

PHI THETA KAPPA CHARTERING CEREMONY GUIDELINES

One of the most important and significant elements of the chartering process is preparing for and coordinating the chartering ceremony. The ceremony should reflect the seriousness of a formal event and provide an opportunity for all members of the college community to join together in a celebration of academic excellence. Below is an outline of the typical chartering ceremony.

1. Greeting and seating of guests by ushers. Ushers may be members of the executive committee, candidates for induction, faculty, or leaders of student organizations.
2. Processional and seating of candidates for induction. Candidates, carrying unlighted candles (preferably blue) are led into the room by a faculty member or chapter advisor carrying a lighted candle (preferably gold). Candidates are seated in a special section near the induction table. The induction table is usually situated in front of the head table. On the induction table are the candle holder, Chapter Charter, charter plaque, a sign of the Phi Theta Kappa Key, and a white rose (optional).
3. Processional of special guests and participants conducting the chartering ceremony. Members of the executive committee, guest speakers and chapter advisors having a part on the programs should be seated at the head table.
4. Welcome and introduction of special guests extended by master of ceremonies. Master of ceremonies may be the chairman of the executive committee, chapter advisor, college president or an individual selected by the chapter advisor.
5. Guest speaker presentation.
6. Headquarters Representative will make a brief speech on the purpose of Phi Theta Kappa (a mini orientation for audience members). Following the speech the representative will present the college president with the official charter and appreciation plaque for the chapter.
7. Induction begins.

Before the date of the chartering ceremony the chapter advisor will receive:

**Official charter and commemorative plaque
Gold diploma seals for each member
Registrar's official rubber stamp
Podium sign with Phi Theta Kappa Key**

For questions regarding the chartering ceremony, please contact your Key Services Consultant.

INDUCTION CEREMONY SCRIPT

_____ CHAPTER

PHI THETA KAPPA

_____, 20__

PROCESSIONAL

1. The processional will be led by _____, Advisor of _____ Chapter. _____, President, will be followed in alphabetical order by the chapter officers and guest speakers.

Phi Theta Kappa inductees will follow the stage guests in and be seated on the front row of the auditorium.

CHARTERING CEREMONY

1. _____ will begin the ceremony by saying a few words of welcome and introduce the presenters and speakers.
2. _____ will give greetings to the honored guests and inductees.
3. _____ will introduce the evening's speaker _____.
4. _____ (Guest speaker) will address the inductees and guests.
5. _____ (Headquarters Representative) will speak concerning the purpose of Phi Theta Kappa.
6. _____ (Headquarters Representative) will present the charter(s) to _____ (President). NOTE: The President should place the charter(s) on the induction table before being seated to allow inductees to sign the charter later in the ceremony.
7. _____ (Headquarters Representative) will present a commemorative plaque to _____ (President).
8. _____, _____, _____,

_____, will move next to the induction table to conduct the induction ceremony.

INDUCTION CEREMONY

Notes: The induction ceremony script may be followed precisely or adapted by the chapter. The script includes representative components of the Society's longstanding traditions.

1. _____ will proceed to the podium and make the following statement:

"I am pleased to present these candidates for membership in our Society. These students have fulfilled all requirements for membership and have been selected because they have chosen Scholarship, Leadership, Service and Fellowship as their Hallmarks. I recommend them for acceptance into the _____ Chapter of Phi Theta Kappa Honor Society."

2. _____ will proceed to the podium and make the following statement:

"You are about to be inducted into a scholarly fellowship which embraces community colleges not only of your own state but of the nation and the world. This fellowship is Phi Theta Kappa and your chapter is _____. After induction, you will find among the members an atmosphere of scholarship, to which you must give of yourself in order that the organization may be meaningful to you."

Select and read a meaningful quotation of the chapter's choosing. Recommended topics include scholarship and servant leadership.

3. _____ will come forth and pick up the large candle from the induction table and come forward to the podium and make the following statement:

"I have in my hand a torch, symbolic of knowledge, which is the servant of wisdom which dwells with prudence and leads in the way of righteousness in the midst of the paths of judgment."

4. _____ will approach the podium and make the following statement:

"I have the white rose typifying purity and beauty of light, with its white buds signifying new intellectual association."

5. _____ will approach the podium and make the following statement:

"I hold before you the emblem of Phi Theta Kappa. (Use the sign provided by Headquarters.) It consists of a gold slab, keyed at the top and bottom. The golden field, like the escutcheon of our coat of arms, refers to the golden opportunities that abound on every hand for society folk to evidence their culture and perform good works. Since gold is the most noble of metals, it shall have a further significance to our Society, for it shall represent that nobility attained by those who achieve intellectual leadership."

Across the slab you will observe a black band. It represents the three ideals which band us together, and the cultural self control which is the necessary foundation for true wisdom, aspiration and purity.

Shining through the black enamel background are the three Greek letters which are the initials of those three mystic Greek words meaning wisdom, aspiration and purity.

Behind the band is a wreath, on the one side composed of oak leaves and on the other laurel. The oak leaves stand for stability and strength of character, as symbolized by the sturdy oak. The graceful, curling leaves of the laurel signify achievement and success, all attributes for membership in our Society.

Above the band is the representation of the head of Athena, a symbol of learning; in the base appears the Greek letters meaning Light, the Light of Knowledge, and Learning, the common ideal for members of Phi Theta Kappa.

This badge stands as a symbol for the high idealism of our organization and membership in our select group.

You have studied the constitution of our organization, the purpose of which is to foster a spirit of devotion to study and to scholarly ideals among its members whose principles are embodied in the Greek letters which stand for Phronimon, Thuemos, Katharotes (Wisdom, Aspiration, and Purity)."

(Inductees are motioned to stand.)

"Now that the standard and ideals of this organization have been fully revealed to you, you come to complete the pledge which admits you into complete fellowship...."

Please repeat after me:

"I _____ (state your name) do solemnly promise on this _____ day of _____, 20__, to uphold the standards of Phi Theta Kappa and to keep this object and aim in my mind, and I pledge to support my fellow members and promise to aid them in all worthy endeavors.

6. _____ will then say:

"_____ will call out each inductees name. When your name is announced, please come to the induction table, sign the roster, and light your candle."

7. _____ will call out each student's name and major. Each member will come forward as his/her name is announced, sign the chapter charter and light their blue candle from the primary candle on the induction table.

8. _____ will congratulate each inductee and present each with a white rose.(rose optional)

When this is done, all members will return to their seats with all their candles lit. (Candles will remain lit throughout the Recessional)

11. _____ will approach the podium and make the following statement:

"It is my pleasure to welcome you into the Phi Theta Kappa Honor Society and the lively fellowship of scholars it affords. I salute you for your accomplishment; I charge you to explore always the truth and to dedicate yourselves to the cultivation of the well-reasoned life, a prelude to service and honor."

INSTALLATION OF CHAPTER OFFICERS

1. _____ will approach the podium. The officers to be installed will stand in a semi-circle, facing the podium.

2. _____ will say:

"Before you assume your obligations as officers of the _____ Chapter, you shall renew your pledge of membership in Phi Theta Kappa. Repeat after me:

I, _____, (state your name), do solemnly promise to uphold the standards of Phi Theta Kappa and to maintain by honest and independent endeavor the ideals of scholarship for which this organization stands."

3. _____ will say:

"You are charged with the responsibility of learning the duties of your office and executing those duties to the best of our ability. Repeat after me:" I, _____, (state your name), do solemnly promise to fulfill to the best of my ability my duties as an officer of _____ Chapter of Phi Theta Kappa."

4. _____ will say:

"You are duly recognized as the executive officers of the _____ Chapter of Phi Theta Kappa. We pledge the support of the members of this chapter to you."

RECESSIONAL

The recessional will be led by _____, followed by students just inducted into the _____ Chapter and finally the platform party.