CHAPTER GRANT REQUEST INSTRUCTIONS (2008/2009)

Grant Assistance Request Forms Due: March 15, 2009

Grant Assistance Funds will be allocated no later than: June 30, 2009

Procedures:

1. President of the Alumni Chapter prepares and submits a Chapter Grant Request Form (available on-line) to the Chapter Relations Coordinator, Sacramento State Alumni Association, 6000 J Street, Sacramento, CA 95819-6024.
2. For the year 2008/09, Chapter Request Forms are due March 15, 2009.
3. Petitions will be reviewed and approved by the Sacramento State Alumni Association's Membership and Development Committee, no later than June 30, 2009.
4. Description of expenditures is to be detailed and specific and supported by receipts.
5. An End of Activity Report (available on-line) is required within two weeks of the conclusion of the event/activity. **Receipts for all expenses must accompany the End of Activity Report. NOTE: All unused grant assistance funds will need to be returned to Sac State Alumni Association by way of the Chapter Relations Coordinator.**
6. In reviewing Grant Requests, preference will be given to Chapters who did not receive funding in the previous year.
7. If funds are still available after the first review and allocation, Chapters will be notified of a second cycle for grant assistance.

Criteria:

The Sacramento State Alumni Association Membership and Development Committee will review and advance all Grant Assistance Requests if the following is provided:

1. The purpose for funding is established and clearly defined on the Grant Request form.
2. The Chapter event/activity is relevant to and provides significant support for the Chapter mission while promoting the positive image of Sacramento State
3. The Chapter event/activity directly or indirectly provides for the greatest impact to Sacramento State alumni, students, faculty and staff and the external campus community
4. Funds are to be used for appropriate expenses, such as: food, beverages, printing, copying, decorations/floral, entertainment, thank you gifts, speakers, equipment/supplies, linens and awards.

If you have any questions about requesting grant assistance funds, please call Karyn Domich at (916) 278-2753 or e-mail her at kdomich@csus.edu

Print Form

CHAPTER GRANT REQUEST FORM

GENERAL INFORMATION

Date: _____ Chapter Name: _____

Request submitted by (Must be current Chapter President): _____

Daytime Phone:_____ E-mail: _____

Amount Requested (Not to exceed $500): $ _____

ACTIVITY/EVENT INFORMATION

Activity Start Date: ____ / ____ / ____ Activity Stop Date (if any):____ / ____ / ____

Activity Name: _____

Are you charging a fee to participate? YES ☐ NO ☐

If yes, specify how much: $ _____

Will you be soliciting sponsorship or other type of support aside from chapter funds? YES ☐ NO ☐

If yes, describe:_____

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Describe Activity. Make to include the following:

1. **Purpose and/or mission of activity.**
2. **Intended audience and/or target market for this activity.**
3. **Expected number of participants/attendees.**

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