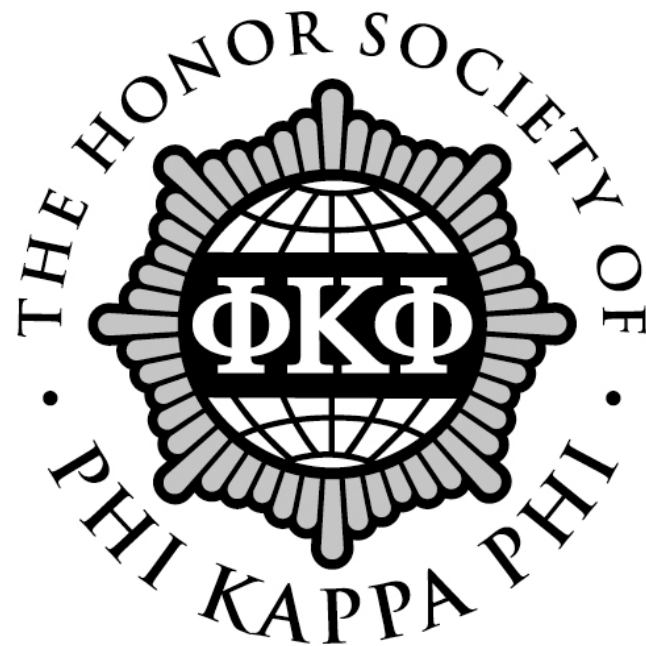


PHI KAPPA PHI



A Handbook for Student Vice Presidents

Prepared by the 2010-2012 Council of Students

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I: WHAT IS PHI KAPPA PHI?

A. Purpose and Overview

Phi Kappa Phi, ΦΚΦ, is the nation's oldest, largest, and most selective collegiate honor society for all academic disciplines.

Members across the country, across all academic fields, and across all professions are united by their mission “to recognize and promote academic excellence in all fields of higher education and to engage the community of scholars in service to others.”

Because of this, Phi Kappa Phi provides scholarships to students pursuing both undergraduate and professional studies, funds trips to study abroad, gives back to the community through participation in various service projects, and always supports the act of learning.

THINGS TO KNOW!

- The Greek letters ΦΚΦ represent the first letters of the PKP motto, *Philosophía Krateítō Phōtôn*, or “Let the love of learning rule humanity.”
- PKP was founded in 1897 at the University of Maine by a group of teachers and students including Marcus L. Urann.
- Each year, PKP inducts about 30,000 members!
- PKP now has chapters on more than 300 campuses across the country!

B. General History

In 1897 at the University of Maine, ten students, two faculty members, and the school president created an honor society that was different from the few others then in existence—one that recognized and honored excellence in all academic disciplines. Under the leadership of undergraduate student Marcus L. Urann, the group formed the Lambda Sigma Eta Society, which was later renamed Phi Kappa Phi from the initial letters of the Greek words forming its adopted motto: *Philosophía Krateítō Phōtôn*, “Let the love of learning rule humanity.”

Now, more than 100 years later, Phi Kappa Phi has chapters on more than 300 campuses across the United States, Puerto Rico, and the Philippines, and each year, approximately 30,000 new members are initiated into the Society. Altogether, PKP has initiated more than 1 million members and is still growing each year!

In 2010, Phi Kappa Phi began to involve its student base more actively by creating its first National Council of Students, comprised of regional student representatives who assist the national board with issues relevant to today's university students. Council members work on increasing student participation in the organization by helping to facilitate hands-on learning and academic events, leadership opportunities, chapter cluster functions, and community service projects.

Every two years at the biennial convention, members of Phi Kappa Phi come together from across the United States and across professions to celebrate recent achievements and discuss how to best promote the Society's love of learning. This goal along with other projects, like national service initiatives and leadership opportunities, are only some of the things in the near-future for Phi Kappa Phi.

C. Explanation of Eligibility for Membership

Invitations to join Phi Kappa Phi are based on the following criteria:

- Undergraduate students in any department of a college or university having a Phi Kappa Phi chapter must have completed at least twenty-four (24) semester hours or the equivalent at that institution.
- Juniors must have completed at least seventy-two credit hours and rank scholastically in the top 7.5 percent (or higher depending on local chapter standards) of their class.
- Seniors and graduate students must rank in the top 10 percent (or higher depending on local chapter standards) of their class.
- Eligibility may be determined separately for each academic unit within a member institution, e.g., department, school or college.
- Transfer credits are considered in determining class rank.
- Faculty, professional staff, and alumni who have achieved scholarly distinction also may be eligible for membership.

Because Phi Kappa Phi recognizes and promotes academic excellence in all fields of higher education, one's field of study may be in any discipline.

FAMOUS MEMBERS INCLUDE:

Authors John Grisham, Ernest Gaines, James Lee Burke, David Baldacci and Tony Hillerman

Jimmy Carter, 39th United States President

Hillary Rodham Clinton, U.S. Secretary of State

George Olah, Nobel Prize Winner in Chemistry

Wendy Lawrence and Bernard A. Harris, Jr., MD, NASA Astronauts

James Barksdale, founder of Netscape

Ellis Marsalis and Dave Brubeck, acclaimed jazz musicians

Ruth Bader Ginsburg, Supreme Court Justice

Kim Mulkey, head women's basketball coach at Baylor University

Renee Fleming, Grammy-award winning soprano

Linus C. Pauling, two-time Nobel laureate

Rita Dove, Pulitzer Prize Winner in Poetry

Chad Hurley, Cofounder/CEO of YouTube

Deborah Norville, Broadcast Journalist

For more information on eligibility or becoming a member, check out:
http://www.phikappaphi.org/web/About/About_Phi_Kappa_Phi.html

D. The National Board of Directors of Phi Kappa Phi

Society President: The Society President assumes the role of President at the close of the Convention following the one at which he/she was elected. He/she is responsible performing duties including, but not limited to: appointing an Executive Director (with the concurrence of the Board) if a vacancy exists, appointing committee and workgroup membership, and serving as a non-voting ex-officio member of certain committees.

President-Elect: The President Elect is responsible for performing all duties assigned by the Society President. In addition, he/she assumes the Society President's duties in the case of his/her absence, chairs the Finance and Budget Committee, and serves as a non-voting ex-officio member of certain committees. The President-Elect will assume the position of President at the Convention following the one at which he/she was elected.

Past President: The Past President position is filled by the most immediate past Society President who is willing and able to serve. The Past President is responsible for any duties assigned by the Society President.

VP for Finance: The VP for Finance chairs the Investment Committee, serves as a member of the Finance and Budget Committee and serves as a member of The Board of Trustees of the Phi Kappa Phi Foundation. In addition, he/she will perform any duties assigned by the Society President.

VP for Chapter Relations: The VP for Chapter Relations represents the Chapter Relations Committee and serves as a liaison between the Committee and the Board. In addition, he/she assists in the development of chapters, initiates action to place a chapter on inactive status or withdrawal of charter, organizes and conducts meetings consisting of chapter officers, and performs any duties assigned by the Society President.

VP for Students (2): The Vice Presidents for Students serve as members and co-chairs of the Council of Students and represent the student voice and opinion of the student members of Phi Kappa Phi.

VP at Large (4): The Vice Presidents at Large represent the members at large throughout Phi Kappa Phi.

VP for Marketing and Member Benefits: The Vice President for Marketing and Member Benefits chairs the Marketing and Member Benefits Committee, serves on the Finance and Budget Committee, and performs any duties assigned by the Society President.

VP for Fellowships and Awards: The Vice President for Fellowships and Awards chairs the Fellowship and Awards Council, oversees the administration of all award programs offered by the Society, serves on the Finance and Budget Committee, and performs all duties as assigned by the Society President.

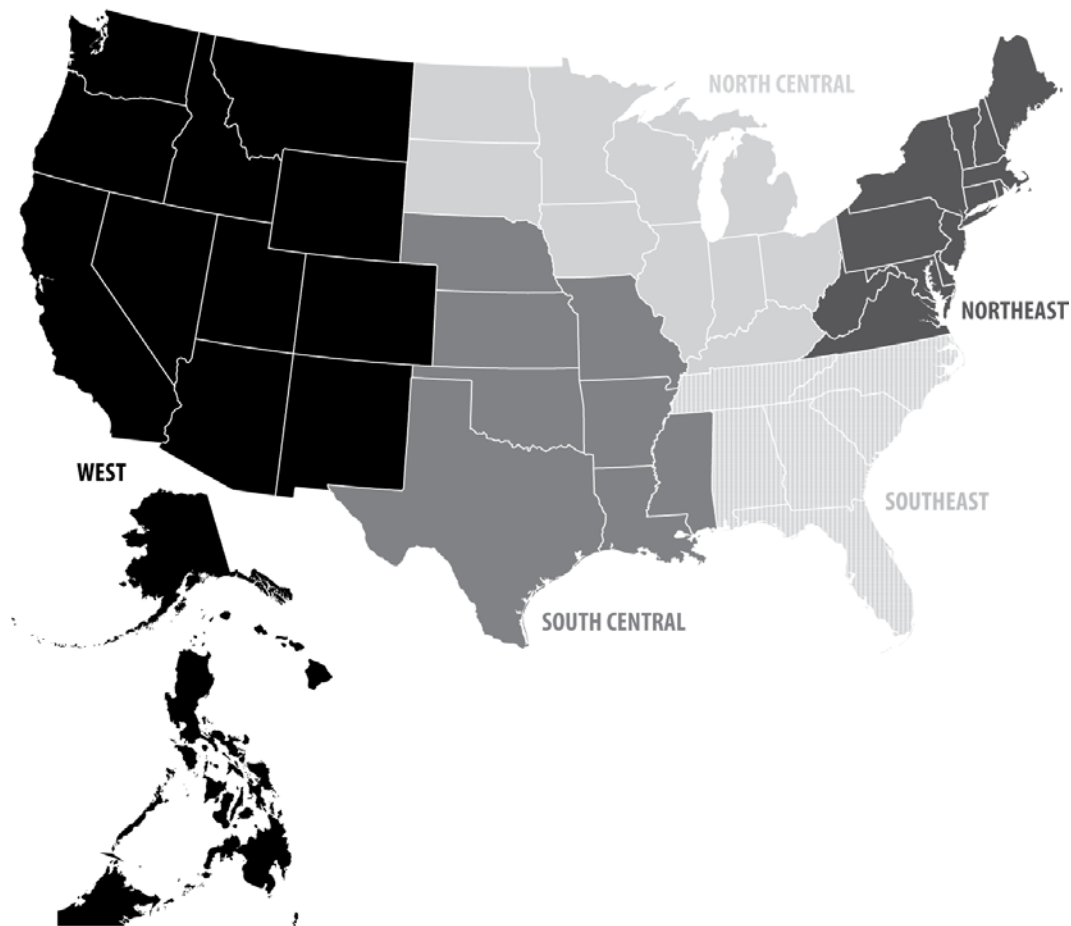
Executive Director: The Executive Director performs the duties that usually apply to the positions of both the Secretary and Treasurer of the Society and Foundation. In addition, he/she

manages Society Headquarters and serves on committees and completes any additional duties assigned by the President or the Board.

For more information, including a full copy of the Society Bylaws, please visit:
<http://www.phikappaphi.org/web/Files/Bylaws.pdf>

E. Explanation of Regions and Regional Representatives

Phi Kappa Phi is divided into five regions: Northeast, South Central, Southeast, North Central and Western. Each of these regions is represented by an elected Regional Representative and two members from the Council of Students. Regional representatives serve on the Chapter Relations Committee, one of whom is elected to serve as the Vice President for Chapter Relations on the National Board.



F. Council of Students

1. Who We Are and What We Do

The Council of Students is composed of 10 representatives selected from each of the Society's five regions. The Council members act as representatives of the student voice, serve as liaisons between the Board of Directors and students, participate in all Council of Students activities, and perform any other duties that pertain to the Council of Students.

In addition, two members of the Council are elected to serve on the National Board of Directors. The two Council members elected to the Board of Directors participate in board meetings, serve as members of the Chapter Relations Committee, organize meetings for the Council of Students, and perform other duties assigned by the Society President.

2. How to Become a Council Member/When to Apply

In order to be a member of future Councils, you must be nominated by your chapter. Once nominated, you will submit an application packet to Headquarters. As of 2011, the current application packet includes:

- A completed application and résumé (with current contact information).
- A letter of recommendation from someone who can assess your leadership skills.
- A letter or e-mail of nomination from your local Phi Kappa Phi chapter.
- An essay (500 words or less) on how you have contributed to your chapter and how you can serve the students as a leader of Phi Kappa Phi on its National Board.

For current information about applying to the Council of Students, check out the link at <http://www.phikappaphi.org/councilofstudents> or contact Jim Carlson at jcarlson@phikappaphi.org or your local chapter officers.

II: LOCAL CHAPTERS

A. Purpose and Overview

The Honor Society of Phi Kappa Phi is a global network comprised of the best and brightest from all academic disciplines—a community of scholars and professionals building an enduring legacy for future generations. Local chapters of Phi Kappa Phi were developed to recognize the achievements of students on campuses across the nation and initiate those students into Phi Kappa Phi’s community of scholars and professionals.

B. Local Boards

Local Phi Kappa Phi Boards are run by initiated faculty and professional staff members who volunteer to serve as officers. Members of Local Boards include:

- President
- President-Elect
- Immediate Past President
- Vice President
- Secretary
- Treasurer

In addition, each chapter must have at least two Student Vice Presidents who are chosen through criteria determined by the local chapter.

Depending on the size of the chapter, there may also be:

- Public Relations Officer
- Scholarships and Awards Coordinator
- Administrative Assistant

A more active local board will increase Phi Kappa Phi’s recognition on campus.

C. Bylaws

The Bylaws are a group of guidelines given by the National Executive Committee, which allow all local chapters to be run similarly across the nation. The Bylaws include how members should be selected and maintained, how the chapter should be governed, how meetings should be run, how fees and dues should be collected, and the local chapters’ obligations to the Society. A more in-depth example can be found at:

http://www.phikappaphi.org/Web/Officers/Chapter_Management/Chapter_Management_Basics.html.

III: HOW TO ATTRACT AND RETAIN MEMBERS

A. How to Increase Phi Kappa Phi's Visibility on Your Campus:

Keep in mind that you do not have to reinvent the wheel. There are many resources available to you in this Handbook and also on the Phi Kappa Phi website. Just log in, click on the "Officers" tab, and find tools and templates that have been created to make your job easier.

1. Publicize Invitations and Events on Campus

Local chapters can be greatly served by advertising and publicizing the Society across campus. An advertisement in the school's newspaper congratulating those invited to the Society, those who are initiated in the Society, or publicizing an event can help to increase the visibility of the chapter on campus.

The national Phi Kappa Phi office will even reimburse you \$75 per year for the expenses associated with a newspaper advertisement. In addition, many colleges and universities have plasma screens located in high volume buildings on their campuses, such as the registrar's office, library, or student union. If possible, submit an ad for Phi Kappa Phi.

2. Hang Fliers in Key Places

Phi Kappa Phi National has numerous posters that are available for use by chapters. Posters are periodically sent to chapters and can also be ordered in larger quantities. Posters should be hung in strategic places. For instance, the registrar's office is a great place to attract the attention of potential members. Hanging these posters in the office of each advising center on your campus is also a wonderful way to start introducing your student body to Phi Kappa Phi. Depending on your campus, the student union, library, and residence halls could also be great choices. There are many types of posters from which you can choose. There are generic posters that simply publicize Phi Kappa Phi by introducing its audience to the Society's name and website, such as that demonstrated to the right.



Other options are the more informative posters which discuss the various scholarships and awards that Phi Kappa Phi has to offer.

3. Blitz

A great way to learn more about the Honor Society of Phi Kappa Phi and to meet other involved members is by participating in a Blitz. Hosting a one-week Blitz on your campus is an excellent method to introduce your student body to Phi Kappa Phi and answer any questions they may have about the Society.

A Blitz involves setting up a Phi Kappa Phi Q&A table at a different high-volume location on your campus every day for one week or at least a couple of days. Have various Phi Kappa Phi faculty and student members staff the table throughout the day to tell your student body about Phi Kappa Phi and the benefits of membership. Additionally, a Chapter Relations Officer from Headquarters may be available to visit your chapter during the Blitz to increase campus participation. You may choose to have Phi Kappa Phi merchandise and memorabilia on display.

Chapters can take down the names and contact information of those who visit the table and enter them into a drawing for a prize. Several chapters have already found that doing a Blitz soon after invitations for membership have been sent out increases their membership acceptance rate.

4. Need More Ideas?

Have you ever considered attending a regional cluster meeting or a Partnering for Success workshop? Participating in such gatherings will provide you with an opportunity to meet with other chapters and discover what works for them. The national Phi Kappa Phi office will typically cover some of the travel costs involved, and your local chapter will most likely be able to assist with the remaining expenses.

B. Why Should I Join Phi Kappa Phi?

Joining The Honor Society of Phi Kappa Phi provides more than just a line on your résumé. Phi Kappa Phi also offers a wide variety of benefits to its new and active members. These benefits include:

1. Academic Recognition

Membership in PKP is a great recognition for students' academic achievement by the nation's oldest, largest, and most selective all-discipline honor society. Because Phi Kappa Phi is highly selective, membership is a stamp of excellence that is recognized by graduate and professional school admissions committees and employers alike.

New members are initiated at a unique ceremony and reception/banquet held on their campus. A personalized membership certificate, along with an emblem of choice, is presented at the initiation ceremony. Finally, each new inductee will receive a Phi Kappa Phi pin.



2. Career Assistance

Phi Kappa Phi understands the importance of assisting its members in making connections towards internship and career opportunities. For this reason, the Career Connection Center can be used by members to post résumés, search newly listed position openings, and manage job applications. Additionally, Phi Kappa Phi has teamed up with Beyond Credentials to offer special access to its career resources. Members can also obtain Membership Verification Letters and use the PKP logo graphic on their résumés.

3. Awards and Scholarships

Members have the opportunity to obtain scholarships and awards cumulatively valued at more than \$700,000 per year. Please view the Scholarship Awareness Section of this Handbook or visit the Awards section of the Phi Kappa Phi website at:

http://www.phikappaphi.org/web/Awards/Scholarships_Awards.html

4. Partner Discounts and Services

Other exciting benefits offered to Phi Kappa Phi members are corporate discounts and services. Phi Kappa Phi has teamed up with several companies to offer exclusive deals to its members. Most discounts require active membership status for utilization, thus making it very valuable to renew your Phi Kappa Phi membership annually.

A few examples of discounts offered to members include:

- Up to 30% discount on **Dell** products

- Up to 20% discount from **Apple** on laptops, desktops, software, and more

- An 8% discount from AT&T

5. Publications

As an active Phi Kappa Phi member, you will receive a copy of the *Phi Kappa Phi Forum*. *Phi Kappa Phi Forum* is the multidisciplinary quarterly magazine of the Society. Each issue of the award-winning journal reaches all of our active members, including government officials, scholars, educators, university administrators, librarians at both public and private libraries, leaders of charitable and learned organizations, and corporate executives.



6. Networking and Leadership Opportunities

Phi Kappa Phi offers several opportunities which may enhance your leadership skills. Each local chapter can have at least two Student Vice Presidents to serve as student representatives. Encourage students on your campus to become involved as Student Vice Presidents in order to develop leadership skills and build their résumés.

Each Student Vice President has the opportunity to run for a position on the Council of Students, a ten-member student board which oversees student member issues. Two Council of Students members even have the opportunity to serve on the National Board of Directors of Phi Kappa Phi as Vice President for Students. The experience from these positions can prove to be life changing.

Other important benefits include an Online Membership Directory and a Mentor Match program for professional networking. The goal of the Mentor Match program is to pair long-term, accomplished members with students and other young professional members.

7. Continuation of Benefits

Members must continue to pay annual dues to maintain their benefits.

The annual membership renewal fee is \$30 and is required to be an active member and receive the full benefits of membership for one year. Discounted national rates are available if you opt to extend your active membership for multiple years. Other fees are optional, but all serve to support and strengthen local chapters and award programs.

You can also forego having to renew your membership annually by opting for a lifetime membership. Renewing for \$300 or becoming a lifetime member as a new initiate for \$320, you can enjoy the full benefits of active membership in the Society without ever having to renew your membership again!

REMEMBER

The dues you pay as a member go on to help other members across the world, allowing the *Love of Learning to Rule Humanity!*

IV: INDUCTION CEREMONIES

Induction into Phi Kappa Phi is an extraordinary moment that represents years of hard work and commitment to academic excellence. It can be an event in the spring and fall that members will remember fondly for the rest of their lives with a little planning and effort.

Society Headquarters has prepared and collected various materials to help you host a memorable initiation ceremony such as [Memorable Initiations](#), [The Ritual of Initiation](#), [Initiation Best Practices](#), [MP3s of the Centennial March](#), and more.

The Induction Ceremony is one of the most important events for every chapter, and offers an opportunity for chapter members to participate in bringing in the next generation of Phi Kappa Phi members. Students can be involved by passing out programs, speaking during the ceremony, and many other rituals of the ceremony. It is also a great time to announce upcoming chapter events to new members and to encourage each new member to participate more fully in their local chapter. The Induction Ceremony is just one way in which to increase member's interactions with the Society, as many more are listed below.

A. Highlighting Freshmen and Sophomores

Highlighting the achievements of Freshmen and Sophomores can help increase Phi Kappa Phi visibility on campus. This can be done by contacting the representatives of your campus's respective freshman honor societies. Once getting in touch with freshmen and sophomore initiates, the local Phi Kappa Phi chapter can send emails and letters to emphasize the importance of high academic excellence and note the possibility of a future invitation to Phi Kappa Phi. Local chapter members can also attend the initiations of the freshman honor societies to hand out letters of recognition and talk about Phi Kappa Phi.

It can be helpful if Student VPs can identify academic honor societies at their institutions that recognize first- and second-year students, visit their chapter meetings to present information about Phi Kappa Phi, and encourage these students to continue their academic achievement. Student VPs also may wish to coordinate events that cater to first- and second-year students' needs and use that opportunity to share information about Phi Kappa Phi.

B. Involvement in Induction Ceremony

Student Vice Presidents can be involved in many ways including sending out invitations, e-mailing potential initiates to encourage them to join, designing the ceremony program, handing out certificates during the ceremony, guiding inductees to their seats, and having speaking parts during initiation. The important thing is to get involved with your chapter and volunteer to help!

Student Vice Presidents should not be the only students assisting with the Induction Ceremony, as other student members can get involved too!

V: CHAPTER EVENTS

Chapters can hold events to increase chapter involvement, improve community outreach, and expand the name recognition of the Society.

A. Phi Kappa Phi Branded Events

PKP events can increase the visibility of your chapter to your chapter members. Choose chapter events that fit your campus atmosphere best.

1. Membership Appreciation Day

Students, faculty, staff and alumni who are members of Phi Kappa Phi can come together for a Membership Appreciation Day to celebrate the members of the Society. Students network over some snacks and become connected with professors and others on campus to establish mentor relationships, or to hear about research, internship or service-learning opportunities. This is also an opportunity to encourage members to become more involved with Phi Kappa Phi. Each chapter can take a unique approach for the atmosphere it wants to create. Door prizes are also a good idea, but the prizes should be something students are truly interested in, such as gift cards to local restaurants or the campus bookstore, or a good book.

2. Sign-Up Party

Hold a “Sign-Up Party” where all students who were invited to join Phi Kappa Phi can meet student and faculty officers of the chapter. Student and faculty officers should be available to answer any questions prospective members may have, but should also recruit and encourage prospective members to sign up. Chapter leadership should have laptops available and connected to the Internet to allow students to instantly “Sign Up” online. Serving some food or snacks may assist in drawing in additional members.

3. Lecture Series or Research Symposium

Phi Kappa Phi’s name can be branded on your campus through a lecture series or research symposium. Contact engaging professors or well-known members of the community to come speak to the campus or bring together campus researchers in an interdisciplinary symposium. Your local PKP Chapter can sponsor the event, and invite students and non-students to attend. It is great to print a banner that says “Phi Kappa Phi Lecture Series” or “Phi Kappa Phi Research Symposium” to have on display at the event. This can increase the visibility of PKP on your campus and encourage more people who may have been invited to PKP, but who did not accept the invitation, to join when they receive another invitation.

4. Quiz Bowl

The Quiz Bowl is an event that can bring together students, faculty, staff and alumni in a question and answer game of general knowledge and quick recall. Game questions cover can many topics, from history, literature, science, multiculturalism, religion and geography to current events, the arts, social sciences, sports, and popular culture. The tournament has been successfully run by allowing teams to form with four players and one alternate. As a double-elimination contest, faculty teams play against faculty teams, while student team play against other student teams. Once a top faculty and student team are determined, there is a championship game featuring these two teams, which determines the overall Quiz Bowl Champion.

Ask your college/university newspaper to cover the event, as it can serve as great advertising for the chapter. If done each year, or semester, this can be a great recurring event that energizes the chapter and its members.

5. Read Across America Day

Read Across America Day is traditionally held on Dr. Seuss' birthday (March 2) every year, where across the country, thousands of children read Dr. Seuss books. Student members of PKP can travel as a group to a local elementary school, or invite elementary school students to your college/university, to spend an hour reading with them. Depending on the age of the kids, you can read the book aloud as a group, read to them, or have each student share what their favorite Dr. Seuss book is, and why.

Connect early with a local school to find out how your chapter can best participate in Read Across America Day. The event truly connects PKP members to the PKP motto of "Let the Love of Learning Rule Humanity."

6. Team Up with Other Organizations

In order to attract a large number of students to an event, it may be beneficial to partner with another campus organization. This could be a university-sponsored office, another student organization, or a sister honor society. This may provide the opportunity to plan events on a larger scale for community service, social and fundraising events. It may also be beneficial to team up with another Phi Kappa Phi chapter in your area, which can enhance the two chapters' relationships and provide insight into how other chapters hold events on their campuses.

7. Take Advantage of Our Partner Organizations

Membership in Phi Kappa Phi offers many benefits, where students can receive special discounts for test-prep and car rentals. Some chapters have brought in Princeton Review to hold a free information session on tests necessary for graduate school, and the companies often will raffle off a discount on a full test-prep course. Using these partner organizations can help to advertise Phi Kappa Phi on your campus as a group that is truly concerned with higher education and literacy.

8. Additional Ideas

It is most important that each chapter holds activities in which its students would be most interested. Some additional ideas include holding academic events like LSAT/GRE/MCAT prep, ice cream socials and film nights. Some colleges/universities offer passes to student groups for reserved seating for sporting events. Ask your college/university if they have raffles for student groups to have free or reduced-price tickets. Traveling to a game as a group or holding other social events can be a great bonding experience and often brings a large turnout.

B. Service Projects

Community service projects can bring together chapter members for either one-time events or long-term projects.

One-time community service events are often easy to find, and most students would be happy to take a few hours to serve their community, especially on the weekend. In most communities, senior centers, food banks, homeless shelters, and other non-profit organizations depend heavily on volunteers. It is also possible to gear your local chapter up for a blood, book, food, clothing or school supply drive.

Long-term service projects can both publicize Phi Kappa Phi in your local community and also enrich your Phi Kappa Phi members' experiences. Since these events are on a continuous basis, it may be challenging to recruit and retain students, but it is certainly possible. Long-term projects can include tutoring at a local high school, helping the elderly with housework or taxes, working with the homeless, or assisting at an animal shelter.

C. Fundraising Ideas

1. Bake Sales

Bake Sales are a great, and relatively affordable, way to make money for the chapter. Ask members, including students, staff and faculty, to bring a baked good to sell. It is crucial that you find a good location on campus where there is a lot of foot traffic. Make sure to be loud when selling the baked goods, and walk around and try to encourage people to visit the table. Also, it is helpful to have both healthy and sweet snacks to cater to both crowds.

2. Raffles at Events

A 50/50 raffle can bring in some extra money for your chapter if you are really able to sell tickets. PKP could keep half of the money raised from ticket sales, and the winner would keep the other half. Don't forget to check with your school on its fundraising and raffle guidelines before holding a raffle at an event.

3. Fundraiser Nights at Local Restaurants

Some restaurants near campus will participate in fundraising nights. The restaurant agrees to give a portion of the profits from the night to a student organization, if the organization brings in customers. PKP would need to do advertising letting students know to go to the restaurant on a specific night, and to say a specific word, like “Honors” or “Phi Kappa Phi,” in order for that funding to go to PKP. It is often easier to get students and faculty to come to restaurants that are within walking distance of the campus, or on the campus itself. These often must be booked well in advance, such as within the first few days of a new semester.

VI: FELLOWSHIPS AND SCHOLARSHIPS

Phi Kappa Phi gives over \$700,000 in scholarship and award money annually. Below is a listing of the individual scholarships and awards. To obtain an application or to receive more information, visit the Scholarship & Award Information section of the website:

http://www.phikappaphi.org/web/Awards/Scholarships_Awards.html

A. Fellowships

Fellowships are scholarships given by Phi Kappa Phi every year to help members entering their first year of graduate or professional study. Fifty-one Fellowships of \$5,000 each and five Marcus Urann Fellowships of \$15,000, named for the society's founder, are given nationally.

Each chapter selects one candidate from among its local applicants and then forwards that candidate to compete for the sixty national awards. All applicants must be active members of Phi Kappa Phi. The annual application deadline is in April, and chapter deadlines generally are a few weeks before the national deadline.

To promote the fellowship at your institution (along with the other awards described below), consider consulting the fellowships coordinator, the honors program coordinator, and college-level or department-level academic advisors. Undergraduate advisors for medical, law, and business school preparation especially may be interested in this opportunity because funding for professional programs typically is difficult to secure.

B. Study Abroad

Study Abroad Grants are designed to help support undergraduates as they seek knowledge and experience in their academic fields by studying abroad. Fifty \$1,000 grants are awarded each year. Applicants need not be members of Phi Kappa Phi, but every applicant must attend an institution that has a Phi Kappa Phi chapter. Applicants should have a minimum of a 3.75 GPA, and be an undergraduate student.

Promotion of these grants may be most effective with institutional study abroad coordinators or sponsors of institution-level study abroad awards, if they exist because these grants can be paired with institution-level awards. Up to three students from the same institution can win a Study Abroad award, and this opportunity is a good way to promote the society to underclassmen not yet eligible to join.

C. Love of Learning

Love of Learning Awards help to fund post-baccalaureate studies and/or career development for active Phi Kappa Phi members. Awards can be used for graduate or professional studies, doctoral

dissertations, continuing education, career development, travel for conference attendance, and similar activities. One hundred forty awards, at \$500 each, will be awarded. Applicants must be current members. Past Fellowship winners are ineligible. This is Phi Kappa Phi's most popular awards program, and applying for a Love of Learning award is a great way to stay connected to Phi Kappa Phi. This program has an annual deadline in late June.

D. Literacy Grant

Phi Kappa Phi supports the goal of literacy, broadly defined. Grants of up to \$2,500 support ongoing literacy initiatives and the creation of new initiatives. The director of any project in a Literacy Grant application must be a Phi Kappa Phi member, and these awards may support organizations' (including Phi Kappa Phi chapter) activities and students' individual thesis research projects related to service-learning. In the past, awarded projects have included GED preparation for inmates at a correctional institute, reading groups with English Language Learners, and K-6 support for science and mathematics learners.

E. Scholar and Artist

Phi Kappa Phi awards national Phi Kappa Phi Scholar and Phi Kappa Phi Artist awards to two professionals every two years. These individuals are recognized for their career accomplishments and spend a period in service to the society, visiting chapters and interacting with members. Your chapter can host an event with the Kappa Phi Artist, such as an exhibit or a musical performance.

F. Chapter Scholarships

Many chapters have scholarships and awards that are open only to a specific campus. To find out if there are additional awards geared toward your campus, check out:
http://www.phikappaphi.org/web/Members/Chapter_Directory.html

VII: STUDENT VPs AND STUDENT INVOLVEMENT

A. Purpose/Role of Student VPs

Student Vice Presidents serve many roles and fulfill many purposes within their chapters and within the Society. A main role of the Student VP is that of a publicist or promoter of PKP on their campus. They promote the Society whenever possible and encourage other students to learn more about it, accept the invitation to join, and be involved in their local chapter. Also, because they are the only students on the local chapter board, Student VPs represent how PKP is related to students from the perspective of a student, not a faculty member. This includes demonstrating the numerous ways that the society can help and recognize students.

Student VPs are to participate in chapter meetings and work closely with the faculty members at their institution to carry out the duties of the chapter. This includes organizing meetings and/or events, promoting awards around campus, and promoting the society in general. Student VPs can also be assigned specific duties within their chapters. The duties can include Web/Social media-master, Assistant Public Relations Officer, Service Chair, etc.

The job description for SVPs, as found in the society bylaws, is posted on the following page of the website:

http://www.phikappaphi.org/web/Officers/Chapter_Management/Officer_Job_Descriptions.html

B. How to select Student VPs

Student VPs may be selected in varying ways depending on the chapter. One way of selection may be through nominations and election by chapter members of PKP at the specific institution. Chapter Presidents along with other faculty members may select several candidates, while the student members elect their choices. Student VPs may also be appointed by the chapter President and officers. Terms for student VPs depend on the time the student has left at the school. If possible, one two-year term is recommended.

C. How to Engage Student VPs

Student VPs serve on their chapter board as a student representative and as a connection between faculty members and the student members. They may also serve on other boards and committees created in their chapter's region as well as at the society level. Along with these opportunities, Student VPs also have the opportunity to serve on the national Council of Students, as mentioned earlier in this publication.

As members of their chapter's board, Student VPs are encouraged to take part in the initiation ceremonies held to induct new members. There are numerous ways Student VPs can participate in these ceremonies. This includes being involved in the ceremony planning process, invitations, program development, welcoming new inductees and guests, introducing guest speakers, and giving final remarks. Student VPs may also introduce new chapter officers for the upcoming term. The opportunities for Student VPs to participate in initiation ceremonies are endless, and they are encouraged to find ways to take a role in the ceremony.

Student VPs are encouraged to have an active role in communicating with students on campus. This can be in many forms, depending on each chapter's particularities, such as sending a "welcome back to school" email, writing to invited students encouraging them to join, reaching out to initiates asking them about their interest in serving as SVPs, etc.

D. Student Meetings and Student Leadership Structure

Student VPs may organize and run periodic meetings of the student members in their chapters. These meetings can be to discuss service projects, explore new ideas for getting students involved, or to give out information about PKP scholarships, fellowships, and other opportunities. As a promoter of PKP and their local chapter, student VPs can have a great impact by holding student meetings and getting students involved with the Society and the chapter.

Aside from the faculty leadership, local chapters can also have student leadership. While the Student VPs are members of the chapter leadership that includes faculty members, other student can be appointed/elected to other leadership positions. These positions may include public relations, service coordinators, event coordinators, student treasurer, historian, or secretary. Student leadership organization can take numerous forms and may be different from chapter to chapter.

E. Becoming a Campus-Recognized Student Organization

The process to be recognized as a student organization varies from campus to campus. If an institution's PKP chapter is not already recognized as a student organization, there may be an application process put forth by the institution. In most cases, the application and other information about becoming recognized can be obtained from the institution's campus life office.

VIII: CONTACT INFORMATION

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*This handbook was prepared by the efforts of the 2010-2012 Council of Students.