Phi Theta Kappa Honor Society
Oklahoma/Arkansas Region

2020-2021 Regional Officer Candidate Application and Officer Responsibilities

Serving as a Regional Officer (RO) of the Oklahoma/Arkansas Region (OAR) of Phi Theta Kappa is a privilege and an honor. The officers of the Region represent the member chapters to the Honor Society, their colleges, and the communities within the region. Serious consideration should be given to the time commitment required of ROs since, during their term of office, regional obligations will at times compete with home life and school. ROs are encouraged (not required) to pass their chapter leadership roles to other members, but must continue to support their chapter by attending meetings and participating in their activities.

Regional office comes with many opportunities for growth and is one of the best experiences offered by Phi Theta Kappa. **ROs enjoy several paid conference registrations (details pg.5).**

- 2020 Catalyst, April 2-4, 2020 in Grapevine, TX
- 2020 International Honors Institute (June 5-8, 2020 in Chicago)-must complete application for “scholarship”
- 2020 Regional Honors Institute (September 25-26, 2019 and location in AR is TBD)
- 2021 Regional Convention (March, Location in OK is TBD)
- 2021 Annual Convention (April 8-10, 2021 Baltimore, MD)-depends on performance of duties
- Region covers hotel expenses and registration fees for events within the Region.

ROs will be supported with Phi Theta Kappa clothing and supplies:

- OK/AR Regional Officer Medallion
- Regional Officer Name Tag
- Regional t-shirt and polo

**Important details and deadlines:**

- Candidates who are elected to office will receive a full refund of their conference registration fees in the form of a check sent to their chapter from PTK headquarters.
- The Candidate Application MUST be received by the Regional Coordinator no later than **5:00 PM on February 21, 2020.**
- Direct questions regarding the election process to Dr. Rebekah Robinette, Regional Coordinator, at rrobinette@np.edu or 501-760-4146.

Applications must be submitted in their entirety:

- Candidate Information (Form A)
- Candidate Qualification Statement (Form B)
- Regional Officer Responsibilities Statement (Form C)
- Catalyst Agreement (Form D)

- If elected, RO will be required to sign a Regional Officer Honor Code Statement
Candidate Name: ________________________________________________________________

Office Sought* (Circle):

Western District President
Central District President
Eastern District President

Name of two-year college presently attending: __________________________________________

Member Chapter: ____________________________ Induction Date: _________________________

Major/Degree Sought: __________________________________________________________________

Total hours of credit accumulated: ___________ Grade Point Average (all course work): _________

Plans for transfer (if applicable): ________________________________________________________

Contact Information (Your address, phone numbers, etc., are for Phi Theta Kappa contact information only. It will not be published to the region)

Home Address: _______________________________________________________________________

City, State, Zip Code: ________________________________________________________________

Home Phone: __________________________ Work Phone: ______________________________________

Cell Phone: ___________________________ Do you text? (Circle) Yes – No

E-mail Address: _____________________________________________________________________

Birthday: __________________________________________________________________________

Phi Theta Kappa Honor Society
Oklahoma/Arkansas Region

Form B ~ Candidate Qualification Statement

If elected a Phi Theta Kappa, Oklahoma/Arkansas Regional Officer must satisfy/maintain the following requirements throughout the duration of his/her office.

- Must have met the requirements for and accepted membership into an active chapter.
- Must be an active member of his/her chapter.
- Must abide by the Phi Theta Kappa Honor Code for Regional Officers
- Must fulfill the duties of their office as outlined in the OK/AR Region Bylaws and this document
- Must maintain enrollment in a minimum of six credit hours per semester at a community college within their district throughout the term of office and must NOT be graduating prior to the end of their term in office (March 2021).

I hereby pledge that I meet all eligibility requirements as specified above.

Candidate Signature: __________________________ Date: _________________________

I hereby certify that I have counseled with this candidate regarding the requirements for eligibility and that to the best of my knowledge, this candidate meets said requirements.

Chapter Advisor Signature: __________________________ Date: _________________________
Serving as a Regional Officer (RO) is a privilege and an honor. This honor includes significant responsibilities. The candidate is expected to discuss with his/her family, employer, chapter members, and chapter advisor(s) the time and support needed to fulfill the responsibilities of the position, including financial travel support from home college/chapter.

**ROs are expected to attend meetings in their entirety and consider the following events to be mandatory.** (In the case of events with scholarships that cover attendance, ROs are only expected to attend if they win the scholarship; otherwise, attendance is encouraged, but not required.)

- RO Changeover Meeting ~ Saturday, March 7, 2020, ~8:30– 9:30 PM. (Immediately following closing of the regional convention).
- RO Training ~ Saturday 12:00 PM, March 21, 2020 through Monday, March 23, 2020 (~2:00 PM).
  - Training will be held in Russellville, AR.
  - Hotel and meals provided but travel is the responsibility of the candidate and/or chapter.
- 2020 Catalyst, April 2-4, 2020 in Grapevine, TX. **Must arrive the evening of April 1, 2020!**
- Planning meeting or HQ visit (TBD in summer 2020)
- 2020 International Honors Institute (June 5-8, 2020 in Chicago, IL).
  - Must complete application for “scholarship” for registration
  - Candidate/chapter must provide travel to and from Hot Springs, AR in order for the candidate to ride to Chicago with Dr. Robinette.
- 2020 Regional Honors Institute (September 25-26, 2019 and location in AR is TBD)
- 2021 Regional Convention (March, Location in OK is TBD).
- 2021 Annual Convention (April 8-10, 2021 in Baltimore, MD)-scholarship depends on performance of duties on checklist.

Regional Officer duties and responsibilities include:

- In partnership with the Regional Coordinators, act as host and facilitator at regional meetings.
- Submit a biography and photograph prior to RO training weekend.
- Contribute to development and maintenance of the OK/AR Facebook page and other social media accounts.
- Send an introductory e-mail message to contact applicable chapter advisors and officers the week following RO training.
- Correspond regularly with assigned contact chapters and report outcomes to the Regional Coordinator throughout the term of office.
- Present breakout sessions during regional events
- Speak at inductions, chapter ceremonies, local civic clubs, campus organizations, etc.
- Occasionally attend activities in other regions when invited and serve as an official representative of the OAR.
- Communicate regularly (3 or more times/week) with the Regional Coordinators and fellow ROs.
- Work with regional team to set and execute regional goals for the year.
• Chronicle regional goal progress and write/submit regional awards for excellence to PTK HQ
• Participate in local chapter.
• Submit transcripts and enrollment verification to the Regional Coordinator during week three to five of each academic term to verify maintenance of eligibility requirements.
• Uphold the standards of membership and support the principles, ideals, and programs of the Society as outlined in the Phi Theta Kappa Honor Society Regional Officer Honor Code.

The following table lists financial support provided by the region for officer participation in Phi Theta Kappa events. ROs will need to seek chapter/college support for travel expenses not explicitly covered by the Region. No per diem will be provided. Officers should travel with their chapters whenever possible or expect to cover their own expenses.

<table>
<thead>
<tr>
<th>Event</th>
<th>Registration</th>
<th>Lodging</th>
<th>Meals</th>
<th>Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>RO Training</td>
<td>N/A</td>
<td>Region covers</td>
<td>Region covers</td>
<td>Officer/chapter pays</td>
</tr>
<tr>
<td>Incoming Catalyst</td>
<td>Region covers</td>
<td>Region covers</td>
<td>Officer/chapter pays except for one regional meal</td>
<td>Officer/chapter pays *Must be a day early</td>
</tr>
<tr>
<td>Planning Meeting</td>
<td>N/A</td>
<td>Region covers</td>
<td>Region covers</td>
<td>Officer/chapter pays</td>
</tr>
<tr>
<td>RO trip to PTK HQ</td>
<td>N/A</td>
<td>Region covers</td>
<td>Region covers</td>
<td>Region covers from Hot Springs, AR</td>
</tr>
<tr>
<td>International Honors Institute</td>
<td>Region covers *dependent on scholarship</td>
<td>Region covers *included in registration</td>
<td>Region covers once at site *included in registration</td>
<td>Officer/chapter pays or pays to/from Hot Springs to drive remainder with RC</td>
</tr>
<tr>
<td>OK/AR Regional Honors Institute</td>
<td>Region covers</td>
<td>Region covers</td>
<td>Region covers</td>
<td>Officer/chapter pays *Must be a day early</td>
</tr>
<tr>
<td>OK/AR Regional Convention</td>
<td>Region covers</td>
<td>Region covers</td>
<td>Region covers</td>
<td>Officer/chapter pays *Must be a day early</td>
</tr>
<tr>
<td>Outgoing Catalyst</td>
<td>Region covers IF completed scholarship checklist</td>
<td>Region covers IF completed scholarship checklist</td>
<td>Officer/chapter pays except for one regional meal</td>
<td>Officer/chapter pays</td>
</tr>
</tbody>
</table>

I, the undersigned, have read the responsibilities I will incur if I am elected as an OK/AR Regional Officer. I have also read and understand the financial support that will be provided by the OAR and those that will be the responsibility of my chapter or myself. I have consulted with my home chapter advisor(s) and hereby state that I am prepared to accept the responsibilities associated with being an OK/AR Regional Officer.

Candidate Signature: __________________________________________________________

Date: __________________________
Phi Theta Kappa
Oklahoma/Arkansas Region
2020 Catalyst Agreement

Form D ~ Catalyst Agreement

The following agreement concerns the attendance, participation, and behavior of a Regional Officer at the 2020 Catalyst in Grapevine, TX.

- I will arrive on Wednesday, April 1, 2020 no later than 9:00 PM and will help the Region set up for its Regional meeting which will be held the next evening.
- I will attend all General Sessions and sit with the Region.
- I will attend a minimum of three educational forums and take notes to share with my fellow officers.
- I will bring my name tag, shirts, and officer medal to Catalyst.
- I will conduct myself at all times in a manner that reflects positively on myself, my chapter, my Region, and the Society.
- I will respond promptly, courteously and positively to the concerns and requests of the Regional Coordinator and the Society’s constituents.
- I will dress appropriately for all occasions.
- I will not engage in any illegal activity or violate any stated policies of the Society.
- I will not consume and will discourage the consumption of alcohol at Phi Theta Kappa functions. I will not use or possess nor tolerate the use or possession of controlled substances.

If I do not attend the 2020 International Convention or do not follow the above polices after signing this agreement, I (and my advisor) agree that my chapter will be held financially responsible for my registration and 1/3 of the hotel room cost.

Regional Officer Name (Print) ________________________________

Office Held ________________________________________________

Signature ___________________________ Date ________________

Advisor Name (Print) _______________________________________

Signature ___________________________ Date ________________
Phi Theta Kappa Honor Society
Oklahoma/Arkansas Regional Officer (RO) Election Regulations

Those Phi Theta Kappa members wishing to run for RO must meet the requirements laid out on the Regional Officer Candidate application form and submit it in accordance with its provisions.

For qualified candidates, the following regulations apply:

1. The election campaign will take place on Saturday of the Regional Convention.

2. Candidates will make themselves available to the Election Committee and the Regional Coordinator during the preliminary events leading up to the election. The Election Committee will consist of the Election Coordinator, the OARACA President & Vice-Presidents, and the outgoing Regional Officer team (excluding any officer who has a candidate from their chapter).

3. The candidates will participate in a one-hour campaign on Saturday morning. During the campaign, the candidates will be present at a campaign table/booth (one for each candidate) and speak to regional chapter members as they circulate among the “booths.” The table/booth will be provided by the facility hosting the convention and will be of comparable size. Candidates may decorate their tables with a plain tablecloth or one that has a Phi Theta Kappa logo (International, Regional, or Chapter) or other society related information.

4. Candidates are allowed to have one visual aid on their campaign table and are encouraged to make this a display board. The board should measure no more than 36” X 48”. Appropriate information on the board would be Phi Theta Kappa logos and doctrine (e.g., Scholarship, Leadership, Service and Fellowship), campaign pledges, campaign slogans, personal information about the candidate and personal philosophy. Visual aids of a different type are subject to approval by the election committee.

5. Each candidate may hand out one item (e.g., a brochure, flyer, piece of candy with the candidate’s name on it, etc.) that cannot be worth more than $1. One item is defined as an item that is one piece (e.g., a flyer with a chocolate Kiss hot glued to it is one piece). Each candidate may produce a campaign button that can be worn by an unlimited number of supporters.

6. Each candidate may have a campaign “staff” of three. One staff member should be designated as the campaign manager and the others as staffers. These three may dress in some kind of costume or wear a t-shirt that identifies their candidate and/or promotes him/her for election. The campaign staff must be currently enrolled Phi Theta Kappa members and cannot consist of advisors or Regional Officers.

7. No campaigning may take place outside the home chapter prior to the convention.

8. Following the campaign period, the candidates will give a strictly timed three-minute relating to the current Study Topic (To the Seventh Generation: Inheritance and Legacy) speech to a general session (i.e., entire group of attendees) on Saturday morning following the campaign session. Note: These are not to be “campaign speeches” with promises and stories about the candidate’s leadership experience, etc. Following his/her speech, the candidate will respond to questions posed by the current ROs. The questions will focus on ideas associated with Phi Theta Kappa, such as the Hallmarks, the Study Topic, leadership principles, etc.

9. The current (i.e., outgoing) ROs are not allowed to take part in the campaign process in support of any candidate.
The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

In support of the Society’s Mission Statement, Regional Officers will abide by this code, which liberates them to serve the Region and the Society in an atmosphere of mutual confidence and respect. The success of the Code depends upon the support of the Region and Society. Infractions should be reported to a chapter advisor, who may communicate this information to the Regional Coordinator.
Phi Theta Kappa Regional Officer Honor Code  
Oklahoma/Arkansas Region  
2019-2020

- I will conduct myself at all times in a manner that reflects positively on myself, my chapter, the OK/AR region, and the Society.
- I place as a priority continued academic excellence.
- I am committed to maintaining an environment that recognizes the dignity of each individual member and encourages appreciation of diverse backgrounds, opinions and goals in life.
- I am committed to honesty and integrity in personal, social and academic endeavors.
- I recognize that a successful Regional Executive Committee requires a team effort, and I pledge to work together to promote the Society’s Mission.
- I will work with the Regional Coordinators and the Society’s leaders in the same spirit of cooperation I display in my dealings with others.
- I will respond promptly, courteously and positively to the concerns and requests of the Regional Coordinator and the Society’s constituents.
- I will fulfill my responsibilities in an effective, efficient and timely manner.
- I will conduct myself in a manner which is respectful of others and worthy of respect from others.
- I will dress appropriately for all occasions.
- I will not engage in any conduct that may bring shame or disrepute to myself or diminish the reputation of my Region or Phi Theta Kappa.
- I will not engage in any illegal activity or violate any stated policies of the Society.
- I will not consume and will discourage the consumption of alcohol at Phi Theta Kappa functions. I will not use or possess nor tolerate the use or possession of controlled substances.

I have read, understood, and agree to the terms and conditions of the Phi Theta Kappa Honor Code. I further understand and agree that my continued service as a Regional Officer is a privilege, not a right, and that violation of this code will subject me to discipline determined appropriate by the Regional Coordinator or his/her designees. Additionally, I understand that pursuant to the procedures outlined by the Regional Bylaws, I have the right to appeal disciplinary action that results in my removal from office.

Regional Officer Name (Print)  ____________________________________________

Office Held  ____________________________________________

Signature  _______________________________  Date  _________________
Phi Theta Kappa Catalyst Scholarship Checklist
April 8-10, 2021
Baltimore, MD

As a Regional Officer, you are charged with fulfilling your duties as laid out in the Oklahoma/Arkansas Region bylaws. In addition to these duties, you are expected to do the following in order for the Region to pay expenses for your outgoing Catalyst.

If all of the following items are checked off, the Catalyst Scholarship will pay for your registration to Catalyst and your hotel while you are there.

Leadership

☐ Attend and actively participate the Regional Officer training weekend.
☐ Attend and participate fully in Catalyst as an incoming officer.
☐ Attend the summer planning session if one is scheduled.
☐ Attend & facilitate the Fall Regional Honors Institute.
☐ Attend & facilitate the Spring Regional Convention.
☐ Become a five star member of Competitive Edge, complete Transfer Edge, and complete Employment Edge by the Friday of the Fall Regional Honors Institute.
☐ Arrive early to all meetings and General Sessions at all conferences.
☐ Be fully aware the agenda for all meetings and General Sessions at regional meetings and assist in directing them with fellow ROs.
☐ Help plan a district event or project (does not have to be for your own district).
☐ Submit your biography draft and photo prior to Regional Officer training weekend.
☐ Present or help present a workshop at the Regional Honors Institute.
☐ Attend at least three breakout sessions at Catalyst as an incoming officer and be prepared to share the information you learned with the other ROs as well as the Region.

Scholarship

☐ Complete the Honors Institute Scholarship Application.
☐ Complete the Spring PTK Scholarship Application.
☐ Complete the Fall PTK Scholarship Application.
☐ Provide a written or oral presentation about the benefits of Phi Theta Kappa membership to campus and/or community audience (an article in a newspaper or newsletter or a presentation during Freshman Orientation, a faculty meeting, or a civic group).

Service

☐ Complete 10 hours of community service by the weekend of the outgoing Spring Regional Convention.
☐ Organize or co-organize a region-wide service project
Fellowship

☐ Post on a regional social media account at least once every week OR, if social media isn’t your thing, email something to the rest of the Executive Committee for someone else to post on a regional social media account at least once every week.
☐ Post on a regional social media account at least twice a day during a regional or international event you are attending using the hashtags #PTK and #OKARPTK.
☐ Visit at least two other chapters from your district during your term.

Communication

☐ Check in with Regional Coordinator(s) at least once a week. This can be done through text, Slack, GroupMe, email, or a phone call. In person visits still require contact with the other Regional Coordinator.
☐ Respond to emails from the Regional Coordinators within 48 hours.
☐ Email the advisors in your district at least once a month.