

# THE OHIO REGION



# HANDBOOK

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## **THE OHIO REGION**



## **PHI THETA KAPPA**

Here is the Ohio Region Handbook, 2007-2008. It is designed to help chapters, officers, and advisors learn about the region and some of its procedures. Other information, current updates, and some of the forms needed to complete various stages of chapter growth are contained on the Ohio Region web site:

<http://www.ohioptk.org>.

The data is as current as was available at the time of printing, based on input from chapters. If there are inaccuracies, please let the regional coordinator and/or president know. This handbook, along with information found on the Ohio Region and International Web sites, should provide you with the information you need to conduct a very successful chapter.

A current, up-to-date Regional Directory is posted and maintained on the Region web page.

The information contained in this handbook is confidential and to be used only for regional and chapter purposes. It is not to be released or shared with non-Phi Theta Kappans for any reason.

Have a great year, enjoy life, pursue happiness through scholarship and service, and remember, give everyone a BIG BUCKEYE PHI THETA KAPPA HUG!

Cindy L. Carbone

Regional Coordinator

## THE OHIO REGION



Being a member of Phi Theta Kappa, International Honor Society is a privilege and honor. As members of this society, members are expected to act like Phi Theta Kappans, and to always remember they represent the only recognized honor society for two year college students, as well as their college, chapter and themselves. Phi Theta Kappa does not condone or tolerate the use of controlled substances or alcoholic beverages at any Phi Theta Kappan event. In the case of the Ohio Region, your regional officers sign an honor code, adopted by International that outlines the behavior expected of them while in office.

In today's society, however, new members often ask, what does it mean to be a Phi Theta Kappan? Here are some ideas we believe may address that issue.

As a Phi Theta Kappan, I will

1. Encourage the spirit of the hallmarks.
2. Support the service and leadership efforts of both my chapter, the Ohio Region and International.
3. Always remember that I represent this society, my college and chapter, and most importantly
4. Respect my fellow Phi Theta Kappans.
5. Be tolerant of other's differences, and respect their right to have opinions different than my own.
6. Embrace the rights of others to have and exercise their freedom of speech, regarding their own beliefs, lifestyles, and dress.

**Phi Theta Kappa Mission Statement:** "The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence."

## HISTORY OF THE OHIO REGION

The Ohio Region was formed in 1987 following two years of planning and organizational efforts. In 1985 Rod Risley, newly named Executive Director of Phi Theta Kappa International Honor Society, asked Dr. Mary Navarro to work with him to form a region in Ohio. At the time, there were sixteen chapters in the state. Dr. Navarro, with long and extensive experience in Phi Theta Kappa at Sinclair Community College in Dayton, agreed to work to build a region and bring the sixteen chapters together as an organization.

During the first year of this planning cycle, the first annual meeting was held at Central Ohio Technical College, and Alpha Theta Sigma of Shawnee State Community College served as host for the event. In 1986, the second annual meeting was held at Lorain County Community College, and the host chapter was Phi Pi from that college. Billy Wilson from Headquarters attended and conducted workshops helping student members, advisors, and alumnae to work through the criteria to meet the requirements for establishing a Phi Theta Kappa Region. The annual meeting worked to write a constitution and by-laws for the proposed region.

In the fall of 1987 Alpha Lambda Eta of Edison State Community College in Piqua hosted the first Regional Convention. The new constitution and by-laws were presented, and officers were elected. Donations from several chapters established the first regional treasury. The region was active from the start, adding new chapters on a regular basis, but the treasury's growth was slow and in 1990 the region voted to increase region dues to assist in the work of the Ohio Region of Phi Theta Kappa.

In these early years, few advisors expressed an interest either in serving on a regional advisory council or attending regional meetings. Consequently, the officers restructured the executive board of the region. The region was divided into six districts, each representing a fairly equal number of chapters. Each district then nominated one student district representative to serve that district on the executive board. The idea was to strengthen and support the chapters in the region by giving each district an equal voice in the region's policies and actions and to offer new student leadership opportunities. The district representatives, like regional officers, were elected at the regional convention each year, serving a one-year term of office.

Several years after the region was formed, Ohio initiated its first Leadership Conference. Alpha Nu Lambda, at Clark State Community College in Springfield, hosted the first Leadership Conference with support from International Headquarters. Ohio altered its annual calendar, holding a leadership conference in the fall and the regional convention in the spring. When International Headquarters restructured its annual convention awards, they gave each region three Honors Institute Scholarships. Under the leadership of the Ohio President, Tim McIntire, the region's executive committee met in Springfield, with Alpha Nu Lambda serving as host for the event, and revised the regions' awards system. The region now established three meetings a year, with Leadership in the fall, an Honors Institute in winter, and the regional convention in

spring. Host chapters for each event would receive one of the three Honors Institute Scholarships provided by International Headquarters.

During this formative period Dr. Navarro, with the assistance of Mike Watson from Headquarters, began pursuing and establishing transfer scholarships for Phi Theta Kappans to four year institutions. These efforts paid off quickly as transfer scholarships were offered by Bowling Green State University, the University of Dayton, Wittenberg University, Xavier University, and the University of Toledo. (A more complete, current list can be found on the Web site.)

In 1995 the Ohio and Indiana Regions became sister regions and agreed to support mutual goals and efforts of each region. This includes fundraising activities, international election campaigns, visits between regions, and sharing experiences and expertise.

In 1995 Dr. Navarro announced she was going to step down as Regional Coordinator and following a search by Headquarters via the Region, Dr. John C. Kesler from Lakeland Community College was selected as the Interim Coordinator. In 1996 following his year as Interim Coordinator, Phi Theta Kappa Headquarters confirmed his selection as Coordinator for the Ohio Region. In 2003 Dr. Kesler announced his resignation as Regional Coordinator and Cindy Carbone from Washington State Community College was appointed Regional Coordinator. Ms. Carbone currently is the Dean of Arts and Sciences at Edison Community College.

In 1996-97 the Ohio Region introduced the All Ohio Academic Team program in the Region. Under the leadership of the Region's Presidential Ambassador, Dr. Ralph Doty of Lakeland Community College, the Ohio Region in partnership with the OACC – Ohio Association of Community Colleges - hosted its first All Ohio Academic Team event where \$15,000 in scholarships was presented to Ohio's best and brightest college students.

In 1998, following a year and a half study, the Ohio Region restructured its by-laws and calendar to bring it closer to the International calendar. The calendar for region events changed as did part of the awards system. In 1998 at the international convention in Nashville, the Ohio Region was presented with the Milestone Award signifying recognition for its programming and activity. In 2004 at the international convention in Dallas, TX, the Ohio Region was presented with its second milestone award. In 2008 at the International Convention in Philadelphia, the Ohio Region Officer Team was recognized as the Most Distinguished Officer Team.

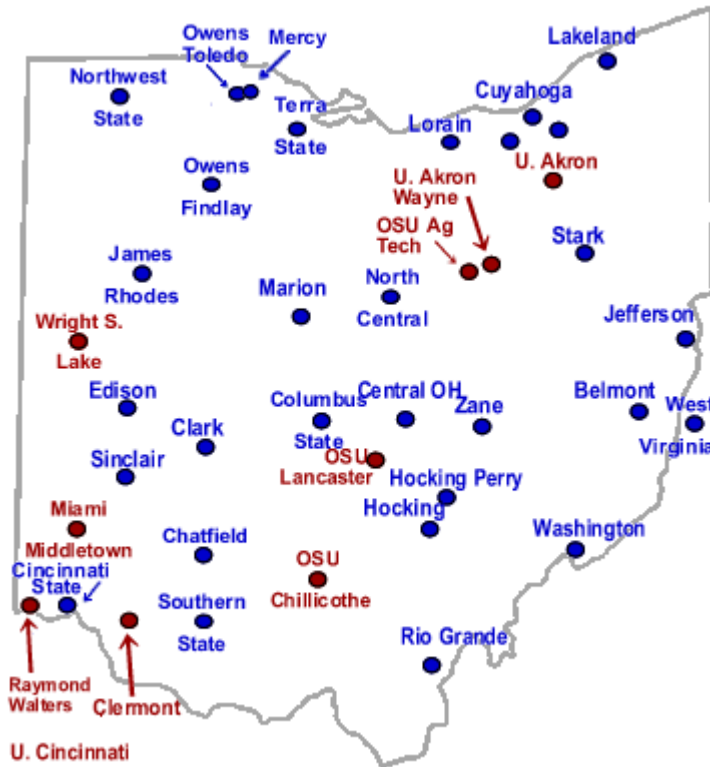
In 2005-06 the region evaluated the district alignment and voted to re-align the district boundaries to better reflect chapter distribution and geographic travel for the district representatives.

In 2007 the Ohio Region celebrated its 20<sup>th</sup> Anniversary at the Ohio Region Convention, held at Edison Community College – the site of the first convention held in the region.

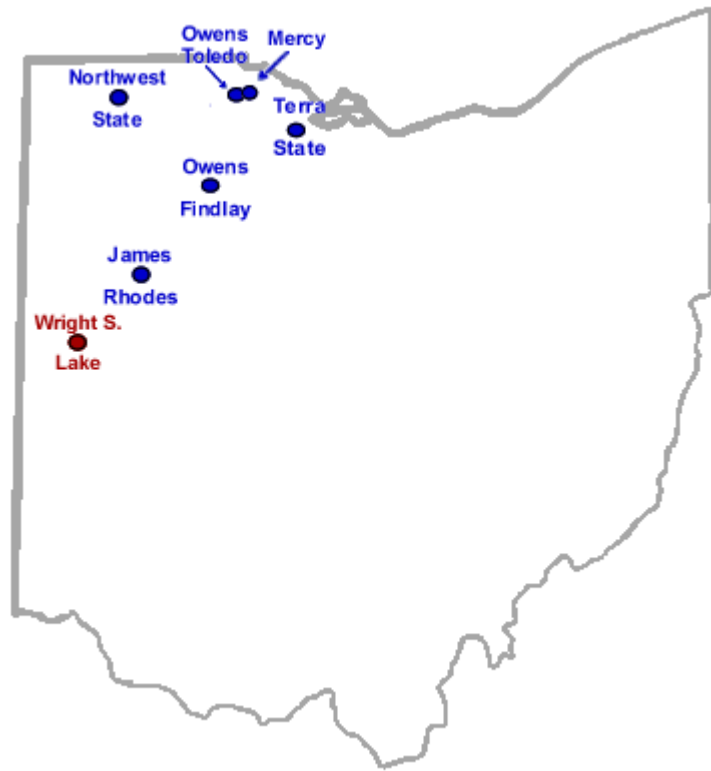
For the first time, the region contracted with an outside keynote speaker – Coach William Yoast from “Remember the Titans” football fame. This was the largest convention ever held by the Ohio Region. It recognized 20 past regional officers and the largest gathering of alumni members. The region continues to grow and prosper and the 20<sup>th</sup> Anniversary was a tribute to that success.

The region is indebted to and wishes to thank Dr. Navarro and Dr. Kesler for their strong, enthusiastic and dedicated support to Phi Theta Kappa and the Ohio Region and for this history of the region.

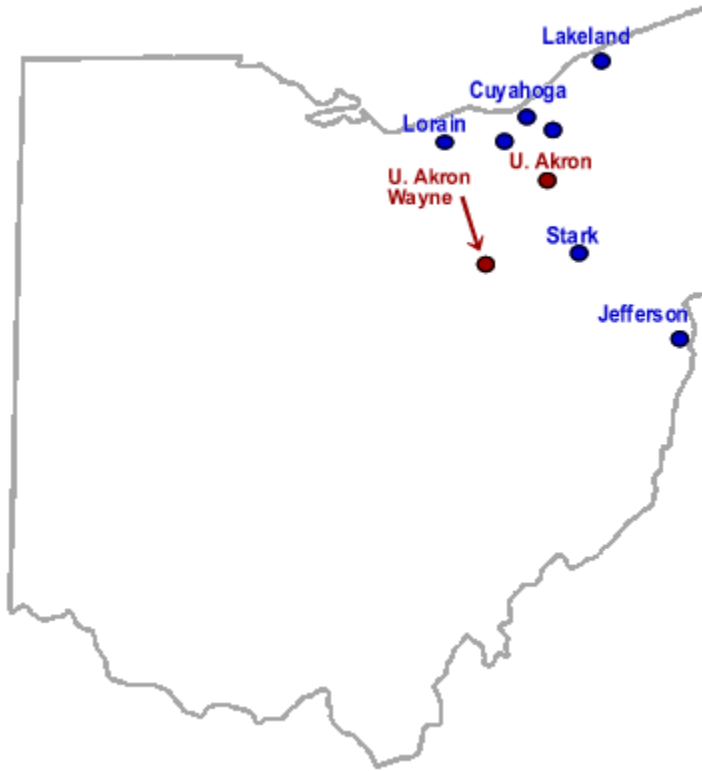
# Ohio Regional Chapter Alignments



## Northwest



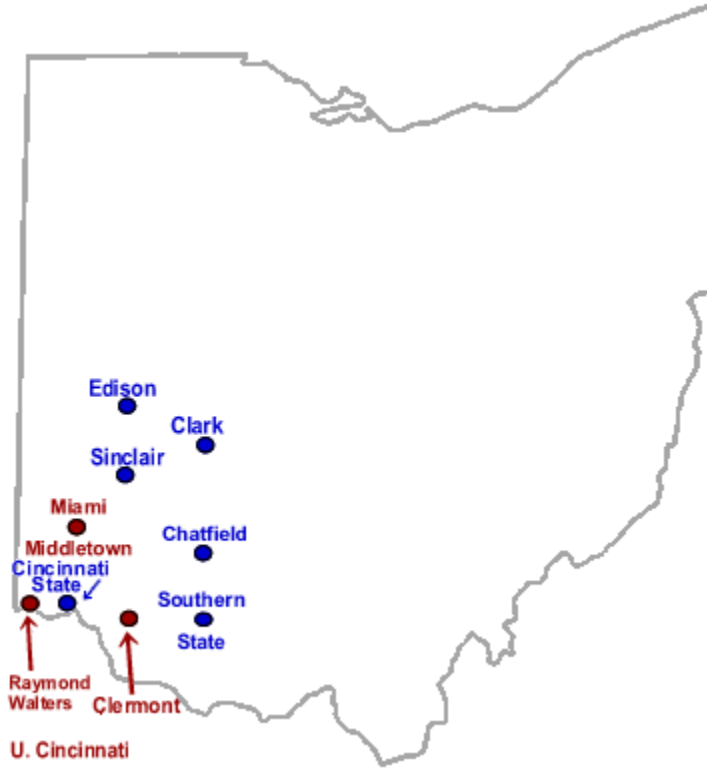
## Northeast



## Central



## Southwest



## Southeast



## NORTHWEST DISTRICT

ALPHA MU EPSILON	Terra State Community College
ALPHA OMEGA PI	Owens Community College – Toledo Campus
ALPHA OMICRON MU	Northwest State Community College
ALPHA TAU MU	Rhodes State
BETA XI CHI	Owens Community College – Findley Campus
BETA PI XI	Mercy College of Northwest Ohio
BETA PI OMICRON	Wright State University – Lake Campus

## NORTHEAST DISTRICT

ALPHA EPSILON ETA	Cuyahoga Community College – East Campus
ALPHA ALPHA PSI	University of Akron
ALPHA OMICRON NU	Jefferson Community College
ALPHA PSI RHO	Lakeland Community College
ALPHA ZETA CHI	University of Akron – Wayne College
ALPHA ZETA DELTA	Cuyahoga Community College - Metro
BETA GAMMA EPSILON	Stark State College
CHI OMEGA	Cuyahoga Community College – West Campus
PHI PI	Lorain County Community College

## CENTRAL DISTRICT

ALPHA MU XI	OSU - Agricultural Tech Institute
ALPHA RHO EPSILON	Columbus State Community College
ALPHA THETA ZETA	Central Ohio Technical College
BETA BETA THETA	Ohio University - Lancaster
BETA NU PI	Marion Technical College
BETA THETA ETA	North Central State College

## SOUTHWEST DISTRICT

ALPHA IOTA THETA	University of Cincinnati - Clermont
ALPHA LAMBDA ETA	Edison Community College
ALPHA NU LAMBDA	Clark State Community College
ALPHA OMICRON ETA	Southern State Community College
BETA EPSILON DELTA	Miami University – Middletown
BETA GAMMA SIGMA	Cincinnati State Tech. Community College
BETA OMICRON ETA	Chatfield College
NU PI	Sinclair Community College
UPSILON PSI	University of Cincinnati – Raymond Walter College

SOUTHEAST DISTRICT

ALPHA ALPHA ALPHA

Zane State College

ALPHA MU DELTA

Hocking College – Nelsonville

ALPHA RHO GAMMA

Washington State Community College

BETA LAMBDA NU

Hocking College – Perry Campus

BETA NU PHI

Rio Grande Community College

BETA THETA MU

Belmont Technical College

OMEGA EPSILON

West Virginia Northern Community College

**BY LAWS**

**OF THE**

**OHIO REGION**

**PHI THETA KAPPA**

**Preamble**

We, the members of Phi Theta Kappa in the Ohio Region, to support scholarship and academic excellence in two-year community, junior, and technical colleges throughout our region, to enhance the development and growth of our society and its members, and to provide greater service to our schools, our communities, our region, and our international organization, hereby establish these by-laws for the Ohio Region of Phi Theta Kappa.

## **Article I. Name of Organization**

The name of this organization shall be known as Phi Theta Kappa of Ohio.

## **Article II. Purpose of Organization**

The purpose of this organization shall be to provide a means through which Phi Theta Kappa chapters in the Ohio Region may better achieve the goals of Phi Theta Kappa, to encourage participation of individual members in Phi Theta Kappa activities, and to promote fellowship among Phi Theta Kappans throughout the Region.

## **Article III. Divisions of Organization**

### **Section 1. Members**

- A. Membership in the Ohio Region of Phi Theta Kappa shall consist of all chapters in the State of Ohio and the northern panhandle of West Virginia that have been chartered by Phi Theta Kappa International Honor Society and that are in good standing. Good standing in the region shall be defined as a chapter with paid up regional dues and having on file at International Headquarters a current annual activities report. Members of said chapters who are in good standing in their chapters, based on each chapter's criteria for membership, are eligible to participate in regional activities.
- B. Regional dues are \$5.00 for each new member a chapter inducts. This is a one-time fee, payable to the region via submission of said dues to international with payment of international dues at the time the new member is inducted into the chapter.
- C. In order for a chapter to exercise its voting rights and its members to be in good standing within the region, eligible to participate in Regional activities, all regional dues must be paid up to date.

### **Section 2. Coordinator's Advisory Committee**

- A. The Coordinator's Advisory Committee of the Ohio Region shall consist of the Regional Coordinator, Regional Officers, District Representatives, Six Advisors, and the President of Alpha of Ohio.
- B. Advisors and the President of Alpha of Ohio shall serve as nonvoting members of the Coordinator's Advisory Committee. The Coordinator shall serve as a voting ex officio member.

- C. Officers and District Representatives shall be elected at the annual Regional Convention for a one year term of office.
- D. Advisors will be elected by advisors for two year terms, with a third being elected each year.

### **Section 3. Regional Committees**

- A. The Ohio Region will have the following standing committees: Event Planning Committee, Leadership Conference Committee and Honors Institute Committee. In addition, the Region may create as many temporary committees as the Advisory Committee deems necessary in order to accomplish its goals and fulfill its programs. Membership on said committees will be selected from those members in good standing.
- B. Members of both standing and temporary committees shall be appointed by the Regional President in consultation with the Coordinator. Such appointments shall be shared with the Advisory Committee, either at the time of appointment, or at the next meeting of the Coordinator's Advisory Committee for their acceptance. The Coordinator's Advisory Committee may accept, alter or reject such appointments by a majority vote.

### **Section 4. Standing Committees**

- A. Event Planning Committee
  1. The Event Planning Committee will be composed of the Coordinator, Regional President, Vice President, and one District Representative.
  2. This committee will be responsible for the selection of host chapters for regional events, overseeing programming at regional events, and to work with the host chapter to secure hotel / motel room rates.
  3. The Coordinator will contact chapters who are in good standing within the Region and solicit proposals to host regional events in the forthcoming year.
  4. Upon receipt of such proposals, the Coordinator will review them and make a recommendation to the Events Planning Committee, who will review the prospective hosts and make a recommendation to the Advisory Committee.
- B. Leadership Conference Committee
  1. The Leadership Conference Committee will be composed of the Coordinator, Regional President, and two advisors

- and/or college employees who have been certified to teach the Phi Theta Kappa Leadership course.
2. This committee will be responsible for developing and overseeing the Leadership Program for the region. They will work with the host chapter in the development of this program.
- C. Honors Institute Committee
1. The Honors Institute Committee will be composed of the Coordinator, Regional President, the Honors Advisor and the Regional Honors student recipient and a member of the host chapter.
  2. The committee will be responsible for overseeing the program development for the Honors Institute for the Region.

## **Article IV. Elections of Regional Officers and District Representatives**

### **Section 1. Requirements**

- A. Candidates for office must be members of a chapter in good standing and meet all requirements of membership in that chapter.
- B. Nominations may be made in writing to the Coordinator up to one week prior to the regional convention, or from the convention floor during the first general session by a member in good standing in the Region.
- C. Candidates must be present at the convention in order to participate in the election.
- D. Candidates for office must be willing and able to attend the Orientation / Planning meetings of the Regional Officers and District Representatives.
- E. Candidates for Regional President must be willing and able to attend the International Honors Institute and certify that they will be able to secure the additional transportation costs involved.
- F. All candidates will be required to address the general assembly explaining why they are pursuing regional office and answer questions posed to them on that issue. Candidates will be asked to prepare a brief resume for distribution to all voting

delegates, prior to the vote.

- G. Each Officer, District Representative, and President of Alpha of Ohio will be paid a stipend of \$100 for each Regional Event they attend to assist in off-setting expenses they incur. Regional events are retreats and/or meetings as well as Leadership, Honors, and Regional Conventions.
- H. Regional officers and District Representatives must be attending a two-year community, junior, or technical college throughout their term in office. Officers and/or District Representatives must be enrolled for at least one course on the campus of their two year institution each academic term of the time while they are serving in office and be active in their local chapter.
- I. A Regional Officer and/or District Representative may not hold regional office more than two years. A District Representative may not succeed him/her self nor can an officer hold the same office two years in a row. Any individual appointed to fill a vacant officer team position for a period of six months or less is eligible to run for a full term in that same position. All other rules regarding election and service still apply.

## **Section 2 Process**

- A. The Regional Officers and District Representatives shall be elected annually at the Ohio Regional convention.
- B. Officers and District Representatives shall be elected by a majority vote of the voting delegates at the regional convention. Each chapter in good standing attending the convention will designate a member to be their voting delegate when registering for the convention.
- C. Officers and District Representatives shall be installed at the last general session of the regional convention and shall assume the duties of their office immediately afterwards.

## **Section 3 Removal from Office**

- A. Officers and District Representatives may be removed from office for failing to fulfill their duties and obligations to Phi Theta Kappa and the Region.
- B. To remove an Officer or District Representative a complaint stating the reasons must be signed by at least two chapter

presidents from chapters in good standing. The Complaint must be sent to the Regional Coordinator who will submit it to the Region for a vote.

- C. The vote to remove may be done by mail or at a regional event, whichever is more convenient. To successfully remove an Officer or District Representative a two thirds vote is necessary. If the vote is conducted by mail then two thirds of the chapters within the region who are in good standing must approve of the motion. If the vote is conducted at a regional event then two thirds of the chapters present must approve of the motion.
- D. An officer or District Representative may appeal a decision to be removed from office by requesting a hearing before a committee of chapter advisors, appointed by the regional coordinator. The number of chapter advisors will range from 3-5. The decision of the chapter advisors is final.
- E. The Regional Coordinator, with the approval of a majority of the Coordinator's Advisory Committee, may appoint a replacement for a regional officer or District Representative who, for any reason, fails to fulfill his/her obligations or has resigned from office.

#### **Article V. Powers and Duties of the Coordinator's Advisory Committee**

##### **Section 1. The President shall:**

- A. Serve as chairperson of the Regional Events Planning, Honors Institute Committee and Leadership Conference Committees.
- B. Preside over the Regional Convention, the Regional Leadership Conference, the Regional Honors Institute, and all regional meetings, including meetings of the Advisory Committee.
- C. Direct regional activities and projects in conjunction with the Regional Coordinator.
- D. Appoint convention committees and other committees or direct the Advisory Committee to do so.
- E. Attend the Honors Institute.

**Section 2. The Vice President shall:**

- A. Take the place of the President in his or her absence.
- B. Oversee the regional election at convention.
- C. Assist the President when called upon.
- D. Report the results of the elections to the President and Coordinator.
- E. Act as Parliamentarian.
- F. Coordinate the application process for Ohio Region Scholarships and report these applications to the coordinator.

**Section 3. The Secretary shall:**

- A. Keep accurate records of all regional business meetings.
- B. Prepare and send reports to the international headquarters, the Regional Coordinator, all regional officers and district representatives, and all chapters of all state meetings and activities.
- C. Assist the President when called upon.

**Section 4. The Regional Newsletter Editor shall:**

- A. Write, edit, and distribute the Regional Newsletter, The Buckeye. Maintain copies of all Buckeyes throughout her/his term of office and pass on those copies to the next editor.
- B. Newsletters will consist of the following:
  - 1. Summer issue-Biographies of Regional Leadership Team; regional calendar; announcements.
  - 2. Fall issue-Focus on activities of Region.
  - 3. Winter issue-Focus on activities of Region.
  - 4. Spring issue-Focus on activities of Regional Convention and Awards.
  - 5. Each issue will contain a report from the Coordinator, President, Alumni, and each district representative.
- C. Assist the President when called upon.

## **Section 5. District Representatives**

- A. There will be a Representative from each of the Districts established by the Region. The Ohio Region is divided into five districts which are:
  - 1) Northwest District
  - 2) Northeast District
  - 3) Central District
  - 4) Southwest District
  - 5) Southeast District
- B. A District Representatives must be a member of a chapter within the district he/she is representing.
- C. District Representatives are the Region Executive Committee's liaison between the Region, its officers and Coordinator, and chapters within their district.
- D. District Representatives are to attend events put on by chapters within their district and assist those chapters in program development to the best of their ability.
- E. District Representatives must attend Regional Meetings during their term of office.

## **Article VI. Powers and Duties of Advisors**

### **Section 1. The Regional Coordinator**

- A. Is appointed by the Executive Director of Phi Theta Kappa International and shall act as Advisor for the Ohio Region.
- B. Make appointments for vacant positions on the Coordinator's Advisory Committee with the approval of the Executive Board.
- C. Create and maintain the regional treasury.
- D. Execute all financial transactions for the region.
- E. Collect all dues and advise, through the Coordinator's Advisory Committee, those chapters not in good standing because of non-payment of dues.
- F. Advise the Advisory Committee of any chapter not in good

standing at the time of the regional convention.

- G. Approve the agenda for all official regional meetings.

## **Section 2. Chapter Advisors**

- A. Chapter Advisors shall maintain communication with and assist the Regional Coordinator and the Advisory Committee in Regional Programming, and chapter participation in Regional activities.
- B. Chapter advisors are the vital link and support for each chapter and are urged to assist members on an active basis as time commitments and professional obligations allow.

## **Article VII. Conventions, Conference, and Business Meetings**

### **Section 1. Regional Event**

- A. Regional Events shall consist of Regional Conferences highlighting the four hallmarks, Honors in Action and Leadership, and the Regional Convention. In addition, they include the regional meeting held at International Convention, Orientation and Planning sessions for Regional Officers and District Representatives, Advisor Workshops and other events as planned by the Regional Coordinator's Advisory Committee.
- B. Host chapters for any regional conference will be selected according to the following criteria:
  - 1) Any chapter in good standing can be asked by the Regional Coordinator to host one of the Regional Events. If the chapter wishes to do so, it must submit a letter of intent to the Regional Coordinator at least three weeks before the Regional Convention. The letter will be signed by the Chapter President, Advisor, and the College President and/or administrator indicating their and the college's support for the event.
  - 2) After reviewing each submission, the Coordinator will recommend to the Event Planning Committee a host chapter for each of the regional events for the next year. After reviewing the information, the Advisory Committee will select a host chapter for each event and inform the Region of such selections at the Regional Convention.
- C. A chapter selected to host each event will receive two International Convention registrations and two registrations for the next regional event.

## **Section 2. Regional Business Meetings**

- A. Regional business meetings may be held at any regional conference or Convention, and the International Convention of Phi Theta Kappa.
- B. Special regional meetings may be called any time the regional president is in conference with at least 51 percent of the regional chapters.
- C. Minutes of all regional business meetings shall be available to all regional chapters on the region web site.
- D. Robert's Rules of Order shall be the parliamentary guide at all regional business meetings.

## **Article VIII. Amendment Procedures**

**Section 1.** The Coordinator's Advisory Committee or any chapter may initiate an amendment proposal by presenting the amendment, in writing, to the Regional Coordinator and the Advisory Committee.

### **Section 2. Presenting the Amendment**

- A. Written copies of a proposed amendment must be sent to each chapter at least fourteen (14) days prior to voting.
- B. Amendments may be voted on if they were presented at a previous regional convention, conference or business meeting.

### **Section 3. Amending Regional By-Laws**

Amending the Regional by-laws shall require a two-thirds (2/3) vote of the chapters present at any regional business meeting or, if the voting is done by mail, a two-thirds (2/3) vote of a regional chapters in good standing.

**Section 4.** When voting on an amendment is done by mail or email, all eligible chapters not responding within 30 days will be considered as voting in the affirmative.

**Section 5.** Distribution of proposed amendments, tabulation of chapter votes, and announcement of the results shall be the responsibility of the Executive Board with assistance of the Regional Coordinator.

## **Article IX. Ratification**

- Section 1.** These By-Laws shall become effective, replacing the former Regional Constitution upon two-thirds (2/3) vote of chapters in attendance at the Regional Honors Institute in February, 1998.
- Section 2.** These By-Laws or any of the provisions herein may be suspended by a two-thirds (2/3) vote.
- Section 3.** A like two-thirds (2/3) vote is required to reinstate any suspended provision.
- Section 4.** Regarding Article IX., Section 1-3, all chapters in good standing not casting a vote, or, in case of a vote by mail, not responding within thirty (30) days, shall be considered as voting in the affirmative.
- Section 5.** Final interpretation of these By-Laws shall be the responsibility of the Regional President, the Regional Coordinator, and the Phi Theta Kappa International Headquarters staff.

# DISTRICT REPRESENTATIVE REPORTS

## OHIO REGION

### Job Description:

A District Representative is the Region's liaison between the region and the chapters in that district. D.Rs. should try to maintain contact with the chapters in the district and work with them to provide counsel concerning two types of chapter business.

FIRST: to assist and help the chapter with:

- a) establishment of their Five star goals
- b) pursuing Hallmark and Regional Awards
- c) communication of its officer roster to both region and international; information about regional events and initiatives.

SECOND: communicate with chapters

- a) to discover what each chapter is doing in terms of their programs and activities
- b) to coordinate help from the D.R. or region (officers or coordinator) in addressing organizational and program issues, developing programs/activities
- c) determine who the contact people are at each college/chapter recommended

### D.R. Reports

Two types of reports must be filed on a regular basis and both are connected. For publication in the Buckeye Newsletter, the D.R. should list their name, district and then the chapters in their district. Under each chapter, the main and/or innovative chapter activities should be listed. Inductions do not have to be listed, unless there was something very unique about it that other chapters may want to know about. This detailed report should be written and submitted to the Regional President, Coordinator, Newsletter Editor and Secretary the week before each regional event.

The second\*report\* is a summary of the first report to be delivered orally to the region at each regional meeting, and will simply describe new, innovative and unique activities which have occurred in the district since the last regional meeting. Individual chapter names are not to be mentioned in the oral report at regional meetings.

# DISTRICT REPRESENTATIVE CHECKLIST

## OHIO REGION

When communicating with chapters within their district, the D.R. should try and determine if a chapter is engaged in any or all of the following:

1. Set Five Star Goals
2. Pursing Hallmark / Regional Awards  
-if so which ones
3. Submitted officer roster to Region / International
4. Chapter programs planned or underway
5. Problems the chapter needs help with
6. How many times has the D.R. contacted the chapter or tried to?
7. What means were used and found to work best?  
    phone  
    letter  
    email  
    other
8. Knowledge of International Programs:
  - a. Pinnacle
  - b. Chapter of Service
  - c. Scholarship Opportunities
  - d. Project Graduation
  - e. Honors Topic
  - f. Service Topic
  - g. Civic Engagement

## HOWDY BEAR CRITERIA

**Howdy Bear was created to recognize and encourage chapters to demonstrate the true Phi Theta Kappa spirit. While the hallmarks are the foundation of Phi Theta Kappa, chapters are awarded Howdy Bear on the virtue of their implementation of the hallmarks encouraging them to strive for excellence at all times.**

**1. District representatives:**

- a. Nominate chapter who excels in each district – chapter must be in attendance at conference.**
- b. Watch those chapters throughout the day.**
- c. Select chapter that best demonstrates Phi Theta Kappa spirit.**
- d. In case of a tie, the Regional Vice President will break the tie.**

**2. Guidelines:**

- a. Does this chapter report to the DR (on a regular basis) chapter news for the newsletter and DR conference reports?**
- b. Has this chapter made strides to achieve its Five Star level?**
- c. Has this chapter progressed toward its Pinnacle goals?**
- d. Has this chapter organized or participated in hallmark events with other chapters-in or out of the district?**

**Chapter can only be selected to host Howdy Bear once every other year.**

## **MOST VALUABLE MEMBER CRITERIA**

The Most Valuable Member Award was developed to recognize and encourage chapters to nominate a member of their chapter who demonstrates true Phi Theta Kappa spirit. In effect, this would be a chapter member who continually contributes to the chapter's success and is not an officer of the chapter or the region.

Nomination Process: Chapters may submit one or two paragraphs describing the member's contributions to the chapter. Nominations must be submitted to the District Representative prior to the each regional conference/convention.

1. Chapters nominate the member prior to the region conference/convention:
  - a. Leadership Academy
  - b. Honors in Action
  - c. Awards Convention
2. Only one member per chapter per conference/convention may be nominated.
3. Only one member per district will be selected for recognition.
4. Only one member will be selected to receive the over-all region MVM pin.

Nominated member **MUST** be present at the regional function to be eligible.

District Representatives will select the finalists and the over-all winner.

In case of a tie, the Regional Vice President shall break the tie.

# **PHI THETA KAPPA HONOR CODE FOR REGIONAL OFFICERS**

## **Mission Statement**

The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

## **Introduction**

In support of the Society's Mission Statement, the Phi Theta Kappa Board of Directors and the Ohio Region adopt this Honor Code as a declaration of the high standards of conduct to which Regional Officers are held. This Honor Code is not simply a set of rules and procedures governing Regional Officers' academic conduct nor is it a legal contractual obligation of Phi Theta Kappa or me individually; it is an opportunity to put personal responsibility and integrity into action. As a Regional Officer abides by this code, he or she liberates himself or herself to serve the Region and the Society in an atmosphere of mutual confidence and respect. The success of the Code depends upon the support of the Region. Infractions should be reported to a chapter advisor, who may communicate this information to the Regional Coordinator.

## **HONOR CODE**

As a Regional Officer...

I will conduct myself at all times in a manner that reflects positively on myself, my chapter, my region and the Society.

I place as a priority continued academic excellence.

I am committed to maintaining an environment with 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 Regional Coordinator's Advisory Committee requires a team effort, and I pledge to work together to promote the Society's Mission.

I will work with the Regional Coordinator and 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 Regional Coordinator and other Society 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 my Region or Phi Theta Kappa.

I will not engage in any illegal activity or violate any stated policies of the Region or 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 my continued service as a regional officer is a privilege, not a right, and that violation of this code will subject me to discipline determined appropriate by the Regional Coordinator or his/her designees. Additionally, I understand that pursuant to the procedures outlined by the Regional By Laws, I have the right to appeal disciplinary action which results in my removal from office.

\_\_\_\_\_ Officer or Officer Candidate

\_\_\_\_\_ Date

\_\_\_\_\_ Regional Coordinator

## **OHIO REGION CAMPAIGN GUIDELINES FOR REGIONAL CANDIDATES**

Students wishing to run for office in the Ohio Region must abide by the following guidelines. Failure to adhere to these guidelines will disqualify a candidate from running for office for the current year.

A Candidate for a Regional Office or District Representative position (hereafter simply referred to as officer) must:

1. Complete and sign the Regional Nomination form.
2. Be nominated at a regional event or by mail to the Regional Vice President and Coordinator.

Regional candidates for office may campaign in the following manner.

### Prior to the Regional Convention:

1. Prior to Regional Convention they may put together a one-page flyer that may be mailed to all chapters in the region. The flyer may contain the following information:
  - a. Biographical information
  - b. Statement(s) regarding what the candidate thinks about the office he/she is running for.
  - c. Goals they wish to achieve in that particular office and/or the region.
  - d. Picture of candidate.
2. A copy of the flyer must be submitted to the Regional Vice President (who is in charge of elections) and the Coordinator two weeks prior to the convention.
3. No other information may be sent to chapters.

### At Regional Convention:

1. Candidates may have no more than 5 campaign assistants to help them in their campaign.
  - a. A list of the campaign assistants must be given to the Regional Vice President at the start of convention.
  - b. Candidates and their assistants may wear campaign T-shirts/clothing and/or buttons to promote the candidate but these items must be in proper Phi Theta Kappa taste.
  - c. Candidates and their assistants may distribute literature (no pins, buttons, etc) at convention during non-session periods prior to voting delegates caucusing to vote.
  - d. At the time of the vote campaigning will stop, but candidates and their assistants may continue to wear the clothes they have promoting candidate.

2. At the convention, each candidate will address the entire region for no longer than three minutes.
  - a. The topic of the speech will focus on what the candidate wants to accomplish in the office they are seeking.
  - b. Following the speech, each candidate will be asked no more than two questions.

Results of the election will be announced at the end of the awards banquet. Officers and District Representatives will be installed in their new offices immediately and assume their duties.

1. There will be a brief caucus of all new officers and district representatives following the award banquet for photos and exchange of information.
2. The new officers and district representatives will briefly meet with their outgoing counterparts for an exchange of information and notebooks.

**OFFICER / DISTRICT REPRESENTATIVE  
NOMINATION FORM & PROCEDURE**

Name of Candidate: \_\_\_\_\_

Chapter: \_\_\_\_\_

College: \_\_\_\_\_

Position candidate is nominated for: \_\_\_\_\_

In order to be nominated, a person must meet the following criteria.

- a. Be a member of a chapter in good standing in the region, meet all the requirements of membership in that chapter, and be nominated by someone within the region who is also in good standing.
- b. Agree to the nomination and terms of office as specified in The Region By Laws
- c. If elected, the candidate must continue to be enrolled for at least one course at the college at which her/his chapter is located.
- d. Be able to attend the Officer / D.R. Orientation and abide by The Honor Code for Regional Officers. Attendance at Orientation is mandatory and will be held the Sunday immediately following the Regional Convention.
- e. A candidate running for the office of regional president, in addition to the above, must agree to attend the International Honors Institute. The Region will provide a scholarship for registration but the candidate or her/his chapter/college must be able to provide transportation and/or incidental expenses.

Signature of Candidate: \_\_\_\_\_

Signature of Advisor: \_\_\_\_\_

Personal Information on Candidate:

Home Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Return to Cindy Carbone, Regional Coordinator, Edison Community College,  
1973 Edison Drive, Piqua, OH 45356

# PROPOSAL FOR HOSTING

## REGIONAL EVENT

A chapter in good standing within the region may submit a proposal to host a regional event, if they have not hosted a regional event within the last three years. The Coordinator will solicit proposals from chapters and make a recommendation to the Event Planning Committee based on the following criteria. 1) the chapter is in good standing in the region; 2) the chapter is participating in the Five Star program; 3) geographical representation within the region; 4) the chapter has not hosted a regional event within the previous three years.

The Region has three events within the Region each year and they are:

1. Leadership (summer)
2. Honors (fall: mid September/October)
3. Convention (spring: three weeks prior to International)

All conferences/conventions usually run Friday evening through Saturday.

To host an event a chapter must be able to secure a large auditorium type of facility for the general sessions, breakout rooms, meal service, and have motels/hotels close by. A host chapter needs to fill out the form below and have the required signatures.

Name of Chapter: \_\_\_\_\_

College: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Event Chapter wants to host: \_\_\_\_\_

Signature of Chapter Officer: \_\_\_\_\_

Signature of Chapter Advisor: \_\_\_\_\_

Signature of College Officer: \_\_\_\_\_

Date: \_\_\_\_\_

## **FIVE STAR CHAPTER DEVELOPMENT PROGRAM**

This program, which reflects the scholarly ideals of Phi Theta Kappa, serves as a blueprint for developing a strong chapter and for earning local, regional, and international recognition. In this program, chapters do not compete against one another. Participation encourages excellence and recognizes progress in the attainment of goals set by the chapter.

The Five Star Chapter Development Program is designed to assist chapters in better organizing their projects and initiatives starting with the basic elements of running a chapter in Level One to becoming competitive in Phi Theta Kappa programming in Level Five. Using this program, chapters can build a foundation to leave a lasting legacy for future members as they strive to maintain the level of excellence set by their predecessors.

Using the Five Star Chapter Development Program as a guide to success, chapters can enhance their working relationship with the college administration by becoming active on the campus, in the community and in their region.

### **Reporting Instructions**

Advisors or chapter presidents can submit these forms online:

Five Star Chapter Goal Form

Update Forms

College Project Form

The information reported can then be viewed online and updated at any time. Check your Five Star status and due dates at <http://www.ptk.org>. This information will then be shared with the Regional Coordinator.

Advisors will receive confirmation of any forms submitted by the chapter so that they can verify the information is correct.

**A Chapter's level of achievement for the Five Star Program will be based on the Final Update Form as recorded via the International records and website.**

## **Recognition**

### **Local**

A letter will be mailed to your college president citing the significance of the chapter's level of achievement in the Five Star Chapter Development Program.

### **Regional**

Your Regional Coordinator or a Headquarters representative will present the Five Star Award certificate to your chapter during your region's annual awards presentation.

### **International**

The names of all chapters participating in the Five Star Chapter Development Program and their levels of achievement will be featured in the Regions Directory on Phi Theta Kappa's website. Participating chapters will also be recognized at the International Convention.

## **OHIO REGIONAL AWARDS**

The Ohio Region presents awards in three categories at the annual Regional convention: Chapter Awards, Individual Awards, and Convention Awards.

Regional awards closely parallel Phi Theta Kappa International Hallmark Awards. The Ohio Awards follow the same criteria and application process as set down in the Hallmark Awards Program guide by Phi Theta Kappa International. Therefore, a chapter choosing to apply for a regional award should copy the hallmark entry(s) and submit two copies to the Regional Coordinator by the published deadline.

In each of the Hallmark Award categories the region will recognize the top three entries. All three winning entries will receive a plaque, but the top entry will also receive a registration for International convention.

To be eligible to apply for regional awards or host a regional program or conference, a chapter must be in good standing in the region. Deadlines for submission of entries for these awards are specified in the International Hallmark Award Program.

### **International Honors Institute Scholarships\***

In addition to the above Regional Awards, the Region also gives three Phi Theta Kappa International Honors Institute Scholarships each year. These scholarships are given to the Region by International Headquarters and will be awarded to the following persons:

- a. Incoming Regional President
- b. Regional Scholarship Student (this is a student who is selected by the Coordinator and Regional Officers and District Representatives based on competition)
- c. Chapter Advisor (given to an advisor who has not attended a recent Honors Institute)

These three Honors Institute Scholarship recipients will compose the Honors Committee and in return for going to International Honors Institute will oversee the Regional Honors Event.

\*Awarding of these scholarships is contingent on sufficient funding.

## Chapter Awards

### **SCHOLARSHIP AWARDS**

This award recognizes outstanding programs/activities implementing the Phi Theta Kappa Honors Studies Topic. Activities may include honors seminars, honors colloquies, programs to recognize scholarship in students and faculty, and scholarships given to students through the resources of the chapter (i.e., not given by the college administration).

### **LEADERSHIP AWARDS**

This award recognizes chapter and individual member activities which develop and exhibit leadership skills. Activities may include holding and attending leadership programs. Leadership roles assumed by members within the honors society, college, and community will be considered.

### **SERVICE AWARDS**

This award recognizes outstanding programs/activities promoting the Phi Theta Kappa International service project and providing service to students, college, community, and the honors society. Judging will be based on creativity, member participation, and service provided.

### **MOST IMPROVED CHAPTER**

This award is presented to either a young chapter which has shown the greatest enthusiasm toward the accomplishment of Phi Theta Kappa goals or to an established chapter which has had the greatest renewal of vitality and dedication. Entries for this award should include detailed accounts of the chapter's development and activities. *This award may not be given each year.*

### **MOST DISTINGUISHED CHAPTER**

This award is given to the chapter judged most outstanding in the region. Selection is based on chapter performance in all areas of achievement including those described in entries for regional awards, attendance at regional meetings, and regular communication with the regional office and other chapters within the region. No separate application is required. However, only chapters applying for all Hallmarks are considered. The chapter receiving the Most Distinguished Chapter Award may not receive more than one other Hallmark Chapter Award.

## **Individual Awards**

### **MOST DISTINGUISHED MEMBER – The Order of the Golden Key**

This award is given to the Phi Theta Kappa member who has made the most significant contribution to the work of the honors society during the year. Each chapter may submit the name of one member for this honor. The nomination should be made by the chapter. (All qualified nominees for this award are inducted into The Order of the Golden Key.)

### **MOST DISTINGUISHED CHAPTER OFFICER – The Order of Athena**

This award is given to the Phi Theta Kappa chapter officer who has best demonstrated the qualities of leadership, fellowship, service, and enthusiasm in support of his/her chapter. Each chapter may submit the name of one officer for this honor. (All qualified nominees for this award are inducted into The Order of Athena.)

### **MOST DISTINGUISHED CHAPTER PRESIDENT – The Order of the Torch**

This award is given to the Phi Theta Kappa chapter president who has best demonstrated the qualities of leadership, fellowship, service, and enthusiasm in support of his/her chapter. Each chapter may submit the name of its president for this honor. (All qualified nominees for this award are inducted into The Order of the Torch.)

### **MOST DISTINGUISHED COLLEGE PRESIDENT**

This award is presented to the two-year college president who has best supported his/her college chapter and promoted the international goals of Phi Theta Kappa. Nominations should be submitted by the chapter. *This award may not be given each year.*

### **MOST DISTINGUISHED ADVISOR**

This award is given to an advisor with less than five years experience as a chapter advisor and whose inspiration, enthusiasm, dedication, and generous sharing of ideas, time, and energy have given outstanding support to chapter officers and members and have enhanced the image of Phi Theta Kappa. Nominations should be submitted by chapter officers.

### **DR. MARY NAVARRO MOST DISTINGUISHED ADVISOR**

This award is given to an advisor with more than five years experience as a chapter advisor and whose inspiration, enthusiasm, dedication, and generous sharing of ideas, time, and energy at both the chapter and regional levels have enhanced the image of Phi Theta Kappa. Nominations should be submitted by chapter officers.

## OHIO REGIONAL AWARDS AND PRIZES

### Chapter Awards

Most Distinguished Chapter	Plaque and One Registration to International Convention
Leadership Award	Plaque and One Registration to International Convention
Service Award	Plaque and One Registration to International Convention
Scholarship Award	Plaque and One Registration to International Convention
Most Improved Chapter	Plaque and One Registration to International Convention
Host Chapter Award	Two Registrations to International Convention and Two Regional Registrations per Host

### Individual Awards

Most Distinguished Chapter President	Plaque and Registration to International Convention
Most Distinguished Officer	Plaque and Registration to International Convention
Most Distinguished Member	Plaque and Registration to International Convention
Most Distinguished Advisor	Plaque
Dr. Mary Navarro Most Distinguished Advisor	Plaque
Most Distinguished College President	Plaque
Partner Award (TBD by Advisory Board and Regional Officer Team)	Plaque

## REGIONAL SCHOLARSHIP STUDENT\*

Each year the Ohio Region selects a student to attend the Honors Institute on a Regional Scholarship. This scholarship covers registration only. Transportation and incidental expenses are the responsibility of the student and her/his college/chapter.

The student winning this scholarship is expected to return to the Ohio Region and participate in the Regional Honors Committee, helping to plan and run the Regional Honors Event in the fall. A student wishing to compete for this scholarship must meet the following criteria and write an essay on the honors topic.

### **Criteria for the Regional Scholarship Student Competition:**

1. A student entering this competition must:
  - a. Be a member of a chapter in good standing, meeting all the requirements of membership in that chapter.
  - b. Plan on continuing to take courses at that college in the academic year following their selection as the Regional Scholarship Student.
2. Must submit a letter, endorsed by their advisor stating that if they win, they will be able to attend the Honors Institute and cover transportation and incidental expenses.
3. Write a 500-word essay on the Honors Topic for the upcoming year explaining what that topic means to them. This essay must be typed and double-spaced.
4. The following deadlines must be met:

One week before Regional Convention	Submit the 500 word essay to the Regional Coordinator. The Coordinator will submit it to a panel of regional officers/advisors for judging.
February or March	Attend the Regional Convention in order to receive the Scholarship.
Early Summer	Attend the Honors Institute
Fall	Regional Honors Conference

\*Dependent upon funding.



OHIO REGION  
PHI THETA KAPPA  
HONORS INSTITUTE SCHOLARSHIP\*



Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

Email: \_\_\_\_\_

College Currently Attending: \_\_\_\_\_

Degree Program: \_\_\_\_\_

Eligibility:

To be eligible for the Honors Institute Scholarship, a student must be an active member in a chapter within the Ohio region and currently enrolled in a community college at the time of the application. Students are also required to attend the International Honors Institute in the summer, enroll at a community college for the fall term, and help plan and organize the Ohio Region's Honor Conference.

The applicant must write a 500-word essay on the current Honors Topic.

Attach the essay to this application and submit it to:

Cindy L. Carbone  
Ohio Regional Coordinator  
Edison Community College  
1973 Edison Drive  
Piqua, OH 45356

Deadline for applications is one week before Ohio Regional Convention.

I certify that the above information is true to the best of my knowledge.

Signature of student: \_\_\_\_\_

Signature of Advisor: \_\_\_\_\_

To the chapter advisor-Your signature on this form simply indicates that to the best of your knowledge, the applicant is an active member in your chapter.

For more information go to: [www.ohioptk.org](http://www.ohioptk.org)

\*Dependent upon funding.

**OHIO REGION  
PHI THETA KAPPA  
BUCKEYE SCHOLARSHIP APPLICATION**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: Home: \_\_\_\_\_ Work: \_\_\_\_\_

EMAIL: \_\_\_\_\_

College Currently Attending: \_\_\_\_\_

Degree Program: \_\_\_\_\_

**ELIGIBILITY:**

To be eligible for the Buckeye Scholarship, a student must be an active member in a chapter within the Ohio Region and currently enrolled in a community college at the time of the application. Students are also required to enroll at a community college for the next fall term.

The applicant must write a 500-word essay on the following question:

**"How has your Phi Theta Kappa experience enhanced you community involvement?"**

Attach the essay to this application and submit it to:

Cindy L. Carbone  
Ohio Regional Coordinator  
Edison Community College  
1973 Edison Drive  
Piqua, OH 45356

Deadline for applications is one week before Ohio Regional Convention.

I certify that the above information is true to the best of my knowledge.

SIGNATURE OF STUDENT: \_\_\_\_\_

SIGNATURE OF ADVISOR: \_\_\_\_\_

To the chapter advisor - Your signature on this form simply indicates that to the best of your knowledge, the applicant is an active member in your chapter.

For more information go to: [www.ohioptk.org](http://www.ohioptk.org)



## John C. Kesler Scholarship Phi Theta Kappa Ohio Region



**Scholarship Summary:** This scholarship was established in honor of Dr. John C. Kesler, former Ohio Regional Coordinator, to provide one member of the Ohio Region free registration to the annual International Phi Theta Kappa Convention.

Dr. John Kesler has a passion for life and a passion for Phi Theta Kappa. He shared that passion with the members of the Phi Theta Kappa community as Regional Coordinator from 1994 to 2003. Dr. Kesler believes strongly in the society's recognition of academic achievement and is proud of the community service work with which the chapters become involved. During his tenure as Coordinator, Dr. Kesler established several scholarships to benefit Phi Theta Kappa students and the Ohio Region. He founded the Buckeye Scholarship, the Honors Institute Scholarship, and endowed a lecture at the Faculty Scholars Conference hosted at the Center for Excellence. Dr. Kesler was instrumental in chartering the Alpha Psi Rho chapter at Lakeland Community College in December of 1993 and was involved as its advisor for many years. This scholarship has been created to honor the inspiration, dedication, and leadership provided by Dr. John Kesler during his tenure as the Ohio Regional Coordinator.

### **ELIGIBILITY:**

- Full or part time student actively involved in Phi Theta Kappa (verified by chapter advisor).
- Winner must actively participate in the International convention events.
- Recipient is only eligible to receive this scholarship one time.
- The winner will be announced at Ohio Region's annual awards convention.
- Funds will be presented at the international convention.

### **INSTRUCTIONS:**

Applicants for this scholarship must follow these steps:

1. Write a 500-word (maximum) essay that tells a story of inspiration. The essay can describe a person or event that has inspired you or someone else, and the impact that experience has had on your life.
2. **OR** write a 500-word (maximum) essay about leadership. What does leadership mean to you? In your mind, who is an effective leader? What embodies effective leadership?
3. Essay must be double-spaced, typed, and the original work of the author.

For more details on Dr. Kesler's career consult: [www.ohioptk.org/Kesler.html](http://www.ohioptk.org/Kesler.html)

**SUBMISSION DEADLINE:** Deadline for applications is one week before Ohio Regional Convention.

John C. Kesler Scholarship

Name:	
Address:	
Phone:	
Email:	
College Currently Attending:	
PTK Chapter Name:	

**CERTIFICATION:** I certify that the above information is true to the best of my knowledge.

Signature of Student: \_\_\_\_\_

Signature of Advisor: \_\_\_\_\_

Attention Chapter Advisor: Your signature on this form simply indicates that to the best of your knowledge, the applicant is an active member in your chapter.

.  
Attach the essay to this application and submit to:  
Cindy Carbone, Regional Coordinator  
Edison Community College  
1973 Edison Drive  
Piqua, OH 45356  
ccarbone@edisonohio.edu

For more information, please visit Ohio Region's web site at [www.ohioptk.org](http://www.ohioptk.org)