



## April 2016

### **CONFERENCE REGISTRATION IS OPEN!**

The chapter president or other official delegate is EXPECTED to attend the [national conference](#) this summer. Other chapter officers and members of the new class are invited to attend. The more who attend, the better your chapter will be!

**INSPIRE** new chapter officers, members and advisors to attend the conference this summer in Indianapolis!

**REVIEW** the travel costs for the conference with your incoming officers. Get tips on how to secure travel funding for the conference. The Mortar Board National Office provides a limited number of travel hardship stipends to delegates from chapters in need of financial support.

**SELECT** the best official delegate to represent the chapter at the national conference. Because your chapter needs to cover travel costs, it may be the most economical choice to send a delegate who lives close to Indianapolis. However, a leadership role within the chapter should be a strong factor in selecting a delegate. Remember that the delegate will gain lots of valuable information and enthusiasm to relay to everyone in the chapter after the conference ends!

**PASS** the [link for registration](#) on to your delegate so that she/he can register on or before May 15!

**SUBMIT** your proposal to present during the Leading Leaders presentation series. Mortar Board's LeadingLeaders series are 10-minute presentations that allow Mortar Board members a chance to share their expertise with others. When it comes to leading, what are you smart about? And what would you be willing to share with other Mortar Board leaders? Put your thoughts into words and submit a proposal for the LeadingLeaders Presentation Series. Proposals are due on or before June 1. [Submit a proposal here!](#)

**RUN** for National Council Student Representative. Any collegiate member who attends the National Conference may register her/his intention to be a candidate on or before June 1 by completing a [statement of interest](#).

**ADVISORS** are you interested in advisor training? Mortar Board's highly regarded LEAD program will be offered June 9-10 in Orlando at ScholarCon and again on July 21-22 in Indianapolis in conjunction with the national conference. This certification program provides valuable leadership education for advisors. [Register today!](#)

### **NEWS**

#### **APPLY FOR CHAPTER AWARDS ON OR BEFORE MAY 15**

Your chapter has worked hard this year to be exceptional. Make sure you get recognition for your work with a national award. Each year at the national conference, exemplary chapters are recognized for their outstanding achievement.

Chapters must apply or be nominated on or before May 15. Don't delay! [Read more about chapter award requirements](#) and [apply online](#) today!

### **NOT GRADUATING THIS SPRING? BECOME A CONTINUING SENIOR!**

Not graduating this spring and want to stay active in your chapter for an additional academic term or year? Participating in Mortar Board for a second (or third!) active year not only provides additional opportunities for your own development, but your chapter will benefit from your experience and expertise. Make sure you pay your \$40 continuing senior fee to your chapter or online.

### **GET A JOB!**

All Mortar Board collegiate members may showcase their academics and activities through [Portfolium](#), our newly-launched online career tool. See the email you received from Portfolium on January 28. Tell your chapter members too!

### **AMAZON SMILE**

Next time you make a purchase at Amazon, use [Amazon Smile](#) and support Mortar Board!

### **UPCOMING DUE DATES**

#### **DUE WITHIN SEVEN DAYS AFTER INITIATION**

Final OMR and fees \*

#### **MAY 15**

New Officer Report \*

Chapter Finance Report \*

Chapter Annual Report \*

Advisor Annual Report \*

National Conference registration \*

Historian Report

Gold Torch Award application

Ruth Weimer Mount Chapter Excellence Award application

Project Excellence Award application

Most Improved Chapter Award application

Promotional Videos (read more below)

**\* = Required**

#### **CHAPTER VIDEO SHOWCASE**

At the national conference, chapters will showcase their activities and programs through one-minute promotional videos. Start planning your chapter's video now! Think of all the visibility you will gain on your campus with your new promotional video. Submissions are due on or before May 15, and the promo videos will ALL be shown at the national conference. The top-ranked video will have bragging rights all year long! View 2015 videos [here!](#)

Please submit your videos to <http://bit.ly/ChapterVideos2016>.

## CHAPTER RESOURCES

### CHAPTER TO DO LISTS

#### Outgoing class

**Transition** new officers. A proper transition includes a group or one-on-one meeting, during which each officer's binder and records are passed to the new officer. A group meeting is preferable to one-on-one—that way you are sure the transition is made.

**Ensure** that the new officers have access to all records and information they will need to lead the chapter successfully!

**Share** this issue of LeadingLeaders. Forward this issue to your new chapter members. It will help them get a head start on their Mortar Board experience.

**Complete reports.** It is the responsibility of the **outgoing chapter** to complete all chapter reports on or before May 15. Find more information and links to the reports [here](#).

**Stay connected** by updating your [contact information](#), [volunteering](#) and joining the [Mortar Board Alumni Association \(MBAA\)](#).

#### Incoming class

**Elect** new officers before leaving campus for the summer. Submit the **New Officer Report** to the National Office immediately after elections and on or before May 15.

**Launch** a chapter reconsideration campaign to encourage candidates who have not paid membership fees to join your chapter *now*. It is not too late! Email them the [instructions for online payment](#) and be sure to include information about all the great benefits of joining your chapter. Be sure to mention [Portfolium](#) too!

**Register for the conference.** Even though each chapter must have one delegate, any and all members and advisors are encouraged to attend! Check out our [website](#) for more information. Register your delegate and additional participants on or before the May 15 deadline. A late fee of \$75 for official delegate registrations made after May 15. This late fee is the personal expense of the delegate.

**Resources.** Review the [resources page](#) on the national website.

**Section coordinator.** If you haven't already been introduced, be sure to connect with your [section coordinator](#).

**Begin planning for next year!** While it seems far away, new officers should begin preparing for the upcoming academic year by starting a draft of the [Chapter Action Plan \(CAP\)](#). Starting early allows the chapter to begin to make the appropriate plans for things like chapter events, fundraising goals and room reservations. Completing a draft before the conference will allow the new officers ample time to review the report with your section coordinator well before the September 15 report deadline.

[Handbooks and guides](#)

[Report forms](#)

[Mortar Board Store](#)

Mortar Board National College Senior Honor Society

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