

**PETITION**  
*for a*  
**Chapter of The Honor Society of Phi Kappa Phi**  
**Part B**

Please submit the original and 11 copies of the completed Part B of the petition to Society Headquarters. A \$250 non-refundable application fee is to accompany Part B. Completed petitions must arrive at Society Headquarters no later than January 15<sup>th</sup> for consideration at the March Board meeting or no later than July 15<sup>th</sup> for consideration at the September Board meeting.

*(Please Type)*

INSTITUTION: \_\_\_\_\_  
*Official Name*

CARNEGIE CLASSIFICATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
*Street*  
\_\_\_\_\_  
*City State Zip*

CONTACT: Dr. Mr. Mrs. Ms.

\_\_\_\_\_  
*First Last*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Department or Unit*

Office Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please include the following information with Part B of the petition. You may reference, if appropriate, the page number/s in the catalog where the information requested may be found.

Note: It is not necessary to make copies of those pages.

1. List of petitioners (signed). \*
2. Brief history of the institution.
3. Mission statement and goals of the institution.
4. Governance of the institution.
5. Library strengths of the institution, including computer terminal availability, accessibility to system-wide and other collections, membership in consortia, etc.
6. Retention rate and graduation standards of the institution.
7. Honor societies at the institution, with designation of discipline.
8. Programs and activities designed to attract and retain top tier students; i.e., special scholarships, honors programs, study abroad opportunities and the like. Please indicate financial support for students to avail themselves of such opportunities.
9. Institutional support for a chapter.\* Where will the chapter be housed?
10. Vitae of the petitioners (not to exceed three pages each) arranged alphabetically by surname, including home address; official position; degrees earned; institution where initiated into Phi Kappa Phi (or Phi Beta Kappa and/or Sigma Xi) and year of election; and, significant writings/publications/creative works—with titles and journal—published during the last 10 years.

\* *Form provided*



## Institutional Support for a Chapter

In addition to financial support for five years\*, list other examples of institutional support for establishing and maintaining a chapter of Phi Kappa Phi: (check all that apply)

- Providing secretarial/clerical assistance and space for chapter operations.
- Providing access to data processing for membership identification, record keeping, etc.
- Publicizing and promoting Phi Kappa Phi activities and events through institutional channels.
- Supporting annual chapter operation costs (postage, duplicating, office supplies, telephone expenses, etc.)
- Supporting faculty and professional staff participation at local, area, regional, and national Phi Kappa Phi meetings.
- Other (please explain): \_\_\_\_\_

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\*To help ensure the success of chapters during their early years of existence, colleges and universities with enrollment of 5,000 or less are expected to make an institutional commitment for five years of \$1,500 per year; those with enrollments of over 5,000 and less than 12,500--\$2,500; and, those with enrollments of over 12,500--\$3,500.