



Beta Beta Beta Biological Society New Advisor Packet

Beta Beta Beta is an undergraduate organization whose purpose is to encourage and help students in the biological sciences. The students should have a great deal to say about the program and activities of the individual chapters or club. The national constitution is flexible about chapter and club programming, and in many chapters and clubs, the students take more of the responsibility than in others.

THE ADVISORS (COUNSELORS)

Welcome to the world of TriBeta advising. In this packet are materials which, I hope, will be helpful in answering questions you might have. The bottom line is that you are an advisor. Your main responsibility is to keep a friendly and helpful eye on the chapter and offer suggestions and advice as needed. Some years you will do practically nothing and others you will have to constantly remind the students of their responsibilities in order to accomplish anything.

The faculty advisor is essential, and the cooperation of the biology faculty is important if the chapter or club is to succeed. Advisors may remain a chapter advisor as long as they wish. Or, advisors may be elected by the chapter or club members for a term of three years or longer, and may be re-elected as described in (Constitution, Article VIII, Section 4). The following indicate the general duties of the advisor:

The advisor insures continuity. Students are on campus for two or three years at most and then move on. Therefore all mail is sent to the faculty advisor who is more apt to be permanent or at least to see that a successor is elected to his position when he/she leaves. Student officers often correspond with the National Office, but the final responsibility for communication rests with the advisor.

The national constitution requires the advisor to act as the **PERMANENT CUSTODIAN OF CHAPTER OR CLUB RECORDS AND FUNDS** and see that the records are passed on the next advisor. Student officers may carry out these duties, but the advisor must verify the records and finances at least once a year. It is important to establish a permanent place for storage of records and supplies. Forms can be found on the web page. **New members names are listed on the excel registration form as they want their name to appear on the certificate and attached to an email to the national office.** Payment can be mailed to the national office later. Or the chapter can pay by credit card by using the PayPal button on the web page. A special account should be set up for remitting fees etc. to the National Office. This can be either locally or through the special organization accounts of the school. **All membership fees should be consolidated to one check or money order, or one PayPal payment.**

The advisor contributes information as needed. The advisor has more experience, knows more of local traditions, and will be familiar with the details of arranging for memberships, key orders, and other activities. One copy of BIOS is sent to the advisor. Often important announcements are made there. There may also be helpful ideas as to programming and activities.

Advisor Responsibilities include, but are not limited to the following:

1. Encourage the students to do most of the planning and execution of their program.
2. Find a place where they may store TriBeta materials, but which is accessible to them.
3. Remind the officers that merely collecting fees and names is not enough. **The fees and names must be sent to the National Office.**
4. Verify the eligibility of students interested in becoming TriBeta members.
5. Have fun.
6. If the retiring advisor did not turn over past materials and membership lists, we can make copies of what we have.
7. Some mail may still come to the old advisor, especially BIOS. Those labels are printed a month before BIOS is mailed thus can be out-of-date. Be patient; we will catch up.
8. Destroy all old forms. Check the web page for the latest information and forms. www.tribeta.org
9. When you receive the BIOS journals, arrange to hand them out at the next meeting or put them out where the students can pick them up. If you don't have enough, we can send a few extra.

FINALLY, you are not alone out there floundering around. The National Office is here to help as are the District directors. Feel free to call or write for help or counsel.

Mailing Address:

Beta Beta Beta Biology Honor Society
University of North Alabama
UNA Box 5079
Florence, AL 35632

Phone: (256) 765-6220
Email: tribeta@una.edu or tribetahs@gmail.com
Website: www.tribeta.org

UPS/FedEx address:

Beta Beta Beta Biology Honor Society
One Harrison Plaza, SET Bldg 229
Florence, AL 35632

REGISTRATION PROCEDURES

MEMBERSHIP

For full definitions, see the Constitution. Your chapter may impose other membership requirements but they should not conflict with the national requirements.

- **REGULAR** - Undergraduate biological science majors who meet national and local requirements.
- **GRADUATE** - Graduate students in biology and faculty members of the department.
- **ALUMNI** - An annual membership for alumni wishing to support the chapter.
- **HONORARY** - Any person granted this special recognition by the chapter.
- **PROMOTED** - An associate member moving to regular membership.
- **ASSOCIATE** - Undergraduates or community members who are not eligible for membership in another category.
- **TRANSFERS** - Students or faculty who were members of another chapter and wish to transfer their membership to their new chapter. There is no charge for a transfer, the old chapter name and date of membership are needed for the transfer.

You may send a written invitation to those eligible for regular or graduate membership. Printed invitations and envelopes are available from the National Office. Use general notices to recruit associate members.

FEES

- Regular, graduate, alumnus, honorary - \$55.00
- Promoted - \$10.00
- Associate - \$45.00.

For all except Associate and Alumnus, the fee is a life membership fee. Associate membership ends with graduation or leaving the institution: alumnus membership is annual. The chapter may elect to add an additional chapter membership fee if it desires.

BIOS SUBSCRIPTIONS

The chapter receives two-year subscriptions to BIOS for each new regular, graduate and honorary member and one-year subscriptions for each new associate and promoted member. Members may choose home delivery of BIOS by paying a surcharge at the time of registration. Alumni members receive individual BIOS subscriptions without charge.

REGISTERING MEMBERS

All forms can be found on the web page. <https://www.tribeta.org/forms-files>

1. Collect fees and convert into a single check or money order made payable to Beta Beta Beta. Payments may also be received via PayPal.
2. Fill out Registration Form. This completed form must be uploaded to our Dropbox account for processing. [Dropbox link](#)
3. Be sure to type in an alphabetized list of students' names as they wish for them to appear on the certificate.
4. If the students are requesting home delivery of BIOS, a form for submitting the student address is found on the web page and should be uploaded here: [BIOS Dropbox Link](#)

KEY ORDERS or JEWELRY ORDER

Fill out order according to instructions on the form. Upload the form and submit payment either via Paypal or mailing to the national office. Be sure the advisor signs the form. Allow minimum two weeks for delivery. [Jewelry Dropbox Link](#) **ONLY REGULAR, GRADUATE, AND HONORARY MEMBERS MAY ORDER JEWELRY**

HONORWEAR

Complete the order form by listing the names of the students requesting the honor cords or medallions. Upload the form and submit payment either via Paypal or mailing to the national office. Be sure the advisor signs the form. Allow minimum two weeks for delivery. [Jewelry Dropbox Link](#) **ONLY REGULAR MEMBERS MAY PURCHASE HONORWEAR.**

EVERY CHAPTER SHOULD UNDERTAKE THE FOLLOWING PROGRAMS

1. Initiate new members at least once a year, registering them with the National Office to make their membership official.
2. Report to the National Office and BIOS once a year. What is in the report is up to your chapter. Be sure the names of officers and new advisor are reported to the BIOS editor.
3. Undertake some program to promote TriBeta's aims as stated in the National Constitution, Article II. Suggestions for programs and activities appear in the information booklet and in BIOS.

ABOUT YOUR CHAPTER & MEMBERSHIP PACKET

NEW CHAPTER PACKET

- Table Cover
- Two Posters (Key & Shield)
- Charter
- 5 Constitution Books
- 2 Ritual Books
- 25 Flyers (more available upon request)
- 25 Invitations + Envelopes (more available upon request)

MEMBERSHIP PACKETS

All membership fees should be consolidated to one check or money order, made payable to Beta Beta Beta, or one PayPal payment.

Regular, Promoted, Graduate, and Honorary Members Receive:

- Large certificate with gold embossed shield and key with their membership number
- 1 Honor Cord package (contains 1 red and 1 green cord)
- 2 Decals
- 1 Flash Drive (8GB)

Associate Members Receive:

- Certificate of Participation
- 2 Decals
- 1 Pen

CHAPTER FORMS & DOCUMENTS

Almost all chapter forms and documents can be obtained from the web site:

<https://www.tribeta.org/forms-files>

CHAPTER DOCUMENTS

- ✓ List of Active Chapters
- ✓ BIOS Home Delivery Form
- ✓ BIOS Instructions to Authors
- ✓ Chapter Activities
- ✓ Constitution Booklet
- ✓ District Outstanding Chapter Award Score Sheet
- ✓ District Outstanding Chapter Award Form
- ✓ Enrolling Members
- ✓ Fund Raising
- ✓ Honor Cord/Medallion Form
- ✓ Jewelry Form
- ✓ IRS Information
- ✓ Member Registration Form
- ✓ New Chapter Application
- ✓ PayPal Payments
- ✓ Rituals
- ✓ Student/Faculty Guide

GRANT & RESEARCH DOCUMENTS

- ✓ Research Grant Application
- ✓ Sample Grant Application
- ✓ FAQs about Grants
- ✓ Bertholf Form
- ✓ Author Data Sheet
- ✓ Instructions for Submitting Abstracts
- ✓ Instructions for Submitting Research Grant Application
- ✓ National Convention Chapter Travel Grant Request

RESEARCH GRANTS AND AWARDS

There are a variety of research grant and award opportunities for student members and chapters to participate. Information about each grant and award can be found on the website, located here: <https://www.tribeta.org/grants-research-awards>.

TriBeta Research Grants

The TriBeta Research Grant Foundation provides financial support for meritorious undergraduate research proposals. The research applications are to be developed and submitted by undergraduates who are regular TriBeta members at the time of the submission of the application. The grant program is designed to introduce undergraduate students to the basic process of research and research funding. The proposed research project must be described and the tentative cost associated with the project identified.

The submission due date for the research grant application is posted on the website www.tribeta.org and the grants are usually awarded by the 1st of November to allow the student the maximum amount of time to complete the project before the end of the academic year.

The actual dollar value awarded for each selected grant will depend on the rationale for requested funds and the quality of the proposal. Awards may be funded completely or partially depending on fund availability and the discretion of the evaluators. Most of the awards have been in the \$250 - \$1,500 range. Attempts will be made to award as many deserving grants as possible.

If the research is funded, the student must present their research at a TriBeta conference or convention. This may be a District, Regional, or National convention. The research may be presented in a poster or an oral session. If the student is not able to present their research at a TriBeta conference or convention, they can submit their research to BIOS for publication.

If the student does not meet the above requirements after having used the grant money to complete the work, the grant committee will not consider any future applications from that chapter for a period of one year. If the student cannot complete the work within that year and must continue the next year, the student should notify both the regional Vice President and the National Office so that future applications from his/her chapter will not be penalized.

Lloyd M. Bertholf Award and Outstanding Chapter Award

This national award is given each year for the chapters that most closely promotes our triple goals of scholarship, dissemination of scientific information, and promotion of biological research. Applications are to be submitted in November to the National Office which forwards them to the Bertholf Committee. The Committee announces the winners in January of each year.

McClung Award

The McClung Award is for the most outstanding paper published in BIOS each year. All papers published in BIOS are automatically reviewed by the McClung Committee which announces the Award in January of each year.

Beta Beta Beta Research Awards

Beta Beta Beta Research Awards are intended to support undergraduate research by awarding cash scholarships annually to students conducting student research. The applications are due at the National Office in September of each year and the Awards are given by November each year.

The Frank G. Brooks Award

The Frank G. Brooks Award is for excellence in undergraduate research presented in an oral session at either a district or national meeting. The district awards are given annually in each district and the national awards are given biennially at national meetings. Paper sessions are judged by a panel of faculty, chapter advisors, and/or national officers.

The John C. Johnson Award

The John C. Johnson Award is for excellence in undergraduate research presented in a poster session at either a district or national meeting. District awards are given annually in each district and national awards are given biennially at national meetings.

The Chapter History Award

The Chapter History Award is for outstanding display of chapter activities in scrapbook format. This award is given at some district conventions and at national conventions.

The Chapter History E-Book Award

The Chapter History E-Book Award is for outstanding display of chapter activities in a digital scrapbook format. This award is given at some district conventions and national conventions.

Brooks and Johnson Travel Stipends

Travel stipends are given to First place Brooks and Johnson district winners to attend and present their winning paper or poster at the next national convention. The Award will pay travel, registration fee which includes room and some meals. See Student/Faculty Guide for details.

Yokley Awards

The Yokley Award is given to faculty with 10 years or more service to the TriBeta Honor Society. The four Yokley Award categories are:

1. Yokley Faculty Advisor Award for Outstanding Faculty Advisor
2. Yokley Faculty Service Award for Advisors and District Directors
3. Yokley Faculty Leadership Award for National Officers
4. Yokley Outstanding Chapter Activity Award for Chapters established for 25 years or more.

RESEARCH FOUNDATION PROGRAM

Much discussion has taken place over the last several years as to where TriBeta was going and how we would get there. One outcome of the many discussions was the decision to initiate a research grant program whose purpose would be to award student members of Beta Beta Beta with research grants for student research projects.

It was decided to set aside a certain portion of our reserves for this purpose and to actively pursue a fundraising program. The interest from these reserves would be used to fund the research grants. It is hoped that chapters will assume an active role in the project since their members will be the ones to benefit. Contributions from chapters may be derived from fundraisers, dues, alumni support, or leftover funds at the end of the year. The following are the details of the fund drive.

CHAPTER DONOR PROGRAM

Chapter donation categories will be based on chapter membership. Chapters participating will receive a platinum, gold, silver, or bronze stamped certificate and be listed in BIOS.

Chapter Donor levels are:

Platinum Chapter	\$10.00 per current active members
Gold Chapter	\$5.00 per current active members
Silver Chapter	\$2.50 per current active members
Bronze Chapter	\$1.00 per current active members

INDIVIDUAL DONAR PROGRAM

Alumni, faculty, or any interested person may donate a tax-deductible contribution. A memorial donation may also be made in someone's name. These donors will receive a platinum, gold, silver, or bronze certificate and be listed in BIOS.

Individual Donor Levels are:

Platinum Individual:	\$500 +
Gold Individual:	\$100 - \$499
Silver Individual:	\$50 - \$99
Bronze Individual:	\$25 - \$49

TRIBETA AWARENESS – TELLING OTHERS WHO WE ARE

TriBeta is a Biological Honor Society worthy of recognition on campus. Its members also deserve to be recognized by others for their academic achievements. Members of your chapter can do several things to promote both awareness of TriBeta and its members' achievements.

You can start by sending printed invitations to prospective students inviting them to become members of TriBeta. Flyers, which describe TriBeta and its goals, can also be distributed to freshman and sophomore classes. Both invitations and flyers are free from the National Office.

When a student becomes a member of TriBeta, he/she will receive along with a certificate and membership card, a shield decal and a key decal as well as a free gift. Using them will help others become aware of TriBeta.

Jewelry have been offered almost from the beginning of TriBeta. They are available only for regular, graduate, and promoted members. When ordering jewelry keep in mind that it takes about 3-4 weeks for the order to be filled. The order will be shipped directly from the manufacturer.

In addition to jewelry, we also have 3" x 5" embroidered sew-on patches of the crest in four colors. These are available from the National Office and can be ordered on the Registration Form.

We also have graduation honor cords and medallions. Both are ordered from the National Office. Since these can only be worn by regular, graduate, or promoted members, we require a list of names of the students' requesting them. The honor cords and medallions can be ordered on the Honors Order form.

Last, have guest speakers on campus, do projects that will benefit the campus, have fundraisers for a good cause, go to the local high schools for science days, volunteer to help out at science fairs, or participate in homecoming events as an organization. The list is endless. Let your campus know who you are!

Finally, you can obtain all the forms and other information from the website. www.tribeta.org. In addition, you can link your chapter's website to the National Office website.

TRIBETA CHAPTER AND CLUB ACTIVITIES

Beta Beta Beta defines itself as a professional and biological honor society for undergraduates; thus, a major reason for its existence is to recognize those undergraduates who excel academically and in doing so, promote excellence in the biological sciences. If we did nothing else, TriBeta would be a valuable member of the academic community; however, Beta Beta Beta also urges its members to extend their knowledge by undertaking scientific research and publishing the results. Finally, each TriBeta chapter or club is an association of biologists and student biologists working together which helps make them competent academicians, professional scientists and often friends. The range of these activities is truly amazing, and because we are part of a larger community, many of the activities are directed toward that larger community. Below is a list of activities which have been successful on many campuses - keep in mind that each campus is different and what works for another may not work for you. Perhaps you can use some of these ideas as a springboard for activities within your own chapter or club.

EDUCATIONAL ACTIVITIES FOR TRI-BETA MEMBERS

1. Sponsoring guest lecture series or debates on topics of concern for the Biology students and/or the general community.
2. Arranging for alumni to speak on their respective vocations.
3. Conducting tutorial sessions for various biology and chemistry classes.
4. Arranging field trips to local places of interest.
5. Sponsoring awards in Biology either within the chapter or club or at the community level.
6. Providing thumbnail sketches of the instructors, their research, and their classes for prospective biology majors.
7. Collecting and updating information on graduate schools and professional programs.
8. Encouraging attendance by members at professional meetings.
9. Collecting and maintaining information about summer work and internship programs in biology.
10. Showing films and videos of interest to members.
11. Selecting a current topic of interest for discussion throughout the year and arranging for speakers.
12. Having a Bio-lunch with faculty once a week and featuring short talks or films.
13. Hosting a Science Bowl either at the high school level or among close-by chapters.
14. Preparing an annual report on the chapter's or club's activities for their archives. (Be sure to send a copy to the national office.)
15. Maintaining a TriBeta lounge/office as a place for students to meet and relax.
16. Arranging mock profession and graduate school interviews.

EDUCATIONAL ACTIVITIES FOR THE COMMUNITY

1. Maintaining and displaying biological and botanical collections, greenhouses, department museums, etc.
2. Sponsoring and judging high school science fairs and/or science demonstrations.
3. Sponsoring open houses for high school students.
4. Teaching or sponsoring CPR classes and other medical/health related techniques.
5. Acting as guides to museums, zoos, hospitals, etc. for community groups.
6. Sponsoring public lectures.
7. Tutoring in grade school or high school.
8. Participating in the Audubon Christmas bird count.
9. Distributing extra or unused copies of BIOS to local schools.
10. Assisting in class field trips at local grade or high schools.
11. Giving environmental talks at local grade or high schools.
12. Serving coffee and doughnuts in TriBeta lounge during evenings of exam week.
13. Sponsoring "art" contests for elementary students regarding animal awareness or environmental issues.

COMMUNITY SERVICE ACTIVITIES

1. Aiding or running blood pressure clinics or blood mobile drives.
2. Constructing and maintaining nature trails, wildlife refuges, bird boxes, etc.
3. Encouraging recycling and/or running recycling programs.
4. Maintaining bulletin boards used for announcing forthcoming speakers and programs.
5. Planting trees and maintaining community gardens and plots.
6. Running food, toy, and clothing drives.
7. Participating in the Adopt-A-Highway program.
8. Assisting at scientific meetings.
9. Volunteering at local hospitals and nursing homes.
10. Serving as representatives in planning college functions such as homecomings, alumni weekends, parents' weekends, etc.
11. Having "getting to know you" parties for freshman.

SOCIAL ACTIVITIES

This list can be endless so I will just mention some of the more creative ideas which I have gleaned from chapter reports.

1. Birthday bash for a famous biologist with a "This is your life" skit.
2. Adopt-A-Freshman party.
3. Halloween "Come as your favorite animal or plant party" or Haunted Lab party.

CHAPTER FUNDRAISING IDEAS

All chapters have money problems, and there are many ways to add to the bank account. However, each chapter is unique, and what might work for one chapter might not work for another. Be creative. Since new ideas often arise from old ones, here is a list of tried-and-true fund-raisers which have been successful for other chapters over the years. Get your thinking caps on and good luck!

Almost anything can be sold. The variety is endless with food being at the top of the list. Remember students are always hungry.

1. Bake sales, anything homemade.
2. Plants, either from your greenhouse or donated by local nurseries. (Mums for fall, wreaths for winter holidays)
3. Apples or apple cider in the fall, lemonade in the spring, popsicles in the warm weather.
4. Pumpkins (Sell and have a pumpkin carving night or contest)
5. Thanksgiving turkey grams or Valentine sweetheart grams.
6. Tomato plants for home gardeners.
7. Candy—there are many companies which have candy sales programs.
8. Dissecting Kits for freshman labs.
9. Lab coats for both biology and chemistry students.
10. Guessing jars. Fill with candy, popular items, etc. Have people pay to guess the amount in the jar and the closest one wins the jar contents.
11. Create and sell T-shirts appropriate to your school or dept. Also, remember that you can increase the cost of TriBeta T-shirts to members and make a small profit.
12. Sell single rose flowers or Crush sodas for Valentine's Day.
13. Balloon animals or hats.
14. Book sales. Ask faculty to donate unneeded books, both text and paper backs.
15. Silent auctions.
16. Have a chili dinner night or cook off.
17. Sell Krispy Kreme doughnuts. (This is a fundraiser they offer)
18. Restaurant Nights. Ask local restaurants if they will donate a portion of sales to your chapter. (**MANY restaurants do this!**)
19. Applebee's restaurant Flapjack Fundraiser breakfast.
20. Chic-Fil-A "Spirit Nights." They donate a portion of their sales.
21. Panera Bread Fundraising Night. They donate a portion of their sales.
22. Sell pizza cards. (Pizza Hut, Papa John's, Domino's, and Papa Murphy's all participate)
23. Have a cook out. Grill hotdogs/hamburgers to sell with drinks and chips.
24. Rummage sale of small items which might be useful in the dorms.
25. Mistletoe at Christmas.

Having run out of things to sell try raffles.

1. Raffle off tickets to local theaters, plays or concerts.
2. Raffle off restaurant meals or gift cards.
3. Raffle off couples Valentine's Day date at local restaurants.
4. Raffle off amounts of gasoline just before holidays or breaks.
5. Raffle off best-selling books or other books of interest.
6. Arrange with a local video store to purchase a very popular movie at cost and raffle off the movie.

Miscellaneous and Unusual Ideas

1. Run a food concession at home sports functions.
2. Pay to Play! Set up a fenced in area with dogs/cats and have people pay to hold and play with them for a certain amount of time. One chapter does this and makes a great profit.
3. "Kissing Booth" use dogs, pay to get a "kiss" from them.
4. Jail. Set up a fenced in area on campus to make a "jail." Have members/students stay inside the jail and ask for "bail money" (donations) to get free.
5. Have a fun run/walk. (Also a good time to make and sell t-shirts)
6. Offer a nature photo show open to students and faculty, charge admission and if possible, arrange to sell prints.
7. Car wash.
8. Auction off chapter members. Highest bidders get to use members for a day of work. (Moving, cleaning, etc.)
9. Rent movies and have a movie night complete with popcorn.
10. Collect computer paper, aluminum, newspaper, etc. and take to a local recycling center.
11. Rent-A-Chapter Day for a large clean-up project like cleaning up a football stadium after a big game.
12. "Flock a Friend" One chapter has great success with their plastic flamingo fund raiser. Unless the person pays the chapter a bribe, many plastic flamingos will cover his/her lawn. Have to pay donation to have them picked up from your yard.

Finally, when raising money for a special lecture series open to the general public or asking for funds to attend and present a paper at a scientific meeting, you should approach your alumni, local physicians, pharmaceutical houses, or other parties which might be interested in TriBeta and its goals. Take along a Bio of the intended speaker/s or a copy of your abstract and a flyer about TriBeta. If they don't know about TriBeta, explain our goals. Show them what alumni of your chapter are doing now. Offer the donor some type of recognition for his sponsorship. We will even prepare a special certificate for them. ****Don't forget to advertise!!****

TEN CHAPTER AND CLUB FACTS YOU MIGHT BE INTERESTED IN KNOWING

1. At present, there are 642 chapters and clubs on college and university campuses in the United States and Puerto Rico.
2. Chapters and clubs come in all sizes from as few as 10 members to as large as 150 members. All are equal in importance.
3. Each chapter or club is encouraged to induct new members each year, schedule both educational as well as social programs, participate in community-wide programs and attend district and national conventions.
4. Each chapter or club may have its own By-Laws and membership requirements as long as these By-Laws and requirements do not infringe upon the National By-Laws and membership requirements.
5. Although the chapters or clubs are student-organized, a faculty advisor is required for continuity. The advisor acts as the permanent custodian of chapter or club records and funds and sees that they are passed to his successor. Student officers may carry out these duties, but the advisor must verify chapter records and finances at least once a year.
6. Each chapter or club is responsible for informing the National Office of new student officers, change in advisor, and yearly activities. Each chapter or club historian is encouraged to complete the Bertholf Award application and return it to the National Office.
7. Inductions can be held at any time during the year; most are held in the spring.
8. Each chapter or club is responsible for maintaining records and keeping a history in the form of a Scrapbook or similar record
9. Chapters and clubs are the back-bone of TriBeta. Without them the organization would not exist and the organization is only as good as the local chapters or clubs.
10. Chapters or clubs are only as good as the advisor and student officers. Enthusiastic advisors and student officers = enthusiastic and active chapters or clubs.

TEN CONVENTION FACTS YOU MIGHT BE INTERESTED IN KNOWING

1. District Conventions are held every spring throughout the United States and Puerto Rico. Although each chapter is placed in a particular district, it may, if it chooses, attend another district convention if it is closer or more convenient.
2. The main purpose of a district convention is the presentation of student research papers, and the convention is run along the lines of any scientific meeting. District Conventions are listed on the web page www.tribeta.org
3. All eligible student papers and posters are judged by a panel of faculty, and non-monetary awards are given for the best research papers and posters. Although competition is not encouraged, there should be some recognition for outstanding work.
4. A National Biennial Convention is held every two years. In the past, the Biennial National Conventions are usually held on college campus sites during the beginning of June.
5. Individual chapters host both the district and biennial national conventions. Grants are given to the district host chapters to help defer the cost of hosting the convention. Costs of the Biennial Convention are paid by the National Office.
6. Limited support in the form of Travel Grants is available for chapter members to attend the Biennial National Convention.
7. The main purpose of the Biennial Convention is the same as the District Conventions: the presentation of student research papers.
8. Any TriBeta student may present a paper or poster at either a District or Biennial Convention. Non-TriBeta members may also present papers or posters, but they are not eligible for any awards.
9. Our quarterly journal, BIOS, provides a forum for students to publish research results. Any student may submit a paper to BIOS for publication.
10. BIOS is sent to college and university libraries in the United States, Puerto Rico and several foreign countries.

CHECK LIST FOR HOSTING A BETA BETA BETA DISTRICT CONVENTION

PLANNING THE MEETING

- ✓ Don't plan the meeting on a holiday, or when most institutions in your area are on spring break, nor close in time to another meeting that many representatives might also attend, or when your campus is planning another big event.
- ✓ Select a keynote speaker, decide on an honorarium (if any), and get his /her talk title and short bibliography to put in the program.
- ✓ Discuss with your institution whether they will take credit cards, cash, or checks from attendees for the registration fee.

SENDING OUT THE INVITATIONS

- ✓ Get the email list from the national office or district director to send out email invitations
- ✓ Get the instructions from the national office on the abstract length, oral presentation length, and other guidelines before sending out the invitation. Make sure these guidelines are in the meeting information that you email to everyone.
- ✓ With the invitation:
 - Send out the abstract instruction form with a sample abstract on it with the invitations. Ask for the abstracts as word documents so that you can cut and paste them into the program.
 - Send out the author data sheets with the invitations and ask them to be emailed back to you as pdfs.
 - Send out the attendee registration forms. These forms should ask for the person's name, gender, title (Mrs., Dr., etc.) and name they would like on their name tag, their institution, exact department name, and permanent home address. This information is needed if they win an award, so it is easier to get it before the meeting.
 - Instructions for when you want the oral presentation PowerPoint slides and how you want them to get to you.
 - Ask faculty to be judges.
 - Ask for the registration fees to be mailed to you in advance of the meeting so that you have the funds to cover any meals or snacks in case attendees cancel at the last minute.

SENDING OUT MEETING REMINDERS

- ✓ Remind the faculty that they said that they would be judges.
- ✓ Send out parking information
- ✓ Send out the draft program and ask both students and faculty to proof read their entries for mistakes.

MEETING ARRANGEMENTS

- ✓ Schedule rooms for the talks, posters, and registration.
- ✓ Schedule any meals or snacks you would like to include, set the registration fee to cover the meals, taking into consideration the financial contribution from the Beta Beta Beta National Office and any other sources.
- ✓ Write up or request from the national office or the district director a judging sheet for the poster session and the oral presentation session. Divide up the work among the judges.
- ✓ Leave 45 minutes after the last presentation for the judges to add up the scores before the final session in which the awards are given. The keynote speaker or the snack could be during this time period so the other attendees are occupied while the scores are added up.
- ✓ Have signs made that will help attendees find the meeting location once they arrive on campus.
- ✓ Collect enough easels, boards, push pins or thesis clips for the posters
- ✓ Arrange for banquet tables for registration and table clothes.
- ✓ Buy plastic nametags and print name tags
- ✓ Assign someone to introduce the speaker.
- ✓ Arrange to have an audio-visual person at the meeting to run the projector and troubleshoot the microphone and projector. Decide whether that person is going to instruct the speakers on how to use the pointer/slide changer or assign someone to do that.
- ✓ Assign someone to moderate each session of oral presentations and give them a timer or ask them to use their phone.
- ✓ Make sure you have one person who can be a runner- to get a light bulb, who can sit at the registration desk after the sessions start to sign in attendees who come late.
- ✓ Make sure you have a pointer/slide changer.

DAY BEFORE THE MEETING

- ✓ Put the poster materials in the room(s) where posters will be held.
- ✓ Assign someone to host the speaker, take him/her to lunch.

- ✓ Assign someone to collect registration fees, someone to check off attendees, someone to direct folks where to set up posters and the auditorium for talks.

DAY OF THE MEETING

- ✓ Put out the parking signs and put signs on the doors of the building indicating the meeting location
- ✓ Put out a basket to collect the name tags at the end of the day.
- ✓ Have extra author data sheets on hand
- ✓ Extra name tags on hand
- ✓ Have some small bills to make change if attendees need change when they pay registration fees, and an envelope to collect the money (keep the money in a secure place, particularly during oral presentation sessions and meals when you are away from the registration desk).
- ✓ The award certificates and plaques will have been mailed to you from the National Office, bring them with you to the meeting.

WOULD YOUR CHAPTER LIKE TO HOST A NATIONAL CONVENTION?

BIENNIAL CONVENTION GUIDELINES

The main purpose of the National Biennial Convention is the presentation of student research papers and posters. The convention is run along the lines of any scientific meeting. The host chapter has a very important role in making local arrangements.

A representative of the host chapter will be invited to join the executive committee meeting by conference call in June the year before the national convention and January the year of the national convention to give a progress report.

The host chapter arranges the program.

The program consists of field trips, guest speakers, and social events around the paper and poster sessions (which is the most important part of the convention). There is an opening ceremony banquet with a guest speaker. Each evening is a meal with a speaker. And there is an award ceremony and business meeting banquet to close the convention. There is not a speaker at the awards banquet.

There are three committees to handle the judging process of the papers, posters and scrapbooks. There are Brooks Awards for papers, Johnson Awards for posters and history awards for scrapbooks. Any TriBeta student may present a paper or poster. Non-TriBeta members may also present papers or posters, but are not eligible for any awards.

What you will need:

- Meeting rooms for the oral presentations. Typically we have 4 oral presentation sessions.
- A large meeting room with easels for the posters. Typically there are 3 poster sessions.
- Dormitory housing for students. And cafeteria facilities for students and faculty to eat.
- Reservations and Deposits need to be made at least one year before the conference. Sometimes two years before the conference.
- Arrange field trips and transportation. Reservations and deposits should be made one before conference
- Design a t-shirt for the national conference

- Finalize and print the program with all the students' abstract of all the presentations. The national office will send you the abstracts by email. You can finalize the program with the BIO of the guest speaker, a welcome from the president and schedule of the field trips, room and time or oral and poster presentations.
- The program can be posted on the TriBeta web page. (Optional) Many students like this. They can see their time for their oral presentation right away.
- The National Office will put the online registration link on the web page by November 1 before the conference. Student presenters can upload their abstracts when they register for the conference. Two weeks before the conference the upload of abstract will be closed in order to have time to prepare the program and get it printed.

SUGGESTIONS FOR PAPER AND POSTER SESSIONS

Paper sessions

Oral presentation sessions will run on a time schedule. The host chapter can have student workers to be moderators for the oral presentations. One for announcing the next oral presentation and one to time.

It is advisable to have students bring their presentation for power point on a jump drive and load all presentations a day in advance to avoid problems at the last minute. Or the presentation can be loaded in the presentation room the day of the presentation. It is advisable to email the presentation to yourself as a backup copy in an emergency.

Oral Paper sessions will run on a time schedule

- 3 minutes set up or break between presentations to allow students to come and go from the seminar room.
- 12 minutes for presentation
- 3 minutes for questions

Poster sessions

Easels for presentation boards (possibly Velcro attachments to Velcro boards or other appropriate attachment) should be provided by the host chapter for student's poster presentation. Posters should be 4' x 4'. Posters should be placed at assigned place by a designated time. The student poster presenter should be present with their poster during a designated time.

The National Office Responsibilities for the Biennial Convention

- Will make any necessary deposits for motels, dormitory, cafeteria, buses, field trip expenses, and transportation for field trips, etc.
- Will update the web page www.tribeta.org with current schedules, registration information, and host chapter links with additional information.
- Will provide additional promotional items (if available) to be given away at the National Biennial Convention.
- Will receive the student abstracts electronically from the students then forward them to the host chapter for printing.
- Will receive all registrations for attending the national convention and any payments for activities and print convention badges for all attendees.
- Will provide the plaques and certificates for the awards on Saturday night.

The Host Chapter Responsibilities for the Biennial Convention

- May design a convention t-shirt and have it printed and send receipts to the National Office for reimbursement.
- May design a program cover and complete the program with abstracts of oral and poster presentations, details of room assignments and time for oral presentation, biographical information concerning guest speakers, list all attendees including guests at the end of the program, print the program and send receipts to the National Office for reimbursement.
- Plans, organizes, leads, all field trips and organizes transportation for the field trips. On a case by case basis the host chapter may need to organize transportation to the airport at the end of the conference. This could require a lot of support from faculty at your university. You will also need a lot of help from your chapter student membership.
- Please make sure your university is willing to assist with this conference by use of the dormitories and cafeteria and vans. Since the national office pays all the cost of the conference, this is very important. It is cheaper to host on the campus rather than a hotel.
- After the convention, please send any photographs of the convention to Lori Kelman the Bios Editor at Lori.Kelman@montgomerycollege.edu. Please include captions with pictures.