



## Phi Theta Kappa 2024-2025 International Officer Candidate Information



*The 2023-2024 International Officers (from left to right):*

- Division IV Vice President Jasmine Garcia, Mohave Community College, Arizona
- Division II Vice President Leticia Laranjeira, Dallas College - North Lake, Texas
- International President Liam Blakeway, Lone Star College - CyFair, Texas
- Division I Vice President Seong Kim, Northampton Community College-Monroe, Pennsylvania
- Division III Vice President Luis Medina, College of DuPage, Illinois

*For more information on your current International Officers,  
visit <https://www.ptk.org/leadership/international-officers/>*

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Thank you for your interest in this exceptional leadership opportunity!

- **Completed [applications](#) must be submitted online no later than 5:00 pm CST, Monday, February 5, 2024.**
- **The online application site requires you to fill out a page before moving to the next section.**
  - **Set up a username (CANNOT be your email address) and password so you can easily access your Saved Answers over multiple visits.**
  - **Each time you're on the site, click on "Load Unfinished Survey" button at the top of the page.**

- **International Officers must be primarily enrolled at their chapter's college during the one-year term in office. Specifically, officers must complete at their chapter's college at least six credit hours\* each semester during the academic year of their term in office.**
- Your Phi Theta Kappa HQ Staff is here to assist you through the entire process. Please contact International Officer Campaign Coordinator **Dr. Samantha Levy** at **samantha.levy@ptk.org** or **601.984.3543** with any questions.

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## INTERNATIONAL OFFICER CANDIDACY INTRODUCTION

PTK Catalyst 2024, Phi Theta Kappa's Annual Convention, is scheduled for April 4-6 at the Gaylord Palms Resort and Convention Center in Orlando, Florida. ***Five International Officers will be elected during the Convention:***

International President

Division I Vice President

Division II Vice President

Division III Vice President

Division IV Vice President

Phi Theta Kappa's **four divisions** are outlined [here](#).

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## 2024 INTERNATIONAL OFFICER CAMPAIGN & ELECTION TIMELINE

The International Officer Campaign and Election will be segmented as follows. *These dates are subject to change.*

### February 5, 2024

Candidate Applications are due by 5pm CST. Headquarters follows up with all candidate applicants after review.

### February 13-15, 2024

Through pre-scheduled appointments, candidates will be recorded via Zoom with HQ Staff delivering their first Honors Study Topic Speech and being interviewed for the Candidate Caucus.

### Late February 2024

HQ will set a date for candidates to begin campaigning via their social media accounts (see Campaign Communications section for more info.) ***Social Media campaigning is optional.***

Phi Theta Kappa launches the International Officer Campaign Website featuring candidates' photos, information piece PDFs, introductory questionnaires, and Speech/Caucus videos.

### Preliminary Election – March 6, 2024

**All chapters** may select one active member to serve as their Voting Delegate who will cast the chapter's votes in ALL five International Officer races. Chapters are NOT required to attend PTK Catalyst in order to vote in the Preliminary Election. The top four candidates from *each* race will proceed as Candidate Semifinalists at PTK Catalyst.

### March 7, 2024

Candidate Semifinalists are officially announced. Headquarters contacts Semifinalists to confirm their travel and hotel for PTK Catalyst in Orlando.

### March 20, 2024

Candidate Semifinalists submit second Honors Study Topic Speech for approval by HQ Staff. This speech will be delivered during PTK Catalyst.

### April 3-6, 2024

Campaign events are held during PTK Catalyst (see details below in the Catalyst schedule).

### **Semifinalist Election – April 5, 2024**

All chapters registered for PTK Catalyst may select one active member to serve as their Voting Delegate who will cast the chapter's votes in ALL five International Officer races during PTK Catalyst.

Candidate Semifinalists will participate in Political Rally events on Thursday, April 4, and will deliver their second Honors Study Topic Speeches on Friday, April 5. Polling will then open to narrow the race to the 10 Candidate Finalists, the two candidates with the most votes in *each* race.

The 10 Candidate Finalists will be announced at Friday afternoon's General Session. They will be interviewed by Phi Theta Kappa's President/CEO Dr. Lynn Tincher-Ladner in the Finalist Caucus during Saturday morning's General Session on April 6.

### **Final Election – April 6, 2024**

Immediately following Saturday morning's General Session, Chapter Voting Delegates will cast their final ballots in all five races. The 2024-2025 International Officers will be announced and installed during Saturday evening's Hallmark Awards Gala.

### **Newly-Elected International Officer Meeting - April 7, 2024**

HQ staff will meet over breakfast with the newly-elected International Officers to provide first assignments. We recommend all Semifinalists' outgoing flights be scheduled after Noon on Sunday to allow their participation, if elected. ***ONE chapter advisor per International Officer is encouraged to attend this meeting.***

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## **CANDIDATE SEMIFINALISTS ATTEND PTK CATALYST**

Phi Theta Kappa pays for 20 Candidate Semifinalists to participate in PTK Catalyst in Orlando. Travel, hotel, meals, and registration will be covered. Expected travel dates are **Wednesday, April 3 - Sunday, April 7, 2024**. Headquarters provide Semifinalists with full instructions on travel/hotel arrangements immediately following the Preliminary Election in March 2024.

### **TENTATIVE CAMPAIGN SCHEDULE DURING PTK CATALYST 2024**

*All times listed are Eastern Time. Times are subject to change.*

#### **Wednesday, April 3, 2024**

3:00 - 4:30 pm: Mandatory Candidate Orientation (one campaign manager per candidate may also attend)

3:00 – 6:00 pm: Campaign Booth Set-Up by Campaign Team

5:00 - 5:45 pm: Candidate Rehearsal for Friday's General Session

6:30 - 7:30 pm: Candidate Dinner (candidates only)

#### **Thursday, April 4, 2024**

During the Day: Campaigning at Booth

9:30 - 11:00 pm: Political Rally at Opportunity Expo (candidates must be present at their booths)

#### **Friday, April 5, 2024**

9:30 - 11:00 am: Candidate Semifinalist Speeches during General Session 2

11:00 am - 2:00 pm: Semifinalist Election to Narrow Race to 10 Candidate Finalists

11:30 am – 12:30 pm Conversations with Candidate Semifinalists

2:00 - 3:30 pm: Candidate Finalists Announced at General Session 3

**Saturday, April 6, 2024**

8:30 - 9:30 am: ALL Candidate Meeting

10:00 - 11:30 am: Candidate Finalist Caucus Interview During General Session 4

11:30 am - 2:30 pm: Final Election

5:00 - 7:00 pm: Announcement/Installation of New International Officers at Hallmark Awards Gala

7:15 - 8:30 pm: Newly-Elected International Officer Dinner

**Sunday, April 7, 2024**

7:45 - 9:15 am: Newly-Elected International Officer Meeting

Safe Travels Home

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**SUPPLEMENTAL APPLICATION ITEMS**

On the online application, you will be asked to upload the following items required to process your application. You can begin gathering this information as you work through the application. **ALL of these items must be RECEIVED by 5:00 pm CST on Monday, February 5, 2024.**

**1. STATEMENT OF SUPPORT**

As part of your application for candidacy, you are required to submit a statement of support signed by you, your chapter advisor, and your college or campus president/CEO.

- The online form in the application can be electronically completed and then printed to obtain the necessary signatures.
- This informational PDF can be shared with your college administrators to provide them with more information about International Officer eligibility, responsibilities, benefits, etc.

**2. LETTERS OF RECOMMENDATION**

Candidates are required to have **two** signed and dated letters of recommendation from the following:

A) a letter from a **chapter advisor OR member** AND

B) a letter from a **non-PTK constituent** (such as a faculty member, college administrator, or community member.) The letters of recommendation should NOT be from a candidate's family members (parents, children, grandparents, siblings).

Letters may be addressed to **Dr. Lynn Tincher-Ladner**, Phi Theta Kappa President and CEO. You may upload these letters as a jpg or PDF.

**3. CANDIDATE INFORMATION PIECE**

A **final draft** of the candidate's information piece must be uploaded as a PDF. Examples of past Candidate Information Pieces are included in this application along with Campaign Guidelines. ***The Headquarters-approved PDF will be posted to Phi Theta Kappa's campaign website.***

#### 4. HONORS STUDY TOPIC SPEECH

ALL candidates will deliver an academic speech based on the 2024/2025 Honors Study Topic to be announced in November. The specific speech prompt and instructions are under the Honors Study Topic Speech Guidelines (page 18). The candidate must upload a **final draft** of their written Honors Study Topic Speech as a Microsoft Word doc or PDF.

#### 5. UNOFFICIAL CANDIDATE TRANSCRIPT

Each candidate will need to upload an unofficial college transcript, including **Fall 2023** grades, in the format of pdf, png, gif, or jpg.

#### 6. OFFICIAL CANDIDATE PHOTO

A professional-quality, head-and-shoulders, color photograph must be submitted. Your picture will be published on Phi Theta Kappa's campaign website.

#### 7. CANDIDATE'S ADDITIONAL "CANDID" PHOTOS

In addition to your official candidate photo, candidates must submit 2-3 high-quality, candid pictures to be used in PTK Catalyst communications. These pics may feature the candidate solo or feature the candidate with their chapter, region, family, or friends. Headquarters Staff, current International Officers, and PTK's Center for Excellence are NOT ALLOWED in campaign pictures.

#### 8. CANDIDATE'S INTRODUCTORY QUESTIONNAIRE

Candidates are required to answer a few short questions in this [Questionnaire](#) designed to introduce themselves as International Officer Candidates. Answers should be brief. (Download this [Questionnaire](#), save it to your computer with your name in the title (example:RowanAli\_ Questionnaire), complete it, and then upload the final file to the application.) The candidate's answers will be posted just as they were submitted on the PTK campaign website.

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### INTERNATIONAL OFFICER BENEFITS

***Phi Theta Kappa Headquarters provides International Officers with the following benefits:***

- The experience can best be compared to a one-year, unpaid executive internship consisting of professional development such as strengthening public speaking, goal setting, collaborative, and organizational skills while representing the Society
- Engagement with PTK Staff and Society leaders throughout the term in office
- Individual transfer and career coaching to help International Officers reach their personal and professional goals
- Headquarters will provide travel, accommodation, and registration expenses for all Headquarters-approved travel\*

- \$3,500 in leadership scholarships to support Officers' success both during and after their time in office
- International Officer pearl-accented lapel pin upon successful completion of the term in office

*\* If necessary, virtual training and conferences may be substituted for face-to-face events.*

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## INTERNATIONAL OFFICER RESPONSIBILITIES

The International Officers of Phi Theta Kappa are composed of a President and Vice Presidents from each of the designated divisions. The International Officers are elected annually by voting delegates from chapters participating in PTK Catalyst and serve a **one-year term as ambassadors of Phi Theta Kappa**.

To serve as an International Officer is a privilege and an honor. With this honor comes serious responsibilities that warrant careful consideration.

The candidate is expected to discuss with family members, chapter members, chapter advisor(s), and job supervisors the time and support needed to fulfill the responsibilities of the position (primarily related to travel). If elected, International Officers are required to relinquish any regional officer roles, however, you may still serve with your local chapter.

### Responsibilities:

1. Continue to be an **active member** of an active Phi Theta Kappa chapter and **submit official transcripts** to HQ after each academic term.
  2. Advocate for the Society by clearly articulating the mission and strategic commitments of Phi Theta Kappa to the members and college community. This includes traveling to and/or virtually participating in PTK regional events and other conferences as assigned by Headquarters.
  3. Work with Society leadership to set goals and formulate strategy aligned with the mission and strategic plan of the Society.
  4. Serve as a PTK resource for chapter and regional leaders as well as represent the larger student membership by serving as a spokesperson for Phi Theta Kappa and as a liaison between members and the organization.
  5. Preside at the 2024 Regional Institute (tentatively set for early November in Jackson, MS) and PTK Catalyst 2025 at the Kansas City Convention Center in Kansas City, MO, April 3-5 (International Officers arrive earlier in the week).
  6. Attend virtual and in-person meetings, trainings, and events related to professional development.
  7. Write social media posts and articles for Society communications as assigned.
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## HONOR CODE FOR INTERNATIONAL OFFICERS

As an International Officer...

- I will conduct myself at all times in a manner that reflects positively on myself, my chapter, 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 International Officer term requires a team effort, and I pledge to work together to promote the Society's Mission.
- I will work with 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 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 any and all occasions.
- I will not engage in any conduct which may bring shame or disrepute to myself or diminish the reputation of 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 violation of this code will subject me to discipline determined appropriate by the Society. Additionally, I understand that pursuant to the procedures outlined in the Society's Constitution and Bylaws (Chapter X, Section 5), I have the right to appeal disciplinary action which results in my suspension from office.**

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## PROFESSIONAL GUIDELINES FOR INTERNATIONAL OFFICERS

- International Officers must be active participants in their local chapter activities.
- International Officers must **not** send mass mailings via e-mail or postal mail without consultation and approval from their Headquarters contact.
- International Officers must **not** initiate nor commit the Society to programs or projects without prior consultation and approval from their Headquarters contact.
- International Officers' Headquarters contact will approve and confirm Officers' airline and hotel reservations to Society-related events. Once the Officers' travel is confirmed, Officers must **not** change travel arrangements except in cases of emergency, and then only at the approval of their Headquarters contact.
- International Officers must include their Headquarters contact in all conference calls in which all Officers are participating to promote a climate for effective and open communication.
- International Officers must submit all assignments including expense reports/receipts to the Headquarters contact in a timely manner.
- International Officers must send their Headquarters contact courtesy copies of all official correspondence e-mailed or postal mailed to regional officers, regional coordinators and other Society constituents.
- International Officers must **not** solicit invitations to attend Society-related events.
- International Officers must direct all invitations to attend chapter or regional events to their Headquarters contact. Officers must **not** accept invitations to attend Society-related events without prior consultation and approval from their Headquarters contact.
- International Officers must **not** schedule meetings or activities with Phi Theta Kappa chapters or regions without advance consultation with their Headquarters contact. Headquarters establishes each Officer's participation in Society-related events. Officers must **not** attend Society-related events that Headquarters has not assigned and/or approved for them to attend, even if the Officer is willing to cover expenses associated with attending the events.
- International Officers must **not** rely on their advisor, administrative assistant, or relatives to correspond with Headquarters. Officers are responsible for personally fulfilling all responsibilities. International Officers must personally complete their expense reports and all other assignments.
- International Officers must **not** make personal transactions on their Phi Theta Kappa business credit card.
- International Officers must plan ahead for speaking engagements and should not request that Headquarters staff ship materials and supplies to them for overnight or rush delivery.

- International Officers must understand that policies and procedures regarding Officers vary from year to year depending on the Society's budget, resources, and priorities. Privileges, requirements, or responsibilities of previous International Officers may not necessarily be applicable to the current International Officers.

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## **PHI THETA KAPPA CODE OF ETHICS**

*All members of Phi Theta Kappa agree to this code as part of the Membership Application.*

Phi Theta Kappa is committed to the highest ethical standards, efficient stewardship of resources, and compliance with all applicable federal, state, and local laws and regulations. Phi Theta Kappa has developed this Code of Ethics to promote these important objectives. Phi Theta Kappa's Code of Ethics shall apply in all Organizational operations and to all employees and constituents<sup>1</sup> of Phi Theta Kappa, regardless of rank or position. These values serve as the permanent foundation upon which Phi Theta Kappa operates. When engaged in activities or conduct associated with Phi Theta Kappa programs or business operations, all Phi Theta Kappa employees and constituents must endeavor to:

- Promote the best interests of Phi Theta Kappa.
- Preserve the public's trust, respect, and confidence in Phi Theta Kappa.
- Exhibit personal integrity, honesty, and responsibility in all actions.
- Provide an environment of mutual respect, impartiality, and collaboration, free from harassment and discrimination of any kind.
- Maintain confidentiality in all matters deemed confidential.
- Assure independence of judgment free from conflicting interests.
- Ensure that relationships that constitute or could be perceived as conflicts of interest are fully and properly disclosed and that Phi Theta Kappa policies and procedures are followed.
- Comply with the policies and procedures of Phi Theta Kappa and applicable federal, state, and local laws and regulations.
- Demonstrate appropriate and efficient stewardship of Phi Theta Kappa property and resources.

Where appropriate, Phi Theta Kappa will review and address any reported violation of this Code of Ethics determined to have occurred. The President and CEO shall establish procedures necessary to implement this policy.

<sup>1</sup>Constituents shall be defined as anyone who volunteers or participates in Phi Theta Kappa activities. These persons can include, but are not limited to, Members (prospective or active), Alumni, Advisors, Regional Coordinators and International Officers.



# Campaign Rules

## CANDIDATE'S CAMPAIGN COMMUNICATIONS

- Phi Theta Kappa will promote the **Candidate Website** featuring your photo, speech/caucus video, and candidate information piece through all of our official communication channels.
- **Candidates may campaign via their social media starting in February on a specific date to be announced by Phi Theta Kappa Headquarters.**
- Candidates should NOT start a group page or other social media account with "Phi Theta Kappa" or "PTK" in the title, such as "PTK Friends" or "PTK Members for Jace."
- Candidates and/or their supporters should NOT tag or post photos of Phi Theta Kappa's Center for Excellence, HQ Staff and/or current International Officers in their posts. No campaign-related posts by any supporter should tag PTK's official social media accounts, HQ Staff, and/or current International Officers.
- Candidates and their supporters are prohibited from posting campaign messages on PTK's **official** social media accounts at any time: ([Facebook](#), [X](#), [Instagram](#), [YouTube](#), [TikTok](#), and [LinkedIn](#))
- Candidates are NOT required to campaign on social media, but if they do, they should be mindful that they as well as their supporters are representing Phi Theta Kappa in *any* posts. All posts should be done in a manner worthy of those pursuing the highest student office in Phi Theta Kappa Honor Society.
- Candidates are respectfully asked to **NOT send mass mailings/emails** to PTK constituents regarding their campaign.
- We recommend communicating with remote campaign team members through email, private messaging and/or a CLOSED social media account or online app (such as a closed/private group page on Facebook, GroupMe, Slack, Microsoft Teams, etc.) that is **only** available to those serving on a campaign team.

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## GENERAL CAMPAIGN RULES

**The following rules have been established to ensure the campaign for International Office is an educational and rewarding experience for every candidate.**

1. A Phi Theta Kappa member may be a candidate for International Office only once (as stated in Chapter X, Section 1 of the Society's International Constitution and Bylaws).
2. **Candidates under the age of 18 must have a college-approved chaperone to travel with them to PTK Catalyst and, if elected, on all HQ-approved International Officer trips.** HQ only pays the official travel expenses of International Officers. The travel expenses for the chaperone are not covered.
3. Elected International Officers must complete at their chapter's college at least six credit hours\* each semester during the academic year of their term in office. This allows Officers to maintain active membership and be visible with their local chapter/college. \*Courses may be online.
4. Members who are **dually enrolled** in associate degree and bachelor's degree coursework are eligible to campaign and hold International Office. However, Candidates and International Officers

should take most of their coursework at the college where they are a PTK Member. Members who are dually-enrolled in high school are eligible (see Rule #2).

**Please note** International Officers who have already taken courses at a university may not have as many transfer scholarship opportunities due to scholarship provider eligibility standards.

4. Phi Theta Kappa reserves the right to extend the application deadline if a race is uncontested.
5. Candidates may NOT move their application to another office after the application deadline unless a race is uncontested.
6. Although it is **not** a Headquarters requirement, candidates may appoint a campaign manager to assist them in preparing for the International Officer Campaign. If one is appointed, they
  - must be an active member of Phi Theta Kappa (enrolled in college with an active chapter)
  - may only serve once as a campaign manager
  - may not be an alumni member or former International Officer; however, alumni and former International Officers may support the candidate as a member of the campaign team.
7. Campaign teams are primarily PTK members from any chapter/region, but may also include others unaffiliated with Phi Theta Kappa. **Chapter advisors and Regional Coordinators may NOT serve on a campaign team.** They may provide guidance and support behind-the-scenes.

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## PHI THETA KAPPA REGIONS

1. Regional primaries are prohibited. If a region has more than one candidate seeking the same International Office, the region may NOT hold a contest to determine which one will proceed to the international race.
2. Regions are allowed to feature information about International Officer candidate(s) from their region on their website, social media and/or in their newsletter.
3. Candidates for International Office may give a brief speech at their spring regional convention as long as each candidate from the region is given equal time. Please check with your [Regional Coordinator](#) regarding any regional policies governing candidates' speeches.
4. Any candidate applicant who attends another region's meeting may NOT be introduced as a candidate and may NOT give a presentation or speech.
5. Please check with your [Regional Coordinator](#) to find out if current Regional Officers are restricted from serving on a candidate's Campaign Team.

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## PTK CATALYST 2024

1. Candidates are NOT allowed to serve as Flag Bearers during the Opening Ceremonies for the Annual Convention.

2. Candidates are NOT allowed to serve as Educational Forum presenters for the Annual Convention or perform in a solo or small-group performance.
3. Candidates may be individually recognized for Hallmark Awards, Scholarships, etc.

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## FUNDING GUIDELINES

- Phi Theta Kappa requires candidates to receive their college president/campus CEO and chapter advisor's approval in the form of signatures on the Candidate Application's **Statement of Support form** to run for International Office as the candidate is representing the college and chapter. **However, we do NOT require college administrations or chapters to provide financial support to a candidate for International Office nor for an International Officer.**
- To remove financial barriers and reaffirm our commitment to equity and inclusion, Phi Theta Kappa will pay for the top 20 Candidate Semifinalists to participate in PTK Catalyst 2024. This includes travel, hotel accommodations, meals, and registration.
- Other campaign expenses should be kept to a minimum. Candidates may seek funds or in-kind support for other campaign-related expenses such as campaign attire and/or designing their Information Piece.
- **TIP:** Your college's public relations office may offer to design your **online** Information Piece, or you can use brochure templates available in Microsoft Office, Canva, Brochure Maker app, etc. **The Info Piece will only be shared online as a PDF so there is no need to have these printed.**
- **Note:** Candidates may NOT seek or receive funding from financial partners of Phi Theta Kappa, including but not limited to four-year colleges/universities and the Society's corporate partners.

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## GUIDELINES FOR CANDIDATE CAMPAIGN MATERIALS

1. Candidates must submit ONE information piece to be posted as a PDF on Phi Theta Kappa's official campaign website. Each candidate is required to submit a final draft of their Information Piece PDF with their application **by February 5, 2024, for approval by Headquarters.**
2. The design and length of the piece are up to the candidate. Samples from previous candidates are included in the online application.
3. **The item should contain the following:**
  - candidate's name and photo
  - college and chapter
  - city, state or nation
  - office they're seeking
  - social media and/or email address (*so constituents can contact you with questions*)
  - information about the candidate (e.g., their qualifications for International Office, awards received, leadership roles, strengths/skills, experience in PTK, etc.).

**Candidates should NOT make campaign promises to create new PTK programs/initiatives.** *International Officers are primarily ambassadors for Phi Theta Kappa, encouraging membership growth and engagement in PTK programming and events.*

**4. Candidates are prohibited from using quotations or statements of endorsement from Phi Theta Kappa HQ staff members, current International Officers, Chapter Advisors, Regional Coordinators, or Associate Regional Coordinators in their campaign materials.**

- Candidates may NOT use photos or images of the Center for Excellence, Headquarters staff members, or current International Officers in any of their campaign materials, including their social media posts and/or campaign website (if applicable).
- **Photos** of the candidate with Chapter Advisors, Regional Coordinators, and Associate Regional Coordinators **are acceptable.**

**5. DO NOT use any copyrighted images or slogans** based on, or parodies of, commercial advertising in your campaign materials **unless you have explicit written permission from the copyright holder.** It is the sole responsibility of the candidate to ensure they have permission to use any copyrighted material.

- Original materials should be used primarily, although you may adapt well-known adages or quotes to fit your campaign.
- The Phi Theta Kappa Convention logo is also copyrighted and cannot be used by candidates in any campaign materials.
- Candidates may use the Phi Theta Kappa Key, Crest, and Seal in their Information Piece, but not on any wearables (t-shirts, etc.).
- Images can be found at <https://www.ptk.org/media/graphic-standards/>

**6. The Information Piece will be provided online through PTK's Campaign Website. Candidates may also share their HQ-approved Information Piece as part of their social media.**

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## **GUIDELINES FOR SEMIFINALIST CAMPAIGN BOOTH AT PTK CATALYST**

Each Semifinalist will be provided a campaign booth inside the PTK Catalyst exhibit hall at the Gaylord Palms Resort and Convention Center in Orlando.

Each campaign booth consists of

- a 10' x 10' pipe-and-draped area
- one table with a tablecloth
- two chairs
- sign on the back curtain with the candidate's name and office they're seeking

The candidate must provide all other supplies. Campaign booth setup is tentatively scheduled on Wednesday afternoon, April 3, 2024. **Anyone registered for Catalyst may help in setting up the booth.** (A final schedule will be sent to all Semifinalists in late March 2024).

1. Candidates may add any booth decorations in good taste, and decoration of the campaign booth is left to the imagination and discretion of the candidates. Campaign booths need not be elaborate. Samples of past Campaign Booths are featured below.

- A typical table is six feet long, 30 inches high, and 24 inches deep.
  - ALL campaign materials must be kept within the 10'x10' booth space AND cannot be higher than eight feet.
  - Balloons are NOT allowed.
  - Candidates may bring corkboards, easels, or other surfaces on which they can post campaign materials INSIDE their booth area. Please DO NOT place anything in the aisles.
2. A limited number of easels are available for candidates' use BY REQUEST ONLY. Limit one easel per candidate.
3. Lightweight items may be hung on the Campaign Booth Curtains with S hooks--these items must have grommets to use S hooks. A limited number of S hooks may be requested onsite. To avoid damage fees, please be careful NOT to damage the curtains when hanging items.
4. Due to rigid union regulations and fire codes, **candidates are prohibited from using electrical outlets in their booth spaces.**
- It is acceptable to use a battery-operated laptop and/or cell phone in your booth.
  - It is acceptable for battery-operated devices to be used as part of the campaign costume, if it does not create excessive noise.
5. Booth spaces will be assigned alphabetically by last name within offices sought (i.e., all presidential candidate booths will be in the same section. A presidential candidate whose last name begins with "A" would be assigned the first space in the row of presidential candidate booths, and so forth.). In previous years, candidates have been successful regardless of their booth location.
6. Candidates and their campaign teams must respect the booth spaces of other candidates. Do **not** campaign in front of other candidates' booths.
7. **Candidates and/or their representatives may NOT give away any item, including but not limited to information pieces, pens, bookmarks, stickers, stamps, business cards, t-shirts, food/beverages, any form of "door prizes," etc. This is to keep campaign costs to a minimum.**
8. To avoid overcrowding, candidates and campaign team members are not allowed to campaign at the entrances to the exhibit hall.
9. Candidates should avoid any activity in their booths that could cause traffic flow issues or be too distracting. For example, sponsoring a "Photo Booth" is not allowed. However, having a map/poster for attendees to write or draw on is acceptable. Remember, the primary goal of your booth is for voting delegates to get to know you as a candidate.
10. **T-shirts and/or campaign costumes worn by the candidate and/or campaign workers are acceptable, but NOT required.**
- **No more than 20 campaign workers may wear campaign costumes.** This includes campaign buttons, decals, t-shirts, hats, etc.
  - Campaign team members may wear their costumes throughout Catalyst. Regional Coordinators and chapter advisors should refrain from wearing any campaign costumes.
11. Candidates are responsible for removing decorations and materials from their campaign tables and for cleaning their assigned table spaces.



- All candidates' booth spaces must be cleared on Saturday, April 6, by a time set by HQ.
- Any materials provided by Phi Theta Kappa MUST remain at the booth.

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## CANDIDATE CAUCUSES

### **PRIOR TO PTK CATALYST**

- All candidates will be interviewed for the first Candidate Caucus via videoconference in February 2024. The tentative dates for the Zoom recordings are **February 13-15**. In early February, candidate applicants will be sent an online form to sign up for a 15-30 minute block of time.
- The Caucus Interview will be recorded and posted on the Phi Theta Kappa International Officer Campaign Website prior to the Preliminary Election.
- The Caucus Interview will be recorded live. No do-overs unless there are technical difficulties.
- The interview timeframe for each candidate will be determined by the total number of candidates seeking International Office in 2024. Most likely, each candidate interview will be approximately 2-4 minutes.
- Questions will be posed to each candidate by a Phi Theta Kappa-appointed moderator. Headquarters Staff and the moderator will determine questions.
- Questions will NOT be revealed to candidates prior to the Caucus. There are no right-or-wrong answers to these questions. They are designed to get to know you as a person/candidate. Just be yourself and answer questions honestly and professionally.
- Candidates should dress for the Caucus in attire appropriate for a formal job interview. Don't forget your Golden Key membership pin.
- Candidates will also be recorded delivering their Honors Study Topic Speech during this online session in February 2024.

### **DURING PTK CATALYST**

- The 10 Candidate Finalists will participate in a brief conversational interview with Dr. Lynn Tincher-Ladner, Phi Theta Kappa's President/CEO, during a General Session on Saturday, April 6. Final instructions will be provided to the Candidate Finalists.
- A list of possible questions may be shared prior to the Caucus. There are no right-or-wrong answers to these questions. They are designed to get to know you as a person/candidate. Just be yourself and answer questions honestly and professionally.
- Candidate Finalists are not allowed to have props or notes during the Caucus.
- Candidate Finalists should dress in attire appropriate for a formal job interview. Don't forget your Golden Key membership pin.

## HONORS STUDY TOPIC SPEECHES

### PRIOR TO PTK CATALYST

1. **ALL** candidates will prepare and present a **90-second, research-based speech** addressing the 2024/2025 Honors Study Topic, **The Power of Stories**. The speeches must address this specific prompt:

**In what ways do messages shared through fables, folklore, and fairytales influence and reflect culture?**

The 2024/2025 Honors Program Guide will be released in January 2024. HQ will share it with potential candidate applicants as soon as possible.

**TIP!** Here's a short video on how to quote sources in your speech: <https://www.youtube.com/watch?v=eP0bfnRIJvY&t=10s>

2. The Candidate Speeches will be recorded live during the same February videoconference where the Caucus Interview is recorded. Do-overs are only allowed if there are technical difficulties.

3. This speech **MUST NOT** be presented as a “campaign speech.” When preparing their Honors Study Topic speeches, candidates should refer to the [Speech Rubrics](#) and this [Fact Sheet](#). The rubrics will be posted on the Convention website and shared with all Voting Delegates.

4. It is expected the content of the speech will be the work of the candidate. However, candidates are strongly encouraged to seek assistance from fellow members, advisors, and instructors in preparing for the Honors Study Topic speech.

5. **At least three academic, peer-reviewed sources** must be used in researching/writing the speech. **Use APA format for citations/bibliography.**

**TIP:** Consult your librarian to help find academic sources and/or complete PTK's [Research Edge](#) online course to learn more about how to find and use academic sources.

6. Candidates must submit with their Candidate Application their final **written draft** of their Honors Study Topic speech and bibliography **by the application deadline, 5pm CST on Monday, February 5, 2024. HQ Staff will provide feedback to ensure the speech meets expectations.**

7. All Honors Study Topic speeches are limited to 90 seconds and will be strictly timed; time begins with the candidate's first utterance. After one minute, a candidate will be given a signal that only 30 seconds remain.

**TIP:** Practicing your HQ-approved speech repeatedly will help ensure you can deliver it within the 90-second timeframe. The general rule for speech giving is 100 to 200 words per minute. Yet your delivery could take more or less time depending on the text. **Practice, practice, practice!**

8. Props that a candidate can easily hold up while delivering their speech are allowed. However, additional audio/visual aids such as PowerPoint, videos, or sound effects are prohibited.

## DURING PTK CATALYST

1. The 20 Candidate Semifinalists will prepare and present another 90-second, research-based speech on the 2024/2025 Honors Study Topic, The Power of Stories. The specific speech topic will be sent to the Semifinalists after the Preliminary Election on March 6, 2024.
2. This second speech MUST NOT be presented as a “campaign speech.” When preparing their Honors Study Topic speeches, candidates should refer to the **2024/2025 Honors Program Guide** and the [Speech Rubrics](#).
3. It is expected the content of this second speech will be the work of the candidate. However, candidates are strongly encouraged to seek assistance from fellow members, advisors, and instructors in preparing for the Honors Study Topic speech.
4. **At least three academic, peer-reviewed sources** must be used in researching/writing the speech. **Use APA format for citations/bibliography.**
5. **Candidate Semifinalists must submit a final draft of their second Honors Study Topic speech with the bibliography to Dr. Samantha Levy by email (Microsoft Word OR a PDF attachment) to [samantha.levy@ptk.org](mailto:samantha.levy@ptk.org) by Wednesday, March 20, 2024.** HQ Staff will provide feedback to ensure the speech meets expectations.
6. The Semifinalists will deliver their HQ-approved speeches during a General Session at PTK Catalyst.
7. All Honors Study Topic speeches are limited to 90 seconds and will be strictly timed; time begins with the candidate’s first utterance. After one minute, a candidate will be given a signal that only 30 seconds remain.
8. Props that a candidate may easily hold are allowed; however, additional audio/visual aids such as PowerPoint, videos, or sound effects are prohibited.

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## ELECTION PROCESS

### GENERAL RULES

1. Only active members may serve as a chapter’s voting delegate. ***Neither alumni members nor chapter advisors may serve as a voting delegate for the chapter.***
2. All voting delegates may vote in all five races (one International President and four Divisional Vice Presidents), no matter what Division they reside in.
3. Chapter voting delegates reported to Headquarters will receive a voting link and password by email from Headquarters to access online voting during designated polling times.
4. The polling process for all International Officer Elections is monitored by at least one non-partisan Society constituent (e.g., an alumnus) AND at least one person who is NOT affiliated with Phi Theta Kappa.

## **PRELIMINARY ELECTION**

1. **One voting delegate will be appointed to represent *each chapter in good standing* in Phi Theta Kappa.** The chapter's advisor will report the voting delegate to Headquarters using an online form provided by Headquarters.
2. The Preliminary Election will narrow each race to the top 4 Semifinalists. These 20 Semifinalists will proceed to PTK Catalyst.

## **ELECTIONS DURING PTK CATALYST**

1. **Only chapters registered for PTK Catalyst 2024 may appoint an active member who is attending PTK Catalyst as their voting delegate to vote in the International Officer Elections held during PTK Catalyst.** The chapter advisor will report the voting delegate using an online form provided by Headquarters.
2. A Candidate Semifinalist may serve as a chapter voting delegate IF the candidate is the ONLY member representative of their chapter participating in PTK Catalyst.
3. All voting will take place online following the same procedures outlined above.

## **TENTATIVE POLLING SCHEDULE**

- **Preliminary Election**  
**March 6, 2024 | 8:00 am – 8:00 pm Central Standard Time**  
This election will narrow races to Top 4 Semifinalists in each of the five International Officer positions.
- **Semifinalists Election**  
**Friday, April 5, 2024 (Time TBD)**  
This election will narrow the top 20 Semifinalists to the top 2 per race for a total of 10 Candidate Finalists.
- **Final Election**  
**Saturday, April 6, 2024 (Time TBD)**  
The Final Election determines the 2024-25 International Officers.

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The **Candidate Application forms** are found in the online application at <https://research2.ptk.org/index.php/999145?lang=en>

### **Candidate Application Forms To Be Completed Online**

Candidate Information Form  
Campaign Manager Information Form  
Candidate Profile Form  
Candidate Future Plans Form

**Supplemental Candidate Materials**  
**(to be uploaded to online application)**

Statement of Support (*signed by College President and Chapter Advisor*)  
Two Letters of Recommendation (*PTK individual and non-PTK individual*)  
Candidate Information Piece Final Draft  
Honors Study Topic Speech  
Unofficial Transcript  
Candidate Official Photo  
Candidate's Additional "Candid" Photos  
Candidate Introductory Questionnaire  
  
Final Submission Page

*Phi Theta Kappa is committed to the elimination of unlawful discrimination in connection with all employment relationships, business operations, and programs. Discrimination based on gender, family or marital status, race, color, national origin, military or veteran status, economic status, ethnic background, sexual orientation, gender identity, transgender status, genetic information or history, age, disability, political affiliation, and cultural and religious backgrounds is prohibited.*

*Membership eligibility is determined by the local chapter in accordance with membership criteria established by the Phi Theta Kappa Constitution and Bylaws.*