



# Five Star Progress Report

## 2012 Five Star Chapter Development Plan

Alpha Sigma Xi Chapter  
Welcome, Michelle Cochran

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Phi Theta Kappa chapters have five levels of engagement that progress from local, campus involvement to regional involvement to international involvement. The Five Star Chapter Development Plan is the roadmap guiding the chapter through the levels. Chapters should use the Plan as a guide for building a strong, active chapter.

The deadline for saving your progress in the 2012 Five Star Chapter Development Plan is **December 31, 2012**.

We encourage chapters to set their goal early and plan their chapter activities for the January - December 2012 calendar year using the steps provided in this plan. Remember to save your chapter's progress in the plan regularly throughout the year. After saving the form, print a copy for your records. All chapter advisors and officers will receive an email confirming that changes have been made.

**The deadline for reporting five star updates has passed.**

### One Star Level

- (1) Chapter advisor(s) and officers review the Five Star Chapter Development Plan requirements and set a Five Star goal below:

Five Star Level

- (2)  Set a goal for [membership recruitment](#) and develop strategies to meet this goal.
- (3) Gain greater public awareness for the chapter on campus by using one or more of the following strategies (select the strategy most effective for your chapter):

Post Membership Recruitment Brochures and/or Posters around campus

- (4)  At the beginning of each academic term in 2012 using [PAM \(the Personal Assistant Manager for Advisors\)](#), the chapter advisor opens an enrollment period. Chapters are encouraged to load a file of eligible students and allow online membership acceptance.  
*Updated by Headquarters when one enrollment period is opened in 2012 using PAM.*

- (5)  Send membership invitations from a college administrator, preferably the college president, to prospective members.

- (6) Promote membership acceptance by employing one or more of the following strategies (select the strategy most effective on your campus):

Call eligible students

- (7)  Conduct an informational meeting for prospective members prior to induction.
- (8)  Hold at least one induction ceremony and report members' names to Headquarters in 2012.  
*Updated by Headquarters when members accept online or inductees are reported in PAM in 2012.*
- (9)  Submit the Chapter Annual Report to Headquarters. Chapter advisors will be notified when the report is available.  
*Updated by Headquarters after the report has been received and reviewed.*

- (10)  Chapter's bylaws are approved and on file with Headquarters.  
*Updated by Headquarters if bylaws have been submitted and approved.*

### Two Star Level

- (1)  Conduct at least two membership recruitment campaigns during 2012. Chapter advisor opens a second enrollment period in PAM at the beginning of the second membership campaign.  
*Updated by Headquarters when two enrollment periods are opened in 2012 using PAM.*
  - (2)  Report new officers for 2012 using the officer reporting tool in PAM under Chapter Management.  
*Updated by Headquarters when 2012 officers are reported.*
  - (3)  Verify on the [chapter directory](#) that the college president, chapter administrator, and chapter advisor information is current, and [reports any changes](#).
  - (4)  Provide a structured orientation for new officers, advisors and committee chairs at the beginning of each academic term.
  - (5)  Chapter and/or chapter officers meet twice each month.
  - (6)  Chapter advisor(s) and chapter president each have the [2012/2013 Honors Program Guide](#).
  - (7)  At least two chapter members research one theme/study question of the Honors Program Guide, [The Culture of Competition](#).
  - (8)  Chapter advisor(s) and officers meet with the college president or other administrator to develop and discuss goals of the chapter.
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### Three Star Level

- (1)  Plan an [Honors in Action](#) project based on the chapter's research that includes leadership and service components.
  - (2)  Map out the specific leadership roles and actions the project requires. Also determine leadership development opportunities that would benefit the participants.
  - (3)  Determine the expert resources (individuals and/or organizations, businesses, etc.) for the chapter to coordinate with for the greatest impact.
  - (4)  Work with another campus or community organization to implement the Honors in Action project.
  - (5) Publish chapter news in at least one of the following ways (select the most influential method):
  - (6) Implement a [College Project](#) which is determined by the chapter and college president or other administrator.
  - (7)  Chronicle chapter activities for historical purposes. Examples include keeping an [Honors in Action journal](#), maintaining a notebook of chapter meeting minutes and/or newsletters, saving copies of Hallmark Awards entries, etc.
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### Four Star Level

- (1)  Chapter representative(s) attend at least one official regional meeting. If the chapter is more than 500 miles from all regional meetings, the chapter may participate in an alternate activity listed in the Five Star Requirements.
- (2) Chapter is involved at a regional level in at least one of the following ways (select the activity most meaningful to the chapter):
- (3)  Share the chapter's Honors in Action research with the campus or community (e.g., hosts an event that includes a formal presentation, writes an article for a publication, creates a display in the library or other resource center, etc.)
- (4)  Enter at least one category in the regional awards program. Chapters submitting an entry in Phi Theta Kappa's [Hallmark Awards](#) will automatically be entered in their regional awards program.  
*Updated by Headquarters after the Hallmark Awards deadline in February 2013.*

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**Five Star Level**

- (1)  Submit at least 3 entries in the [2013 Hallmark Awards](#) including the Honors in Action Project Award, College Project Award, and at least one other individual award.  
*Updated by Headquarters after the Hallmark Awards deadline in February 2013.*
- (2) Chapter representative(s) participates in at least one of the following: (Updated by Headquarters after each event.)
- Attend [2012 Annual Convention](#)
  - Attend [2012 Honors Institute](#)
  - All chapter officers reported in 2012 participate in [CollegeFish](#) (complete profile and put at least 1 college in the fishbowl) AND all chapter officers reported in 2012 participate in [Competitive Edge](#) (complete level 1) AND the chapter submits an entry in the [2012 Honors Case Study Challenge](#).
- Convention
- Honors Institute
- CollegeFish, Competitive Edge, and Case Study Challenge participation

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