



February 2017

MORTAR BOARD IS 99!

Mortar Board celebrates its 99th birthday on February 15, 2017. Ninety-nine years ago, women representing our four founding chapters met on a cold morning in Syracuse, N.Y., to create a national honor society for college senior women. Little did they know that their legacy, nearly a century later, would be a Society more than a quarter-of-a-million members strong. From the beginning, Mortar Board was more than a means of recognizing academic achievement. The Society brought together women leaders from all parts of campus, honoring them for their dedication to the Ideals of scholarship, leadership and service. While the years have brought both growth and change to Mortar Board, the commitment to our Ideals remains as strong today as it was in 1918.

[Read more online](#) about how to make Mortar Board Week memorable for your chapter!

NEWS

SPECIAL NATIONAL CONFERENCE VOTING OPEN

Thank you to the 125 chapters who participated in the Special National Conference! Voting opened at 8:15 p.m. Eastern on January 29 and will remain open through 11:59 p.m. Eastern on Sunday, February 12. Vote online at <https://www.surveymonkey.com/r/SNCBallot2017>.

If you are unsure whether your chapter is able to vote, please contact the National Office at mortarboard@mortarboard.org. Chapters that have cleared their 2016 accounts by noon on February 10 are eligible to vote.

Congratulations to Berea College for having the highest number of SNC participants. They have won a chapter pizza party!

MEMBERSHIP DISCUSSIONS

For members who want to embrace the very special opportunity that they have to welcome all worthy scholar-leaders into Mortar Board, the National Office is hosting Membership Discussions on February 8, February 9 and February 13 at 7 p.m. Eastern / 6 p.m. Central / 5 p.m. Mountain / 4 p.m. Pacific. You may drop in and out of the calls/webinars, which are each one hour long. Please go to <https://form.jotform.com/mortarboard/MembershipDiscussion> to register for the call/webinar so we know to expect you.

Takeaways:

Understand what Mortar Board expects of your chapter in offering membership.

Learn how to expand membership to the entire campus.

Engage your members in understanding your MST (membership selection target).

Market the value of Mortar Board membership and how to promote Mortar Board.

CELEBRATE YOUR OUTSTANDING ADVISOR

Good advisors are a critical to the success of a Mortar Board chapter. Recognize the hard work and dedication of your advisor by nominating her or him for the Excellence in Advising Award! Awarded annually at the national conference, the Excellence in Advising Award honors advisors who have provided outstanding service, guidance and support to a collegiate chapter. Nominations are due on or before March 15. Nominate your advisor here:

<http://www.mortarboard.org/Collegiate/Reports/>.

Excellence in Advising Award recipients from the past five years along with Excellence in Advising with Distinction Award winners are ineligible to receive the award this year. A complete list of previous recipients is on our website at <http://www.mortarboard.org/Advisors/Awards/>.

MEMBERSHIP SELECTION REMINDERS

Membership selection occurs in one meeting once a year. It is private and should be held in a private location. Do not advertise on social media or in any other medium the date or location of selection. Be sure your members don't use social media to talk about selection while they are on the way to it, attending it or after it is over.

Before you can tap your new members, you must submit your Official Membership Report (OMR) to the National Office for approval. Please remember to email it at least two weeks prior to your tapping!

Tapping is a time-honored tradition of our Society. For many alumni, their fondest Mortar Board memory is how they were publicly tapped. After the tapping date(s) listed on your OMR, your candidates will receive an email from the National Office to welcome them to our Society and provide details on paying their new membership fee.

An orientation should be held to educate your newest members to inspire, motivate and inform them of chapter obligations. In addition to officer transition, orientation ensures that your chapter will continue year after year.

After members are selected and tapped, they may not be initiated into Mortar Board without payment of the membership fee. Membership fees and the final OMR are due to the National Office no later than seven days after initiation. There are four types of fees that must be paid:

Membership fee for new initiates - \$80 per member. Membership fees can be paid online or to the chapter, and are nonrefundable.

Local dues (if applicable) - varies by chapter.

Continuing senior fee - \$40 per continuing senior. Continuing senior fees can be paid [online](#) or to the chapter.

Chapter conference fee - \$350. Every chapter is required to pay this fee to help offset the cost of the national conference.

Initiation should be a special, memorable ceremony that members and their families can look back on for many years to come. The [Initiation Ceremony Handbook](#), complete with sheet music for Mortar Board's songs and a script of the national initiation ceremony, will guide your chapter to success.

NEW MORTAR BOARD BENEFIT

Kaplan Test Prep is the newest supporter of Mortar Board National College Senior Honor Society. Kaplan will provide a 10% discount for all members and alumni (excludes Summer Intensive and Winter Intensive courses). Current chapter executive officers will receive 50% off Kaplan comprehensive review courses (excludes Summer Intensive and Winter Intensive courses). Kaplan will partner with local chapters to provide opportunities for members to be better prepared for application, testing and admissions process to all Graduate School Programs. For a complete list of eligible courses, visit the Kaplan partnership page at <http://mortarboard.org/About/BenefitsAndPartners/>.

MORTAR BOARD STORE PROMOTIONS

Clearance Corner: Quantities are limited, [so get them while they last!](#)

Early bird conference fee: Chapters that pay their 2017 Conference Fee **IN FULL** before March 15 will receive one free medallion.

Graduation regalia: Chapters that place a bulk regalia order before March 15 will receive free shipping.

2017 CONFERENCE FEE REMINDER

The 2017 conference fee is \$350, and the fee is due from each chapter when it submits its Official Membership Report (OMR) in the spring of 2017. This fee offsets the cost of the Mortar Board National Conference, and every chapter is required to pay the conference fee. It costs almost \$700 to bring each conference delegate to the National Conference, so the conference fee constitutes only half that amount. Chapters are encouraged to pay the fee early! Simply send a check to the National Office or call with a credit card payment. Pay before March 15 and receive one free medallion for your chapter's use.

Mark your calendars—the 2017 National Conference will be held **August 5 - 6 in Phoenix, Arizona!**

AMAZON SMILE

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

UPCOMING DUE DATES

FEBRUARY 12-18

Mortar Board Week: Mortar Board Week is the annual national celebration of Mortar Board's founding in 1918. It is a great time to plan visibility events and projects that make an impact on your campus! Visit the [Mortar Board website](#) for resources and ideas. We'll be celebrating our 99th birthday!

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.

MARCH 13-17

Advisor Appreciation Week: Advisor Appreciation Week is the annual national celebration of Mortar Board's chapter advisors! Be sure to recognize the hard work and dedication of your advisors this week.

DUE MARCH 1

Since the inception of Mortar Board's fellowship program in 1941, more than \$750,000 has been given to deserving members of Mortar Board pursuing postgraduate degrees. A member of any age may apply for a Mortar Board Fellowship for postbaccalaureate degree study in any field. The Mortar Board Fellowship Selection Committee

endeavors to provide for a streamlined, yet thought-provoking application process that allows each applicant to showcase her/his accomplishments and plans. Mortar Board is now accepting applications for the 2017-2018 academic year. Learn more about the application process and frequently asked questions at <http://www.mortarboard.org/About/Fellowships/>.

DUE MARCH 15

Excellence in Advising Award nominations - [Excellence in Advising Awards](#) are given annually at the National Conference to deserving advisors who have been nominated by their chapters and chosen by a selection committee.

OPENS MARCH 15

National Conference registration - Registration for the 2017 Mortar Board National Conference opens March 15. Please ensure your delegate is registered by May 15, but the sooner the better! Read more about the conference on our website and in upcoming issues of *Leading Leaders*.

THINKING AHEAD

It's never too early to start working on your [Chapter Annual Report \(CAR\)](#). Fill out all of the details of your fall semester before you head off on break to make end of the year reporting a breeze!

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

ELECTION 101

Election of new chapter officers is a critical end of year activity for both the outgoing and incoming class. It is essential that before leaving campus for the summer, you have elected and held a thorough training for new chapter officers.

Here are some FAQs to help you conduct a successful officer election:

Who is involved with officer elections?

All outgoing chapter officers and current chapter advisors should assist the newly-initiated members with their officer election process.

When should elections take place?

Officer elections must take place well before the end of the school year and should be held in advance of May 15 so that the new president can register for the national conference prior to the deadline. We recommend allowing time between initiation and election for the new members to get to know each other prior to elections. The outgoing chapter should host meetings and social events during this time for the new chapter members. Set this date early to ensure that outgoing officers and the advisors can attend the election. Also announce the date of officer training well in advance.

How do we tell new members about elections?

Give information about officer elections to new members either at tapping or initiation. Talk about elections at all your new member orientation events. Be sure to include a listing of positions and responsibilities, as well as the date and time of officer elections (and any other events to be hosted in between initiation and elections!). Make sure current office holders are available to answer questions of potential replacements.

What offices should we elect?

Refer to the [Officer & Advisor Handbook](#) for a listing of recommended leadership positions and responsibilities.

How do we train new officers?

Hold an old-new officer training session with your advisor present. You can help new officers carry your momentum with a simple, meaningful training that passes the baton of leadership.

How do we report the new officers to the National Office?

Submit the [New Officer Report Form](#) to the National Office immediately and no later than May 15.

[Handbooks and guides](#)

[Report forms](#)

[Fellowships](#)

[Mortar Board Store](#)

[MBNC16 App](#) - The conference app is a year-round mobile resource. Download it today!

[Portfolium](#)

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!

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

*Blossom
Express*
Since 1985

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



Mortar Board Store
Graduation Regalia

SPECIAL!

SAVE \$\$\$!
Chapters that place a
bulk regalia order
before March 15 will
receive free shipping!

The only place to purchase
official Mortar Board regalia is
through the Mortar Board Store

Mortar Board National College Senior Honor Society

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