



Mortar Board

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

ADVISOR NEWS

Your orientation care package is on its way

This year, the Mortar Board National Office is trying something new to ensure that all chapters have their orientation materials in a timely manner, and can use some of these valuable resources to assist with the selection process.



An orientation package will be sent to each chapter's senior advisor (or other contact, if specified by the advisor) this month, packed with all the tools a chapter will need to successfully orient new members. The package contains:

- The New Member Orientation Guide to assist with orientation planning
- Ten general Mortar Board brochures
- Official Membership Booklets for new initiates, to be used as a part of orientation
- A merchandise brochure for chapters who may choose to order items for new initiates

Official pins and membership certificates, along with other helpful materials, will continue to be sent following the chapter's submission of the OMR and national approval of candidates. This form must be submitted two weeks prior to tapping to allow adequate time for candidate approval and preparation of certificates. Certificates will be printed with the names of candidates as reported on the OMR, so please instruct the person responsible for completing this form to use great care.

Proper orientation leads to chapter success

According to the Chapter Minimum Standards found in the national *Bylaws*, each chapter must hold an orientation prior to initiation to ensure that candidates are familiar with Mortar Board and the expectations of membership prior to joining.

The outgoing chapter president is responsible for orientation. Some chapters may have an assigned orientation officer or committee to lead the orientation. As the advisor, please be sure to remind your chapter about the importance of orientation.

Although the specific details of orientation vary greatly from one campus to the next, it is important to properly introduce all new members to Mortar Board. The Official Membership Booklet, a great tool to use during orientation, contains important information on the national requirements, history, traditions and benefits of membership. Chapters use the orientation session as a time to introduce their own traditions, outline chapter plans and explain the participation policy. It is also a good idea to hold an icebreaker so all members can get to know each other. For ideas, refer your chapter president to any edition of INK, as an icebreaker is featured monthly.

A sample outline, helpful tips and more are available in the New Member Orientation Guide.

National fees

Mortar Board requires members to pay national membership fees, in exchange for valuable support, services and the honor of lifetime membership in one of the most prestigious national senior honor societies.

Fees are a requirement of membership and all chapters are required to collect the listed fees on behalf of Mortar Board and submit to the National Office:

Fee	Amount	Paid By
National new member fee	\$60*	Member to chapter
Continuing senior fee	\$25	Member to chapter
Local new member fee	Varies**	Member to chapter (chapter keeps)
Honorary member fee	\$15	Chapter from funds
Conference fee	\$150	Chapter from funds

Deadlines & Reminders

Before tapping

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

March 15

- Mortar Board Forum magazine submissions due
- Alumni Award nomination form due
- Conference assistant application due
- National Council nomination form due
- Excellence in Advising Award nomination form due
- National conference registration opens

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

* Based on financial need, each chapter is permitted to waive one new member fee annually. The Coral V. Stevens Gift Membership is selected confidentially, and may be awarded to one new member or a few, up to a maximum of \$60.

** Some chapters charge local fees in addition to the \$60 national membership fee, in order to support local initiatives. If your chapter charges a local fee, it does not need to be submitted to the National Office.

Following the submission of part III of the OMR, the total amount your chapter owes will be calculated automatically. This page should be printed and sent along with payment to the National Office at:

1200 Chambers Road, Suite 201
Columbus, OH 43212

Fees must be paid by ONE check or ONE credit card and submitted to the National Office within one week following initiation.

Recognize an outstanding Mortar Board alumnus

Mortar Board's extraordinary alumni members are at the heart of the organization as it continues to grow year after year. In order to show appreciation for these devoted alumni, Mortar Board annually awards outstanding members with the awards listed below. If you know a qualified member, think you deserve an award, or know someone who should run for the National Council, submit a nomination by March 15.

Alumni Achievement Award

Alumni who have been out of school for a minimum of five years and are not currently in a national leadership position or an advisor to a collegiate chapter are eligible for this award. Individuals, collegiate chapters, alumni chapters or national leadership members may nominate potential recipients. Nominees should:

- have demonstrated outstanding achievement in their profession or their career, are noted for outstanding community service or both;
- have shown a continuing commitment to the Mortar Board ideals of scholarship, leadership and service;
- are outstanding role models for collegiate members;
- are at least five years from their undergraduate degree and no older than 65 years of age

Nominate an alumnus - www.mortarboard.org/forms/alumniaward.php

Distinguished Lifetime Membership Award

Eligible alumni are not currently in a national leadership position or an advisor to a collegiate chapter. Additionally, they should:

- have retained connections or contacts with Mortar Board in either collegiate or alumni areas
- have demonstrated outstanding community or campus service on a national or an international level
- epitomize the true meaning of "lifetime of service"
- are 66 years of age or older

Nominate an alumnus - www.mortarboard.org/forms/alumniaward.php

National Council

Becoming a part of the National Council gives alumni numerous unique opportunities. Council members serve as the governing board of directors, meet members from all over the country, network with student leaders and professionals, and much more!

At this year's national conference (held July 25 – 27, 2008 in Columbus, Ohio), members will elect a new alumni representative to serve a two-year term. This representative serves as a liaison to the alumni committee and assists the National Council with alumni programming.

Nominate an alumnus - www.mortarboard.org/forms/councilnom.php

Mortar Board Lingo

What is the Official Membership Booklet?

The Official Membership Booklet is a handbook to be given to each new initiate. It is best shared at the chapter's orientation, allowing the new member to learn about Mortar Board, chapter life, traditions, membership benefits, resources and more. This year, the booklet underwent a major revision and contains a plethora of information targeted to new collegiate members. The Constitution, Bylaws and Standing Rules have been removed from this document, and a few copies will be sent to each chapter for their records. Additionally, these governing documents are available online.

Membership materials on Web, not in mail

In the past, advisors and/or membership chairpersons were sent a package in the mail with all the required membership materials. To save paper and make resources easily accessible, Mortar Board has put everything online at www.mortarboard.org/membership. There, members can find answers to their frequently asked questions, download templates for an official letterhead, gain access to the national logo, browse through helpful guidebooks and more.

National Mortar Board historians seek semi-permanent liaison at each university

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

It is the committee's hope that each chapter will appoint a historical liaison to remain as a contact for the committee over the next few years. This person may be a longtime Mortar Board advisor, a Mortar Board alumnus, or a student affairs employee on campus. Please assist your chapter in naming this liaison, and 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.

Advisor spotlight

Amy Wilms

University of Redlands, W.E.B.S. chapter

Amy Wilms received her B.A. in communication arts from Grove City College and M.Ed. in college student personnel from the University of Maryland, and has served as a devoted Mortar Board advisor at the University of Redlands since 2003. Her unconditional support and dedication made the W.E.B.S. chapter determined to nominate her for an Excellence in Advising Award. Despite her already busy schedule, she works hard for the chapter, providing a year-to-year continuity and urging the chapter to try new things.

The 2006-2007 Chapter President Laura Heminger sums it up, "Amy is the perfect model of an outstanding advisor. She embodies the pillars that Mortar Board is built upon and is not shy in demonstrating her support of the organization. She goes above and beyond any expectations of an advisor and takes her role very seriously. The W.E.B.S. chapter would not be as successful without her consistent support, commitment to excellence, and desire to serve."



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