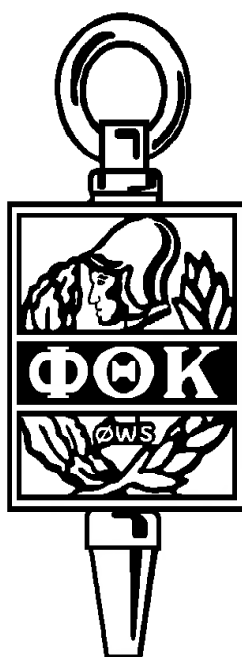


**ΦΘΚ**

**PACIFIC REGION**



**Regional Handbook**

**2008 - 2009**

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## **Background Information**

### **HISTORY**

Phi Theta Kappa was founded in 1918 by the presidents of the Missouri junior colleges for women. From an initial organization of eight colleges, the society has experienced much growth since then. In 1929, Phi Theta Kappa was officially recognized by the American Association of Junior Colleges. Immediately following this recognition, the Society entered a period of tremendous growth and expansion. The Society was led during this dynamic period by Margaret James Mosal; Phi Theta Kappa's first elected national President and the Society's chief officer from 1935-1985.

In 1985, Rod A. Risley, former national president and director of alumni affairs was selected to serve as the Society's second executive director. As the current executive director of Phi Theta Kappa, he has continued the long established traditions, while providing progressive leadership.

### **PURPOSE OF THE SOCIETY**

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.

The Greek words, Phi Theta Kappa, mean **wisdom** (Phi), **aspiration** (Theta), and **purity** (Kappa). The Society bases its programs on four **Hallmarks: Scholarship, Leadership, Service, and Fellowship**.

Phi Theta Kappa is the only internationally acclaimed honor society serving two-year colleges. Currently, there are chapters in all 50 states, U.S. Territories, Germany, Canada, Palau, Micronesia, Marshall Islands, and the British Isle.

### **INTERNATIONAL PROGRAMS**

Phi Theta Kappa serves to nurture the members by sponsoring meetings to educate, stimulate, and enrich. It identifies an **International Service Program** and an interdisciplinary **Honors Study Topic** for members to study and investigate for the purpose of broadening awareness and understanding of current issues and concerns.

Each year, thousands of members, advisors, and alumni gather to elect the International Officers, get introduced to the new International Service Project and Honors Study Topic, attend workshops, and enjoy each others fellowship at the annual **International Convention**. Members, advisors, and chapters compete for the **Hallmark Awards**, the international awards program, which gives recognition to individuals and chapters for their outstanding achievements

in support of the Phi Theta Kappa programs. This awards program is the highlight of the International Convention.

In 1968, to mark the fiftieth anniversary of Phi Theta Kappa, the first **Honors Institute**, was held at Worcester College in Boston, Massachusetts. The Society has made this an annual event, where approximately 400 members and advisors gather for a weeklong, in-depth exploration of the Honors Study Topic.

The **Five Star Chapter Development Program** is to assist members in developing goal-setting skills. Each chapter determines the Five Star Level that is appropriate to their chapter and works toward accomplishing those goals in the regional year. To achieve the fifth level of the Five Star Chapter Development Program, chapters must complete a College Project. The Five Star program recognizes activities achieved within the calendar year.

Phi Theta Kappa expends much time and effort to its scholarship program. Some of the available scholarships for members are Senior Institution Transfer scholarships, All-USA Team, Guistwhite, Leaders of Promise, National Deans Lists, and Nota Bene. The **Leaders of Promise Scholarship**, the society's first scholarship program available to members to be used during the time they are enrolled in their community colleges. The **Pinnacle Scholarship Award**, is a permanent membership enhancement initiative that rewards both chapters and regions in conjunction with their success in recruitment of new members. See the current International Chapter Resource Manual for details of these scholarships.

## **REGIONAL PROGRAMS**

The Pacific Region is comprised of chapters located in Hawai'i, American Samoa, Guam, Palau, Micronesia, and Marshall Islands. There are nine chapters in Hawai'i, one at each of the University of Hawai'i Community Colleges: Honolulu CC, Kapi'olani CC, Leeward CC, Windward CC, Maui CC, Hawai'i CC, Kauai CC, TransPacific Hawai'i College, and Heald College. Each of the following colleges has one chapter: American Samoa Community College, Guam Community College, Palau Community College, College of Micronesia, and College of the Marshall Islands.

The Region sponsors two meetings each year. The **Fall Leadership Conference** in October, and the **Regional Convention** in March. An awards program is featured at the Regional Convention. Members, advisors, and chapters compete and receive recognition for their accomplishments at the regional level. Chapters participating in the **Five-Star Chapter Development Program** receive certificates of completion at the Regional Convention. Host chapters of these meetings are rotated amongst the chapters in Hawai'i. In addition, on alternate years, a Regional Honors Institute will be implemented when a new Honors Study Topic is introduced by International Headquarters. This event will be co-hosted by chapters with financial support and sponsorship by the Region and Regional Executive Board.

The region also sponsors two **service projects**, one in the Fall semester and one in the Spring semester. The Spring service project is usually tied into Earth Day activities where members focus on the environment and community through the service project. The region also publishes a regional newsletter, **The Pacific Wave**. The newsletter serves to publicize and share the accomplishments and projects of the chapters.

The **Pacific Regional Coordinator** oversees the programs, business, and finances of the region. The coordinator advises the **Regional Executive Board** which is comprised of members from the Hawai'i Two-Year Colleges. The officers are guided by Articles set forth in the Regional By-Laws. The **Regional Executive Board Members/Officers** must agree and sign an **Honor Code** in compliance with the Phi Theta Kappa Board of Directors directives. The officers are responsible for organizing and implementing the Regional Service Projects, Regional Awards Program, Regional Honors Institute on alternate years, Regional Fellowship Projects encouraging participation in the International and Regional programs, publishing the regional newsletters, and planning and conducting the annual business meetings at the Fall Leadership Conference and Regional Convention.

Financially, the Pacific Region depends on regional dues from the chapters. Funds are used for chapter and individual travel stipends, regional officer training, regional, executive officer and advisor meetings, and operating expenses.

## General Information

**Regional Dues:** \$10.00 per member (one time fee)

**Regional Coordinator:** Charlotte Toguchi  
Professor, Speech Communication  
Kapi'olani Community College  
4303 Diamond Head Road  
Honolulu, HI 96816  
Phone: (808) 734-9179  
FAX: (808) 734-9151  
E-mail: [ctoguchi@hawaii.edu](mailto:ctoguchi@hawaii.edu)

**Regional Coordinator's Advisory Council:**

Lena Low  
Alpha Kappa Iota  
Honolulu Community College

Anne McKenna  
Alpha Pi Xi  
Kauai Community College

Candy Branson  
Alpha Kappa Psi  
Kapi'olani Community College

Kenoalani Dela Cruz  
Alpha Psi Epsilon  
Hawaii Community College

Steven Laycock  
Alpha Lambda Gamma  
Leeward Community College

Elizabeth Armstrong  
Psi Sigma  
Maui Community College

Brian Richardson  
Alpha Lambda Theta  
Windward Community College

Nicole Ernst  
Beta Kappa Phi  
TransPacific Hawai'i College

**Regional Newsletter:** Distributed in Fall and Spring semesters.

**Regional Year:** January to January

**Regional Officers:** Term - June to June

**Chapter Stipend for  
Hosting Regional  
Meetings:** Meeting Expense - \$ 150.00

(Completed reimbursement forms must be filed with the  
Regional Coordinator within two weeks of the event.)

<b>Chapter Travel Stipends:</b>	Leadership Conference	- \$ 125.00
	Regional Convention	- \$ 125.00
	Regional Honors	- \$ 125.00
	International Convention	- \$ 175.00
	Int'l Honors Institute (scholarship chapters excluded)	- \$ 175.00

(Chapters can request travel stipends when the chapter has used their funds to send a student representative to Regional and International conventions/conferences. Completed reimbursement forms must be filed with the Regional Coordinator within two weeks of the event.)

<b>Individual Travel Stipends for Recipients of Honors Institute Scholarships:</b>	\$ 100.00	(Request for the Honors Institute stipends must be written and filed with the Regional Coordinator within two weeks of the event See requirement guidelines under heading of Honors Institute Regional Scholarships.
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**Individual Travel Stipends for Regional Officers to Organizational, Regional Honors, Leadership, & Convention meetings:**      Lowest inter-island airfare per meeting – Receipts are Required

(Completed reimbursement forms must be filed with the Regional Coordinator within two weeks of the event.)

**\*Coordinator reserves to right to deny any reimbursement request if it is not filed within the two-week period following the event. Special circumstances will be considered, however, requests may not be honored.**

**REIMBURSEMENT FORM**

Name: \_\_\_\_\_

Chapter: \_\_\_\_\_

\*Purpose: \_\_\_\_\_

Amount: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

Please check all applicable:

Individual Reimbursement

Chapter Reimbursement

Receipt included

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Regional Representative

\_\_\_\_\_  
Date

-----  
Do not fill out. For Coordinator's use only.

Date: \_\_\_\_\_

To: \_\_\_\_\_

Check #: \_\_\_\_\_

Amount: \_\_\_\_\_

## **Chapter Charter Dates**

<b>1972</b>	<b>Psi Sigma – Maui CC</b>
<b>1979</b>	<b>Alpha Epsilon Mu – American Samoa CC</b>
<b>1985</b>	<b>Alpha Kappa Iota – Honolulu CC Alpha Kappa Psi – Kapiolani CC Alpha Lambda Gamma – Leeward CC Alpha Lambda Theta – Windward CC</b>
<b>1986</b>	<b>Alpha Pi Xi – Kauai CC</b>
<b>1993</b>	<b>Alpha Psi Epsilon - HawCC</b>
<b>1995</b>	<b>Beta Beta Xi- Guam CC</b>
<b>2002</b>	<b>Beta Kappa Phi – TransPacific College</b>
<b>2006</b>	<b>Beta Omicron Zeta – Palau CC Beta Pi Epsilon – Heald College Beta Omicron Tau – College of Marshall Islands Beta Omicron Upsilon – College of Micronesia</b>

## PACIFIC REGION CALENDAR

### 2008

January 9	Regional Advisors Meeting, Kapi'olani Community College, 9:00 am-2:00 pm, Olona 105
February 1	Regional Award Entries Deadline, Received by 4:00 pm at Kapi'olani CC International Hallmark Awards Deadline
February 23	Regional Executive Board Meeting (Oahu Representatives) 9:00 am – 2:00 pm, Zippy's Restaurant, Vineyard Blvd., Honolulu, HI
March 1	Regional Convention, Host Chapter: Alpha Kappa Psi
April TBA	90 <sup>th</sup> Annual International Convention, Philadelphia, PA
April 18	Newsletter Submissions Deadline to Regional Corresponding Secretary
April TBA	Regional Fellowship Service Project," Keep America Beautiful Day" Host Chapter: Alpha Lambda Theta
May 1	Spring Regional Newsletter Distribution
June 7	2008-2009 Regional Executive Board Organizational and Training Meeting Kapi'olani Community College, Olona 105, 8:30 am-5:00 pm
June 16-21	41st International Honors Institute
September 20	Regional Executive Board Meeting /Officers (Oahu Officers/Representatives) 9:00 am – 2:00 pm, Zippy's Restaurant, Vineyard Blvd., Honolulu, HI
September TBA	Region Service Project – Get the Drift and Bag It coastal clean-up
October 4	Fall Leadership Conference, Leeward CC Host Chapter: Alpha Lambda Gamma/Region
October 5	Regional Honors Institute Host Chapters: Alpha Kappa Iota, Beta Kappa Phi, Region
October 31	Newsletter Submissions Deadline to Regional Corresponding Secretary
October TBA	Fall Regional Service Project. Host Chapter TBA
November 21	Fall Regional Newsletter Distribution

## PACIFIC REGION CALENDAR

**2009**

January TBA	Regional Advisors Meeting, Kapi'olani Community College, 9:00am-2:00pm, Olona 105
February TBA	Regional Award Entries Deadline, Received by 4:00 pm at Kapi'olani CC, Hallmark Awards Deadline, International
February 21	Regional Executive Board Meeting (Oahu Representatives) 9:00 am – 2:00 pm, Zippy's Restaurant, Vineyard Blvd., Honolulu, HI
March 7	Regional Convention Host Chapter: Psi Sigma, Maui CC
April 3	Newsletter Submissions Deadline to Regional Communications Officer
April TBA	91 <sup>th</sup> Annual International Convention, Grapevine, Texas
April 21	Regional Fellowship Service Project, " Keep America Beautiful Day" Host Chapter: TBA
April 30	Spring Regional Newsletter Distribution
June TBA	2009-2010 Regional Executive Board Organizational and Training Meeting Kapi'olani Community College, Olona 105, 8:30 am-5:00 pm
June TBA	42 <sup>nd</sup> International Honors Institute
September 20	Region Service Project – Get the Drift and Bag It coastal clean-up
September 26	Regional Executive Board Meeting /Officers (Oahu Representatives) 9:00 am – 2:00 pm, Zippy's Restaurant, Vineyard Blvd., Honolulu, HI
October 3	Fall Leadership Conference, Host Chapter: Alpha
October 4	Regional Honors, Hosts Region/Honors Institute Participants
October 30	Newsletter Submissions Deadline to Region
November 30	Fall Regional Newsletter Distribution

## **Pacific Regional Meetings**

Regional Executive Officers  
Summer Organizational/Training Meeting  
June

Pacific Regional Honors Institute  
Aug/September - Every other Year

Regional Executive Board/Oahu Officers  
Fall Meeting  
September

Pacific Regional Leadership Conference  
October

Regional Advisors Meeting  
January

Regional Executive Board/Oahu Officers  
Spring Meeting  
February

Pacific Regional Convention  
March

Pacific Regional Meeting at International Convention  
April

## Hosting a Regional Meeting

### I. Overview

**Executive Team** - The chapter will need to assemble an executive team consisting of at least 4-6 people plus the advisor. One person from the team should be in charge of each of the following areas: 1) the program (an assistant would help here); 2) facilities, including rooms and food; and 3) registration and publicity, including mailings, signs at the meeting, an information table, etc. Since all of these areas overlap, the team will need to meet frequently and work together closely. Note: When co-hosting a meeting, the responsibilities outlined above should be divided between (or among) the chapters.

**Finances** - The region provides a modest stipend to the host chapter. The host chapter advisor may request the stipend by completing the regional reimbursement form. Conference registration fees should be set to cover the cost. In the past, conference fees have ranged from \$15.00 to \$20.00 and are designed to cover meals, program expenses, and overhead. Some chapters have been successful at securing additional support from their colleges and local businesses. The host chapter is financially responsible for the meeting and must take up any deficit. Lodging is usually left to individuals and chapters to arrange on their own.

**Advisor's Role** - The advisor has ultimate responsibility for overseeing the planning process. He or she should work with the executive team to develop and clarify areas of responsibility, develop time lines, and keep close track of progress. The advisor should pay special attention to the financial details and sign any contracts that need to be executed.

## II. Program

**Topic/Event Selection** - Selection of program material depends on what meeting is being hosted. The program should be developed in cooperation with the regional officers and **must be approved by the Regional Coordinator**.

The theme of the **Leadership Conference** is, obviously, leadership. The conference is intended to prepare new chapter officers and members for a successful year. The two main thrusts of the conference are 1) presentations and workshops centered on leadership skills and techniques and 2) familiarization of new members and officers with the Phi Theta Kappa organization and programs. A representative from the International Headquarters Staff attends our conference. The Host Chapter usually absorbs their conference registration. The regional officers and the coordinator arrange the regional business meeting. The host chapter is responsible for logistics (scheduling, rooms, etc.) and for the program (after consultation with the coordinator).

The theme of the **Regional Convention** is the Honors Study Topic and the Regional Awards Program. Presentations on the current Honors topic and group discussions and/or activities are appropriate. Awarding of the Five Star chapter Development certificates and the Regional Awards are featured at this meeting. The regional officers are responsible for the regional awards presentation and business meeting.

The first **Regional Honors Institute** was held on August 1-3, 1997 at Camp Erdman in Mokuleia, Oahu. The institute program includes speakers, group discussions, and group presentations on the current Honors Study Topic. The Regional Honors Institute is held in late July or early August depending on the availability of facilities. The Regional Executive Board and chapter members who receive the Regional Honors Institute Scholarships are responsible for planning and hosting this event.

**Potential Speakers/Panelists** - The best sources for presenters are: host college faculty members, local public or community figures, Phi Theta Kappa International Officers, headquarters staff, and successful chapters and alumni members who are often willing to put on workshops. Get some feedback from your chapter through informal polling to find out what topics might be received well.

### III. Necessary Communications

**Off-Campus Speakers** - If you engage off-campus speakers, it is important to contact them well ahead of the meeting and again just before the meeting to confirm the date, time, etc. Be sure they have good directions and that someone is assigned to meet them when they arrive.

Orient your speakers by telling them:

1. Who their audience is (Present a fact sheet on the history and purpose of Phi Theta Kappa.)
2. What topic you would like them to address. (Give them a brief background of the Honors Study Topic or National Service Project theme or suggested topics such as Leadership.)
3. How long they are expected to talk. (Speakers usually go overtime so keep your time limits modest.)

In addition:

1. Ask what audio-visual equipment they might need and whether or not they are willing to answer questions.
2. Invite them to stay for a meal if their schedule permits.
3. Send them a thank you letter after the meeting.
4. Finally, keep in mind that it is risky to invite a speaker you have never heard.

**On-campus speakers** - You probably have faculty or administrators on your campus that regularly do workshops or presentations on topics that would be of interest to Phi Theta Kappans. The same considerations apply to on-campus speakers as to off-campus speakers.

**Headquarters Staff and International Officers** - The coordinator usually arranges for the attendance of a Headquarters staff member or an International Officer. A presentation by the staff member or International Officer should be planned for in the program. It is customary for the host chapter to waive the meeting registration fee for them.

**Regional Officers** - The regional officers are responsible for implementing the regional programs and initiating activities the region will undertake with the guidance of the Regional Coordinator. The regional meetings are the primary means for communication between the chapters and the regional officers. The regional program, developed by the officers is carried out at the regional meetings. For these reasons, the regional officers oversee the program and control the content of the regional meetings. The host chapter should maintain regular communication with the Regional President and the Regional Coordinator as the program is developed.

**Regional Coordinator** - The Regional Coordinator is in charge of the region and is a non-voting member of the Executive Board. The decisions of the board are made in consultation with her. The Regional Coordinator is charged by International Headquarters to approve the program and the arrangements for each regional meeting as well as for other regional activities. Therefore, the host chapter must keep the Regional Coordinator informed as decisions are made and arrangements for the meeting progress. The Regional Coordinator can also provide invaluable background information and can help the host chapter avoid many of the common problems associated with hosting a meeting. The host chapter advisor should be in regular contact with the coordinator, and if possible, the coordinator should meet regularly with the host chapter's executive team.

#### IV. Schedule of Events

**Variety of Activities** - Include a mix of activities: speakers, workshops, icebreakers, even a tour of the campus. Where appropriate, you can schedule several things for one time slot to give people a choice of activities.

**Breaks** - Be sure to schedule breaks of ten minutes or so into your program during the morning and afternoon activities.

##### **Sample Conference Program (Leadership Conference)**

8:00-9:00	Registration & Breakfast	12:00-1:15	Lunch
9:00-9:30	Opening & Introductions	1:15-1:30	Ice Breaker
9:30-9:45	Ice Breaker Activity	1:30-2:45	Spk/Workshops
9:45-10:00	Break	2:45-3:15	Break
10:00-11:00	Keynote Speaker	3:15-4:15	<b>*Reg. Business Mtg.</b>
11:00-12:00	Group Activity/Workshops	4:15-4:30	Closing/DoorPrizes

### Sample Conference Program (Regional Convention)

8:00-9:00	Registration & Breakfast	12:00-1:15	Lunch
9:00-9:30	Opening & Introductions	1:15-1:30	Ice Breaker
9:30-9:45	Ice Breaker Activity	1:30-2:30	*Pineapple Bowl
9:45-10:00	Break	2:30-2:45	Break
10:00-11:00	Keynote Speaker	2:45- 3:30	*Reg. Business Mtg
11:00-12:00	Group Activity/Workshops	3:30-4:15	*Reg. Awards Program
		4:15-4:30	Closing/DoorPrizes

\* Activities that the Regional Executive Board are responsible for

The published program distributed at the meeting should contain as much detail as possible about the meeting schedule. At a minimum, the title of each presentation, the name of the presenter, beginning and ending times, and room numbers should be included. A map of the campus may also be helpful.

## V. Publicity and Registration

**Getting Participation** - Get the word out early and often. Mail several copies of any announcements to each chapter. What people need to know early is when, where, how, much, and lodging information. If you can, include highlights of the program even if the program is not entirely complete.

**Registration Forms** - Your registration forms should ask for the name, address, phone number, chapter and college and status (member, advisor, etc.) of the person registering. If you decide to have chapters register rather than individuals, leave space to list the names of those who will attend and their status. Specify who the payment is to be made to and double check the information before printing the forms.

**Conference Fees** - Registration fees should be reasonable to encourage attendance. Figure the per person cost of food, registration materials, postage, printing, etc. then add about \$10.00 to cover the special guests whose registration fees are waived and other expenses. Fees have usually been \$20.00. Host chapters receive a \$150.00 stipend from the region.

**Registration Packets** - These might include:

Program	Name tags	Maps of the campus
Pens/Pencils	Stationary	Literature on the topic
Biographies of Speakers		Donated goodies from sponsors

## **VI. Follow-up**

### **Report to the Region:**

1. Provide the Regional Coordinator with a list of chapters, advisors, members, and guests who attended. Include a head count by chapter.
2. Send a brief evaluation to the Regional Coordinator.

## Rotation Schedule of Host Chapters for Regional Meetings

	<b>Fall <u>Leadership Conference</u></b>		<b>Spring <u>Regional Convention</u></b>
<b>F 08</b>	<b>Alpha Lambda Gamma (7)</b> Leeward CC		<b>S 09</b> <b>Psi Sigma (8)</b> Maui CC
<b>F 09</b>	<b>Beta Pi Epsilon (9)</b> Heald College		<b>S 10</b> <b>Alpha Kappa Iota (1)</b> Honolulu CC
<b>F 10</b>	<b>Alpha Lambda Theta (2)</b> Windward CC		<b>S 11</b> <b>Alpha Psi Epsilon (3)</b> Hawai'i CC
<b>F11</b>	<b>Beta Kappa Phi (4)</b> TransPacific College		<b>S 12</b> <b>Alpha Pi Xi (5)</b> Kauai'i CC
<b>F12</b>	<b>Alpha Kappa Psi (6)</b> Kapi'olani CC		<b>S13</b> <b>Alpha Lambda Gamma (7)</b> Leeward CC
<b>F 14</b>	<b>Psi Sigma (8)</b> Maui CC		<b>S 14</b> <b>Beta Pi Epsilon (9)</b> Heald College
<b>F 15</b>	<b>Alpha Kappa Iota (1)</b> Honolulu CC		

## **Regional Honors Rotation Schedule**

**Overview:**

Beginning in 2006 and every two years thereafter, when a new Honors Topic is introduced, the Pacific Region will implement a Regional Honors Institute. The following is a rotation schedule of the chapters who will host the program with assistance from the Regional Officers and the recipients of the Region’s Honors Institute scholarships. The program may be for a full day and/or include an overnight schedule and will be held on Oahu. Any contracts that are required for overnight lodgings (hotels, etc.) or must be approved and signed by the Regional Coordinator. Budgeting will be appropriated as deemed by the length of the program.

<b><u>Chapters</u></b>	<b><u>Year</u></b>
<b>Alpha Lambda Gamma Alpha Pi Xi</b>	<b>2010</b>
<b>Alpha Lambda Theta Alpha Psi Epsilon Beta Pi Epsilon</b>	<b>2012</b>
<b>Alpha Kappa Psi Psi Sigma</b>	<b>2014</b>
<b>Alpha Kappa Iota Beta Kappa Phi</b>	<b>2016</b>

On alternate years, the regional program will consist of a half-day program following the Leadership Conference Meeting led by the Regional Executive Board and recipients of the Region’s Honors Institute scholarships.

## **Rotation Schedule for Honors Institute Scholarships**

<b>2008-09:</b>	TPHC (9), AmSmCC (10), PalCC (11)
<b>2009-10:</b>	Heald College (12) MicCC (13), MarIsl (14)
<b>2010-11</b>	GCC (1), WCC (2), HawCC (3)
<b>2011-12</b>	KCC (4), KauCC (5), MCC (6)
<b>2012-13</b>	LCC (7), HCC (8), TPHC (9)
<b>2013-14:</b>	AmSmCC (10), HawCC (3), KCC (4)
<b>2014-15:</b>	KauCC (5), MCC (6), LCC (7)

### **Rotation Process:**

The chapters in the current year of the rotation are presented the Honor Institute Scholarships at the annual Regional Convention. If a chapter is unable to utilize the scholarship, the chapter advisor should inform the Regional Coordinator immediately. The Coordinator will notify the other chapters of the availability of the scholarship and a random drawing will take place if there is more than one request for the unused scholarship. Every effort will be taken to find another chapter and/or advisor to use the scholarship for the current year.

### **Provisions of Scholarship:**

Recipients (members and/or advisors) of Regional Honors Institute Scholarship are expected to fulfill the following responsibilities:

1. Remain an active member/advisor for the following academic year.
2. Assist the Region in the planning and implementation of the Regional Honors Institute and/or a related regional Honors Study Topic event.
3. Attend the Regional Honors Institute and/or a related regional Honors Study Topic event.
4. Assist their individual and/or regional chapters with Honors Study Topic activities.
5. Submit a form to the Regional Coordinator acknowledging the acceptance of the above responsibilities to request the travel stipend.

(The travel stipend is available only to scholarship recipients.)

## Five-Star Awards Program

The Five-Star Award Program is a structured, non-competitive chapter development program designed to allow chapters to progress at their own pace. A detailed hierarchy, specifying activities for completion, lets chapters select the level of achievement they can accomplish beginning with One-Star status and continuing through the Five-Star distinction.

Each activity within a level must be completed for the chapter to accomplish their designated star level. Successful completion of each level permits the chapter to advance to the next level in the hierarchy. The Five-Star program was created and designed for chapters to maximize their understanding and appreciation of the Society's quality programs.

The Five-Star Award Program is administered through the Phi Theta Kappa regions. Chapters who complete all the activities of their declared level in the program are awarded a certificate at the regional convention awards presentation. Participating chapters declare their Five-Star goals at the beginning of the calendar/regional year and file chapter updates reporting the completed activities for a specified period **online at the Phi Theta Kappa website: [www.ptk.org](http://www.ptk.org)**.

For a complete explanation of the Five-Star Program refer to the Five-Star Awards Program Guide. This guide is sent to all chapter advisors at the beginning of the year. You may also go to the Phi Theta Kappa website to access information on the Five-Star program.

## Five-Star Chapter Development Awards History

Five-Star	Four-Star	Three-Star	Two-Star	One-Star
<b><u>2008</u></b>				
Alpha Kappa Psi Alpha Psi Epsilon Alpha Kappa Iota Beta Beta Xi	Alpha Lambda Gamma	Psi Sigma	Beta Kappa Phi Alpha Pi Xi	
<b><u>2007</u></b>				
Alpha Kappa Psi Alpha Psi Epsilon Alpha Kappa Iota Beta Beta Xi	Psi Sigma Alpha Lambda Gamma		Beta Kappa Phi	Alpha Pi Xi Alpha Lambda Theta Beta Pi Epsilon
<b><u>2006</u></b>				
Alpha Kappa Psi Alpha Lambda Gamma Alpha Lambda Theta Alpha Kappa Iota Beta Beta Xi	Psi Sigma	Alpha Psi Epsilon	Beta Kappa Phi Alpha Pi Xi	
<b><u>2005</u></b>				
Alpha Kappa Psi Alpha Lambda Gamma Alpha Lambda Theta Alpha Kappa Iota Beta Beta Xi		Alpha Psi Epsilon Alpha Pi Xi	Beta Kappa Phi Psi Sigma	
<b><u>2004</u></b>				
Alpha Kappa Psi Alpha Lambda Gamma Alpha Lambda Theta Alpha Kappa Iota	Alpha Pi Xi	Psi Sigma	Beta Kappa Phi	Beta Beta Xi Alpha Psi Epsilon
<b><u>2003</u></b>				
Alpha Kappa Psi Alpha Lambda Gamma Alpha Lambda Theta Alpha Kappa Iota	Alpha Pi Xi	Psi Sigma		Beta Beta Xi Beta Kappa Phi Alpha Psi Epsilon
<b><u>2002</u></b>				
Alpha Kappa Psi Psi Sigma Alpha Lambda Gamma Alpha Lambda Theta Alpha Kappa Iota		Alpha Psi Epsilon	Alpha Pi Xi	Beta Beta Xi
<b><u>2001</u></b>				
Alpha Kappa Psi Psi Sigma Alpha Lambda Gamma Alpha Lambda Theta Alpha Kappa Iota	Alpha Pi Xi	Alpha Psi Epsilon		Beta Beta Xi

## Five-Star Chapter Development Awards History

Five-Star	Four-Star	Three-Star	Two-Star	One-Star
<b><u>2000</u></b>				
Alpha Kappa Psi Psi Sigma Alpha Lambda Gamma Alpha Lambda Theta	Alpha Kappa Iota Alpha Pi Xi	Beta Beta Xi		Alpha Psi Epsilon
<b><u>1999</u></b>				
Alpha Kappa Psi Alpha Lambda Gamma Alpha Lambda Theta	Psi Sigma	Alpha Psi Epsilon	Alpha Kappa Iota Beta Beta Xi	Alpha Pi Xi
<b><u>1998</u></b>				
Alpha Kappa Psi Alpha Lambda Gamma Alpha Lambda Theta Psi Sigma	Alpha Kappa Iota	Alpha Psi Epsilon Alpha Pi Xi		Beta Beta Xi
<b><u>1997</u></b>				
Alpha Kappa Psi Alpha Lambda Gamma	Alpha Lambda Theta Alpha Pi Xi	Alpha Psi Epsilon Alpha Kappa Iota Psi Sigma		Beta Beta Xi
<b><u>1996</u></b>				
Alpha Kappa Psi Alpha Lambda Gamma Psi Sigma	Alpha Lambda Theta	Alpha Pi Xi Alpha Psi Epsilon	Alpha Kappa Iota	Beta Beta Xi
<b><u>1995</u></b>				
Alpha Kappa Psi Alpha Lambda Gamma	Alpha Kappa Iota Alpha Lambda Theta	Psi Sigma Alpha Psi Epsilon	Alpha Pi Xi	
<b><u>1994</u></b>				
Alpha Kappa Psi Alpha Lambda Gamma	Alpha Kappa Iota Alpha Lambda Theta		*Alpha Psi Epsilon Psi Sigma	Alpha Pi Xi

**\*Executive Director's Award: Alpha Psi Epsilon**

## Five-Star Chapter Development Awards History

Five-Star	Four-Star	Three-Star	Two-Star	One-Star
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**1993**

Alpha Kappa Iota Alpha Kappa Psi Alpha Lambda Gamma		Alpha Pi Xi	Alpha Lambda Theta	Psi Sigma
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**1992**

Alpha Lambda Gamma	Alpha Kappa Psi
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**1991**

Alpha Lambda Gamma	Alpha Kappa Psi	Alpha Lambda Theta
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## **Awards Program**

### **AWARD APPLICATION DEADLINE**

The award application deadline is usually in the first week of February, approximately one month prior to the Annual Regional Convention. Entries are to be submitted to the Regional Coordinator by 4:00 p.m. on the day of the deadline. Entries received after the deadline or incomplete entries may not be considered. The quantity and quality of award submissions may affect the status of the Chapter Development Awards. Decisions of eligibility on the entries will be the responsibility of the Awards Chairperson and/or committee and the Regional Coordinator. Chapters must complete and submit the Regional Awards Entry Checklist with their entries.

### **AWARDS ELIGIBILITY**

To be eligible for any Pacific Region award, the recipient (individual or chapter) must be nominated by a chapter, a member of a chapter, or an advisor of a chapter that has met the following requirements:

1. The chapter has paid regional dues to the Regional Coordinator as billed by the International Office.
2. The chapter has submitted a statement of Five-Star Program goals by the established deadline set by International Headquarters.
3. The chapter has submitted the required number of Five-Star Program Chapter Updates by the established deadlines set by International Headquarters.
4. The chapter has filed its Annual Report by the deadline set by International Headquarters.
5. The individual member meets all the current requirements of the chapter and is in good standing in the chapter and college.

## **PERIOD COVERED BY AWARDS**

The Pacific Region year is from January to December-calendar year. All activities of the chapter completed in the calendar year should be included.

## **REGIONAL AWARD ENTRY CATEGORIES: There are two categories of entries**

1) All the International Hallmark Award Categories are part of the Regional Awards except the Distinguished Chapter Award, Beta Alpha Continued Excellence Award, Shirley B. Gordon Award of Distinction, and the Michael Bennett Lifetime Achievement Award. The rankings for these categories are determined by Headquarters and winner(s) are determined by the Regional Coordinator. International Hallmark award entries should follow the instructions for the International Awards and submit them to be received by the Region and International Headquarters before the published deadline.

2) Special Regional Categories of Art, Writing, and Most Helpful Administrator for the Pacific Region. Award cover sheets for these three (3) special regional awards are included in this awards section of this handbook. Entries for these awards should follow the guidelines and criteria on the cover sheets and be received by the region before the published deadline.

Unless otherwise indicated, entries are to be prepared by student members of the chapter. The advisor may assist with ideas and editing.

## **SELECTION OF WINNERS FOR SPECIAL REGIONAL CATEGORIES**

The awards committee is comprised of the Regional Executive Board Member/Officer from each chapter. The Regional Awards Chair heads the awards committee. The committee will rank each entry according to the specified criteria ranking sheets and submit their score sheets to the Regional Coordinator. The Regional Coordinator and the Regional Awards Chair will compile the votes prior to the regional convention to determine the winners of the written entries.

Awards Committee members from chapters that have entries in a specified category **shall not** judge those particular competitions.

To be eligible for the Art Award, an entry form must be submitted by the awards deadline. The greatest number of votes received for the art entry displayed at the convention will determine Art awards. Convention attendees will cast their votes for art entries in painting, drawing, photography, and sculpture categories. The Regional Awards Chair and his/her committee will be responsible for administering and implementing this portion of the awards.

**AWARDS** Winners will receive certificates that are suitable for framing.

## **PACIFIC REGION AWARD CATEGORIES**

### **Chapter Awards**

**Chapter Development Award** -- Awarded to any chapter which has submitted and met its goal and submitted all required Update forms in the Five-Star Award Program. A certificate from the International Office will be presented to every chapter meeting or exceeding its goal. No separate entry is required.

**Scholarship Award** -- Awarded to the chapter which best demonstrates the Hallmark of scholarship through chapter programs and activities. Number and quality of programs and activities will be considered. It is recommended that the chapter meet the requirements for this award by addressing the Honors Study Topic.

**Leadership Award** -- Awarded to the chapter which through its programs does the most in leadership development of its officers and members.

**Service Award** -- Awarded to the chapter which has accomplished the most comprehensive college/community service projects for the year. Number and quality of programs and activities will be considered. Full chapter and small group projects both count.

### **Individual Awards for Members**

**Distinguished Chapter President** – Each chapter nominates one chapter president who has done the most to help his or her chapter achieve its goals. The chapter advisor may nominate the member, however, the essay must be written by a student.

**Distinguished Chapter Officer** – Each chapter nominates one distinguished chapter officer who has done the most to help his or her chapter achieve its goals. The chapter advisor may nominate the member, however, the essay must be written by a student.

**Distinguished Member Award** -- Each chapter nominates one member who has done the most to help his or her chapter achieve its goals. The chapter advisor may nominate the member, however, the essay must be written by a student.

**Art Awards** -- Best work of art in painting, drawing, photography, and sculpture by any active member. Art should be brought to the Regional Convention for display and judging. Chapters/members will be responsible for art work brought to the convention. **Each person is limited to one submission, but there is no limit of nominees per chapter. Work should not be labeled with nominee's name or chapter but may be titled.** Submissions will be assigned a number when work is presented. Attendees at the conference will vote on entries. There will be one winner per category.

**Art submissions must be related to the current Honors Study Topic.** A short description, written on one 3x5 index card should describe how the art work reflects the study topic. This description must accompany the artwork. Do not put a name or chapter affiliation on the written description.

**Writing Awards-- Literary submissions must address the current Honors Study Topic.**

Length: essays and short stories, 500-1500 words, maximum; poems, one complete poem, 50 lines maximum. **Each person is limited to one submission, regardless of category, but there is no limit to the number of nominees per chapter.** There will be one winner per category: essays (non-fiction), short stories (fiction), and poetry. It is highly recommended that entrants carefully edit and proofread their work. The Awards Committee may decide not to award winners in any specific category.

### **Other Awards**

**Giles Distinguished Advisor Award** -- Awarded to the chapter advisor who has served for a minimum of five (5) years and best inspired and guided his/her chapter during the current year. Chapters may nominate advisors; Regional Coordinator may make additional input.

**Paragon Award for New Advisors** -- Awarded to the chapter advisor who has served for a minimum of three (3) years and best inspired and guided his/her chapter during the current year. Chapters may nominate advisors; Regional Coordinator may make additional input.

**Most Helpful Administrator** -- Awarded to the administrator who has provided the most extensive support and aid to his or her campus chapter. The chapter advisor may nominate the Administrator, however, the essay must be written by a student. An administrator may receive this award once every three years.

**Note: A history of Regional Award winners is located in the Appendices.**

### **Special Award**

**Coordinator's Award** -- The Coordinator may present a special award to an individual or chapter for recognition of outstanding accomplishments or contributions to the Region for the regional year.





## MOST HELPFUL ADMINISTRATOR AWARD COVER SHEET

(Attach a copy of this form to each essay entry)

***Deadline: February 2, 2009***

*Submit three (3) copies of entire entry*

Name of Administrator \_\_\_\_\_

Chapter \_\_\_\_\_

College \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Word Count

### Entry Requirements

1. Explain why your campus's Administrator should be awarded the Regional Most Helpful Administrator Award in an essay of 500 (maximum) words. Please type and double space.
2. Indicate how that person has significantly contributed to the growth, accomplishments, and ongoing performance of your chapter through his or her support of chapter activities and events; role as an advocate for the chapter on campus, in the University of Hawaii System, and in the community; participation in recruitment, initiation, and activities; financial support; and any other support or help.
3. You may include with the essay one letter of recommendation from a chapter advisor, a faculty member, a college administrator, a current chapter member, or a chapter alumnus. Including a letter will affect the evaluation of this entry.
4. Use of correct grammar, and clarity of expression will affect the evaluation and ranking of this entry
5. An administrator may receive this award only once every three years.

Submit entry to: Charlotte Toguchi  
Phi Theta Kappa Pacific Regional Coordinator  
Kapi'olani Community College  
4303 Diamond Head Road  
Honolulu, Hawaii 96816



**WRITING AWARD COVER SHEET**  
 (Attach a copy of this form to each essay entry)  
**Deadline: February 2, 2009**  
*Submit three (3) copies of entire entry*

Please photocopy this form and distribute it to all members wishing to enter.

Name of Member \_\_\_\_\_

Title of Writing Entry \_\_\_\_\_

Circle Category:      non-fiction                                  fiction                                  poetry

Chapter \_\_\_\_\_ College \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_  
Word Count

Entry Requirements

1. Literary submissions must address the current **Honors Study Topic**.
2. Length: essays and short stories, 500-1500 (max) words; poems, 50 lines (max).
3. Each person is limited to one submission, but there is no limit of nominees per chapter.
4. There will be one winner per category: non-fiction (essays), fiction (short story), and poetry. The Selection Committee may decide not to award winners in any specific category.
5. Use of correct grammar, creativity, and clarity of expression will affect the evaluation and ranking of this entry.

Submit entry to:            Charlotte Toguchi  
                                  Phi Theta Kappa Pacific Regional Coordinator  
                                  Kapi'olani Community College  
                                  4303 Diamond Head Road  
                                  Honolulu, Hawaii 96816



**ART AWARD COVER SHEET**

*Deadline for receipt of cover sheet: February 2, 2009*

*(Submit one cover sheet per entry)*

*Please photocopy this form and distribute it to all members wishing to enter.*

**Art work is to be brought to the Convention**

The art piece itself must be brought to the Pacific Regional Convention and will be judged on site. All art pieces will be assigned a number, and Convention attendees will vote on the work displayed.

**A 3x5 index card describing how the artwork relates to the current Honors Study Topic should be prepared and displayed with the entry. DO NOT put the chapter or name of the artist on the card or artwork.**

Name of Member \_\_\_\_\_

Title of Art Entry \_\_\_\_\_

Description of Medium \_\_\_\_\_

Chapter \_\_\_\_\_ College \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Special display requirements (person submitting artwork is responsible for bringing all materials and supplies necessary for display of work)

Send entry form only (**NOT** artwork) to:

Charlotte Toguchi  
Phi Theta Kappa Pacific Regional Coordinator  
Kapi'olani Community College  
4303 Diamond Head Road  
Honolulu, Hawaii 96816

## **International Hallmark Award Categories**

### **Chapter Awards**

**\*Scholarship Hallmark Award**

**\*Leadership Hallmark Award**

**\*Service Hallmark Award**

**Distinguished Chapter Award** Chapter must enter each of the Hallmark Awards

**Beta Alpha Continued Excellence Award**

Presented to chapters winning the Distinguished Chapter Award three years consecutively

### **Individual Awards**

**\*Distinguished Chapter President**

**\*Distinguished Chapter Officer**

**\*George O. Bierkoe Distinguished Member**

**Shirley B. Gordon Award of Distinction**

**The Michael O. Bennett Lifetime Achievement Award**

### **Advisor Awards**

**\*Robert Giles Distinguished Advisor**

**\*The Paragon Award for New Chapter Advisors**

### **Regional Awards**

**Distinguished Regional Coordinator**

**Distinguished Region Award**

**Distinguished Regional Officer**

**Regional Milestone Award**

**Note: A history of International Award winners from the Pacific Region is located in the Awards Program section.**

**\* Award categories included in the Pacific Region Awards.**

## **Regional Executive Board/Officer Responsibilities**

**The following is a description of the Regional Executive Board Members/Officers responsibilities for 2008-2009:**

### **ALL MEMBERS OF THE REGIONAL EXECUTIVE BOARD SHALL:**

- Attend all the following regional events: Leadership Training and Orientation Meeting, Regional Honors Institute/ Activity, Fall Leadership Conference, Regional Convention, Regional Service Projects, Regional Fellowship Projects, and Fall and Spring Executive Board meetings as designated by the Regional Coordinator.
- Read and comply with the Phi Theta Kappa International Constitution, Pacific Region By-Laws, and the Phi Theta Kappa Honor Code for Regional Officers.
- Read and comply with the policies and descriptions of responsibilities set forth in the current Regional Handbook.
- Up-hold the moral and ethical standards of Phi Theta Kappa and demonstrate appropriate behavior at all times.
- Dress appropriately for all Phi Theta Kappa functions in the Pacific Region and International events.
- Assist other members of the Regional Executive Board when called on.
- Keep in regular and frequent contact with the Executive Board Members and Regional Coordinator to facilitate regional programming.
- Complete responsibilities in a timely fashion.
- Fulfill to the best of their ability the duties and responsibilities as designated.

### **REGIONAL PRESIDENT shall:**

- Preside over all regional meetings and events.
- Prepare appropriate agendas for executive board and regional meetings in conjunction with the Regional Coordinator.
- Conduct the planning and general business meetings at the Fall Leadership conference and Regional Convention using parliamentary procedure.
- Direct and oversee regional activities and projects in conjunction with the Regional Coordinator.
- Keep in contact the Regional Executive Board and the Regional Coordinator regularly.
- Serve as the liaison between the regional executive board and host chapters of all regional activities and meetings; primarily the Leadership Conference, Regional Convention, Regional Service and Fellowship Projects.
- Serve as a source of Phi Theta Kappa Regional and International information and provide guidance to the chapters on the Five-Star Awards Program and the Regional/Hallmark Awards.
- Serve as the chairperson of the Regional Awards Committee.

- Implement the regional awards judging process with the Regional Coordinator.
- Inform chapters on and serve as the resource for the Regional and International Hallmark Awards Programs.
- Prepare award certificates for the Regional Awards Program.
- Conduct the Awards Program at the Regional Convention.
- Submit a record of the Regional Awards winners to the Regional Coordinator.
- File the regional awards report to International Headquarters.

**REGIONAL VICE-PRESIDENT shall:**

- Take the place of the Regional President in his/her absence.
- Act as Parliamentarian at all Regional general business meetings and executive board planning meetings.
- Assist the President when called upon.
- Maintain a communication system between the all the chapters in the region and particularly with the distant chapters on a monthly basis.
- Assist the Regional Coordinator and the Executive Board with maintaining and updating the regional website
- Solicit articles from all chapters in the region for the Pacific Wave regional newsletter.
- Coordinate the production of the Fall and Spring Pacific Wave regional newsletter in a timely fashion.
- Disseminate the regional newsletter to all chapters, other designated individuals, and the Regional Coordinator.

**REGIONAL HONORS TOPIC/ FELLOWSHIP CHAIR shall:**

- Serve as the chairperson of all regional honors topic study activities.
- Assist the Regional Coordinator and the Executive Board in planning and implementing honors topic program activities.
- Publicize regional honors topic program activities.
- Organize the Regional Honors Institute Committee as needed.
- Oversee the registration process of the Regional Honors Institute.
- Serve as the host/hostess of program speakers at the Regional Honors Institute.
- Participate in the set-up and break down of the Regional Honors Institute.
- Coordinate and organize fellowship activities at regional meetings.
- Oversee designated regional fellowship projects in the region.
- Publicize all regional fellowship projects to all chapters in the region.
- Write an article for the Pacific Wave Newsletter on the Regional Honors Activity.
- Write an article for the Pacific Wave Newsletter on the Leadership Conference.

**REGIONAL SERVICE/ FELLOWSHIP CHAIR shall:**

- Serve as the chairperson of Regional Service Projects.
- Coordinate and organize service projects on Oahu and the Neighbor Island.
- Publicize all regional service projects to all chapters in the region.
- Give a report on the outcome of the regional service projects on Oahu and the Neighbor Islands to the regional executive board and the Coordinator.
- Coordinate and organize fellowship activities at regional meetings.
- Oversee designated regional fellowship projects in the region.
- Publicize all regional fellowship projects to all chapters in the region.
- Write an article for the Pacific Wave Newsletter on the Regional Service Projects.
- Write an article for the Pacific Wave Newsletter on the Regional Convention.

**RECORDING SECRETARY shall:**

- Keep accurate minutes of all the regional executive board meetings, planning and general business meetings.
- Submit the minutes to the President and the Regional Coordinator within one week of the meeting/function for approval.
- Make all corrections to the minutes after approval.
- Prepare and disseminate copies of the minutes at subsequent meetings to the regional officers, chapters, and/or advisors after approval by the Regional Coordinator.
- Keep an up-to-date file of the minutes for the regional year.
- Maintain the Regional Directory and disseminate to all chapters and advisors.
- Keep a record of chapter and member attendance at regional events and activities.
- Write thank you letters to speakers/participants of all regional activities.
- Write an article for the Pacific Wave Newsletter on Fellowship Activities at regional meetings.

**All other Regional Representatives from their respective chapters shall serve at members-at-large and will be assigned to a Regional Officer to assist him/her with their respective duties as described above.**

## **Phi Theta Kappa Honor Code for Regional Officers**

### **Mission Statement**

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.

### **Introduction**

In support of the Society's Mission Statement, the Phi Theta Kappa Board of Directors adopts this Honor Code as a declaration of the high standards of conduct to which Regional Officers are held. This Honor Code is not simply a set of rules and procedures governing Regional Officers academic conduct, nor is it a legal contractual obligation of Phi Theta Kappa or the Regional Officer; it is an opportunity to put personal responsibility and integrity into action. 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. Infractions should be reported to a chapter advisor, who may communicate this information to the Regional Coordinator.

### **HONOR CODE**

As a Regional Officer...

I will conduct myself at all times in a manner that reflects positively on myself, my chapter, my region and the Society.

I place as a priority continued academic excellence.

I am committed to maintaining an environment, which 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 (*or name of Regional Officer group*) requires a team effort, and I pledge to work together to promote the Society's Mission.

I will work with the Regional Coordinator 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 other Society 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 any and all occasions.

I will not engage in any conduct, which 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 Region or 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, which results in my removal from office.**

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**Officer or Officer Candidate (signature)**

---

**(please print your name)**

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**Region and Office**

---

**Date**

# Pacific Region

International and Regional Award Winners



## International Award Winners from the Pacific Region

2008	<b>Pacific Region</b> Charlotte Toguchi, Coordinator	<b>Regional Milestone</b>
	<b>Dr. Louise Pagotto</b> Alpha Kappa Psi	<b>International Administrator Award of Distinction</b>
	<b>Anne McKenna</b> Alpha Pi Xi	<b>Horizon Award</b>
	<b>Jeffrey Mexia</b> Alpha Pi Xi	<b>Horizon Award</b>
	<b>Pinnacle Chapters</b>	<b>Alpha Psi Epsilon</b> <b>Alpha Pi Xi</b> <b>Alpha Lambda Gamma</b> <b>Alpha Epsilon Mu</b> <b>Beta Pi Epsilon</b>
2007	<b>Pacific Region</b> Charlotte Toguchi, Coordinator	<b>2006 Pinnacle Silver Award</b>
	<b>Candy Branson</b> Alpha Kappa Psi	<b>Paragon Advisor for New Advisors</b>
	<b>Scott Pirscher</b> Alpha Kappa Psi	<b>Distinguished Regional Officer</b>
	<b>Scott Pirscher</b> Alpha Kappa Psi	<b>Distinguished Chapter Officer</b>
	<b>Lena Low</b> Alpha Kappa Iota	<b>Horizon Award</b>
	<b>Brian Richardson</b> Alpha Lambda Theta	<b>Horizon Award</b>
	<b>Alpha Kappa Iota</b> Honolulu Community College	<b>Top 100 Chapters</b>
	<b>Alpha Kappa Psi</b> Kapi'olani Community College	<b>Top 100 Chapters</b>
	<b>Pinnacle Chapters</b>	<b>Beta Beta Xi</b> <b>Alpha Kappa Iota</b> <b>Alpha Kappa Psi</b>

2006	<p><b>Pacific Region</b> Charlotte Toguchi, Coordinator</p> <p><b>Alpha Kappa Iota</b> Honolulu Community College</p> <p><b>Dr. Herominiano delos Santos</b> Beta Beta Xi</p> <p><b>Eric Chong</b> Beta Beta Xi</p> <p><b>Christine Tooher</b> Alpha Kappa Psi</p> <p><b>Candy Branson</b> Alpha Kappa Psi</p> <p><b>Kenoalani Dela Cruz</b> Alpha Psi Epsilon</p> <p><b>Renee Riley</b> Psi Sigma</p> <p><b>Alpha Kappa Iota</b></p> <p><b>Alpha Kappa Psi</b></p> <p><b>Pinnacle Awards</b> Beta Beta Xi Alpha Epsilon Mu Alpha Pi Xi Beta Kappa Phi</p>	<p><b>Regional Milestone Award</b></p> <p><b>Distinguished Chapter</b></p> <p><b>Shirley B. Gordon Award for College Presidents</b></p> <p><b>Paragon Advisor Award &amp; Mosal Scholarship Award</b></p> <p><b>Distinguished Chapter Officer</b></p> <p><b>Horizon Award</b></p> <p><b>Horizon Award</b></p> <p><b>Horizon Award</b></p> <p><b>Top 25 Chapters</b></p> <p><b>Top 100 Chapters</b></p> <p><b>Pinnacle Chapter Pinnacle Chapter Pinnacle Chapter Pinnacle Chapter Pinnacle Chapter</b></p>
2005	<p><b>Eric Chong</b> Beta Beta Xi</p> <p><b>Adrienne Cochran</b> Beta Kappa Phi</p> <p><b>Gailynn Williamson</b> Alpha Lambda Gamma</p> <p><b>Eric Chong</b> Beta Beta Xi</p> <p><b>Pacific Region</b></p> <p><b>Pinnacle Chapters</b> Alpha Kappa Psi Alpha Lambda Gamma Alpha Lambda Theta Alpha Kappa Iota Beta Kappa Phi Beta Beta Xi Psi Sigma</p>	<p><b>Paragon Advisor Award</b></p> <p><b>Horizon Award</b></p> <p><b>Horizon Award</b></p> <p><b>Horizon Award</b></p> <p><b>Pinnacle Region</b></p> <p><b>Silver Silver Silver Bronze Gold Silver Silver</b></p>

	<b>Alpha Psi Epsilon</b>	<b>Silver</b>
<b>2004</b>	<b>Alpha Kappa Psi</b> Kapi'olani Community College	<b>Distinguished Chapter</b>
	<b>Brian Cronwall</b> Alpha Pi Xi	<b>Horizon Award</b>
	<b>Donna Prather</b> Beta Kappa Phi	<b>Horizon Award</b>
	<b>Pacific Region</b>	<b>Pinnacle Region</b>
	<b>Pinnacle Chapters</b>	
	<b>Alpha Epsilon Mu</b>	<b>Continued Excellence Chapter</b>
	<b>Alpha Kappa Iota</b>	<b>Pinnacle Scholarship Chapter</b>
	<b>Alpha Pi Xi</b>	<b>Pinnacle Scholarship Chapter</b>
	<b>Beta Kappa Phi</b>	<b>Pinnacle Scholarship Chapter</b>
	<b>Beta Beta Xi</b>	<b>Pinnacle Scholarship Chapter</b>
	<b>Psi Sigma</b>	<b>Pinnacle Scholarship Chapter</b>
	<b>Alpha Psi Epsilon</b>	<b>Pinnacle Chapter</b>
<b>2003</b>	<b>Emma Neff</b> Alpha Kappa Psi	<b>Distinguished Chapter President</b>
	<b>Lena Low</b> Alpha Kappa Iota	<b>Horizon Award for Advisors</b>
	<b>Susan Lum</b> Alpha Lambda Gamma	<b>Horizon Award for Advisors</b>
	<b>Lawrence Andres</b> Alpha Lambda Gamma Alpha Kappa Iota Alpha Kappa Psi	<b>Horizon Award for Advisors</b>  <b>Listed in the Top 100 Chapters:</b> <b>Listed in the Top 100 Chapters:</b>
<b>2002</b>	<b>Pacific Region</b>	<b>Distinguished Region</b> Charlotte Toguchi, Regional Coordinator
	<b>Dr. John Morton</b> Alpha Kappa Psi Chapter	<b>Shirley B. Gordon Awards of Distinction</b>
	<b>Reed Ratliff</b> Alpha Kappa Psi	<b>Distinguished Chapter President</b>
	<b>Dawn League-Pablo</b> Alpha Kappa Psi	<b>Distinguished Chapter Officer</b>
	<b>Alpha Kappa Iota</b> Honolulu Community College	<b>Scholarship Hallmark</b> <b>Distinguished Chapter</b>
	<b>Alpha Kappa Psi</b> Kapi'olani Community College	<b>Leadership Hallmark</b>
	Alpha Kappa Iota Alpha Kappa Psi	<b>Listed in the Top 100 Chapters:</b> <b>Listed in the Top 100 Chapters:</b>

	Alpha Lambda Theta	<b>Listed in the Top 100 Chapters:</b>
2001	<b>Charlotte Toguchi</b> Regional Coordinator	<b>Distinguished Regional Coordinator</b>
	<b>Jorge Corbalon</b> Alpha Kappa Psi	<b>Distinguished Regional Officer</b>
	<b>Anthony Lum</b> Alpha Kappa Iota	<b>Distinguished Chapter President</b>
	<b>Dona Takahashi</b> Alpha Kappa Psi	<b>Distinguished Chapter Officer</b>
	<b>Michelle Fong</b> Alpha Kappa Psi	<b>George Bierkoe Distinguished Member</b>
	<b>Linda Letta</b> Alpha Kappa Psi	<b>Paragon Advisor Award</b>
	<b>Alpha Kappa Psi</b> Kapiolani Community College	<b>Fellowship Hallmark</b> <b>Leadership Hallmark</b> <b>Distinguished Chapter</b> <b>Fifth Runner-Up</b> <b>Most Distinguished Chapter</b>
	<b>Alpha Psi Epsilon</b> Hawaii Community College	<b>Journey Challenge 2000 Award</b>
	<b>Alpha Kappa Iota</b> Honolulu Community College	<b>Journey Challenge 2000 Award</b>
	<b>Diane Caulfield</b> Alpha Kappa Iota	<b>Horizon Award</b>
2001	<b>Molli Flemming</b> Psi Sigma	<b>Horizon Award</b>
	<b>Gailynn Williamson</b> Alpha Lambda Gamma	<b>Horizon Award</b>
2000	<b>Alpha Kappa Psi</b> Kapiolani Community College	<b>Fellowship Hallmark</b> <b>Leadership Hallmark</b> <b>Scholarship Hallmark</b> <b>Distinguished Chapter</b> <b>4<sup>th</sup> runner up Most Distinguished Chapter</b>
	<b>Clare Lizama</b> Beta Beta Xi Advisor	<b>Paragon Advisor Award</b>
	Beta Beta Xi Alpha Lambda Gamma	<b>Listed in the top 100 Chapters</b> <b>Listed in the top 100 Chapters</b>
1999	<b>Janice Milligan</b> Beta Beta Xi	<b>Paragon Advisor Award</b>
	<b>Charlotte Toguchi</b> Regional Coordinator	<b>Mosal Leadership Award</b>

	<b>Linda Letta</b> Alpha Kappa Psi	<b>Horizon Award</b>
<b>1998</b>	<b>Tina Ioane</b> Alpha Kappa Iota	<b>Distinguished Regional Officer</b>
	<b>Kathryn Smith</b> Alpha Kappa Psi	<b>Distinguished Chapter President</b>
	<b>Kate Acks</b> Psi Sigma	<b>Giles Distinguished Advisor</b>
	<b>Michael Bauer</b> Alpha Lambda Gamma	<b>Paragon Award</b>
<b>1997</b>	<b>Cathy Wood</b> Alpha Kappa Psi	<b>Distinguished Chapter President</b>
	<b>Barbara Ross-Pfeiffer</b> Alpha Kappa Psi	<b>Paragon Award</b>
	<b>Kathy Kamakaiwi</b> Alpha Kappa Iota	<b>Horizon Award for Advisors</b>
	<b>Barbara Ross-Pfeiffer</b> Alpha Kappa Psi	<b>Horizon Award for Advisors</b>
<b>1996</b>	<b>Gail Steigerwald</b> Alpha Lambda Gamma	<b>Distinguished Regional Officer</b>
	<b>Barbara Polk, Provost</b> Alpha Lambda Gamma	<b>Shirley B. Gordon Award of Distinction</b>
	<b>Alpha Lambda Gamma</b> Leeward Community College	<b>Yearbook Award</b>
	<b>Patricia Pait</b> Alpha Lambda Gamma	<b>Kellogg Foundation Leadership Award</b>
	<b>Joyce Nakahara</b> Alpha Pi Xi	<b>Horizon Award for Advisors</b>
	<b>Stacy Rogers</b> Alpha Kappa Iota	<b>Horizon Award for Advisors</b>
	<b>Paul Field</b> Alpha Lambda Theta	<b>Horizon Award for Advisors</b>
<b>1995</b>	<b>Jim Maciejewski</b> Alpha Lambda Gamma	<b>Distinguished Chapter President</b>
	<b>Joe Chernisky</b> Alpha Lambda Gamma	<b>Paragon Award for New Advisors</b>
	<b>Charlotte Toguchi</b> Alpha Kappa Psi	<b>Robert Giles Distinguished Advisor</b>

	<b>Annie Brown</b> Alpha Psi Epsilon	<b>Horizon Award for Advisors</b>
	<b>Renee Riley</b> Psi Sigma	<b>Horizon Award for Advisors</b>
	<b>Joe Chernisky</b> Alpha Lambda Gamma	<b>Horizon Award for Advisors</b>
	<b>Gail Levy</b> Alpha Lambda Gamma	<b>Horizon Award for Advisors</b>
<b>1994</b>	<b>Mitchell Groth</b> Alpha Lambda Theta	<b>Literary Achievement Award- Short Story</b>
	<b>Alpha Psi Epsilon</b>  Alpha Kappa Psi Alpha Lambda Gamma	<b>Executive Director's Award</b>  <b>Listed in the top 100 chapters</b> <b>Listed in the top 100 chapters</b>
<b>1993</b>	<b>Barbara Chappell</b> Alpha Kappa Psi	<b>Literary Achievement Award- Short Story</b>
	<b>Alpha Kappa Psi</b> Kapi'olani CC	<b>Distinguished Chapter Award</b>
<b>1992</b>	<b>Alpha Lambda Gamma</b> Leeward CC	<b>Distinguished Chapter Award</b>
	<b>Pacific Region</b>	<b>Regional Milestone Award</b> Charlotte Toguchi, Regional Coordinator
	<b>Leslie Munro</b> Alpha Lambda Gamma	<b>Horizon Award for Advisors</b>
	<b>Ronald Pine</b> Alpha Kappa Iota	<b>Horizon Award for Advisors</b>
	<b>Ellen Ishida Babineau</b> Alpha Lambda Theta	<b>Horizon Award for Advisors</b>
<b>1991</b>	<b>Charlotte Toguchi</b> Alpha Kappa Psi	<b>Horizon Award for Advisors</b>
	<b>Maggie Dela Sierra</b> Alpha Pi Xi	<b>Horizon Award for Advisors</b>

## Pacific Regional Award Winners

2008

### Hallmark Awards

<p>Beta Beta Xi Alpha Psi Epsilon</p> <p>Alpha Kappa Iota</p> <p>Alpha Kappa Psi</p> <p>Alpha Kappa Psi Alpha Kappa Iota Beta Beta Xi Alpha Psi Epsilon</p>	<p>Scholarship Hallmark</p> <p>Leadership Hallmark</p> <p>Service Hallmark</p> <p>Distinguished Chapters</p>
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### Individual Awards

<p>Scott Pirscher - Alpha Kappa Psi</p> <p>Anetaxha Correa - Alpha Psi Epsilon</p> <p>Jasmine Eleneki - Alpha Psi Epsilon</p> <p>Alpha Kappa Iota Chapter Beta Pi Epsilon</p> <p>Alpha Kappa Psi Psi Sigma</p>	<p>Distinguished Chapter President</p> <p>Distinguished Chapter Officer</p> <p>Distinguished Chapter Member</p> <p>Coordinator's Award Outstanding chapter participation in Regional Meetings</p> <p>Coordinator's Award Co-host Regional Honors</p>
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### Administrator Award

<p>Dr. John Norris Beta Kappa Phi</p> <p>Dr. Louise Pagotto Alpha Kappa Psi</p>	<p>Most-Helpful Administrator</p> <p>Most-Helpful Administrator</p>
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### Advisor Award

<p>Lena Low Alpha Kappa Iota</p> <p>Kenoa DelaCruz Alpha Psi Epsilon</p> <p>Alpha Kappa Iota Chapter</p>	<p>Distinguished Chapter Advisors</p> <p>Coordinator's Award Outstanding participation in Region</p>
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2007

**Hallmark Awards**

Alpha Kappa Iota Alpha Psi Epsilon	Scholarship Hallmark
Alpha Kappa Psi	Leadership Hallmark
Alpha Kappa Psi Alpha Kappa Iota	Service Hallmark
Alpha Kappa Psi	Most Distinguished Chapter

**Individual Awards**

Donette Heyano - Alpha Psi Epsilon Demusthenis Bordaje - Alpha Kappa Iota	Distinguished Chapter President
Scott Pirscher - Alpha Kappa Psi	Distinguished Chapter Officer
Jeremy Barayuga - Alpha Kappa Iota	Distinguished Chapter Member
Alpha Kappa Iota Chapter Beta Pi Epsilon	Coordinator's Award Outstanding chapter participation in Regional Meetings
Alpha Kappa Psi Psi Sigma	Coordinator's Award Co-host Regional Honors

**Advisor Award**

Candy Branson Alpha Kappa Psi	Paragon Award for New Advisors
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2006

**Hallmark Awards**

Alpha Kappa Iota	Scholarship Hallmark
Alpha Kappa Iota	Leadership Hallmark
Beta Kappa Phi	Service Hallmark-Five Star

**Individual Awards**

Mary English - Beta Beta Xi	Distinguished Chapter President
Christine Tooher - Alpha Kappa Psi	Distinguished Chapter Officer
Terrance Mar - Alpha Kappa Psi	Distinguished Chapter Member

Erica Chong – Beta Beta Xi

Writing- Non-Fiction

Dr. Herominiano delos Santos

Most Outstanding Administrator

Nani Giltner – Alpha Kappa Psi

Art -Painting

Alpha Psi Epsilon Chapter

Coordinator’s Award

Outstanding chapter participation in Regional Meetings

Eric Chong - – Beta Beta Xi

Coordinator’s Award

Outstanding efforts to establish new Phi Theta Kappa chapters in the Pacific Region

Advisor Award

Dr. Gailynn Williamson  
Alpha Lambda Gamma

Distinguished Chapter Advisor

2005

Hallmark Awards

Five Star Level

Alpha Kappa Iota

Scholarship Hallmark

Alpha Kappa Psi

Leadership Hallmark

Alpha Lambda Gamma  
Alpha Kappa Iota

Service Hallmark-Five Star

Alpha Kappa Iota

Fellowship Hallmark

Two Star Level

Beta Kappa Phi

Leadership Hallmark

Individual Awards

Brandy Stewart- Alpha Lambda Gamma  
Angie Blaisdell – Alpha Kappa Iota

Distinguished Chapter President

Tod Barnett - Alpha Lambda Theta

Distinguished Chapter Officer

Tami Ikegami - Alpha Kappa Iota

Distinguished Chapter Member

Brandy Stewart – Alpha Lambda Gamma

Art -Painting

Narrissa Spies – Alpha Psi Epsilon

Coordinator’s Award

Outstanding efforts in organizing the Regional Honors Institute and fulfilling duties of the Communications Chair on the Regional Board

Advisor Award

Eric Chong - – Beta Beta Xi

Distinguished Chapter Advisor

Terrie Morinaga – Alpha Kappa Psi

**Certificate of Appreciation**  
Continuing technological support to the  
Region by maintaining and managing  
web communication for the Regional  
Board

2004

**Hallmark Awards**

**Five Star Level**

Alpha Kappa Psi

Scholarship Hallmark

Alpha Kappa Psi

Leadership Hallmark

Alpha Kappa Psi

Service Hallmark-Five Star

Alpha Kappa Psi

Fellowship Hallmark

**Two Star Level**

Beta Kappa Phi

Service Hallmark-Two Star

**Individual Awards**

Susan Tamayo- Alpha Kappa Psi

Distinguished Chapter President

Michelle Sasaki - Alpha Kappa Psi

Distinguished Chapter Officer

Stacy Kinoshita - Alpha Kappa Psi

Distinguished Chapter Member

Michelle O'Phelan – Alpha Lambda Theta

Distinguished Chapter Member

Linda Letta - Alpha Kappa Psi

Distinguished Chapter Advisor

Dr. Angela Meixell, Chancellor  
Windward Community Collge

Most Helpful Administrator

Brandy Stewart – Alpha Lambda Gamma

Art -Painting

**Advisor Award**

Paul Field -- Alpha Lambda Theta

Distinguished Chapter Advisor

2003

**Hallmark Awards**

Alpha Kappa Iota  
Alpha Kappa Psi

Scholarship Hallmark

Alpha Kappa Psi

Leadership Hallmark

Alpha Kappa Psi  
Alpha Kappa Iota

Service Hallmark

Alpha Lambda Theta

Fellowship Hallmark

## Alpha Kappa Iota

### Individual Awards

Emma Neff,- Alpha Kappa Psi	Distinguished Chapter President
Hannah Daido - Alpha Kappa Psi	Distinguished Chapter Officer
Julieann Aliipule - Alpha Kappa Psi	Distinguished Chapter Member
Linda Letta - Alpha Kappa Psi	Distinguished Chapter Advisor
Dr. Angela Meixell, Chancellor Windward Community Collge	Most Helpful Administrator
Alpha Pi Xi Chapter	Art - Collage

2002

### Hallmark Awards

#### Five Star Level

Alpha Kappa Psi Alpha Lambda Gamma	Scholarship Hallmark
Alpha Kappa Psi	Leadership Hallmark
Alpha Kappa Psi Alpha Kappa Iota	Service Hallmark
Alpha Kappa Psi Alpha Kappa Iota	Fellowship Hallmark

### Individual Awards

Reed Ratliff - Alpha Kappa Psi	Distinguished Chapter President
Dawn League-Pablo - Alpha Kappa Psi Robin Schutte - Alpha Lambda Theta	Distinguished Chapter Officer Distinguished Chapter Member
Dr. Gailynn Williamson - Alpha Lambda Gamma	Distinguished Chapter Advisor
Dr. Mark Silliman – Alpha Lambda Gamma	Most Helpful Administrator
Abraham Flores, Jr. - Alpha Kappa Psi	Writing-Non-Fiction
Kim Char Meredith - Alpha Lambda Theta	Writing-Poetry
Mary Miura - Alpha Lambda Gamma	Writing-Poetry
Abbie Neves - Alpha Lambda Theta	Art – Painting

2001

### Hallmark Awards

#### Five Star Level

Alpha Kappa Psi	Scholarship Hallmark
Alpha Kappa Psi	Leadership Hallmark

Alpha Kappa Iota

Alpha Kappa Psi  
Alpha Lambda Gamma

Alpha Kappa Psi  
Alpha Lambda Theta

Alpha Pi Xi

Anthony Lum - Alpha Kappa Iota

Dona Takahashi- Alpha Kappa Psi

George Corbalan- Alpha Kappa Psi

Paul Field - Alpha Lambda Theta  
Joyce Nakahara- Alpha Pi Xi

Dr. John Morton - Alpha Kappa Psi

Clara Chorley - Alpha Kappa Iota

Kim Meredith - Alpha Lambda Theta

Alpha Pi Xi Chapter

Service Hallmark

Fellowship Hallmark

Leadership Hallmark

Outstanding Chapter President

Outstanding Chapter Member

Outstanding Regional Officer

Outstanding Advisors

Outstanding Provost

Writing-Prose

Writing-Poetry

Art

2000

**Hallmark Awards**

**Five Star Level**

Alpha Kappa Psi

Alpha Lambda Gamma

Alpha Kappa Iota

Alpha Kappa Psi  
Psi Sigma

Alpha Kappa Psi

Scholarship Hallmark

Leadership Hallmark

Leadership Hallmark

Service Hallmark

Fellowship Hallmark

**Four Star Level**

Alpha Pi Xi

Alpha Kappa Iota

Service Hallmark

Scholarship Hallmark

**Three Star Level**

Beta Beta Xi

Beta Beta Xi

Leadership Hallmark

Service Hallmark

**Individual Awards**

Dr. John Morton - Alpha Kappa Psi

Outstanding Provost

**Linda Letta - Alpha Kappa Psi**

**Kamilla Ma'i'I - Alpha Kappa Psi**

**Labryanna Kubo - Alpha Lambda Theta**

**Roberta Auyoung - Alpha Lambda Theta**

**Prudence Hokoana-Gormley - Psi Sigma**

**John Evonuk – Psi Sigma**

**Outstanding Advisor**

**Outstanding Member**

**Writing Poetry**

**Writing Non Fiction**

**Writing Fiction**

**Art**