

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

Officer Application May 2023 – May 2024

**Due April 6, 2022 by 1:55pm
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: Officers must be either a Junior or Senior, have a minimum overall GPA of 3.00, and have successfully completed one semester of **Psychology I, Psychology II, AP Psychology** or **IB Psychology** with a minimum of a “B” grade in the class. Your overall academic performance, character and temperament will be considered when reviewing your application. Ideally, you are already be a member of Psi Alpha but prospective Psi Alpha members will be considered as the chapter is being reestablished.

Section I: Basic Information

Select One: Junior (11th Grade)

Senior (12th Grade)

Student’s Last, First Name: _____

Email (Print Neatly): _____

Current GPA: _____

Weighted GPA: _____

AP Psychology Exam Score: _____

IB Psychology Exam Score: _____

- I am interested in holding an officer position in PHUHS Psi Alpha’s Executive Committee.
- | | |
|--|--|
| <input type="checkbox"/> President (Senior ONLY) | <input type="checkbox"/> Vice President (Senior ONLY) |
| <input type="checkbox"/> Vice President of Education (Senior ONLY) | <input type="checkbox"/> Education Captain (3 positions) |
| <input type="checkbox"/> Secretary (Senior ONLY) | <input type="checkbox"/> Historian (Senior ONLY) |
| <input type="checkbox"/> Treasurer(Senior ONLY) | <input type="checkbox"/> Publicity Chair |
| <input type="checkbox"/> Sargent at Arms | |

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

Section II: Course History

List all Psychology Courses taken to date:

Course Title	Teacher	Teacher Signature (Verify Grade)	1 st Semester Grade (A-F)	2 nd Semester Grade (A-F)	Final Grade (A-F)

Section III: References

Students must have a minimum of two adult sponsors who certify the student has met the criteria of scholarship, leadership, service and citizenship. One MUST be a psychology teacher, others may include social studies teacher, general education, guidance counselor, school administrator, or activity or community service sponsor and not related to the student. Recommendation letters are NOT required for this application.

Psychology Teacher Reference:

Name: _____ Signature: _____
 Course Taken with Teacher: Psychology I Psychology II AP Psychology IB Psychology

Other Adult Reference:

Name: _____ Signature: _____
 Relationship: _____

Section VIII: Attestation & Signatures

- initials I attest that all the information provided is accurate.
- initials I understand that completing this form does not guarantee selection to an Officer position in PHUHS Psi Alpha.
- initials I understand that I must execute the mission of Psi Alpha.
- initials 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 **April 6, 2022 by 1:55pm**

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

- Makes flyers, 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.