Phi Theta Kappa

Record Book

Your Name

Semester/year-Semester/year

Contact Info

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\*\*\*Complete one page per activity/community service event/committee meeting\*\*\*\*

**MEMBERSHIP CHECKLIST**

**\_\_\_** 6 meetings

**\_\_\_** 3 committee hours/meetings

**\_\_\_** 3 club hours/activity

**\_\_\_** 3 community service hours

ADDITIONAL

\_\_\_\_\_ membership fee paid

\_\_\_\_\_membership application completed

\_\_\_\_\_ 3.5 GPA or higher

\_\_\_\_\_ total of at least 12 units completed

Advisor Signature \_\_\_\_\_\_\_\_\_\_\_\_

Advisor Signature \_\_\_\_\_\_\_\_\_\_\_\_

PTK President Signature\_\_\_\_\_\_\_\_\_\_\_\_

MY BIO

I am \_\_\_\_\_\_\_.

I have attended MJC for \_\_\_\_\_ years/semesters

My major is \_\_\_\_\_\_\_.

My goals for the future/ my future career is/are\_\_\_\_\_\_\_\_\_.

I chose my career because\_\_\_\_\_\_\_\_.

I joined PTK because\_\_\_\_\_\_.

OFFICER POSITION

I am currently the \_\_\_\_\_\_\_\_\_\_.

My duties consists of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**(Type up 1 paragraph of your duties, 5-10 sentences, 12-point font, Times New Roman)**

CLUB MEETINGS ATTENDED

|  |  |
| --- | --- |
| Meeting Date | PTK Officer/Advisor Signature |
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|  |  |
|  |  |

\*I (officer/advisor name) confirm that \_\_\_\_\_\_\_\_\_ has attended the meetings listed above and has completed the 6 meeting requirement for PTK club membership.

COMMITTEE MEETINGS

Committee meeting title\_\_\_\_\_\_\_\_

date\_\_\_\_\_\_\_\_ time\_\_\_\_\_\_\_\_\_\_\_ total hours \_\_\_\_\_\_

Officer in attendance\_\_\_\_\_\_\_\_\_\_\_\_

Meeting organized by \_\_\_\_\_\_\_\_\_

What have you planned out and learned from this event? (**type up one paragraph, 12 point font, Times New Roman, 5-10 sentences**) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Officer/Advisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*I (officer/advisor name) confirm that \_\_\_\_\_\_\_\_\_ has attended the meeting listed above.

**(3 committee hours have to be completed for membership)**

CLUB ACTIVITIES ATTENDED

Activity title\_\_\_\_\_\_\_\_

date\_\_\_\_\_\_\_\_ time\_\_\_\_\_\_\_\_\_\_\_ total hours \_\_\_\_\_\_

Officer in attendance\_\_\_\_\_\_\_\_\_\_\_\_

Meeting organized by \_\_\_\_\_\_\_\_\_

What have you planned out and learned from this event? (**type up one paragraph, 12 point font, Times New Roman, 5-10 sentences**) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Officer/Advisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*I (officer/advisor name) confirm that \_\_\_\_\_\_\_\_\_ has attended the activity listed above.

**(3 club activity hours have to be completed for membership)**

COMMUNITY SERVICE

Activity title\_\_\_\_\_\_\_\_

date\_\_\_\_\_\_\_\_ time\_\_\_\_\_\_\_\_\_\_\_ total hours worked \_\_\_\_\_\_

Officer in attendance\_\_\_\_\_\_\_\_\_\_\_\_

Meeting organized by \_\_\_\_\_\_\_\_\_

What were your duties at this event and what did you learn? (**type up one paragraph, 12 point font, Times New Roman, 5-10 sentences**) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IF OFFICER/ADVISOR WAS IN ATTENDANCE PLEASE COMPLETE BELOW PORTION.

Officer/Advisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*I (officer/advisor name) confirm that \_\_\_\_\_\_\_\_\_ has attended the activity listed above.

**(3 community service hours have to be completed for membership)**

**PRINT OUT ALL RECORD BOOK PAGES AND PLACE INSIDE A 3-RING BINDER. THIS MUST BE TURNED IN AT THE END OF THE SEMESTER TO YOUR ADVISOR.**

**\*\*\*IF YOU ARE A CONTINUING MEMBER, NOTIFY YOUR ADVISOR AND CONTINUE TO ADD INFORMATION INTO THE RECORD BOOK UNTIL YOUR LAST SEMESTER IN Phi Theta Kappa.**

**\*\*\*This binder must be turned in 6 weeks prior to graduation.**