Greetings from Headquarters!

PBD AND KATRINA
Headquarters, the board of directors, certainly the entire membership—all of us wish to express our heartfelt sympathy for the victims of Katrina and for our member institutions in the gulf area. Should any of our Phi Beta Delta Chapters need special consideration related to your recovery efforts, please let us know at headquarters.

CONFERENCE 2006
As you know, PBD is embarking on an exciting new adventure in our partnership with the International Studies Organization: www.isanet.org. We gain from the fellowship with like-minded organizations while still remaining true to our core values. A few examples of what remains the same for us are: panel discussions over which PBD makes all decisions, the chapter workshop, the business meeting, etc. It is an exciting time for us. Harrell Rodgers, President Elect and Conference Chair has put together a dynamic presence for PBD at the conference hrogers@uh.edu. Stay tuned to our website for updates.

MEDALLION NEWSLETTER
By now, you should all have copies of the latest issue of The Medallion. In addition to getting the latest scoop on other chapters, the newsletter is useful in reminding your current members about keeping their membership active (paying dues). The number of copies you received is directly related to the number of new and continuing members you reported for the 2004-2005 academic year. David Merchant, Director of Publications has established a September 25, 2005 deadline for getting chapter information to him. He would love to hear from you all: dmerchant@ipsonet.org

INDUCTION CEREMONY TIMELINE
Here is a timeline of suggestions for hosting a successful, stress-free event (and one that will keep the staff at headquarters happy). It is the shortest possible time that you should use in planning your induction ceremony.

10 weeks (or earlier) before your induction, membership committee should meet to decide on date, venue, program, and any added criteria for membership;

8 weeks (or earlier) before your induction, send out the call for membership (applications, pertinent info about PBD, etc with deadline clearly stated);

4 weeks before induction, send out acceptance/rejection letters to nominees and send rsvp letters to
all members for induction ceremony:

3 weeks (or earlier) before induction, send in a) supply order form; b) membership roster form; c) payment to headquarters. All of the above, including payment, can be done online: http://www.phibetadelta.org/shop/members.php

1-2 weeks (or earlier) work out any bugs in the programming that might be needed.

HEADQUARTERS

It is my pleasure to introduce you to Youli ZHANG our junior accountant, hired specifically for keeping PBD's financial books. She will be working with Brian Davis, our senior accountant (off-site) in making sure that we are in tip-top shape. Already we have noticed the positive changes that she has brought to the office. Youli is pursuing her master's degree in accountancy at George Washington University.

Database

For those of you who have been diligent in getting your Membership Roster Form to us, 100% of your entries have been added to the database, thanks to the excellent work of Ahmed and Ana here at headquarters. For those chapters who have not contributed their membership list data, you will want to do so electronically before the list goes public. Your members will certainly appreciate seeing their info in the database:


Website

• Some new additions have been added to our website thanks to the dynamic staff at headquarters:
  o FAQs. Ana has prepared an excellent, thoughtful list of frequently asked questions that are helpful to current members and to prospective ones: http://www.phibetadelta.org/index.cgi?go=faq
  o French translation: Ahmed has translated the entire web page for the francophone world. Perhaps we will see a sudden surge of new chapters from the French-speaking countries. http://www.phibetadelta.org/fr/
    Why not point this out to your friends and colleagues in the francophone world? Come to think of it, do the same for your German, Japanese and Spanish-language colleagues.

• Did you notice that the downloadable image of official logo of the Society has disappeared from the website? That’s because it is copyright protected and we do not want it to get into the wrong hands. If you would like the image sent to you
electronically for PBD business, just drop me a line.

- When was the last time you checked out the Gift Shop? It has changed quite a bit since it was first instituted. There are many new items that are all reasonably priced. Check it out: http://www.phibetadelta.org/shop/. The feature for the moment is the Quill Pen Set that might be given to someone you highly appreciate—whether a member or not of PBD. Given that membership is a privilege and not a gift, items such as the Quill Pen are quite appropriate. It is presented to distinguished sitting ambassadors who are not honorary members of PBD, and they are very pleased with this gift.

- Is anyone in your chapter making news in the local or international press? If so, drop me a line so that we can tell the entire world about it.

- Soon you will see yet another new initiative. The Important Dates feature on the website. It is meant to serve primarily as a reminder of events and deadlines directly related to Phi Beta Delta. However, we will occasionally include other important dates. For example, Rick Nader, of the Alpha Eta Chapter at TAMU would like to point out to grad students interested in the Asia-Pacific Region. The flyer is attached and will also be posted to our website.

**PBD as Vendor**

The state governments of some public institutions require that headquarters fill out a vendor application in order to conduct any type of business. I am pleased to say that the two vendor licenses that we have received—for Virginia and New Jersey—are complete. If your chapter is in one those states, please write us to get PBD’s vendor information.

**AWARDS**

Soon you will be getting packets of information for all of our awards—those at the 2006 Conference as well as the Navigator Awards. Our director of awards, Abi Pereira is interested in seeing full participation from all of our chapters.

Finally, if you would like to access past copies of *Headquarter Happenings* that might shed light on some of the information in this issue, please go to http://www.phibetadelta.org/?go=hq-happening.

Until next time,

Yvonne Captain
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Attachment (1)