

## **Distinguished Chapter Officer Award**

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 who were elected to a chapter leadership position during the 2017 calendar year, 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.

### **DEADLINE:**

**Wednesday, January 10, 2018 at 5:00 pm CST**

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***Word Count Limit: 400 words per question with the exception of 200 words for Advisor Nomination, Question 2.***

### **Chapter Nomination: To be completed by a Chapter Officer or Current Member.**

1. Describe the nominee's most significant leadership roles in planning and implementing Honors in Action and chapter development activities. Be sure to include details on the nominee's contributions to setting goals, tracking progress and evaluating outcomes.
2. Describe the scope of the nominee's contributions on the chapter, college, community and in OR beyond the region. Provide detailed examples of how the nominee's efforts impacted the success of the project(s) while describing project outcomes relating to specific chapter goals.
3. Provide specific examples of how the nominee has positively influenced one or more chapter members.

### **Advisor Nomination: To be completed by a Chapter Advisor.**

1. Describe the nominee's knowledge and promotion of Phi Theta Kappa programming and opportunities (e.g., Honors in Action, Five Star Chapter Plan, Five Star Competitive Edge, CollegeFish.org, scholarship opportunities, Hallmark Awards, regional and/or international events, etc.).
  2. Describe the specific duties and responsibilities of the nominee's office(s). Be sure to include details for each office held by the nominee in the past calendar year.
  3. Provide specific examples of how the nominee has distinguished himself/herself in going above and beyond fulfilling the duties and responsibilities of office, particularly related to leadership, cooperation with others, communication skills, and follow-through.
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***The entry will be judged in its entirety based on the following criteria. Maximum score is 85 points.***

**GOAL SETTING**

10 points

The nominee took the lead in the chapter’s goal setting process regarding the chapter's Honors in Action and chapter development activities. Specific details show evidence of extensive research leading to clearly defined and logical goals.

8 points

The nominee shared a key leadership role in the chapter's goal setting process regarding the chapter's Honors in Action and chapter development activities. Some details show evidence of considerable research leading to clearly defined goals.

6 points

The nominee contributed substantially to chapter goal setting regarding the chapter's Honors in Action or chapter development activities. Limited evidence of research leading to chapter goals.

4 points

Some evidence to show the nominee simply participated in chapter’s goal setting. Little or no evidence of research leading to chapter goals.

**PLANNING/IMPLEMENTATION**

10 points

The nominee took the lead in developing effective plans for implementing activities, tracking the chapter's progress, and evaluating outcomes of Honors in Action and chapter development activities.

8 points

The nominee shared a key leadership role in developing plans for implementing activities, tracking the chapter's progress and/or evaluating outcomes of Honors in Action and/or chapter development activities.

6 points

The nominee contributed substantially to developing plans for implementing activities while tracking the chapter's progress or evaluating outcomes of Honors in Action and/or chapter development activities.

4 points

Some evidence to show the nominee simply participated in planning or tracking chapter's progress.

**LEADERSHIP**

10 points

Nominee showed strong initiative in effectively implementing major activities related to both Honors in Action and chapter development. This includes effectively delegating, forming committees/teams to engage others in leadership roles, and providing recognition for team members. Examples of “major activities” include those related to Honors in Action Projects (research, a substantial leadership role and/or initiating leadership development activities, service learning, advocacy or other action component of Honors in Action); implementing effective membership recruitment strategies; taking lead role in organizing eligible student orientation meetings and/or induction ceremonies; overseeing College Project collaboration with the college administration, team captain or committee chair for Relay For Life event, etc.

8 points

Nominee was a key player in implementing major activities related to either Honors in Action and/or chapter development. This includes effectively delegating, forming committees/teams, or providing recognition for team members.

6 points

Nominee was significantly involved in implementing major activities related to either Honors in Action OR chapter development.

4 points

Nominee is involved in chapter activities, but entry lacks evidence to demonstrate the officer's significant role in implementing major chapter activities such as those described above.

### **IMPACT/SCOPE**

10 points

The entry provides clearly defined, quantitative and qualitative examples of the positive, substantial impact the nominee's efforts had at the chapter, college, community AND in or beyond the region (examples can include but are not limited to number of persons affected by a project, increased membership, amount of funds raised, an increase in chapter's prestige, increased regional involvement, increased interaction between college and community, increased administrative support for the chapter, etc.)

8 points

The entry provides detailed quantitative and qualitative evidence of the nominee's positive impact in at least three areas: chapter, college, community, in region or beyond.

6 points

The entry gave some detailed quantitative and/or qualitative evidence of the nominee's impact in at least two areas: chapter, college, community, in region or beyond.

4 points

The nominee's leadership had minimal impact in only one area: chapter, college, community or region.

### **MENTOR/ROLE MODEL**

10 points

The nominee has a powerful presence among his/her peers as a student role model (high academic achievement, extracurricular leadership roles, and genuine interest in helping fellow students –e.g., by serving as a tutor or volunteering as a college ambassador, etc) AND served as an effective mentor to other chapter officers and members (encouraging scholarship first, helping engage members in chapter activities, helping others develop their leadership skills, etc.) His or her ongoing interactions with others led to several specific examples of positive, personal and professional development experiences for others.

8 points

The nominee has a consistent presence among his/her peers as an effective role model for chapter officers and members. His or her interactions with others led to more than one specific example of a positive, personal and professional development experience for others.

6 points

The nominee is visible among his/her peers and served as a role model for chapter officers and/or members. His or her interactions with others led to at least one specific example of a positive, personal or professional development experience for another person.

4 points

The nominee established and maintained a cordial working relationship with fellow chapter officers and others. Little evidence to support the nominee's role as an effective mentor/role model.

### **COOPERATIVE EFFORT**

10 points

Without question, the nominee demonstrated a strong commitment to working with all stakeholders in the chapter's projects (from chapter members to college officials to community agents), and sought continuous improvement in chapter operations and programming. He/she responded to any challenges with flexibility and creativity to keep the chapter's projects on track.

8 points

The nominee demonstrated a commitment to working with all stakeholders in the chapter's projects. He/she responded to challenges with flexibility or creativity to keep the chapter's projects on track.

6 points

Nominee collaborated effectively with some stakeholders in the chapter's projects. Some evidence of flexibility or creativity in addressing any challenges.

4 points

Little evidence of effective cooperative effort.

### **COMMUNICATION**

10 points

The nominee demonstrated a strong commitment to thorough and effective communication with all stakeholders in the chapter's projects. Evidence shows the nominee made a significant effort, ensuring all parties were well informed.

8 points

Nominee demonstrated a commitment to effective communication with stakeholders in the chapter's projects. Evidence shows the nominee sought to keep most parties informed.

6 points

Nominee communicated effectively with some stakeholders in the chapter's projects. Some evidence of effort to keep parties informed.

4 points

Little evidence of effective communication.

### **KNOWLEDGE OF PHI THETA KAPPA PROGRAMMING/OPPORTUNITIES**

10 points

The nominee demonstrated a strong, comprehensive knowledge of Phi Theta Kappa programming and the opportunities available to members. He/she kept well-informed of Society news and updates and made it a priority to share information frequently with fellow chapter leaders and members.

8 points

The nominee demonstrated knowledge of Phi Theta Kappa programming and opportunities available to members. He/she kept informed of Society news and updates and made an effort to share information frequently with fellow chapter leaders and members.

6 points

The nominee demonstrated an awareness of Phi Theta Kappa programming and opportunities available to members. Evidence shows he/she shared specific information with fellow chapter leaders and members.

4 points

The nominee did not demonstrate an interest in Phi Theta Kappa programming and opportunities available to members. He/she only shared information pertaining to the local chapter.

## **PRESENTATION**

5 points

Spelling and grammar are faultless.

3 points

A few errors in spelling and/or grammar.

1 point

Spelling and/or grammar errors throughout.