

Plymouth State University

PLYMOUTH, NEW HAMPSHIRE 03264

Alumni Association

ALUMNI STUDENT CONNECTION GRANTS

The Office of Alumni Relations is offering eight \$500 grants to recognized student organizations to support the creation and implementation of programs centered around the goals of the student organization. The programs must connect students, alumni, and the campus community in a meaningful way.

In order to apply, you must:

- Be a student organization recognized by the student senate;
- Complete the attached Alumni Grant Application Form;
- Obtain a letter of reference/support from your advisor detailing what their involvement in your project will be;
- Submit a detailed project overview and budget. This budget should outline and explain your anticipated expenses. The budget must have cost estimates listed. (See sample budget)

As you complete your project overview, here are some issues to consider:

- Does the proposed project center around the goals of your organization?
- Does the project bring together students and alumni in a meaningful way?
- Will this project enhance your organizations learning experience at Plymouth State University? How?
- Will this project enhance the Plymouth State University community? How?
- How will others in the Plymouth State University community know about your project?
- At the end of the project period what will the project results be? What will it look like?
- Is the budget clearly outlined? Are cost estimates provided?
- What level of support will your advisor provide? How will s/he add to the experience?

Conditions

- Upon awarding of this grant all student organization purchases are subject to current practices and policies set forth by the student activities office.
- Organizations must be recognized by the Plymouth State University Student Senate in order to apply.
- The organization must delegate their advisor to supervise the project. The advisor must provide a letter of recommendation, and must designate the level of supervision and support to be provided through a short, written statement.
- Recipients will be required to submit a final report to the Office of Alumni Relations, ASC Committee, at the completion of their project. In addition a PSUAA Board member or ASC committee member will be expected to attend your event (if applicable)

Grants may be utilized for:

- Reimbursement of project expenses (alumni travel, materials, mailings, food, etc.) by way of an account set up through student accounting. The purchase of non-perishable items/ equipment (Camera, sports gear etc.) will be property of Plymouth State University for use by that organization. These items WILL NOT BE PERSONALLY OWNED!

Please refer questions to:

**Office of Alumni Relations • MSC 50 • 17 High Street • Plymouth, NH 03264 •
(603) 535-2589 • fax: (603) 535-2699 • alumni@mail.plymouth.edu**

******* APPLICATIONS ARE DUE NO LATER THAN DECEMBER 7, 2007 by 4:00p.m. *******

PLYMOUTH STATE UNIVERSITY
ALUMNI STUDENT CONNECTION GRANT (ASC)

Application Form (Please type or print clearly)

ORGANIZATION NAME _____ ADVISOR _____

PRIMARY CONTACT PERSON FOR ORGANIZATION _____

HUB SUITE # _____ PRIMARY PHONE _____

Please answer the following questions on a separate piece of paper:

1. What would you like to accomplish with this grant? Please be detailed with your description.
2. How do you plan to share the results of your project with the campus community?

***Please note: This grant will be applied toward a reimbursement of expenses through your account set-up with student accounting.

The advisor for your organization should be aware and actively involved in your project. **Please have your advisor fill out and sign the accompanying advisor agreement form.**

Print Advisor's Name _____ Ext. _____

Position: _____ MSC # _____

THIS APPLICATION IS DUE NO LATER THAN December 7, 2007 by 4:00p.m.
SUBMIT TO THE OFFICE OF ALUMNI RELATIONS,
MSC 50, RUSSELL HOUSE ROOM 204

ALUMNI STUDENT CONNECTION GRANT

ADVISOR AGREEMENT

I, _____ agree to supervise this student project and will to the
(Advisor)

best of my ability ensure that it is fulfilled and that the student organization is held accountable for the determined funds.

I recognize that this grant is intended to promote the organizations success and integrate student alumni connections which will benefit the university community.

I agree to provide a written evaluation statement for the PSU Alumni Grants for Student Success Committee at the completion of the project.

Name of Student Organization

Primary Contact Person for Organization

Name of Advisor

Signature of Primary Contact for Organization

Signature of Advisor

Date

Date

**PLEASE RETURN GRANT APPLICATION FORM TO THE OFFICE OF ALUMNI
RELATIONS, MSC 50, RUSSELL HOUSE ROOM 204.**

Application Checklist

Please be sure that you have included all of the following items in your application packet.

Incomplete applications will not be considered.

- **Complete Application Form**
 - ✓ Including a separate sheet of paper answering outlined questions

- **Advisor Agreement**
 - ✓ Signed by both your advisor and primary contact person for your organization

- **Detailed Project Budget**
 - ✓ Including itemized expenses (i.e. alumni travel, hotel, equipment, materials, food, etc.) and cost estimates

- **Project Overview**
 - ✓ Be sure to address the topics outlined on the first page of the application.
 - ✓ Does the proposed project center around the goals of your organization?
 - ✓ Does the project bring together students and alumni in a meaningful way?
 - ✓ Will this project enhance your organizations learning experience at Plymouth State University? How?
 - ✓ Will this project enhance the Plymouth State University community? How?
 - ✓ How will others in the Plymouth State University community know about your project?
 - ✓ At the end of the project period what will the project results be? What will it look like?
 - ✓ Is the budget clearly outlined? Are cost estimates provided?
 - ✓ What level of support will your advisor provide? How will s/he add to the experience?

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BUDGET SHEET

TOTAL DOLLARS
AVAILABLE - GRANT

\$ 500.00

ANTICIPATED
EXPENSES

CATEGORY

BUDGETED
AMOUNT

EXPLANATION
IF NEEDED

COPYING/PRINTING

POSTAGE

**TRANSPORTATION/
TRAVEL**

EQUIPMENT RENTAL/USE

COMPUTER USE

FOOD – IF APPLICABLE

**ANY SPECIALISTS
ARTISTS, ETC.**

SUPPLIES

FEES / I.E., CONFERENCE FEE

**MONEY FOR HOURS
WORKED**

MISCELLANEOUS (ITEMIZE)

-
-
-
-

SAMPLE