



INK: Important news for chapter officers and advisors

Transitioning to a new class: dividing responsibilities

As the new class is getting acquainted with Mortar Board and the outgoing class is preparing for graduation, responsibilities can often be overlooked. To ensure that each member completes the necessary tasks, feel free to forward this message to new members and officers.

Responsibilities of the outgoing class

Transition and train new officers - Thoroughly transitioning to the new class helps finish this year strong, and start the upcoming year effectively. This includes passing down officer binders or records, hosting one-on-one officer meetings for incoming and outgoing members, and reminding the new chapter president to register for the 2008 National Conference.

Complete and submit reports - It is the responsibility of the outgoing chapter to ensure that all chapter reports are completed before graduation. Below in this e-mail you can find a list of the upcoming reports that are due and who should be completing them.

Responsibilities of the incoming class

Elect new officers - Before leaving campus for the summer, all new officers should be elected and reported to the National Office. At the election, all positions should be thoroughly explained so that new officers are aware of their expectations for the coming year. Refer to the Officer & Advisor Handbook for outlines of officer responsibilities.

Register for the conference - Each chapter is required to send one official delegate to the annual Mortar Board National Conference. This delegate is typically the new chapter president, but in his or her absence, can be another officer or chapter member. The conference is July 25 - 27 in Columbus, Ohio and registration is available online. To find out whether or not your chapter has registered an official delegate, please check this list.

Get acquainted - The new chapter should set up at least one meeting before the end of the academic year to get to know each other and start planning. Each edition of the Mortar Board INK features an icebreaker idea that can be used to help engage the members.

Keep in touch - Members may be scattered during the summer, but it is important to stay in touch. This can be done easily via e-mail or by creating a group for on a peer-networking site such as Facebook or MySpace.

Completion of reports: a national requirement

Chapters must turn in reports annually in order to be eligible for awards at the national conference. All schools, whether they are on the quarter system or semester system, need to adhere to the May 15 deadline. If you have questions or concerns about your reports being incomplete please contact the National Office. Late reports will be accepted but will not count toward award eligibility for the chapter.

Here is a list of reports and the officer responsible for completing them, all due May 15:

Deadlines & Reminders

Before tapping

Official Membership Report (OMR)
(Due immediately after selection and before tapping of new members)

May 15

- Final OMR and fees (or within one week of initiation)
- Officer Address Information Form (or immediately following chapter officer elections)
- National conference registration due

Chapter reports due:

- Chapter Finance Report
- Chapter Annual Report
- Advisor Annual Report

Annual chapter award nominations due:

- Golden Torch Award nomination form
- Project Excellence Award nomination form
- Most Improved Chapter Award nomination forms
- Chapter Project Grant application due
- Chapter Web site Award nomination form
- EXTENDED: Excellence in Advising Award nomination form due

Icebreaker of the month Beach Ball Questions

Materials: Inflatable beach ball, permanent marker or pen

Procedure: Think of 50 or more questions and write them on the beach ball. Here are some examples:

- What city are you from?
- What is your favorite ice cream flavor?

Report form	Responsible officer
Chapter Annual Report	President
Chapter Financial Report	Treasurer
Advisor Annual Report	Advisor
Final OMR and fees	Membership chairperson, treasurer
Officer Address Information Form	President (outgoing or incoming)
National Conference registration	Incoming chapter president or other officer in his/her absence
Golden Torch Award nomination form*	Chapter officer or section coordinator
Project Excellence Award nomination form*	Any chapter officer or member
Most Improved Chapter Award nomination forms*	Chapter officer, section coordinator or other national representative
Chapter Web site Award nomination form*	President, advisor or other representative
Excellence in Advising Award nomination form*	President or other representative
Chapter Project Grant application*	President, advisor or other representative

*Optional

Order your graduation regalia

The recognition that comes with Mortar Board membership is an honor, and many chapter members choose to display that honor with special regalia at their institution's graduation ceremony. Whether you prefer medallions, honor cords or stoles, orders should be placed to allow adequate shipping time before graduation.

Merchandise orders are shipped Monday through Friday during business hours from Columbus, Ohio. Standard shipping may take 3-5 business days for arrival in the continental U.S. To save on shipping costs, gather chapter members and place a larger joint order by phone, e-mail or online.

Register for the national conference

Each chapter is required to send one representative to the national conference, held July 25 - 27 in Columbus, Ohio. This representative should be the newly elected president for your chapter or another new officer in his or her absence.

The delegate must register for the conference at www.mortarboard.org/conference.

To find out whether or not your chapter has registered an official delegate, check the list at www.mortarboard.org/conference/registered.html.



National Mortar Board historians need YOU

The Mortar Board Historical Publication Committee is seeking assistance from every collegiate chapter in a project to write a book highlighting Mortar Board's century of scholarship, leadership and service.

Please help the chapter by naming a historical liaison (NOT the chapter historian) to remain as a contact for the committee over the next few years. This person at your college or university may be a longtime Mortar Board advisor, a Mortar Board alumnus, or a student affairs employee. Send this person's name, mailing address, phone number and e-mail address to Mortar Board Historical Publication Committee Chair Martha Tykodi at history@mortarboard.org by the end of the academic year.

- What is a foreign country you've visited?
- What is the last movie you saw?
- What is your favorite book?
- What is your favorite TV show?
- What is your favorite college memory?
- What is your least favorite sport?
- What sports team do you love to see lose?

After writing the questions, the icebreaker can begin. Toss the ball around the room. When someone catches the ball, they have to answer the question their right thumb lands on. If their right thumb did not land on a question, they should answer the question their left thumb landed on.

Goodbye, INK

The Mortar Board INK e-newsletter goes on hiatus June through August of each year. However, both Mortar Board Collegiate News and Alumni News will continue throughout the summer. Sign up now to start receiving these newsletters.



Graduation Gift Sets

Get your graduation gift sets now through June 1.

ORDER NOW

Chapter spotlight: Kansas State University

By Jacinda Mein

A strong and respected player in the Kansas State community since 1928, the XIX chapter of Mortar Board brings together 32 of the university's finest leaders. The dynamic group was honored at the 2007 conference with the Golden Torch Award for chapter excellence, designating it among the nation's top chapters. In 2004, the chapter received Mortar Board's highest collegiate award, the Ruth Weimer Mount Award, naming them the society's top chapter.

Although the chapter has many longstanding traditions and participates in numerous valuable service projects, one unique activity stands out amongst the others. As a part of the selections process, each candidate is asked to write a short essay giving advice to incoming freshmen about the college experience. A collection of these essays, known as the Advice Booklet, is then actually distributed to first-year students at orientation programs by New Student Services. The firsthand knowledge and expertise that goes into these essays make the book a crucial guidebook, as well as an honor for Mortar Board members.

In collaboration with the national Reading is Leading initiative, the group works diligently to promote literacy in their community. Volunteering at both a local day care center and elementary school has been a favorite of members. Additionally, the K-State chapter is the only group of its kind to coordinate a state-level Academic Decathlon for high school students, illustrating the chapter's commitment to the ideals of scholarship, leadership and service.

There is always advice to give to incoming Mortar Board members. One the K-State chapter encourages is getting to know as many people within the organization as possible. The diverse group is made up of individuals who participate in different activities and come from a variety of backgrounds, with each member bringing something special to the table. Mortar Board is a wonderful organization that enables campus leaders to come together to serve their communities on a weekly basis. "I have learned so much about myself and my goals from being in Mortar Board. It has been one of the greatest experiences of my college career," said Jacinda Mein, senior in public relations.