

# Phi Eta Sigma

## Newsletter to Chapters

August 2018



## Upcoming Events

September 14	National Convention Registration deadline Convention Hotel Reservations deadline
September 25	National Philanthropy Documentation & Funds due to national office
September 28	Nominations for Election to Executive Committee deadline
October 1	2019 <i>Forum News</i> Submission deadline
October 12-14	44 <sup>th</sup> Phi Eta Sigma National Convention & Leadership Workshops

## Greetings Phi Eta Sigma Chapter Leaders!

Has summer 2018 flown by for you as quickly as it has for me? It seems just yesterday we celebrated the end of the spring semester, graduations, and scholarship announcements. Suddenly, the 2018-2019 school year is upon us, and the 44<sup>th</sup> Phi Eta Sigma National Convention and Leadership Workshops are right around the corner. As you kick off your school year and plan activities for your Phi Eta Sigma chapters, please remember that the national office staff is ready to assist you.

“Operation: Opportunity” is the theme for the 2018 national convention in Washington, DC, this October. Your Phi Eta Sigma chapter has an opportunity to impact lives in the midst of emergencies and catastrophic events through your support of the American Red Cross, our national philanthropy for 2018. Details about how your chapter can participate are provided on the attached philanthropy document. By submitting information about your philanthropy efforts on the documentation form by the September 25 deadline, your chapter will receive recognition at the national convention this fall.

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## Reminder

See enclosures for Convention Registration Form, Executive Committee Nomination Form, National Philanthropy Documentation Form, Excellence Award Criteria, and Scholarship Recipients.

## Using MHS for Invitees

Phi Eta Sigma encourages chapter leaders to use My Honor Society online enrollment system or submit membership records for your new members to the national office in an Excel spreadsheet via email at least 2 weeks prior to the date of the induction ceremony. This allows plenty of time for processing the records, preparing membership certificates, packaging and shipping the materials in advance of the ceremony, and checking and organizing the materials for distribution at the ceremony.

If you have not yet used MHS for your membership registration process, be sure to explore My Honor Society and consider the convenience it may provide you and the students using it to register. To get started, simply go to the Phi Eta Sigma website and click on “Advisers My Honor Society” on the right side of the home page, enter your



email address, and click “Forgot Password.” You will then receive instructions for logging into the MHS site, where you can view the handy user guide and examine the various options the system offers.

We have learned from many chapters using MHS for enrollment that their recruitment of new members is more successful when they supplement the MHS email invitations by mailing printed invitation letters to the students’ home addresses.

Please don’t hesitate to contact the national office staff for assistance getting started using MHS or creating your first invitation group.

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If anyone from your chapter is interested in greater involvement in Phi Eta Sigma national leadership, positions on the national Executive Committee are up for election at the 2018 convention. Nominations of candidates must be submitted to the national office no later than September 28, and candidate interviews will take place during the national convention in October. The nomination form is attached for your convenience. Feel free to contact the national office staff for more information about serving on the Executive Committee.

If you have not yet submitted convention registrations to the national office for yourself and your student representatives, please do so by the September 14 deadline. Don’t forget to make your hotel reservations at the Hyatt Regency using the link or phone number provided on the attached FAQ sheet.

Be sure to note other deadlines and significant dates posted in this newsletter. Stay up to date by checking our website and social media regularly. And please share your chapter news with all of Phi Eta Sigma by posting on our social media pages, by emailing news and photos directly to the national office, or by uploading documents and photos to our website through the chapter adviser login portal. We love to hear from you, and we hope to see many of you at the 2018 national convention in DC this October. Don’t miss this exciting event!

*Elaine J. Powell*

Executive Director

## Holiday Schedule

For the 2018-2019 academic year, the Phi Eta Sigma national office will close in observance of the following holidays & events:

Labor Day	September 3, 2018
Thanksgiving	November 21-November 23, 2018
Winter Break	December 17-December 31, 2018
New Year’s Day	January 1, 2019
M.L. King Jr. Day	January 21, 2019
Memorial Day	May 28, 2018



# It's Convention Time!

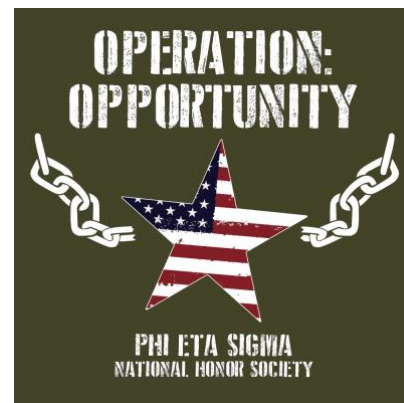
The 44<sup>th</sup> National Convention and Leadership Workshops of Phi Eta Sigma will take place on October 12-14, 2018, in Washington, DC. The Hyatt Regency Crystal City in Arlington is our host hotel for the event, but other activities are scheduled in the nation's capital, including a night tour of several Washington landmarks. The event will also include a service project in conjunction with the American Red Cross.

Remember that Phi Eta Sigma covers registration and housing expenses for one student delegate and one adviser from each chapter represented. Additional attendees from each chapter will pay a nominal registration fee, in addition to housing and transportation costs.

Be sure to check the FAQs listed in this newsletter for details on registration, hotel reservations, etc. The Convention Overview and Logistics document, along with the convention registration form and other important forms, are attached with the email version of this newsletter for your convenience. Check the convention page of our website for more information:

<https://www.phietasigma.org/convention>

Convention attendees always come away with ideas and inspiration gained from the various sessions and interaction with other chapter members and advisers. So begin planning now for your chapter to be represented at the Phi Eta Sigma national convention this October.



October 12-14, 2018

Hyatt Regency Crystal City

## Share Your News & Photos!



The 2019 issue of the *Forum* is now under construction, so we need your help. Please document your chapter's induction ceremony, campus and community service projects, member recognitions, and any other events involving chapter members. Then send us your news briefs, articles, or photos—**especially PHOTOS**—of those events so we may include them in the national magazine and on the Society website. Try not to give the same descriptions of activities you reported last year, but give us a brief overview of new or unique happenings with your chapter. You may share this news with us by mail or email. If digital photos and other electronic materials are in extremely large files, please submit those files by uploading them to our website using the Adviser Resources, Upload Documents page. The deadline for submitting items for the 2019 *Forum* will be October 1, 2018.

*Don't forget*—This reporting can also serve as documentation of your chapter meetings and your service and/or leadership projects, part of the eligibility requirements for Pyramid chapter excellence recognition.

**\*Also, be sure to post photos & highlights of your Phi Eta Sigma chapter activities on our national social media pages or tag Phi Eta Sigma National in your posts to your personal or chapter pages.**

## FAQs for 2018 National Convention

### Who may attend?

One adviser and one member delegate from each chapter may attend the national convention at no charge. Additional advisers and/or student members may attend as alternate delegates for a registration fee of \$150 each.

### How do I register?

Convention attendees should register on the Phi Eta Sigma website as usual. Chapter adviser or officer may choose to register multiple attendees at one time and make a single payment from chapter for registration fees if applicable.

### What does Phi Eta Sigma provide for my convention registration?

For each attendee, Phi Eta Sigma arranges and covers the costs of all convention activities, including materials, meals throughout the convention, airport shuttle during specified times, and organized activities away from the hotel (such as tours, entertainment, & off-site meals). The Society does not arrange or pay for housing or any transportation to and from the convention location.

### How do I handle transportation to and from the convention site?

Each chapter is responsible for arrangements and costs for transportation to and from the convention site for attendees. If traveling by air, Phi Eta Sigma will make arrangements and cover costs for attendees' ground transportation between airport and hotel during designated hours. The chapter or attendee will be responsible for the costs of any airport-hotel transfers other than the service arranged by the Society.

### How do I make hotel reservations?

All attendees or their chapters are responsible for hotel reservations & charges. Phi Eta Sigma will subsidize housing costs for one chapter adviser & one delegate from each chapter (restrictions apply).

Phi Eta Sigma has negotiated rates with the Hyatt Regency Crystal City for a block of rooms October 12-14, 2018. Each chapter is responsible for making reservations for its attendees and covering costs for room(s) at convention hotel. Recommend housing 2 people per room, but chapter may house more per room to reduce costs. Individuals may also book private rooms if desired at their own expense. Credit/debit card required.

Approximately 2-3 weeks following the convention, Phi Eta Sigma will pay the chapter a housing stipend for one adviser and/or student delegate registered as hotel guests during convention nights. No stipend is paid for any attendees registered as alternate delegates or guests. All convention attendees are required to stay at the designated convention hotel for the 2 nights of the scheduled convention program to qualify for a housing stipend from the Society. Stipend will cover most, if not all, of hotel expense for one person, based on double occupancy.

**For hotel reservations**, please contact the Hyatt Regency Crystal City. A block of rooms has been set aside for the October 12 - 14, 2018, convention at a special rate of \$149 per night (plus applicable fees and taxes) for a standard or double occupancy room, until **September 14, 2018**, or until the group block is sold out.

**Online:** Visit <https://book.passkey.com/go/NCLW2018>

**Phone:** Call 888-421-1442

### If I don't have a roommate from my chapter but wish to share a room with another attendee, how do I find a roommate?

Our Phi Eta Sigma Facebook event information includes an opportunity to network with other attendees and make plans to room with an attendee from another chapter if necessary.

Visit our Facebook page, Phi Eta Sigma, view our Events, select the October 12 convention event, select the Discussion tab. The direct link is below. The Facebook event provides a discussion board for individuals to post their roommate needs, contact information, and search other posts for roommates. Check it out to start networking!

[https://www.facebook.com/events/528841810825022/?active\\_tab=discussion](https://www.facebook.com/events/528841810825022/?active_tab=discussion)

### How does Phi Eta Sigma assist with expenses for delegate and adviser?

Approximately 2-3 weeks following the convention, Phi Eta Sigma will pay the chapter a housing stipend for one adviser and/or student delegate registered as hotel guests during convention nights. No stipend is paid for any attendees registered as alternate delegates or guests. All convention attendees are required to stay at the designated convention hotel for the 2 nights of the scheduled convention program to qualify for a housing stipend from the Society. Stipend will cover most, if not all, of hotel expense for one person, based on double occupancy.

### May additional advisers or members attend? How do they register?

All convention registrations may be completed online. Any additional chapter member or chapter adviser who wishes to attend the convention must register with Phi Eta Sigma as an alternate delegate. The registration fee of \$150 is required at time of registration to reserve a spot. Fee helps to offset costs of materials, convention meals, and off-site activities. No housing stipend will be paid for alternate delegates.

### How will chapters receive stipends for advisers and student delegates?

Stipend checks will be sent to chapters approx. 2 weeks after end of convention. Since national must guarantee a specified number of rooms with hotel, all room reservations must be made and registration fees must be paid to national by set deadline. Alternate delegates registration fees will not be waived in lieu of adviser/delegate housing stipends.

## Membership Eligibility Requirements

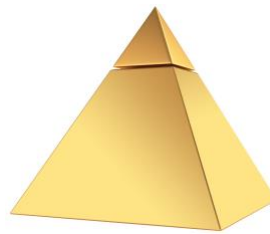
Are you missing out on some outstanding students who could be Phi Eta Sigma members? When you are checking student eligibility for membership, be sure to invite those students who earned the required 3.5 or higher GPA in either the fall semester or spring semester. If you only check at the end of freshman year, you may have missed out on good students who qualified during the fall semester.

## Submitting Order for Supplies and New Members

If you place an order for merchandise or supplies including graduation regalia, Q&A brochures and program covers, please let the national office know if you prefer the requested items to be shipped separately from your membership order. Otherwise orders will be combined for efficiency and cost savings.



You can support Phi Eta Sigma National Honor Society when you shop on Amazon. Amazon will donate 0.5% of the price of your eligible AmazonSmile purchases to **Phi Eta Sigma National Honor Society** whenever you shop on AmazonSmile at [smile.amazon.com/ch/61-1286470](https://smile.amazon.com/ch/61-1286470).



## “Pyramid” Strong for 95 Years

Phi Eta Sigma is celebrating 95 years of recognizing academic excellence among first-year students in higher education. Your chapter is an important part of the Society’s history and its success.

What is your chapter doing today, during the 2018-2019 school year, to make history? Is your Phi Eta Sigma chapter as strong as the pyramid on the Society crest? Are your members building on the chapter’s past successes to ensure an even stronger future?

Phi Eta Sigma announced its first Pyramid chapters and Capstone Awards for chapter excellence in 2016. Chapters earning Pyramid status have met specified requirements for consistency in new member inductions and other performance standards. From among the Pyramid chapters, up to three elite chapters may be selected to receive the Capstone Award, which also bears a cash award of \$100.

The criteria for Pyramid and Capstone status are included with this newsletter and are also available on the Phi Eta Sigma website. Please use this checklist as a guide throughout the school year to help make your chapter Pyramid strong and to motivate your members to achieve higher performance levels that will earn your chapter a Capstone Award for 2018-2019. **Begin building your chapter’s history of excellence for the next 95 years!**

The list of Phi Eta Sigma chapters meeting Pyramid and Capstone standards for the 2017-2018 academic year was not yet available at the time of printing this newsletter. The Phi Eta Sigma national office will announce those award recipients via email to chapter leaders. The Pyramid and Capstone chapters for both 2017 and 2018 will be recognized at the 2018 national convention.

Congratulations to all of the Phi Eta Sigma chapters that demonstrate the characteristics of strength, stability, and longstanding tradition symbolized by the pyramid on the Society’s crest!

## Scholarship News

Phi Eta Sigma scholarships totaling nearly \$300,000 were awarded earlier this year to superior chapter leaders for their studies during the 2018-2019 academic year. These recipients are listed on the Society website and will be featured in the 2019 issue of the *Forum* magazine. A list of the recipients is enclosed with this mailing.

The national office mailed checks on August 15 to the recipients of all \$1,000 undergraduate awards. All scholarships of \$5,000 or greater are paid in two equal installments, with the first installment mailed on August 15. **Advisers, please follow up with the recipients at your chapter to ensure the August 15 check was received.**

Scholarship guidelines specify that recipients must provide documentation of their completion of full-time coursework during the fall semester and of their full-time enrollment in the spring semester in order to receive the second installment of a scholarship of \$5,000 or greater. The deadline for submitting this documentation is **February 15, 2019**, but it may be sent to the national office as soon as the fall semester ends. Please remind your scholarship recipients to comply with this requirement by the specified deadline in order to avoid forfeiting the second half of their funds.

Congratulations to all of the 2018-2019 Founders Fund scholarship recipients!



**2018-2018 Thomas Arkle Clark**  
**Scholar-Leader of the Year**  
 Christian Hildebrandt  
 Brigham Young University

### Change of Adviser/Address

As a new school year begins, chapters may experience changes in leadership. If you are no longer serving as chapter adviser, please forward this newsletter to the person who is now in that position. Or please notify the national office of that change so we may obtain contact information from the new adviser. If your campus mailing or shipping address has changed, please send us that updated information right away.

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Socialize with us:

