

Mortar Board Information Sheet: 2009-2010

We are pleased that you are interested in being considered for this most prestigious senior honor society.

We will study your information packet very carefully and with utmost confidentiality. PLEASE FOLLOW DIRECTIONS:

- A. Neatly and legibly **TYPE** this information sheet and your attached resume and essay.
This form may be accessed on the Web at: <http://mortarboard.sdsu.edu>
- B. Affix **2 PHOTOS** to the lower half of this sheet.
- C. **PROOFREAD** for correct spelling, punctuation, capitalization, grammar, and clarity.
- D. Limit your resume and your essay to **ONE SINGLE-SIDED PAGE EACH**.
- E. Staple **ONE ORIGINAL AND FIVE SETS** of documents. The original and each of the five sets should be assembled in the following order: 1) information sheet and photos, 2) resume, 3) essay, 4) **UNOFFICIAL** transcript.
- F. Place the original and five sets in a sealed envelope.

**Because we are looking for truly the best candidates, we hope that you will understand that
NOT FOLLOWING THESE DIRECTIONS MAY RESULT IN YOUR PACKET NOT BEING CONSIDERED.**

Name	_____				Red ID #	_____
	Last	First	Middle			
Local Address	_____				Local phone	_____
	Street	City	State	Zip		
Permanent Address	_____				Permanent phone	_____
	Street	City	State	Zip		
E-mail	_____		Faculty recommender's name		_____	
Major(s)	_____		Minor(s)		Cell Phone _____	
Overall GPA	_____	Major GPA(s)	_____	Graduation	Dec-09 _____	May-10 _____
Educational or professional goals	_____					

I verify to the best of my knowledge the accuracy of this information sheet and attached documents, and I understand that all items are subject to verification and that a news release may be written about me. If tapped, I promise to fulfill the obligations of membership as stated in the Mortar Board brochure.

Your Signature _____ Date _____

ATTACHED INFORMATION

- A. **Photographs.** Snapshots will do: maximum size 3 x 4 inches. These will be used to identify you if you are to be tapped for membership. They will not be returned. **Glue or tape photos here → before photocopying this information sheet.**
- B. **Resume.** Your concise, **one-page** resume must follow this **five-part format**:
 1. Personal: your name, birthplace, optional birthdate.
 2. Extracurricular Activities: separate SDSU activities from those at other colleges or universities; list chronologically; include years of involvement or membership; indicate offices; briefly describe leadership, duties, involvement. **(DO NOT INCLUDE HIGH SCHOOL ACTIVITIES.)**
 3. Academic Awards: scholarships, honors, honor societies, dean's list, other awards.
 4. Employment: **last three years only**; employers, dates, positions, special recognitions and accomplishments.
 5. Service on campus and in the community: activities and organizations, dates, extent of participation (i.e. hours spent weekly, monthly, or overall).
- C. **Essay.** Write **one page** on a memorable incident or experience, a talent, something unique about you, a goal, or a challenge. The essay should suggest how your scholarship, leadership, or service qualifies you for Mortar Board. Do not relist activities stated on resume.
- D. **Transcript.** This is an **unofficial SDSU transcript** obtained from Enrollment Services or the Web-portal. You might succinctly comment next to items that you wish to explain. Doubtful items: courses taken optionally for Credit; NC's, D's, F's, I's and W's; semesters enrolled less than full time (12 units).
- E. **Recommendation.** Ask an SDSU faculty member to complete the **enclosed recommendation form** and return it to you in a sealed envelope with the recommender's signature across the sealed flap.

YOU MUST ATTEND CLASSES DURING THE WEEK OF APRIL 13-17 WHEN TAPPING WILL OCCUR.
Submit information packet to Dr. Jane K. Smith, Academic Services, AD 220, SDSU, San Diego, CA 92182-4114
ALL MATERIALS MUST BE RECEIVED BY 4:30 PM, FRIDAY, FEBRUARY 20, 2009.