



2014 Chapter Activity Grant Report Checklist

Deadline: June 15, 2015

Congratulations on receiving a Pi Sigma Alpha Chapter Activity Grant. We are pleased with your proposal and are sure that you and your chapter will put the money to good use. Pi Sigma Alpha's auditors require that all grant-funded activities be accounted for at the end of the Fiscal Year in which they are awarded, which is June 30. We need your reports in hand by June 15.

YOUR GRANT REPORT MUST BE SEPARATE FROM YOUR CHAPTER'S ANNUAL REPORT TO THE NATIONAL OFFICE AND MUST BE RECEIVED BY JUNE 15 of next year. Failure to submit the report will jeopardize your chapter's chances of winning future grants.

THE REPORT MUST INCLUDE:

An Accounting of the Expenditure of Funds

Our auditors require that you provide a fully itemized account of how you spent the grant, including copies of all relevant receipts.

A Description of the Activity Itself

The report should also include a narrative description of the funded activity. It can be brief. Please be sure to spend the money for what you proposed in your grant application and, if you received partial funding for your project, the specifics in your grant letter.

A Copy of the Program from the Event

For auditing purposes, please include a copy of the program from your event or other hard evidence that the event took place as scheduled.

A Check Refunding any Unused Portion of the Grant

If your chapter is unable to carry out the planned event, or if you have money left over after the specific grant activity is finished, please return the unused funds to Pi Sigma Alpha. There is no penalty for this.

Please Submit the Report on School Letterhead, make sure it is here by June 15, and label it "Chapter Activity Grant Report." The report **CAN** be delivered as an email attachment.

Thank you very much for all you do for your chapters. We wish you the best in planning your chapter activities and please contact the National Office at 202-349-9285 or office@pisigmaalpha.org if you have any questions about the grant reporting requirements.

Your Chapter in the News!

We want to promote the good work you are doing! At the conclusion of your event be sure to write a quick summary -- written as a news article - and send it to the National Office, along with a photograph. Some of this material will be included in a future issue of the Pi Sigma Alpha Newsletter. Other pieces will be posted to social media channels. Take a few minutes to produce this material and we'll bring attention to your chapter.