



April 2017

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 encouraged 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 Phoenix!

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 Phoenix. 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](#) to your delegate so that she/he can register on or before May 15!

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](#).

NEWS

NATIONAL OFFICE DISCONTINUING CHAPTER EMAIL ADDRESSES AS OF JULY 15

The National Office is discontinuing its use of Google Apps email services and therefore will no longer be able to supply email addresses to chapters. If your chapter uses a National Office-issued email address ending in "mortarboard.org," the address will not be valid as of July 15, 2017. Please make arrangements to transition to a new chapter email address for the 2017-2018 academic year. Remember to update all chapter websites, directory listings, email signatures and letterhead to ensure that your chapter can receive communications and applications properly after the termination of service. If you have questions about this transition, please contact the National Office for assistance.

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!

Don't forget the all Mortar Board members may showcase their academics and activities through [Portfolio](#), our online career tool. Tell your chapter members too!

PREPARE FOR GRADUATE SCHOOL

Practice is the key to being prepared, and Kaplan has the perfect resources to get you started! Their free practice exercises are designed with your free time in mind. Whether you have five minutes for a pop quiz, 20 minutes for a quick exam workout, or a free afternoon for a full-length, proctored practice test, Kaplan has you covered.

Find a comfy spot, grab your laptop, and prepare to succeed. [Register today!](#)

AMAZON SMILE

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

UPCOMING DUE DATES

DUE BETWEEN SELECTION AND TAPPING

Official Membership Report (OMR): A complete list of the candidates your chapter has selected for membership must be provided to the National Office **at least TWO WEEKS** before the candidates are tapped. Once the candidates are approved, they may be tapped by your chapter.

DUE WITHIN SEVEN DAYS AFTER INITIATION

Final OMR and fees: As fees are paid online or to your chapter, update Form II of your approved OMR to indicate how your new members have paid their fees. On Form III, list your chapter's continuing seniors (if applicable). No later than seven days after initiation, send this updated OMR to the National Office, along with the conference fee and the fees your chapter collected from members.

DUE ON OR BEFORE 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 have the opportunity to 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, 2017, and the promo videos will all be shown at the national conference. View 2016 videos [here!](#)

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

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. Mortar Board reserves the right to assess a \$75 late fee to chapters whose delegate registers after May 15. Additional participants do not pay a late fee but are encouraged to register before July 6.

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](#)

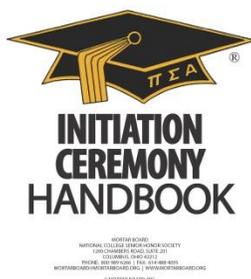
[Mortar Board Store](#)

[Portfolio](#)

EVERY CHAPTER CAN PARTICIPATE IN CENCAM

Chapters are encouraged to participate in CenCam in two ways:

- Create a chapter endowment - provide unending financial support for your chapter's future
- Donate online at <http://www.mortarboard.org/Give/> and commemorate Mortar Board's 100th!



CLEARANCE CORNER!
in the Mortar Board Store
Check out great deals
before they are gone -
apparel, gifts and more!



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