



Application Instructions and Details

Please read all instructions before completing this application. Note that several parts of the application require additional attachments. Incomplete applications may not be considered. This official application form, or a copy, must be used. E-mail is acceptable for submission of applications, and final reports. All final reports must include photographs of the project.

What is the Alpha Phi Omega Friendship and Retention Grant Program?

The objective of this new grant program is to increase the retention of student members and to encourage alumni to stay in touch with their chapter. It is intended to motivate chapters to create an event that would invite these uninvolved members back for a service and fellowship activity in a welcoming manner, without requiring a future commitment of involvement.

Eligible Applicants

All Alpha Phi Omega chapters in good standing, as defined by the National Bylaws, may apply for the APO Friendship and Retention Grant. No chapter can receive an award more than twice in a five-year period. Maximum grant per chapter is \$500. A chapter may submit only one application, for one project or program, per grant year.

Philosophy

On any given campus there are numerous students who have been initiated into APO who are no longer involved with that chapter. It is our belief that holding Friendship and Retention events will spark the interest of many of these uninvolved members. With a renewed involvement in APO, the uninvolved members will be reminded of why they joined APO and reconnect with their perspective chapter increasing the chapter's retention rate. By also including alumni in these special events there will be numerous additional benefits including recruitment of chapter advisors, and better interactions between alumni associations and chapters.

Application Details

The application requests information focused primarily on the proposed project and must include a budget. A description of the chapter's fiscal operations also is required. Include in the comments how the chapter handles money (i.e., who writes checks, how many signatures are required on chapter checks,

etc.) A letter of endorsement from a chapter advisor should confirm the chapter's readiness for the project proposed.

Friendship and Retention Day

The first Saturday in October will be designated National Friendship and Retention Day. The creation of a National Friendship and Retention Day will provide a single weekend of focus for friendship activities across our college campuses. While activities can be anytime throughout the month, having a single day of focus promotes the idea of brotherhood across the Fraternity.

Timeline of Reporting

Completed and signed applications due by May 1st to the National Office (*see address above)

Notification will be sent to chapters by May 25th.

Project execution after award, no later than January 1st, preferably during the first weekend in October, Friendship and Retention Weekend

Submission of Project Reports:

Report 1: Two weeks after project, no later than January 1st.

Report 2: Six months after project, no later than May 1st.

Final Reports Explanation

The first final report will be submitted online describing the details of the project. The report also will include an expense accounting with copies of receipts, sent to the National Office. In addition, any information on alumni participation would be gathered, as well as updated contact information for those alumni.

The second report will be submitted online describing the overall effectiveness of the project. The report will describe the chapter membership before and after the event. Also photographs depicting the accomplished project should be included.

PLEASE NOTE: *Submission of an application does not guarantee a grant of any amount. The awarding and amount of any grant shall be subject to the discretion of the FAR Selection Committee. The grant must be used for the project you describe in the application. Any awarded funds not expended for this project must be returned to the APO Friendship and Retention Fund at the National Office. Any grants not utilized automatically revert to the APO Friendship and Retention Fund. The selection committee and/or the Fraternity shall assume no responsibility or liability for claims of damage of any kind or for claims of injury to any person in connection with said grant.*