



Mortar Board

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

ADVISOR NEWS

Happy new (Mortar Board) year!

Welcome, advisors, to the 2007-2008 Mortar Board academic year!

This year, Mortar Board pledges to develop some great initiatives to assist you in supporting and guiding your local chapter. There is a revised and consolidated Officer & Advisor Handbook, a new Membership Selection Handbook and the development of upcoming advisor-specific training modules and a forum/Q&A formulated exclusively for advisors.

Even though this is the first edition of Advisor News and the year has just begun, now is the time to start communication with your registrar's office and to guide the application process for the 2008-2009 class. Early identification of eligibility has proven to build stronger chapters, and provides a great transition between members.

We welcome your input! If you have the expertise, insight, a great personal experience or additional resources for other advisors, let us know. We would love to include it in the next e-newsletter.

To leadership and service!

Jon Cook
Executive Director



Start the year off right

- Browse www.mortarboard.org. Familiarizing yourself with the available resources and necessary requirements early will help pave the path to success.
- Make sure you have your chapter's passcode for completing online report forms. It is typically passed down from prior advisors and officers, but is also available by contacting the National Office.
- Check with the chapter president to ensure they have set up the chapter's mortarboard.org e-mail address.
- Download the new Officer & Advisor Handbook and Membership Selection Handbook.
- Ensure that all last year's reports (2006-2007) have been submitted. One report that is often forgotten is the Officer Address Information Form. Even if you have missed deadlines, we encourage you to submit overdue reports.
- If not previously done, register your chapter as a student organization on campus.
- Plan officer meetings for the year in addition to regular chapter meetings. Encourage officers to complete all national reporting deadlines and local chapter requirements.
- Good resources for advising assistance include your institution's student organization resource center, professional organizations, and university training programs.
- Use your section coordinator or a National Office staff member as a great

Mortar Board Lingo

What does it mean to have a cleared account?

A cleared account indicates that a chapter has submitted all vital reports and fees, and is therefore in good standing nationally. It is important for chapters to have cleared accounts in order to maintain their charter and ability to vote on important issues at the annual national conference.

Recent IRS notification

Did you receive a letter from the IRS this summer regarding the electronic filing of form 990? If you have less than \$25,000 in regular income, you may disregard the notice. The IRS is implementing a new electronic filing procedure for small non-profits. As a federal tax exempt subordinate organization, if your income is less than \$25,000, the Mortar Board National Office files this form for you on an annual basis. If you have additional questions regarding your taxable status, please contact the National Office.



For advisors who are familiar with Mortar Board's typical fall sales, it is important to note that there is not a bulk purchasing program this year for honor cords or medallions.

resource.

- Forward the names and e-mail addresses for all current chapter members to the National Office in ANY preferred format.
- Check out the frequently asked questions page – it may have just the answers you are looking for!
- Sign up for Mortar Board's e-newsletters. Spread the word and encourage others to sign up to receive e-news for collegiate members, alumni, potential members and more.

How to become an award-winning chapter

Each and every chapter should strive to meet (and exceed) the Chapter Minimum Standards to become a Silver Torch Award recipient!



2006-2007 Silver Torch Award recipients

Mortar Board chapter standards have been developed to ensure the strength and success of each chapter. Highlights of a few of these standards include:

- Establish and revisit your chapter participation policy
- PRIOR to tapping, complete the OMR for approval
- PRIOR to initiation, collect fees and have an orientation so new members are able to get a feel for Mortar Board and the expectations
- To ensure a smooth transition following the election of new officers, hold an orientation including both incoming and outgoing officers
- Choose your conference delegate before the end of the year

Advisors meet at the national conference

This summer, Mortar Board advisors from across the country gathered at the annual national conference to participate in a specialized track just for advisors. The present advisors had the chance to attend targeted advising workshops, as well as share their experiences and gain valuable advice from other advisors at interactive panels.

Excellence in Advising Award recipients were present to share their insights on chapter management, communication and success. All advisors agreed that the specified attention shown to this year's advisors was great, and should be continued! Be sure to look for advisor attendance specials for the 2008 National Conference, July 25-27!

Advisor spotlight

Dr. Dianne Portfleet
Hope College, Alcor chapter

Dr. Dianne Portfleet was one of three recipients of the 2006-2007 Excellence in Advising Award. Dr. Portfleet's contribution of time, resources and expertise to the Alcor Chapter are unmatched. She exemplifies the ideals of Mortar Board in many ways, easily visible from her long list of awards and honors, including the Hope's Outstanding Woman Award in 2003 and the Hope Outstanding Professor Educator (HOPE) Award by the graduating class of 2006.

Jacob Holton, the historian and director of communications for the 2006-2007 chapter, explained that "Dr. Portfleet has been a huge motivator to our group." He went on to explain that "Her love of service is modeled so effectively to our chapter that it is, in one word, contagious. Her demeanor is never anything less than extremely professional and her constant ability to lead by example is invaluable to an honor society that emphasizes leadership."



OFFICIAL MERCHANDISE

NEW ITEMS

Introducing hoodies, updated tees, messenger bags and more

GIFT SETS

Get everything you want at a low price with gift sets starting at just \$13

LIMITED-TIME SALES

Through November 15, get 10% off on select items

SECURE ONLINE ORDERING

Order at your convenience with the click of a button

