



THE HONOR SOCIETY OF PHI KAPPA PHI

CREATING MEMORABLE INITIATIONS ROUNDTABLE NOTES

Planning

- Timing of the Ceremony: Make sure it is a convenient time and day of the week for students
- Order all of your materials early
- Review the script and update as needed
- Create the program (templates available on Society website)
- Get on the calendar of upper administration early

Invitations

- Make sure invitations go out in plenty of time and send reminders via e-mail
- Invite a Classics professor to “do the Greek thing”
- Invite recognized underclassmen to attend and tell them, “We want to see you here in 2-3 years!”
- Invite all Phi Kappa Phi members in the area and ask members to stand (find out about some you didn’t know about) to reaffirm membership
- If you can, invite parents/family
- Invite all Phi Kappa Phi award winner and recognize them at the ceremony (Study Abroad, Fellowship, Love of Learning, Literacy, etc)

Check-in area

- Student members can help check people in or pass out programs
- Encourage students to purchase stoles, honor cords, and medallions for use at graduation or at the college’s honors programs. (Check school policy to make sure they are able to wear them at graduation.)

Tone of the Ceremony

- Wear Regalia
- Encourage professional dress
- Play PKP march as initiates come in – can get CD from National
- Large platform group (Deans, faculty, etc.)—flowers are a nice touch
- Show PKP slides (get from national and customize) while audience is waiting for initiates
- Present local scholarships at initiation (one undergrad, one grad)
- Humor
- Explain purpose and how students are selected
- Have parents stand up and be recognized as support for students
- Invite legislators here and/or banquet
- Don’t call off all names if large group – they come up by classification and announce their own names (some make editorial comments!) and receive medallions (paid for by chapter – look for sale!) from Deans; pick up packets with certificates at reception
- Some have photographer snap photos of each student with Dean; can invite parent to get up and take photos themselves
- Put photos up on Shutterfly account so that students/parents can print own



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Speakers

- Faculty members
- Community people
- Must be engaging and connected to campus community
- Retiring faculty member – brief presentation on academic journey and what PKP has meant to them
- Address academic excellence
- Alumni speak to students
- Limit to 10 minutes
- Students give presentations
- Video from student winner
- Student scholarship winners speak

Provide programs listing new initiates, award recipients, special quests, etc.

- Ceremony is videotaped and DVDs are sold to parents
- Webcast of ceremony
- Speaker is videoed in advances and then played during ceremony
- Most use print programs

Hold a dinner or reception before or after the ceremony.

- Light buffet
- Heavy hors d'oeuvres and desserts
- Reception after ceremony of light hors d'oeuvres
- Live music playing is a nice touch

Other ideas

- Executive Committee meets afterwards to debrief about the event
- Initiates sign a leather bound journal
- Use of assigned tables
- Give chapter award to Fellowship nominees (these are named awards from former chapter officers between \$500-1,000)
- PKP on one campus co-sponsors Last Lecture series – what you've learned in life
- Student newspaper – final issue – run an ad listing name of all initiates (\$75 from national to defray costs)