

# in TOUCH

A Chapter Officer Communication of The Honor Society of Phi Kappa Phi

## A Message from Your Chapter Relations Team



Welcome back to all chapter officers serving Phi Kappa Phi! Whether this is your first year or tenth year or beyond, we are glad to have you on our team!

We thank you for your continued commitment to Phi Kappa Phi. We are looking forward to a productive year filled with great opportunities as well as new endeavors. We hope to visit many of you on your campuses in the coming months so that we can see what exciting things are happening firsthand.

Please know that we are always ready to assist you in any way we can. We look forward to working with each of you this year, so please let us know how we can help!

*The Chapter Relations Team,  
Traci, Molly, Jim, Tenisha, and Stacie*

## New Member Benefits

### 1. The Chronicle of Higher Education

Phi Kappa Phi has arranged to make digital and print subscriptions of *The Chronicle of Higher Education* available to all active members at 33 percent off the standard rate.

Pay just \$49 to receive a full year (49 issues) of *The Chronicle* in its digital format--\$23.50 off the standard rate. The digital edition of *The Chronicle* is an exact replica of the print edition, delivered by e-mail and viewed in any Web browser. Or you may choose to receive a one-year print subscription for only \$65--\$17.50 off the standard rate.

Both subscriptions include:

- ◆ Latest issue delivered to you via e-mail every Monday
- ◆ Complete access to *The Chronicle's* Web site

### 2. T-Mobile

Looking to scale back your spending without giving up your lifestyle?

Phi Kappa Phi has secured a strategic partnership to help you save money on one of life's new necessities--your cell phone! T-Mobile is offering active (dues current) members:

- ◆ a 13% discount on monthly service charges;
- ◆ up to five free phones on a Family Share Plan;
- ◆ waived activation fees; and
- ◆ free standard shipping.

To take advantage of the offer, call T-Mobile at 1-866-464-8662 (option 3). A live person will assist you, and you will have the opportunity to mention the promotional code 9781TMOFAV.

This offer is not available in retail stores, through dealers, or any other Web sites. If you are an existing T-Mobile customer, please email [lavyger.durham2@t-mobile.com](mailto:lavyger.durham2@t-mobile.com) for more information on how to receive the discount.

## Chapter Recognition and Rewards Program



After much work and deliberation, the Society is pleased to unveil its new chapter recognition and rewards program. The purpose of the program is to identify and reward chapters that meet or exceed Society standards. Chapter achievements will be reviewed and awards announced annually. Those chapters that meet or exceed certain standards will be recognized as Chapters of Excellence or Chapters of Merit.

To be considered in the program, chapters must submit an annual report by June 15 of each year. The annual report will contain all criteria used to identify Chapters of Merit and Chapters of Excellence. Chapters recognized as award winners will receive a variety of recognition items, monetary award, and other commendations.



Award criteria include the following components:

- ◆ Chapter Leadership
- ◆ Scholarships and Awards
- ◆ Trainings
- ◆ Events/Activities
- ◆ Public Relations
- ◆ New Initiates

For more information about this new and exciting program, contact the Chapter Relations Department!

## 2007 Revised Society Bylaws

If you have not submitted revised bylaws for your chapter, please do so immediately. There were changes voted on at the 2007 Convention, so ALL chapters are required to submit updated bylaws that reflect the changes. If you have questions, contact [chapters@phikappaphi.org](mailto:chapters@phikappaphi.org).

## Mark Your Calendar!



The recognition item sale starts  
*October 1st.*

Consider asking your college deans or provosts to buy recognition items for your outstanding graduates!

## National Collegiate Honors Council Annual Conference

The Society is sponsoring the student poster session at the 43rd annual conference of the National Collegiate Honors Council in San Antonio this October. Executive Director Perry Snyder will be presenting a session on Friday, October 24 from 3:00 to 3:45 titled "Honor and Excellence." Please make plans to attend his presentation and to stop by our table and visit with the Chapter Relations Department if you get a chance.



# Idea Exchange

- ◆ **Our address has changed!** Please change the address for Society Headquarters in all of your files as well as those of your university (accounting, controller's office, etc.). If you continue to use the LSU PO Box address for correspondence, all mail will be returned to you. Our new address is 7576 Goodwood Boulevard, Baton Rouge, LA 70806.
- ◆ Chapter reports are past due to Headquarters! If you have not submitted your 2008-2009 Chapter Officer List, 2007-2008 Annual Report, or 2007-2008 Finance Report, please submit them immediately to Tenisha Bates at [tbates@phikappaphi.org](mailto:tbates@phikappaphi.org).
- ◆ Mac and Vista users unite! If you currently use a Macintosh computer or Vista operating system, you may encounter problems with some of our reports. We are working to address these problems. If you have questions, please contact Ryan Aucoin at [raucoin@phikappaphi.org](mailto:raucoin@phikappaphi.org).

## Publicity & Communication

- ◆ The Chapter Relations Department distributes *eTOUCH*, a bi-monthly e-newsletter, to all chapter officers. If you have items that you would like to share or if you would like your chapter to be spotlighted, please contact [tpayne@phikappaphi.org](mailto:tpayne@phikappaphi.org).
- ◆ As you plan your initiations and chapter events for the fall, please keep in mind that the Marketing Department is available to assist you in promoting your events. They can help with newspaper ads, posters, flyers, and much more. Contact them at [comm@phikappaphi.org](mailto:comm@phikappaphi.org).
- ◆ Updates will be made this fall to improve the Society Web site's navigation and functionality. We will keep you updated as the changes are completed!
- ◆ All chapters are encouraged to create and maintain a chapter Web site. Guidelines are posted on the Web site and assistance is available from Ryan Aucoin, Webmaster, at [raucoin@phikappaphi.org](mailto:raucoin@phikappaphi.org). Images are available for chapters wanting to create or update their Web sites. In order to become a Chapter of Excellence, chapters must have an updated chapter Web site.
- ◆ Does your chapter have famous or renowned members that were initiated into your chapter of Phi Kappa Phi? Chapter secretaries and historians are encouraged to submit names of eminent members to [comm@phikappaphi.org](mailto:comm@phikappaphi.org). We include these prominent members in our publicity efforts.

## Merchandise & Forms

- ◆ Please discard all outdated chapter forms and merchandise flyers. Many of these forms change yearly to reflect new items, prices, and shipping charges. Current forms may always be found on the Phi Kappa Phi Web site at [www.phikappaphi.org/web/internal/onlineresources/reports.html](http://www.phikappaphi.org/web/internal/onlineresources/reports.html).
- ◆ When placing merchandise orders, please include the complete physical address. UPS does not deliver to post office boxes or to buildings with incomplete addresses. Please include a street number and name. All orders may be placed by phone, fax, or e-mail. Chapters cannot place merchandise orders online.
- ◆ Charms and tie tacks are no longer offered as new initiate emblems. All chapter orders will be filled with pins.
- ◆ Please discard all membership certificates with Paul Ferlazzo's name as Society President. All new membership certificates should have our current Society President Robert Rogow's signature.

## 82 YEARS OLD AND STILL GOING STRONG



What happens when you mix a supportive Provost, a dedicated group of Phi Kappa Phi volunteers and a large endowment? You get the revitalized chapter at The University of Michigan.

In the summer of 2007, it was discovered that a large endowment had been "found" that belonged to the UM Phi Kappa Phi chapter. Chapter President, Dr. Norman Andresen, needed help as he was determined that the chapter could come back to life. He garnered the support of Dr. Terry Sullivan, UM's Provost (and former Fellowship winner) and plans were made for a

Fall reception for area Phi Kappa Phi members.

It was a huge success and out of that gathering came a new core group of officers from across campus. Each was dedicated to the idea that students at UM deserved special recognition for academic excellence and that the chapter could also provide some financial support for their academic endeavors.



The officers moved quickly and had their first formal meeting in January 2008 with NC Regional VP, Dr. Rick Shale. From there they devised a plan for PR, dissemination of information to all the Deans and local awards/scholarships.



In three short months they initiated almost 200 new members and gave out over \$11,000 in local scholarships/awards. Without the perseverance of the UM officers; Norman Andresen, Terry Sullivan, Sharron Schmidt, Mary Beth Donovan, Cecilia Sauter, Shelley Strickland and James and Karen Schaefer this revitalization would not have happened. A round of applause for UM's Phi Kappa Phi Chapter!

### A HISTORY LESSON ON THE UNIVERSITY OF MICHIGAN CHAPTER

*In 1925, Dr. Clarence Cook Little became president of the University of Michigan after serving in that capacity at the University of Maine. Coming from the institution where Phi Kappa Phi was founded in 1897, President Little was not only a member of that prestigious society but became a strong advocate for the need to form a chapter at the University of Michigan. According to the October, 1926 edition of the Phi Kappa Phi Journal, "Credit for the formation of this chapter is due particularly to the untiring efforts of Professor Clarence E. Bardsley of the Missouri School of Mines, who during the past year was a graduate student at Michigan and during the summer session was a member of the teaching staff. He was ably assisted by Professor E. H. Kraus, dean of the College of Pharmacy."*

*Dr. Kraus later noted that Phi Kappa Phi was begun on the U-M campus in 1926 because that organization answered the need for a national honorary society that was wide enough in its scope and character to take in undergraduate and graduate students from all schools and colleges. "Accordingly," said Dr. Kraus, "a number of us who were members of Phi Beta Kappa and Sigma Xi petitioned for a chapter of Phi Kappa Phi, which was installed in the fall of 1926."*

*In summing up its October 1926 editorial announcing the University of Michigan's petition for a chapter, the Phi Kappa Phi Journal stated "Our Society, with its emphasis on the unity and democracy of education, seeks as one of its aims to counterbalance in some measure*

*the separate (sic) and decentralizing tendencies that inevitably develop among the divisions of a great university. While Phi Kappa Phi is interested in the quality of an institution rather than its size it will take great pleasure in welcoming the chapter of a university where the two elements are found in so marked a degree as at Michigan."*

*On November 26, 1926, the installation of Michigan Chapter 39 was conducted in the Michigan Union by Dr. L. H. Pammel, the President General and Dr. J. S. Stevens, past President General. Charter members included President Little, Deans J. A. Bursley, Mortimer E. Cooley, Edmund E. Day, John P. Effinger, Edward H. Kraus, Marcus L. Ward, and Allan S. Whitney, along with Registrar Ira M. Smith, Secretary Shirley W. Smith and fifteen faculty members. Following the installation ceremony, Dean Kraus was elected chapter president and Mr. Edwin M. Baker, Assistant Professor of Chemical Engineering, was elected secretary.*

*Since its founding, more than 8,000 students who have met the high academic standards of the organization have been initiated into the University of Michigan chapter. Some current notable members are Provost Teresa Sullivan; Dr. Rick Shale, a U-M graduate and member of Phi Kappa Phi's national Board of Directors; Prof. William E. Bolcom, a Pulitzer-prize-winning composer from the School of Music, Theatre and Dance; and Dr. Giles G. Bole, former dean of the Medical School.*

# Win a Visa Gift Card!

The Chapter Relations Department is looking for a few good ideas!



We are interested in renaming our three publications (monthly FYI e-blast, eTOUCH, and inTOUCH) with names that are catchy and unique to Phi Kappa Phi.

The author of each winning name will be awarded a \$50 Visa gift card!

Hurry and put your thinking caps.  
*Deadline for submission is October 15!*

Submit your ideas to [tpayne@phikappaphi.org](mailto:tpayne@phikappaphi.org) for any or all of the publications.

# Welcome New Chapters!

Chapter 302 - Murray State University, Murray, KY ♦ Chapter 303 - Utah Valley University, Orem, UT  
Chapter 304 - The University of Texas at Tyler, Tyler, TX

## FINANCIAL FRONT: Important Information for Chapter Treasurers

- ♦ Chapters with annual gross receipts less than \$25,000 are required to file an electronic postcard annually. Visit <http://epostcard.form990.org> to complete your postcard by November 15. Please forward a copy to Headquarters for our records.
- ♦ Chapters are reminded that 2007-2008 Chapter Finance Reports were due to Headquarters August 31. Please submit them immediately if you have not done so. These reports are due to Headquarters each year no later than 60 days after the close of your fiscal year.
- ♦ The IRS has issued a statement requiring all Phi Kappa Phi chapters to use the July 1 - June 30 fiscal year. Please adjust your fiscal year to this schedule.
- ♦ Chapters with gross receipts averaging more than \$25,000 for the past three years are required by the IRS to complete Form 990 (Return of Organization Exempt from Income Tax). Contact Lourdes Barro at [lbarro@phikappaphi.org](mailto:lbarro@phikappaphi.org) if you need any assistance.
- ♦ Need to know your Employer Identification Number (EIN)? All chapters must have their own EIN. Please note that you cannot use the same EIN as your university or the Society. You must have a chapter-specific EIN assigned

to you by the IRS. Chapter EIN numbers are posted on the Web site at [http://www.phikappaphi.org/web/news/newsroom/news\\_article.html?ArticleID=63](http://www.phikappaphi.org/web/news/newsroom/news_article.html?ArticleID=63). If you have questions regarding EIN's, please contact Tenisha at [tbates@phikappaphi.org](mailto:tbates@phikappaphi.org).

- ♦ Do you have questions about when you will receive funds if your chapter participates in the online enrollment program (OEP)? OEP funds are collected for the previous month. Those funds are typically sent between the 15th and 20th of each month. All funds are sent to the chapter treasurer with an activity report. If your funds are sent electronically, you will only receive the report in the mail.
- ♦ The Society has funds set aside to reimburse Board members for travel to participate in various chapter activities. Unless the local chapter has inadequate funds to do so, it is expected that the chapter will pay for local expenses such as lodging, transportation to and from the airport, and any meals. If a chapter is experiencing financial difficulties, it is possible to arrange a visit funded by the Society. Please contact Chapter Relations if you would like to make arrangements for a Society representative visit.

## SAVE THE DATES: Dates to Remember for the Upcoming Year

August 31	<i>Finance Reports due</i>
September 2	<i>Student Advisory Council application deadline</i>
September (TBA)	<i>Chapter Recognition Program/Scholarships and Awards mailing</i>
October 1	<i>PR Teleseminar Recognition item sale begins</i>
October 10-12	<i>Partnering for Success, Baton Rouge</i>
October 15	<i>"Name that Publication" deadline</i>
October 17-19	<i>Student Advisory Council, Baton Rouge</i>
November (TBA)	<i>OEP Webinar</i>
November 15	<i>990s due to IRS (submit copy to HQ)</i>
January (TBA)	<i>OEP Webinar</i>
February 1	<i>Fellowship applications due to chapters</i>
February 4	<i>Literacy grant applications due to Headquarters</i>
February 11	<i>Study Abroad applications due to Headquarters</i>
March 2	<i>Fellowship applications due to Headquarters</i>
May (TBA)	<i>Partnering for Success, Philadelphia</i>
June 15	<i>Chapter Officer Lists and Annual Reports due</i>
June 30	<i>Love of Learning applications due to Headquarters</i>
July 14	<i>Emerging Scholar applications due to Headquarters</i>

# PHI KAPPA PHI Information

## CHAPTER RELATIONS COMMITTEE: Contact Information from Your Regional VPs

The Phi Kappa Phi members pictured below are the members of the Board of Directors who compose the Chapter Relations Committee and represent the interests of the chapters to the Society's board. Watch for communications from your regional vice president in the coming months.



**YAW ASAMOAH**, *Northeast Region Vice President*  
Indiana University of Pennsylvania  
201 McElhane Hall  
441 North Walk  
Indiana, PA 15705-1087  
P: 724-357-5764 F: 724-357-4816 E: osebo@iup.edu



**RAY DAVIS**, *Southeast Region Vice President*  
North Carolina A&T State University  
1601 East Market Street  
Greensboro, NC 27411  
P: 336-334-7359 F: 336-256-1267 E: davisrj@ncat.edu



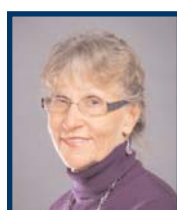
**GILBERT FOWLER**, *South Central Region Vice President*  
Arkansas State University  
PO Box 2889  
State University, AR 72467-2889  
P: 870-972-2308 F: 870-972-3884 E: gfowler@astate.edu



**RICK SHALE**, *North Central Region Vice President*  
Youngstown State University  
One University Plaza  
Youngstown, OH 44555  
P: 330-941-3416 F: 330-941-1782 E: rshale@ysu.edu



**RAY SYLVESTER**, *Western Region Vice President*  
University of the Pacific  
3601 Pacific Avenue  
Stockton, CA 95211  
P: 209-946-2640 F: 209-946-2586 E: rsylvester@pacific.edu



**PENNY WRIGHT**, *Regent*  
San Diego State University  
San Diego, CA 92182  
P: 619-594-0361 F: 619-594-0189 E: penny.wright@sdsu.edu

## WHO TO CONTACT AT HEADQUARTERS

### ACCOUNTING

**Lourdes Barro**, *Assoc. Executive Director/CFO*  
LBarro@phikappaphi.org, (800) 804-9880 ext 14

- ◆ Chapter requesting additional funds for a project: ad in the paper, sending invitations, etc.
- ◆ Overall financial questions
- ◆ IRS questions

**Stephanie Ferguson**, *Accountant*  
SFerguson@phikappaphi.org, (800) 804-9880 ext 23

- ◆ To set up or change automatic deposits
- ◆ To get copies of missing reports - Chapter Contribution Report or Online Enrollment Process Report
- ◆ To verify funds have been submitted to the chapter for above reports
- ◆ Questions regarding the Chapter Finance Report
- ◆ Invoice copies

### ADMINISTRATIVE

**Perry Snyder**, *Executive Director*  
PSnyder@phikappaphi.org, (800) 804-9880 ext 21

- ◆ Building campaign
- ◆ College/University interested in starting a chapter
- ◆ College/University in the petitioning process for a new chapter

**Deanna Landry**, *Assistant to the Executive Director*  
DLandry@phikappaphi.org, (800) 80409880 ext 15

- ◆ Dr. Snyder's schedule
- ◆ Help with petitioning chapters and charters

### CHAPTER RELATIONS

**Molly Stauffer**, *Chapter Relations Director*  
MStauffer@phikappaphi.org, (800) 804-9880 ext 36

- ◆ Your chapter has been inactive and you would like to get it active again
- ◆ Chapter preparing for Installation
- ◆ Honorary or Distinguished Membership

**Traci Payne**, *Chapter Relations Director*  
TPayne@phikappaphi.org, (800) 804-9880 ext 34

- ◆ You have an article or picture for eTOUCH (electronic chapter newsletter)
- ◆ Interested in attending a cluster or Partnering For Success workshop
- ◆ PR questions for your chapter

**Jim Carlson**, *Chapter Relations Director*  
JCarlson@phikappaphi.org, (800) 804-9880 ext 12

- ◆ Help with petitioning chapters and charters
- ◆ Questions about student vice presidents and the Student Advisory Council

**Stacie Pelegrinis**, *OEP Chapter Coordinator and Chapter Relations Assistant*  
SPelegrinis@phikappaphi.org, (800) 804-9880 ext 20

- ◆ To set up OEP for their chapter
- ◆ OEP chapter questions

**Tenisha Bates**, *Chapter Relations Assistant*  
TBates@phikappaphi.org, (800) 804-9880 ext 24

- ◆ Chapter questions (Ch. Reports, Finance Reports, EIN/IRS Reports)
- ◆ Membership lists-specialized by zip codes, inactive and active (she can show you how to find these online)

### INFORMATION SYSTEMS

**Tammy Gates**, *Database Administrator and OEP Student Coordinator*  
TGates@phikappaphi.org, (800) 804-9880 ext 19

- ◆ If a student has questions/problems with OEP
- ◆ If Stacie is out and there is an OEP question

**Ryan Aucoin**, *Network Administrator*  
RAucoin@phikappaphi.org, (800) 804-9880 ext 17

- ◆ You don't remember your password/login
- ◆ You want to start a chapter Web site
- ◆ You need help with your Fulfillment order
- ◆ You have a technical question regarding documents or applications on our Web site

### MARKETING & MEMBER BENEFITS

**Traci Navarre**, *Director of Marketing & Member Benefits*  
TNavarre@phikappaphi.org, (800) 804-9880 ext 22

- ◆ For crisis communication assistance
- ◆ To get general info on member benefits
- ◆ To provide me with member or chapter news items; submit pictures
- ◆ To offer suggestions on promotional materials and communications pieces, both print and electronic

**Maria Davis**, *National Marketing Development Manager*  
MDavis@phikappaphi.org, (800) 804-9880 ext 35

- ◆ Webinar information (archives, upcoming events, registration, etc.)
- ◆ Career Connection assistance (post jobs, resumes, etc.)
- ◆ If you need help setting up a campus event to include The Princeton Review or other corporate partnerships or member benefits.

**Robyn Russell**, *Publicity Coordinator*  
comm@phikappaphi.org, (800) 804-9880 ext 18

Any PR-related questions:

- ◆ Chapter ads
- ◆ Chapter news releases
- ◆ Personalized fact sheets
- ◆ Strategies for improving your name recognition

### MEMBER SERVICES

**Wanda Norwood**, *Member Records Coordinator*  
WNorwood@phikappaphi.org, (800) 804-9880 ext 11

- ◆ Transfer a member's chapter affiliation
- ◆ Pay dues
- ◆ Make sure an initiate is not a duplicate member

**Theresa Bard**, *Coordinator of New Initiates*  
TBard@phikappaphi.org, (800) 80409880 ext 13

- ◆ Information about new initiates (PREs, payments)

### MERCHANDISE/CHAPTER SUPPLIES

**JoAnn Havard**, *Merchandise Manager*  
JHavard@phikappaphi.org, (800) 804-9880 ext 10

A chapter (who is not OEP) would contact me to order chapter supplies:

- ◆ New member resource guides
- ◆ Pins
- ◆ Blank certificates, etc.

All others:

- ◆ Recognition items (honor cords, stoles, medallions)

### PROGRAMS/AWARDS

**Maria Davis**, *National Marketing Development Manager*  
MDavis@phikappaphi.org, (800) 804-9880 ext 35

If you are looking for information (deadlines, eligibility, applications, marketing materials) on:

- ◆ Emerging Scholar
- ◆ Love of Learning
- ◆ Literacy
- ◆ Study Abroad
- ◆ Scholar and Artist

**Theresa Bard**, *Fellowship Coordinator*  
TBard@phikappaphi.org, (800) 804-9880 ext 13

Any questions about the Fellowship program (eligibility requirements, deadline, application).

### SHIPPING/MAIL SERVICES

**Gilbert Bell**, *Shipping/Mail Services Specialist*  
GBell@phikappaphi.org, (800) 804-9880 ext 25

You have questions about something that was shipped.