

August

Schedule of Events

- 8/25: Faculty Advisor meet with Chapter Officers
 - Exchange contact information
 - Plan agenda for upcoming school year
 - Settle unfinished business from previous school year, including any unpaid bills
 - Make sure reports and paperwork from the previous year have been submitted
- 8/31: First Chapter meeting of the school year
 - Brainstorm community service activities
 - Brainstorm social activities
 - Brainstorm fundraising activities
 - Consider co-hosting guest speeches with other honor societies (Tau Beta Pi, etc.)

Dates in **RED** are **REQUIRED**
 Dates in **GREEN** are **SUGGESTED**

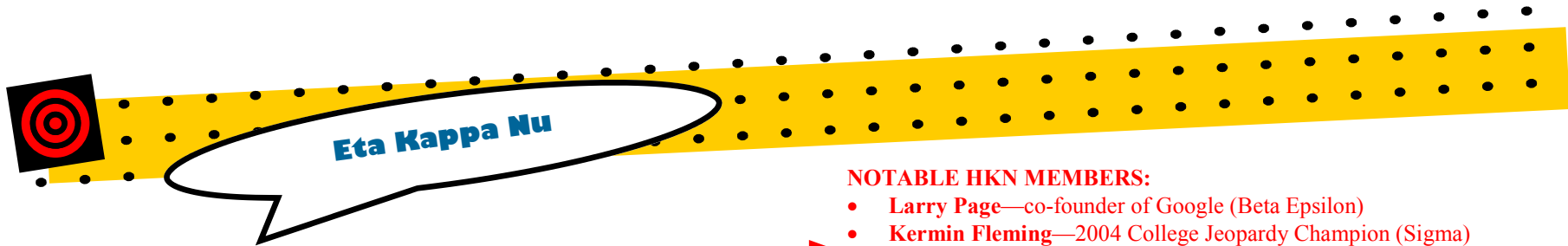
▶ **DID YOU KNOW...**
 There are more than 200 chapters of Eta Kappa Nu exceeding 200,000 members?

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Eta Kappa Nu Headquarters
 233 S. Wacker Dr., Suite 8400
 Chicago, IL 60606-6338
 USA



Phone: 1-800-406-2590
 Fax: 1-800-864-2051
 E-mail: info@hkn.org
www.hkn.org



September

Schedule of Events

- 9/1: Review Chapter Directory page on www.hkn.org
 - Update officer, faculty advisor, or department head changes
 - Update chapter Web site and send HQ the link
 - Update Chapter Activities, list new initiatives
 - Update Chapter contact information with HQ to list on Web site
- 9/13: Chapter meeting
- 9/15: Award nominations due: Outstanding Young Electrical or Computer Engineer Award
- 9/27: Chapter meeting
 - If you are holding a Fall Induction, invite all eligible EE/ECE undergrad and grad students and faculty to join HKN
 - Send out a letter from the Department Head, Faculty Advisor, National President and/or Executive Director along with the flier explaining the benefits of HKN
 - Plan an info session/mixer for invitees and invite faculty

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NOTABLE HKN MEMBERS:

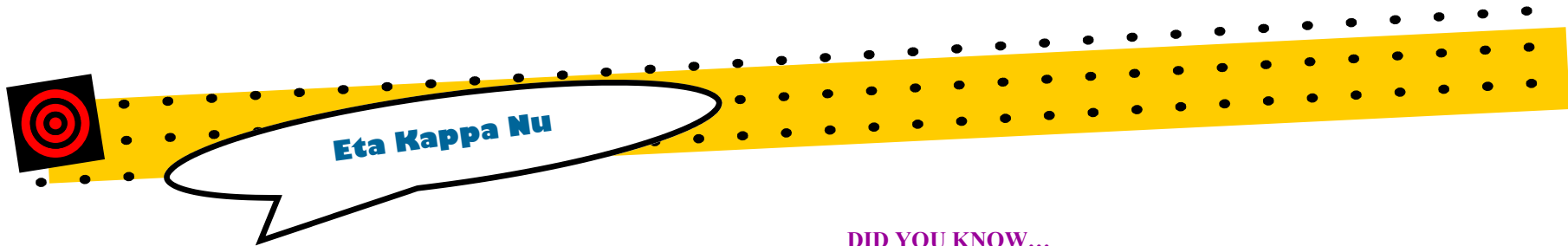
- **Larry Page**—co-founder of Google (Beta Epsilon)
- **Kermin Fleming**—2004 College Jeopardy Champion (Sigma)
- ▶ **Owen Garriott**—set an endurance record of 60 days in space aboard NASA's Skylab (Beta Xi)
- **Amar Bose**—inventor of Bose Speakers (Eta, Eminent Member)

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October

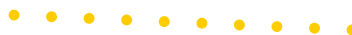
Schedule of Events

- 10/11: Chapter meeting
 - Plan Fall Induction location, ceremony, celebration afterward, and send out invitations
- 10/15: Annual Chapter Report for previous school year DUE
 - E-mail electronic copy to HQ to post on your chapter page on www.hkn.org
- 10/15: IRS reporting due for chapters part of HKN's group exemption
- 10/25: Chapter meeting

DID YOU KNOW...
 ▶ Eta Kappa Nu members are founders or top executives at world-renowned companies such as Google, IBM, Yahoo!, and Motorola?

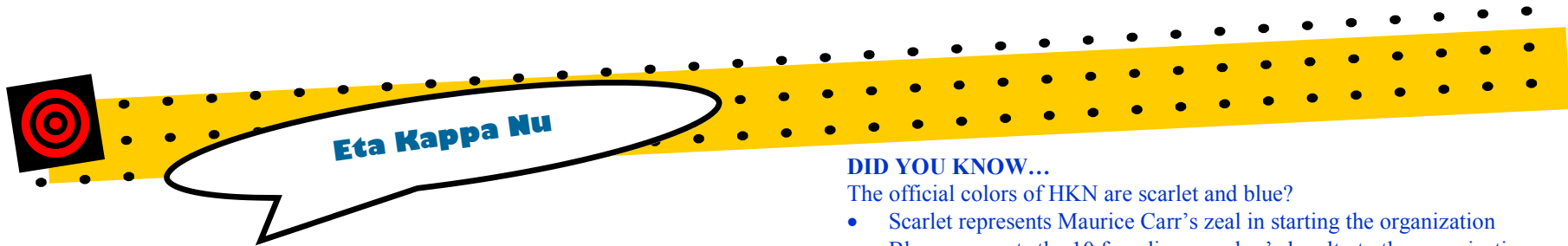
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November



Schedule of Events

- **11/1:** Outstanding Teaching Award nomination DUE
- 11/8: Chapter meeting
- 11/17: Send Cord and Stole Order Form and check(s) to HQ for winter graduates at least 3 weeks prior to graduation
- 11/22: Chapter meeting
- 11/27: Elect new officers if your chapter holds semester elections
 - Send HQ Notice of Election of Officers

DID YOU KNOW...

The official colors of HKN are scarlet and blue?

- Scarlet represents Maurice Carr's zeal in starting the organization
- Blue represents the 10 founding member's loyalty to the organization
- The silver band on the crest has 3 cubes to remind you of the 3 requirements for success: scholarship, character, and personality

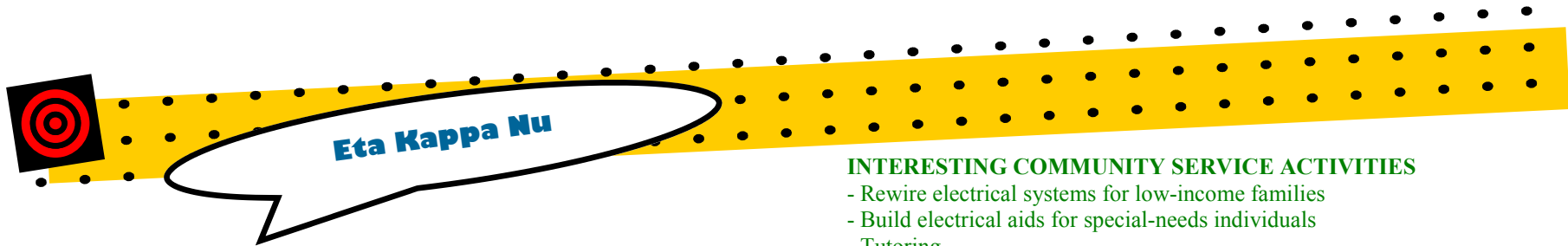
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December

Schedule of Events

- 12/1: Fall Induction
 - Invite faculty, parents, friends
 - Hold Reception or Banquet following ceremony
- 12/6: Chapter meeting
- 12/15: Send HQ New Member Requisition Form and dues for new members
 - Note that if you would like to distribute certificates at the ceremony, all paperwork and dues must be submitted at least 3 weeks prior to the ceremony to allow time for printing and shipping.
 - Invitees must attend the ceremony to become a member of HKN. Inform HQ of those initiates who did not attend.

INTERESTING COMMUNITY SERVICE ACTIVITIES

- Rewire electrical systems for low-income families
- Build electrical aids for special-needs individuals
- Tutoring
- Volunteer at high school and college science fairs
- Relay for Life—fundraising for the American Cancer Society

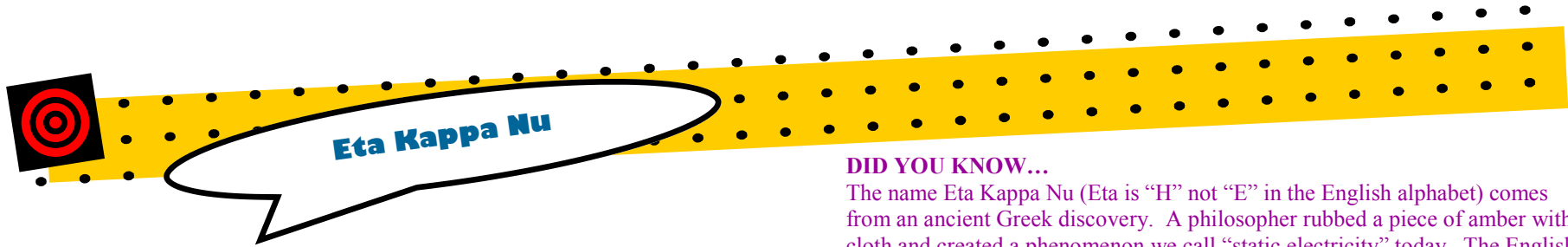
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January

Schedule of Events

- 1/1: Outstanding Chapter Award winners announced
- 1/10: Chapter meeting
 - Brainstorm community service, fundraising, and social activities for second semester
- 1/24: Chapter meeting

DID YOU KNOW...

The name Eta Kappa Nu (Eta is “H” not “E” in the English alphabet) comes from an ancient Greek discovery. A philosopher rubbed a piece of amber with a cloth and created a phenomenon we call “static electricity” today. The English language derived the word “electricity” from the Greek word for amber: Elektron. Eta Kappa Nu uses the first, fourth, and last letters for its name.

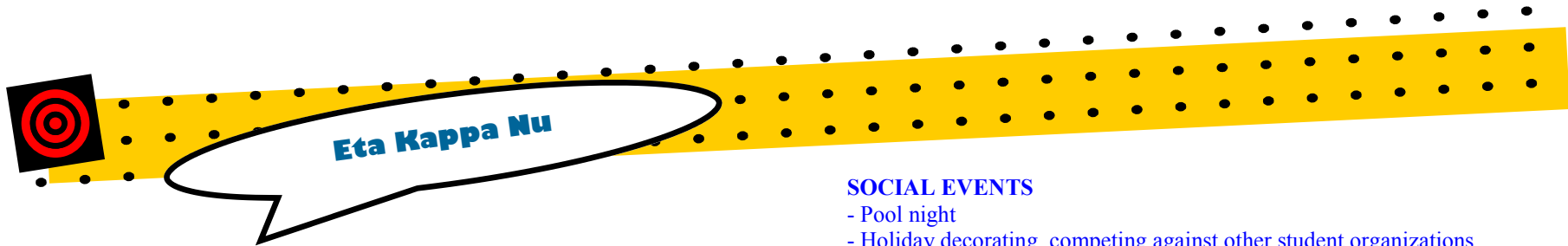
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February

Schedule of Events

- 2/7: Chapter meeting
- 2/8: Invite eligible juniors, seniors, graduate students, faculty, and professionals to join
 - Send out a letter from the Department Head, Faculty Advisor, National President and/or Executive Director along with the flier explaining the benefits of HKN
 - Plan an info session/mixer for invitees and invite faculty
- 2/21: Chapter meeting

SOCIAL EVENTS

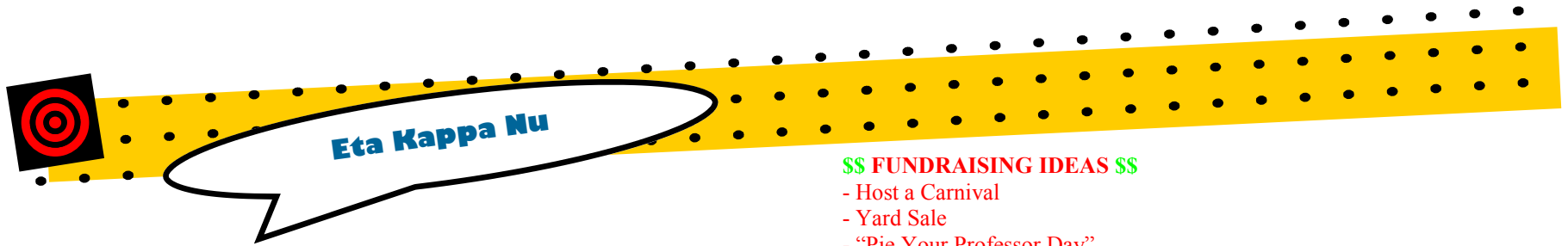
- Pool night
- Holiday decorating, competing against other student organizations
- BBQ, picnics
- Exam week review—take study breaks with pizza and pop

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March

\$\$ FUNDRAISING IDEAS \$\$

- Host a Carnival
- Yard Sale
- "Pie Your Professor Day"
- Selling T-Shirts and Hoodies
- Request donations from local industries

Schedule of Events

- 3/7: Chapter meeting
 - Plan Spring Induction location, ceremony, and celebration afterward, and send out invitations
- 3/21: Chapter meeting

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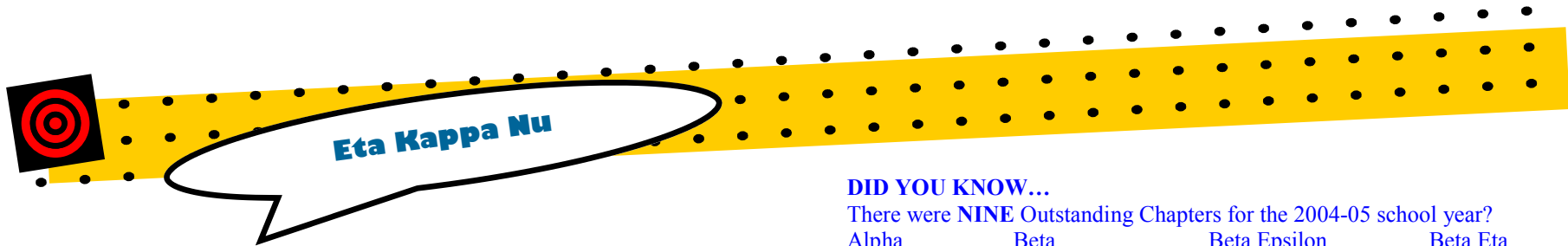
Xi Chapter held a fundraiser where students paid to vote for the professor they would most like to see wear a turkey costume all day. The Chapter earned a lot of money and the entire department got a kick out of Professor Gross teaching all day as a turkey!

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April

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- 4/1: Find out how many graduating seniors would like to order cords and stoles
- 4/4: Chapter meeting
- 4/15: Send HQ Cord and Stole Order Form and check(s) at least 3 weeks prior to graduation
- **4/18**: Elect new officers for next school year or semester at Chapter meeting
 - Send HQ Notice of Election of Officers
- **4/30**: Make sure all paperwork from school year has been sent in before the school year ends
 - New Member Requisition Form and dues
 - Notice of Election of Officers
 - Send HQ a blurb to include on the Web about your chapter's activities

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DID YOU KNOW...

There were **NINE** Outstanding Chapters for the 2004-05 school year?

- | | | | |
|---------|-------------|--------------|------------|
| Alpha | Beta | Beta Epsilon | Beta Eta |
| Beta Mu | Gamma Theta | Iota Gamma | Iota Gamma |
| | Kappa Delta | Mu | |

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7 of the 9 Outstanding Chapters receive plaques in Oahu, Hawaii.

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2005-06 Winners will be announced Jan. 1, 2007, and plaques will be presented to the department heads at their annual meeting in St. Augustine, FL in March.



Eta Kappa Nu

May

Schedule of Events

- 5/1: Spring Induction
 - Invite parents, friends, faculty
 - Hold a reception or party following the ceremony
- 5/2: Send HQ New Member Requisition Form and dues
- 5/2: Remind all members to update their contact information on www.hkn.org if their address changes

PROVIDING SERVICE TO YOUR SCHOOL

- Giving department tours, recruiting
- Managing a buyback program for department equipment and textbooks
- Tutoring
- Establish lecture series including faculty and industry professionals
- Run open lab hours for student access

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Mother's Day



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Eta Kappa Nu

June

Schedule of Events

- **6/30:** Faculty Advisor Report DUE
- **6/30:** Outstanding EE/ECE Student Award nominations DUE

POSSIBLE CHAPTER PLEDGE ACTIVITIES

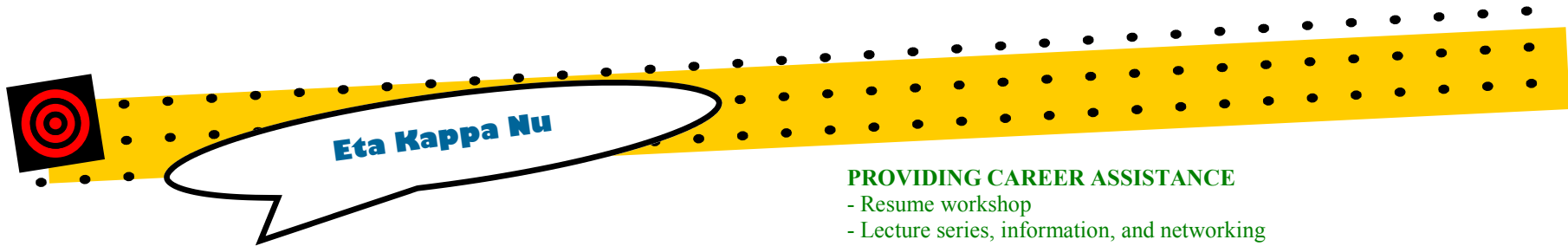
- Interview all department faculty: find a mentor, induct faculty who are not already in HKN, encourage those who are already members to participate
- Pull out old records to create a chapter history book to pass down to future members
- Develop a list of outstanding chapter alumni
- Update contact information for alumni chapter members

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July

Schedule of Events

- 7/15: Send in Honor Cord and Stole Order Form and check(s) for summer graduates at least 3 weeks prior to graduation

PROVIDING CAREER ASSISTANCE

- Resume workshop
- Lecture series, information, and networking
- ▶ - Host a Career Fair
- Practice interviews with current faculty
- Professional dinner—student/faculty dinner

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