

**Psi Alpha National Honor Society for Psychology  
Palm Harbor University High School Chapter**

**Officer Application**

**Due Third Friday in March by 1:55pm to Mrs. Dindial-Thompson (4-220)  
Late and/or incomplete applications will NOT be accepted!**

Please complete all sections. Write neatly in print. Completion of this form does not guarantee selection.

Please note: Candidates for officer positions MUST be *active* Psi Alpha National Society members, a Junior or Senior, have a minimum overall GPA of 3.00, and have a minimum of a “B” grade in a Psychology class. Your overall academic performance, character and temperament will be considered when reviewing your application.

**Section I: Basic Information**

Paid \$40 Lifetime Membership: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Active Member of PHUHS Psi Alpha: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Select One: <input type="checkbox"/> Freshman (9 <sup>th</sup> Grade) <input type="checkbox"/> Sophomore (10 <sup>th</sup> Grade) <input type="checkbox"/> Junior (11 <sup>th</sup> Grade) <input type="checkbox"/> Senior (12 <sup>th</sup> Grade)	
Student's Last Name: _____	
Student's First Name: _____	
Email (Print Neatly): _____      Cell: _____	
Current GPA: _____	Weighted GPA: _____
AP/AICE Psychology Exam Score: _____	IB Psychology Exam Score: _____

**Section II: Course History**

List all Psychology Courses taken to date:			
Course Title	Teacher	1 <sup>st</sup> Semester Grade (A-F)	2 <sup>nd</sup> Semester Grade (A-F)

**Section III: Psychology Teacher Reference**

Attention: Psychology teachers, please sign ONLY if you believe the student is an excellent candidate and meets ALL the requirements.	
Teacher Name: _____	Signature: _____
Course Taken with Teacher: Psychology I   Psychology II   AP/AICE Psychology   IB Psychology	

**Section IV: 1<sup>st</sup> Choice Officer Positions & Short Response**

- I am interested in holding an officer position in PHUHS Psi Alpha's Executive Committee.
  - President (Senior ONLY)
  - Vice President of Education
  - Secretary
  - Treasurer
  - Sargent at Arms
  - Vice President (Senior ONLY)
  - Education Captain (3 positions)
  - Historian
  - Publicity Chair

Why are you interested in this position? How will you strive to achieve the mission of Psi Alpha at PHUHS?

**Section V: 2<sup>nd</sup> Choice Officer Positions & Short Response**

- Select all other officer positions you are interested in PHUHS Psi Alpha's Executive Committee.
  - President (Senior ONLY)
  - Vice President of Education
  - Secretary
  - Treasurer
  - Sargent at Arms
  - Vice President (Senior ONLY)
  - Education Captain (3 positions)
  - Historian
  - Publicity Chair

Why are you interested in this position? How will you strive to achieve the mission of Psi Alpha at PHUHS?

**Section VI: Attestation & Signatures**

- I attest that all the information provided is accurate.
- I understand that completing this form does not guarantee selection to an Officer position in PHUHS Psi Alpha.
- I understand that I must execute the mission of Psi Alpha.
- I promise that if I am accepted as an Officer at the PHUHS School Chapter of Psi Alpha, I will continue to achieve academic excellence, explore new topics in psychology, and uphold an interest in, understanding of and appreciation of psychology related topics.
- I understand that I will need to be proactive, self-motivated, professional, timely, and responsible for the duties assigned.

Student Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

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

To be considered for selection to and Officer position in Psi Alpha, this form must be handed to:

Mrs. Thompson (4-220) by **Due Third Friday in March by 1:55pm to Mrs. Dindial-Thompson (4-220)**  
**Chapter Officers and Their Responsibilities**

**PRESIDENT**

- Plans agendas for business meetings.
- Conducts meetings using parliamentary procedure.
- Submits annual Activities Report, approved by the advisor, to the Psi Alpha National Office.
- Communicates with and assists the Psi Alpha faculty advisor regularly.
- Appoints committees, assigns tasks, and follows up (i.e. Standing Committee for fundraising, membership, community service, and research; Special Committee for revising bylaws and establishing chapter scholarship).
- Votes in a tie.
- Ensures that each meeting has an agenda and the agenda is followed.
- Ensures that the secretary takes notes during meetings and prepares and distributes meeting minutes to document and communicate all chapter business.
- Prepares a meeting agenda in advance and has copies available to all members. Uses the agenda, the fixed order of business, as a structure for setting the atmosphere for business. (The first impression is the most important.)
- Begins meetings on time and follows the agenda. Enforces the rules of parliamentary procedure consistently and firmly.
- Is fair and courteous to all.
- Makes decisions without delay, whenever possible.
- Does only one thing at a time. Finishes each action before introducing something new.
- Is organized and presents all information in a logical order.

**VICE-PRESIDENT**

- Conducts meetings in the president's absence.
- Keeps membership file updated.
- Serves as Program Chair—Chairs one Program Committee or oversees committees appointed for each type of program or event.
- Works with committee members to obtain speakers and meeting facilities.
- Introduces speakers.
- Registers all events on school calendar.
- Notifies Publicity Chair of all relevant information in ample time for publicity.
- Plans and participate in projects that enhance the mission of Psi Alpha.

**VICE-PRESIDENT OF EDUCATION**

- Plans and executes activities and lessons that enhance members' knowledge of psychology.
- Recruits guest speakers.
- Oversees the Education Captains.

**EDUCATION CAPTAINS**

- Works with the VP of Education to plan and execute lessons that enhance members' knowledge of psychology.
- Use engagement strategies to implement interactive multi-media presentations and collaborative activities during meetings.

## SECRETARY

- Records and reads minutes at meetings.
- Handles correspondence for chapter, including thank you notes to speakers.
- Takes roll at meetings.
- Keeps roster of email addresses of all members.
- Emails announcements to members on a regular basis
- Keeps list of all committees and reports in notebook.
- Keeps agendas, minutes, and roll of members in notebook for next secretary.

## TREASURER

- Keeps financial records of expenditures and receipts.
- Collects chapter dues (if chapter decides to require them).
- Makes deposits in a chapter or school account according to school policy.
- Requests funds or writes checks for expenditures with advisor approval.
- Balances chapter checkbook regularly, including reconciling with the bank statement or regularly verifies Psi Alpha's funds in the school account.
- Reports financial status (income, expenses, balance) at business meetings.
- Keeps a notebook of records to hand to next treasurer (includes financial transactions, income and expenditures reports, receipts, copies of order forms and registration forms sent to the national office, budgets of past and present years).
- If chapter has bank account, takes incoming treasurer to bank to sign card.
- Notifies members when chapter needs additional funds for events.
- Completes on time any forms required by school for clubs with funds.

## HISTORIAN

- Keeps a scrapbook or PowerPoint of pictures, news media articles, printed programs, chapter newsletter, posters, etc.
- Takes pictures at Psi Alpha events (may share photos with Chapter President, Historian and etc.)
- Displays scrapbook at regular meetings, induction ceremonies, club fairs, etc.

## PUBLICITY CHAIR

- Publicizes Psi Alpha meetings, events, announcements, award deadlines.
- Places announcements on Psi Alpha bulletin board and other psychology teachers classrooms.
- Sends announcements to school yearbook, school news and etc.
- Sends news releases for community newspapers to school public relations.
- Arranges with school for news media coverage of special programs/events.
- Keeps Administration/Assistant Principal of Student Activities informed about Psi Alpha activities.
- Keeps notebook of all announcements and news releases in chronological order.

## SARGENT AT ARMS

- Keep order during meetings, and, if necessary, forcibly remove any members or guests who are overly rowdy or disruptive.
- Assists the president with club duties and politely keeps order during the meetings.
- This officer is available to help officers and club advisors with errands and responsibilities, creating a smooth meeting process.
- Complete activity request forms for large venues as needed/directed to by the President.
- Check on meeting room arrangements for each meeting.