



Region 5 NCC Student Chapter Grant Process

Revised 12/23/2009

1. Each year, the Region Officers, as part of the budgeting process, will determine the number and amount of Student Chapter Grants that will be awarded for Region 5 Student Chapters to participate in the annual AITP National Collegiate Conference (NCC).
2. The Region President will direct the Region Webmaster to post the current form and procedure for applying for these grants to the Region Website on or about January 2 of each year.
3. The Region President will notify, via email, the Region 5 Student Chapter Advisors and Student Chapter Presidents that the grant application process is open and the forms and procedures are now available on the Region Website. The Region President's email will also emphasize the **deadline** for submitting a grant request.
4. Student chapters must fill out the Region 5 NCC Funding form and submit it to the Region 5 NCC Funding committee chair. **Applications must be received by the deadline stated on the form.**
5. The Region 5 NCC Funding committee will consist of a chair and at least one other Region 5 member to evaluate the completed Region 5 NCC Funding forms. The committee chair and members must not all be from the same state.
6. After the submission deadline has been reached, the committee will select the student chapter recipients based on the following criteria:
 - a. Completeness of funding request and updated information on chapter officers and faculty advisor(s) with email addresses posted to chapter's web page on www.aitp.org.
 - b. Student chapter activities/accomplishments throughout the previous year (educational offerings at meetings, attendance at professional chapter meetings and region conferences, community service projects, etc).
 - c. Number of students that will be attending the NCC.
 - d. Number of competitions and number of teams that the chapter will be entering in the competitions.
 - e. Activities undertaken by the student chapter to obtain funds to cover the costs to attend NCC (soliciting their professional chapter sponsor for financial assistance, soliciting their university for financial assistance, conducting fund raisers, etc.)
 - f. Uses of funds (particularly the grant monies) for NCC participation (i.e.: registration fees, travel costs, hotel costs, etc.)
7. Each Region 5 NCC Funding committee member will rank the student chapter submissions based on the above criteria and send it to the committee chair.



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8. The Region 5 NCC Funding committee chair will compare the rankings of each committee member with theirs and, if needed, a conference call will be scheduled to agree upon the selection of the final recipients.
9. The Region 5 NCC Funding committee chair will send the Region 5 President the names of the Student Chapters that were selected to receive the grant along with the names of the chapters that were not selected.
10. The Region 5 NCC Funding committee chair will send an email to the Faculty Advisor and Student Chapter President of the selected chapters informing them of their selection to receive the Region 5 NCC grant.
11. The Region President will notify the Region Treasurer of the awards to be granted and authorize the disbursement of the funds.
12. The Region Treasurer will mail the award checks, made payable to the Student Chapter, to the Faculty Advisor and notify, via email, the Region President, the Region 5 NCC Funding committee chair, the Faculty Advisor and the Student Chapter President of the date that the checks were mailed and the dollar amount.
13. The Region 5 NCC Funding committee chair will send an email to the Faculty Advisor and Student Chapter President of the chapters that were not selected thanking them for their submission and letting them know why they were not selected to receive the grant.
14. The Region 5 NCC Funding committee chair will also author, and post, an article for *Information Executive* publicizing the winners of the Region 5 Student Chapter NCC Grants. This article will also be posted to the Region 5 Website.
15. When posting this article to the Region 5 Website, the Region 5 Webmaster will archive the current year's Student Chapter NCC Grant request procedure and form.