



EDUCATORS RISING  
**COLLEGIATE**  
HANDBOOK



**EDUCATORS  
RISING**  
COLLEGIATE

A Division of  
**PDK**  
INTERNATIONAL

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## WELCOME

Thank you for your interest in joining Educators Rising Collegiate! Educators Rising Collegiate adds to the continuum of supports offered by PDK International to current and aspiring educators. By becoming an Educators Rising Collegiate member/founding a chapter at your school, future educators are able to gain access to an additional level of supports and content to ensure they are ready for the classroom.

Throughout the year student members will participate in a variety of activities designed to engage them in deeper discussions around hot-button topics in education, spur them to think about actions they can take at the local level, and prepare them for a classroom of their own.

Please refer to this handbook as you work to structure your chapter, recruit new members, and plan fun and informative activities throughout the year!

# HOW TO REGISTER

## ➤ Students

There is a \$25 annual fee to become a member of the national network.

**Eligibility:** Any student currently enrolled in a community college or 4-year college or university is eligible to become an Educators Rising Collegiate member. You do not need to be an Education major to join – you just need a desire to learn more about the teaching profession!

To enroll as a student member of Educators Rising Collegiate:

1. Check in with your college/university to get started on filing all necessary paperwork to establish your chapter for the coming school year.
2. Join and pay your \$25 membership fee (you must have at least 2 students in order to establish a chapter with the national office).
3. Once you have two students who have joined, identify your faculty/staff advisor (someone willing to be a part of regular meetings and help guide students throughout the year). Make sure they register online as a Educators Rising Collegiate-Advisor to complete chapter enrollment and get access to all necessary materials throughout the coming school year!
4. Identify chapter leaders (see "Collegiate Chapter Officer Guide", page 5).
5. Set your recruitment goals for the year (see "Recruitment", page 13).
6. Questions? Don't hesitate to touch base with Educators Rising Collegiate staff at any time. Email us at [edrisingcollegiate@pdkintl.org](mailto:edrisingcollegiate@pdkintl.org) with any questions, or to set up time to speak with our staff.

## ➤ Faculty/Staff Advisors

Membership is complimentary for serving in this role.

**Eligibility:** For faculty or staff advisors to become affiliated with the national network, you must have at least two students enrolled in Educators Rising Collegiate. Faculty or staff advisors who are working with an active Collegiate chapter will be granted a free PDK Association membership to allow access to the resources and content being utilized by their student members. *Limit one advisor per chapter.*

To enroll as a Faculty/Staff Advisor:

1. Check in with your college/university to get started on filing all necessary paperwork to establish your chapter for the coming year.
2. Identify participating students: you must have at least 2 students join and pay the \$25 membership fee before you can be granted access to Educators Rising Collegiate resources.
3. Join as an Educators Rising Collegiate Faculty/Staff Advisor by completing your online application and Letter of Intent Form before approval (with above information to complete chapter enrollment).
4. Identify chapter leaders (see "Collegiate Chapter Officer Guide", page 5).
5. Set your recruitment goals for the year (See "Recruitment", page 13).
6. Questions? Don't hesitate to touch base with Educators Rising Collegiate staff at any time. Email us at [edrisingcollegiate@pdkintl.org](mailto:edrisingcollegiate@pdkintl.org) with any questions, or to set up time to speak with our staff.



FOR STUDENTS:

## FIVE STEPS FOR STARTING YOUR COLLEGIATE CHAPTER

- 1. Do your research.** Before starting the process of establishing a collegiate chapter, make sure you've got all the information you need to make the year go smoothly. Contact your student activities office or student government to determine which organization sponsors student clubs so you can begin the process. Each university has its own requirements and deadlines, so make sure to pay attention to these in order to be eligible for funding. These groups will also be invaluable in helping you to begin planning outreach, scheduling events, and booking space for meetings. Are there other education clubs on campus you can partner with? What are your school's criteria for establishing a student group? Make sure you know what documentation you need, how many members you'll need to identify, and the timeline for completing the process.
- 2. Get prepared.** Begin compiling resources and materials you can use to assist as you meet with the administrators at your school, such as the Educators Rising Collegiate Roadmap and FAQs. These resources are available in your online member portal or at [pdkintl.org/edrisingcollegiate](http://pdkintl.org/edrisingcollegiate).
- 3. Connect with your administration.** To establish an Educators Rising Collegiate chapter, you must have a Faculty Advisor enrolled with the national office. This advisor could be the dean of your school or the college of education, the director of student services, a professor, or anyone else who you think will be supportive of this endeavor and able to guide your chapter throughout the school year.
- 4. Plan your first meeting.** See list of activities (page 11-12) for ideas on how to structure your first meeting. Choose a date and time that has minimal conflicts with other events.
- 5. Begin recruiting.** Now that your first meeting is scheduled, start advertising, and reach out to all of your friends and acquaintances interested in education. Remember during your first meeting to use a sign-in sheet to get contact information for all of the attendees so you can continue to reach out to them throughout the school year.



## OFFICER GUIDE

To be officially recognized as a nationally-affiliated Educators Rising Collegiate chapter, a faculty advisor must be identified along with a minimum of two paid student members. Read below for a description of the Faculty/Staff Advisor role, as well as potential officer roles for students to take on within your chapter.

**Faculty/Staff Advisor:** As an Educators Rising Collegiate Faculty/Staff Advisor, you will work with your campus chapter to ensure the health, continuity, and viability of the chapter by nurturing the chapter leadership and members and providing advice and guidance.

The role of the Faculty/Staff Advisor falls into these major categories: University liaison, Teacher/Mentor, and Chapter support. Faculty sponsorship is frequently required for being a recognized student organization. The Faculty/Staff Advisor is the link between the chapter and the university. Often, the Advisor helps students gain access to equipment, meeting rooms, and student organization support.

Additionally, the Faculty/Staff Advisor provides continuity for the group and serves as the liaison between the chapter and the Educators Rising Collegiate international office.

As an Advisor, you are also a role model and mentor to the student members of the chapter. Considerable one-on-one learning takes place when you work with chapter officers and other active members on chapter business. You are a mentor to these students.

In addition, you may provide support for your Educators Rising Collegiate chapter in an administrative capacity. Administrative functions should be limited to those tasks the members cannot do themselves. For example, students may seek your help to use university resources for printing, copying, mailing, obtaining speakers, securing potential member lists, and seeking recommendations from faculty members.

## Frequently Asked Questions for Faculty/Staff Advisors:

### How can I assist officers?

The Advisor works with the chapter officers to review meeting plans and proposed agendas. You may help identify topics to discuss at meetings (like relevant national and local education issues), research projects, service projects, and/or fundraising plans.

Using your connections with the education community, you may also be able to assist with arrangements for guest speakers.

Faculty/Staff Advisors play a key role in recruiting new candidates. They help to develop a method of securing names of prospective members from appropriate university departments and facilitate their procurement.

Additionally, you can help to publicize meetings on campus which helps to keep the membership active.

### How should I connect Educators Rising Collegiate with the university?

The Faculty/Staff Advisor serves as liaison to college or university administrators and handles "information flow" between university officers and the chapter.

Since the Advisor is employed by the university, you are expected to sign all required university forms.

It is also your responsibility to help make Educators Rising Collegiate visible within your school/college of education. It is important to keep the dean and/or department chair informed about your Educators Rising Collegiate chapter and invite them to special activities.

### Do I have to be a member?

Educator Rising Faculty/Staff Advisors must register with the national office in order to receive the designation. As part of your registration process, you must submit a letter of intent to serve as advisor. You must have a minimum of two paid student members before your registration can be approved. All Faculty/Staff advisors are given complimentary membership for serving in this role.

### How involved should I be?

This role is that of an Advisor: offering suggestions, expertise, and assistance, but letting capable chapter officers execute and lead.

### What resources do I receive as a Faculty/Staff Advisor?

Educators Rising Collegiate Faculty/Staff Advisors receive a free PDK Digital Professional membership as a benefit of serving in this role. Benefits include:

- Digital Access to *Kappan* magazine
- Monthly guided discussion questions
- Access to Poll data and poll archives
- Professional development resources
- Curated content bundles
- Opportunity to join the PDK Book Club
- Opportunity to earn scholarship funds to participate in the PDK International Travel Program
- National Conference
- Access to local professional networks through PDK chapter

### If I have questions, who do I ask?

Staff at the national office are always willing to provide assistance! You may call 800-766-1156 or email [edrisingcollegiate@pdkintl.org](mailto:edrisingcollegiate@pdkintl.org) with any questions.

# STUDENT LEADERSHIP ROLES

Each chapter should at minimum have both a President and Treasurer identified in order to manage basic chapter functions. In addition, some other student leadership roles may include Vice President, Secretary/Communications Director, Activity and Programs Officer and Advocacy Officer. Please read below for brief descriptions of these roles.

Chapter leadership is not limited to these roles; depending on chapter size and needs, you may create additional roles to meet your chapter's needs. This depends on the activities and programs your chapter chooses to engage in, and it may change as one activity ends and another begins. For example, it may also be useful to identify a social media and/or newsletter editor/communications officer to get the word out to members about upcoming activities and volunteer opportunities or a recruitment officer to engage and find new members to bring into the fold. There are many options but depends upon your chapters decision on what is needed.

## President

As chapter President, you can lead your chapter in exciting Educators Rising Collegiate-sponsored activities that will tap into the talents of your members, develop their skills, raise their professional profiles, and make a real difference to education in your community and beyond. You have the opportunity to be activity-driven, action-oriented, and promote positive relationships among members.

To get started, identify activities and programs that will engage your chapter and have a significant impact on education. Select activities that your chapter members are passionate about and that will resonate in your education community. The most important thing to remember is whatever the chapter chooses to do, do it with enthusiasm and an outward focus that supports the Educators Rising Collegiate vision (see "Yearly Action Plan", page 9).

## Vice President

As Vice President, your role is to assist and support the President in their duties, presiding over meetings in the absence of the President. Additionally, if the secretary is unavailable or one has not been appointed to your chapter, the Vice President is responsible for keeping an accurate record of all meetings.

In support of the President/Chapter, the Vice President works to help supervise and coordinate the activities of the organization and works to build connections/network with other related organizations on campus on behalf of Educators Rising Collegiate.

## Treasurer

The Treasurer is the steward of chapter funds. In addition to maintaining financial records, you will be a key part of the chapter's decision-making team by assessing and reporting the financial implications of proposed chapter activities and other actions. Monitoring the finances and anticipating and communicating possible issues are equally important. The Treasurer is expected to track the budget and plan chapter activities in a financially efficient way.

The primary source of funding for activities is your chapter membership dues (separate from national dues) However, chapters can and do supplement their dues by engaging in fundraising activities (see "Fundraising", page 14).

In addition, the Treasurer is responsible for applying for organizational funds through the Student Funding Board as well as communicating any funding board deadlines to the rest of the chapter leadership team.



## Secretary/Communications Officer

The chapter Secretary/Communications Officer is responsible for recording all information at meetings (see "Sample Meeting Minutes", page 22). In addition, the Secretary/Communications Officer is responsible for working with the Faculty/Staff Advisor and chapter President to maintain an accurate list of members and their contact information, and to establish and maintain all organization files, including attendance and activity records. The person in this role will also record all votes of the chapter Executive Committee.

In addition, the Secretary/Communications Officer shall be responsible for the writing and distribution of a chapter newsletter or other notifications to chapter membership informing them of any upcoming meetings or activities. This person is also responsible for managing the digital presence of the chapter (see "Social Media", page 13).

## Activities and Programs Officer

There are a number of exciting activities chapters can engage in to support members' professional development and Educators Rising Collegiate's mission, vision, and goals. As the Activities and Programs Officer, you will want to work collaboratively with the chapter's leadership team to select and coordinate activities best suited for your members and the education community (see "Yearly Action Plan", page 9).

In addition to the activities outlined by the national office, chapters are encouraged to initiate any

additional activities that support chapter members and the Educators Rising Collegiate goals.

The Activities and Programs Officer is also responsible for recruiting and managing members as they volunteer their time in support of chapter activities. Members enjoy volunteering for activities that are meaningful, fun, and sensitive to busy schedules. Be sure to create volunteer opportunities that fit a variety of schedules and levels of commitment. Also, be especially welcoming to new members who want to volunteer their time. Make sure that you publicize activity dates well in advance so members can work them into their busy schedules.

Activities can be advertised in a chapter's newsletter, so be sure to inform the newsletter editor well in advance (if applicable). Social Media is another great way to promote your chapter's activities. No matter which method you use, be sure to let people know the details well in advance of any activity.

## Advocacy Officer

One of the greatest benefits to being an Educators Rising Collegiate member is the access to the most up-to-date research and information affecting education today. The Advocacy Officer is responsible for tracking state and federal policy as well as facilitating conversations around Toolkits provided by the Educators Rising national office.







## YEARLY ACTION PLAN

An action plan can best be described as the yearly program of activities and discussion topics for an Educators Rising Collegiate chapter. The elements of a successful action plan should be in keeping with the chapter's school policies, Educators Rising Collegiate goals, and chapter bylaws.

When developing the action plan, many questions should be asked and answered:

- What is the activity?
- Why are we having this activity?
- Who will be targeted and who will participate in developing the activity?
- When will this activity occur? How will this activity occur?
- What are the steps in implementing the activity?
- What are the costs and worker hours needed to accomplish this activity?

In many cases, chapters will be large enough to have committees assigned to specific activities, but in schools where this is not possible, the issue of finance and worker hours may be particularly important in determining how many activities to undertake and the extent of the activities. Therefore, a well-defined action plan is essential for any chapter, small or large.

First, advisors and officers should determine the regular meeting locations and times. Regular meetings are essential to maintaining involvement and morale. Meetings should not be only for planning activities. Student members should benefit in other ways, such as acquiring knowledge of teaching and developing a positive attitude about the education profession. Meetings also may be designed to help members obtain information to enhance their social, personal, or academic lives (it is recommended that meetings be held on the same day of the week every two weeks).

Each month, the national office will release a discussion topic as well as a list of discussion questions and conversational protocols. It is recommended that student members rotate leadership of these monthly conversations. Guided discussion questions, conversational protocol, and recommended readings will be available each month via your Educators Rising Collegiate member portal.

In addition to these monthly topics, during a meeting, a faculty member, college representative, local teacher/professor can be invited to share a short presentation about some aspect of education, such as "What Teaching Means to Me." If possible, half of the allotted meeting time, or one meeting per month, should be spent in the media center gathering information on education topics that are of interest to the members. The point is that all meetings do not have to be activity planning meetings but may range from social to educational.

After the meeting times and locations have been determined, a list of possible activities (such as fundraising, marketing, school, community, or social) should be presented. After the specific activities are determined, the following steps should be followed to ensure their success:

- 1.** Determine the time needed to prepare for the activity.
- 2.** Obtain yearly calendars of events from other school organizations. If there are activities that have been sponsored solely by other school clubs that seem appropriate for Educators Rising Collegiate to sponsor, plan a meeting with the advisor of that club requesting to co-sponsor.
- 3.** To make other organizations in the local school knowledgeable about Educators Rising Collegiate, group projects involving one or more other clubs are recommended. Financial and human resources are shared in this way. Sharing also serves as a method of new member recruitment.
- 4.** Assign committees (if possible) to research what is needed to make the activity a success and develop a plan for implementing the activity.
- 5.** Ask committees to have reports in writing ready to present to the entire chapter early in the school year.
- 6.** Finalize the yearly action plan and present a written report to the administrator(s) and other advisors of various school clubs. (Prepare an alternative to the meeting times and locations as well as activities.)
- 7.** If administrative approval is obtained, have all Educators Rising Collegiate activities posted on the official school activity calendar or website in order to prevent conflicts with other activities.
- 8.** If approval is obtained, present the action plan to the entire chapter. If possible, prepare copies for each member.
- 9.** The chapter officers are responsible for helping the chapter maintain its focus and pursue the goals presented in the action plan. Therefore, officers should begin announcing the upcoming events at each meeting and reminding the assigned committees to promote and publicize the activity.
- 10.** Copies of the action plan should be shared with members, faculty, administrators, and other appropriate persons.



# SAMPLE YEARLY ACTION PLAN

## September

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- » Regular meetings.
- » Monthly discussion topic: ***PDK 2021 Poll Results/School Choice: Where Now?***
- » Faculty meeting presentation
- » First meeting; elect officers at second meeting and develop committees
- » Determine dues structure (if charging chapter dues in addition to national dues)
- » Member recruitment (request a list of education department students, send out details about program asking for prospective Educators Rising Collegiate members to join)
- » Plan fundraising to attend state/national conferences
- » Join Educators Rising Collegiate social networks

## October

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- » Regular meetings
- » Monthly discussion topic: ***Rethinking the Early Years***
- » Officer Installation and Member Initiation Ceremony (OPTIONAL)
- » Present Educators Rising Collegiate concept to school administration; discuss possible funding for national conference attendance
- » Fundraising activity or publicity activity
- » Press release for career shadowing and community project activities
- » Reach out to State/National Educators Rising representatives to find out how you can volunteer and/or compete at conferences at the state and regional level

## November

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- » Regular meetings
- » Monthly discussion topic: ***Who will teach?***
- » Prepare goodies for faculty; collaborate with business partners or other community groups to donate goodies
- » National Education Week Activities
- » Social Activity—collaborate with an established group Advisors' seminar
- » Review the Call for Sessions for the 2022 Educators Rising National Conference! Consider submitting a proposal. Visit your membership portal for details.

## December

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- » Only one meeting
- » Host an Educators Rising Collegiate Holiday Party—invite parents, faculty, friends, etc.
- » Plan community service project for the spring semester.

## January

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- » Regular meetings
- » Monthly discussion topic: ***Spotlight on Rural Education***
- » Promote to members the opening of the PDK Scholarship Applications
- » Massive publicity campaign — article in school newspaper announcing state/national conference.
- » Begin service project
- » Invite organizations to sponsor conference attendees
- » Invite representative(s) from a community, business, or education organization to meeting
- » Submit a proposal to lead a breakout session at the 2022 Educators Rising National Conference! Visit your membership portal for details.
- » Begin planning fun activities to coincide with National Educators Rising Week in February

## February

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- » Regular Meetings
- » Monthly discussion topic: ***The Interpersonal Life of Schools***
- » Consult with business partners
- » Community activity — Partner with a local high school or collaborate with a Phi Delta Kappa chapter!
- » Continue service project
- » Offer fun activities throughout National Educators Rising Week
- » Review the Call for Judges for the 2022 Educators Rising National Conference. Consider signing up!

## March

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- » Regular meetings
- » Monthly discussion topic: ***The Right IDEAs for Special Education***
- » Plan for Teacher Appreciation Week — Collaborate with other group(s) if needed
- » Promote the closing of PDK Scholarship Applications in April.
- » Continue working on service project
- » Register to attend the 2022 Educators Rising National Conference!

## April

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- » Regular meetings
- » Monthly discussion topic: *The Ups and Downs of Family Engagement*
- » Report to faculty on conference or yearly chapter update
- » Marketing campaign for Teacher Appreciation Week Awards day
- » Plan travel to the National Educators Rising Conference
- » Submit your competition applications
- » Social activity Elect new officers
- » Plan a book drive for national book day—collect books from your student body and donate them to local schools in the area

## May

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- » Regular meetings
- » Monthly discussion topic: *Literacy Today*
- » Report to faculty on conference or yearly chapter update
- » Marketing campaign for Teacher Appreciation Week Awards day
- » Plan travel to the 2022 Educators Rising National Conference
- » Social activity
- » Elect new officers

## June

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- » Attend 2022 Educators Rising National Conference
- » SUMMER BREAK

## ADDITIONAL ACTIVITIES

In addition to the activities outlined above, here are some additional activities to incorporate into your chapter schedule throughout the school year:

### 1. Attend a local school board meeting

Working with the local school board as young educators can help school board members understand what the local students are learning and what resources they have. Educators Rising Collegiate members should have a strong connection with the local school board to continue your experience in the education field.

### 2. Competition prep workshops

Collaborate with local High School Chapters to help prep the students for State and National Educators Rising Competitions.

### 3. Discussion of local education issues/elections

Create workshops and speaking events to continue the discussion on education issues. Use the Monthly guided discussion questions to facilitate fact-based conversation about the real-life issues facing educators in the classroom today.

### 4. Visit local schools to assist with after-school programs

Volunteer working with the local schools in the area.

### 5. Local walks/charity fundraising in conjunction with other organizations

Collaborate with other clubs and groups on campus and local area.

### 6. Pizza party for education majors on campus

Host a special mixer for current Educators Rising Collegiate members and Non-Members to expand the reach of Educator Rising Collegiate.

### 7. Tours of different types of schools

Set up tours with various types of schools (Public, Charters, Magnets, Private, Daycares) to help members get a better feel for the environment they'd like to teach in.

### 8. Arrange a discussion with local teachers over coffee.

Invite local teachers to attend a meeting to share their early career insights and what the first day and last day of school looks like for them each year. Suggested questions might include:

- » Was there something you bought for your classroom that you haven't used? What do you wish you would have purchased?
- » Do any of you have experience with co-teaching or mentorship models?
- » Can you share how some of your interviews went before landing a teaching position?
- » I know I will be super young compared to the parents and caregivers of my future students. What are your suggestions for communicating with students' guardians?
- » How do you stock your classroom on a new teacher budget?

### 9. Invite local administrators to speak about what they look for in teacher interviews

Ask them to talk through professional attire, what to bring to the interview, and to offer suggestion on questions that will be asked of them as well as what questions they should be asking.

# RECRUITMENT

Any undergraduate with an interest in pursuing education is encouraged to join Educators Rising Collegiate. Here are some ideas for how to reach potential members:

- » Set up a table at your school's Club Day or Back to School event (contact the Office of Student Affairs for more information)
- » Set up tables/booths at all School Program fairs
- » Request list of all Education and Liberal Arts Students from the Registrar and send out emails to students encouraging them to join (this can be each semester)
- » Visit entry level/foundations education classes to get them excited about the opportunity to join and participate in the chapter
- » Visit non-ed major classes to encourage them to join and learn more about the teaching profession.
- » Request a list from local high schools that offer dual enrollment and send out detailed emails to list of students encouraging them to join the Educators Rising Collegiate Program
- » Talk to current high school level chapters in your area to encourage them to join in their freshman year
- » Tie in fundraising activities – use local restaurant certificates as incentives and raffle prizes.
- » Have a full list of activities and volunteer activities that you will be offering throughout the year that show it is fun and rewarding to join.

# SOCIAL MEDIA

Social media is a great way to both promote your chapter and connect with the national office. Like us on Facebook @EdRisingCollegiate to stay up-to-speed on all upcoming deadlines for scholarships, conference registration, and national competition submission. We will also share fun and informative resources like online events, photos from Educators Rising Collegiate events, contests, and education-related posts from other organizations.

To set up a page for your specific chapter:

1. In Facebook, click on the Create button at the top of the page.
2. Choose Page from the dropdown menu that appears.
3. Choose Business or Brand from the two choices.
4. The page name should include Educators Rising Collegiate and your college/university's name (try to only use "EdRising Collegiate" in cases where there is no room for the full wording). Do not use Educators Rising or Educators Rising Collegiate by themselves as your chapter's name since Facebook will allow multiple pages of the same name and it can get confusing.
5. Choose the category "Education," "Nonprofit," or any other you feel applies.
6. Ideas for your profile picture: photos of your university (make sure they are public domain), your chapter holding an activity, or one of Educators Rising Collegiate's graphic. If you need a graphic or logo, let us know and we can send it to you.
7. Fill in as much of a description as you feel is appropriate. Remember that people who do not know about Educators Rising Collegiate at all might be finding your page by Facebook recommendations, so you'll want to include a little about Educators Rising Collegiate as well as specifics about your chapter. Feel free to use any of the information in this guide or online to help.
8. Set up your page's administrator rights carefully. You'll want to limit the people who can make and edit posts to two or three people. Make sure that as members with editing rights graduate (or decide to leave the chapter) you switch the main administrator profile to a current member so that they are able to give people editing rights.

## Post ideas:

- » Event posts for your chapter meetings
- » Pictures of chapter members (including at graduation wearing their Educators Rising Collegiate cords)
- » Sharing information from your School of Education on scholarship opportunities or campus-wide events
- » Profiles of individual chapter members
- » Sharing posts from Educators Rising Collegiate national page
- » Use Instagram to promote upcoming events and post pictures of previous events
- » Use Instagram to post inspirational quotes and birthday messaging
- » Start a blog about the joys of teaching – link through social media
- » Conduct “man on the street” interviews with reactions to monthly conversation topics and post on social media

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# FUNDRAISING

In order for your chapter to have maximum impact, you'll need to be able to fund activities throughout the year. As an official student organization, you may be eligible for funds through your school's student funding office. In addition, many chapters are funded through membership dues instituted at the chapter level. Beyond that, your chapter will need to raise funds to support additional chapter activities. Here are a few ideas to get you started:

- Partner with local elementary schools: charge for services like face-painting at school carnivals or events.
- Yankee Candle fundraiser: easy to do through social media.
- Restaurant Night fundraisers: work with local businesses to offer you percentage of sales made on a specific day – you advertise throughout to get as many patrons to the business as possible.
- Trash-bag sales/flowers: sell pots of mums in fall or find what people want in your area.
- Organized activity onsite or offsite:
  - Partner with a local PetSmart or pet rescue to bring pets to campus (charge students \$1-5 to spend 5 or 10 minutes playing with puppies or kittens)
  - Develop and sell tickets for a talent show (featuring faculty and/or students)
  - Develop and sell tickets for a fashion show (featuring faculty and/or students)
  - Develop and sell tickets for arts and crafts (featuring faculty and/or students)
  - Develop and sell tickets for a Dance-a-thon (featuring faculty and/or students; proceeds go to special program like St. Jude, but set up booths to sell food and drinks to make your fundraising profit)
- Raffles: ask local vendors to donate items – it's great advertising for them and you – to raffle gift baskets or individual gift cards/certificates.
- T-shirt sponsors: recruit sponsors from sporting programs or local business to place logos on your Educators Rising Collegiate shirts.
- Partner with sporting events: set up a booth and sell a specific food item with all proceeds go to the Educators Rising Collegiate Program.
- Sponsor a flea market or community-wide yard sale on campus: sell booths to other school community organizations, craft makers, local merchants, and students' families.

**Share your success!** If you've had a successful fundraising project, please tell us about it so we can share your great idea with other Educators Rising Collegiate chapters. Email your chapter (school) name, the name of our project, and a brief description of your project, with the subject line “Educators Rising Collegiate Fundraising Ideas” to [edrisingcollegiate@pdkintl.org](mailto:edrisingcollegiate@pdkintl.org).

# SCHOLARSHIPS

Members of Educators Rising Collegiate are eligible to apply for scholarships offered through the PDK Educational Foundation. The Foundation's endowed scholarship program provides financial assistance for undergraduate and advanced degree education. Applications open January in your online member portal and closes in April. Check the website for updates on scholarships deadlines: [edrisingcollegiate.org](http://edrisingcollegiate.org). Contact [scholarships@pdkintl.org](mailto:scholarships@pdkintl.org) with questions.

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## PI LAMBDA THETA HONOR SOCIETY

Pi Lambda Theta, a division of PDK International, is one of the nation's most prestigious education honor societies. Established in 1910, Pi Lambda Theta serves to recognize outstanding students who intend to pursue careers in education. With more than 185,000 individuals who have been inducted across the nation, membership signifies a commitment to academic excellence and the teaching profession. All Educators Rising Collegiate members who meet the eligibility criteria are invited to apply.

### Eligibility

Pi Lambda Theta has the most stringent GPA requirements for membership. To join, Educators Rising Collegiate members must:

- Have a cumulative GPA of 3.50 or higher
- Be an undergraduate junior or senior (with at least 60 credit hours) who intends to pursue a career in education

### Benefits

There is a one-time fee of \$74 to become a lifetime member of Pi Lambda Theta.

Membership includes:

- A personalized certificate;
- Gold honor cords to wear at graduation;
- A connection to outstanding education professionals who can open doors to future employment;
- Eligibility for scholarships to support your undergraduate or graduate studies;
- An online badge for your LinkedIn profile to show employers that you are a high-caliber job candidate.

### How to Apply:

Apply via your member profile by clicking "Join Pi Lambda Theta" and filling out a brief application. Please note, you will need to upload current copies of your transcripts.

For more information, visit [www.pilambda.org](http://www.pilambda.org).





## NATIONAL LEADERSHIP ROLES

Educators Rising Collegiate chapters are designed to be student-led. In addition to leadership roles at your school, there is also the opportunity to take on leadership roles at the national level.

Educators Rising Collegiate members in their freshman year of college and who participated in Educators Rising in high school are eligible to apply as a national student officer for the Educators Rising middle/high program.

The primary responsibility of the national student officers of Educators Rising is to be ambassadors for the organization and the future of the teacher profession. Effective national officers are articulate, self-motivated, outgoing, conscientious students with a passion for Educators Rising's mission and vision, who will promote the organization as essential to the cultivation of tomorrow's great educators. Officers must be comfortable with public speaking and connecting with education stakeholders (students, teachers, administrators, policymakers, etc.) both virtually and in person.

In addition, all Collegiate students are eligible to apply to become Educators Rising Ambassadors. Ambassadors are students with a strong online/social media presence who are ready to engage in and lead national conversations about teaching and learning.

More details about each program and applications can be found in your member portal.



# NATIONAL CONFERENCE

Mark your calendars for the Educators Rising national conference! Check out our website for updates on dates and locations: [edrisingcollegiate.org](http://edrisingcollegiate.org). Don't miss your chance to lead, learn, network, and compete with over 1,000 future educators! You'll have the opportunity to interact with fellow Educators Rising Collegiate members, Educators Rising high school members, current educators, and system-level leaders, all in one location!

## LEAD

Join the inaugural Educators Rising Collegiate Congress and help to shape the policy and direction of Educators Rising Collegiate Chapters nation-wide for the 2021-2022 school year.

## TEACH

Students are encouraged to submit breakout session proposals for the 2020 conference. Details on session strands and information on how to submit are available in your member portal.

## COMPETE

Educators Rising competitions offer rising educators exciting, authentic opportunities to measure their creativity, skills, and initiative against high standards and their peers from across the country. We normally offer two competitions for college students.

Collegiate Competitions:

- Children's Literature – Higher Ed
- Creative Lecture (TED Talk)
- Educators Rising Moment
- Ethical Dilemma (team)
- Impromptu Lesson
- Impromptu Speaking
- Lesson Planning and Delivery – Higher Ed
- Public Speaking
- Researching Learning Challenges (team)

Competition guidelines as well as registration can be accessed via your member portal. Registration is open February through April of each year.

## Volunteer

Not competing? Your fellow Rising Educators will benefit from your valuable feedback as a competition judge. Get trained on how to observe and offer feedback to the top competitors in the nation. Additional volunteer opportunities include conference support and room monitors. Contact [volunteers@pdkintl.org](mailto:volunteers@pdkintl.org) for more details!

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## WORKING WITH EDUCATORS RISING HIGH SCHOOL AFFILIATES

At the high school level, Educators Rising works with 28 state/regional affiliates to provide support and programming for middle and high school students. Contact your State/Regional Affiliate for more information on how you can strengthen the teacher pipeline by connecting with local Educators Rising high school programs volunteering at state and regional conferences, and more! Visit [www.educatorsrising.org/who-we-are/state-regional-affiliates](http://www.educatorsrising.org/who-we-are/state-regional-affiliates) for a complete list of affiliates.

# SAMPLE CHAPTER CONSTITUTION

## CONSTITUTION

### Educators Rising Collegiate

Drafted on: \_\_\_\_\_

We, the (University Name) Educators Rising Collegiate Chapter, recognizes the need for a dedicated group for rising educators to come together and cultivate their skills of teaching and advocacy. The (University Name) Educators Rising Collegiate Chapter shall consist of all students that, have a desire to be an educator, a desire to affect education policy, and have a desire to support current and future educators in both high school and college.

#### Article One. Name of Organization

**1.01** (University Name) Educators Rising Collegiate Chapter

#### Article Two. Mission

**2.01** Educators Rising Collegiate adds to the continuum of supports offered by PDK International to current and aspiring educators, where several opportunities focused on educational matters are provided for undergraduate students to engage in. Educators Rising Collegiate aims to connect students to individuals throughout (University Name) local school educators, and members associated with PDK International.

#### Article Three. Membership

**3.01** Membership shall be open to all (University Name) students and will not discriminate in their membership selection on the basis of race, creed, color, national origin, age, sex, sexual orientation, personal appearance, disability, marital status, family responsibility, political affiliation or source of income, or other rights secured by the First Amendment of the U.S. Constitution.

**3.02** Any undergraduate student is welcome to join Educators Rising Collegiate. All active members must be currently enrolled at (University Name) or sister universities as undergraduate students.

**3.03** Membership shall consist of a minimum of (University requirements if any)

**3.04** Membership in the chapter shall be determined by attendance at (minimum number meeting requirements, financial contribution or another requirement)

**3.05** Only active members may vote on matters

(official or not) including amendments, elections, and other motions brought forth in meetings. Active members will also be the only ones who may hold an officer position.

**3.06** If impeachment proceedings are successfully brought forth, then a member may be removed from the organization.

#### Article Four. Officers and Duties

**4.01** The Officers of the (University Name) Educators Rising Collegiate Chapter shall consist of at minimum a President and Treasurer. Additional roles may include Vice President, Secretary/Communications Officer, Activities and Programs Officer, and Advocacy Officer.

**4.02** Additional Officer positions may be created, and officers appointed by the Executive Board. These shall include but are not limited to operations officers, webmaster, and committee chairs. The Executive Board may include these appointed officers as part of the Chapter governing body if a description of their responsibilities and authority are included in the Chapter's Constitution otherwise the positions are temporarily and can be changed under each President.

**4.03** The President will be responsible for leading all Educators Rising Collegiate-sponsored activities at (University Name), identifying activities and programs that will engage chapter members and assist in recruitment of new members.

**4.04** The Treasurer will be the steward of chapter funds. In addition to maintaining financial records, the Treasurer will be a key part of the chapter's decision-making team by assessing and reporting the financial implications of proposed chapter activities and other actions. The Treasurer is expected to

track the budget and plan chapter activities in a financially efficient way.

**4.05** The Vice President will assist and support the President in their duties, presiding over meeting in the absence of the President. The Vice President will work to supervise and coordinate activities of the organization and build connections with related organizations on campus.

**4.06** The Secretary/Communications Officer will be responsible recording all information at meetings, working with the Faculty/Staff Advisor and chapter President to maintain an accurate list of members and their contact information, and to establish and maintain all organization files, including attendance and activity records. The person in this role will also record all votes of the chapter Executive Committee. In addition, the Secretary/Communications Director shall be responsible for the writing and distribution of a chapter newsletter or other notifications to chapter membership informing them of any upcoming meetings or activities. This person is also responsible for managing the digital presence of the chapter.

**4.07** The Activities and Programs Officer will work with leadership to select and coordinate activities for chapter members. In addition, the Activities and Program Officer will be responsible for recruiting and managing members in volunteer activities.

**4.08** The Advocacy Officer is responsible for tracking state and federal policy as well as facilitating conversations around Toolkits provided by the Educators Rising Collegiate national office

**4.09** The length of each officer's term will be for one (1) year, subject to continuation if re-elected

**4.10** There are no limits for how many terms one may be elected. Elections may be held throughout the year if an officer is removed or steps down from their position.

**4.11** An officer is subject to removal for reasons stated in Article 3. The decision to remove an officer may also be decided by a majority of the entire membership of the organization, where sufficient reasoning is provided.

**4.12.** All club officers shall be in good standing with (University Name)

**4.13.** No officer of the chapter shall be permitted to hold more than one officer position in the chapter.

**4.14.** (University Name) Educators Rising is required to have a faculty or staff member serve as their advisor. The advisor will be a full-time member of the faculty or staff at (University Name) and shall serve as an ex-officio member of the Chapter Executive Board. Ex-officio members shall serve only in a non-voting capacity.

**4.15.** An advisor may only be removed if the officers or organization members believe and vote in the majority that they should be removed

**4.16.** The advisor may only advise the group and help to set up meetings or events, but they will not have a vote on group matters.

## **Article Five. Elections and Vacancy**

**5.01** Elections will take place by \_\_\_\_\_

**5.02** The meeting date for taking nominations and holding elections, as well as the nomination and election process, shall be well publicized to members and non-members of the organization.

**5.03** Anyone is allowed to nominate himself or herself for election of one chosen position. You may not be nominated for more than one position.

**5.04** The officers outlined in article 4 section 1 shall be elected by a simple majority vote by the active members of the chapter.

**5.05.** Each member shall have one (1) vote.

**5.06** A secret ballot will be used for the election and a committee of three will be selected as the vote counters.

**5.07** A tie will result in each candidate re-stating why they are the best candidate, followed by questions from the organization, and then a re-vote.

**5.08** The newly elected officers will take their position at the start of the next academic school year. However, if someone is removed from office or steps down, whoever is elected will take place immediately.

## Article Six. Impeachment or Resignation

**6.01** Should an elected officer fail to perform the responsibilities or abuse the privileges of their elected position, the officer shall be subject to impeachment and removal from their office.

**6.02.** An officer is subject to impeachment and removal for reasons stated in Article Three. The decision to impeach and remove an officer may also be decided by a majority of the entire membership of the organization.

**6.03.** To remove an elected officer from their position, any member of the organization may motion for a vote of no confidence. This motion must be seconded. The individual that made the motion may speak first, followed by discussion and debate. The officer in question will be allowed to speak. Should this motion be approved by a majority of the total membership, the officer in question is immediately removed from their position.

**6.04.** Any officer wishing to resign must submit their resignation in writing to the President.

**6.05.** An election will take place at the next possible meeting and any member of the organization, not holding a position, will be allowed to run. Elections rules stated in Article Five will be followed.

## Article Seven. Meetings

**7.01** General meetings of the chapter shall be held at least once a month during active fall and spring semester. The President or a designee shall preside over general body meetings.

**7.02** All members and non-members shall be notified via email, social media, and other communication methods about meeting dates. No meeting shall be called with the intent to exclude any one member or any portion of membership.

**7.03** The Executive Committee of the chapter shall meet at least once a month. A portion of the meeting

must be open to the public. The President or Vice president shall preside over the meetings.

**7.04.** The quorum for meetings pertaining to the entire organization will be a simple majority of the active membership plus one officer.

**7.05** Special meetings will be called around the time of large events where extra preparation is required.

## Article Eight. Committees

**8.01** Any member of the Executive Committee can request the formation of a committee.

## Article Nine. Finance

**9.01** National student dues are \$25 per student for the entire year. Students can pay individually at [pdkintl.org/edrisingcollegiate](http://pdkintl.org/edrisingcollegiate).

## Article Ten. Amendments

**10.01** Amendments may be submitted as needed throughout the academic year.

**10.02** In order to propose new amendments to the constitution, active members must state the purpose and reason why. Active members will discuss after the proposal and vote.

**10.03** Any proposed amendment will only be approved if voted on by  $\frac{3}{4}$  of the entire membership.

## Article Eleven. Ratification

**11.01** This constitution shall become effective upon approval by a  $\frac{3}{4}$  vote of the membership.

# SAMPLE AGENDA

**NOTE:** familiarize yourself with Robert's Rules of Order ([https://en.wikipedia.org/wiki/Robert%27s\\_Rules\\_of\\_Order](https://en.wikipedia.org/wiki/Robert%27s_Rules_of_Order))

## **(School) Chapter of Educators Rising Collegiate**

### **Meeting Agenda: (date)**

- I. Call to order
- II. Opening ceremonies (optional)
- III. Reading and approval of the minutes from the previous meeting
- IV. Reports of officers, boards, and standing committees
- V. President, Vice President, Treasurer, standing committees
- VI. Reports of special committees (if these committees are prepared or instructed to report)
- VII. Special orders (if there are special orders)
- VIII. Unfinished business and general orders
- IX. New business
- X. Announcements
- XI. Program (if a program or a speaker is planned for the meeting)
- XII. Adjourn

# SAMPLE MEETING MINUTES

(School) Chapter of Educators Rising Collegiate

**Meeting Minutes:** (date)

The president called the (school) chapter meeting to order at (time).

The secretary read the minutes from the previous meeting. There were no corrections and the minutes were approved as read. OR There were corrections and the minutes were approved as corrected.

The treasurer's report was read and filed.

**Standing Committee Reports:** Membership Committee (attached)

**Special Committee Reports:** None

**Standing Orders:** None

**Unfinished Business:** None

**New Business:**

- » A motion was made by {Student Name} and seconded to order T-shirts from the Educators Rising Collegiate Store for \$12.00 per shirt. The motion was adopted unanimously.
- » A motion was made by {Student/Officer Name} and seconded to raise and donate \$100.00 to the (National Service Project). The motion was defeated 6 to 2.

**Announcements:** The next (school) chapter meeting will be on (date) at (time).

The meeting was adjourned at (time).

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(Name of Secretary) Secretary

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Date Approved

## NATIONAL OFFICE SUPPORTS

Questions? Contact us at **800-766-1156** or email **edrisingcollegiate@pdkintl.org**