



## ***FRANCES F. SHIMOTSU PROFESSIONAL DEVELOPMENT GRANT***

www.pilambda.org; 800-487-3411

Pi Lambda Theta

Non-members are not eligible

**OVERVIEW** — Frances F. Shimotsu professional development grants are awarded to reimburse costs that chapter leaders incur to attend Pi Lambda Theta Biennial Councils. Their purpose is to strengthen chapter leadership. The grants were established in 2006. They are sustained by a restricted fund established in the Pi Lambda Theta Educational Endowment pursuant to a contribution by members of Pi Lambda Theta Far West Region V to honor Frances F. Shimotsu.

**AWARD** — Grants may be awarded for all or part of the transportation, lodging, and registration costs a recipient incurs to attend Pi Lambda Theta Biennial Councils. Grants are disbursed directly to service providers on behalf of recipients.

**APPLICANT CRITERIA** — To be eligible for consideration an applicant must:

- a) have been a member in good standing during the two years prior to the date of application
- b) be an officer or committee chair of a chapter in PLT Far West Region V.

**APPLICATION REQUIREMENTS** — An application must include:

1. a cover letter containing
  - a) contact information for the applicant
  - b) the amount requested, supported by an itemized statement showing the anticipated registration fee, lodging costs at the conference hotel, and transportation costs
  - c) a commitment to contact the Frances F. Shimotsu professional development grant committee within one week of the grant award for the purpose of making travel arrangements
  - d) a commitment to reimburse the fund for any part of the grant spent on nonrefundable services if the applicant does not attend Biennial Council
  - e) a statement of how many Biennial Councils the applicant has attended
2. documentation from the international office that the applicant meets the good-standing criterion
3. a letter of support from the faculty adviser or an officer of the applicant's chapter confirming the applicant's status as a chapter officer or committee chair
4. a 100-150 word essay on the applicant's personal commitment to the goals of his/her chapter

**SELECTION** — Recipients are selected by the Frances F. Shimotsu professional development grant committee of Pi Lambda Theta Far West Region V. Applicants are notified by March 15. The committee may, at its discretion, decide not to award a grant.

**POST-SELECTION PROCEDURES AND CANCELLATION** — .

1. **Transportation:** Because the amount of the grant reflects transportation costs at the time of the grant award, a recipient traveling by airline or other common carrier is required to contact the Frances F. Shimotsu professional development grant committee within one week of the grant award to arrange transportation. The grant pays the service provider directly.
2. **Lodging:** Each recipient contacts the international office to reserve a room in the PLT-paid room block. The grant pays PLT for the room and tax.
3. **Registration:** Each recipient completes a conference registration form showing the appropriate fee and submits it to the international office. The grant pays the registration fee directly to PLT.
4. **Cash payment:** If circumstances require disbursement directly to the recipient, PLT will file Form 1099 Miscellaneous Income with the IRS unless receipts in that amount are provided.
5. **Cancellation:** The recipient reimburses the fund for any part of the grant spent on nonrefundable services if (s)he does not attend Biennial Council.

**SUBMISSION** — Submit applications directly to Far West Region V. The address is available from the international office.

**DEADLINE** — Applications must be received by November 30 (even years).

**Frances F. Shimotsu Professional Development Grant  
Past Recipients**

2009 Christine Putzulu, Beta Zeta