



January 2017

MORTAR BOARD'S 99TH BIRTHDAY IS FEBRUARY 15!

Mortar Board Week is the national celebration of our Society's founding. It is a great time to draw attention to your chapter with a campus event. Chapters often plan at least one activity during Mortar Board Week (February 12-18), though some even plan daily activities. Make sure you take advantage of this time.

Spread the word about Mortar Board - Create a display in the student union, wear chapter t-shirts, advertise in the student newspaper, "chalk" sidewalks or pass out birthday cake in front of the fountain. There are dozens of ways to raise your chapter's visibility on campus during Mortar Board Week.

Select, select, select - Depending on your chapter's schedule, you may be able to use Mortar Board Week as part of your selection strategy. Mortar Board Week can be an ideal time to promote Mortar Board membership through information sessions, meeting with potential members or sharing application or nomination forms.

Serve your campus - Honoring Mortar Board's Ideal of service is a great way to commemorate the Society's founding. Many chapters plan campus service events, or take the opportunity to meet with nearby Mortar Board chapters in a section project.

Be social - Give members the chance to celebrate Mortar Board's founding. Social events can be open to all students, alumni, prospective members and active members.

Document your activities - Take photos and video footage of your chapter's activities during Mortar Board Week to incorporate into the video your chapter is preparing for the Mortar Board National Conference this year!

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

NEWS

MANDATORY, VIRTUAL SPECIAL NATIONAL CONFERENCE

Your chapter must be represented at Mortar Board's mandatory, virtual Special National Conference on January 29, 2017. The Special National Conference (SNC), is held pursuant to the *Bylaws of Mortar Board, Inc.*, Article V, Section 3.1. **Each chapter must be present at the 75-minute session.**

The purpose of the SNC is threefold:

1. Report on your chapter's progress this year. It is really exciting to touch base with everyone on the call.
2. Focus on membership selection, as well as other chapter management ideas and questions, like officer transition.
3. Introduce the slate of officers for the National Council and discuss proposed amendments to the *Bylaws*. The slate and amendments will be available for review in early January.

Determine which of your members plans to attend the SNC. Remember, it's a virtual conference and you can participate from any location. Make sure you have one official delegate to the SNC. The chapter president is encouraged to serve as the official delegate; but if that is not possible, name another officer or leader to be the official delegate. Advisors, while very welcome on the call, cannot take the place of the official delegate.

[Register](#) your official delegate before **January 20 at noon (Eastern)**. Try to get several more officers and members to join the calls—just one meets the requirement, but more members is better! To restate: While every chapter must have one official delegate, all members may participate in the virtual SNC.

There is a voting component to the SNC, so you should find out if your chapter is eligible to vote. Your chapter is eligible if all of your chapter fees for the calendar year 2016 are paid in full. Email mortarboard@mortarboard.org if you are not sure of your chapter's eligibility.

Special promotion! Two chapters with the greatest per capita number of members who attend the complete session of the SNC will receive either a gift card or pizza party for the chapter!!!

So that your chapter can be a part of the required session of the Special National Conference, [mark your calendar now](#) for:

January 29 from 7-8:15 p.m. Eastern.

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 chapters use.

Mark your calendars—the 2017 National Conference will be held **August 4 - 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.

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/>.

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

MEMBERSHIP SELECTION RESOURCES

You know how important the selection of a new class is to your chapter! Keep in mind these important steps as you prepare for the upcoming selection season.

Prepare - Use the selection timeline you reported in your Chapter Action Plan (CAP). You can find great resources to help you plan for selection on the [Mortar Board website](#).

Recruitment and selection - Don't forget to take advantage of faculty and staff during your recruitment process! Make sure they are aware of your application process and timelines. They know the superstars in their departments and the leaders of other student groups on campus - utilize their knowledge through a [nominations process](#).

Reporting - Before you can tap new members, you must submit your [Official Membership Report \(OMR\)](#) to the National Office for approval. Detailed instructions for filling out the OMR can be found on Tab 1 of the form. Please remember to email it *at least two weeks prior to your tapping!*

Tapping - Tapping is a time-honored tradition of our Society. For many alumni, their fondest Mortar Board memory is how they were publicly tapped. The National Office will send your candidates a tapping email within days after their tapping to welcome them to our Society and provide details on paying their \$80 national membership fee. It is critical that candidates are tapped on the date(s) provided by the chapter on the OMR to ensure that the National Office's tapping email is not received prior to tapping. Please stress this with your chapter. We would hate to spoil the surprise!

Orientation - Orientation, a step required in the *Bylaws of Mortar Board, Inc.*, helps to educate potential members and transition your chapter year after year. Your orientation should inspire, motivate, instill pride and inform new members of chapter obligations.

Payment - No candidate may 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. Each chapter must monitor payment of individual members and submit its chapter conference fee to the Mortar Board National Office. There are four types of fees that must be paid:

Membership fee for new initiates (\$80 per member) - The National Office accepts payment of individual member fees online. We encourage candidates to pay online, however we will also accept a group payment from your chapter. Be sure to inform your candidates if your chapter prefers to collect their fees for a group payment. Membership fees are nonrefundable.

Local dues (if applicable) - Many chapters charge their own local dues in addition to the national membership fee. This is a great way to guarantee funds for the conference fee or other chapter expenses. If you would like to use the National Office's online collection service for your chapter's local dues, you may indicate this preference on the OMR.

Continuing senior fee (\$40 per continuing senior) - A member who is not yet graduating and would like to continue active Mortar Board membership for an additional year pays a \$40 fee. This fee should be paid online or to your chapter before your spring initiation, and continuing seniors must be listed on Form III of your chapter's final OMR.

Chapter conference fee (\$350) - Each year, representatives from every Mortar Board chapter attend the annual national conference to vote upon vital issues, select national leadership and prepare for the coming year. Every chapter is required to pay this \$350 fee to help offset the cost of the conference. This fee is due along with any membership fees your chapter collects, no later than seven days after initiation.

It is the chapter's responsibility to keep the most accurate and up-to-date list of payments to assure that no candidate is initiated before s/he has paid the membership fee. Advisors may access an up-to-date list of member fees and local dues paid to the National Office by logging into their accounts. The National Office also recommends that chapters request a copy of each candidate's e-receipt as proof of payment.

Initiation - Initiation should be a special, memorable ceremony that members and their families can look back on fondly 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.

[Handbooks and guides](#)

[Report forms](#)

[Fellowships](#)

[Mortar Board Store](#)

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

[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!

Chapters are encouraged to use the CenCam chapter resource presentation available at

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

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

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