



NATIONAL CHAPTER BULLETIN

14901 E. 42nd Street – Independence, MO 64055 – (816) 373-8667 – FAX: (816) 373-5975

2006 Youth Service Grant



The APO Youth Service Grant program is a grant program for Alpha Phi Omega chapters. Each year, grants are awarded to qualifying chapters to conduct a service project that relates to the socially positive programs for pre-college-age youth.

The APO Youth Service Committee will evaluate the applications and fund as many appropriate projects as available in funds will allow. Grants are awarded in amounts ranging from \$100 to \$500 each.

The committee will notify all chapters submitting applications when selections have been determined.

The application deadline for a 2006 Youth Service Grant for pro-active service to youth is January 31, 2006. All Chapters in “good standing” are encouraged to apply.

www.apo.org

In the next month we will be launching a great new website! This website will have several new features, easier navigation, and a fresher look.

THANK YOU



Included in this mailing

- Who, What, When & Where
- 2006 Youth Service Grant Application

A special thank you to all the chapters that sent in their 2005-2006 Charter Reaffirmation, National Service Week report and Annual Chapter Evaluation by November 15th. Reporting this information on time keeps your chapter in good standing.

If you have not sent this information to the National Office, please do so ASAP to return your chapter to good standing.

WHO, what, When & WHERE?

Alpha Phi Omega

2005-2006 Calendar of Events – Updated: 11/23/2005

2005

December 27-30

Regions I/II Conference
Host: Alpha Delta Eta
University at Albany
Albany, NY

Region IV Conference
Host: Gamma Zeta
Georgia Institute
of Technology
Atlanta, GA

Region X Conference
Host: Gamma Beta
San Jose State University
San Jose, CA

2006

January 13-15

Region VIII Conference
Host: Delta Delta
St. Louis University
St. Louis, MO

February 17-19

Sections 23/27 Conference
Host: Nu Mu
Univ. of Minnesota/Duluth
Duluth, MN

February 24-26

Section 21 Conference
Host: Beta Epsilon
Univ. of Northern Iowa
Cedar Falls, IA

February 24-26 cont.

Section 67 Conference
Host: Alpha Zeta
University of Kentucky
Lexington, KY

March 3-5

Section 61 Conference
Host: Lambda Omicron
West Virginia University
Morgantown, WV

March 16

Absolutely Incredible Kid Day
www.campfireusa.org/a_i_kid_day/mainpage.html

March 24-26

Section 26 Conference
Host: Kappa Chi
Creighton University
Omaha, NE

Sections 53/55 Conference
Host: Beta Beta
Michigan State University
East Lansing, MI

Section 64 Conference
Host: Alpha Beta Nu
Pennsylvania State Erie
Erie, PA

Section 79 Conference
Host: Chi Kappa
UNC-Asheville
Asheville, NC

March 31 – April 2

Section 52 Conference
Host: Delta Omicron
Wabash College
Crawfordsville, IN

Sections 56/59 Conference
Host: Alpha Beta Sigma
Robert Morris University
Moon Township, PA

Section 83 Conference
Host: Alpha Delta Iota
VA Commonwealth Univ.
Richmond, VA

April 1

Section 97 Conference
Host:
Alpha Gamma Gamma
Hunter College
New York, NY

April 7-9

Tri-Sectional Conference
Sections 47/50/51
Host: Sigma Sigma
Univ. of Illinois-Chicago
Chicago, IL

Sections 65/66 Conference
Host: Alpha Beta Sigma
Robert Morris University
Moon Township, PA

Section 90 Conference
Host: Xi Lambda
Bloomsburg University
Bloomsburg, PA

**Changes Noted in Italics*

April 21-23

Spring Youth Service Day
*Service Projects with Youth
and/or Benefiting Youth*

Section 8 Conference
Host: Kappa Rho
Seattle University
Seattle, WA

May 1

Spring Youth Service Day
Reporting Deadline



Hi, I'm Grant the Youth Service "Grant" Bear! Good luck with your Youth Service Grant application. Email me at Grant@apo.org if you have any questions.

November, 2006

Greetings Brothers,

The 2006 Alpha Phi Omega Youth Service Grant Program is here and it's a chance for your chapter to apply for a grant of \$100-\$500 to help you perform a service project benefiting pre-college age youth! The grant application and instructions are enclosed.

Think of a special youth-based service project you'd love to do, but you need funding to make happen: that's the perfect YSG project! This is a chance to identify a need in your community, and then develop/conduct a service project that meets that need and benefits local youth. The grant money helps your Chapter cover the cost of things you need to successfully perform the project. The program is made possible through a generous gift from the Jadel Foundation.

Participating in the YSG program helps realize Frank Reed Horton's dream that Alpha Phi Omega make the world a better place, particularly through service to, "the youth of all nations." Every adult can think of a person who helped them become the individual they are today. As an APO Brother in action, you should be one of those people who youngsters look up to and will remember positively; a YSG project is a wonderful opportunity to provide service that leaves a lasting impact on local youth.

I encourage your Chapter to apply for an APO Youth Service Grant. Even if you do not receive a grant, the experience of applying for one is an opportunity to learn valuable skills you will take with you after graduation. Please read the YSG instructions carefully. **The application deadline for the Alpha Phi Omega Youth Service Grant is January 31, 2006.**

Good luck!

Warmest Regards,

Carla Moran

Service & Communication Program Director

P.S.-Service happens when your skills and willingness to share them intersect with the needs around you. Look around you; youth have many needs APO can help meet through service.



MAIL COMPLETED APPLICATIONS TO:
 Alpha Phi Omega
 Youth Service Grant Committee
 14901 E. 42nd Street
 Independence, MO 64055-7347

INSTRUCTIONS/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 not acceptable for submission of applications; final reports, however, may be submitted electronically. All final reports must include photographs of the project.

WHAT IS THE APO YOUTH SERVICE GRANT PROGRAM?

The APO Youth Service Grant Program provides funds, in the form of a grant, for Alpha Phi Omega Chapters. Each year, grants are awarded to qualifying Chapters to conduct a service project that relates to socially positive programs for pre-college-age youth. Funding for the APO Youth Service Grant Program has been endowed by a grant from the Jadel Foundation.

The APO Youth Service Grant Review Committee evaluates the applications and funds as many appropriate projects as available monies will allow. Grants range from \$100 to \$500 each. The committee will notify all Chapters submitting applications when selections have been determined.

ELIGIBLE APPLICANTS

All Chapters of Alpha Phi Omega in good standing, as defined by the National Bylaws, may apply for an APO Youth Service Grant. No Chapter may 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

We seek solutions to help improve difficult situations youth sometimes face. Quite often in our communities we will react to young people who have been negatively affected by societal problems. The APO Youth Service Grant Program is based on a different premise: to create positive outreach programs, or to support existing programs that address the root social issues. The goal is to help mold the young people of today in a positive way, before they are affected by negative factors. Examples of this type of project include mentoring programs for youth at risk and skill training programs (art, sports, etc.) at youth centers.

APPLICATION DETAILS

The application requests information focused primarily on the proposed project and must include a budget. Also required is a description of the Chapter's fiscal operations. 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.**

Proposed projects must focus on service to pre-college-age youth, chapter-based service to benefit youth or appropriate organizations, or socially positive programs of youth development. The emphasis is on a proactive, positive outreach program for youth. Grants will not be awarded for previously completed projects. Projects must occur after the awarding of monies and before November 15, 2006. Funds must be used on the proposed project. For an ongoing project to qualify, the grant must be utilized within this period.

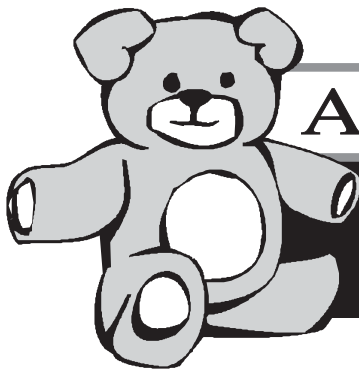
2006 YOUTH SERVICE GRANT TIME LINE

Completed and Signed Applications Due.....	by January 31, 2006 to the APO National Office(*see address above)
Notification to Chapters	by February 25, 2006.
Project Execution	After Award, no later than November 15, 2006
Submission of Project Report	Two weeks after completion of project, but no later than November 15, 2006; whichever is sooner.

FINAL REPORTS

The final report will be in narrative form, describing the activity fully. The report should include photographs depicting the service accomplished. The report will also include an expense accounting with copies of receipts. The report must be submitted to the National Office within two weeks of completion of the project, or by November 15, 2006, if an ongoing or late fall project. Electronically submitted Final Report texts are appreciated and may be submitted to: chapter.administrator@apo.org.

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 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 Youth Service Fund at the National Office. Any grants not utilized automatically revert to the APO Youth Service Fund. The selection committee and/or the National 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.*



ΑΦΩ

**Youth Service
G R A N T**

2006

WELCOME!

Welcome to the 2006 APO Youth Service Grant program! This program awards grants to ΑΦΩ Chapters to enable them to perform proactive service to pre-college-age youth. The goal of Youth Service Grant funded projects is to encourage and inspire children and young people before problems develop in their lives and/or become severe, and to provide the youngsters with tools to succeed...even against the odds. Your Chapter is encouraged to apply for a grant.

The application instructions provide complete details of the procedure and project criteria, but here are some important points:

- All Chapters of Alpha Phi Omega in good standing, as defined by our National Bylaws, may apply for an APO Youth Service Grant. No Chapter may receive an award more than two times in a five-year period. Maximum grant per Chapter is \$500. Minimum is \$100.
- For a proposal to be considered it must conform to the specific subject area as described and must use the official grant application form or a copy. No email applications, please. In certain cases, a faxed copy may be accepted; please contact the National Office before you submit an application by fax. Mailed hard copies are preferred. Please contact the National Office if you do not receive confirmation of application receipt. Only one application, for one project or program, per Chapter, will be considered each grant year. Submission of an application does not guarantee a grant of any amount.
- Proposed projects must focus on service to pre-college-age youth: Chapter-based service to benefit youth, or appropriate organizations, or socially positive programs of youth development. The emphasis is on proactive, positive outreach for youth. Your Chapter needs to be organized enough to complete the project even if the original proposer is no longer around, especially if you plan a summer or fall project.
- The project may be one-time, short-term, or ongoing. However, the project receiving grant funds must be scheduled to occur between February 27, 2006 and November 15, 2006. A written project report will be required within two weeks of the end of the project. In addition to completing the grant procedure, these reports are further used to possibly include your project in the *Torch & Trefoil* and/or on *apo.org*. Chapters selected for grants that fail to perform the project must return the grant award to the National Office.
- A Chapter's failure to submit the project and expense report will constitute a failure to fulfill a financial and/or administrative obligation to the National Fraternity and will jeopardize the Chapter's standing with the National Fraternity. Chapters that are NOT in good standing are prevented from voting at the National Convention and could face other sanctions as prescribed in the National Bylaws.

2006 YOUTH SERVICE GRANT TIMELINE

Completed and Signed Applications Due.....by January 31, 2006.

Notification to Chaptersby February 25, 2006.

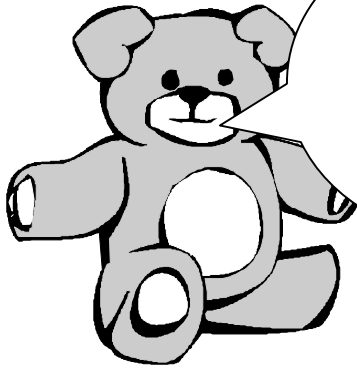
Project ExecutionAfter Award, no later than November 15, 2006.

Submission of Project ReportTwo weeks after completion of Project,
but no later than November 15, 2006; whichever is sooner.



**Hi, I'm
Grant!**

**On the other side of this sheet,
Grant—the Youth Service
"Grant" Bear—has tips on
completing your YSG application.**



Hi, I'm Grant!
I have some tips
on applying for
an AΦΩ Youth
Service Grant.

Grant's Tips on Your Chapter's AΦΩ Youth Service Grant Application

Grant—the APO Youth Service “Grant” bear—has some tips to help your chapter through the YSG application process. Grant says to, “Follow the YSG instructions and help the review committee focus on your plans, not your papers. You don’t want anything to detract from your message about why your Chapter should receive a grant!”

1) FILL OUT THE APPLICATION FORM (or a copy). The form itself exists, in part, as a checklist and as a tool for comparison. Though much of the material is attached in essay form, don't make the review committee hunt for short answers like the name of your project, the dates, etc. Be legible, especially with names, phone numbers and email addresses. The review committee relies on this information to resolve any questions about your application, which may be delayed or not fully considered if you cannot be reached.

2) CLEARLY IDENTIFY YOUR ATTACHMENTS. Each attached page should be labeled with the Chapter Name, College or University, Section and Region. Further, number each response, in order, and use the question or topic as a title. This way each answer is clear and to the point. For example, if the committee has to dig through five pages of text to infer the impact of the grant on your Chapter, your proposal will be less effective. Though you may have created a single, elegant essay which encompasses all points, break it out according to the application. In this case, specific content is more important than the flow.

3) MAKE SURE THE APPLICATION IS COMPLETE. If you follow the suggestions above you will be less likely to miss something. **Of special note:** Item 6, the Budget, requires A) a figure on the application, B) an attached, detailed budget that clearly shows how the grant money would be used, and possibly C) an additional attachment explaining other sources of funding. Item 7, Fiscal Operations, wants to know how the Chapter handles money for service projects and other activities, e.g. who writes checks, how many signatures are required on Chapter checks, how you record financial transactions, etc. The most commonly forgotten attachment is the advisor's letter (Item 9). That advisor must also sign the application itself.

4) QUALITY VS QUANTITY (AND NEATNESS COUNTS). Again, you want your message to come through loud, clear, and unimpaired. An organized application also infers that your Chapter, and therefore the project, is well organized. Check spelling & grammar; have it proofread. Bulk for its own sake is not a desirable goal and may even be counter-productive, but do develop each point sufficiently.

5) CHECK TO MAKE SURE THAT YOUR CHAPTER IS IN GOOD STANDING WITH THE NATIONAL FRATERNITY AS DEFINED IN THE NATIONAL BYLAWS, This is one of the requirements for the grant, though it requires no specific attachment. The YSG Review Committee will verify through records in the National Office the status of each Chapter submitting an application. If in doubt about your standing, call or email Judy Mitchell at the National Office (816)373-8667 ext.13 or email: chapter.services.dir@apo.org.

If you have any questions in preparing your application, contact your Regional Service Chair:

members.apo.org/service/committee.php. You may also contact the National Office:

chapter.administrator@apo.org, 816-373-8667 phone. Because you should be focusing on your own community and project ideas, the office staff will not provide you with the text of past “winning” applications, but can certainly help answer questions on how to fill out particular sections of your applications.



Good
Luck!

Email Grant with questions:
Grant@apo.org



2006 YOUTH SERVICE GRANT APPLICATION

Deadline for submission of this application to the Alpha Phi Omega National Office is **January 31, 2006**.

*** PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS APPLICATION ***

Please type or print application and keep a copy for your records.

Chapter Name	College or University	Section/Region
Chapter Mailing Address, City, State & Zip Code	()	Office Telephone #
Name of Submitter	E-Mail Address	() Submitter's Telephone #
Chapter Office (if any)	Submitter's Signature	Date

Please provide the following information in order to present the review committee with a detailed plan for your proposed service project. Describe the project in as much detail as you need to demonstrate that the project merits consideration for financial assistance from the APO Youth Service Grant Program. **Attach additional sheets where indicated.**

1. Name of project and brief description:

2. When would this project occur? _____
 (on or after 2/27/2006 and before 11/15/2006)

3. Attach a detailed description of the project and what you hope to accomplish. Explain your Chapter's involvement in this project.

4. Attach an explanation of who will benefit from this project, as well as the number of people who will benefit from it.

5. Attach an explanation of how this project fulfills the purpose of the APO Youth Service Grant Program: how it affects youth in a proactive, positive manner.

6. Amount requested: \$ _____ (\$500 maximum; \$100 minimum).

7. Attach a budget of anticipated costs for the service project. Indicate how the grant money would be used. If the project will require more than the amount of this grant, explain what other sources will provide funding.

APPLICATION CONTINUES>>>>

8. *Attach* a description of your Chapter's fiscal operations (methods, not amounts). *How the Chapter handles money for service projects and other activities, e.g. who writes checks, how many signatures are required on Chapter checks, how you record financial transactions, etc.*
9. *Attach* a description of how this grant would impact your Chapter.
10. *Attach* a letter of endorsement from the Chapter Advisor who signs below.

CHAPTER

We, the members of _____ Chapter of Alpha Phi Omega understand that submission of an application does not guarantee a grant of any amount and that the awarding and amount of any grant shall be subject to the discretion of the selection committee. Awarded funds must be expended on the project described here, and any awarded funds not expended for this project will be returned to the APO Youth Service Fund at the National Office. We agree to submit an expense accounting, including copies of receipts for expenses, with the final project report. We understand that failure to meet the above requirements may result in our chapter not being in good standing, according to the National Bylaws and Standard Chapter Articles of Association. We understand that the selection committee and/or the National 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. Our Chapter is in good standing with our college/university and has met its administrative, financial, and Charter Reaffirmation obligations to the Fraternity.

CHAPTER PRESIDENT

Chapter President (print name): _____

Telephone: (_____) _____ E-Mail Address: _____

Signature: _____ Date: _____

CHAPTER ADVISOR (*This must be the same chapter advisor who writes a letter of endorsement for the proposed project.)

Chapter Advisor (print name): _____

Telephone: (_____) _____ E-Mail Address: _____

Signature: _____ Date: _____

MAIL COMPLETED APPLICATIONS TO
 Alpha Phi Omega
 Youth Service Grant Committee
 14901 E. 42nd Street
 Independence, MO 64055-7347



Make sure you've completed **both** pages of the application form and included all the necessary attachments!

NOTE: Each Chapter that receives an APO Youth Service Grant is required to submit a report with photos to the National Office within two weeks of project completion, or by November 15, 2006, whichever is sooner.

The APO Youth Service Grant Program is funded by the Jadel Foundation and administered by Alpha Phi Omega National Service Fraternity.