Five Star Chapter Development

**Phi Theta Kappa chapters have five levels of engagement that progress from local, campus involvement to regional involvement to international involvement.** The Five Star Chapter Development Plan is the roadmap guiding the chapter through the levels. Chapters should use the Plan as a guide for building strong, active chapters.

This plan, which reflects the scholarly ideals of Phi Theta Kappa, serves as a blueprint for developing a strong chapter and for earning local, regional, and international recognition. In this plan, chapters do not compete against one another.

Participation encourages excellence and recognizes progress in the attainment of goals set by the chapter.

Using the Five Star Chapter Development Plan as a guide to success, chapters can enhance their working relationship with the college administration by becoming active on the campus and in the community. On a personal level, involvement in the program will educate chapter members in the importance of deadlines and organizational skills.

The strength of Phi Theta Kappa is determined by the achievements of chapters on the local level. Recognition for these achievements provides reinforcement and encourages a recommitment to chapter goals.



Five Star Chapter Development Requirements

Now that you have an understanding of the Five Star Chapter Development Plan and the significance participation can have on your chapter through awards and recognition, all you need are the stepping stones.

NOTE: Several requirements will be checked by Headquarters based on criteria we can verify in our records.

**[One Star Level](http://www.ptk.org/fivestar/requirements%22%20%5Cl%20%22one) |**[**Two Star Level**](http://www.ptk.org/fivestar/requirements#two)**|**[**Three Star Level**](http://www.ptk.org/fivestar/requirements#three)**|**[**Four Star Level**](http://www.ptk.org/fivestar/requirements#four)**|**[**Five Star Level**](http://www.ptk.org/fivestar/requirements#five)

One Star Level

The chapter can work on multiple levels of the Five Star Chapter Development Plan at the same time. The chapter should complete the following requirements at the One Star Level:

1. Chapter advisor(s) and officers review the Five Star Chapter Development Plan requirements and [set a Five Star goal](http://www.ptk.org/fivestar/report).
2. Set a goal for [membership recruitment](http://www.ptk.org/resources/membership-campaign/promotional-tools/) and develop strategies to meet this goal.
3. Gain greater public awareness for the chapter on campus by using one or more of the following strategies:
	* [Distribute Faculty Awareness Fliers](http://www.ptk.org/sites/default/files/docs/chapter/faculty_awareness11.pdf)
	* Post [Membership Recruitment Brochures](http://www.ptk.org/pam/membership-campaign/recruitment-tools/brochures) and/or [Posters](http://www.ptk.org/pam/membership-campaign/recruitment-tools/posters) around campus
	* Post [CollegeFish.org](http://www.collegefish.org/) and [Competitive Edge](http://www.ptk.org/benefits/competitive-edge) information around campus
	* Participate in ["Phi Theta Kappa Founders Day"](http://www.ptk.org/events/founders-day) in November
	* Send a press release on new inductees
4. At the beginning of each academic term in 2013 using **PAM** (the Personal Assistant Manager for Advisors), the chapter advisor opens an enrollment period. Chapters are encouraged to load a file of eligible students and allow online membership acceptance. (Updated by Headquarters when one enrollment period is opened in 2013 using PAM.)
5. Send membership invitations from a college administrator, preferably the college president, to prospective members.
6. Promote membership acceptance by employing one or more of the following strategies:
	* Call eligible students
	* Email reminders linked to [Membership Recruitment Brochure](http://www.ptk.org/pam/membership-campaign/recruitment-tools/brochures)
	* Allow online membership acceptance
	* Hold one or more informational meeting(s)
7. Conduct an informational meeting for prospective members prior to induction.
8. Hold at least one induction ceremony and report members' names to Headquarters in 2013. [See Induction Ceremony Resources.](http://www.ptk.org/pam/induction-ceremony) (Updated by Headquarters when members accept online or inductees are reported in PAM in 2013.)
9. Submit the Chapter Annual Report to Headquarters. Chapter advisors will be notified when the report is available. (Updated by Headquarters after the report has been received and reviewed.)
10. Chapter's bylaws are approved and on file with Headquarters. (Updated by Headquarters if bylaws have been submitted and approved.)

Two Star Level

The chapter must fulfill all One Star Level requirements and the following Two Star Level requirements to reach the Two Star Level. Activities may be completed in any order.

1. Chapter conducts at least two membership recruitment campaigns during 2013. Chapter advisor [opens a second enrollment period](http://www.ptk.org/pam/open-your-enrollment-period) in PAM at the beginning of the second membership campaign. (Updated by Headquarters when two enrollment periods are opened in 2013 using PAM.)
2. [Report new officers](http://www.ptk.org/pam/chapter-management/chapter-officer-reporting) for 2013 using the officer reporting tool in PAM under Chapter Management. (Updated by Headquarters when 2013 officers are reported.)
3. Verify on the [chapter directory](http://www.ptk.org/resources/chapter-directory) that the college president, chapter administrator, and chapter advisor information is current, and [reports any changes](http://www.ptk.org/contact).
4. Provide a structured orientation for new officers, advisors and committee chairs at the beginning of each academic term.
5. Chapter and/or chapter officers meet twice each month.
6. Chapter advisor(s) and chapter president each have the [2012/2013 Honors Program Guide](http://www.ptk.org/sites/default/files/docs/honors/2012_honors_program_guide.pdf).
7. At least two chapter members research one theme/study question of the [Honors Program Guide](http://www.ptk.org/get-involved/honors-in-action), *The Culture of Competition*.
8. Chapter advisor(s) and officers meet with college president or other administrator to develop and discuss goals of the chapter.

Three Star Level

The chapter must fulfill all One Star, Two Star, and Three Star Level requirements to reach the Three Star Level. Activities may be completed in any order.

1. Plan an [Honors in Action](http://www.ptk.org/get-involved/honors-in-action) project based on the chapter's research that includes leadership and service components.
2. Map out the specific leadership roles and actions the project requires. Also determine leadership development opportunities that would benefit the participants.
3. Determine the expert resources (individuals and/or organizations, businesses, etc.) for the chapter to coordinate with for the greatest impact.
4. Work with another campus or community organization to implement the Honors in Action project.
5. Publish chapter news in at least one of the following ways:
	* Publish a newsletter
	* Maintain a chapter website or Facebook page
	* Submit chapter news to a publication
6. Implement a [College Project](http://www.ptk.org/fivestar/college-project-ideas)which is determined by the chapter and college president or other administrator.
	* Mentor incoming freshmen
	* Help with college graduation
	* Serve as college ambassadors
	* Promote [Community College Completion](http://www.cccompletioncorps.org/ptk)
	* Other
7. Chronicle chapter activities for historical purposes. Examples include keeping an [Honors in Action journal](http://www.ptk.org/get-involved/honors-in-action/keeping-a-journal), maintaining a notebook of chapter meeting minutes and/or newsletters, saving copies of Hallmark Awards entries, etc.

Four Star Level

The chapter must fulfill all One Star, Two Star, Three Star, and Four Star Level requirements to reach the Four Star Level. Activities may be completed in any order.

1. Chapter representative(s) attend at least one official regional meeting.\*
2. Chapter is involved at a regional level in at least one of the following ways:
	* Campaign for regional office
	* Host/assume leadership role at a regional meeting
	* Participate in a Regional Honors in Action Project
	* Collaborate with at least two other chapters for an activity or event that is conducted online or in person
3. Share the chapter's Honors in Action research with the campus or community (e.g., hosts an event that includes a formal presentation, writes an article for a publication, creates a display in the library or other resource center, etc.)
4. Enter at least one category in their regional awards program. Chapters submitting an entry in Phi Theta Kappa's [Hallmark Awards](http://www.ptk.org/benefits/awards/hallmark) will automatically be entered in their regional awards program.

**\*Guidelines for Far-Away Chapters to Meet Level Four, Activity #1**

If a chapter is more than 500 miles away from all regional meeting locations scheduled January-December, then the Regional Coordinator may substitute one of the following activities for the chapter to fulfill Level Four, Activity #1.

**Alternatives:**

* The chapter officer(s) must participate in a conference call, online chat or teleconference with one or more regional officers and/or the Regional Coordinator. The purpose of the call will be to discuss Phi Theta Kappa programs and specific ways the chapter can get involved.

OR

* The chapter must host a "mini-conference" for their chapter members and invite speakers to address the current Honors Study Topic. The speakers can be members of the two-year college faculty or the community.

Five Star Level

The chapter must fulfill all One Star, Two Star, Three Star, Four Star, and Five Star Level requirements to reach the Five Star Level.

1. Submit at least 3 entries in the [2014 Hallmark Awards](http://www.ptk.org/benefits/awards/hallmark) including the Honors in Action Project Award, College Project Award, and at least one other individual award. (Updated by Headquarters after the Hallmark Awards deadline in 2014.)
2. Chapter representative(s) participates in **AT LEAST ONE** of the following:
	* Attend [2013 Annual Convention](http://convention.ptk.org/), **OR**
	* Attend [2013 Honors Institute](http://www.ptk.org/get-involved/honors-institute/), **OR**
	* All chapter officers participate in [CollegeFish](http://www.collegefish.org/%22%20%5Ct%20%22_blank) (complete profile and put at least 1 college in the fishbowl) AND all chapter officers participate in [Competitive Edge](http://www.ptk.org/benefits/competitive-edge) (complete at least level 1) AND all chapter officers watch a minimum of three Convention and/or Honors Institute videos (videos can be found after logging in to [my.ptk.org](http://my.ptk.org/) under "2012 Presentations" and "2013 Presentations") AND the chapter submits an entry in the [2013 Honors Case Study Challenge](http://www.ptk.org/get-involved/honors-case-study-challenge).