

## **Phi Theta Kappa Event Description Form** (3 Apr. 2008)

The purpose of this form is for you to report a Phi Theta Kappa event right after the event, so that the chapter can easily write the end-of-year “Hallmarks” reports—on “Scholarship,” “Service,” and “Leadership”—even if you are no longer at the school. This is just a rough draft. The officers in charge of the end-of-year Hallmarks will write the final, polished drafts. Please fill out the following, below. For major events—e.g., conferences—each attendee or activity leader may need to write a separate form.

**1. Name(s) and Position(s) of Those in Charge?**

**2. Your Name and Position** (if different from #1)?

**3. Event Name & 1-Sent. Description?**

**4. Event Date** (month, date, year)?

**5. Costs & Items/Foods Needed/Used?**

**6. How/Where Publicized?**

**7. How did this event develop “Scholarship”?**

**8. How did it provide “Service” to others?**

**9. How did it teach “Leadership” responsibility?**

**10. Names of Society Members Involved?** (If there are more than a few, write “see reverse” and write names on the back side. If you don’t have names of all the members—or there were more than a few—then write, below, the total number of Phi Theta Kappa members, including yourself, who were involved.)

**11. Other People/Clubs Involved & Numbers of People Directly and Indirectly Affected:** (Please DO give specific or estimated numbers of other people directly and indirectly affected, and how.)

**People/Clubs Involved?**

**Number of People Directly Affected?**

**How are they directly affected?**

**Number of Additional People Indirectly Affected?**

**How are they indirectly affected?**

**12. Main Activity:**

**When** (dates and approximate times, am or pm)?

**Where** (what building at school; if off campus, what city and state)?

**What happened and how did it go?** (Write something new—different from the above—in several sentences. For example, what made the event special, unusual, unique, or especially enjoyed/useful?)