

PRESIDENTIAL HONORS SOCIETY

Spring 2010 Membership Guide



PHS Website: <http://ualbanyphs.org/index.php>

Co-President: Kelly Jamison – kj235657@albany.edu

Co-President: Amanda Menneto – am169321@albany.edu

Vice President: Kate Bennett – kb187523@albany.edu

Secretary: Caroline Boisclair – cb789336@albany.edu

Treasurer: Katie Schubmehl – ks127859@albany.edu

The Presidential Honors Society was founded in 1991 by Kevin McIntyre and Brian Kerr, both juniors at the University at Albany, with the support of Professor Sung Bok Kim, past Dean of Undergraduate Studies. PHS was founded as an opportunity to assemble the best and brightest students at the University. As such, even today the Society's central goal remains the same—community service on campus and within the Albany area. Simultaneously, PHS furthers the academic excellence of its members by providing opportunities for the students to thrive within the academic community on campus. PHS is widely recognized as the largest and most prestigious honor society and community service organization on campus. The majority of our members hold active roles in other campus organizations and distinguish themselves academically through internships, awards and/or research and are regularly featured in UAlbany print and internet publications as outstanding students and members of the campus community.

Member Requirements

1. New Members: Join Listserv to receive PHS e-mails

To add yourself to the PHS listserv send a blank email to: phs-subscribe-request@listserv.albany.edu.

Returning Members: renew subscription to listserv

2. New Members: Activate membership on website : <http://ualbanyphs.org/join.php>

On the "New Member Activation" page please "log-in" with your UAlbany net-id, and your last name as your password. Once activated you will change your password, and update your member profile. If you have trouble activating your membership please contact a member of the E-board or the webmaster.

You only have to activate your membership once. From then on you can log-in to view your PHS records (service hours completed, dues paid, meetings attended), submit hours for approval by PHS, and even search for PHS members and alumni. (This is only done once throughout membership)

3. All Members: Pay dues: \$10 by 2/26 (refer to section on dues for more information)

4. All Members: Complete 15 hours of community service (refer to section on service for more information)

Dues: \$10 per semester

What dues go towards: Dues are the major source of income for our organization as we do not receive funding from the Student Association. The money is used for projects that PHS organizes, meetings, workshops, and administrative supplies. In addition, we provide each new dues paying member with a PHS t-shirt to wear upon completion of service hours.

Due Date: February 26, 2010

February 27, 2010 – dues increased to \$15

March 26, 2010 – dues increased to \$20

**Can pay at meetings or to the secretary in LC 31 Monday-Friday between 9:00-5:00.

Community Service: 15 hours per semester

Will be informed of PHS service opportunities through:

1. E-mails
2. Meetings
3. Bulletin board in PHS office (LC 31)

**If interested in volunteering in a project please e-mail the listed contact. If unsure who to contact please e-mail one of the E-board members and we will help you.

**May complete hours through outside organization or another group (club, fraternity, etc.), but please list a contact when submitting hours.

** May complete up to half of the hours (7.5) throughout prior break.

**Members will receive a PHS t-shirt after completing 5 hours and paying dues. This can be picked up during E-board's office hours.

Steps for Submitting Hours:

1. Access PHS website at: <http://ualbanyphs.org/index.php>
2. New members must activate account if they haven't already done so
3. Log into account: option found under 'Members Area' on the left menu
4. Select 'Submit Hours' under the Members Area on the left menu
5. Select a listed project or choose "Not Listed/Other Project" for outside projects
6. Provide the project information AND a project description

**A project description is required for approval of hours (even with a listed project).

**Hours received at meetings will be entered by members of the Executive Board.

Project Coordinators

(Opportunity for further involvement)

A Project Coordinator is responsible for planning and operating all aspects of a volunteer project.

**Can create a new service project or be provided with one.

**All projects must be approved by a member of E-board, even if the project has been done in the past.

**Required 15 community service hours will be waived when one becomes a Project Coordinator.

**If interested please contact Kate Bennett at kb187523@albany.edu.

PHS Meetings: Dates Tentative, Location TBD

Meeting Dates Spring 2010:

1/26 (Tuesday)

2/24 (Wednesday) – starts promptly at 7:15

3/25 (Thursday) – starts promptly at 7:15

4/19 (Monday) – starts promptly at 7:15

Meeting agenda: At meetings a list of projects will be distributed. In addition, we will have guest speakers that might talk about their organization and their need for volunteers, or they might speak on a topic that is of interest to members (ex: Career Services). If there is anyone you would like to see speak at a PHS meeting contact the President to suggest a speaker.

** PHS Meetings are not mandatory, but if a member attends 3 meetings their service requirement will be reduced to 12 hours for the semester.

** There will be opportunities to receive hours at meetings by participating in project or donating requested items. This is an incentive for members to attend and credit cannot be given after meetings or with partial attendance.

Spring 2010 Social Events: Dates and Details TBD

Bowling trip 2/10 (Wednesday), Playdium Bowling Center

Dinner Night (March)

Kickball game (Spring)

PHS Formal: 4/28 (Wednesday), Campus Center Ballroom, 7:00

➔ Top volunteers will be awarded gifts

Australia Honors Trip (May)

**Attendance at social events is not required, but some will include hour opportunities.

Noncompliance

CONSEQUENCES WILL ARISE IF MEMBERS FAIL TO COMPLETE HOURS AND/OR PAY DUES

1st semester: PROBATION → Must complete unfinished hours during following semester, an additional 5 probation hours, and the required 15 for that semester.

Example:

Fall 2009: 15 required hours

Fall 2009 Completed: 11 hours (4 incomplete hours)

Spring 2010: 15 required hours + 4 incomplete hours (Fall 2009) + 5 probation hours = 26 hours

2nd semester: REMOVAL FROM PHS

**If hours for the year are incomplete and/or dues not paid graduating members will not receive cords.

**Members are exempt from consequences if enrolled in program abroad. Documentation is required and exemption ends with return to the country.

**ANY QUESTIONS CAN BE ANSWERED BY PHS OFFICERS VIA E-MAIL OR
AT THEIR OFFICE HOURS (LC 31).**

OFFICE HOURS

Monday: 11:30-12:30 (Secretary: Caroline, Co-President: Amanda)

2:30-3:30 (Vice President: Kate)

Wednesday: 3:00-4:00 (Treasurer: Katie)

Thursday: 3:00-4:00 (Co-President: Kelly)