

Plymouth State University 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 on the student organization's goals. The programs must connect students, alumni, and the campus community in a meaningful way.

In order to apply, you must:

- Be recognized as a student organization by the Student Senate;
- Complete the attached Alumni Grant Application form;
- Obtain a letter of reference or support from your organization's advisor detailing their involvement in your project; and
- Submit a detailed project overview and budget. This budget should outline and explain your anticipated expenses. The budget **must** list cost estimates. (Please refer to sample budget attached)

Your project overview must include the following:

- Does the proposed project center on your organization's goals?
- Does the project bring together students and alumni in a meaningful way?
- How will this project enhance your organization's learning experience at PSU?
- How will this project enhance the PSU community?
- How will others in the PSU community be informed about your project?
- What is the project's intended outcome? What type of results do you expect?
- Is the budget clearly outlined? Are cost estimates provided?
- What level of support will your advisor provide? How will your advisor 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 student organization's advisor must supervise the project. The advisor **must** provide a written letter of recommendation that outlines the level of supervision and support they will provide.
- Grant recipients will be required to submit a final report to the Office of Alumni Relations and the Alumni Student Connections Grant Committee at the completion of the project or within the 2008-09 academic year. In addition, a PSUAA board member or Alumni Student Connections Grant committee member will be encouraged to attend the event, if applicable.
- Advisor and/or student representative must meet with the Alumni Fellow and/or the Director of Alumni Association before the grant is awarded.
- Failure to provide feedback in evaluation of the program may result in the denial of a future grant.

Grants may be used for:

- Reimbursement of project expenses (e.g., alumni travel, materials, mailings, food, etc.) by way of an account set up through student accounting. Please refer to the capital expenditure policy attached to this form. All expenditures must comply with PSU's purchasing policies.

Alumni Association may be used for:

- Data and communication with Alumni
- Public Relations
- Previous marketing and post event evaluation

Please refer all questions to:

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

*****APPLICATIONS ARE DUE NO LATER THAN NOVEMBER 6, 2009 BY 4 P.M.*****

Plymouth State University
Alumni Student Connection Grant

Application Form

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 do you expect to accomplish with the funding from 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.

Your organization's advisor should be aware and actively involved in your project. **Please have your advisor complete and sign the accompanying advisor agreement form.**

ADVISOR'S NAME (PLEASE PRINT)

EXT.

POSITION

MSC #

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Please submit your completed materials to:
The Office of Alumni Relations, MSC 50
Holmes House**

ALUMNI STUDENT CONNECTION GRANT

ADVISOR AGREEMENT

I, _____ agree to supervise this student project and will to the best of
(ADVISOR – PRINT NAME)
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 that will benefit the university community.

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

I agree to meet with the Alumni Fellow and/or the Director of the Alumni Association before the grant is
awarded.

ORGANIZATION NAME

PRIMARY CONTACT PERSON FOR ORGANIZATION

PRIMARY CONTACT PERSON SIGNATURE

NAME OF ADVISOR

ADVISOR SIGNATURE

DATE

DATE

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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**
 - ✓ Include a separate sheet of paper with your responses to the outlined questions

- **Advisor Agreement**
 - ✓ Your organization's advisor and primary contact person must sign the application and meet with the Fellow and/or the Director before the grant is awarded.

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

- **Project Overview (answer the following questions)**
 - ✓ Be sure to address the topics outlined on the first page of the application.
 - ✓ Does the proposed project center on your organization's goals?
 - ✓ Does the project bring together students and alumni in a meaningful way?
 - ✓ How will this project enhance your organization's learning experience at PSU?
 - ✓ How will this project enhance the PSU community?
 - ✓ How will others in the PSU community be informed about your project?
 - ✓ What is the project's intended outcome? What type of results do you expect?
 - ✓ Is the budget clearly outlined? Are cost estimates provided?
 - ✓ What level of support will your advisor provide? How will your advisor add to the experience?

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SAMPLE BUDGET SHEET

**TOTAL DOLLARS
AVAILABLE - GRANT

\$ 500.00

**ANTICIPATED
EXPENSES**

	BUDGET AMOUNT	EXPLANATION IF NEEDED
COPYING/PRINTING		
POSTAGE		
TRANSPORTATION/TRAVEL		
EQUIPMENT RENTAL/USE		
COMPUTER USE		
FOOD-IF APPLICABLE		
ANY SPECIALISTS ARTISTS		
SUPPLIES		
FEES/I.E., CONFERENCE FEE		
MONEY FOR HOURS WORKED		
MISCELLANEOUS		

SAMPLE