



# INSTRUCTIONS FOR CHAPTERS

## 2018-19 FELLOWSHIP PROGRAM

### RESPONSIBILITIES OF THE LOCAL CHAPTER

Chapters play a critical role in the success of the annual Phi Kappa Phi Fellowship program. Your chapter must identify the ONE APPLICANT best suited to represent the chapter as its nominee in the national competition.

Essentially, you must:

1. Conduct a “call for applicants” and local competition on your campus using the promotional materials supplied by Society Headquarters (factsheets).
2. Provide local chapter contact information to all applicants.
3. Accept all applications submitted by active members (dues paid through April 15, 2018) and individuals who will have accepted the invitation to join Phi Kappa Phi by June 30, 2018.
4. Establish a deadline to accept applications approximately 2 weeks prior to the national deadline of April 15, 2018.
5. Have a committee in place to review all submitted applications and recommend a nominee to chapter officers.
6. Identify ONE applicant as your nominee for the national competition.
7. Upload the nominee’s materials by April 15, 2018. A complete packet includes:
  - a. Application packet
  - b. Official academic transcript(s)
  - c. Two letters of recommendation
  - d. Work Sample (mandatory writing sample)
  - e. Reports of official standardized test scores (*if applicable*)

### RESPONSIBILITIES OF THE CHAPTER’S FELLOWSHIP NOMINEE SELECTION COMMITTEE

1. Review all applications submitted to the chapter to determine which applications are complete and in the right order. Incomplete applications, applications not submitted in the prescribed order, and/or applications not submitted on the current Fellowship Application form are not eligible and must be rejected.
2. Eliminate any applicant who has earned more than 9 hours of graduate credit by the deadline.
3. After eliminating ineligible applications and candidates, carefully evaluate each application based on each applicant’s:
  - a. Active membership (dues paid through April 15, 2018) or acceptance of membership by June 30, 2018
  - b. Scholastic achievement and test scores (*if applicable*)
  - c. Promise of success in graduate or professional work
  - d. Leadership experience (including academic, community service, and leadership outside of the classroom)
  - e. Two(2) letters of recommendation
  - f. Expression of study and career goals
4. Identify your best applicant for the national competition and present the application to the chapter’s officers for approval as the chapter’s nominee.

### WHAT SOCIETY HEADQUARTERS WILL PROVIDE

1. Fellowship Application form that applicants can fill out online, print, and submit to your chapter.
2. Fellowship Factsheet to be distributed to students interested in applying (also available on our website).

# RECOMMENDED PROGRAM TIMELINE

## 2018-19 FELLOWSHIP PROGRAM

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Adhering to the following timeline will help you to schedule and carry out a successful search for your chapter's Fellowship nominee.

### **BEGINNING OF FALL TERM**

- Appoint a chapter Fellowship Nominee Selection Committee, to be chaired by chapter's Scholarships/Awards Coordinator.

### **BY MID-DECEMBER**

- Run an advertisement about the Fellowship Program in the campus newspaper.
- Invite members who are eligible to apply to an information meeting; distribute factsheets, and refer your members to our website.
- Conduct a Phi Kappa Phi Fellowship Program Workshop on why and how to apply.
- Send letters/emails about the Fellowship Program to student members who will graduate in the spring or summer of 2018.
- Send letters/emails about the Fellowship Program to students WHO ARE NOT YET MEMBERS BUT WILL BE INDUCTED INTO PHI KAPPA PHI IN THE SPRING and will graduate in the spring or summer of 2018.
- Involve your Communications Officer and/or Communications Committee in developing other promotional materials for the Fellowship Program.

### **DECEMBER TO MARCH**

- Continue distributing materials to eligible candidates.
- Respond to members' questions or instruct members to contact Society Headquarters.
- Chapter Fellowship Nominee Selection Committee should have procedure in place to evaluate applications.

### **APRIL 1: RECOMMENDED DEADLINE FOR MEMBERS TO SUBMIT APPLICATIONS TO CHAPTERS**

#### **APRIL 1 TO APRIL 15**

- Chapter Scholarship and Awards Coordinator and/or Fellowship Nominee Selection Committee should review all chapter applicants and pick the chapter's nominee.
- Chapter officers should review the selected applicant's materials and vote to accept the Fellowship Nominee Selection Committee's recommendation.

#### **APRIL 15**

- **ABSOLUTE DEADLINE FOR CHAPTERS TO SUBMIT APPLICATION MATERIALS TO SOCIETY HEADQUARTERS VIA THE ONLINE PORTAL AT <http://apply.phikappaphi.org/Awards>.** An email confirmation will be sent to the chapter.

#### **APRIL 15 TO MAY**

- Publicly acknowledge the applicant selected as your chapter's national nominee AND also recognize all other chapter applicants.

### **RECIPIENTS ANNOUNCED BY JUNE 15**

- Chapters will be notified via email of the competition results. Chapters are encouraged to contact their nominee to convey the news.
- Awardees will be notified one week after chapters are notified.
- Awardees will be posted on the Phi Kappa Phi website.
- Society Headquarters will distribute press releases on behalf of awardees to local and university media.
- CHAPTERS ARE ENCOURAGED TO PUBLICLY RECOGNIZE FELLOWSHIP RECIPIENTS!
- Society Headquarters will prepare an advertisement to run in *The Chronicle of Higher Education* that features all Fellowship recipients, as well as the institutions they represented.

**WWW.PHIKAPPAPHI.ORG/FELLOWSHIP**