



ADVISOR NEWS

Overview of the membership and selection timeline

Please review the timeline below and encourage your chapter to follow it thoroughly.

Learn about the process

Thoroughly read the Membership Selection Handbook and remind your chapter's membership chair and president about their related responsibilities during this time.

Practice the process

Hold a practice selection meeting to ensure the selection process goes smoothly when the time comes.

Start recruiting

Develop your membership application, being sure to give candidates at least one month between the date the application becomes available and the due date. As the advisor, it may be necessary for you to ask the registrar to send a message to qualified candidates on your chapter's behalf along with the application materials.

Publicize Mortar Board and the application deadline heavily:

- Post fliers and posters on campus, if permitted
- Send letters and e-mails to prospective members
- Use social media including Facebook and Twitter
- Have chapter members make announcements at student organization and Greek chapter meetings
- Staff an informational table in the student union
- Post application notices on the university Web site
- Mail letters to college deans
- Place stacks of applications in campus offices
- Put an ad in the student newspaper

Select new candidates

After the application deadline, members should complete their selection method as reported in the Membership Recruitment and Selection Plan (MRSP), which was due on December 15.

Submit the Official Membership Report (OMR)

Before new members can be tapped, they must be approved by the Mortar Board National Office. Complete the Official Membership Report (OMR) and submit it promptly after new member selection, typically two weeks prior to tapping.

Wait and plan during the approval period

Before chapters can proceed with tapping, they must receive national approval of their candidates submitted on the OMR. Once candidates are approved, the National Office will notify the advisor and the person who submitted the OMR via e-mail. If your chapter has not heard back from the National Office within one week of submitting the OMR, please call the National Office at 1-800-989-6266. A packet of membership materials will be mailed to the shipping address provided in Form I of the OMR.

Tapping

Tapping is one of Mortar Board's most well-known and time-honored traditions. This process of notifying candidates that they have been selected for membership should be memorable. Tapping may only occur after all of the chapter's candidates have been approved for membership by the National Office. When tapped, candidates should be

Mortar Board Lingo

Petition for Chapter Size Exception

This year, all chapters were presented with a "10 in '10" challenge to increase the number of applicants for each chapter by 10 percent. In many cases, this may mean your chapter feels more comfortable accepting a larger amount of members into the new class, which may require the completion of the Petition for Chapter Size Exception.

According to Article VI, Section 1.2 of the Mortar Board *Bylaws*, "the maximum membership of a collegiate chapter shall be 50 members or 1.5 percent of the student body with junior standing, whichever is greater." Your chapter's membership chair should use this statement to calculate your chapter's maximum membership.

If receiving more applications means that your chapter feels comfortable selecting a class larger than the maximum calculated above, please submit the Petition for Chapter Size Exception alongside the OMR.

Join the national Advisor Task Force

Are you interested in serving on the national Advisor Task Force? Mortar Board needs your experience and suggestions to help improve advisor relations. Please e-mail Megan Stevens at mstevens@mortarboard.org if you would like to get involved.

given a packet of information about Mortar Board including notification of the \$75 national membership fee, as well as any local fees.

Orientation

Orientation is a step required in the national Bylaws and is vital to properly educate new members about the organization they are joining. It is often helpful to hold orientation prior to initiation so candidates can have a true feel for the organization before they join.

Collect dues

Notify members of the national and local membership fees in their tapping packet and collect dues prior to initiation.

Initiation

Hold a special, traditional initiation ceremony with members, their families, administrators and faculty.

Submission of the finalized Official Membership Report (OMR)

Within one week following initiation, it is mandatory to complete additional data in the OMR workbook previously submitted to the National Office. The entire workbook should be e-mailed to the National Office at mortarboard@mortarboard.org. A printed copy of Form III and payment should be remitted to the Mortar Board National Office at 1200 Chambers Road, Suite 201, Columbus, Ohio 43212.

Chapter transition

Encourage your chapter to promptly hold officer and chapter transition meetings to pass your chapter's legacy on to another fantastic year. A failed transition can lead to the downfall of a chapter, as the chapter's existence relies on the talents of new initiates and your dedication as the advisor.

Your membership package will arrive after OMR submission

After the Official Membership Report (OMR) is approved by the National Office a package with membership certificates, pins and other important information, will be sent to the chapter's shipping address as listed on the OMR.

This package will contain:

- Membership certificates with names spelled as listed on the OMR
- Official Mortar Board pins for each new initiate
- Member Guides (previously known as Member Guides) for new initiates, to be used as a part of orientation
- A merchandise brochure for each member
- Ten informational Mortar Board brochures
- The Membership Selection Handbook
- An Initiation Ceremony Booklet to assist with initiation preparation
- A copy of Mortar Board's *Bylaws*

Bonus! Submit your OMR by March 15 and receive free white linen folders

Chapters that submit their Official Membership Report (OMR) on or before Monday, March 15 will receive complimentary embossed Mortar Board folders for each new initiate, while supplies last, in the membership package. Tip: use these folders to assemble tapping packets!



Mortar Board Week: February 14-20, 2010

Mortar Board Week is right around the corner. Detailed assistance with both planning and publicity for the week, including an incredibly helpful Visibility Resources Folder complete with sample postcards, posters and press releases, is available at mortarboard.org/mbweek.

Important downloads for advisors

Officer & Advisor Handbook



Membership Selection Handbook



**NEW
MERCHANDISE**



**SPORT SHIRTS
\$14.99**

Mark your calendar with the 2010 Mortar Board National Conference dates

Advisors are encouraged to attend the Mortar Board National Conference, which will be held July 23 - 25, 2010, in Chicago. At the conference, you will be able to:

- Network with other chapters in your geographic region and across the country
- Meet with other advisors to share ideas and strategies for supporting chapters
- Attend a new, advisor-only pre-conference workshop to hone your skills as a Mortar Board advisor. Stay tuned to the conference Web site for more details and a schedule as it becomes available.
- Learn all about Mortar Board's national operations by participating in numerous general sessions for advisors and students

Advisors are able to attend with payment of the \$245 registration fee, which covers all accommodations, meals and program materials. Transportation, however, is not funded or provided by Mortar Board and would be at chapter or personal expense. Conference registration will open on Monday, March 15 at www.mortarboard.org/conference.

If you have any questions about the conference, please contact Assistant Executive Director for Chapter Development Megan Stevens at mstevens@mortarboard.org.

Overview of national fees

Membership dues make it possible for Mortar Board to provide valuable support and services as well as the honor of lifetime membership in one of the most prestigious national senior honor societies. All chapters are required to monitor payment of individual members and submit their chapter conference fee to the Mortar Board National Office:

Fee	Amount	Paid by
National new member fee	\$75*	Member to chapter
Continuing senior fee	\$25	Member to chapter
Local new member fee	Varies	Member to chapter
Conference fee	\$200	Chapter from funds

**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 value of \$75.*

Advisor spotlight

Melissa Mourer
Oklahoma State University, Achofoa chapter

In roughly three years as an advisor to the Achofoa chapter at Oklahoma State University, Melissa Mourer has helped the group to consistently receive the Golden Torch Award and Project Excellence Awards for projects including campuswide literacy initiatives and nursing home outreach.

A Mortar Board alumna who has served as a National Council Student Representative and has attended the Mortar Board National Conference a total of five times, Melissa is incredibly familiar with the national Society and its structure, ultimately helping her to serve as an outstanding mentor to the amazing group of students at Oklahoma State University.

When asked what piece of advice she would give to another Mortar Board advisor, Melissa responded, "Enjoy the experience." She went on to explain how rewarding it is to work with the university's first-rate students, "I have had the opportunity to get to know some amazing individuals and feel privileged to serve as their advisor. I have also learned to go with the flow. Each year our officer team and the membership as a whole have been completely different from the year before, so learning to go with the flow had helped as the different groups have made their plans for their respective years in the organization."

