



March 2017

ADVISOR APPRECIATION WEEK MARCH 13-17

Good advisors and a solid advising team are critical to the success of a Mortar Board chapter. Recognize the hard work and dedication of your advisors during Advisor Appreciation Week! Here are just a few examples of how your chapter can show appreciation:

- Nominate an advisor for an [Excellence in Advising Award](#)
- Honor your advisor or advisory team at a public event or ceremony
- Submit a [petition for honorary membership](#) for longstanding advisors who are not already members
- Visit your advisor's office as a group to show your thanks - bring donuts or ice cream to share with officemates
- Nominate your advisor for relevant campus awards or recognition
- Order a memento for your advisor from the [Mortar Board Store](#)

NEWS

SPECIAL NATIONAL CONFERENCE UPDATE

Thanks to all the delegates, advisors, National Council members, SCs and committee members who attended the Special National Conference held in January. And thanks for voting. Five of the amendments to the *Bylaws* carried. Amendment six was thrown out due to a technical error with the ballot. Gail Harrison-Corvette (The Ohio State University, 1980) was elected president-elect, current Southern Ohio SC Jenni Birch Szolwinski (Purdue University, 1993) was elected secretary-treasurer, and current Upper Midwest SC Chris Wilkins (University of Montana, 2009) was elected alumni representative. Their terms will begin August 6.

The tellers who certified the balloting were:

Emily Burgess, President, Ivy Honorary chapter, Seattle Pacific University

Paul Thompson, President, Pallas chapter, University of Louisville

Gerry Williger (The Ohio State University), Pallas advisor

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.

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.

NATIONAL CONFERENCE REGISTRATION OPENS MARCH 15

Make sure your chapter is represented at the national conference this summer August 5-6 in Phoenix, Arizona! Though each chapter must send one official delegate, other officers and advisors are encouraged to attend as well! It is an excellent opportunity to network with other chapters and get in touch with the history and tradition of Mortar Board. The deadline to register is May 15. Learn more about the conference [here](#).

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.

Choose one—or all—and you'll not only receive Kaplan practice (plus a full score report and answers/explanations) but also help Kaplan donate 100 scholarships (valued up to \$125,000!) to the Boys and Girls Clubs of America for students in need.

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 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 LeadingLeaders.

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

EFFECTIVE CHAPTER TRANSITION: KEY TO ONGOING CHAPTER SUCCESS

Once you've selected a new chapter, what's next? Chapter and officer transition! A thorough transition is vital to the ongoing success of your chapter. Here are some tips and tricks for a successful transition:

Chapter transition

Inclusion. Have both current and new members involved in your transition.

Share. Hold a joint meeting to discuss the successes and challenges of the past year. Share what you have learned with new members.

Momentum. Have new members exchange contact information so they can keep in touch with each other throughout the summer.

Goal Setting. Help the new class set goals, like increasing presence on campus or taking on more projects that enhance student life.

Website. Direct chapter members to the vast resources and merchandise available on the [national website](#).

Officer transition

Elections. Hold effective officer elections for the coming year.

Resources. Pass along any notable materials from the year to the new president. Review the [resources page](#) on the national website.

Officer duties. Help the new officers understand the national and local duties and expectations of each position. You can find great information in the [Officer & Advisor Handbook](#).

Write it down, pass it on! Meet one-on-one with the incoming officers and advisors. You can pass all of the records you have gathered over the past year. Make sure your records include any written plans that you developed throughout the year!

Section coordinator. Introduce the new officers to your [section coordinator](#).

Questions. Encourage the new officers to ask questions of the outgoing executive board, the advisors, section coordinator and national office.

Deadlines

National Conference. Build excitement for the conference and pass the [conference registration link](#) along to the newly elected president and ensure that s/he registers.

May 15. Be ready for this very important national deadline. Have your outgoing officers [submit year-end reports](#). Verify that all membership fees have been sent to the National Office. Report contact information for new officers to the National Office on the New Officer Report Form.

September 15. 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 report deadline.

[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!

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