

# Effective Chapter and Leader Grant Application

## Purpose

Grant funds can be used to:

- meet new employees at their workplace or at employer orientation (if employer does not provide paid release time);
- get chapter members to sign recommit cards;
- send a chapter member (only if the chapter isn't sending someone) to legislative conference and PSE's annual convention (if there is no other funding available);
- send a chapter member (only if the chapter isn't sending someone) to local, regional, or state training or meetings;
- assist chapter's or leader's efforts to meet the effective chapter or leader characteristics.

## Process

Chapters or leaders will be required to describe how they will use the grant, how much they are requesting, and then when completed, submit a final report. Upon completion of the grant, the chapter or leader will complete a written report which will include, what was accomplished and how much of the funds were used and who used the funds. If the request includes release time, the chapter or leader will include the names and contact information for those using release time. Expense reimbursement will require receipts and a PSE member expense reimbursement report.

## Eligibility

Chapters must have updated PSE with current officers and completed their last financial report with PSE. Members must be dues paying members in good standing.

## Apply Online

Visit <http://www.surveygizmo.com/s3/4001203/Member-Leader-Development-Program-Application>