Congratulations on receiving a Pi Sigma Alpha Chapter Activity Grant. We are pleased with your proposal and are sure that you and your chapter will put the money to good use. Pi Sigma Alpha’s auditors require that all grant-funded activities be accounted for at the end of the Fiscal Year in which they are awarded, which is June 30. We need your reports in hand by June 15.

YOUR GRANT REPORT MUST BE SEPARATE FROM YOUR CHAPTER’S ANNUAL REPORT TO THE NATIONAL OFFICE AND MUST BE RECEIVED BY JUNE 15 of next year. Failure to submit the report will jeopardize your chapter’s chances of winning future grants.

THE REPORT MUST INCLUDE:

An Accounting of the Expenditure of Funds
Our auditors require that you provide a fully itemized account of how you spent the grant, including copies of all relevant receipts.

A Description of the Activity Itself
The report should also include a narrative description of the funded activity. It can be brief. Please be sure to spend the money for what your proposed in your grant application and, if you received partial funding for your project, the specifics in your grant letter.

A Copy of the Program from the Event
For auditing purposes, please include a copy of the program from your event or other hard evidence that the event took place as scheduled.

A Check Refunding any Unused Portion of the Grant
If your chapter is unable to carry out the planned event, or if you have money left over after the specific grant activity is finished, please return the unused funds to Pi Sigma Alpha. There is no penalty for this.

Please Submit the Report on School Letterhead, make sure it is here by June 15, and label it “Chapter Activity Grant Report.” The report CAN be delivered as an email attachment.

Thank you very much for all you do for your chapters. We wish you the best in planning your chapter activities and please contact the National Office at 202–349-9285 or office@pisigmaalpha.org if you have any questions about the grant reporting requirements.