

## HOW TO START A CHAPTER OF PSEP/SCHOLARS PROGRAM

Following are the various activities that should be completed in starting a chapter of PSEP/Scholars Program.

- Send written notification of intention to Public Schools Enrichment Partnership/Scholars Program at FGCU.
- Identify and select a Chapter Advisor.
- Select qualified students from the class rolls.
- Develop a written invitation, to all qualified students. The letter of invitation, which should be signed by the Principal, should state the objectives and include an application form.
- Contact students prior to application deadline and provide assistance, if necessary, with completing the application.
- Establish meeting date(s) and time and solicit nominations for officers.
- Hold elections for officers and installation of officers.
- Complete Excellence Contracts. (This is an annual activity that shall be done at the beginning of each school year)
- Complete and submit the member applications prior to Induction date.
- Review and ratify by-laws.
- Develop operating budget, activities plan, fund raising objectives, community service project(s) and special events with student participation.
- Schedule Induction Ceremony after applications are completed.
- Submit names of inductees and register for a PSEP/Scholars Induction Ceremony date.
- Schedule with the PSEP office a date for College-For-A-Day visit to FGCU.
- Participate in the Senior Recognition Ceremony for High School students.

## Objectives of PSEP/Scholars Program Chapter

- Promote, facilitate and recognize academic achievement and leadership skills among students.
- Increase students' awareness and utilization of goal setting.
- Develop, examine, and promote cultural diversity at each School Chapter.
- Introduce and develop the concept of "service" to the school and community.
- Introduce positive role models by exposing student members to successful leaders within the community.
- Encourage higher aspirations and provide assistance and rewards for these achievements.
- Provide leadership opportunities for student members, both at school and in the community.
- Encourage student members to seek higher education by exposing them to the benefits, available assistance, and fun activities present at Florida Gulf Coast University.

## How to Become a Member of a PSEP/Scholars Chapter

### Membership Criteria

To be eligible for membership in a Scholars School Chapter, students must:

- **Demonstrate good character and behavior.**
- **Attain a grade point average of 2.5 or higher.**
- **Obtain at least one written recommendation from teachers or counselors at their school.**
- **Answer statements on Scholars Program application for enrollment in the Chapter.**

**Membership in good standing means: maintaining a grade point average of 2.5 or higher and continuing to demonstrate good character and chapter participation.**

Members whose grade point average falls below 2.5 or who receive a deficiency notice will be placed on probation status until the GPA exceeds the 2.5 mark or until the student completes the remainder of the quarter without a second deficiency notice.

If the student does not improve the GPA or continues to receive deficiency notices, the student will be required to provide a recommendation letter from a principal, teacher, parent, or community leader, explaining why they feel the student will benefit from continued membership.

## **Administration and Day-To-Day Management**

### **Administrative Responsibility**

The principal at each school has direct responsibility for management of their Scholars Chapter. Each principal may designate a Scholars Advisor to guide the development and activities of the Chapter.

### **Student Leadership and Governance**

A principal objective of Scholars Program is to develop the leadership potential of students in a democratic environment of change. The governance of each Chapter is by selected members elected by their peers.

### **Election of Officers**

Members shall elect officers to conduct the day-to-day activities of the Chapter and to represent their Chapter at special activities.

Officers are: President, Vice-President, Treasurer and Secretary. Other officers may be selected as dictated by the chapter needs.

### **Chapter Meetings**

Each chapter of the Scholars Program shall meet at least once each month (preferably weekly) to conduct the business of the Chapter.

## **SAMPLE Schedule of Meetings**

The Scholars Chapter will meet two times a week on Tuesdays and Fridays from 8:30 a.m. to 9:00 a.m. Tuesday meetings will be for the Scholars Chapter business. Fridays will be designated for seminars and/or activities. Members will wear their T-shirts on one day a week (to be decided by members).

### **Sample Time Line**

<b>Date</b>	<b>Activity</b>	<b>Person Responsible</b>
	1. Notify eligible members	
	2. Organizational meeting	
	3. Explain program and handout	
	4. Distribute Program Applications	
	5. Set Deadline for Applications	
	6. Review applications for eligibility and turn in to FGCU	
	7. Prepare List of Inductees and turn in to FGCU	
	8. Sign up for Induction Ceremony date and time through FGCU	
	9. Sign up for College-For-A-Day Field Trip through FGCU	
	10. Plan scheduled Chapter Meetings	
	11. Examples of Activities:	
	• Wk 1-Wk 4	Leadership Seminar & School Service Project
	• Wk 5- Wk 9	Academics Study Groups/Volunteering
	• Wk 10-Wk 14	Community Service Project & Career Opportunities

## **Typical Scholars Program Activities**

Program activities for each Chapter shall reflect the goals, objectives and orientation of each school. Efforts should be made to develop mentoring relationships between the Scholars Chapter and nearby schools.

Following is a menu of typical activities.

- Leadership
- Career Workshops
- Shadow Day Experience
- Math Teams
- Essay Contests
- Great Books
- Cross-cultural Plays, Dances, Skits, etc.
- Food/Clothing Drives for the elderly and or specific charities
- Writing Contests
- School Ambassadors
- Newsletter Production
- Goal Setting Workshops
- Activities at Florida Gulf Coast University