

Pi Sigma Alpha 2011 Chapter Activity Grant Competition

Chapters are invited to submit proposals for the **30th Annual Chapter Activity Grant Competition**. **THREE COPIES** of the proposal should be mailed to the National Office no earlier than October 1, and no later than **October 31, 2011**. Proposals should be in one of two general categories:

Academic: For example, essay contests, debates, journals, speakers, colloquia, panel discussions, student conferences, and initiation activities and recognition ceremonies.

Service: Non-academic projects that benefit local schools, community groups, or the broader community. Service Proposals should include an academic component.

Pi Sigma Alpha is participating in the Association of College Honor Societies (ACHS) project on the issue of **SOCIAL RESPONSIBILITY**. Chapters are encouraged to submit proposals addressing social responsibility in any way. Projects might include essay contests, panel discussions, outside speakers, campus-wide projects or community service (preferably with an academic component). Proposals for projects involving other campus honor societies are especially favored

Rules and Guidelines

Please read carefully. Proposals which do not follow these guidelines may be eliminated from consideration.

1. Chapters may propose two separate activities but they must be designated as primary and secondary activities. Detailed budgets for each activity must be presented separately. The grants committee will consider proposals for all primary activities first. If there is money left over in the grants budget after these activities have been funded, the committee will look at chapters' secondary proposals and fund them as possible. **PLEASE DO NOT PROPOSE TWO ACTIVITIES UNLESS YOU ARE SURE YOUR CHAPTER IS CAPABLE OF CARRYING THEM OUT WITHIN THE ACADEMIC YEAR.**

Chapters may also submit joint proposals for cooperative activities with other chapters. Cooperative proposals are given favorable consideration by the Awards Committee, especially those which bring together students from several chapters in a regional or statewide conference or forum.

2. MAXIMUM ALLOWABLE AMOUNTS

Total proposal: \$2,000 total per chapter proposal, *not per activity* (most proposals are funded below this amount)

Honoraria: \$150 per speaker

Banquet meals: \$12.50 per person for dinner; \$7.50 per person for lunch (*NOTE:* The Committee routinely checks the number of chapter initiates when determining the total number of meals to be funded. Please estimate your number of event attendees accordingly.) These amounts are inclusive of beverages, gratuities, and service charges.

Student paper awards: \$100 first prize; \$75 second prize; \$50 third prize

3. **ITEMS WHICH WILL NOT BE FUNDED:** Rental of campus meeting rooms, campus publicity, honoraria or any other payments to your own faculty or to Pi Sigma Alpha officers or Council members; excessive travel costs for outside speakers; decorations such as flowers or

balloons; printing or mailing of invitations; the purchase of Pi Sigma Alpha merchandise; **or any activity that presents obvious danger to students or to others.** Students should seek university support for their projects in the form of meeting space, expect local faculty to participate without payment, and make use of campus publications to advertise their projects. The selection committee will give favorable consideration to proposals which show plans to seek additional or matching funding from other sources. **Pi Sigma Alpha cannot fund activities which benefit or promote any one political candidate or party over other competing candidates or parties.**

4. LIABILITY: If a proposed activity involves student travel, the proposal must affirm that the travel will be in accordance with university policies and that due diligence will be exercised with respect to the safety of the students. **THE NATIONAL OFFICE OF PI SIGMA ALPHA DOES NOT PROVIDE LIABILITY INSURANCE FOR CHAPTER ADVISORS OR STUDENT MEMBERS PARTICIPATING IN ACTIVITIES FUNDED BY THESE GRANTS, OR IN ANY OTHER CIRCUMSTANCES. GRANT FUNDS FOR TRAVEL WILL BE RELEASED ONLY AFTER RECEIPT BY THE NATIONAL OFFICE OF LIABILITY WAIVERS FOR ALL STUDENT PARTICIPANTS. WAIVER FORMS WILL BE PROVIDED BY THE NATIONAL OFFICE.**

5. Continuing or identical projects, except for initiation events, will normally not be supported for more than two years running.

6. The proposal **must be submitted on the Chapter Advisor's official school letterhead, and must be approved with the Chapter Advisor's signature. The proposal should be between 1 and 4 pages. THREE COPIES of the proposal must be mailed** to the National Office and must be postmarked no earlier than October 1 and no later than October 31, 2011. **E-mailed or faxed proposals cannot be accepted.** The proposal must include a detailed description of the proposed project and a budget. The Committee will consider the quality of the proposal and the specificity of the budget, in addition to the merit of the proposed activity.

7. Chapters which have initiated no new members during the past academic year, or have failed to submit a detailed report on the expenditure of an earlier grant, are not eligible to receive grants.

8. IMPORTANT: Pi Sigma Alpha auditors require that a written report on the project, including an accounting of expenditures, be submitted to the National Office, on official school letterhead, no later than June 15, 2012. Failure to submit the grant report will make a chapter ineligible for future grants. A checklist and format for this report will be provided with each grant.

9. The Committee on Chapter Activity Grants will meet in early November. Announcement of the awards will be made by December 1.

Any questions? Contact the national office.

PI SIGMA ALPHA CHAPTER ACTIVITY GRANTS COMMITTEE

1527 New Hampshire Avenue, NW

Washington, DC 20036

Phone (202) 483-2512 Fax (202) 483-2657

office@pisigmaalpha.org

www.pisigmaalpha.org