

## ESTABLISHING A BOOK AWARD

### Background

Book Award funds, as approved by the Foundation, may be established for book awards to deserving initiated members of Phi Sigma Sigma, including alumnae pursuing post-graduate degrees. With respect to each fund, a local or other advisory committee may be established to make recommendation to the Foundation Board of Directors as to the criteria for the disbursements of the funds to individuals based on certain criteria to include: a specific area of study (optional), academic achievement and service to chapter, Greek life, campus, and community. The final discretion as to such disbursement must remain with the Foundation directors, according to law.

### Process

1. To apply for approval by the Foundation Board of Directors to establish a book award, the active alumnae or collegiate chapter, or house corporation shall submit a copy of the minutes documenting a vote supporting the establishing of the book award and a vote acknowledging and accepting the Phi Sigma Sigma Foundation Policy for the Acceptance of Restricted Funds ([http://www.phisigmasigmafoundation.org/pdfs/Policy\\_for\\_the\\_Acceptance\\_of\\_Restricted\\_Funds\\_October\\_2007.pdf](http://www.phisigmasigmafoundation.org/pdfs/Policy_for_the_Acceptance_of_Restricted_Funds_October_2007.pdf)). In the case of an individual donor or donors, a signed proposal and acknowledgement of the policy should be submitted.
2. Attached to the minutes/proposal, shall be a document providing answers to the following questions:
  - ✓ The name of the book award.
  - ✓ Who is eligible for this book award?  
 Graduate Students     Undergraduate Students     Both
  - ✓ Whether the book award is restricted to a specific area of study, and if so, which one.
  - ✓ The weighted percentage of each of the criterion below:  
 % Service to the sorority  
 % Service to Greek life  
 % Service to campus  
 % Service to the community  
 % G.P.A.



100% TOTAL

- ✓ The minimum G.P.A. requirement. \_\_\_\_\_

Please provide the reasons this book award should be established and as much information as possible about who the book award honors (if applicable), such as biographical information, pictures, personal stories from families and friends, etc.

The Foundation awards a certificate with each book award.

Should you have any questions, please contact the Foundation at [foundation@phisigmasigma.org](mailto:foundation@phisigmasigma.org)

*Please return this form to: Phi Sigma Sigma Foundation, 8178 Lark Brown Road, Suite 202, Elkridge, Maryland 21075, or [foundation@phisigmasigma.org](mailto:foundation@phisigmasigma.org)*

