



Mortar Board

Scholars...Chosen for Leadership...United to Serve

INK: Important news for chapter officers and advisors

Mortar Board Week quickly approaching

Mortar Board Week, held Feb. 15 - 21, 2009, is a great time to hold events and celebrate the founding of Mortar Board. Depending on each chapter's size and local campus activities, a group may choose to hold one event for the week or host daily activities. Mortar Board has created a special page to provide assistance with both planning and publicity for the week, including an incredibly helpful Visibility Resources Folder.



Planning

Events or activities held during Mortar Board Week can exemplify Mortar Board's three key ideals and serve many purposes. Depending on each individual chapter's recruitment schedule, Mortar Board Week may be a great time to promote the application process or hold mixers with prospective members. Additionally, Mortar Board Week is the perfect time to participate in a service event or host a social gathering for members. **Read more about planning for Mortar Board Week and get service project ideas online.**

Publicity and visibility

During Mortar Board Week, each chapter should try to spread awareness of the organization on and around their campus. This can include making underclassmen aware of the society, enhancing a relationship with faculty and staff, and helping the local community (not just campus) gain familiarity with Mortar Board. To assist with gaining visibility on and around the campus community, Mortar Board has provided a helpful Visibility Resources Folder of materials that can help, including:

- **Mortar Board Week logo** - The official event logo is available in a variety of resolutions in both color and black and white.
- **Posters** - Two designs available in both color and black and white for 8 1/2" by 11" paper and two separate designs in both color and black and white for 11" by 17" paper. These are great for posting in classrooms, dining halls, and residence halls.
- **E-postcards** - Pre-made e-postcards ready to be filled with your chapter's event information can be sent to campus media or students to help promote the week's events.
- **News release help** - Mortar Board has provided a template for Mortar Board Week news releases, a sample release for a fictional chapter, a handy Mortar Board Week fact sheet and a useful Mortar Board Stylebook for writing consistency.

Read more about publicity and visibility for Mortar Board Week online.

Helpful membership selection tools

The important process of selecting new members is something each chapter is charged with annually. It is of the utmost importance that the chapter takes on this responsibility with great care, as the future of their chapter depends on it.

Since students are only qualified to be a member during their senior year, it is likely that not selecting a new chapter could not only cause your chapter to be placed on national probation, but also increase the odds that it will not exist in the coming year.

Passing the torch to new members by way of selections is a time-honored tradition that has existed since the inception of Mortar Board. It is vital to read the Membership Selection Handbook from cover to cover and use the resources available on this page for additional assistance.

Helpful membership resources:

- Membership Selection Handbook
- Sample timeline
- Membership Presentation (from the national conference)
- Best practices
- Resources/examples
- New Member Orientation Guide
- Initiation Ceremony Booklet
- November 2008 edition of the Mortar Board INK
- Membership FAQ

Deadlines & Reminders

PAST DUE: December 15

- **Membership Recruitment and Selection Plan (MRSP)

***Please exhibit timeliness when submitting your MRSP, as each chapter **must receive approval** on their MRSP before proceeding with selections.*

March 15

- Excellence in Advising nominations due
- Alumni award nominations due
- Conference assistant applications due
- *Mortar Board Forum* magazine submissions due
- Conference registration opens

May 15

- Chapter Annual Report due
- Chapter Finance Report due
- Final Official Membership Report (OMR) due
- Advisor Annual Report due
- Officer Address Information Form due
- Chapter Project Grant applications due
- Conference registration due
- Annual chapter award nominations due
- All fees due

The Mortar Board National Office e-mailed a survey to all chapter presidents, advisors and treasurers. Each chapter should submit one response to this brief questionnaire as soon as possible.

Icebreaker of the month Comic Strip Chaos

Each participant takes a turn at picking a comic frame out of the large container. After the entire group has each chosen

All resources and information related to the membership selections process can be found at www.mortarboard.org/membership. If you have questions or concerns at any time, contact the National Office or your section coordinator.

At-a-glance: how to use the temporary Official Membership Report (OMR)

A new, easier method for reporting members and chapter progress is currently under development, including an updated Official Membership Report (OMR). However, this change is not yet fully completed. A temporary Microsoft Excel version of the OMR has been created for chapter use. During this interim period, chapters may choose to continue to collect individual member fees and pay with one check to the National Office.

Step One: After the selections meeting and before tapping

At least two weeks PRIOR to tapping, the worksheets labeled Form I and Form II of the temporary OMR must be completed and the entire workbook should be sent to the Mortar Board National Office at mortarboard@mortarboard.org. Be sure to save this completed workbook, as the data in this form will need to be used to submit Form III at a later date.

Step Two: Waiting period followed by tapping, orientation and initiation

As in the past, chapters must wait to receive national approval on selected candidates before tapping. The Mortar Board National Office will approve all candidates as promptly as possible. Once candidates have been approved by the National Office, chapters may tap new candidates and finalize orientation and initiation ceremony preparations. The National Office will send membership certificates, pins and membership booklets to the shipping address listed in Form I.

Step Three: Immediately after initiation

Within one week following initiation, it is mandatory to complete additional data in the OMR workbook submitted in step one. Chapters are first required to mark candidates as paid, refused, honorary or abroad in Form II, then complete the entirety of Form III. The entire workbook and payment for chapter members and fees should be remitted to mortarboard@mortarboard.org and

Mortar Board National Office
1200 Chambers Road, Suite 201
Columbus, Ohio 43212

Detailed instructions for OMR completion are available online.

Not ready to give up your Mortar Board involvement?

Become a conference assistant!

Each year, Mortar Board invites outgoing chapter members to apply to be conference assistants. If you enjoy pulling off large events, have great attention to detail, are willing to jump in where help is needed, and are enthusiastic about Mortar Board, we would love to have you!

Benefits of being a conference assistant:

- Arrive early to meet with the esteemed national leadership of Mortar Board
- Attend the 2009 Mortar Board National Conference in Chicago for free (including travel, accommodations and meals)
- Help execute Mortar Board's largest event of the year
- Build lasting relationships with other Mortar Board members from across the nation
- Get a jumpstart on being a part of the national leadership – many conference assistants have gone on to become section coordinators, committee chairs and even National Council members
- Assist delegates from each of Mortar Board's chapters as they prepare for the upcoming academic year

Applications should be submitted to the National Office by March 15. Candidates must be available to participate in the conference from July 23 - 26. Additionally, your chapter advisor or administrative liaison should submit a recommendation form on your behalf.

Have questions about being a conference assistant? Contact Megan at mstevens@mortarboard.org.

one, the participants begin to search for others with the same comic strip sequence. After the participants have found everyone in their group, they must arrange themselves so that the sequence of frames is in chronological order to form the comic strip correctly. Upon completion of sequence, the newly formed group sits down together.

Alumni awards: nominations sought

Do you know an outstanding alumnus? Mortar Board is currently accepting nominations for the Alumni Achievement Award and Distinguished Lifetime Membership Award. Learn more about specific qualifications for each award or nominate an alumnus online.

White t-shirts on sale now

Does your chapter need something to wear to show your Mortar Board pride this February? If so, the National Office has the perfect sale for you! Our white screened tees are on sale now through February 21 for just \$7 each, or a special bulk rate of \$6 each when chapters order five or more! ***Get your t-shirts today!***

From your National Council student representative

Dear Mortar Board friends,
For most of you, this is your final semester at your university or college. Congratulations on making it! The year 2009 presents more challenges than ever before as a graduate. Please lean on Mortar Board as you search for jobs, look for opportunities to make yourself more marketable, or look toward graduate school. Also, please remember that this is your last semester and your last

Are you checking your mortarboard.org chapter e-mail address?

Each Mortar Board chapter has been given its own mortarboard.org e-mail address. A complete list of these e-mail addresses is available online.

It is very important to check this e-mail address as it may be used by prospective members, donors and students. Recently, Mortar Board simplified the process for checking messages and setting up forwarding to an existing e-mail address for ease of chapter use. Please review the detailed instructions online to check your chapter's e-mail address today.

Showcase your chapter's accomplishments in a national magazine

The deadline to submit chapter updates or stories for the Mortar Board Forum Spring 2009 edition is Sunday, March 15. The Forum magazine is the official Mortar Board publication printed twice annually, distributed to alumni, friends and collegiate members. The next opportunity to submit a story for publication will be the next academic year (October 15, 2009). Each chapter's director of communications is encouraged to submit **at least one update or news release** for publication this year.

What to submit

A great way to see what has been submitted in the past is to view the Spring 2008 or Fall 2008 OnCampus section. Some things you can submit are:

- Summaries/write-ups of recent chapter events
- Statistics from recent chapter projects or events, such as how much money was raised or participation levels
- Detailed plans for an upcoming event
- Pictures of your chapter in action to be featured in the magazine (should be color, high-resolution photos)

How to submit it

You can submit your story ideas in one of two ways:

1. Send your story in a Word or text document (complete with your name, office/position and college/university) and any high-resolution pictures to mbforum@mortarboard.org
2. Complete this simple online form and e-mail any corresponding pictures to mbforum@mortarboard.org

Helpful recruitment brochures available

Updated Mortar Board brochures are available, free of charge, to each chapter. These are great for displaying at informational tables during the selections process! To request your brochures, simply e-mail mortarboard@mortarboard.org with your school name, mailing address, quantity requested, and name of chapter representative requesting brochures.

Chapter Spotlight: Texas Tech University

Mortar Board Week is special for chapters across the nation, and Texas Tech University is no exception. This year, the Forum chapter will utilize Mortar Board Week as both an opportunity to recruit members for the upcoming academic year and an occasion to enhance campus and community visibility. Specifically, the chapter will have a display booth in their student union and give away food and candy each day.

Certain recruitment techniques are tried-and-true for the chapter. For example, members make brief presentations during classes and at the meetings of various student organizations. Combined with fliers, word-of-mouth and the use of the university's daily student e-newsletter, the chapter is able to recruit a class of strong students each year.

Also important to the chapter is the national "Reading is Leading" initiative, an effort they support by reading to low-income children at local community centers throughout the year. To culminate their hard work, the chapter throws an annual Dr. Seuss "Cat in the Hat" party where attendees are given a copy of the memorable book.

Chapter President Katherine Kuhns has enjoyed the opportunity to be involved in Mortar Board and offers some valuable insight into chapter leadership. "I have been very fortunate to be a part of Mortar Board for two years. Furthermore, I have had vital insight into the meaning of Mortar Board at Texas Tech since my mother was a member in the 1968-1969 class," Katherine explained. "With this in mind, I would say to each Mortar Board class to think of their year as a legacy. You have one year to determine the efficacy of the impact you will make on your university and community. From preserving old traditions to initiating new ones, you alone will create a foundation that future classes will look back upon to see how they can define the meaning of Mortar Board for themselves. In other words, make your year count!"

opportunity to make use of that "collegiate spirit." I encourage you to leave your mark on your respective institutions. Mortar Board presents the wonderful opportunity to change your campuses. Through service to your communities and the ability to lead you can elicit change while you still have a small sphere to work within. Good luck in your final semester and go make your mark!

- Katie

Katie Schirmer, a 2008 graduate of Drury University, serves as one of two National Council student representatives. Her two-year term will end this July. The other seat is held by University of Arizona senior and chapter president Joseph Rodriguez, whose term will expire in July 2010.

If you have any ideas or input that you would like shared with national leadership, please feel free to e-mail them.