

PI LAMBDA THETA

CHAPTER PROFESSIONAL PROJECT GUIDELINES

- GOAL:** To benefit Pi Lambda Theta beyond the chapter level, the education profession, and the community.
- PURPOSE:** To assist chapters in providing quality programming or services to members and the community.
- ELIGIBILITY:** To be considered, a chapter professional project must be submitted by a chapter and must have the signatures of the chapter president and treasurer.
- This award can be given to any chapter only once within any biennium.***
(Language adopted by Board of Directors 2/20/95)
- FUNDS:** To assist chapters in actualizing better programming, Pi Lambda Theta is making available up to a maximum of \$500 for speakers, workshops, and alternate program formats. Extended projects may be funded up to a maximum of \$1,000.
- DEADLINE:** Requests for funding must be received in the international office by **April 1** for consideration at the July Board of Directors' meeting and **October 1** for consideration at the February Board meeting.
- PROPOSAL:** The following technical information is needed to facilitate prioritizing requests:
- I. Sponsor(s)**

List the chapter(s) cooperating in presenting this activity. Identify the key officers and committees that will be involved.
 - II. Purpose and Needs Statement**

Give the reasons why this activity is needed and how this need was determined. Indicate the project's uniqueness and its relevance to the chapter, to the education profession, and to the community.
 - III. Audience**

Indicate the specific audience you will reach and how they will be involved in the project. Estimate how many people will benefit from this project.
 - IV. Resources**

Identify the speakers, facilitators, panelists (key resource specialists) and specify what they will do in this project. Attach a vita for each of the above participants. Utilizing local resource specialists, especially Thetans, is encouraged by the International Board of Directors. (Note: Honoraria restrictions on enclosed Proposed Budget form.)

V. Description of Program/Project

Provide a descriptive overview of the event or activity. Include a tentative program of the day (format) and/or schedule of activities. Provide a planning timetable including names, dates, locations, topics, presentation, and techniques wherever possible. Show sufficient program detail to give a clear picture of how you plan to meet the objectives outlined in PROPOSAL II, Purpose and Needs Statement.

VI. Publicity

Explain your publicity plan. Name the publicity coordinator and indicate his/her expertise.

VII. Financial Information

Attach the project budget form. Demonstrate a need for financial assistance. Justify expenditures, giving full details.

VIII. Evaluation

Describe how you will determine the extent to which this project meets its obligations. (See PROPOSAL II, Purposes and Needs Statement.)

IX. Continuation

Describe provisions you will make for continuing services initiated or assisted by this project.

X. Project Report

List who will prepare and submit, within 60 days following closure of the project, a final narrative report to the international office. Final report should include at least two black and white photos, if possible.

Financial information for chapter professional project to be sponsored by _____ Chapter. (Be realistic; do not inflate. Demonstrate a need for financial assistance in order to carry out the project. Justify expenditures, giving full details.) Please type or print clearly.

PROPOSED BUDGET FOR CHAPTER PROFESSIONAL PROJECT

AMOUNT REQUESTED \$ _____ (maximum \$500/extended project maximum \$1000)

ESTIMATED COSTS:

1. Publicity (mailings, posters, etc.) \$ _____
 2. Postage _____
 3. Copying/printing _____
 4. Honoraria for speakers/presenters _____
(In accordance with national policy, Pi Lambda Theta members are not subsidized for service to the organization. Meal and food expenses of participants are not absorbed by the association.)
 5. Expenses for speakers/presenters _____
 - a. Travel \$ _____
 - b. Food _____
 6. Equipment rental _____
 7. Instructional materials _____
 8. Space rental (meeting rooms, etc.) _____
 9. Insurance _____
- TOTAL ESTIMATED COSTS** \$ _____

(over)

ESTIMATED INCOME:

1. Registration fees _____ at \$ _____ each \$ _____

2. Contribution(s) from the chapter(s) _____

3. Contribution(s) from individuals _____

4 Other (specify) _____

TOTAL ANTICIPATED INCOME \$ _____

BALANCE NEEDED TO CARRY OUT THE PROPOSED PROJECT \$ _____

AMOUNT REQUESTED	\$ _____ Maximum \$500
-------------------------	----------------------------------

PRESIDENT _____

Telephone Number (Residence) _____ (Work) _____

(Fax) _____ e-mail _____

TREASURER _____

Telephone Number (Residence) _____ (Work) _____

(Fax) _____ e-mail _____