regional Advisory Council shall be comprised of seven chapter advisors: four Executive Council members (Past President, President, Vice President, and Secretary) plus the (optionally) two District Coordinators (one representing each District). The president of the Minn-Kota Alumni Association will also be invited to sit on the council.

Section 2. Executive Committee Term of Office

Executive Committee Members shall serve a four-year term. One new member shall be elected annually by the advisors attending the Regional Convention. Each new member will begin in the position of Secretary of the Committee and advance annually to the Vice President, the President, and then the Past President position.

Section 3. Duties

All Regional Advisory Council members shall assist the Regional Coordinator with meetings, with the selection of host sites, with selection of regional award recipients, with judging of elections, with conducting workshops at regional

meetings, and with other projects presented by the Regional Coordinator.

In addition to these general duties, each Advisory Council position is outlined below:

A. Secretary

1. Attend Regional meetings, take minutes, and distribute them to the Regional Coordinator and members of the Advisory Council within two weeks after the meeting.
2. Provide input to the Regional Coordinator for the Officer Training that takes place prior to the summer Chapter Leadership Academy (or at an otherwise established time).
3. Attend all regional meetings or appoint arrange for another advisor from his/her as a representative to fill-in at the meeting(s).

B. Vice President

1. Work with Regional Coordinator to update the Regional Handbook by the end of August.
2. Provide input to the Regional Coordinator for the Officer Training that takes place prior to the summer Chapter Leadership Academy (or at an otherwise established time).
3. Attend all regional meetings or appoint arrange for another advisor from his/her as a representative to fill-in at the meeting(s).

C. President

1. Take a leadership role in planning and setting meetings for Advisory Council Members to ensure members can accomplish their individual and group goals.
2. Work with the Regional Coordinator and, if applicable, to review the budget prior to the Regional Convention.
3. Provide input to the Regional Coordinator for the Officer Training that takes place prior to the summer Chapter Leadership Academy (or at an otherwise established time).
4. Attend all regional meetings or appoint arrange for another advisor from his/her as a representative to fill-in at the meeting(s).

D. Past President

1. Provide input to the Regional Coordinator for the Officer Training that takes place prior to the summer Chapter Leadership Academy (or at an otherwise established time).
2. Attend all regional meetings or appoint arrange for another advisor from his/her as a representative to fill-in at the meeting(s).

Section 4. Replacement

If a member of the Executive Committee is absent from two consecutive meetings without making prior arrangement for the absence, a replacement shall be elected

at the Regional meeting following the second absence. The replacement will take the position of Secretary, and the other remaining officer(s) shall advance to the next position.

Chapter X. District Coordinators

Section 1. Position

A District Coordinator shall be selected from each District to work with the Regional Coordinator and the advisors of the chapters within that District.

Section 2. Term of Office

Advisors may volunteer or be nominated for consideration as District Coordinator and will be selected by the Regional Coordinator and the Executive Committee of the Regional Advisory Council. Terms of service are two years with the possibility of renewal as approved by the Regional Coordinator and Regional Advisory Council. In the case of multiple advisors volunteering for the same District Coordinator position, the Regional Coordinator will work jointly with the Regional Advisory Council to make a selection. If possible, the appointments shall be made in such a way as to promote participation between all three states in the Region.

Section 3. Duties

District Coordinators will help facilitate the Regional and District meetings that will take place within their District. As they are able, they will mentor new advisors within their District to promote the programs of Phi Theta Kappa. It is suggested that the District Coordinator host a new advisor workshop at each Fall Leadership Conference.

Section 4. Replacement

After a two-year term of service, District Coordinator positions will be reviewed by the Executive Committee of the Regional Advisory Council and the Regional Coordinator. Positions will be filled by a different advisor or renewed and filled with the same advisor as is appropriate.

Chapter XI. Amendments

These bylaws may be amended or repealed in the following manner:

- A. at any regional meeting by a simple majority vote of those chapters present and voting, and when the amendment has been provided to chapters at least two weeks in advance of the meeting, or
- B. by electronic voting when the amendment has been discussed at a regional meeting or all District meetings prior to the vote.

Unit 2



2016-2017 Calendar

Minn-Kota Regional Events

October 7-8, 2016	Minn Kota Fall Conference – South District Inver Hills Community College, Inver Grove Heights, MN
February 10, 2017	Regional Officer Application Deadline
February 17, 2017	Individual and Chapter Award Entries Due (Video Arts, Essay, Creative Writing, Music, Minn-Kota Alumni/Administrator)
February 25, 2017	Individual and Chapter Award Entries Due (Fine Arts, Decorative Arts, Chapter Yearbook)
February 23-25, 2017	Minn-Kota Honors Institute and Regional Convention Normandale Community College, Bloomington, MN
March 24, 2017	All Minnesota Academic Team Luncheon College of Saint Benedict, Saint Joseph, MN
June 2-3, 2017	Minn-Kota Summer Leadership Academy Western Technical College, La Crosse, WI

Phi Theta Kappa Events

Fall 2016	Obendorf Lifeline to Completion Scholarship Application https://www.ptk.org/Scholarships/AssociateDegreeScholarships.aspx
Fall 2016 (Opens: Sept. 15, 2016) (Deadline: Dec. 1, 2016)	Fall Common Scholarship Application (Associate Scholarships, All-USA Academic Team, Coca-Cola, Geico, Pearson, Richard L. Resurrection, Jack Kent Cooke) https://www.ptk.org/Scholarships/AssociateDegreeScholarships.aspx
September 12-16, 2016	Phi Theta Kappa Awareness Week
November 19, 2016	Phi Theta Kappa Founder's Day
November 2, 2016	Honors Case Study Challenge Entries Due
December 7, 2016	Administrator Hallmark Award Applications Due https://www.ptk.org/Programs/HallmarkAwards.aspx
January 11, 2017	Individual Hallmark Award Applications Due https://www.ptk.org/Programs/HallmarkAwards.aspx
January 25, 2017	Chapter Hallmark Award Applications Due https://www.ptk.org/Programs/HallmarkAwards.aspx
January 25, 2017	Five Star Chapter Development Plan Update Deadline https://www.ptk.org/Programs/FiveStarChapterPlan.aspx
March 3, 2017	Nota Bene Submission Deadline https://www.ptk.org/Programs/NotaBeneLiteraryCompetition.aspx
April 6-8, 2017	99th Phi Theta Kappa Annual Convention Nashville, TN https://www.ptk.org/Events/AnnualConvention.aspx
Spring 2017	Mosal Award Applications Due https://www.ptk.org/MySociety/Awards/TheMosalAward.aspx
Spring 2017	Marshall Award Applications Due https://www.ptk.org/MySociety/Awards/TheMarshallAward.aspx
March 1, 2017 Deadline: May 2, 2017	Spring Common Scholarship Application Period (Bachelor/Transfer Scholarships, Hites, Guistwhite, Geico) https://www.ptk.org/Scholarships/BachelorsDegreeScholarships.aspx
June 5-10, 2017	Honors Institute, Loyola University, Chicago, IL https://www.ptk.org/Events/HonorsInstitute.aspx

Unit 3



Duties of Regional Advisory Committee

Members of the committee should be trusted advisors and their input should be sought when major decisions affecting the region have to be made.

There should be meetings of the Advisory Committee at Regional meetings and at International Convention, as well as other times as necessary. Committee members should attend every meeting.

Though all Regional Advisors can serve valuable roles in implementing Regional programs, the Advisory Committee members have volunteered to take on special roles.

In addition to the specific position **descriptions included in the Regional bylaws**, they may fill any of the following roles:

1. Train Regional officers
2. Lead seminars and workshops
3. Provide convention award designs and produce the awards
4. Act as comptroller for the regional treasury
5. Do orientations for new advisors at Regional meetings
6. Help prepare agenda for any of the Regional meetings
7. Prepare Regional handbooks

The length of the members' terms and any specified roles are determined by the Regional bylaws. Staggered terms are recommended.

Unit 4



Regional Officers

Phi Theta Kappa Mission

The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for the stimulation of interest in continuing academic excellence.

Minn-Kota Regional Officer Goals 2016-2017

This academic year, our goals as Minn-Kota Regional Officers, are to increase performance, quality, and programs in three key areas of Phi Theta Kappa: membership, education, and communication.

- Membership
 - Visit 4 chapters throughout the year
 - Help 10 chapters achieve the goals of the REACH Rewards program (15% member acceptance rate)
 - Help level up 10 chapters at least one star from their 2015-2016 achievements
- Education
 - Plan, organize, and host the 1st Annual Minn-Kota Region Honors Institute
 - Help 25 members complete the Five Star Competitive Edge course
- Communication
 - Redesign the regional website, making it a resource for the region
 - Plan, organize, and host 5 regional fellowship events

Duties of Regional Officers

The Minn-Kota Region's by-laws outline a set of general duties that all regional officers should seek to fulfill, along with a set of specific duties for each office. (Please see Section 4 of the by-laws reproduced below.)

In order to fulfill these duties—along with the specific goals set by the Regional Officers during Regional Officer Training, please consider these additional guidelines:

- Attend Regional Officer summer training sessions (times & dates set by team)
- Participate in bi-weekly meetings (or as scheduled) with the Regional Coordinator and other Regional Officers. Typically, these meetings will be held via internet, so access to high-speed internet required.
- Continue to collaborate with your local chapter.
- Plan to commit approximately 2-4 hours per week to your Regional Officer position completing a variety of activities that could include the following:
 - Participate in scheduled meetings with other Regional Officers/Regional Coordinator.
 - Meet with emerging chapters/chapter officers to offer advice and encouragement (approved travel expenses will be paid by the Region).
 - Attend and/or speak at Induction Ceremonies throughout the region (approved travel expenses will be paid by the Region).
 - Planning and presenting workshops for Regional Conventions or meetings.
 - Promoting communication between chapters.
 - Working on the Regional Honors in Action project.
 - Planning content for Regional meetings.
 - Collaborating with your own chapter to work towards chapter/regional goals.
 - And so much more!

Because the duties of being a Regional Officer require a fairly substantial time commitment, Regional Officers typically should not hold a chapter officer position at same time.

(General) Officer Duties

In addition to fulfilling the specific goals outlined (below) for each officer position, all members selected to represent their chapter as a Regional Officer must agree to fulfill these general duties:

- The member designated to fulfill the officer duties must abide by the Regional Officer's Honor Code.
- The member designated to represent his/her chapter agrees to assist the Regional Coordinator when called upon, perform additional duties as delegated, and report all activities to the rest of the chapter, its officers, and its advisors.
- The member designated to represent his/her chapter as a Regional Officer will attend the three annual regional/District conferences (including Honors in Action Summer Conference, Fall Leadership Conference, and Regional Convention).
- Additionally, each member designated to represent his/her chapter as a Regional Officer will promote positive, effective communication among the Regional Officer team, the Regional Coordinator, and the Regional Advisory Council of Chapter Advisors.

(Specific) Duties of Each Position

A. President

1. Preside over the general sessions during all regional meetings by opening/closing each session and by assisting the host chapter(s) as needed for other introductions, announcements, etc.
2. In consultation with the Regional Coordinator, appoint one of the Vice Presidents to preside (in the capacity outlined above) if unable to attend a regional meeting.
3. Assist the Regional Coordinator in promoting chapters' participation in the International Programs such a Five-Star Chapter Development, Pinnacle Program, Honors in Action, as well as all regional projects and initiatives.
4. Take a leadership role in promoting/maintaining communication between Regional Officers.
5. Help the Regional Officer team achieve any goals the team sets, including any possible Regional Honors in Action projects.
6. Work with Chapter, Chapter Advisors, Regional Coordinator, and Regional Officer Team to plan and host or co-host the spring Regional Convention.

B. District Vice Presidents

1. When appointed, preside (in the capacity outlined above) at any regional meeting or activity in the absence of the President.
2. Work with Chapter, Chapter Advisors, District Coordinator Regional Coordinator, and Regional Officer Team to plan and host or co-host a District Fall Leadership Conference (and as many other meetings as their District elects to have).
3. Preside over the general sessions during their District Fall Leadership Conference by opening/closing each session and by assisting the host chapter(s) as needed for other introductions, announcements, etc.
4. Act as a liaison among the chapters in their District and between those chapters and the Regional Coordinator and Regional President.
5. Reach out to all chapters in their District to encourage chapter development through the Five Star Chapter Development Plan and individual participation in Competitive Edge and CollegeFish.
6. Help the Regional Officer team achieve any goals the team sets, including any possible Regional Honors in Action projects.

C. Communications Director

1. Produce a Regional newsletter that promotes regional meetings and reports on regional and chapter events at least twice per year, preferably in September and February.
2. Send the newsletter via e-mail to the Regional Coordinator, District Coordinators, and all chapter advisors, who will then distribute the newsletter to chapter officers and members; the Regional Coordinator will ensure the newsletter is posted on the Regional web site.
3. Optionally, the Communications Director may also choose (in coordination with the Regional Coordinator) to use Facebook, a Blog, a web site, or other technological vehicle to promote communication and interaction between chapters within the region.
4. Help the Regional Officer team achieve any goals the team sets, including any possible Regional Honors in Action projects.

D. Secretary/Historian

1. Take notes at all meetings of the Regional Officers.
2. Take notes at all regional meetings.
3. Submit summaries of Regional events to the Communications Direct and the Regional web site coordinator for inclusion in the newsletter.
4. Submit notes from officer meetings and the regional convention, along with photographs (if applicable) to Regional Coordinator for archiving.
5. Help the Regional Officer team achieve any goals the team sets, including any Regional Honors in Action projects.

Minn-Kota Regional Officer Chapter Application

Chapter _____ College _____

Office Sought _____

Potential Financial Commitment for College/Chapter

Regional Officer Designees are expected to develop relationships with officers of chapters in the Region by initiating contact through email and telephone and then continuing as opportunity arises by visiting the chapters, speaking at inductions, etc. To effectively plan and work together, the officers may choose to meet in person before each Regional event, which entails travel and food expenses.

As a reminder, the Regional Budget covers the cost of the officers' food and lodging for an intense day of leadership training before the Summer Planning Conference, as well as additional training and meetings during the year. In addition, the Region is responsible for their registration fees for all Regional Conferences/Conventions, the costs of distributing a Regional newsletter, and other Region-wide communications. The Region may also reimburse officers for costs associated with chapter visits, travel, training opportunities, and other miscellaneous expenses when they are pre-approved by the Regional Coordinator and/or integrated into the Regional Budget.

However, there may be other costs associated with the position that are not covered by the Region. Since, according to our by-laws, the chapter officially holds the Regional Office, these students are representing their chapters and should be working with and be supported by the chapter in their efforts. The Officer Designees are already giving extra time from their busy academic and work schedules; therefore, it is not a fair expectation for extra financial expenses to come out of their pockets. The "appropriate financial commitment" to which chapters and colleges agree on the Officer Application Form is an attempt to address this situation.

Since serving in this position is a unique leadership opportunity for the students in the officer chapters as well as a good public relations opportunity for the college, our hope is that the college leadership will be pleased to agree to a reasonable financial commitment. Estimates could range from \$250 to \$500 for travel and food expenses. As part of responsible leadership training, the expectation would be that the Officer Designee would present a request and cost estimate for in writing for approval prior to the travel, so there should be no surprises. In addition, advisors may contact the Regional Coordinator at any time to discuss and confirm any requests.

Thank you for taking this part of the responsibility of Regional Office seriously. If we are willing to support the students who want to step up to this next level of leadership, both our students and the Minn-Kota Region will benefit greatly.

Campaign Components & Guidelines

Chapters who intend to run for a Regional Office should plan to prepare a display, campaign materials, and a short speech to be presented at the Minn-Kota Regional Convention.

Although the Regional Officer position will be sought after by a chapter, the chapter will choose one person as its Regional Officer representative. It is preferred that a chapter have a designee selected by the time the campaign takes place and that the designee lead the chapter's campaign during the Regional Convention.

Required Regional Officer Training

All chapters who are elected must plan to send their Regional Officer Representatives to the first round of Regional Officer training and subsequent training events deemed appropriate by the Regional Coordinator.

Regional Office Candidate Intent to Run:

We have read the proposed plans of the Phi Theta Kappa Chapter on our campus. We are willing to provide the necessary guidance and accept the appropriate financial commitment if the chapter is elected to this office.

Signature of Advisor

Date

Signature of College President or Designee

Date

Return this form to:

Vicky Knickerbocker, Minn-Kota Regional Coordinator

Vicky Knickerbocker

2500 East 80th Street

Inver Grove Heights, MN 55076

This form must be received two weeks prior to the Minn-Kota Regional Convention in order for the chapter to be placed on the ballot. (A chapter can choose to be nominated from the floor at the Minn-Kota Regional Convention by presenting this completed form to the Regional Coordinator at the start of the convention.)

Minn-Kota Regional Officer Honor Code

Phi Theta Kappa Mission Statement

The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

Introduction

In support of the Society's Mission Statement, the Phi Theta Kappa Board of Directors adopts this Honor Code as a declaration of the high standards of conduct to which Regional Officers are held. This Honor Code is not simply a set of rules and procedures governing Regional Officers' academic conduct, nor is it a legal contractual obligation of Phi Theta Kappa or the Regional Officer; it is an opportunity to put personal responsibility and integrity into action. Regional Officers will abide by this code which liberates them to serve the Region and the Society in an atmosphere of mutual confidence and respect. The success of the Code depends upon the support of the Region. Infractions should be reported to a chapter advisor, who may communicate this information to the Regional Coordinator.

Honor Code

As a Regional Officer...

I will conduct myself at all times in a manner that reflects positively on me, my chapter, my Region and the Society;

I place as a priority continued academic excellence;

I am committed to maintaining an environment which recognizes the dignity of each individual member and encourages appreciation of diverse backgrounds, opinions and goals in life;

I am committed to honesty and integrity in personal, social, and academic endeavors;

I recognize that a successful Regional Executive Committee requires a team effort, and I pledge to work together to promote the Society's Mission;

I will work with the Regional Coordinator and the Society's leaders in the same spirit of cooperation I display in my dealings with others;

I will respond promptly, courteously, and positively to the concerns and requests of the Regional Coordinator and other Society constituents;

I will fulfill my responsibilities in an effective, efficient, and timely manner;

I will conduct myself in a manner which is respectful of others and worthy of respect from others;

I will dress appropriately for any and all occasions;

I will not engage in any conduct which may bring shame or disrepute to myself or diminish the reputation of my Region or Phi Theta Kappa;

I will not engage in any illegal activity or violate any stated policies of the Region or the Society;

I will not consume and will discourage the consumption of alcohol at Phi Theta Kappa functions; and

I will not use or possess nor tolerate the use or possession of controlled substances.

I have read, understood and agree to the terms and conditions of the Phi Theta Kappa Honor Code. I further understand and agree that my continued service as a Regional officer is a privilege, not a right, and that violation of this code will subject me to discipline determined appropriate by the Regional Coordinator or his/her designees. Additionally, I understand that pursuant to the procedures outlined by the Regional Bylaws, I have the right to appeal disciplinary action which results in my removal from office.

Officer or Officer Candidate

Date

Unit 5



Hosting a Regional Event and Suggested Timeline

Semester following selection as Regional Event Host Chapter

- Begin discussing possible focus for event. Work with Regional Coordinator for recommended focus and to obtain sample materials from previous years. Note number of participants to help in planning.
- Form an Organizing Committee of chapter members who will be on campus in the coming year and who can follow through with planning and with contacting speakers/presenters.

Summer

- Decide on the main theme—The Honors Study Topic Program Guide can help you decide on a title for the event.
- As soon as possible, secure facilities for meeting and lodging. Give suggestions for resort/motel/hotel in your area to Regional Coordinator to negotiate a block of rooms. Arrange for meals on and/or off campus. Also notify your facilities manager on campus as well as your cafeteria manager of the events you plan to host on campus.

Three-four months prior to event

- Develop flyer to promote event. Distribute at any Regional activities.
- Write article or advertisement for Regional and local newsletters.
- Order promotional items (pencils, bookmarks, etc.)
- Develop tentative agenda based on required elements and last year's agenda. Required Elements for all include Regional Officers' business meeting with Regional Coordinator and Advisory Committee and Advisor meeting. The Regional Convention has a Business meeting, which includes officer campaigns and elections; bylaw change discussion and voting; discussion of projects; State of the Region address by Regional Coordinator; and Regional Awards ceremony. Other suggested events: Presidential Ambassador to open convention or make a presentation, session on Honors Study Topic, one evening entertainment or field trip related to topic. It is recommended that the agenda be in rough form as soon as possible with a strong idea of how many speakers will be needed. Be sure to have Regional Coordinator review agenda.

Two-three months prior to event

- Confirm speakers (be sure to communicate with Regional Coordinator or International Office regarding speaker from International Office) and special arrangements (tours, busing, food arrangements, reservations for International Office, etc.) Finalize agenda and begin to develop registration forms (use sample registration form) and packet. The budget should also be reviewed at this time to determine a price.
- Confirm with Regional Coordinator all paper-work with motel/hotel if necessary; confirm contracts with speakers, orders for bus trips/tours, etc.
- Convention: Work with Regional Coordinator to secure judges and other speakers,

presenters. Host chapter is responsible for finding judges for fine arts and decorative arts. All other awards are the responsibility of the Regional Coordinator. Be sure to make arrangements with facilities manager to have a display area for these entries.

At least 6 - 8 weeks prior to event

- Registration materials should be finalized and made available to chapters via the Minn-Wi-Kota Web site. Include a map to your campus or hotel/motel facility and parking information.

One month prior to convention

- Invite any campus officials who would be interested in attending event or give a welcome to your college--President, Academic Deans, Student Services personnel, etc.
- Designate chapter members' responsibilities and duties for the days of the event.
- Organize handouts and information to include in participant packet: agenda, evaluation form, roll call listing, speaker handouts, note paper, name tags, maps/location of events, etc.
- Convention: Regional Coordinator will bring copies of the listing of awards, proposals for constitutional changes, policy changes, and other business meeting items, and ballots for officer elections.
- The week before the event should be spent on organizing and delegating specific duties.
- Check on all final arrangements with motel/hotel, campus cafeteria, campus facilities manager, and any other individuals/organizations involved in the event.
- Make or confirm arrangement for registration tables, display tables for art and yearbook entries, refreshments, and speaker audio-visual needs.
- Make signs to direct traffic.
- Confirm number of participants with food service vendors.
- Confirm any special tours and bus arrangements that have been made.
- Courtesy phone calls informing tour locations of numbers expected is much appreciated.

The Day of the Event

- Register all participants. Have members helping direct traffic and answer questions.
- Chapter President or member should introduce speakers/presenters.
- Facilitate all events to see that you stay on schedule and the program runs smoothly.
- Participate in all activities and enjoy the convention.
- Make notes of suggestions given verbally for future convention hosts.
- Collect all materials and evaluations at the end of the convention.

After the Event Has Been Held

- Summarize the evaluations and send copy to Regional Coordinator.
- Write thank you notes to all who helped with the event.
- Prepare materials to pass on to next year's Officer.
- CELEBRATE!

Unit 6



Minn-Kota Region Travel Stipend Application

The Minn-Kota Region will provide reimbursement of \$25.00 for each 100 miles a chapter travels to any regional event. **A chapter that has not had a member attend a regional event in the last two academic years is eligible for a \$100 stipend.** The reimbursement payment **will be made out to the chapter** and given to the chapter's contact advisor, unless the advisor indicates that the payment should be made out to an individual in the chapter.

CHAPTER _____

COLLEGE _____

ADDRESS _____

Name of Advisor _____

Regional Event Attended _____ Dates _____

TOTAL Number of Miles Traveled (round trip) _____

FROM _____ TO _____

NEW / RETURNING CHAPTER ATTENDING:

We have not attended a regional event in the past two years and are requesting the \$100 stipend.

Signature _____

Please complete the previous mailing information.

Submit completed form to: Vicky Knickerbocker, Minn-Kota Regional Coordinator
Vicky Knickerbocker
2500 East 80th Street
Inver Grove Heights, MN 55076

Unit 7



Minn-Kota Region Awards Program

The Phi Theta Kappa Awards program allows individuals and chapters to be recognized at the Regional and International level for their achievements.

The Phi Theta Kappa Awards program consists of two parts: 1) the Five Star Chapter Development Program, and 2) the Hallmark Awards Program. The Five-Star Program allows the chapter to set its own goal and plan its program, based on the criteria for each star level, to achieve the desired level. All chapters are encouraged to participate in the Five Star Chapter Development Program. Each chapter will receive a certificate from International Headquarters recognizing the level achieved (which may be higher or lower than the projected goal). This certificate will be presented at the Regional Convention in the spring.

Additionally, all chapters are encouraged to compete in the Regional and International Hallmark Awards Programs. The Minn-Kota Regional Awards Program is designed to recognize and encourage excellence. Each chapter's entries are very important to the growth, development, and quality of chapter programming as well as to the growth and development of the Region.

This section contains descriptions of the individual and chapter awards criteria, as well as general instructions for entering competition in each award. Full instructions for the International entries are found on the International website at www.ptk.org. **(Please log in as either an advisor or a member to have access to the appropriate information.)**

Individual/Chapter Regional Awards:

Fine Arts, Decorative Arts, and Chapter Yearbook Award entries are judged on site at the annual Regional Convention to be held in the spring. All other award entries are judged prior to the convention.

Chapter/Officer/Member/Advisor Hallmark Awards:

For **Hallmark Awards**, as well as Chapter Member, Chapter Officer, Chapter Officer Team, and Advisor Awards, instructions are available on the Phi Theta Kappa website: (www.ptk.org).

For award categories that are the same for both International and Regional competition, copies of the entry materials should be sent to the International headquarters. (Copies of College Project, Honors in Action, and Individual Hallmark Awards do not need to be sent to the Regional Coordinator.)

For those categories unique to the Region, the entry instructions and forms are in the Regional Handbook. Those entries are to be sent only to the Regional Coordinator.

The deadlines for receipt of International Awards and Regional Awards entries are found on the Phi Theta Kappa website at <https://www.ptk.org/Programs/HallmarkAwards.aspx>.

Vicky Knickerbocker, Regional Coordinator

E-mail: vknicke@inverhills.edu

Introduction to the Hallmark Awards Format (Regional and International)

Basics of Hallmark Awards:

The Hallmark Awards Program is designed to integrate all the Hallmarks into a comprehensive scholarly- and service-related project that incorporates leadership and fellowship (the Honors in Action project) and to encourage more deliberate and thoughtful work in the College Project.

Each Honors in Action entry will include a detailed report of planning, sources, collaboration partner(s), service, and much more, with a maximum length of 2,600 words. The details, as well as a detailed scoring rubric, are available at <http://www.ptk.org>. The report will be submitted online, with specific criteria on who may submit it and who may certify the entry. There will be up to 80 awards given for the Honors in Action Project.

The College Project describes not only the project you and your administration chose for the chapter, but includes the planning, strategies, outcomes, and lessons learned, with a maximum length of 1,100 words. Details and a rubric are at <http://www.ptk.org>. The report will be submitted online, and the top 25 chapters will receive the College Project Award.

In order to be eligible for a Distinguished Chapter Award, chapters must submit entries for both the Honors in Action Project and the College Project. The Region will recognize the top six Distinguished Chapters. Distinguished Chapters at the International level will be the top ten percent determined by averaging the scores of the two projects.

Minn-Kota Regional Award Entry Checklist
(to be completed and attached to Regional Awards Entries)

Chapter _____ College _____

Regional Individual Awards Entries (indicate number of entries in each category)

- Fine Arts Award (bring entry to convention)** _____
- Decorative Arts Award (bring entry to convention)** _____
- Video Arts Award (bring entry to convention)** _____
- Essay Award (each individual may enter one)** _____
- Creative Writing Award (each individual may enter one)** _____
- Music Award (each individual may enter one)** _____
- Alumni Award** _____

Regional and International Individual Awards Entries

- Distinguished Chapter Officer Team Award (chapter may enter one)** _____
- Distinguished Chapter Officer Award (chapter may enter two)** _____
- Distinguished Member Award (chapter may enter one)** _____
- Paragon Award for advisors of less than four years** _____
- Dennis Anderson Memorial Distinguished Advisor Award** _____

Regional Chapter Awards

- Five-Star Chapter Development Award (no submission needed)** _____
- Chapter Yearbook Award (bring entry to convention)** _____
- Science Award (one award per entry/chapter due before convention)** _____
- Distinguished Chapter (based on Hallmark entries)** No extra entry needed
- Most Distinguished Chapter (top score Distinguished chapters)** No extra entry needed
- Spirit Award (based on Hallmark entries & 5-star updates)** No extra entry needed

Regional and International Chapter Awards Entries

Honors in Action Award _____

College Project Award _____

International Awards

Shirley B. Gordon Award of Distinction (for presidents) _____

Michael Bennett Lifetime Achievement Award (for presidents) _____

The Distinguished Administrator Awards _____

Distinguished State Community College Director Awards _____

MINN-KOTA INDIVIDUAL AWARDS

MINN-KOTA FINE ARTS AWARD

This award is presented to the member whose original design of fine art work is judged most outstanding for the current year. Judges will consider creativity, technique and skill with medium, clarity of idea, neatness, and execution. This category includes the following media:

Painting, sculpture, sketching, photography, watercolor, and oil.

A member may submit only one entry in this competition. **Entries are brought to and judged at the Minn-Kota Annual Convention.**

This award is \$50.00 and a certificate.

Honorable mention selections may be named from worthy entries.

MINN-KOTA DECORATIVE ARTS AWARD

This award is presented to the member whose original design of decorative artwork is judged most outstanding for the current year. Judges will consider creativity, technique and skill with medium, clarity of idea, neatness, and execution. This category includes the following:

Soft sculpture, baskets, furniture, jewelry, pottery, and porcelain painting

A member may submit only one entry in this competition. **Entries are brought to and judged at the Minn-Kota Annual Convention.**

This award is \$50.00 and a certificate.

Honorable mention selections may be named from worthy entries.

Phi Theta Kappa members entering the art competitions must indicate in which category they wish their work to be judged by completing the forms on the following pages. You may e-mail or fax the entry forms to the Regional Coordinator ahead of time or bring them with the item to the convention.

Fine Arts Award Cover Sheet

Name of Art Piece _____
 Medium _____
 Artist _____
 Chapter _____
 College _____

Overall Rating
 1 = poor
 2 = fair
 3 = good
 4 = very good
 5 = excellent

Judging Criterion	1	2	3	4	5
Creativity					
Technique and skill with medium					
Clarity of idea					
Neatness					
Execution					
TOTAL					

Judge _____

Decorative Arts Award Cover Sheet

Name of Art Piece _____
 Medium _____
 Artist _____
 Chapter _____
 College _____

Overall Rating
 1 = poor
 2 = fair
 3 = good
 4 = very good
 5 = excellent

Judging Criterion	1	2	3	4	5
Creativity					
Technique and skill with medium					
Clarity of idea					
Neatness					
Execution					
TOTAL					

Judge _____

MINN-KOTA CREATIVE WRITING AWARD

This award is presented to the member whose short story, personal essay, poetry, or one-act play is judged best for the current year. Entries will be judged on content, style, and language usage.

Poetry entries may consist of up to five poems. Poetry in a series may not be submitted, although an individual poem from a series may be submitted.

There is no word limit to entries in these categories.

The ENTRIES must:

1. Be on 8 1/2 x 11 inch standard bond paper, typed.
2. Be entirely the work of the member who enters it. Furthermore, the member must not have previously received compensation for the work either through publication or award (with the exception of campus literary magazines or newspapers.)
3. Be accompanied by the Creative Writing Scoring Cover Sheet (on following page).

The WRITER must:

1. Be an active member in good standing in a currently active chapter of the Minn-Wi-Kota Region.
2. Be currently enrolled in a Community or Technical College.
3. Submit only one entry in each category.
4. Complete the Creative Writing Scoring Cover Sheet (on the following page). No other personal identification should appear on the entry.

Send two copies. Entries are sent by e-mail or fax to the Regional Coordinator by February 17, 2017.

This award is \$50.00 and a certificate.

Honorable mention selections may be named from worthy entries.

Creative Writing Scoring Cover Sheet

Short story, personal essay, poetry (up to five poems), or one-act play

Title of Entry _____

Category _____

Author _____

Chapter _____

College _____

Overall Rating

1 = poor

2 = fair

3 = good

4 = very good

5 = excellent

Judging Criterion	1	2	3	4	5
Creativity					
Technique and skill with language (language usage)					
Clarity of idea					
Content					
Style					
TOTAL					

Judge _____

MINN-KOTA HONORS STUDY TOPIC ESSAY AWARD

This award is presented to the member whose essay is judged most outstanding for the current year. The essay, which may be formal or informal in style, is to be written **on a subject related to the current Honors Study Topic.**

The ESSAY should be:

1. Entirely the work of the member who enters it. The member must not have previously received compensation for the work either through publication or award (with the exception of campus literary magazines or newspapers).
2. Accompanied by a completed Essay Award Scoring Cover Sheet (on following page).
3. Fewer than 1,250 words in length.
4. On 8 1/2 x 11 inch standard bond paper, typed, double-spaced, and with one-inch margins.
5. Original, substantive, and specific in content.
6. Supported by appropriate documentation when necessary.
7. Correct in mechanics and usage according to Standard American English guidelines and organized in a format specified in a standard handbook of English (e.g. McGraw Hill Handbook).
8. Purposeful and directed to a specific audience of educated readers.

The WRITER must:

1. Be an active member in good standing in a currently active chapter of Minn-Wi-Kota Region.
2. Submit only one essay.
3. Complete the Essay Scoring Cover Sheet (on the following page). No other personal identification should appear on the essay.

Send two copies. Entries are sent by e-mail or fax to the Regional Coordinator by February 17, 2017.

This award is \$50.00 and a certificate.

Honorable mention selections may be named from worthy entries.

Honors Study Topic Essay Scoring Cover Sheet

Title of Entry _____

Author _____

Chapter _____

College _____

Overall Rating

1 = poor

2 = fair

3 = good

4 = very good

5 = excellent

Judging Criterion	1	2	3	4	5
Focus (Clear focus on current honors topic.)					
Support (Convincing presentation of subject with effective use of details and explanations that support the topic or subject.)					
Coherence (All parts relating to the overall meaning and focus. Well-placed transitions.)					
Correctness (Few or no errors, indicating language correctness and careful proofreading.)					
Audience (Clear awareness of a reader whose view may or may not agree with the writer's position.)					
TOTAL					

Judge _____

MINN-KOTA MUSIC AWARD

This Award is presented to the member whose original musical composition is judged most outstanding for the current year. Judges will consider creativity, technique, skill clarity, and execution.

A member may submit only one entry in this competition. The entry consists of a tape recording of the composition accompanied by the musical score. **A sheet including the author's name, chapter, and college should accompany entries.**

The composer is not required to play the composition personally for the tape recording.

Send two copies. Entries are sent by e-mail or fax to the Regional Coordinator by February 17, 2017.

This award is \$50.00 and a certificate. Honorable mention selections may be named from worthy entries.

MINN-KOTA VIDEO ARTS AWARD

This Award is presented to the member whose original video composition is judged most outstanding for the current year. Judges will consider creativity, technique, skill, clarity, and execution.

A member may submit only one entry in this competition. The entry consists of a video recording submitted on a DVD or flash drive. **A sheet including the artist's name, chapter, and college should accompany the entry.**

Send two copies. Entries are sent by e-mail or fax to the Regional Coordinator by February 17, 2017.

This award is \$50.00 and a certificate. Honorable mention selections may be named from worthy entries.

MINN-KOTA ALUMNI / ADMINISTRATOR AWARD

One Phi Theta Kappa alumni, alumni advisor, or college administrator will be recognized for long-term, exemplary contributions to Phi Theta Kappa and its membership at the local, regional or international level. This is a lifetime award and will be given only once.

ENTRY REQUIREMENTS:

1. Each chapter or alumni association may submit one nomination for the Alumni/Administrator Award.
2. In an essay of 500 words or less, describe ways the nominee embodies and promotes the alumni mission to support the people, programs and priorities of the Phi Theta Kappa Society. The essay must be typed and double-spaced. The essay should consist of (1) a thesis paragraph giving an overview of the member's contributions to the chapter's, Alumni Association's, Region's, or Society's goals; (2) several supporting paragraphs; and (3) a conclusion. The essay should explain how the member contributed to the chapter's, Alumni Association's, Region's, or Society's objectives, accomplishments, and growth. Contributions may either reflect the current year or an accumulation of steady commitment and support.
- 3a. For Phi Theta Kappa Alumni Association Members, letters of recommendation are required from (1) either an advisor, alumni advisor or Regional Coordinator and (2) either a chapter officer, Alumni Association officer, regional officer, or association member. Letters should cite how the nominee has provided on-going leadership to the Alumni Association and provided positive influence for individual development.
- 3b. For Alumni Advisors, letters of recommendation are required from (1) an Alumni Association officer and (2) an Alumni Association member. Letters should cite how the alumni advisor has provided on-going leadership to the Alumni Association and provided positive influence for individual development.
- 3c. For College Administrators, letters of recommendation are required from (1) either an advisor, alumni advisor, or Regional Coordinator and (2) either a chapter officer, Alumni Association officer, regional officer or alumni member. Letters should cite how the college administrator has supported the Phi Theta Kappa Alumni Association on campus and in the community.
4. Please do not submit additional materials with the award entry.

This award is the convention registration for the current International Convention. The award is non-transferable.

Use the following format for a cover page:

Minn-Kota Alumni / Administrator Award

Name of Nominee: _____

Year of Induction / Administration Start Date: _____

Chapter Name: _____

Local Alumni Association (if applicable): _____

Name of College: _____

Signature of Nominator _____ *Date* _____

REGIONAL AND INTERNATIONAL INDIVIDUAL DUAL ENTRY AWARDS

MINN-KOTA DISTINGUISHED CHAPTER OFFICER AWARD

Distinguished Chapter Officers are selected on the basis of the recipients' demonstration of leadership in Hallmark and other activities, involvement in chapter and regional programs, and positive influence on chapter officer(s) or member(s). A student may receive this award only once. As many as three Minn-Kota Distinguished Chapter Officers may be named. A Chapter may nominate **two** individuals for this award.

Selection is based on scoring at International of the nomination consisting of the required elements listed on the Phi Theta Kappa website at <http://www.ptk.org>. The regional award is a plaque.

MINN-KOTA DISTINGUISHED CHAPTER MEMBER AWARD

The Minn-Wi-Kota Distinguished Members are selected on the basis of how and how much a student has distinguished himself or herself, plus a student's contributions to the Hallmark and other activities of the Society, as well as positive impact on one or more members. Chapter presidents and other currently serving chapter officers may not be nominated for this award. Team leaders or committee chairpersons may be nominated for this award, if their leadership position is by appointment not election. A student may receive this award only once. As many as three Minn-Kota Distinguished Members may be named. A Chapter may nominate only **one** individual.

Selection is based on scoring at International of the nomination consisting of the required elements listed on the Phi Theta Kappa website at <http://www.ptk.org>. The regional award is a plaque.

MINN-KOTA ADVISOR AWARDS

Award-winning advisors are those who make significant contributions to the growth of the individual members, serve as the chapter's advocate on campus, and encourage the chapter to be involved on the local, regional and/or international levels of the organization. Years of service will be based upon the advisor's start date reported to Phi Theta Kappa Headquarters.

Selection is based on scoring at Phi Theta Kappa Headquarters of the nominations consisting of the required elements listed on the Phi Theta Kappa website at <http://www.ptk.org>.

The Advisor Awards packets consist of **two** nominations:

- One from a **chapter officer or current member**, responding to the 3 categories of information listed on the Nomination Form, and
- One from a **College President, Campus CEO, Administrator**, citing their knowledge of the advisor's ability to serve as a student mentor and as an advocate of the chapter on campus.

PARAGON AWARDS FOR NEW ADVISORS

- Advisors with less than four years of service.
- An advisor may receive this award only once.
- The Paragon Award recipients will receive an International Convention Scholarship and a plaque.

DISTINGUISHED ADVISOR AWARD

- Advisors with at least four or more years of service.
- An advisor may receive this award only once.
- The Distinguished Advisor Award recipients will receive Honors Institute Scholarships.

CONTINUED EXCELLENCE AWARD FOR ADVISORS

- Advisors must have already received the Distinguished Advisor Award. Once an advisor has received the Distinguished Advisor Award, he/she will be eligible for the Continued Excellence Award for Advisors the following year.
- Advisors are eligible to win this award every other year.
- The Continuing Excellence Award for Advisors recipients will receive Honors Institute Scholarships.

An advisor may receive either the Distinguished Advisor Award or the Continues Excellence Award for Advisors at the regional level only **once within a five-year period** and must use the scholarship **within two years** following receipt of the award. The scholarship is non-transferable.

MINN-KOTA CHAPTER AWARDS

FIVE STAR CHAPTER DEVELOPMENT AWARDS

To participate in the Five Star Chapter Development Awards, a chapter must follow these simple steps:

- Register the chapter on the Phi Theta Kappa website (www.ptk.org)
- Update the chapter's progress on the Phi Theta Kappa website periodically. All the dates are somewhat flexible, **except** the last one, which must be firm in order to determine levels for awards at Regional Conventions. See www.ptk.org for online reporting deadline details.

Any active chapter is already doing what it takes to get to at least one of these Star levels, so why not get recognized for it?

Recognition for Five Star Chapter Development Accomplishments:

Local—A letter will be mailed to your college president citing the significance of the chapter's level of achievement in the Five Star Chapter Development Program.

Regional—The Regional Coordinator or a Headquarters representative will present the Five Star Award certificate to your chapter during the Region's annual awards presentation.

International—The names of all chapters participating in the Five Star Chapter Development Program and their levels of achievement will be featured in the Region's Directory on Phi Theta Kappa's website.

MINN-KOTA CHAPTER YEARBOOK AWARD

This award is presented to the chapter whose yearbook best records chapter activities and programs for the regional year.

A chapter may submit only one yearbook for judging. Each yearbook must illustrate the chapter's activities in the area of the four hallmarks of Scholarship, Leadership, Service, and Fellowship, as well as showing the chapter's involvement with the current Honors Study Topic.

Once a yearbook is submitted for judging, no more additions or changes may be made. Each yearbook will receive a rating in each of the above six criteria. Winners will be determined by a point value of 1-5, with 5 being excellent, assigned to each criterion. No single criterion has a higher point value than any other.

Yearbooks are brought to and judged at the Minn-Kota Annual Convention.

This award is \$100.00 and a plaque for the winning chapter.

Complete the entry form (on the next page) to bring with your yearbook.

Chapter Yearbook Award

(Rubric Updated 10.2012)

Chapter _____

College _____

Format (Circle One): Video Print

Overall Rating

- 1 = poor
- 2 = fair
- 3 = good
- 4 = very good
- 5 = excellent

Category	1	2	3	4	5
1. Visual appeal/presentation (that may include use of an overall theme, color scheme, design elements, etc.)					
2. Comprehensiveness of contents					
3. Organizational pattern is clear and appropriate (chronological, topical, spatial, etc.)					
4. Textual descriptions are comprehensive (including headings, body copy, text, cutlines, dates, or other identifiers)					
4. Presentation of materials: a. Clarity b. Neatness d. Creativity/Originality					
TOTAL					

Judge _____

MOST DISTINGUISHED CHAPTER AWARD

The Most Distinguished Chapter is selected based on the ranking achieved from scoring at Phi Theta Kappa Headquarters on the chapter's entries in both Honors in Action and College Project Hallmark Award competitions. A chapter must submit entries to both the Honors in Action and the College Project to qualify for this award. **No extra formal entry is required.**

The Most Distinguished Chapter Award recipient will receive an Honors Institute Scholarship and a plaque.

DISTINGUISHED CHAPTER AWARDS

The Distinguished Chapters are selected based on the ranking achieved from scoring at Phi Theta Kappa Headquarters on the chapter's entries in both Honors in Action and College Project Hallmark Award competitions. The top three runners-up to Most Distinguished Chapter will receive the Distinguished Chapter Award. A chapter must submit entries to both the Honors in Action and the College Project to qualify for this award. **No extra formal entry is required.**

The Distinguished Chapter Award recipients will receive an Honors Institute Scholarship and a plaque.

MINN-KOTA SPIRIT AWARD

This award is presented to the chapter that has shown the greatest enthusiasm or renewal of enthusiasm for Phi Theta Kappa programs at local and regional levels.

This award is presented to:

- 1) A very new chapter or
- 2) An established chapter (one that has been at Level 2 or below in the Five Star Chapter Development Program).

No formal entry is required. Selection is based on the Five Star Chapter updates, chapter involvement in the Region, and the chapter's entries in the Hallmark Awards competitions.

The chapter selected for the Spirit Award will receive a Phi Theta Kappa Annual Convention Scholarship and a plaque.

HONORS INSTITUTE & PHI THETA KAPPA ANNUAL CONVENTION SCHOLARSHIPS

The Most Distinguished Chapter and three runners-up for Most Distinguished Chapter, according to the rankings achieved from scores in the Hallmark Awards will receive Scholarships for the International Honors Institute. The Most Distinguished Chapter will receive the scholarship awarded by International Phi Theta Kappa. Minn-Kota will award scholarships for first, second, and third runners up. Minn-Kota also funds Phi Theta Kappa Annual Convention scholarships for the Paragon Award and the Spirit Award. The recipients of the Distinguished Advisor Award and Continuing Excellence Award will be awarded Honors Institute Scholarships.

REGIONAL AND INTERNATIONAL CHAPTER

DUAL ENTRY AWARDS

HONORS IN ACTION HALLMARK AWARDS

The Hallmark Honors in Action Awards, based on competitively-judged applications that address an element of the Honors Study Topic in the following ways:

- Honors in Action projects incorporate each of Phi Theta Kappa's four Hallmarks:
 - Scholarship,
 - Leadership,
 - Service, and
 - Fellowship
- Honors in Action projects require substantive investigation of issues related to the Society's Honors Study Topic to provide direction and supporting evidence as members and chapters develop goals and activities. Based on that evidence, Honors in Action projects require taking the initiative and using or developing significant leadership abilities to make a positive difference through service. The current [Phi Theta Kappa Honors Program Guide](#) is a primary resource for developing and implementing Honors in Action Projects.

Judging rubrics to guide project development are on the Phi Theta Kappa website at <http://www.ptk.org>.

International Awards: The top 50 entries AND as many as 3 entries in each of the 10 issues from the Honors Program Guide will be selected for a maximum total of 80 Honors in Action Awards at the International Level.

Regional Awards: The top chapters in the Region will receive a plaque of recognition at the Minn-Kota Annual Convention.

NOTE: This single project and report replaces the individual Hallmark project reports from previous years.

COLLEGE PROJECT HALLMARK AWARDS

The Hallmark College Project Awards are based on the work a chapter does to plan, develop, and carry out a project for the college, as described in Level Three of the Five Star Chapter Development Plan. The purpose of the College Project is to establish a supportive relationship between the chapter and the college administration. The chapter should meet with the college president (or other appropriate administrator) to determine the College Project, which can be anything that supports the college's mission.

Judging rubrics to guide project development are on the Phi Theta Kappa website at <http://www.ptk.org>.

International Awards: As many as 25 chapters may receive the College Project Award at the International Level.

Regional Awards: The top chapters in the Region will receive a plaque at the Minn-Kota Annual Convention.

International Administrator Awards

See <https://www.ptk.org/Programs/HallmarkAwards.aspx> for deadline details.

SHIRLEY B. GORDON AWARD OF DISTINCTION

College presidents, other campus chief executive officers and state community and technical college directors are selected for this award on the basis of outstanding efforts given toward promoting the goals of Phi Theta Kappa. Applications cite specific ways the president has demonstrated support for the chapter and the Society as a whole. The recipients must agree to attend the Phi Theta Kappa Annual Convention. As many as 25 of these awards may be presented. *A college president or campus CEO may receive this award only once.*

This nomination is a wonderful way to honor a college president who is especially supportive of Phi Theta Kappa on campus. Their attendance at the awards ceremony with other college presidents at the Phi Theta Kappa Annual Convention is a valuable way for them to network and find out what other presidents are doing to support their chapters, to bring back new ideas of ways to work with you in your chapter activities.

The nomination will be submitted online. A description is available on the Phi Theta Kappa website at <http://www.ptk.org>.

MICHAEL BENNETT LIFETIME ACHIEVEMENT AWARD

Bennett Lifetime Achievement Awards will be presented to campus presidents and CEOs at two-year or senior institutions and state community college directors who have been supportive of Phi Theta Kappa and **are retiring** from their careers. Criteria will be the same as for the Shirley B. Gordon Awards of Distinction listed above, with the exception of the retirement requirement. Recipients are **not** required to attend the Phi Theta Kappa Annual Convention in order to receive their awards. The Bennett Awards will not be presented during the Convention, but will be sent directly to the advisor of the nominating chapter for presentation during an appropriate occasion. An unlimited number of these awards may be given.

This nomination is a great way to honor a retiring president who has been supportive of your chapter. It is an award that could be presented at a campus retirement celebration, so the honor is more public and your chapter is seen as something this president valued.

The nomination will be submitted online. A description is available on the Phi Theta Kappa website at <http://www.ptk.org>.

DISTINGUISHED ADMINISTRATOR AWARDS

The Distinguished Administrator Awards will be awarded to community college vice presidents, deans, or leaders other than college presidents/CEOs serving a community college in an administrative capacity. Nominees should have served in their position for at least two years as of the Phi Theta Kappa Annual Convention, and should have demonstrated during their tenure a strong level of support for the Society. Awards will be presented at the Phi Theta Kappa Annual Convention to recipients who choose to attend, but may also be sent directly to the advisor of the nominating chapter for presentation during an appropriate occasion. Up to 25 Distinguished Administrator Awards may be presented each year at the Phi Theta Kappa Annual Convention. A college administrator may receive this award only once.

This award recognizes administrators other than the college president who are often very supportive of Phi Theta Kappa chapters. Take advantage of this opportunity to honor and recognize one of your campus administrative supporters.

The nomination will be submitted online. A description is available on the Phi Theta Kappa website at <http://www.ptk.org/hallmarks/awards.htm>

DISTINGUISHED STATE COMMUNITY COLLEGE DIRECTOR AWARDS

The Distinguished State Community College Director Awards will recognize the contributions of heads of state community college systems. Entries for this award will demonstrate the State Community College Director's support of Phi Theta Kappa throughout his/her state during his/her term of service. Entries may be submitted by a chapter, chapter advisor, or Regional Coordinator. The recipients must agree to attend the Phi Theta Kappa Annual Convention. An unlimited number of these awards may be presented. A State Community College Director may receive this award only once.

This award is to expand the recognition beyond our individual campuses. A college or the whole Region can nominate this person.

The nomination will be submitted online. A description is available on the Phi Theta Kappa website at <http://www.ptk.org>.