

Welcome to Mock Chapter!

Purpose: The primary purpose of Mock Chapter is for you to become familiar with Phi Theta Kappa programs and how you can implement them in your own home chapter. In addition, you will also learn how to communicate with headquarters so that you can document your activities throughout the year, you will network with other Phi Theta Kappans throughout the region and you will have a lot of fun.

Objectives: After completing the Mock Chapter Exercises, you will

- 1) Understand the duties of Advisors and Officers
- 2) Know how to submit your chapter officer information to headquarters
- 3) Know how to update your chapter advisor information with headquarters
- 4) Know how to plan and conduct effective and productive chapter meetings
- 5) Know how to prepare meeting minutes
- 6) Know how to set SMART goals for your chapter and yourself.
- 7) Understand the Five Star Chapter Development Program and how to use this tool to guide your chapter through this year
- 8) Know how to submit your chapter update form
- 9) Know how to create and maintain a chapter communications plan
- 10) Understand the Honors Study Topic
- 11) Know how to use the Phi Theta Kappa Honors Program Guide to implement an Honors in Action Project
- 12) Understand how to implement a College Project.
- 13) Know how to share your chapter's success with Phi Theta Kappa Headquarters
- 14) Understand the Hallmark Awards program
- 15) Know how to prepare Hallmark Award entries using judging rubrics as a guide.
- 16) Be familiar with CollegeFish.org
- 17) Be familiar with the Competitive Edge Program
- 18) Have participated in Roll Call
- 19) Have developed a network of colleagues that you can call on throughout the year for help, support and/or fellowship!
- 20) Have a folder full of good ideas to bring back to your chapter!