

# Mortar Board National College Senior Honor Society **Leading LEADERS** a resource for chapters and advisors

## OCTOBER 2014

October is a special month. We get wonderful fall weather, college sports galore, Halloween festivities, and of course October 15! October 15 is a big day for Mortar Board - you get to share what your chapter is planning for the year and how things have been going so far. You also get your first chance to participate in national governance! There's a lot to do, so take our advice and plan to celebrate October 15 with your "to do" list completely clear! If you have questions, your section coordinator or the National Office staff are only a phone call, text or email away. We are here to help!

### **October 15 actions:**

Submit your CAP report

Apply for a Chapter Project Grant

Apply to be on the Conference Advisory Board (CAB)

Propose amendments to the *Bylaws of Mortar Board, Inc.*

## **NEWS**

### **CALL FOR 2015 ALUMNI AWARD NOMINEES**

The Emerging Leader Awards, Alumni Achievement Awards and Distinguished Lifetime Membership Awards are given by Mortar Board to alumni who have demonstrated Mortar Board's continuing commitment to the Ideals of scholarship, leadership and service. These alumni are models for the collegiate members as well as illustrations of what Mortar Board stands for. Intentions to nominate may be submitted by alumni chapters, collegiate chapters, or individual Mortar Board members on or before November 15. Read more about the awards and submit your nomination today!

### **2015 CONFERENCE FEE ANNOUNCED**

The 2015 conference fee has been set at \$350, and the fee is due from each chapter when it submits its Official Membership Report (OMR) in the spring of 2015. It may be paid in advance of the OMR as well. It costs almost \$700 to bring each conference delegate to the National Conference, so the conference fee constitutes only half that amount. Mark your calendars - the 2015 National Conference will be held July 31 - August 2 in Phoenix!

### **MEMBER RECONSIDERATION CAMPAIGN**

Many students' situations change over the summer, and they regret refusing membership, so it is Mortar Board's policy to provide them a chance to reconsider. In September the National Office staff emailed a small number of candidates who declined their offers of membership last spring. These are the candidates that your chapter

reported as “refused.” The National Office staff will let you know if your chapter has acquired any new members through this “reconsideration campaign.” You will want to wrap the new members into your chapter’s activities and conduct a modified initiation ceremony with certificates and membership pins. Advisors can log into their accounts at <http://bit.ly/MBPaymentUpdate> to view a complete list of unpaid and refused candidates who will receive this message. If you have questions, please contact your section coordinator or the National Office at [mortarboard@mortarboard.org](mailto:mortarboard@mortarboard.org).

## **UPCOMING DUE DATES**

### **DUE OCTOBER 15**

#### **Chapter Action Plan (CAP)**

Use the CAP report to share with us your events and activities for the year as well as your plan to recruit and select new members. Complete this form with estimated dates, hours spent and details for your chapter’s events.

#### **Chapter need-based project grants**

Need funding for a chapter event or project? Apply for a chapter need-based project grant! Projects that reflect the aims and purposes of Mortar Board, engage all of the chapter’s membership and have the potential for becoming an annual activity receive priority. Up to eight grants of \$200 will be awarded. Applications should be completed online.

#### **Conference Advisory Board applications**

The Conference Advisory Board (CAB) is a group of members who assist in the planning and execution of the national conference. Any collegiate member of Mortar Board is eligible to apply, and preference will be given to members who have attended at least one national conference. Applications should be completed online.

#### **Propose amendments to the national Bylaws of Mortar Board, Inc.**

Any member can propose amendments to the Bylaws of Mortar Board, Inc. for consideration by the governance committee. The committee will gather proposed changes for a vote by the student membership at our 2015 Special National Conference.

All forms and applications can be found online here.

## **NEW THIS YEAR**

#### **Promotional Videos**

At the national conference next year, chapters will showcase their activities and programs through one-minute promotional videos. This will take the place of chapter display boards. 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 promo videos will be shown at the national conference.

## CHAPTER RESOURCES

### CAP FAQs

#### Why the CAP?

The CAP, or Chapter Action Plan, documents your chapter's plan for recruitment and selection of new members as well as your chapter's events and activities for the year. Complete this form with estimated dates, hours spent and details for your chapter's events.

#### Why should I complete the CAP?

In addition to being a great chapter planning tool, submission of the CAP is part of Mortar Board's Chapter Minimum Standards. Every chapter that completes the CAP earnestly and thoroughly and then follows the plan is assured of success. If you submit your CAP on or before the deadline, your chapter will take its first step toward award recognition at year's end. The chapter president must collaborate with other officers and advisors to complete this report.

#### What happens once I complete the CAP?

When you submit your CAP, you should send it to the National Office at [reports@mortarboard.org](mailto:reports@mortarboard.org), copying your section coordinator on the email. The National Office will review all reports to make sure national Bylaws are being followed, especially with regard to membership selection. But, your section coordinator will be the primary reviewer of your CAP. You should talk with your SC about where you're excelling as well as how you might improve your CAP. Take your SC's advice to heart; he or she has years of experience in Mortar Board!

#### If I make changes to my CAP, do I need to submit a revised copy?

For the most part, no. The CAP is a planning tool meant to help your chapter envision its year and make plans for key events. We understand that sometimes event dates need to be changed and members' schedules fluctuate. But, if your membership selection deadlines shift and you are no longer able to meet the national guidelines set out in the Membership Selection Handbook, you must notify the National Office and your SC immediately. This especially includes the rules governing initiation (found in Bylaws of Mortar Board, Inc. Article VI, Section 1.16).

#### I don't have enough spaces to add all of my activities. What should I do?

In designing this report, we've been intentional about the number of spaces left under each category based on how much emphasis a chapter should be placing in a given area. So, events that should be a major focus area for your chapter have been given the most spaces. Many very active chapters may have more activities to report than there are spaces. If you need more space, just create an addendum by listing your events on a separate page and email it along with your CAP.

### FINDING YOUR FUNDRAISING NICHE

Fundraising can be a challenge for any chapter. But, it is an important part of your chapter's overall success! How do you find a fundraiser that will be worth your time and effort?

#### Use your campus resources!

As a registered student organization, are you eligible to receive funding through student

activity fees? If you are not sure of the answer, check this out. Does your student activities office publish handbooks or guidelines for student organization fundraising?

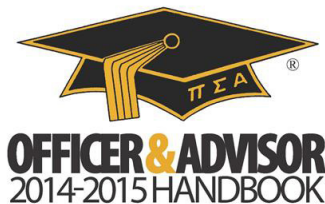
**Follow any rules or guidelines your state or institution may have!**

Be especially mindful of rules around games of chance or games of skill and raffles.

**Have fun with this!**

Decide on fundraisers that your members will enjoy. If you have fun and think creatively, you can find a fundraiser that will not only help raise funds for your chapter, but will make you more visible on your campus and serve student life at the same time!

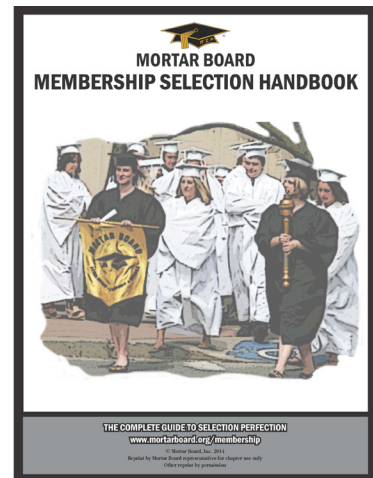
- Handbooks and guides
- Report forms
- Fellowships
- Mortar Board Store



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Going to graduate school?  
Apply for a Mortar Board  
National Foundation  
*fellowship*

Applications are  
due on or before  
**MARCH 1**  
Find out more online at  
[www.mortarboard.org](http://www.mortarboard.org)



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