

THE HONOR SOCIETY OF PHI KAPPA PHI
Augusta State University
Chapter (#166)

Master Calendar and Checklist
by Committee by Month
Academic Year July 1 to June 30

(Revised September 2006)

JULY

- 1 **Executive Committee:** Meet to plan committee charges for the year
- 2 **Program Committee:** Advance planning for A-Day Symposium and Arsenal Speaker Series
- 3 **Finance Committee:** File financial reports with PKP headquarters
- 4 **Communications Committee:** Make sure all new members are in e-mail group and on other rosters
- 5 **Student Conference Committee:** n/a
- 6 **Nominations I (Faculty, staff, alumni) Committee:** n/a
- 7 **Nominations II (Student records; student initiation) Committee:** n/a
- 8 **Scholarships, Fellowships, Awards Committee:** n/a
- 9 **Initiation and Banquet Committee:**
9.1 Check the date of the Honors Convocation with Director of Student Activities. Forward date to Program chair (i.e., the president-elect). Usually the convocation is held on the third Friday in March at 7:00pm. The annual initiation of new members into Phi Kappa Phi will occur earlier on the same day in the Jaguar Student Center Ballroom – at 5:00pm or 5:30pm depending on the location of the Honors Convocation (PAT or CFH), with a banquet to follow.

AUGUST

1. **Executive Committee:**
 - 1.1 Confirm committee assignments; call-for-volunteers; preview the academic year.
2. **Program Committee:**
 - 2.1 Except for student conference and initiation/banquet, confirm room reservations and details for chapter programs for the academic year. Alert Communications Committee chair if any discrepancies arise.
3. **Finance Committee:**
 - 3.1 Prepare audit of immediately prior financial/academic year and budget for current year.
4. **Communications Committee:**
 - 4.1 Forward year's program info to Public Relations office, chapter members, and to faculty,

- staff, and students.
- 4.2 Promote all up-coming events.
- 5. **Student Conference Committee:**
- 5.1 Remind ASU faculty, staff, and administrators of upcoming conference in spring semester.
- 6. **Nominations I (Faculty, staff, alumni) Committee:** n/a
- 7. **Nominations II (Student records; student initiation) Committee:** n/a
- 8. **Scholarships, Fellowships, Awards Committee:** n/a
- 9. **Initiation and Banquet Committee:**
 - 9.1 Get schedules of initiation committee members and set up meeting for late August/early September if there is any business to be brought to chapter or if procedures need to be revised. (This can be determined by e-mail to committee members.)

SEPTEMBER

- 1. **Executive Committee:** Meet before first meeting of year to set agenda.
- 1.1 **Chapter Treasurer:** Prepare list of affiliated chapter members (those who have been elected, initiated and have paid their local and national dues for the current year, July 1 to June 30). This list is needed to determine eligibility to vote on chapter affairs.
- 2. **Program Committee:**
- 2.1 Final preparation for A-Day Symposium
- 3. **Finance Committee:** n/a
- 4. **Communications Committee:**
- 4.1 Promote A-Day Symposium and Arsenal Speaker Series
- 5. **Student Conference Committee:**
- 5.1 Meet, decide on date, and issue call-for-abstracts.
- 5.2 Reserve rooms and facilities.
- 6. **Nominations I (Faculty, staff, alumni) Committee:**
- 6.1 Issue call-for-nominations.
- 7. **Nominations II (Student records; student initiation) Committee:**
- 7.1 May want to do student records test run during Fall semester.
- 8. **Scholarships, Fellowships, Awards Committee:** n/a
- 9. **Initiation and Banquet Committee:**
- 9.1 Send room reservations and work requests by the end of the third week of fall semester (i.e., early September). Keep copies of all forms sent.
- 9.2 Reserve room in Jaguar Student Activities Center near Ballroom to use as a robing room for the initiation, which usually falls on the third Friday in March. By early September reservations are done via the Student Activities website <http://spots.aug.edu/ressnet/gridpage.asp>.
- 9.3 Also by early September contact the Director of Food Services about catering for the event.
- 9.4 Early September: send a work request to have the banquet tables and chairs and the

chairs, podium, etc., set up for the ceremony. Attach a diagram. The form and diagram go to Physical Plant with a copy to Student Activities.

- 9.5 Early September: request for audio set up (microphone, amp, and speakers) for the initiation ceremony to the Director of Media Services (x 4825 maxton@aug.edu). Ask for a technician to operate microphone and speakers during the ceremony.

OCTOBER

1. **Executive Committee:** Meet, review chapter affairs.
- 1.1 **Chapter Secretary:** Order chapter supplies: permanent record of election cards, emblems, medallions, brochures of the society, window decals, jewelry brochures, certificate envelopes, and blank certificates (the latter if we are going to have them printed locally). Certificates for those students receiving the class awards at the Honors Convocation should also be ordered at this time. Also order forms, including initiation forecast, certificate order forms, and transmittal checklist. Supply orders are sent to the national office. The plastic badge with card inserted is better because, unlike the sticky name tags, it does not leave residue on the robes.
- 1.2 **Chapter Secretary:** Send in an initiation forecast, including inventory of emblems on hand.
2. **Program Committee:**
 - 2.1 Host October A-Day Symposium and Arsenal Speaker Series event
3. **Finance Committee:** n/a
4. **Communications Committee:**
 - 4.1 Promote and document October events.
5. **Student Conference Committee:**
 - 5.1 Meet, decide on program.
6. **Nominations I (Faculty, staff, alumni) Committee:**
 - 6.1 Review nominations from members.
 - 6.2 Check with national membership rolls to ensure that proposed initiates have not already been initiated by another chapter (but let their active membership lapse). Contact PKP Headquarters at chapters@phikappaphi.org. Expect turnaround time of a couple of days or so.
7. **Nominations II (Student records; student initiation) Committee:** n/a
- 8 **Scholarships, Fellowships, Awards Committee:** n/a
- 9 **Initiation and Banquet Committee:** n/a

NOVEMBER

1. **Executive Committee:** Meet, review chapter affairs.
- 1.1 **President:** Call and host fall chapter meeting for week after Thanksgiving. (One agenda item is to discuss and vote on Nominations I Committee recommendations. Vote on banquet arrangements and menu for spring.)
- 1.2 **Secretary:** Prepare list of proposed faculty/staff/alumni initiates with Nominations I committee, to be voted on at chapter meeting this month (fall meeting).

2. **Program Committee:**
 - 2.1 Host *November Forum*.
3. **Finance Committee:**
 - 3.1 Present audited accounts for immediately preceding financial/academic year to chapter membership at chapter meeting this month (Fall meeting).
4. **Communications Committee:**
 - 4.1 Promote and document *November Forum*.
5. **Student Conference Committee:**
 - 5.1 Meet, finalize program outline.
6. **Nominations I (Faculty, staff, alumni) Committee:**
 - 6.1 Forward committee's list of proposed new initiates to chapter secretary for distribution to membership and chapter approval at membership meeting the week after Thanksgiving.
 - 6.2 Committee's work done; members may volunteer to join other committees for the Spring term.
7. **Nominations II (Student records; student initiation) Committee:** n/a
8. **Scholarships, Fellowships, Awards Committee:** n/a
9. **Initiation and Banquet Committee:**
 - 9.1 Ask music faculty to arrange for musical entertainment for initiation ceremony. In addition to performing, ask if they are willing to tune the piano beforehand.
 - 9.2 Go through robes to see how many, if any, need to be retired and replaced. Order replacements via chapter secretary.
 - 9.3 **Initiation/Banquet Committee and Chapter Secretary:** Prepare reply forms for initiates and for chapter members.
 - 9.4 **Initiation/Banquet Committee and Chapter Secretary:** Buy paper for programs for initiation ceremony.
 - 9.5 Get menu information so that chapter can vote on banquet menu during the fall chapter meeting. This will enable the secretary and the treasurer to set a price for the banquet which includes add on to cover meals paid for by chapter and any other expenses, such as taxes, tip, and linen charges, if these are not covered in the figure computed by the Director of Food Services. Although this seems early, it is important to have this information before the end of Fall semester, because it is essential information to be included in letters of invitation to initiates.

DECEMBER

- 1 **Executive Committee:** n/a
- 2 **Program Committee:** n/a
- 3 **Finance Committee:** n/a
- 4 **Communications Committee:** n/a
- 5 **Student Conference Committee:** n/a
- 6 **Nominations I (Faculty, staff, alumni) Committee:** n/a
7. **Nominations II (Student records; student initiation) Committee:**

- 7.1 Get copies of Spring schedules for members of the Committee. Set up schedule for Committee's work. Set date and time of their first meeting in Spring and call the meeting.
- 7.2 Run program WGNS132 on Banner after grades are posted.
- 8. **Scholarships, Fellowships, Awards Committee:** n/a
- 9. **Initiation and Banquet Committee:**
- 9.1 Get copies of spring schedules for members of the Initiations Committee. Set up schedule for Committee's work. Set date and time of their first meeting in Spring and call the meeting.

JANUARY

- 1. Executive Committee: Meet, review chapter affairs.
- 1.1 Meet, review chapter affairs.
- 1.2 **Secretary:** Prepare list of proposed student initiates with Nominations II (students) committee, to be voted on at Spring chapter meeting.
- 1.3 **Secretary:** Prepare and sign letters for student initiates from list generated by Nominations II Committee. Make sure all dates and amounts of money are correct (check with Treasurer and chair of initiation/banquet committee). Make the reply date fairly early, to allow time for getting certificates printed.
- 1.4 **Secretary:** As in 1.3: Prepare and sign letters for faculty, staff, and alumni initiates, as approved at the November chapter meeting.
- 1.5 **Secretary:** Stuff every envelope with letter of invitation, 2 Permanent Record of Election (PRE) forms (write the chapter number, #166, on the forms), brochure, reply form, and instructions on completing the PRE form.
- 1.6 **Secretary:** Update tap speech, print and make copies for all faculty tapping.
- 1.7 **Secretary:** Put together packages, sorted by departments and schools, to be delivered before tapping: the letter of invitation; the initiate's schedule; and the tap speech. Deliver all materials to a chapter member in each department or school.
- 1.8 **Secretary:** Forward list of names of initiates to Office of the VPAA, Dean of Students and Registrar for inclusion in the ASU graduation program and ceremony.
- 1.9 **President:** Call and hold chapter meeting for late January. Arrange tapping schedule at meeting. Hold chapter officer elections, as needed, detailed in the chapter bylaws (effective as from July 1 following the Spring meeting).
- 1.10 **All chapter members:** Tap new initiates (late January, early February).
- 1.11 **Secretary:** Distribute letters within a day or so of chapter meeting. Order printed certificates for any special award.

2. **Program Committee:**

2.1 Host *January Forum*.

3. **Finance Committee:** n/a

4. **Communications Committee:**

4.1 Promote and document *January Forum*.

4.2 To generate some excitement and to make sure that potential initiates have some advance information, send article to *Bell Ringer* about the Honor Society and up-coming tapping.

4.3 Arrange for a photographer at a tapping or two.

5. **Student Conference Committee:**

5.1 Review committee receives abstracts.

6. **Nominations I (Faculty, staff, alumni) Committee:** n/a

7. **Nominations II (Student records; student initiation) Committee:**

7.1 Distribute copies of printout of eligible students (and their class schedules) to committee members, and divide up list/duties among committee members. List should be pre-approved by chairs/deans by the end of the first or second week of classes (see 7.2).

7.2 Send out letters (or e-mail for faster response) to department heads, deans, and the vice president for academic affairs to ask whether they will recommend the candidates listed. Get these back by return (e)mail.

7.3 Forward committee's list of proposed new initiates to chapter secretary for distribution to membership and chapter approval at January chapter meeting.

8. **Scholarships, Fellowships, Awards Committee:** n/a

9. **Initiation and Banquet Committee:** n/a

FEBRUARY

1. Executive Committee:

1.1 **Secretary:** Check Permanent Record of Election (PRE) cards to be sure that both cards are filled out completely for each initiate (faculty, student, and alumni). Stamp the secretary's signature on each card.

1.2 **Secretary:** Make a continuing, alphabetized list of those who accept the invitation. Check spelling and preferred name against the PRE forms. This list, used for the Honors Convocation Program, must be completed and sent to Student Activities, with a copy to Katherine Sweeney, Registrar. The deadline set by the Honors and Awards Committee is usually six weeks prior to the date of the Honors Convocation (check with Registrar).

1.3 **Secretary:** Send a copy of the list above (#1.2) to the printer to have certificates printed; it is suggested to use the national office as printer. Send information for class honors certificates to the printer at the same time. The certificates may also be printed locally.

1.4 **Secretary:** Use the list in #1.2 for the program for the Phi Kappa Phi initiation ceremony.

1.5 **Secretary:** Call or e-mail faculty who know students who have not responded to encourage those students to accept the invitation.

1.6 **Secretary/Communications Committee:** Get each initiate's address record (including email) from the initiation form and update master e/ mailing list.

1.7 **Secretary:** If banquet tickets are printed, give each initiate the appropriate banquet tickets, or send banquet tickets to each initiate. An alternative is to check initiates, guests and families in at the door the evening of the initiation.

2. Program Committee:

3. Finance Committee:

3.1 For new initiates: Make up bank deposit each day, stamping checks with chapter account number. Periodically transfer receipt totals to the Phi Kappa Phi Main Account. Or wait and transfer the whole at on time.

3.2 For new initiates: Begin a new account on Quicken: Initiation 2001, for example.

3.3 For new initiates: Enter receipts for banquet and initiation fees on Quicken Initiation account each day. Use SPLITS to divide money between banquet and initiation fees. Under MEMO record number of banquet reservations paid for. NOTE: Traditionally, the chapter pays for the meal for each faculty initiate; thus we need to include that meal in the reservation count. Also, faculty should pay for student initiates.

3.4 For existing chapter members: Make up bank deposit each day, stamping checks with chapter account number. Enter receipts for banquet on Quicken Initiation account each day. Under MEMO record the number of banquet reservations paid for. Periodically transfer receipt totals to the Phi Kappa Phi Main Account.

4. **Communications Committee:**

4.1 Promote and document *February Forum*.

4.2 Update chapter member master-e/ mailing list (with chapter secretary).

5. **Student Conference Committee:**

5.1 Review committee processes abstracts and informs students and mentors of its decisions.

5.2 Finalize details for conference next month.

6. **Nominations I (Faculty, staff, alumni) Committee:** n/a

7. **Nominations II (Student records; student initiation) Committee:** n/a

8. **Scholarships, Fellowships, Awards Committee:** n/a

9. **Initiation and Banquet Committee:**

9.1 In conjunction with Treasurer/Secretary, keep a running count of the number of banquet reservations.

9.2 Ask ASU President Dr. Bloodworth if he is willing to give special awards at the

- ceremony.
- 9.3 Check to see whether the chapter president will address the chapter. Sometimes the fellowship nominee has done so.
 - 9.4 Follow up on the musical entertainment for the ceremony. Find out who will perform what music.
 - 9.5 Enter the names of initiates into the program.
 - 9.6 Check to see who will conclude the ceremony by saying grace for the meal (or in some other way). Enter the name into the program.
 - 9.7 Print the program, proof it twice, and send with our paper to the copy center to have copies printed and folded.
 - 9.8 Frame certificates for any special award.
 - 9.9 Send class honors certificates to be printed, if this has not been done already.

MARCH

1. **Executive Committee:**
 - 1.1 **Secretary:** Continue to process replies from chapter members.
2. **Program Committee:** n/a
3. **Finance Committee:**
 - 3.1 **Treasurer:** Continue to process replies from chapter members.
4. **Communications Committee:**
 - 4.1 Promote and document *ASU Student Research and Fine Arts Conference*.
 - 4.2 Promote and document *Initiation Ceremony and Banquet*.
5. **Student Conference Committee:**
 - 5.1 Host *ASU Student Research and Fine Arts Conference*.
6. **Nominations I (Faculty, staff, alumni) Committee:** n/a
7. **Nominations II (Student records; student initiation) Committee:** n/a
8. **Scholarships, Fellowships, Awards Committee:** n/a
9. **Initiation and Banquet Committee:**
 - 9.1 Host *Initiation Ceremony and Banquet*.
 - 9.2 Request Phi Kappa Phi volunteers (in the past, students have volunteered) for help with the setup on the day of the ceremony. Set-up begins at 1:00pm that afternoon; ceremony at 4:30pm, banquet at 6pm, Honors Convocation at 8pm. (If Honors Convocation time changes, adjust other times accordingly.)
 - 9.3 Call the Director of Food Services with a tentative banquet count. Include any guest of the chapter (e.g., the musicians who entertain at the ceremony, the regional vice president, if that person is visiting the chapter at this time). Treasurer and secretary confer.
 - 9.4 **With Secretary:** Make up name tags for initiates (purchase pinned tags; the sticky tags damage the robes). Then, sort tags by height and put into envelopes. For example one envelope contains 5'2"-5'4", another 5'5 – 5'7, and so on.
 - 9.5 **With Secretary:** Send by mail or e-mail information to initiates about the evening coming up: what to wear, what to expect at the initiation ceremony and

- at the honors convocation.
- 9.6 **With Secretary:** Before hanging robes, take old sheets and cover topic room board. To speed the process, divide initiates' replies by height, then put their name tags together in assorted manila envelopes (ex. 5' -5'4, 5'5- 5'9, and so on). Hang the robes on the board and sort them by height. Then, put name tags on them. Alphabetize robes for ease of giving to initiates. Post paper signs designating letters of the alphabet for each hanging group.
 - 9.7 **With Secretary:** Double-check to be sure room reservations, arrangements for setting up audio, stage, chairs, banquet tables for initiates and guests, etc., are in order.
 - 9.8 **With Secretary:** Collect materials for the ceremony: The easel on which to display the charter; the stand from which the banner is hung); any special awards which have been framed (from framers); charter (from Reese Library); and banner.
 - 9.9 **With Secretary:** Get initiates' certificates, class honors certificates, and other special awards certificates signed by chapter president. The chapter secretary also signs the certificates for class honors.
 - 9.10 **With Secretary:** Put names on certificate envelopes.
 - 9.11 **With Secretary:** Stuff each certificate envelope with the following: signed certificate; a copy of the program for the ceremony; and a car window decal. The emblem (pin, tie tag, or charm) requested by initiate on initiation form should be taped to the certificate envelope in the same corner for each envelope (so that the envelopes can be arranged for distributing at the ceremony).
 - 9.12 **With Secretary:** Deliver the class awards certificates to Katherine Sweeney, Registrar, NO LATER THAN THE DAY BEFORE THE HONORS CONVOCATION.
 - 9.13 **With Secretary:** Count out medallions – one per initiate – and take them out of their plastic bags.
 - 9.14 **With Secretary:** Print and copy script for ceremony and deliver copies to all who will participate on the platform.
 - 9.15 **With Secretary:** Take robes to JSAC meeting room and lock up. (THE DAY BEFORE THE CEREMONY.)
 - 9.16 **With Secretary:** Take scripts, certificate envelopes, medallions, programs to meeting room and lock up. Also take materials collected (charter, etc.) to meeting room (2 or 3, depending on reservation) in JSAC. (THE DAY BEFORE THE CEREMONY.)
 - 9.17 **With Secretary:** Go to JSAC Ballroom to supervise set-up for ceremony. Usually starts about 1:00pm. (THE DAY OF THE CEREMONY.)
 - 9.18 **With Secretary:** Make sure piano is tuned and positioned (volunteers can help with this). Certificates are spread out on a table or the stage (anywhere convenient) in alphabetical order, ready to be handed out.
 - 9.19 **With Secretary:** After ceremony, gather up things from cafeteria and lock them in the JSAC meeting room reserved for PKP to be collected Saturday morning, or take them back to the PKP Office in the Library.

APRIL

1. **Executive Committee:** n/a
2. **Program Committee:**
 - 2.1 Host *April Forum*.
3. **Finance Committee:**
 - 3.1 Pay banquet charges and charge for public safety officer (if required), out of chapter funds.
 - 3.2 Reimburse banquet committee for any expenses incurred for banquet decorations.
 - 3.3 **With Secretary:** Forward initiation fees, less chapter dues, to the national office of Phi Kappa Phi, along with a list of initiates, one copy of the initiation paperwork per initiate, and a completed transmittal checklist.
4. **Communications Committee:**
 - 4.1 Promote and document *April Forum*.
 - 4.2 In cooperation with chapter **Secretary and Treasurer** and the staff at National Headquarters, keep, maintain, and update master membership list (name, address, phone, email, status [faculty, staff, alumni, student, other] of active and non-active chapter members.
5. **Student Conference Committee:** n/a
6. **Nominations I (Faculty, staff, alumni) Committee:** n/a
7. **Nominations II (Student records; student initiation) Committee:** n/a
8. **Scholarships, Fellowships, Awards Committee:** n/a
9. **Initiation and Banquet Committee:** n/a

MAY/JUNE

All committee chairs: provide feedback and suggestions to chairs a/o Executive Committee.

1. **Executive Committee:**
 - 1.1 Early May: set up dates and details for chapter events and chapter meetings (including potential agenda items) for the next academic year (Fall and Spring).

FALL

August *Forum* _____ (Date)

September *Forum* _____ (Date)

October *Symposium* _____ (Date)

November *Forum* _____ (Date)

November *Chapter Meeting* _____ (Date)

SPRING

January *Forum* _____ (Date)

January *Chapter Meeting* _____ (Date)

February *Forum* _____ (Date)

March *Student Conference* _____ (Date)

March *Initiation and Banquet* _____ (Date)

April *Forum* _____ (Date)

1.1 **President/Treasurer/Secretary/Public Relations Officer:** Reports to National Headquarters: Activities Report, Financial Report, Chapter Officer List – all due June 15.

2. **Program Committee:** Except for student conference and initiation/banquet reserve rooms and forward all details to Communications Committee chair.

Finance Committee: Prepare Financial Report for National Headquarters (via chapter president); due May 30 (to National June 15)

Communications Committee:

1.2 Post dates and details for next academic year on chapter web site. Forward info to Public Relations.

1.3 Prepare Activities Report for National Headquarters (via chapter president); may simply be continuous maintenance of web site documenting our activities; due May 30 (to National June 15)

2 **Student Conference Committee:** n/a

3 **Nominations I (Faculty, staff, alumni) Committee:** n/a

4 **Nominations II (Student records; student initiation) Committee:** n/a

5 **Scholarships, Fellowships, Awards Committee:** n/a

6 **Initiation and Banquet Committee:** n/a **All members:** Kick back and relax.