The mission of Phi Theta Kappa is to recognize academic achievement of college students and to provide opportunities for them to grow as scholars and leaders.

**STEP 1**
Display this plan in your chapter meeting room and track progress from January to December 2019.

**STEP 2**
Report progress updates frequently throughout the year online at ptk.org/fivestar (advisors and/or chapter officers may report updates).

**STEP 3**
Submit final updates by the January 23, 2020 deadline.

*Note: All Five Star level requirements are checked by Headquarters based upon information verified in the chapter’s records. ptk.org/fivestar – Report progress and find additional resources*

**DATES TO REMEMBER**

**FEBRUARY 2019**
- 6 Early Registration Deadline for PTK Catalyst 2019
- 13 International Officer Candidate App Due
- 25 Spring Awareness Week

**MARCH**
- 13 Regular Registration Deadline for PTK Catalyst 2019
- 31 Chapter Annual Report Deadline

**APRIL**
- 4-6 PTK Catalyst 2019 in Orlando, Florida

**MAY**
- 1 Spring Scholarship App Deadline*
- 1 Early Registration Deadline for Honors Institute
- 10 Late Registration Deadline for Honors Institute

**JUNE**
- 10-13 Honors Institute in San Diego, CA

**SEPTEMBER**
- 23 Fall Awareness Week

**OCTOBER**
- 25 Fall Scholarship App Deadline*

**NOVEMBER**
- 11 Honors Case Study Challenge Deadline
- 19 PTK Founders Day

**DECEMBER**
- 5 Administrator and Board of Trustees Hallmark Awards Deadline
- 9 Individual Hallmark Awards Deadline
- 23 Five Star Chapter Plan Reporting Deadline
- 31 Alumni Awards Due

*Beginning in 2019, the scholarship application will be open year-round. To be considered for Spring & Fall scholarships, applications must be completed by the dates above.*
2019 FIVE STAR CHAPTER PLAN
TRACK YOUR CHAPTER’S SUCCESS

ONE STAR CHAPTER
Recognizing Academic Excellence and Building Chapter Foundations

___ Organize at least one membership recruitment campaign
___ Create awareness of PTK on campus (ptk.org/toolkit)
___ Identify eligible students
___ Outline a recruitment plan that includes setting a goal to be recognized as a REACH Rewards Chapter
___ Invite eligible students
___ Conduct informational meetings about benefits
___ Eligible students join
___ Hold induction ceremony
___ Submit Chapter Annual Report
___ Review Chapter Bylaws and submit any necessary revisions to Headquarters

Note: One Star level requirements are checked by Headquarters based upon information verified in the chapter’s records.
2019 FIVE STAR CHAPTER PLAN

TRACK YOUR CHAPTER’S SUCCESS

TWO STAR CHAPTER
Organizing Chapter Leadership and Engaging Members

___ Set a goal to achieve higher than One Star Chapter status

___ Organize at least two membership recruitment campaigns (Each campaign should include all elements listed in Level One. While holding an induction ceremony for each recruitment campaign is a best practice, only one per year is required.)

___ Organize Chapter Leadership:

___ Report new officers

___ Verify chapter/college leadership positions have been reported on the PTK Chapter Directory online

___ Provide structured orientation for new chapter leaders

___ Meet twice each month with chapter and/or chapter officers

___ Meet with college president or other administrator to develop and discuss goals of the chapter
THREE STAR CHAPTER

Getting Involved at the Regional Level

___ Get Involved at the regional level
___ Attend a regional meeting
___ Chronicle chapter activities for historical purposes
___ Publish/share chapter news
2019 FIVE STAR CHAPTER PLAN

TRACK YOUR CHAPTER’S SUCCESS

FOUR STAR CHAPTER

Developing a College Project and Building Administrative Support

___ Implement a College Project (ptk.org/Programs/FiveStarChapterPlan/CollegeProjectIdeas)

___ Submit regional awards (Hallmark Awards submissions will count as submitting regional awards)

___ Host a campus PTK Awareness Event (ptk.org/mysociety/awarenessweeks)
2019 FIVE STAR CHAPTER PLAN

TRACK YOUR CHAPTER’S SUCCESS

FIVE STAR CHAPTER

Developing an Honors in Action Project and Getting Involved at the International Level

___ Develop an Honors in Action Project (ptk.org/honors)


___ Select a theme of interest to your chapter

___ Set research objectives and goals and start conducting research on the theme

___ Share the chapter’s Honors in Action research with campus or community

___ Implement an Honors in Action Project

___ Submit at least 3 entries in the 2020 Hallmark Awards including the Honors in Action Project Award, College Project Award, and at least one other individual award (ptk.org/hallmarks)

___ Get involved at the International Level (minimum of one required):

___ 2019 Annual Convention OR

___ 2019 Honors Institute OR

___ Completion of at least one level of the online advisor education curriculum OR

___ 2019 Honors Case Study Challenge