

Phi Eta Sigma

Newsletter to Chapters

January 2018



Upcoming Events

- March 31 Scholarship Application deadline (note new timeline)
- July 15 Chapter Annual Report, Year-End Review & Excellence Awards documentation due
- Oct. 12-14 National Convention & Leadership Workshops

See enclosure for convention information.



Greetings, Phi Eta Sigma Chapter Leaders!

Happy New Year! As we kick off another exciting year for Phi Eta Sigma, we are introducing several new initiatives that we believe will assist you in your leadership duties, as well as bringing added value to membership in the honor society.

First, your shipment of the *Forum of Phi Eta Sigma* will arrive later in January, and you will notice a whole new look to the Society's official magazine. The *Forum* is now a full-size, full-color publication that chronicles the actions, activities, and achievements of the Society. We welcome your feedback on the new design, and we ask that you continue submitting your chapter photos and news items for inclusion in future issues.

Several chapter advisers indicated you no longer wish to receive a shipment of printed copies of the *Forum* for distribution to your chapter members. We will provide you the link to the online version when the magazine is complete. Hard copy shipments to those who requested them or did not specify a preference should be delivered later this month.

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Reminder

The application for the 2017-2018 Founders Fund Scholarships will be available online January 1, 2017. Please remember that undergraduate scholarship applications must be reviewed and APPROVED by the chapter adviser using the Adviser Resources on our website.

2018-2019 Scholarships

Scholarship application is now available to members online only.
No print copies will be sent to chapters.

PLEASE NOTE: Every chapter may submit **two (2) undergraduate scholarship applications**.

Chapters that inducted **300-599** new members during the 2016-2017 academic year may submit **three (3) undergraduate applications**. Those chapters are:

Auburn
UCLA
Georgia Southern
Indiana
IUPUI
Kennesaw State
Mississippi
Penn State
Pittsburgh
Purdue
St. John's
South Alabama
Tennessee
Texas A&M
Texas Tech

Chapters that inducted **600-899** new members during the 2016-2017 academic year may submit **four (4) undergraduate applications**. Those chapters are:

Brigham Young
Florida State
Maryland

Chapters that inducted **900-1199** new members during the 2016-2017 academic year may submit **five (5) undergraduate applications**. Those chapters are:

Alabama

Chapters are not limited on the number of graduate scholarship applications they may submit. Members may submit applications for graduate scholarships on the Phi Eta Sigma website with or without adviser approval, but adviser endorsement is recommended.



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.

Note: New Scholarship Timeline

The application for the 2018-2019 Founders Fund Scholarships will be available online for viewing January 1, 2018. Please remember that undergraduate scholarship applications must be reviewed and APPROVED by the chapter adviser using the Adviser Resources on our website.

- **February 1 – March 31:** Submit online applications with all required documentation.
- **May 31:** Recipients will be announced on or before this date.

See the Constitution and Laws of Phi Eta Sigma on the Society website regarding recent changes pertaining to scholarships in Statute VII – The Founders Fund.

Phi Eta Sigma Chapter Excellence Recognition

The pyramid on the Phi Eta Sigma Honor Society crest symbolizes strength, stability, and long-standing tradition. The Phi Eta Sigma Executive Committee introduced the Pyramid and Capstone excellence awards to recognize strong chapters that build on the foundation of the Phi Eta Sigma principles of outreach and growth.

Chapters may earn Pyramid status each year by meeting the requirements below and will receive a certificate of achievement and publicized recognition in the FORUM, as well as on our national website and social media pages.

In addition, a sub-committee of the Executive Committee will select three Capstone Award chapters from among the Pyramid chapters. Capstone chapters receive a certificate of achievement and publicized recognition, as well as a cash award of \$100.

Pyramid Award Requirements

- Hold at least one induction during each academic year (July 1-June 30)
- Maintain number of inductees from previous year—Equal or increased enrollment, or minimal decrease ($\leq 20\%$ of membership; for membership of 40 or less, loss ≤ 4 members)
- Submit chapter annual report to national office by July 15
- Meet IRS compliance
- Maintain current adviser contact information with national office
- Submit list of chapter officers for upcoming year
- Efficient, timely interaction with national concerning membership and merchandise orders (general two week notice requirement similar to former Pathways award [requirements](#))
- Submit one or more scholarship applications by the March 1 deadline
- Hold one or more chapter meetings each semester (documentation required by July 15)

Capstone Award Requirements

- All of the above
- Increase number of inductees by at least 5% over a 3-year period, with no loss in a single year of more than 10%
- Submit two or more scholarship applications by the March 1 deadline
- Participation by one or more chapter representatives (adviser &/or student members) at most recent past national convention or at a regional conference within past 2 academic years [Also representatives registered for 2016 convention that was cancelled]
- Conduct one or more service or leadership development event(s)/project(s) during the academic year (documentation required by July 15)
- Report news & activities to national office for use in FORUM & online media at least once during the academic year
- No past-due balance on chapter account with national office



2018 Philanthropy Project

In keeping with Phi Eta Sigma's recent tradition of philanthropy, the 2018 philanthropy project will benefit the American Red Cross. Nationally based in Washington, DC, the Red Cross is the ideal non-profit charity for Phi Eta Sigma to support in conjunction with the 2018 national convention theme "Operation: Opportunity." Society chapters will have the opportunity to raise funds for the Red Cross in advance of the convention, and ΦΗΣ members attending the convention in Washington next October will participate in a special service project directed by Red Cross staff.

From the organization's mission statement: "The American Red Cross prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors." Red Cross services have been in great demand during the past year, providing relief for victims of hurricanes, earthquakes, wildfires, tornadoes, and floods. The organization also trains emergency response workers, collects and supplies lifesaving

blood, and supports members of the military, veterans, and their families.

The American Red Cross has granted Phi Eta Sigma limited permission to use its name and marketing materials for the purpose of holding fundraising events on behalf of the Red Cross. The organization also granted permission for ΦΗΣ chapters to raise funds individually and submit the funds collected to the Society's national office for a lump-sum contribution during the convention next October. You will find fundraising ideas on the Red Cross website at <http://www.redcross.org/donations/ways-to-donate/fundraising-ideas-and-requests>.

Begin brainstorming now about how your chapter can support this worthwhile organization that touches so many lives across the U.S. and around the globe. Be sure to document your efforts with photos, newsletters, local media coverage, etc. Submit a brief description of your efforts, along with photos and

documentation, to the ΦΗΣ national office by the fall deadline (to be announced later) in order to be entered in the competition for "Best Philanthropy" at the 2018 convention. The documentation form, along with detailed guidelines from the Red Cross, will be sent in a separate email to advisers and officers in a few days.

In 2016, ΦΗΣ was privileged to donate \$5,000 to Give Kids The World Village in Florida for its national philanthropy. We hope to exceed that amount for the American Red Cross in 2018 with your efforts. Phi Eta Sigma chapters and their members may participate in this philanthropy project regardless of whether or not they will attend the national convention. But those who attend will also experience the satisfaction and fulfillment of giving and volunteering in order to fill a need and touch lives through the American Red Cross.



Recipients of 2017-2018 Scholarships

Final installment checks for 2017 scholarships will be mailed on or after January 10, 2018. All Founders Fund endowed scholarships have the stipend payable in two installments: one-half for the fall semester and one-half for the spring semester. Members who were awarded an endowed scholarship (\$5,000 undergraduate, \$7,000 graduate, or \$10,000 Clark award) for the 2017-2018 academic year are required to submit to the national office **certified proof of enrollment for full-time study during the 2017 fall and 2018 spring semesters, as well as a statement from the student indicating his/her spring semester mailing address.** Full-time study is defined as nine or more graduate hours of credit or twelve or more undergraduate hours of credit. Deadline for submission is February 15, 2018.



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 “Adviser Login – MHS” 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. Please don’t hesitate to contact the ΦΗΣ national office for assistance.

Collecting Membership Fees

If you still submit membership records in an Excel file via email to the national office, please include only the students who have **PAID** their membership fees to your chapter. Do not submit a membership record for any student who only “signed up” to join but whose membership fee has not yet been collected by your chapter.

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If the national office did not receive your order form indicating a zero or whatever quantity you wish to receive, I estimated the number of copies you may need, based on the chapter’s inductions for 2016-2017. Please do not return unwanted copies of the *Forum* to the printer, but contact the national office instead so we can make arrangements to ship them elsewhere.

Phi Eta Sigma has recently connected with two popular companies to earn cash rewards that will enhance the Founders Scholarship Fund. Later we will send details of the Lyft New User Referral Program that provides a discount to first-time Lyft riders, as well as a reward to ΦΗΣ for each new rider using the assigned referral code. In our convention insert you will notice the AmazonSmile logo and a link that allows shoppers to support the Society with their purchases at AmazonSmile. Both of these programs will enable the ΦΗΣ Founders Fund to reward more outstanding student leaders with scholarships in the future.

Our national office staff strives continually to improve communication with and support for Society chapter advisers, officers, and members. For example, these periodic newsletters are now being shared with all chapter officers for which we have current email addresses, in addition to the mail and email distribution to chapter advisers. We are now creating a database of member emails, by which the national office may directly communicate at least twice a year with all currently active student members.

This newsletter edition also contains information about the 2018 National Convention and Leadership Workshops in Washington, DC. Several new activities and procedures for the convention will be implemented this year. We hope you are reserving funds for travel and making plans for one or more individuals to represent your chapter at this exciting event. With the theme of “Operation: Opportunity,” convention attendees will have opportunities to share ideas, learn about strategies for success from experts, participate in philanthropy and service, and be inspired by other ΦΗΣ members and advisers.

The year 2018 promises to bring Phi Eta Sigma and its local campus chapters new opportunities for growth, success, service, and leadership. We wish for all our Society leaders and student members a year of prosperity!

Elaine J. Powell

Executive Director

Forum Shipments

If your chapter ordered print copies of the *Forum* magazine you can expect to receive those by the end of January.

If you did not submit a *Forum* order, we have estimated a quantity for your chapter. If you receive those copies and do not wish to keep them, please DO NOT return them to the printer. Please contact the ΦΗΣ national office for instructions about returning them.

IRS Compliance



The Phi Eta Sigma national office files the annual Form 990 group tax return on behalf of those chapters that authorize us to include them in the Phi Eta Sigma group exemption. If your chapter is to be included in the group exemption, you will be contacted very soon to report your chapter tax number (EIN) and indicate your authorization for Phi Eta Sigma to file the annual tax return on behalf of your chapter. The national office will remind you later in the year about submitting the required financial information on the Chapter Annual Report.

If your chapter will not be included in the exemption group for tax filing, you should determine how your chapter will comply with IRS requirements for tax filing: completing an individual tax return for the chapter (Form 990 or 990-N), filing as part of another group exemption, or having the university (through combined student organizations) file on behalf of the chapter. If you are uncertain about how your chapter files its taxes annually, please check with the university business office or student organizations office for guidance.

Please watch for an email from the national office in January regarding IRS compliance. For those chapters that do not authorize Phi Eta Sigma to file a tax return on your behalf and chapters that fail to report their EIN and financial information, please note that your chapter is responsible for compliance with IRS requirements for tax filing. The Phi Eta Sigma national office is not responsible should the IRS request information regarding your chapter's finances.

Share Your News & Photos!

Please document your chapter's induction ceremony, service projects, member recognitions, and other events involving chapter members. Then send us news briefs, articles, or photos of those events so we may post them on the Society website. Share your chapter news with us by mail or email. If digital photos and other electronic materials are in extremely large files, please upload those files through the Adviser Resources area of our website.

***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.**

ATTENTION Advisers – Deadline Alert!

Please preview the [Chapter Annual Report](#) and [Year-End Review](#) on the ΦΗΣ website in the Adviser Resources. This will help in planning activities and collecting information during the spring semester. Note the deadline for submitting these documents is **July 15**.

Timely submission of the information specified on these two forms [fulfills some of the requirements for Phi Eta Sigma Chapter Excellence Awards](#). Don't be caught unaware at the end of the academic year. Begin now preparing the information required on these forms.

Change of Adviser/Address

As we begin a new semester, 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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