

**SIGMA THETA TAU INTERNATIONAL  
ALPHA KAPPA CHAPTER-AT-LARGE**

Chapter Involvement Awards  
Alpha Kappa Member Funding Guidelines

- I. ELIGIBILITY:
  - A. Proof of Alpha Kappa membership for 1 year prior to request
  - B. Evidence of involvement in national or local Alpha Kappa activities
  
- II. EVIDENCE OF CHAPTER INVOLVEMENT: Chapter involvement includes evidence of any of the following activities:
  - A. Attendance at board meetings, local chapter meetings, chapter-sponsored conferences or national STT meetings-Verified by meeting minutes, attendance lists, etc.
  - B. Active involvement on local or national committees-Verified by committee chair, committee minutes, etc.
  - C. Involvement on community projects sponsored by the chapter- Verified by committee chair, attendance list etc.
  - D. Presentation of oral/poster presentations at chapter meeting/chapter-sponsored conferences not reimbursed by honorarium-Verified by proceedings listings or abstracts
  
- III. FUNDING INFORMATION:
  - A. Requests to attend and/or present at a Sigma Theta Tau sponsored event (research conferences, workshops, regional meeting, biennial meetings, international meeting, etc.) are eligible for funding for Alpha Kappa members in good standing.
  - B. Funding may be requested for:
    1. tuition/registration fee for the program
    2. round-trip transportation based on coach rate
    3. other transportation expenses (taxi, shuttles, care mileage, etc.)
    4. hotel costs based on double occupancy rate
    5. per diem of \$35/conference day for meals (travel days not included)
  - C. Funding may not be used for preparation of presentation materials, photocopying etc. Research Awards funding is available for these expenses.
  - D. A **selection committee** comprised of the President, President-Elect and Treasurer shall review and recommend funding for Chapter Involvement Awards.
  - E. Requests for funding are to be submitted a minimum of 2 months prior to the event. **Submit application to one of the selection committee members noted in D.** See governance page of website for contact information.  
<http://www.sttialphakappa.org/governance.htm>
  - F. Retroactive requests for funding will be considered only if funds for the fiscal year are still available. Original receipts must be submitted with the request application.
  - G. The actual amount funded may be less than the amount requested due to budget limitations for the fiscal year.
  - H. Fifty percent of the approved amount will be awarded to the member at the time of funding approval. The remainder of the approved funds will be issued when the member completes the Obligations for Awardees (section IV.)
  
- IV. OBLIGATIONS FOR AWARDEES: To receive approved funds, the awardee will:
  - A. Complete a FUNDING REQUEST FORM (see page 3) with original receipts attached, within 60 days of event or before the end of the fiscal year as time permits.

- B. Share information related to this event with the membership through:
  - 1. Submission of an article for the Alpha Kappa Chapter at Large website related to the event. Submission can be a synopsis of the event, a review of a presentation attended at the event, or a synopsis of the presentation/poster the member presented at this event.  
OR
  - 2. Present the poster at an Alpha Kappa sponsored meeting or conference.  
OR
  - 3. Make an oral presentation on a topic related to this event at an Alpha Kappa sponsored meeting or conference.
- C. The Selection Committee will approve or delegate approval of the article prior to publication and/or verify the scheduled oral/poster presentation to the Treasurer. The remaining funds will then be issued.
- D. A member who has not complied with the aforementioned obligations within 60 days of the funded event will be given written notice and if still not compliant for a total of ninety days will forfeit the remaining 50% of the approved funds.

ALPHA KAPPA CHAPTER-AT-LARGE  
Chapter Involvement Awards  
FUNDING REQUEST FORM

DATE: \_\_\_\_\_

TOTAL AMOUNT REQUESTED: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_

CHECK #: \_\_\_\_\_

TREASURER USE ONLY \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

Member of Alpha Kappa Chapter-at-Large: YES\_\_\_ NO\_\_\_

Purpose of the Funds requested:

\_\_\_\_\_

Funding Request Specification:

Tuition/Registration fee Amount: \$\_\_\_\_\_ explanation: \_\_\_\_\_

Travel Amount: \$\_\_\_\_\_ explanation: \_\_\_\_\_

Lodging Amount: \$\_\_\_\_\_ explanation: \_\_\_\_\_

Other transportation costs Amount: \$\_\_\_\_\_ explanation: \_\_\_\_\_

Car mileage x .32 cents/mile Amount \$\_\_\_\_\_ explanation: \_\_\_\_\_

Per Diem for meals \$\_\_\_\_\_ \$35/day x# conference days \_\_\_\_\_

Other expense Amount \$\_\_\_\_\_ explanation: \_\_\_\_\_

Total Funding Requested Amount \$\_\_\_\_\_

Please describe your involvement/contributions to the Alpha Kappa Chapter-at-Large of STTI:

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(MAY CONTINUE ON BACK IF NEEDED)

Amount requested/received from other sources for this event: \$\_\_\_\_\_