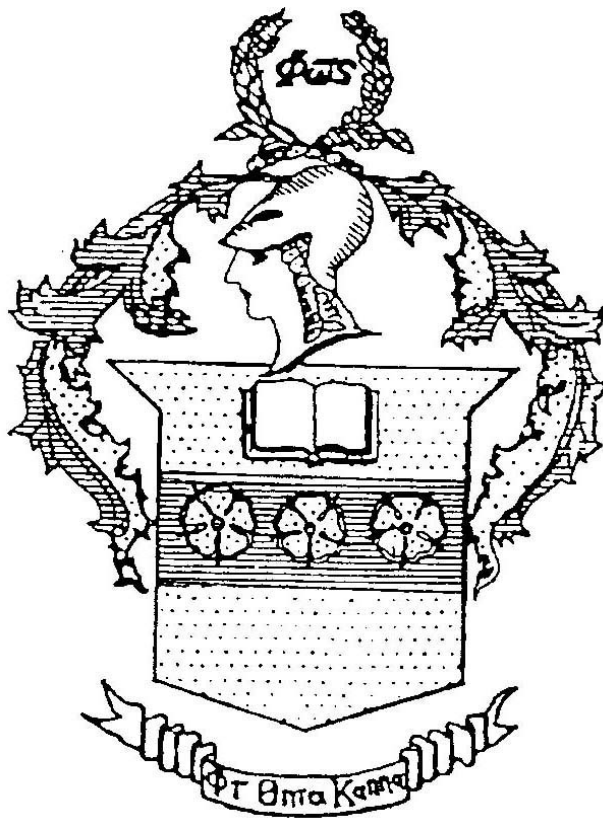


# **Carolinas Region Awards Program**



**January 1, 2017 – December 31, 2017**



# Carolinas Region Honors in Action Project Award & Carolinas Region College Project Award Information

The 2018 Hallmark Awards competition (based on activities completed from January 1, 2017 - December 31, 2017) has categories that reflect Honors in Action. This integrated approach to chapter programming encourages chapters to use the Honors Study Topic as their foundation to develop an Honors in Action Project.

## Honors in Action Project

The Honors in Action Project Award will allow chapters to report on ONE in-depth Honors in Action Project based on a theme of the current Honors Study Topic, *How the World Works: Global Perspectives*.

### **Definition of Honors in Action:**

Honors in Action projects incorporate the following components:

- Academic research and analysis
- Leadership roles and leadership development
- Action (service or advocacy)
- Collaboration
- Reflection

Honors in Action projects require substantive academic investigation of a theme related to the Society's current Honors Study Topic. The theme you select should be directly connected to and provide supporting evidence for the development of the action component of your project. Honors in Action projects require taking on meaningful leadership roles and developing significant leadership skills to address a need in your community that was discovered through your research and analysis. The current Phi Theta Kappa Honors Program Guide is a primary resource to help you develop and implement your Honors in Action Project.

## College Project

Chapters may also submit ONE entry featuring their College Project, described in Level Three of the Five Star Chapter Plan. The **purpose** of the **College Project** is to establish and/or strengthen a **supportive relationship between the chapter and the college administration**. The chapter should meet with the college president (or other appropriate administrator) to determine the College Project, which can be anything that supports the college's mission.

**Information on how to submit these awards and the application questions and scoring rubrics can be found at <https://www.ptk.org/Programs/HallmarkAwards.aspx>**

## ENTRY INFORMATION

**To be eligible for the Carolinas Region Honors in Action Project and the Carolinas Region College Project awards you must enter the Phi Theta Kappa International awards competition following the online guidelines set forth by Phi Theta Kappa.** These awards must be entered online at my.ptk.org by 5:00 pm CST, January 24, 2018. These awards will be judged by Phi Theta Kappa Headquarters and the results will be passed on to the Carolinas Regional Coordinator(s) to determine the winners at the regional level.

**No entries are required at the regional level for these awards.**

# Carolinas Region Officer/Member Awards

## *Distinguished Chapter Officer Team Awards*

A chapter advisor may nominate their entire chapter officer team for this award. The officers should demonstrate an exceptional atmosphere of teamwork, leadership abilities, promotion of Honors in Action and other engagement in the Society, and enthusiasm for the Society's Hallmarks.

## *Distinguished Chapter Officer Awards*

Distinguished Chapter Officers are selected based on the recipients' demonstration of leadership, promotion of Honors in Action and other engagement in the Society, and enthusiasm for the Society's Hallmarks. International Officers are not eligible for this award during their year of tenure. The chapter may nominate up to two individual officers for this category, including a chapter president. However, team leaders or committee chairpersons who have been appointed (not elected) may not be nominated for this award. A student may receive this award only once.

## *Distinguished Chapter Member Awards*

Distinguished Chapter Members are selected based on a student's embodiment of the Hallmarks of the Society through Honors in Action and other chapter activities. Members holding elected office at the chapter, regional, or international levels are ineligible for this award. Team leaders or committee chairpersons may be nominated for this award, if their leadership position is by appointment not election. A student may receive this award only once.

**Information on how to submit these awards and the application questions and scoring rubrics can be found at <https://www.ptk.org/Programs/HallmarkAwards.aspx>**

## **ENTRY INFORMATION**

**To be eligible for the Carolinas Region Distinguished Chapter Officer Team, Distinguished Chapter Officer, and Distinguished Chapter Member awards you must enter the Phi Theta Kappa International awards competition following the online guidelines set forth by Phi Theta Kappa.** These awards must be entered online at my.ptk.org by 5:00 pm CST, January 10, 2018. These awards will be judged by Phi Theta Kappa Headquarters and the results will be passed on to the Carolinas Regional Coordinator(s) to determine the winners at the regional level. **No entries are required at the regional level for these awards.**

# Carolinas Region Advisor Awards

## *Distinguished Chapter Advisor Team Awards*

A chapter may nominate their advisor team of two or more for this award. The advisors should demonstrate an exceptional atmosphere of teamwork, leadership abilities, promotion of Honors in Action and other engagement in the Society, and enthusiasm for the Society's Hallmarks. The Chapter Advisor Team Award nomination should be written and submitted by only the chapter officers and members. Advisors nominated for this award may also be nominated for other individual advisor awards.

## **Advisor Individual Awards**

Award-winning advisors are those who make significant contributions to the growth of the individual members, serve as the chapter's advocate on campus, and encourage the chapter to be involved on the local, regional and/or international level of the organization. Years of service will be based upon the advisor's start date reported to Phi Theta Kappa Headquarters.

***Paragon Awards for New Advisors*** - Advisors with less than four years of service as of January 10, 2018. An advisor may receive this award only once.

***Distinguished Advisor Awards*** – Advisors with at least four or more years of service as of January 10, 2018. An advisor may receive this award only once.

***Continued Excellence Award for Advisors*** – Advisors must have already received the Distinguished Advisor Award. Once an advisor has received the Distinguished Advisor Award, he/she will be eligible for the Continued Excellence Award for Advisors the following year. Advisors are eligible to win this award every other year.

**Information on how to submit these awards and the application questions and scoring rubrics can be found at <https://www.ptk.org/Programs/HallmarkAwards.aspx>**

## **ENTRY INFORMATION**

**To be eligible for the Carolinas Region Distinguished Chapter Advisor Team, Paragon Award for New Advisors, Distinguished Advisor, and Continued Excellence Award for Advisors awards you must enter the Phi Theta Kappa International awards competition following the online guidelines set forth by Phi Theta Kappa.** These awards must be entered online at my.ptk.org by 5:00 pm CST, January 10, 2018. These awards will be judged by Phi Theta Kappa Headquarters and the results will be passed on to the Carolinas Regional Coordinator(s) to determine the winners at the regional level.

**No entries are required at the regional level for these awards.**

# Carolinas Region Distinguished College President/Administrator Awards

## *Distinguished College Administrator Awards* (College Administrator)

The Distinguished College Administrator Awards are awarded to college vice presidents, deans or directors serving at a postsecondary institution with an active Phi Theta Kappa chapter. Nominees should have served in their position for at least three years as of December 6, 2017, and should have demonstrated during their tenure a strong level of support for the Society. A college administrator may receive this award only once. Each chapter may submit one nominee. College presidents, campus CEOs and state community college directors are not eligible for this award. Active Phi Theta Kappa advisors are not eligible and should be nominated for an advisor award.

## *Shirley B. Gordon Awards of Distinction* (College President)

College presidents and campus CEOs are selected for this award on the basis of outstanding efforts given toward promoting the goals of Phi Theta Kappa. Nominees should have served as president at least three years at the current institution as of December 6, 2017, and demonstrated during their tenure a strong level of support for Phi Theta Kappa. A college president or campus CEO may receive this award only once. College presidents or campus CEOs of postsecondary institutions with an active Phi Theta Kappa chapter are eligible for this award.

**Information on how to submit these awards and the application questions and scoring rubrics can be found at <https://www.ptk.org/Programs/HallmarkAwards.aspx>**

## **ENTRY INFORMATION**

**To be eligible for the Carolinas Region Distinguished College President or Carolinas Region Distinguished College Administrator awards you must enter the appropriate category of the Phi Theta Kappa International awards competition following the online guidelines set forth by Phi Theta Kappa.** These awards must be entered online at my.ptk.org by 5:00 pm CST, December 6, 2017. These awards will be judged by Phi Theta Kappa Headquarters and the results will be passed on to the Carolinas Regional Coordinator(s) to determine the winners at the regional level.  
**No entries are required at the regional level for these awards.**

# CAROLINAS REGION DISTINGUISHED COMMUNITY SERVICE AWARD

## AWARD CRITERIA

This award will be presented each year at the Regional Convention to that chapter which has accomplished the most outstanding community service project during the preceding year. The winning chapter will be presented with a plaque and a scholarship in the amount of \$150.00 to be used towards registration fees for any regional event.

1. Each chapter in the Carolinas Region may submit a 1,250-word essay (maximum length) describing a single service project that the chapter has completed during the previous regional year (January 1 through December 31).
2. All essays will be e-mailed to John Sharpe, Carolinas Regional Coordinator, at [john.sharpe@hgtc.edu](mailto:john.sharpe@hgtc.edu) who will forward them to alumni judges. All essays must be submitted by the same date established for regional award entries. In 2018, they must be received no later than January 24, 2018.
3. The service projects will be judged on the qualities of project originality (20%), the execution of the project (25%), impact on the chapter, the college, and the community and/or beyond (25%), leadership of the chapter's members (20%), and entry length and proper grammar (10%).
4. The regional coordinator will announce the winner of the Carolinas Region Distinguished Community Service Award at the annual regional convention.

**NOTE: Must e-mail award entry in Word, RTF, or PDF format to the Regional Coordinator at [john.sharpe@hgtc.edu](mailto:john.sharpe@hgtc.edu) by stated deadline (January 24, 2018) to be eligible for this award. E-mail must be sent from a chapter advisors e-mail account as this will serve as the certification from the advisor that the award entry has been approved by the advisor.**

## Carolinas Region Distinguished Community Service Award - Judging Rubric

### Originality

*Was project original? Did chapter members address a need in their community?*

**20 points** – Yes, project demonstrated originality by chapter members and clearly addressed a need in their community.

**10 points** – Project had original components, but did not address a local need.

**5 points** – Project was not original and did not address a local need.

### Leadership

*Describe the leadership of chapter members that contributed to the planning, preparations, and implementation of this project.*

**20 points** – Strong evidence of exceptional planning and teamwork. Used this project to exercise and advance leadership skills.

**10 points** – Some evidence of planning and teamwork.

**5 points** – Little evidence of effective planning and teamwork.

### Execution

*Was the project executed flawlessly?*

**25 points** – Project was executed flawlessly. All challenges were addressed and overcome during the project.

**15 points** – Project execution was not flawless. Some challenges were addressed and overcome during the project.

**5 points** – Project execution cannot be determined.

### Impact

*How did the project impact chapter's members, college, community, and/or beyond?*

**25 points** – Project's outcomes, including qualitative and quantitative elements, demonstrate a positive impact.

**15 points** – Project seemed to impact chapter, college, or community members. Outcomes did not include both quantitative and qualitative elements.

**5 points** – Project impact isn't evident. Response did not provide enough details to assess impact.

### Length

*Is entry 1,250 words or less?*

**5 points** – Yes

**0 points** – No

### Grammar

*Are sentences correctly constructed and have varied structure and length? Did author(s) completely avoid mistakes in grammar, spelling, and punctuation?*

**5 points** – Yes

**0 points** – No



# **DISTINGUISHED ALUMNI AWARD**

## **AWARD CRITERIA**

Distinguished Alumni are selected on the basis of their embodiment of the Hallmarks of the Society, emphasizing participation in Society programs. Applications will list areas for the chapter to cite an individual's embodiment or promotion of Honors in Action including scholarship, leadership, service, and fellowship. Chapters may only nominate Alumni of their own chapter for this award.

## **ENTRY REQUIREMENTS**

1. Each chapter may submit one nomination for a Distinguished Chapter Alumni Award. An Alumnus may receive this award only once. If this nominee has never been inducted into the Hall of Honor, the nominee will automatically be included in this year's Carolinas Hall of Honor.
2. In an essay of 500 words or less, describe ways the nominee embodies and promotes Honors in Action which includes Phi Theta Kappa's hallmarks of scholarship, leadership, service and fellowship. The essay must be typed and double-spaced. The essay should consist of: (1) a thesis paragraph giving an overview of the nominee's contributions to chapter programs, (2) several supporting paragraphs, and (3) a conclusion. The essay should explain how the nominee contributed to: (A) the chapter's objectives, (B) the chapter's accomplishments, and (C) the chapter's growth.
3. One letter of recommendation is required from each of the following: (A) The chapter advisor, citing service the nominee has rendered to the chapter and/or region, (B) A fellow member, citing the nominee's contributions to the Chapter. Please do not submit additional materials with this entry.

## **DISTINGUISHED ALUMNI JUDGING CRITERIA**

When entries are received, they are distributed to judges for scoring. Late entries and entries lacking all required elements are disqualified and will not be judged. Entries are read, scored and ranked by three judges.

### **Presentation – 10 points**

- ✓ Were directions followed and required questions answered? (5 points)
- ✓ Were the application materials free of errors and neatly presented? (5 points)

### **Nominee's Contribution to Chapter Programs/Honors in Action – 60 points (from essay)**

- ✓ Honors in Action Contribution (30 points)
- ✓ Chapter Programs Contribution (30 points)

### **Scholarship, Fellowship, Enthusiasm – 30 points (from letters of recommendation)**

- ✓ Service to the chapter and/or region (10 points)
- ✓ Contribution to Chapter growth, leadership and fellowship (10 points)
- ✓ Promotion of scholarship to others (10 points)

**NOTE: Must e-mail award entry in Word, RTF, or PDF format to the Regional Coordinator at [john.sharpe@hgtc.edu](mailto:john.sharpe@hgtc.edu) by stated deadline (January 24, 2018) to be eligible for this award. E-mail must be sent from a chapter advisors e-mail account as this will serve as the certification from the advisor that the award entry has been approved by the advisor.**

# **DISTINGUISHED ALUMNI CHAPTER AWARD**

## **AWARD CRITERIA**

Alumni chapters are an invaluable resource to Carolinas Region chapters. Their participation at all levels of Society activities contributes to the overall success of chapter programs.

Submit an essay of no more than 1250 words (typed and double-spaced). The essay should consist of: (1) a thesis paragraph giving an overview of the chapter's related programs; (2) several supporting paragraphs; and (3) a conclusion. The essay should contain: (A) the alumni chapter's objectives, (B) the alumni chapter's accomplishments, and (C) how the alumni chapter's activities promoted the Society and the growth of members—both alumni and the members of the chapter(s) they are supporting.

## **DISTINGUISHED ALUMNI CHAPTER JUDGING CRITERIA**

When received, entries are distributed to three judges for scoring and ranking. Late entries and entries lacking all required elements are disqualified and will not be judged.

### **Presentation – 10 points**

- ✓ Were directions followed and required questions answered? (5 points)
- ✓ Were the application materials free of errors and neatly presented? (5 points)

### **Contributions to Chapter Programs and Members' Growth – 90 points (from essay)**

- ✓ Support of chapter activities on local, regional and international levels (40 points)
- ✓ Contribution to growth experience of members (20 points)
- ✓ Promotion of Society programs and priorities (30 points)

**NOTE: Must e-mail award entry in Word, RTF, or PDF format to the Regional Coordinator at [john.sharpe@hgtc.edu](mailto:john.sharpe@hgtc.edu) by stated deadline (January 24, 2018) to be eligible for this award. E-mail must be sent from an alumni chapter advisors e-mail account as this will serve as the certification from the advisor that the award entry has been approved by the advisor.**

# CAROLINAS HALL OF HONOR

## AWARD CRITERIA

The Carolinas Hall of Honor was established in 1995 to recognize members selected by their chapters for their contributions and support of the four Hallmarks of Phi Theta Kappa. Members nominated for Distinguished Chapter Officer and Distinguished Chapter Member Awards at the Regional Level are automatically entered into the Carolinas Hall of Honor unless the nominee was inducted into the Hall of Honor in a previous year. A chapter may nominate one additional chapter member for the Carolinas Hall of Honor by completing a Hall of Honor Award Entry with a letter of nomination citing the chapter's reasons for the nomination. A chapter member or chapter advisor may make this nomination, but the entry must be e-mailed to the regional coordinator from a chapter advisors e-mail account as this will serve as a certification that the entry is approved by the advisor.

**NOTE: A chapter member can only be inducted into the Hall of Honor once--this is a lifetime honor.**

# ALUMNI HALL OF HONOR

## AWARD CRITERIA

The Alumni Hall of Honor was established to recognize alumni selected by their chapters for their contributions and support of the four Hallmarks of Phi Theta Kappa and their support to the chapter and the region. Members nominated for the Distinguished Alumni Award at the Regional Level are automatically entered into the Alumni Hall of Honor unless the nominee was inducted into the Hall of Honor in a previous year. A chapter may nominate one additional chapter alumni member for the Carolinas Alumni Hall of Honor by completing the Hall of Honor Award Entry with a letter of nomination citing the chapter's reasons for the nomination. A chapter member or chapter advisor may make this nomination, but the entry must be e-mailed to the regional coordinator from a chapter advisors e-mail account as this will serve as a certification that the entry is approved by the advisor.

**NOTE: A chapter alumnus can only be inducted into the Hall of Honor once--this is a lifetime honor**

**Must e-mail Hall of Honor entry in Word, RTF, or PDF format to the Regional Coordinator at [john.sharpe@hgtc.edu](mailto:john.sharpe@hgtc.edu) by stated deadline (January 24, 2018) to be eligible. E-mail must be sent from a chapter advisors e-mail account as this will serve as the certification from the advisor that the award entry has been approved by the advisor.**

# 2018 CAROLINAS REGION YEARBOOK AWARD CRITERIA

The Yearbook Awards recognize excellence in chapter yearbooks. Chapters must submit a pre-registration form by the Hallmark Awards deadline (January 24, 2018) to be eligible, and then must bring the yearbook to the Regional Convention for judging.

Each yearbook **MUST** have an overall theme. The theme must reflect the current Honors in Action Topic, "How the World Works: Global Perspectives." Chapters may wish to use the title of a popular song, a well-known book or play, or a familiar proverb or quote to illustrate their theme. The purpose of a theme is to provide unity and relate the different divisions to each other. Any theme that accomplishes this purpose is an acceptable yearbook theme.

## The Carolinas Region Yearbook Requirements are as follows:

1. Must have a cover that illustrates the theme, and lists the Chapter Name, College Name, and the year; i.e. "Alpha Omega's World of Discovery," Alpha Omega Chapter, The Best Community College, 2017.
2. Must have an overall theme that is incorporated into the cover, divider pages, and content pages.  
Note: Theme **MUST** relate to the Honors in Action Topic, and may relate to one or more of the themes.
3. Must include at least two divisions, clearly marked, with hallmarks, which are optional, to follow in order:
  - a. Honors in Action (all activities related to Honors in Action project)
  - b. College Project (all activities related to College Project)
  - c. Scholarship (any activities that demonstrate scholarship unrelated to a or b)
  - c. Leadership (any activities that demonstrate leadership unrelated to a or b)
  - c. Service (any activities that demonstrate service unrelated to a or b)
  - c. Fellowship (any activities that demonstrate fellowship unrelated to scholarship, leadership, or service)
  - d. Individual Accomplishments – may include information on individuals who have been nominated or received hallmark awards at either the regional and/or international level. May also include any scholarship nominees and/or winners within chapter and any additional awards received by chapter members or advisors.
4. Must be in book form only. No electronics may be used. The yearbook **CANNOT** be placed in a case or accompanied by any unattached ornamentation or presentation devices. **PLEASE NOTE:** Video or electronic yearbooks **CANNOT** be entered for the Regional Yearbook Award
5. Dimensions of the yearbook cannot exceed 20" X 25." Weight of the yearbook cannot exceed 20 pounds.

## Yearbook Cover

The yearbook cover should establish the overall theme related to the current Honors in Action Topic.

The cover may include a title.

The cover should include all of the following:

The name of the chapter      The name of the college      The year (i.e. 2017)

## Optional Content Pages

The following pages are optional, but should be placed before the required divisions to help tie your yearbook together.

Title Page  
General Introduction of the Chapter's Year  
Dedication Page

## **2018 CAROLINAS REGION YEARBOOK AWARD CRITERIA (cont.)**

### **Divider Pages**

The divider pages should clearly indicate the section that follows. They should stand out from the rest of your pages and they should clearly reflect the theme.

### **Content Pages**

All content pages should have a title and page numbers. All titles should be event-specific. Body copy should explain why the event pictures are relevant to the yearbook section.

### **OTHER SUGGESTIONS**

Proofread for spelling and grammatical errors.

Identify people by name in picture captions.

Include promotional materials to demonstrate event planning activities.

Treat your yearbook as a chapter treasure – after the convention, it can be placed on an awards table or at a student organization fair to draw in prospective members and advisors. It serves to chronicle your chapter's year – and growth – for anyone who has the opportunity to browse through it.

## 2018 Yearbook Rubric

## Carolinas Region Hallmark Awards

Component	Points to be Awarded (in whole numbers for ease of calculation)				
	0 - 1	2	3	4	5
<b>Cover</b>	Chapter name, college name, or year omitted. No apparent theme. Poor execution. No creativity.	Chapter name, college name, or year omitted. Introduces theme. Weak execution. Limited creativity.	Chapter name, college name, or year omitted. Theme apparent. Execution apparent. Some creativity.	Chapter name, college name, and year presented. Theme clearly presented. Execution strong. Creative.	Chapter name, college name, year obvious. Theme well developed. Flawless execution. Highly creative.
<b>Divider Pages</b>	No divider pages. HIA/CP/Optional sections not identified. No apparent theme. Spelling/grammar errors. Poor execution.	Improper order. HIA/CP/Optional sections identified. Theme introduced. Spelling/grammar errors. Weak execution.	Improper order. HIA/CP/Optional sections apparent. Theme is obvious. 2-3 spelling/grammar errors. Mediocre execution.	Proper order. HIA/CP/Optional sections identified. Theme is evident. 1 spelling OR grammar error. Strong execution.	Proper order. HIA/CP/Optional sections clearly identified. Theme is strongly reinforced. No spelling/grammar errors. Flawless execution.
<b>Content Pages</b>	Same activities used throughout sections. No apparent theme. Use of photos only. Errors of all kinds. Sloppy execution.	Disorganized. Some pages' inclusion in section questionable. Theme introduced. Limited use of photos and memorabilia. Spelling/grammatical errors. Weak execution.	Some events not identified. Some pages relevant to section. Theme is obvious. Some use of photos and memorabilia. 2-3 spelling/grammar errors. Mediocre execution.	Events identified on most page headers and theme carried out. Most pages relevant to section. Theme is evident. Strong use of photos and memorabilia. 1 spelling or grammar error. Strong execution.	Events clearly identified on all content pages. Relevance to section readily apparent. Theme is strongly reinforced. Creative use of pictures and memorabilia. No spelling/grammar errors. Flawless execution.
<b>Following Directions</b>	Directions ignored.	Directions apparently misinterpreted.	Directions followed with no more than 3 errors.	Directions followed with one to two errors.	Directions followed to the letter.
<b>Overall Aesthetics</b>	Yearbook is falling apart or loosely bound. Yearbook is thrown together without a sense of organization. No sense of chapter's activities, impact, or growth is evident.	Yearbook is solid but disorganized. Yearbook activities appear to be repeated from section to section. Yearbook does not appear to present all chapter activities.	Yearbook is pleasing and somewhat creative. Yearbook appears to show most chapter activities.	Yearbook is visually pleasing and reflects balanced activities. Yearbook is representative of most chapter activities at the regional level as well as the local level.	Yearbook is visually unique. Yearbook is thoughtful. Yearbook is reflective. Yearbook is an historic documentation of the chapter's activities of the preceding year. Yearbook shows a variety of activities at all levels: local, regional, and international.



## **eNEWSLETTER/CHAPTER WEBSITE AWARD**

The eNewsletter/Chapter Website Award is a single award. A chapter may compete for either the eNewsletter Award or the Chapter Website Award under this category but not both.

### **eNEWSLETTER AWARD CRITERIA**

The eNewsletter Award requires chapters to post online to chapter members at least two editions of the chapter newsletter during the Carolinas Regional year (January 1 through December 31). These eNewsletters should be sent in the fall semester and in the spring semester. They are judged on design/layout, and comprehensiveness of content: promotion of the organization, record of chapter activities, Honors in Action activity, and calendar of events. Chapters wishing to compete for this award should e-mail copies of 2 different eNewsletters to the Regional Coordinator at [john.sharpe@hgtc.edu](mailto:john.sharpe@hgtc.edu) who will send submissions to three judges for scoring and ranking. The due date for submitting copies of the eNewsletter is the same as hallmark award entries – January 24, 2018.

#### **eNEWSLETTER JUDGING CRITERIA**

- Design/Layout – 20 points
- Comprehensiveness of contents – 80 points
  1. Promotion of the organization (15 points)
  2. Reporting of chapter activities (25 points)
  3. Reporting of Honors in Action, College Service projects (25 points)
  4. Calendar of Upcoming events and Contact List of Advisors/Officers (10 points)
  5. Proper use of symbols and Greek names (5 points)

### **CHAPTER WEBSITE AWARD CRITERIA**

The Carolinas Region Alumni Association sponsors the Chapter Website Award to recognize outstanding chapter achievement in web design and web communication. Chapters wishing to compete for this award should e-mail a Website Award Entry Form with your chapter website URL address to the Regional Coordinator at [john.sharpe@hgtc.edu](mailto:john.sharpe@hgtc.edu). The due date for the Chapter Website entry form is the same as hallmark award entries – January 24, 2018. All work on chapter websites must be done by the Phi Theta Kappa chapter. Chapter Websites will be judged based on the following criteria:

- ❖ General appearance and layout – presentation
- ❖ Ease of navigation
- ❖ Quality of information – current and up-to-date
- ❖ Representation of Honors in Action and College Project
- ❖ Quality of presentation - all links should work, avoidance of errors, etc.
- ❖ Information on chapter activity
- ❖ List of chapter advisors & officers – contact information is optional to preserve privacy

Site should contain recommended information from Phi Theta Kappa International including:

- ❖ Name of chapter
- ❖ Link to regional website ([www.carolinasregion.org](http://www.carolinasregion.org))
- ❖ Link to official website of Phi Theta Kappa ([www.ptk.org](http://www.ptk.org))
- ❖ Link to website of the institution where your chapter is located – if applicable
- ❖ Date of last modification on each page of site
- ❖ Proper use of Phi Theta Kappa images, symbols, and Greek names

**Final Judging of Chapter Websites will take place on or before February 15, 2018**

## **BEST NEW CHAPTER AWARD**

### **AWARD CRITERIA**

No entry is required for this award. All chapters chartered during the current regional year are eligible. The award is given by the regional coordinator and is based on the chapter's progress in the Five-Star Chapter Plan and participation in regional events.

## **MOST IMPROVED CHAPTER**

### **AWARD CRITERIA**

No entry is required for this award. All chapters are eligible for this award. This award is given by the regional coordinator and is based on the chapter's improvement in participation in the Five-Star Chapter Plan, participation in regional and/or international events, and demonstrated leadership.

## **COMMUNICATIONS AWARD**

### **AWARD CRITERIA**

No entry is required for this award. This award is given to chapters who communicate with the Regional Coordinator and Regional Secretary on a consistent basis. The Regional Coordinator selects award recipients.



# 2018 CHAPTER YEARBOOK AWARD ENTRY FORM CAROLINAS REGION

To be eligible to compete for the Carolinas Region Chapter Yearbook Award you must e-mail a copy of this entry form to the Regional Coordinator at [john.sharpe@hgtc.edu](mailto:john.sharpe@hgtc.edu) no later than 5:00 pm EST, January 24, 2018 and bring your chapter yearbook to the Carolinas Region Convention for judging.

CHAPTER NAME \_\_\_\_\_

COLLEGE NAME \_\_\_\_\_

ADVISOR'S NAME \_\_\_\_\_

Read the **2018 Yearbook Award Criteria** and **2018 Yearbook Rubric** documents to see how the yearbooks will be judged.

Must e-mail award entry form in Word, RTF, or PDF format to the Regional Coordinator at [john.sharpe@hgtc.edu](mailto:john.sharpe@hgtc.edu) by stated deadline (January 24, 2018) to be eligible for this award. E-mail must be sent from a chapter advisors e-mail account as this will serve as the certification from the advisor that the award entry has been approved by the advisor.

# 2018 CHAPTER WEBSITE AWARD ENTRY FORM CAROLINAS REGION

To be eligible to compete for the Carolinas Region Chapter Website Award you must e-mail a copy of this entry form to the Regional Coordinator at [john.sharpe@hgtc.edu](mailto:john.sharpe@hgtc.edu) no later than 5:00 pm EST, January 24, 2018.

CHAPTER NAME \_\_\_\_\_

COLLEGE NAME \_\_\_\_\_

ADVISOR'S NAME \_\_\_\_\_

CHAPTER WEBSITE URL ADDRESS \_\_\_\_\_

The Carolinas Region Alumni Association sponsors the Chapter Website Award to recognize outstanding chapter achievement in web design and web communication. All work on chapter websites must be done by the Phi Theta Kappa chapter. Read the **eNewsletter/Chapter Website Award** document to see the criteria on how the websites will be judged.

**Must e-mail award entry form in Word, RTF, or PDF format to the Regional Coordinator at [john.sharpe@hgtc.edu](mailto:john.sharpe@hgtc.edu) by stated deadline (January 24, 2018) to be eligible for this award. E-mail must be sent from a chapter advisors e-mail account as this will serve as the certification from the advisor that the award entry has been approved by the advisor.**

## Carolinas Region Hallmark Awards Checklist

COLLEGE NAME: \_\_\_\_\_

CHAPTER NAME: \_\_\_\_\_

To be eligible for the following awards (Honors in Action Project, College Project, Distinguished Chapter Officer Team, Distinguished Chapter Officer, Distinguished Chapter Member, Distinguished Chapter Advisor Team, Paragon Award for New Advisors, Distinguished Chapter Advisor, Continued Excellence Award for Advisors, and Distinguished College President/Administrator) you must enter the Phi Theta Kappa International Awards competition following the international guidelines. These awards will be judged by international representatives for the Carolinas Region. Please print or type the names of nominees in space provided below for individual awards and attach a copy of officer's and/or advisors names if entering the Distinguished Chapter Officer Team or Distinguished Chapter Advisor Team Award.

**IMPORTANT NOTE:** The entries for these awards are entered online at [my.ptk.org](http://my.ptk.org). See [www.ptk.org](http://www.ptk.org) for instructions. You do not need to send any entries to the region to be eligible for these awards but please check off the awards you entered so the region has a record.

\_\_\_\_ Honors in Action Project Award

\_\_\_\_ College Project Award

**Chapter award categories must be completed online by *January 24, 2018***

\_\_\_\_ Distinguished Chapter Officer \_\_\_\_\_

\_\_\_\_ Distinguished Chapter Member \_\_\_\_\_

\_\_\_\_ Distinguished Chapter Officer Team (attach form with officer names)

\_\_\_\_ Paragon Award for New Advisors \_\_\_\_\_

\_\_\_\_ Distinguished Chapter Advisor \_\_\_\_\_

\_\_\_\_ Continued Excellence Award for Advisors \_\_\_\_\_

\_\_\_\_ Distinguished Chapter Advisor Team (attach form with advisor names)

**Individual award categories must be completed online by *January 10, 2018***

\_\_\_\_ Distinguished College President/Administrator \_\_\_\_\_

**Administrator award categories must be completed online by *December 6, 2017***

To enter nominations for the following awards (Carolinas Region Distinguished Community Service Award, Distinguished Alumni, Distinguished Alumni Chapter, and eNewsletter) you must e-mail entries to the Regional Coordinator at [john.sharpe@hgtc.edu](mailto:john.sharpe@hgtc.edu) by the stated deadline (January 24, 2018). These awards will be sent out by the Regional Coordinator to be judged for the Carolinas Region.

\_\_\_\_ Carolinas Region Distinguished Community Service Award

\_\_\_\_ Distinguished Alumni \_\_\_\_\_

\_\_\_\_ Distinguished Alumni Chapter

\_\_\_\_ eNewsletter (e-mail 2 different editions of eNewsletter to Regional Coordinator at [john.sharpe@hgtc.edu](mailto:john.sharpe@hgtc.edu) for judging)

The following awards require an entry form only to be e-mailed to the Regional Coordinator at [john.sharpe@hgtc.edu](mailto:john.sharpe@hgtc.edu). For the Yearbook, use the Chapter Yearbook Entry Form, and for Chapter Website entries use the Chapter Website Entry Form.

\_\_\_\_ Yearbook (Entry Form Only) bring yearbook to Regional Convention for judging.

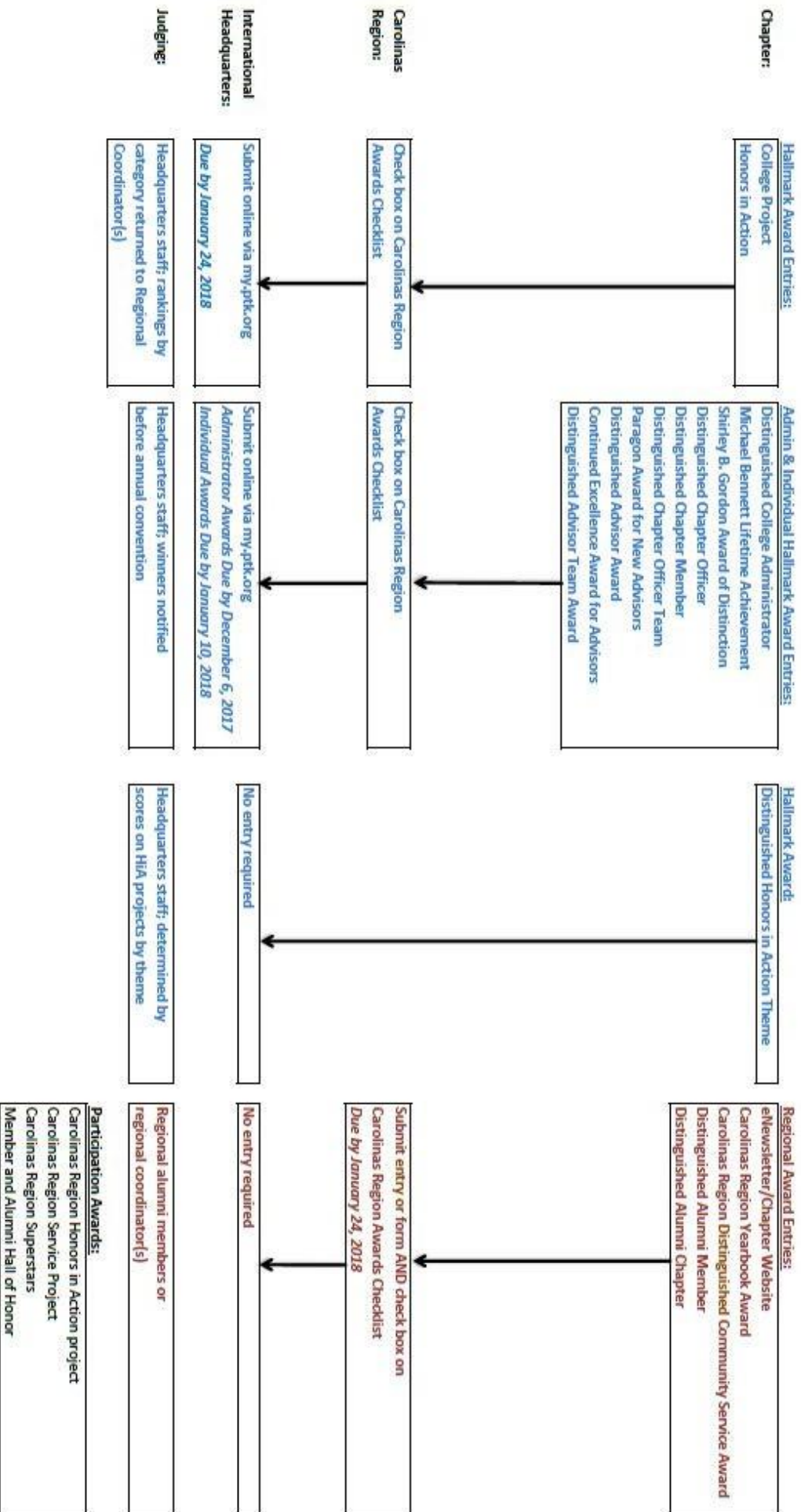
\_\_\_\_ Chapter Website (Entry Form Only) Website URL: \_\_\_\_\_

To nominate someone for a Hall of Honor Award you must e-mail entries to the Regional Coordinator at [john.sharpe@hgtc.edu](mailto:john.sharpe@hgtc.edu) by the stated deadline (January 24, 2018).

\_\_\_\_ Alumni Hall of Honor \_\_\_\_\_

\_\_\_\_ Carolinas Hall of Honor \_\_\_\_\_

**Phi Theta Kappa  
Awards Flowchart**



**E-mail Regional Hallmark Award Entries to:**

John W. Sharpe, Coordinator  
john.sharpe@hgtc.edu

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**Hallmark Awards Due Dates**

**Wednesday, January 24, 2018 – Carolinas Region Hallmark Award entries due in Regional Coordinators e-mail account no later than 5:00 pm. Late entries will not be accepted.** This includes the following award entries: Carolinas Region Distinguished Community Service Award, Distinguished Alumni, Distinguished Alumni Chapter, eNewsletter, Yearbook (entry form only), and Chapter Website (entry form only).

**Wednesday, January 24, 2018 – Carolinas Hall of Honor and Alumni Hall of Honor entries due in Regional Coordinators e-mail account no later than 5:00 pm. Late entries will not be accepted.**

**Wednesday, January 24, 2018 – Carolinas Super Stars, Carolinas Region Honors in Action Project, and Carolinas Region Service Project reporting forms due in Regional Coordinators e-mail account no later than 5:00 pm.**

**Wednesday, December 6, 2017 – Administrator Award Entries Due.** Administrator International entries must be entered online at my.ptk.org. For information on Hallmark Awards go to <https://www.ptk.org/Programs/HallmarkAwards.aspx> to access Hallmark Award information and reporting instructions. The following award entries are due on this date: Distinguished College Administrator, Shirley B. Gordon Awards of Distinction, Michael Bennett Lifetime Achievement Awards, and Distinguished Community College State Director.

**Wednesday, January 10, 2018 – Individual Award Entries Due.** Individual International entries must be entered online at my.ptk.org. For information on Hallmark Awards go to <https://www.ptk.org/Programs/HallmarkAwards.aspx> to access Hallmark Award information and reporting instructions. The following award entries are due on this date: Distinguished Chapter Officer Team, Distinguished Chapter Officer, Distinguished Chapter Member, Distinguished Chapter Advisor Team, Paragon Awards for New Advisors, Distinguished Advisor, and Continued Excellence Award for Advisors.

**Wednesday, January 24, 2018 – Chapter Award Entries Due.** International Chapter entries (Honors in Action Project and College Project) must be entered online at my.ptk.org. For information on Hallmark Awards go to <https://www.ptk.org/Programs/HallmarkAwards.aspx> to access Hallmark Award information and reporting instructions. Entries must be submitted no later than 5:00 pm CST to be eligible for awards. Failure to do so will result in your entries NOT being entered in the Phi Theta Kappa International Awards Program.

**IMPORTANT NOTE: In order to be eligible for the following Carolinas Region Awards you must enter the international awards competition online following international guidelines as these awards will be judged by international judges for the Carolinas Region:** Honors in Action Project, College Project, Distinguished Chapter Officer, Distinguished Chapter Member, Distinguished Chapter Officer Team, Paragon Award for New Advisors, Distinguished Chapter Advisor, Continued Excellence Award for Advisors, Distinguished Chapter Advisor Team, and Administrator Awards.

## **CAROLINAS HALLMARK AWARD PACKAGES -THINGS TO REMEMBER**

**The Phi Theta Kappa Carolinas Regional Year and the Phi Theta Kappa International Year is from January 1, 2017 – December 31, 2017 (award entries submitted by chapters should be based on projects and programs from this time period)**

**Please e-mail a copy of the Carolinas Region Awards Checklist as well as “Region Specific” awards to the Regional Coordinator at [john.sharpe@hgtc.edu](mailto:john.sharpe@hgtc.edu) by January 24, 2018.**

### **Follow instructions or use correct entry forms as specified:**

- Honors in Action Project Award – no regional entry required but must enter international competition online
- College Project Award – no regional entry required but must enter international competition online
- Distinguished Chapter Officer – no regional entry required but must enter international competition online
- Distinguished Chapter Member – no regional entry required but must enter international competition online
- Distinguished Chapter Officer Team – no regional entry required but must enter international competition online
- Paragon Award for New Advisors – no regional entry required but must enter international competition online
- Distinguished Chapter Advisor – no regional entry required but must enter international competition online
- Continued Excellence Award for Advisors – no regional entry required but must enter international competition online
- Distinguished Chapter Advisor Team - no regional entry required but must enter international competition online
- Distinguished College President/Administrator - no regional entry required but must enter international competition online
- Carolinas Region Distinguished Community Service Award – entry must be e-mailed to regional coordinator
- Distinguished Alumni - entry must be e-mailed to regional coordinator
- Distinguished Alumni Chapter - entry must be e-mailed to regional coordinator
- eNewsletter - entries must be e-mailed to regional coordinator – copies of 2 different editions of eNewsletter
- Yearbook - Carolinas Region Yearbook Award Entry Form must be e-mailed to regional coordinator - and bring yearbook to regional convention for judging
- Chapter Website - Carolinas Region Chapter Website Entry Form must be e-mailed to regional coordinator (include URL)
- Alumni Hall of Honor - entry must be e-mailed to regional coordinator
- Carolinas Hall of Honor - entry must be e-mailed to regional coordinator

