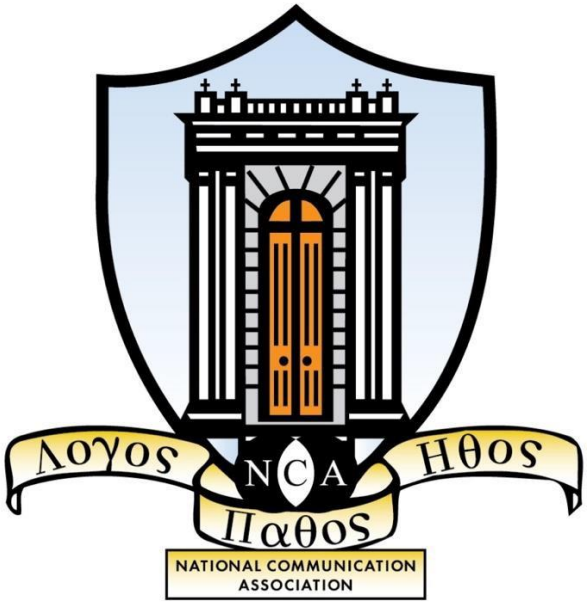
LAMBDA PI ETA

ADVISOR HANDBOOK



DECEMBER 2017

A LETTER FROM THE NATIONAL OFFICE

Dear Lambda Pi Eta Chapter Advisor:

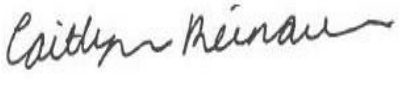
On behalf of the National Communication Association, we wish to offer our deepest thanks and gratitude for your work as a Lambda Pi Eta (LPH) chapter advisor. LPH has more than 500 chapters, which means over 500 chapter advisors working diligently to organize chapter meetings, inspire students, and help members succeed, academically and professionally. It is through your hard work that LPH has grown to have the national presence it does today.

The goals of Lambda Pi Eta are: (1) to recognize, foster, and reward outstanding scholastic achievement in Communication Studies; (2) to stimulate interest in the field of Communication; (3) to promote and encourage professional development among Communication majors; (4) to provide an opportunity to discuss and exchange ideas in the field of Communication; (5) to establish and maintain closer relationships between faculty and students; and (6) to explore options for graduate education in Communication Studies. We encourage you to read through this handbook and use it as a resource to build a strong and active chapter that engages with its campus and local community.

As an LPH chapter advisor, you will help students reach new academic and professional heights. Your time as chapter advisor will have a lasting influence on your members, and it is our hope that your LPH members will follow your example with their own dedication to achieving excellence in the Communication discipline.

We wish you and your chapter every success in all of your endeavors. Should you have any questions about advising your chapter, do not hesitate to contact us. Thank you for your service.

Sincerely,



Trevor Parry-Giles, Ph.D.
Director of Academic and Professional Affairs

Caitlyn Reinauer
Academic and Professional Affairs Associate
202.534.1117
creinauer@natcom.org

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ABOUT LAMBDA PI ETA

Lambda Pi Eta (LPH) is the National Communication Association's official honor society at four-year colleges and universities. LPH currently has more than 500 active chapters at institutions nationwide.

LPH became a part of the National Communication Association in 1988, and the association's official honor society in July 1995. It is an official member of the Association of College Honor Societies (ACHS).

LPH represents what Aristotle described in *Rhetoric* as three ingredients of persuasion: logos (Lambda), meaning logic; pathos (Pi), relating to emotion; and ethos (Eta), defined as character credibility and ethics.

THE SIX GOALS OF LAMBDA PI ETA:

1. Recognize, foster, and reward outstanding scholastic achievement in Communication Studies
2. Stimulate interest in the field of Communication
3. Promote and encourage professional development among Communication majors
4. Provide an opportunity to discuss and exchange ideas in the field of Communication
5. Establish and maintain closer relationships between faculty and students
6. Explore options for graduate education in Communication Studies

The purpose of these six goals is to guide each chapter to study, promote, and further develop the Communication discipline. Every chapter should aim to connect each of its sponsored events, fundraisers, and other chapter functions to one or more of these goals.

ASSOCIATION OF COLLEGE HONOR SOCIETIES (ACHS)

According to the ACHS website (http://www.achsnatl.org/), the mission of the Association of College Honor Societies is to build a visibly cohesive community of national and international honor societies that promotes the values of higher education; fosters excellence in scholarship, leadership, service, and research; and adheres to the standards of honor society excellence.

Member societies of the Association of College Honor Societies are as diverse as knowledge itself. From business to physics, mathematics to music, these organizations exist for one primary purpose: to encourage and honor superior scholarship and leadership achievement.

The Association of College Honor Societies (ACHS), founded in 1925, is the nation's *only* certifying agency for college and university honor societies. Please visit the ACHS website for a wide range of resources, grants, and recruitment information.

GOVERNANCE

NATIONAL OFFICE CONTACT

Lambda Pi Eta
1765 N St, NW
Washington DC 20036
202.464.4622

Trevor Parry-Giles
Director of Academic and Professional Affairs
tparrygiles@natcom.org
202.534.1116

Caitlyn Reinauer
Academic and Professional Affairs Associate
creinauer@natcom.org
202.534.1117

To view the current LPH Faculty Advisory Board and Student Advisory Board representatives, please visit

WWW.NATCOM.ORG/LPH.

LAMBDA PI ETA WEBSITE

The LPH website provides members and advisors with resources to help with everything from ordering induction materials, to planning events, to applying for national awards.

The sections below describe the information that can be accessed on specific pages of our website.

LAMBDA PI ETA

www.natcom.org/student-organizations/lambda-pi-eta

- Gain an overview of the purpose and history of Lambda Pi Eta, and access the following:
- Annual Chapter Renewal and Annual Report Form (*must be submitted by each chapter, along with the $35 renewal fee, by January 2*)
- New Chapter Application Form
- Governance and Leadership (*the names and affiliations of all current Student Advisory Board and Faculty Advisory Board representatives*)
- LPH Journal Archives (*NCA discontinued publishing the LPH Journal in 2015. Previous volumes I-III can be downloaded from this page*)

From this page, you can also access the following pages:

- LPH Membership and Materials (www.natcom.org/student-organizations/lambda-pi-eta/lph-membership-and-materials)
  - Find membership forms, start a chapter, and learn how to order induction and graduation materials through Award Concepts
- Policies and Procedures (www.natcom.org/student-organizations/lambda-pi-eta/lph-membership-and-materials/policies-and-procedures)
  - LPH's governing document, which outlines all requirements for academic institutions and individual student members
- LPH Awards (www.natcom.org/student-organizations/lambda-pi-eta/lph-awards)
- LPH Chapter Activities (www.natcom.org/student-organizations/lambda-pi-eta/lph-chapter-activities)
- Frequently Asked Questions (www.natcom.org/student-organizations/lambda-pi-eta/frequently-asked-questions)
- LPH Logo (www.natcom.org/nca-logos-usage-policy)
- LPH Members Store (www.acgreek.com/greek/lpe-mem)

RESOURCES

Access multiple tools through the right rail menu available on each Lambda Pi Eta webpage, including:

- Our About Lambda Pi Eta flyer
- LPH Advisor Handbook
- Advisor's Pledge *(all new advisors must sign and return this form to the national office)*
- Award Concepts Ordering Guide *(a step-by-step illustration of ordering membership certificates – also found in Appendix E, page 28)*
- Lambda Pi Eta Chapter Networking Contact List *(downloaded as excel sheet through the "contact other chapters" link)*
- Current Chapters *(PDF list of all active chapters)*
- Ordering LPH Materials Webinar *(video recording of the webinars hosted in September/October 2016)*
- Sample Induction Ceremony Script & Sample Membership Forms
- Simply Speaking Newsletter

If you are unable to find the resources you need online, do not hesitate to contact the Academic and Professional Affairs Associate at the National Office at 202.464.4622.

LEADERSHIP CALENDAR AND IMPORTANT DATES

Please use this calendar as a guide throughout the academic year. This serves as a basic timeline of the events that must occur each year; you and your chapter are welcome to add other events and deadlines to this calendar.

NOTE: Inductions can be hosted in the Fall, Spring, and Summer semesters. Please order all induction and graduation materials *four weeks* ahead of your planned ceremonies.

SEPTEMBER

- Create fall semester's LPH Membership Application deadline
- Email all Communication students the LPH Membership Application and announce the fall application deadline
- Host a recruitment event of your choosing

OCTOBER

- If not already done, host semester's first general meeting—announce/conduct elections if necessary
- Submit updates and photos on latest chapter activities to the National Office to be featured in the fall edition of *Simply Speaking*

NOVEMBER

- NCA ANNUAL CONVENTION—there are multiple LPH-specific sessions each year. Please attend the Annual Business Meeting, if possible.
- LAMBDA PI ETA ANNUAL BUSINESS MEETING—each year, elections are held for open Student Advisory Board and Faculty Advisory Board positions, the Annual Awards are presented, and items are brought forward for discussion and vote.

DECEMBER

- Complete the Chapter Annual Report Form
- Submit the Annual Report along with the $35 chapter renewal fee by January 2
  - If paying by check, please mail to:

    NCA—Lambda Pi Eta
    1765 N St. NW
    Washington, DC 20036

JANUARY

- Create spring semester's LPH Membership Application deadline
- Contact chapter officers and schedule Executive Board spring planning meeting
- Email Communication students the LPH Membership Application and announce the spring application deadline
- Host a recruitment event of your choosing

FEBRUARY

- If not already done, host semester's first general meeting—announce/conduct elections if necessary

MARCH

- Stephen A. Smith Top Paper Submission deadline (NOTE: Deadline is the same as Convention submission deadline. Check http://www.natcom.org/convention/ for most up-to-date information)
- Submit updates and photos on latest chapter activities to the National Office to be featured in the spring edition of Simply Speaking

APRIL

- Host induction/graduation ceremony and events
- April 1 – Lambda Pi Eta National Awards submission deadline

MAY

- Host induction/graduation ceremony and events

JUNE – AUGUST

- Contact chapter officers and schedule Executive Board fall planning meeting
- Evaluate spring programming
- Plan/update planning accordingly for fall semester activities and deadlines

NCA's ANNUAL CONVENTION

The National Communication Association hosts its Annual Convention every November. The 2018 convention will be held in Salt Lake City from Thursday, November 8 to Sunday, November 11. The theme for the 2018 Annual Convention is "Communication at Play."

Every LPH member is encouraged to submit their paper to the LPH paper competition as well as to any other appropriate units of NCA. If the paper is accepted, the student is committed to attending that year's convention to present it in person.

LPH members who present their papers at an LPH sponsored-session are eligible to receive a travel stipend to help pay for travel costs (check with the National Office for specifics on the amount). Further, LPH members who attend the convention - and are *also* NCA student members—are strongly encouraged to register for a convention volunteer shift in exchange for complimentary convention registration. Volunteer registration for convention is open only to NCA student members, and typically opens the second week of July. Please contact the National Office for specific dates if interested.

Please note: The LPH paper submission deadline is *always* the same as the general convention submissions deadline - which is subject to change. Please check online for the most up-to-date information (www.natcom.org/convention).

The Lambda Pi Eta Business Meeting is held at every Annual Convention. It is during the Annual Business Meeting that we confirm last year's meeting minutes, present the National Awards, elect new Student Advisory Board and Faculty Advisory Board representatives, and open the floor for discussion and vote on various agenda items. All members and officers are welcome and encouraged to attend.

Attending the convention is a great way to network and meet fellow members and scholars in the Communication discipline. If you are unable to attend the Annual Convention, you and your students should attend regional or local conferences to present papers or simply gain exposure to the conference process and environment. Many regional conventions have specific undergraduate conferences and/or poster sessions that provide LPH students with opportunities to present their superior work.

For more information on the NCA Annual Convention, please visit www.natcom.org/convention.

Future convention locations include:

- 2019—Baltimore, Maryland
- 2020 —Indianapolis, Indiana
- 2021 —Seattle, Washington

THE CHAPTER

Every Lambda Pi Eta chapter must adhere to the Individual Student Membership and Academic Institutional Membership eligibility requirements as outlined in the Policies and Procedures, available at www.natcom.org/student-organizations/lambda-pi-eta/lph-membership-and-materials/policies-and-procedures. For an institution to be eligible to host a Lambda Pi Eta chapter, it must:

- Grant baccalaureate or higher degrees
- Be accredited by the appropriate regional association
- Have an academic school, division, or department in the field of Communication Studies
- Offer a minimum of 30 academic hours in Communication and Communication-related courses

To charter a new chapter, first confirm that your institution meets these eligibility requirements. If your university or college meets these four requirements, each of the following items must be submitted to the National Office before Award Concepts can begin to prepare your framed chapter charter.

1. Completed Chapter Application Form
2. Signed Advisor's pledge
3. Proof of a Communication program that meets LPH REQUIREMENTS (generally a link to the course catalog)
4. $100 chapter application fee (This covers the cost of the chapter charter and the chapter's first year of dues) payable by check (made out to NCA) or credit card Visa, MC, Discover, AmEx)

MEMBERSHIP

To be eligible for individual Student Membership, a student must:

1. Have completed 60 semester credit-hours (90 quarter credit-hours)
2. Have a minimum overall cumulative GPA of 3.0
3. Have completed the equivalent of 12 semester credit-hours (18 quarter credit-hours) in Communication Studies
4. Have a minimum GPA of 3.25 for all Communication Studies courses
5. Currently be enrolled as a student in good standing, as determined by the institution's policies
6. Rank within the highest 35 percent of one's class in general scholarship

To be eligible for admission, a master's student must:

1. Have completed 12 hours of graduate credit-hours (18 quarter hours) in Communication
2. Have a minimum cumulative GPA of 3.5
3. Currently be enrolled as a student in good standing, as determined by the institution's policies

HOW TO BECOME A MEMBER

While every chapter has different recruitment practices, every chapter must follow the Student Membership eligibility requirements detailed in the Policies and Procedures. *Any* student that meets these requirements may become a member of Lambda Pi Eta.

Each student must submit a membership application and pay a one-time $30 membership fee, which covers their lifetime membership in LPH as well as a membership certificate and lapel pin from Award Concepts Honor cords cost an additional $9.85 per student. Once a student's membership certificate has been ordered through Award Concepts, the National Office receives the order confirmation along with the student's name, induction date, and email address. This information is copied from the Award Concepts order confirmation and recorded in the National Register. Once that membership certificate order is placed for each student, and the student is inducted on your campus, they become a lifetime member of Lambda Pi Eta.

ORDERING MEMBERSHIP CERTIFICATES, PINS, AND HONOR CORDS

To order materials through Award Concepts, follow the instructions below and consult Appendix E (the step-by-step ordering guide). By following these simple instructions, your order can be placed in minutes.

All LPH materials (certificates, pins, honor cords, etc.) must be ordered through Award Concepts:

1. Visit the Award Concepts website (https://acgreek.com/greek/password.php)
2. Log in using your chapter's assigned passcode.
3. Follow the step-by-step ordering guide provided (in Appendix E and online) to successfully purchase your materials and induct new members.
4. Please always remember to proof your final certificates for inaccuracies (spelling errors, incorrect dates, etc.).

If you encounter any problems with the Award Concepts website, please use the Live Support link available on the web page, or call Award Concepts at 800.659.7801 between the hours of 8 a.m. and 5 p.m. Central Time.

PLEASE NOTE: Award Concepts offers four different shipping speeds (USPS mail, FedEx/UPS Ground, 2-day, and overnight). Please place all material orders three-four weeks *ahead* of your "need by" date. If you will be paying by check, be sure to allow even more time. Award Concepts will not begin processing or shipping your order *until* your check has been received.

MEMBERSHIP EXPECTATIONS

NCA expects each chapter to strive for excellence and uphold the six goals of Lambda Pi Eta. Each chapter - at minimum - should: recruit members, order certificates and pins, hold an annual induction ceremony, elect officers, submit the Chapter Annual Report Form, work to attend the NCA Annual Convention, and pay the annual $35 chapter renewal fee by January 2 each year. Once again, these are the bare minimum, basic expectations held for each chartered chapter of Lambda Pi Eta.

Every chapter should aim to hold events that promote at least one of the six goals of LPH. Advisors should set high expectations for their members and should expect to actively guide students throughout each semester of their service. Both chapters and chapter advisors should endeavor to do the following:

- Hold at least one general chapter meeting per semester
- Plan at least one chapter event each semester (academic, philanthropic, or social)
- Communicate regularly with the National Office (e.g. annual report, specific inquiries)
- Facilitate career, research, and networking assistance
- Communicate and venture to cross-program with your university or college's campus life, career center, other honor society, student club, and/or administrative offices
- Stay connected with chapter alumni

CHAPTER OFFICERS

As written in the LPH Policies and Procedures, chapters must elect officers. Recommended offices include the traditional leadership structure of President, Vice-President, Treasurer, and Secretary. Each chapter, however, may elect to install a differing leadership structure by majority decision of the chapter.

In addition, a faculty advisor shall be elected or appointed annually. The elections can be held at a chapter meeting by ballot. It is up to each chapter on how specifically to hold its elections. Officers should meet with their incoming successors at the end of their term to ensure continuity of the position and a smooth transition from year to year.

If a new advisor is appointed, it is important to notify the National Office immediately so that our records for your chapter can be updated accordingly.

Duties of Office

Each officer may have the following responsibilities:

- President, or alternative officer: shall announce all meetings, preside in the conducting of business, and actively promote the purposes of Lambda Pi Eta in the university community;
- Vice President, or alternative officer: shall be responsible for special programs and projects, and serve in the absence of the President;
- Scholarship Officer, or alternative officer: shall be responsible for encouraging academic excellence and stimulating intellectual inquiry among the members through activities such as inviting guest speakers, informing members of opportunities for involvement in professional associations, recruiting new members, and presenting any local chapter awards for outstanding contributions;

- Treasurer, or alternative officer: shall be responsible for collecting annual chapter dues, collecting membership dues, establishing a yearly budget, disbursing funds for appropriate organizational expenses, and accounting for all funds; and

- Secretary, or alternative officer: shall keep a complete set of minutes of the business of the chapter, deposit the minutes with the faculty advisor at the expiration of their term in office, assure adequate media coverage of the chapter's activities, build a social media presence for the chapter, and keep a record of all chapter activities.

Terms of Office

Officers shall be elected for terms of *one* academic year. All officers shall be elected from and by the members at the last regular meeting of the academic year, and shall assume the duties of their respective offices at the end of the current semester during which they were elected. If an officer is scheduled for winter graduation, elections can also be held mid-year, or as necessary to replace any outgoing officers.

Inability to Serve

If an individual is elected to office but cannot complete the term, they are to be replaced by an elections of the current membership.

Committees

The President, or alternative officer, may appoint such committees as shall be appropriate for furthering the purposes of Lambda Pi Eta.

CHAPTER ACTIVITIES

Every chapter is encouraged to develop, plan, and implement chapter events individually or in collaboration with other clubs or honor societies on their campus, as well as other Lambda Pi Eta or Sigma Chi Eta chapters in the region.

Visit the Chapter Activities page online (www.natcom.org/student-organizations/lambda-pi-eta/lph-chapter-activities) to view a wide array of potential activities and events for your Lambda Pi Eta chapters to plan and host. *Simply Speaking* highlights outstanding events of the current and previous year(s).

Ideally, a chapter should attempt to have one social, one philanthropic, and one academic event per each academic year. As your chapter grows, you may even be able to do one of each type of event per semester.

Many experienced chapter advisors suggest that you establish an annual event that serves as the chapter's primary recruitment event and is aimed at maximizing visibility and interest in your department. Planning and scheduling is important so as to ensure both student and faculty participation. You may want to consider partnering with other clubs or honor societies, as well as plan around upcoming campus-wide events or activities.

Some event suggestions include:

Social:

- Host alumni for panels and/or mixers
- EXAMPLE: The Alpha Beta chapter at the University of Hartford hosts an Annual Career Mixer to bring alumni working in Communication back to campus to network and speak about their experiences.
- Organize a Communication-themed film series, with post-film discussions and analysis

Philanthropic:

- Conduct fundraising efforts for local and/or national charitable organizations
- EXAMPLE: The Kappa Iota chapter at the University of San Francisco holds bake sales each semester on their campus quad. They sell home-baked pies, and each customer receives a sticker that reads "I ate pie with Lambda Pi Eta!" and also gets to vote for one of three local charities to receive all proceeds.
- Plan community service projects or drives (i.e., food drives, toy drives, blood drives)
- EXAMPLE: The Alpha Mu chapter at the University of Kansas hosted a supply drive for items needed by the Sexual Trauma & Abuse Care Center in Lawrence, KS.

Academic:

- Create tutoring or mentoring programs that pair students with other students or faculty members
- **Example:** The Gamma Zeta chapter at Purdue University created a mentorship program in which upperclassman LPH members were paired with freshman Communication Studies students in the department to ease their adjustment and help them advance their studies and focus in Communication.
- Host resume writing or interview skills workshops
- EXAMPLE: The Pi Mu chapter at the University of Houston-Downtown hosted a three-part series that brought experts in from across the department and campus to speak to students. The first session covered resume writing skills, the second covered interview preparation, and the third covered selling you and your story to prospective employers.
- Participate in local/regional conferences
- Sponsor midterms and/or finals study groups and organized study breaks
- Watch political debates
- Organize group research projects to improve students' research skills and understanding of research methodologies
- EXAMPLE: Members of the Gamma Zeta chapter at Purdue University traveled to the 2016 Iowa Caucus and conducted polling related research in partnership with C-SPAN.

Recruitment

Some of the most common recruitment practices include:

1. Email eligible students – or all students on a Communication Dept. distribution list— an invitation to apply for LPH membership
2. Ask current LPH members to forward the application to friends and peers
3. Design and post flyers and brochures in dorms, department offices, and lobbies
4. Create a Facebook page and Twitter account to maintain a social media presence, engage with other departmental and institutional accounts, and increase awareness among potential members
5. Make announcements about LPH membership ahead of/during your classes

Please review the following sample forms. The sample invitation letter, application form, and membership form are all templates that can be customized to your chapter and institution and distributed as desired.

[I n s e r t d a t e]

Dear *[student's name]*:

Congratulations! Due to your outstanding academic achievement, Lambda Pi Eta —the official honor society of the National Communication Association —invites you to be a member of the *[X]* chapter.

To be eligible for admission, undergraduate students must meet the following criteria:

- Completed 60 semester credit-hours
- Have a minimum overall cumulative GPA of 3.0
- Completed 12 semester credit-hours in Communication Studies
- Have a minimum GPA of 3.25 for all Communication Studies courses
- Currently be enrolled as a student in good standing, as determined by the institution's policies
- Rank within the top 35 percent of one's class in general scholarship

The *[X]* chapter has determined that you meet these qualifications, and has approved your application! Please pay your one-time membership fee of $30 by **[insert date]**. Checks can be made payable to *[insert payment info]*.

To accept this invitation and become a member of the *[X]* chapter of Lambda Pi Eta, please return the enclosed acceptance form along with your payment to *[insert name]* by *[insert date].* Once we have received your acceptance form and membership fee, you will be invited to attend an induction ceremony scheduled for *[mm/dd/yyyy at x:xx am/pm]*. More details about this event will follow once you have returned your acceptance form.

Once again, congratulations on your outstanding academic achievements! We are proud of your hard work and all that you have accomplished. Both the *[X]* chapter and Lambda Pi Eta would be honored to welcome you as a member.

Sincerely,

[Name]
[Title]
[Contact info]

LAMBDA PI ETA

[X] CHAPTER ACCEPTANCE FORM

Lambda Pi Eta (LPH) is the National Communication Association's official honor society at four-year colleges and universities, and seeks to recognize the academic achievement of outstanding students in Communication.

To be eligible for admission, undergraduate students must meet the following criteria:

- Completed 60 semester credit-hours
- Have a minimum overall cumulative GPA of 3.0
- Completed 12 semester credit-hours in Communication Studies
- Have a minimum GPA of 3.25 for all Communication Studies courses
- Currently be enrolled as a student in good standing, as determined by the institution's policies
- Rank within the top 35 percent of one's class in general scholarship

As the *[Title (i.e. program coordinator/department chair)]* of the *[Department Name],* I have verified the academic record of ***[student's name]*** and have deemed the student eligible to join Lambda Pi Eta.

_____

[Insert your Title, Department Name] *Date*

I,_____, having been invited to join the *[X] chapter* of Lambda Pi Eta at *[institution name],* do officially submit my acceptance form. I have also enclosed a check for $30 to pay my one-time membership dues for induction into Lambda Pi Eta.

_____

Student Signature *Date*

_____

Above please clearly print your name as you would like it to appear on your membership certificate

Please return this acceptance form and a check payable to *[insert payment info]*, to *[name]* by *[mm/dd/yyyy].*

LAMBDA PI ETA

[X]CHAPTER MEMBERSHIP FORM

Name:_____

Student ID:_____

Cumulative GPA: _____
(must be at least 3.0)

Communication GPA: _____
(must be at least 3.25)

Total credits completed in Communication: _____
(must have completed at least 12)

Total completed credits: _____
(must have completed at least 60)

Advisor signature: _____

Date:

Student signature: _____

Date:

CHAPTER FINANCES

NATIONAL MEMBERSHIP FEES

There are three types of required national membership fees.

1. The LPH Chapter Application Fee—$100
   - This application fee is necessary to charter a new chapter. This fee covers the cost of the framed chapter charter and the chapter's first year of membership dues.
   - This fee can be paid by check or credit card. NCA does not accept Purchase Orders.
2. The LPH Chapter Renewal Fee—$35
   - This renewal fee is due by January 2 each year, and is requisite to keep a charter active. If the fee is not paid by January 2, the chapter will lose access to the Award Concepts LPH Online Store until its payment has been received and processed.
   - If the chapter fails to make renewal payments for more than two consecutive calendar years, the chapter charter will expire and a new application and application fee must be submitted.
   - This fee may be paid by check or credit. NCA does not accept Purchase Orders.
3. The LPH Student Membership Dues—$30
   - The one-time $30 student membership dues must be paid to the chapter prior to induction. This one-time fee covers lifetime membership in Lambda Pi Eta and a membership certificate and lapel pin from Award Concepts.
   - This fee is NOT paid directly to the National Office. Instead, THIS FEE IS PAID TO AWARD CONCEPTS. The payment is made online—by either check or credit card—while ordering certificates and pins. Please note, any student membership dues mailed to the National Office will be returned.
   - Award Concepts accepts either checks or credit cards. Award Concepts does not accept Purchase Orders.

CHAPTER MEMBERSHIP FEES

Each chapter is permitted to add additional fees or to increase chapter membership dues to pay for events, socials, trips, or other sponsored activities.

For example, your chapter could require $35 instead of the traditional $30. $30 would still go toward the membership certificate purchases through Award Concepts, but the additional $5 from each inductee could be placed into a pool of funds used as necessary for approved chapter events.

LAMBDA PI ETA CHAPTER BENCHMARKS

Each chapter should use the following benchmarks as a starting point to achieve academic excellence. Chapter advisors should amend and add benchmarks based upon the chapter's needs.

Chapter Development Benchmarks

- Registration with institutional office
- Election of officers
- Recruitment of new members
- Initiation of new members
- Establish chapter goals for growth

Learning Benchmarks

- Academic activities in coordination with the six goals of LPH
- Participation in NCA's Annual Convention
- Participation in local/regional conferences

Advisor Benchmarks

- Provide logistical leadership for chapter
- Assist student members in planning activities and events
- Communicate regularly with the National Office
- Participate in official chapter activities
- Actively recruit new members and support recruitment efforts

National Office Benchmarks

- Provide chapter resources
- Present opportunities for awards and recognition of excellence
- Assist in Annual Convention planning/support
- Publish newsletter—*Simply Speaking*
- Offer day-to-day assistance/operational support
- Maintain standards and execute superior client support

LAMBDA PI ETA CHAPTER BENCHMARKS

Check list for_____Chapter

BENCHMARK	DATE FOR COMPLETION	SHORT-TERM GOAL	LONG-TERM GOAL
Chapter Development Benchmarks			
Registration with institutional office			
Election of officers			
Recruitment of new members			
Initiation of new members			
Establishing chapter goals			
Learning Benchmarks			
Academic activities in coordination with the six goals			
Participation in NCA's Annual Convention			
Participation in local/regional conferences			
Advisor Benchmarks			
Provide logistical leadership for chapter			
Assist student members in planning activities/events			
Communicate regularly with National Office			
Participate in official chapter activities			
Actively recruit new members and support recruitment efforts			

APPENDIX A: CHAPTER APPLICATION

DIRECTIONS: The chapter application form is available online at (www.natcom.org/lambda-pi-eta-chapter-application). On the online form, be sure to fill in each of the text boxes below.

College/University Name *

Type of Institution * - Select -

Department/Unit Name *

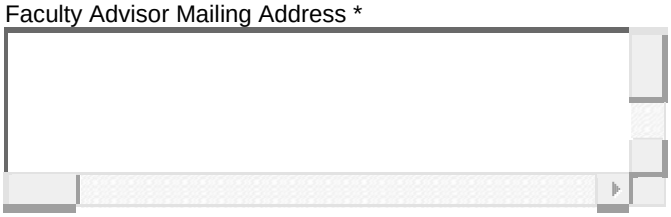
Department/Unit Phone Number *

Department/Unit Fax Number

Faculty Advisor Name *

Faculty Advisor Title *

Faculty Advisor Mailing Address *



Faculty Advisor Phone *

Faculty Advisor Fax

Faculty Advisor Email *

Campus requirements/procedures for the formation of an honor society * - Select -

Minimum Credits *

By selecting this option and submitting this online form, I certify that the host institution offers a minimum of 30 credits in Communication and Communication-related courses, which is a requirement for membership in LPH.

Please provide a URL to the course catalog or Communication curriculum *

Official Representative *

By selecting this option and submitting this online form, I certify, that I, as an official representative of the department/unit at this institution, attest that I have read the requirements for Lambda Pi Eta chapter membership, as well as the requirements for the selection of students for initiation. I agree that if granted a charter, the chapter will abide by all of the requirements stated. I further agree that the institution will fulfill all of the chapter's financial obligations to the National Communication Association, including the payment of a charter fee upon receipt of chapter recognition, as well as the forwarding of individual member dues at the time of each person's initiation.

APPENDIX B

LAMBDA PI ETA

ADVISOR's HONOR PLEDGE

As the advisor to the_____chapter of Lambda Pi Eta
chapter name

located on the campus of_____, I pledge
institution name

that I will guide my chapter in accordance with the Lambda Pi Eta Policies and Procedures.

_____
signature of chapter advisor

_____
date

PLEASE SIGN AND RETURN THIS FORM TO THE NATIONAL OFFICE
along with your check or credit card payment for $100.
Please mail to:

Lambda Pi Eta National Coordinator
National Communication Association
1765 N Street, NW
Washington, DC, 20036

APPENDIX C: ANNUAL REPORT FORM

Chapter Name *

College/University Name *

Chapter Mailing Address *

Chapter Phone Number *

Chapter Email Address *

Chapter Website

Chapter Social Media—Facebook

Chapter Social Media—Twitter

Advisor's Name *

Advisor's Title *

Advisor's Email Address *

Chapter President's Name

Chapter President's Email

Total Number of Members (currently enrolled) *

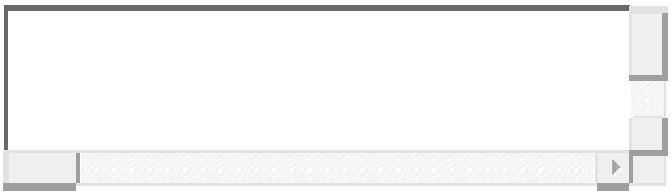
Number of Spring Inductees *

Number of Fall Inductees *

Payment Choice *

- Credit Card
- Check

Please list and describe any Chapter events held in the spring



Please list and describe any Chapter events held in the fall

Which do you consider your chapter's most successful event, and why?

Have you encountered any obstacles to programming or hosting chapter events? If so, please describe?

Satisfaction with level of support received during your experience with Lambda Pi Eta:

- Completely Dissatisfied
- Mostly Dissatisfied
- Somewhat Dissatisfied
- Neutral (neither dissatisfied or satisfied)
- Somewhat Satisfied
- Mostly Satisfied
- Completely Satisfied

Any additional information you would like to provide at this time:

Your Name *

Your Phone Number *

Your Email Address *

APPENDIX D: SAMPLE INDUCTION CEREMONY SCRIPT

The following is a sample script for a Lambda Pi Eta induction ceremony. Please feel free to use it as a guide and adapt it to meet the individual needs of your chapter. Many chapters will invite a keynote speaker such as a faculty member, dean, administrator, or individual outside the university or discipline.

ROOM SET-UP: *Chairs are arranged theater style with a center aisle. A table is in the front of the room with three candles. To the right is a podium for speakers and to the rear of the room is a table for refreshments. Greeters meet people at the door with a program and any other handouts.*

Faculty Advisor: I would like to begin by welcoming everyone to the Lambda Pi Eta *(your chapter)* Induction ceremony. First, it is my pleasure to introduce to you the chapter officers and our special guests *(make a list of chapter officers and any special guests)*.

President: The name Lambda Pi Eta is represented by the Greek letters L (lambda), P (pi), and H (eta) symbolizing what Aristotle described in his book, *Rhetoric*, as the three modes of persuasion: Logos meaning logic, Pathos relating to emotion, and Ethos defined as character credibility and ethics. The candle lighting ceremony will further describe each of the meanings behind these Greek letters.

Lambda Pi Eta was founded by the students of the Department of Communication at the University of Arkansas and was then formally endorsed by faculty member and founder Dr. Stephen A. Smith in 1985. The Speech Communication Association —now the National Communication Association — established Lambda Pi Eta as an affiliate organization and as the official national honor society for outstanding students in Communication in 1994. In February 1996, Lambda Pi Eta was inducted into the Association of College Honor Societies. Today, there are more than 450 chapters of Lambda Pi Eta nationwide.

Now I would like to ask all new inductees to please assemble in the rear of the room, and for faculty and Lambda Pi Eta chapter officers to please come to the front of the room and form the receiving line. *(Faculty should be at the front left side of the room and officers at the front right side of the room. New members should be lined up alphabetically in the back of the room.)*

Chapter Officer #1: The first mode of persuasion is logos, or logic. In all aspects of scholarship and its application to one's life, logic plays a major role in deliberations and problem solving. *(Light first candle)*

Chapter Officer #2: Pathos, or emotional appeal, the second symbol of our organization's title, encompasses a driving force that makes an organization vital and effective. *(Light second candle)*

Chapter Officer #3: The last mode of persuasion is ethos, or character credibility and ethics. Aristotle sees character credibility as a primary means of effecting change in society and in one's life. Thus, it is appropriate that ethos is a major symbol of Lambda Pi Eta and its six goals. *(Light third candle)*

Chapter Officer #4: The purpose of the Honor Society, according to the national Policies and Procedures, is:

1. To recognize, foster, and reward outstanding scholastic achievement
2. To stimulate interest in the field of Communication
3. To provide an opportunity to discuss and exchange ideas in the field of Communication
4. To promote and encourage professional development among Communication majors
5. To establish and maintain close relationships and mutual understanding between faculty and students
6. To explore options for further graduate education

Chapter Officer #5: The membership in Lambda Pi Eta is composed of undergraduate students who have declared an interest in the field of Communication and have achieved a high level of academic excellence.

To be eligible for membership, students must have completed 60 semester hours (90 quarter hours) in undergraduate courses; have a cumulative Grade Point Average of at least 3.0; have completed the equivalent of 12 semester hours (18 quarter hours) in Communication courses; have a Grade Point Average of at least 3.25 in those courses; be in the upper 35 percent of their graduating class; and be currently enrolled as a full-time student in good standing with their institution.

President *(to inductees)*: As I call your name, please come forward to receive your certificate of membership and your lapel pin*. (As names are read, each member should come forward through the receiving line, shaking hands with faculty and receiving membership materials. Once through the line, members should line up behind the table facing the audience.)*

President *(to inductees):* As newly inducted members of Lambda Pi Eta, do you accept the challenge to maintain the high academic and leadership standards set forth by the organization, and to serve as examples for the achievement of excellence in the field of Communication? And do you promise to work toward the achievement of the goals as set forth by the national Policies and Procedures of Lambda Pi Eta? If so, please answer "I do."

pause as inductees say "I do"

(To audience) I now present to you the newly inducted members of the *(your chapter)* chapter of Lambda Pi Eta for the *(academic year).* On behalf of Lambda Pi Eta and the *(your chapter)* chapter, welcome! Will the faculty, administration, family members, and friends gathered here today please join us in welcoming these new members!

pause for applause

Thank you for your attendance today in support of these remarkable inductees. Now, I would like to invite you to join the new members for refreshments available at the back of the room.

APPENDIX E: LAMBDA PI ETA AWARD CONCEPTS ORDERING GUIDE

To access and download the guide online, visit:
https://www.natcom.org/sites/default/files/NEW%20LPH%20Ordering%20Guide_0.pdf

This step-by-step guide illustrates the complete process for ordering induction materials through the Award Concepts LPH Online Store.

There is also a recording from the ordering webinars of September 2016 on the LPH website. You can watch the LPH National Coordinator complete the ordering process while narrating the steps with helpful hints.