

Phi Eta Sigma

Newsletter to Chapters

January 2019



Upcoming Events

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| May 1 | Scholarship Application deadline (note new timeline) |
| July 1 | National membership fee of \$35 takes effect |
| July 15 | Chapter Annual Report & Excellence Awards documentation due |
| Please see enclosures | -Pyramid Documentation
-Scholarship Info
-New Order Form
-Revised Constitution |

Greetings Phi Eta Sigma Chapter Leaders!

Happy New Year! Following an exciting Phi Eta Sigma national convention in Washington, DC, last October, we hope chapter leaders returned to their respective campuses with renewed energy, shared ideas, and great momentum to make their chapters even stronger and more dynamic than ever before. If you were unable to join us for the convention, be sure to check out news and photos from the event on the Phi Eta Sigma website and Facebook page. You will see more news and photos from the convention in the 2019 *Forum* magazine when it is delivered in late January.

I wish to take this opportunity to acknowledge some people who helped make the 44th National Convention and Leadership Workshops such a success. Marymount University chapter adviser Tyler Beckett and about a dozen Marymount student members served as fantastic hosts to ensure convention attendees arriving at the airport found their way to the hotel shuttle. Several chapter advisers and student leaders conducted workshops, brainstorming sessions, and roundtable discussions during the event. Our wonderful Executive Committee did an awesome job, as usual, leading the entire convention. And of course, the Phi Eta Sigma national office staff (Ria, Beth, Kaley & Kaitlyn) put in countless hours with me to prepare for the convention, setup everything, and ensure that all the various components of the event worked out as they should. Thanks to all of you for your efforts!

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Reminder

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

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 letter or postcard invitations to the students' home addresses.

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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In this newsletter, you will find several references to the Founders Fund scholarship program. Be sure to notice the changes in the deadline and timeline for the submission and evaluation process. The new national deadline for submission and approval by the chapter adviser is **May 1**, and we hope to announce the 2019 scholarship recipients around June 30. Every chapter may submit at least two undergraduate applications to the national competition, but please check the application guidelines provided in this document to determine if your chapter may submit three or more undergraduate applications.

In addition to changes in the scholarship program, the Phi Eta Sigma national office will experience a period of transition throughout 2019. After working with the honor society since 1996, I have announced my retirement as of July 2019. The Executive Committee is hard at work seeking a new Executive Director and developing a new management structure for the Society. Although we do not have details to share with you at this time, please rest assured the national office and Executive Committee will update all chapter leaders as new details develop. In the meantime, the national office staff will continue to operate as usual to provide the best service and support possible for our Phi Eta Sigma chapters and individual members.

As always, we appreciate the outstanding leadership of all chapter advisers and student leaders across the U.S. We know you will continue to uphold the mission and principles established by the Society's founders more than 95 years ago. As you make plans for growth, service and leadership within your chapters, feel free to call on us at the national office anytime we may provide assistance. May your new year be filled with much joy, success, and prosperity!

Elaine J. Powell

Executive Director

IMPORTANT NOTICE Regarding Merchandise Prices

After several years with no increase, the prices of Phi Eta Sigma merchandise have now increased to cover Kentucky sales tax. Chapters or individual members purchasing replacement jewelry, replacement certificates, honor cords, honor medallions, or Society crests will notice a slight increase in the prices beginning January 1, 2019. **Please see the attached order form for current prices on all Phi Eta Sigma merchandise sold by the national office.**

ATTENTION: At the 2018 National Convention in Washington, DC, delegates approved changes to the Phi Eta Sigma Constitution and Laws affecting scholarships and membership fees. A copy of the updated Constitution and Laws is included with this newsletter. You will note in Statute I, Section 2 of the document that the national membership fee is set at \$35 to better support the services and programs provided to honor society members and chapters. Please be aware that the \$35 membership fee does not go into effect until July 1, 2019. For the 2019 spring semester, membership fees remain at \$25.

Chapter Excellence Awards

We are proud to announce our third year of Pyramid chapters and the Capstone Award recipient in 2018.

Chapters earning Pyramid status met specified requirements for consistency in new member inductions and other performance guidelines. The thirteen chapters meeting those requirements for the 2017-2018 academic year were:

Abilene Christian University	University of Nebraska-Kearney
Florida Institute of Technology	Pittsburg State University
Gannon University	University of Tennessee
Georgia Southern University	University of Tennessee at Chattanooga
University of Illinois	University of Virginia
Kennesaw State University	Wartburg College
McKendree University*	

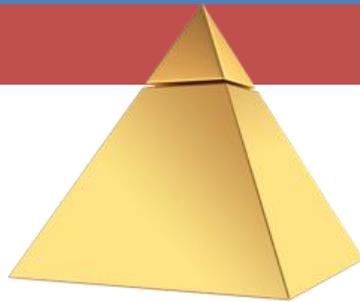
*Previous Capstone chapter continued to uphold the Capstone Award standards.

From among the Pyramid chapters, one elite chapter was selected to receive the Capstone Award, which also bears a cash award of \$100. The Capstone Award recipient chapter for 2017-2018 is:

Georgia Southern University

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!

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?

Advisers attending the 2018 national convention expressed a desire for clearer guidelines on Pyramid requirements. A streamlined version of the criteria for Pyramid and Capstone status is included with this newsletter and is 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!**

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 2017-2018 academic year may submit **three (3) undergraduate applications**. Those chapters are:

UCLA
Georgia Southern
Illinois
Indiana
IUPUI
Kennesaw State
Penn State
Pittsburgh
Purdue
St. John's
Texas A&M
Texas Tech

Chapters that inducted **600-899** new members during the 2017-2018 academic year may submit **four (4) undergraduate applications**. Those chapters are:

Alabama
Brigham Young
Maryland

Chapters that inducted **900-1199** new members during the 2017-2018 academic year may submit **five (5) undergraduate applications**. That chapter is:

Florida State

Chapters are not limited on the number of graduate scholarship applications they may submit.



Note: New Scholarship Timeline

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

- **February 1 – May 1:** Submit online applications with all required documentation.
- **June 30:** Recipients will be announced on or after this date.

2018 Scholarship Recipients

Final installment checks for 2018 scholarships will be mailed on or after January 10, 2019. 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 2018-2019 academic year are required to submit to the national office **certified proof of enrollment for full-time study during the 2018 fall and 2019 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, 2019.

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.

New Executive Committee Members



Jennifer Miller
McKendree University



Rebecca Gilbert
Florida State University



Michaela Mahekeya
Georgia Southern University



Alyssa Kane
IUPUI

Forum Shipments

If your chapter ordered print copies of the *Forum* magazine you can expect to receive those around 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 [Excellence Awards Documentation](#) inserted in this newsletter. 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 forms [fulfills many 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 a new semester 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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