

# Calendar of Events

# **2022-2023 Phi Theta Kappa Carolinas Region Calendar**

**2022 PTKWay**

October 1, 2022

Virtual

**2022 Carolinas Region Leadership Conference**

October 21-23, 2022

Orangeburg-Calhoun Technical College

&

Hotels

Orangeburg, South Carolina

**Honors Case Study Challenge Deadline**

November 1, 2022

**Administrator Hallmark Award Submission Deadline**

5pm CST, December 7, 2022

**Individual Hallmark Awards Submission Deadline**

(Member, Officer, Team, and Advisor Awards)

5pm CST, January 11, 2023

**Chapter Hallmark Awards Submission Deadline**

(Honors in Action, College Project)

5pm CST, January 18, 2023

**2023 Carolinas Regional Convention**

March 17-19, 2023

Doubletree Columbia

Columbia, South Carolina

**2023 Carolinas Region Honors Institute**

July 21-23, 2023

NC Wesleyan University, Rocky Mount, NC

## Sample Advisor Task List

<u>Frequency</u>	<u>Task</u>	<u>Advisor</u>
As needed	Prepare Travel Authorization forms for all trips	
As needed	Request college funds to pay for approved travel	
As needed	Enter new members manually	
As needed	Reserve hotel rooms for leadership and regional conventions	
As needed	Collect funds and deposit in chapter account	
As needed	Reserve meeting rooms	
As needed	Report new officers to headquarters	
As needed	Write checks for chapter expenses	
As needed	Keep chapter website updated	
As needed	Attend all chapter, officer, and committee meetings	All
Monthly	Reconcile chapter bank account	
Monthly	Send meeting announcement	
Quarterly	Update 5 Star Status	
3 times/year	Prepare list of eligible students and upload	
3 times/year	Send invitation letters to college Print Shop	
3 times/year	Send inserts for invitation letters to college Print Shop	
3 times/year	Send new member list to Registrar	
3 times/year	Send updated member list to officers	
3 times/year	Update new member orientation slides on chapter website	
3 times/year	Attend induction ceremonies	All
2 times/year	Run member revocation report and mail warning letters	
2 times/year	Submit necessary revocations to headquarters and Registrar	
2 times/year	Provide officer training	
2 times/year	Print scrolls, scripts, and programs for induction	
2 times/year	Bring supplies for induction	
2 times/year	Buy food for induction	
Annually	Prepare annual report	
Annually	Order medallions for officers	
Annually	Prepare annual budget request	
Annually	Assist with hallmark award entries preparation	All
Annually	Complete and submit regional awards forms	
Annually	Attend annual budget presentation	

## **Sample Calendar**

### **January**

Hold chapter and officer meetings  
Collect funds from members attending Catalyst  
Prepare and submit hallmark awards entries  
Prepare and submit regional awards entries  
Request college funds for Catalyst  
Register advisors and members for Catalyst  
Collect funds for members attending regional convention  
Reserve hotel rooms for regional convention  
Request college funds for regional convention

### **February**

Hold chapter and officer meetings  
Register for regional convention  
Prepare yearbook  
Send invitation letters to new members  
Recruit officers for upcoming year

### **March**

Hold chapter and officer meetings  
Attend regional convention  
Solicit officers for upcoming year  
Vote for chapter officers  
Prepare college budget request  
Make presentation to college budget committee

### **April**

Hold chapter and officer meetings  
Attend Catalyst  
Hold officer training; determine projects for year  
Hold induction  
Enter new officers at [www.ptk.org](http://www.ptk.org)

### **May**

Hold chapter and officer meetings  
Set induction and orientation dates for summer  
Request travel approval for regional honors institute

### **June**

Hold chapter and officer meetings  
Collect funds from members attending regional honors institute  
Mail invitation letters  
Register for regional honors institute  
Research HiA project  
Meet with college administrators about College Project

## **July**

Hold chapter and officer meetings  
Attend regional honors institute  
Request travel approval for regional leadership conference  
Research HiA project  
Continue with College Project

## **August**

Hold chapter and officer meetings  
Set induction and orientation dates for fall  
Continue HiA project  
Chapter members plan Awareness Week activities  
Continue with College Project

## **September**

Hold chapter and officer meetings  
Hold fall officer training  
Determine who will be nominated for individual awards  
Help committee plan action component of HiA  
Collect funds from members attending regional leadership conference

## **October**

Hold chapter and officer meetings  
Request travel approval for Catalyst  
Attend regional leadership conference  
Request travel approval for regional convention  
Hold College Project and/or HiA action component

## **November**

Hold chapter and officer meetings  
Start hallmark awards process

## **December**

Hold chapter and officer meetings  
Continue hallmark awards process  
Set induction and orientation dates for spring

## Sample Officer Training Agenda

10:00-10:15	Advisors	Introductions 60 second "Getting to Know You"
10:15 - 11:00	Advisors	Phi Theta Kappa 101 Collect trivia quiz and grade together  - Overview of Five Star Chapter Plan - Review chapter leader activity guide - Review officer duties, including Honor Code  Communications skills exercise (bug drawing exercise)
11:00 - 12:00	Alumni	College Project - Review College Mission Statement
12:00 - 12:45		Lunch
12:45 - 1:30	Advisors	Calendar review Chapter Budget and need for fundraising - Review college funding - Monthly financial worksheet - Fundraising form
1:30 - 2:00	Advisor	Team Building exercise
2:00 - 2:10	Break	
2:10 - 4:10	Advisors/Alumni	Honors In Action >Lightning Round exercise >Brainstorm project ideas/determine theme to research
4:10 - 5:00	Advisor	Leadership skills/outline roles for orientations and inductions - Identify personality types (Pooh); - Sample agenda